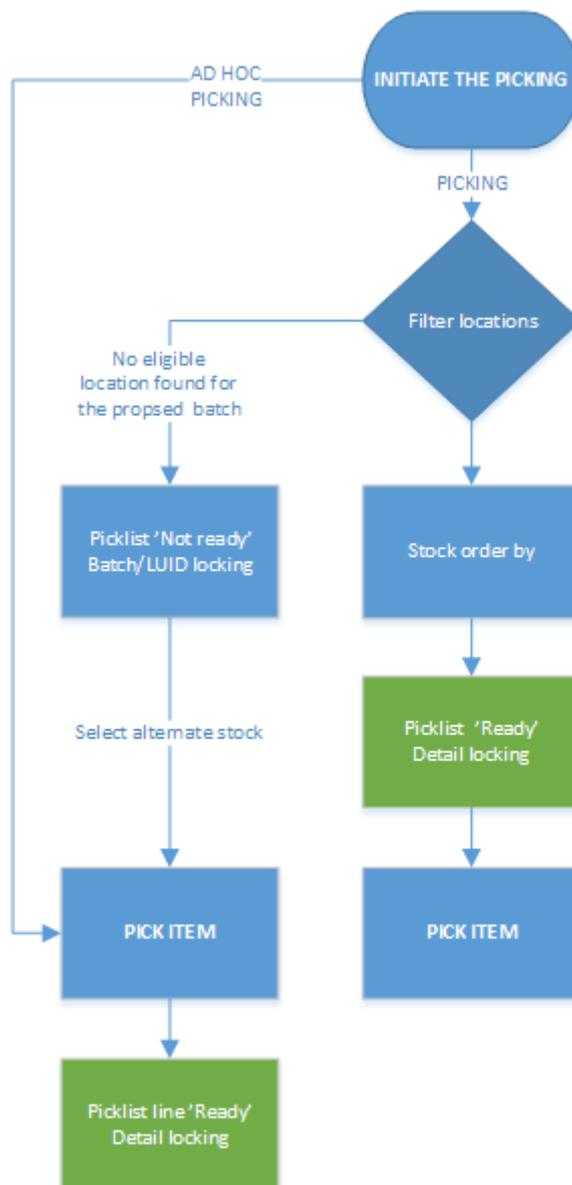


## 4. Initiate the picking



### 4.1. Picking/ Multi-picking/ Zone-picking

After the pick list has been printed or it has been selected on the scanner, the system will select the location to pick from based on the following checks:

- Only locations in the selected warehouse are taken into account
- There is stock of the proposed batch on the location
- **Not disallowed location**
- **Not blocked location**
- Depending on the settings of the Pick list controller, bulk locations might be taken into account:
  - If the option *'Can the user pick full pallet from bulk location?'* is flagged and there is a full pallet on the bulk location.
  - If the *'Must the user first pick full pallet from bulk location?'* option is also flagged, the full pallet on the bulk location will be allocated.
  - If the *'Can the user pick bulk quantity from bulk location?'* option is set to true, the user

can pick bulk quantities from bulk locations.

Stock on the locations that are allowed for picking will be sorted based on the '[Stock order by](#)' setting on the [Pick list controller](#), unless the '*Force the user pick full pallet?*' option is set to true. In this case the user will be forced to pick the full pallet of items which contains the same or a lower quantity than the quantity that has to be picked. If there are still quantity to pick for the item and there are no more full pallets left, then the stock will be allocated based on the '[Stock order by](#)' setting.

If there is stock from the proposed batch/LUID on a location from what the user can pick, the status of the pick list will be changed to 'Ready'. The locks for the pick list will be converted to 'Detail' level.

If the '*Picking: Make pick list ready for selected line? (Y/N)*' option is enabled on the [pick list controller](#), and the user performs the picking in the Picking flow, then the status of the pick list is changed to 'Partially Ready' after an item is selected to pick. Only the corresponding pick list line's status is set to 'Ready', the other, unpicked lines remain in 'Not Ready' status.

If there is no stock of the proposed batch/LUID located on a location from the user can pick, then the status of the pick list will remain 'Not ready' and the locks will remain on the batch/LUID level. The user have to select alternate stock on the scanner. Every batch that is allowed to be picked will be listed on the scanner as alternate stock.

After a pick list line has been picked, the locking will be converted to 'Detail' level. The status of the line will be changed to 'Picked' or 'Packed'. (based on the pick list type and the picking process.) If the 'Always status picked' option is ticked for the pick list type, the line status will be converted to 'Picked' regardless of the picking process. If it is disabled, then the status will be changed to 'Picked' when picking onto a moveable location or 'Packed' when picking without a moveable location.

## 4.2. Ad hoc picking

The status of the pick list will remain 'Not Ready' and the locking level will remain 'Batch' or 'LUID' after the pick list has been printed or selected on the scanner. The stock that can be picked will always be sorted by:

- BBD
- Batch with smallest free stock
- Pick locations
- Location with most LUID's
- Non-full pallets
- Smallest quantities per inventory line
- Location sequence

*Please note that bulk locations are only taken into account if the '*Allow ad hoc picking from bulk locations?*' option is set to true on the [Pick list controller](#).*

After a pick list line has been picked, the locking will be converted to 'Detail' level. The status of the line will be changed to 'Picked' or 'Packed' depending on the pick list type and the picking process.

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