

## 19.5. Ad Hoc Picking

To start the picking, press the **Ad hoc picking** button. The button can be reached via the path: Sales > Ad hoc picking.

Select a pick task.

- To pick for a customer collect pick list, press the **Customer collect** button.
- To pick based on a pick list, press the **Pick list** button.
- To pick based on a route, press the **Route** button.



### 19.5.1. Customer collect



- [Select a pick list](#)
- [Pick items](#)
- [Select a product](#)
- [Scan SSCC or location](#)
- [Enter the number of items](#)
- [Confirm goods](#)
- [Confirm all picked goods](#)

#### 19.5.1.1. Select a pick list

Scan or select a pick list.

Only customer collect pick list will be listed. (Customer collect can be configured on the extended [Shipping type](#) form.)

Displayed information:

- Shipping ID
- Pick list number
- Customer code, description and barcode
- Due date
- User(s)

[Started pick lists](#) are indicated with red background.

Multiple users can work on the same pick list.



#### 19.5.1.2. Remarks

If *Pick and Pack* remarks were added to the pick list, the remark will be shown after selecting the pick

list. Press the **Ok** button to acknowledge the remark.



### 19.5.1.3. Select task

Press the **Pick items** button to pick the items.

Press the **Confirm goods** button to confirm one by one that the products are loaded.

Press the **Confirm all picked goods** button to confirm that the products are loaded in one step.



#### 19.5.1.3.1. Pick items

Please see: [2.2. Pick list](#)

After an item has been picked, the user can select the following tasks:

- Press the **Go to customer** button to go back to the 'Select a pick list' screen
- Press the **Pick more items** button to continue the picking



#### 19.5.1.3.2. Confirm goods

Scan or select a product to pack and press the right arrow button. Every picked item from the pick list is displayed on the list.

Press the **Stop confirmation** button to stop the loading and go back to the 'Select a task' screen.



#### Confirmation

Press **Yes** to confirm that all products have been loaded. The system will go back to the 'Select a product to confirm' screen.

Press **No** to check the SSCC and the quantity during the confirmation. On the following screen scan or select the SSCC. Then add the item quantity the customer collected.

Displayed information:

- Code of the loading dock
- Item code, description and barcode
- Quantity to load



### 19.5.1.3.3. Confirm all picked goods

Confirm all picked goods in one step.

Press the **Yes** button to confirm that all picked items have been loaded. The system will close the pick list and will create the sales delivery.

Press the **No** button to go back to the 'Select task' screen without confirming the loading.



## 19.5.2. Pick List



### 19.5.2.1. Select a pick list

Scan or select a pick list from the list. Every open pick list meeting the following criteria is listed:

- Not linked to a route
- Not customer collect
- The *Use for Production* option is not enabled for the [pick list type](#).
- The *Use for Ad Hoc Picking* option is enabled for the [pick list type](#).

Pick lists belonging to a started wave are indicated with red color.

Displayed information:

- Shipping ID
- Pick list number
- Customer code, description and barcode
- Due date
- User(s)



### 19.5.2.2. Remarks

If a pick and pack remark is added to the pick list, the remark is shown after selecting the pick list. Tap OK to acknowledge the remark.

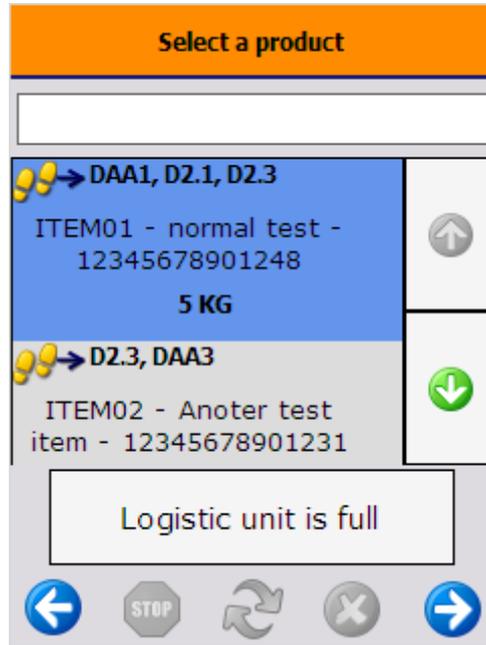


### 19.5.2.3. Select a product

On the *Select a Product* screen every item from the pick list with open quantity to pick is listed.

Displayed information:

- Possible pick locations
- Item code, description and barcode
- Quantity to pick



The *Select a Product* screen offers the following options (a-c):

- Scan or select a product from the list.
- Scan the GTIN (AI 02) of the product.

After scanning a valid GTIN (AI 02) code, step *Select SSCC or Location* is skipped and the flow immediately continues with step *Enter the Quantity*.



Note: If an invalid code is scanned, the system displays the error message “The Product is not correct”. If you tap OK, the system displays the *Select a Product* screen again and a valid code must be entered to proceed with the flow.

Continue with section 19.5.2.6. *Enter the Quantity*.

c) Tap the Logistic Unit is Full button and then confirm that the logistic unit is full. Now the logistic label is printed and the picking process continues on another logistic unit.

If you tap No, the picking continues on the same logistic unit and the *Select a Product* screen is displayed.

Note: The button is only available when there are products already picked on the logistic unit.



### 19.5.2.4. Select a loading dock

When the *Choose dock on ad hoc picking* setting is enabled on the [pick list controller](#), a loading dock can be selected on the *Select a Location* screen.



### 19.5.2.5. Scan SSCC or location

If the **Express Ad Hoc Picking** setting is enabled on the [pick list controller](#), the *Scan SSCC or Location* screen is skipped after selecting or scanning a product. Instead, after the *Select a Product* screen, the system immediately displays the *Enter the Quantity* screen. If you are using Express Ad Hoc Picking, continue with section 19.5.2.6. [Enter the Quantity](#).

On the *Scan SSCC or Location* screen the following information is displayed:

- Possible pick locations
- Item code, description and barcode
- Quantity to pick



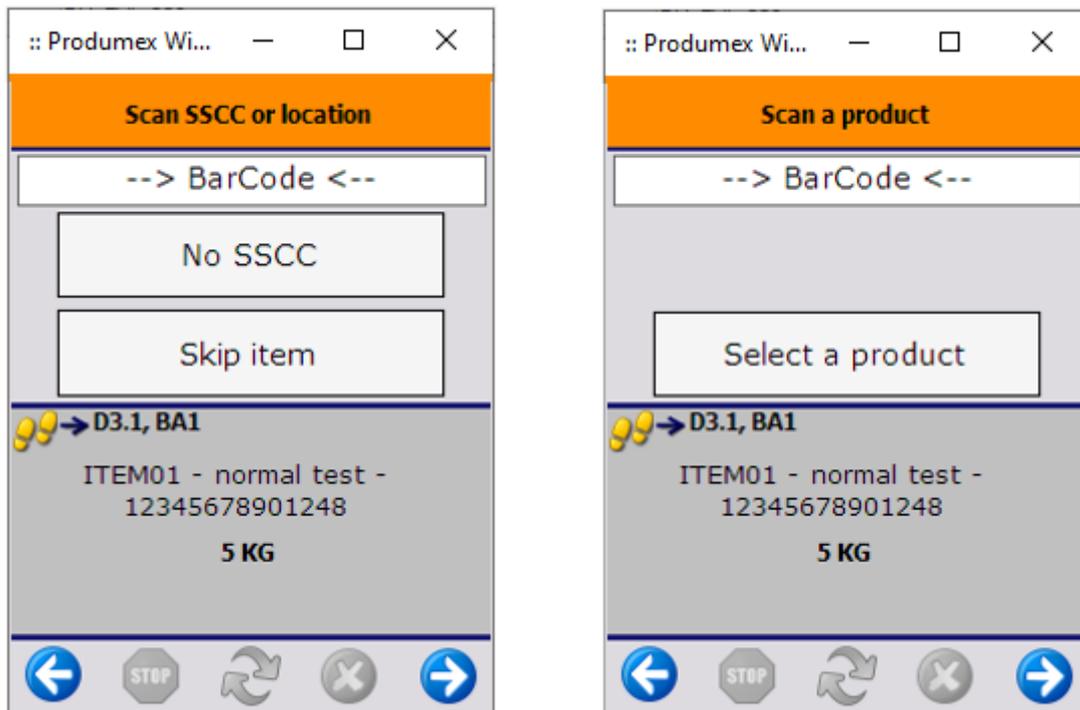
Now the system offers the following options (a-d):

a) If the item must be skipped, press the Skip Item button and on the next screen, select a reason for not picking the full stock (at least 10 characters).



b) Scan the source SSCC.

c) If the product has no SSCC, scan a pick location. Now the *Scan a Product* screen is displayed. Scan the product or click Select a Product and select the necessary product from the list.



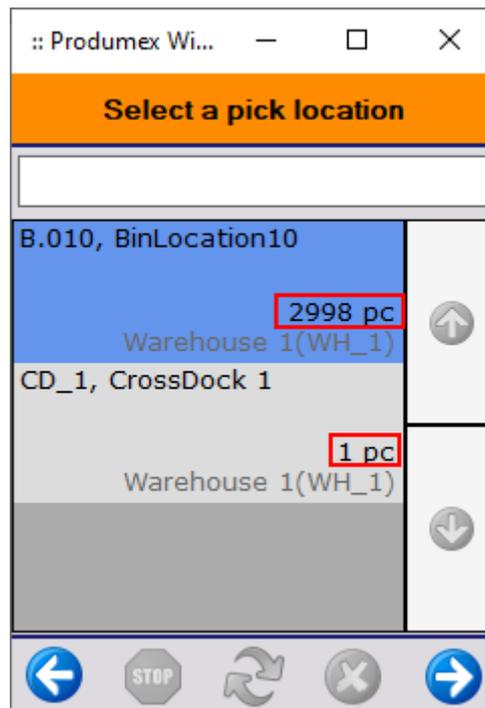
d) If the product to pick has no SSCC, it is also possible to select the necessary location from a list by proceeding as follows.

1. Tap No SSCC and the system displays the *Scan a Location* screen.
2. Tap Select Location.
3. Select a pick location from the displayed list. Every location in the warehouse with available stock of the item is listed.
4. Now the *Scan a Product* screen is displayed. Scan the product or click Select a Product and select the necessary product from the list.



Note:

- The No SSCC button is not displayed if the *Ad Hoc: Force to Scan SSCC* setting is enabled on [pick list controller](#).
- The *Reason requirements when skipping first location* setting on the [pick list controller](#) defines if a reason is required when selecting a location different from the first suggested one.
- **New:** If the *Show Stock for Location* setting is enabled on the [pick list controller](#), the *Select a Pick Location* screen shows the free stock quantity of the selected item for each location listed on the screen.



### 19.5.2.6. Enter the quantity

Add the quantity to pick and click on the right arrow.



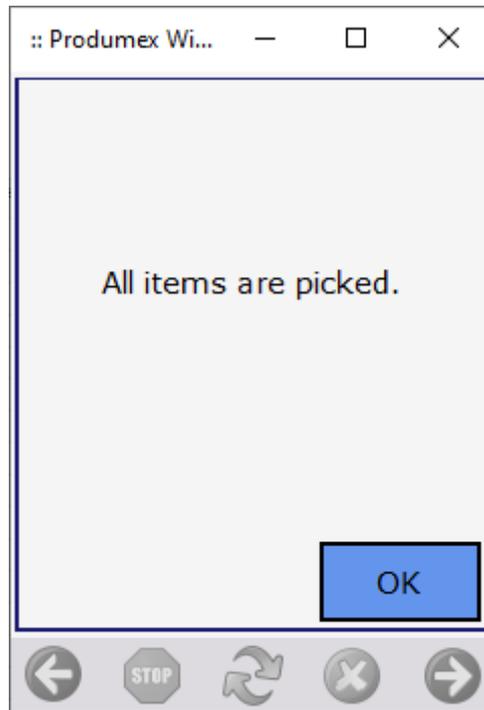
Note: By default the quantity displayed in the quantity input field is one. If the *Ad hoc: Auto fill quantity* setting is enabled on the [pick list controller](#), the displayed quantity is the maximum quantity to pick.

If there is not enough free stock, the following message is displayed:  
*There is not enough free stock. Please enter a new quantity.*

Tap OK and the system displays the *Enter the Quantity* screen again so that you can enter a new quantity.

### 19.5.2.7. All items are picked

If there is no more item to be picked, the system displays the following screen:



Click OK and the status of the pick list is now *Picked*.

If there is another product in the pick list to be picked, the system displays the *Select a Product* screen again and you can start the picking for another product.

Note:

- If the *Ad hoc picking: Keep picking the same item* setting is enabled on the [pick list controller](#), the next product to pick can only be selected if the maximum pick quantity of the previously selected product is picked.
- **NEW:** If the full quantity of the selected item is picked and the *204 - Picking: after item is picked print event* is set for the pick list type on the [Print Events](#) tab of the Organizational Structure, the system asks if you want to print a label. To proceed with the printing click OK.

## 19.5.3. Route

Scan or select a route from the list.

Every open route that contains at least one pick list will be listed.

Displayed information:

- Route date
- Route number
- Route description (Template code)



### 19.5.3.1. Select a pick list

Select a pick list from the list. Every open pick list linked to the route are listed.

The sorting of the routes depends on the '*Route picking pick list order by*' setting on the [pick list controller](#).

Displayed information:

- Shipping ID
- Pick list number
- Customer name and address
- Due date

After the pick list has been selected, proceed with the picking as described in [2.2. Pick list](#).



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