



The
**Ultimate
Readiness
Checklist**

For the Holiday Selling Season

1. Tune-up Physical Equipment



Your physical equipment is the backbone of your fulfillment operation. Too often the stresses of holiday volume can burden physical systems and stress your fulfillment operation. Now is a good time to give your EDI systems a holiday tune-up and confirm that all working equipment is up to the task

- Check that physical systems and key software products are fully updated.
- Replace or upgrade aging equipment.
- Check for available space on working systems and upgrade disks or clean up disk space.
- Confirm that printers are up to the task of the higher seasonal volume of printing packing slips and shipping labels.
- Be sure to have ample printing supplies with suppliers of each documented.

2. Evaluate Integrations



EDI environments routinely trade transactional information with critical fulfillment systems. Integrations are key to handling high volumes of seasonal traffic and need to be operating smoothly during periods of stress. Failure of just one link in the

chain can create havoc with efficient fulfillment operations.

- Trace the data from to and from each integrated environment where EDI data is shared.
- Confirm that all integrated systems are updated to the latest release.
- Confirm that your integrations are efficient and saving time and steps in your fulfillment process.
- Check for manual steps that still exist in your fulfillment process that can be eliminated with an integration.
- Products in integrated environments often change over time and should be reviewed for efficiency.

3. Evaluate Online Commerce Platforms



Holiday orders can come in a fast and furious pace and it's important to know that your eCommerce systems can adapt. Pay particular attention that the shopping cart works quickly and efficiently as studies show that the easier it is to place orders, the more orders are placed. Recognize in your fulfillment planning that eCommerce orders are often placed off-hours on nights and weekends. If shopping is not a smooth and friendly process, orders will suffer.

- Check your online web presence for efficiency of process.
- Place test orders and have disinterested 3rd parties place test orders to confirm the ordering experience
- Confirm that orders placed online flow smoothly into your fulfillment operation.
- Make a specific plan to fulfill orders placed off hours on nights and weekends.

*** Check back for more steps
this Monday**