Performing the Picking Process

Picklists can be created from Sales Orders, Sales Reserve Invoices, Inventory Transfer Requests (if the source warehouse is a Produmex warehouse) and Production Orders.

When picklists are generated on the office level, they are immediately available on the shop floor. The picking process can be performed on the Mobile Client (scanner mode) by starting the picking flows listed below. Consult with the description of the flows and click on the name of the given flow to see its documentation.

Note: The production picking functions are documented in the Production Guide.

1. Picking Flow:

- The picking process is based on a single picklist or waves containing picklists for different customers and you are suggested to pick the allocated stock.
- When picking for a single customer / delivery address, you can create a packed logistic unit directly. When picking for a wave containing different customers, you must use a movable location and after finishing the picking, a packing process must be performed.

2. Multi-Picking Flow:

- The picking process is based on a single picklist or a wave. The flow is designed to use waves containing picklists for different customers, but the picking process can be performed for a single picklist as well. You are suggested to pick the allocated stock.
- The flow always requires the use of a movable location and each picklist must be picked to a specific movable location.
- After finishing the picking, a packing process must be performed.

3. Zone Picking Flow:

- The picking process is based on a single picklist or waves containing picklists for different customers.
- After selecting a picklist on the scanner, a zone must be selected. The flow proceeds with the step of selecting the items to pick, but only those items are listed that can be found in the selected zone. You are suggested to pick the allocated stock.
- When picking for a single customer / delivery address, you can create a packed logistic unit directly. When picking for a wave containing different customers, you must use a movable location and after finishing the picking, a packing process must be performed.

4. Ad Hoc Picking Flow:

- The input of the picking can be a single picklist or a route.
- There is no stock allocated for the picking process, that is, you can select the available free items.
- The flow supports the use of movable locations.
- When the Ad Hoc Picking flow is started, the following picking tasks can be selected:
  - **Customer Collect**: The input of the picking is a single customer collect picklist. When a

customer is coming to the warehouse to make a request and the picking process is performed, the customer must confirm that all the needed items are picked and loaded into the customer's vehicle.

- **Picklist**: A picklist must be selected during the flow. There is no customer confirmation step.
- **Route**: A route must be selected during the flow. There is no customer confirmation step.

5. Box Pick and Pack Flow:

- With the flow it is possible to perform the picking process directly into boxes on a cart. The flow is based on a single picklist or a wave containing picklists for different customers.
- If a full SSCC is picked, the system keeps the existing SSCC number. If not, the system generates an SSCC number when the first item is picked.
- The process always requires the use of a movable location. When the picking process is completed for the wave, the Unload Movable Locations to Dock Flow can be started on the Mobile Client to unload the movable locations to the dock.

6. Prepare Carts Flow:

- The flow prepares carton boxes for the Multi-Picking Flow. It can be used for orders where items can be picked into one or more carton boxes (or logistic carriers) in which the items will be shipped.
- The flow is based on a wave with one or more picklists and (with custom development) it is possible to assign more than one carton box and more than one movable location to each picklist in the selected wave.
- During the flow an SSCC number is added to each carton box. The SSCC number can be preprinted or can be created during the flow.
- With the end of the flow the Multi-Picking Flow can be started to pick the necessary items into the carton boxes. With the SSCC numbers added to the boxes in the Prepare Carts Flow, it is defined which items should be picked into which carton box.
- The carton boxes are the final destinations of the items and no packing process is needed. With the end of the Multi-Picking Flow, the stock can go through the necessary shipping flow.
  Note: If a packing step is needed to double-check the content of the box, the Consolidated Packing Flow can be used and it can only fully confirm the content or reject it.

7. Zone Box Picking Flow:

- With the Zone Box Picking Flow on the Mobile Client, it is possible to select specific zones in the warehouse and perform the picking process directly into boxes on a cart. The flow is based on a single picklist or a wave containing picklists for multiple customers. If a full SSCC is picked, the system keeps the existing SSCC number, otherwise the system generates an SSCC number when the first item is picked.
- The process always requires the use of a movable location. When the picking process is completed for the wave, the Unload Movable Locations to Dock Flow can be started on the Mobile Client to unload the movable locations to the dock.

8. Undo Picking Flow:

- With the flow goods can be removed from a picked or packed logistic unit and can be moved back to the warehouse. With the end of the flow the corresponding picklist lines are closed and you cannot redo the picking unless you create a new picklist.

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