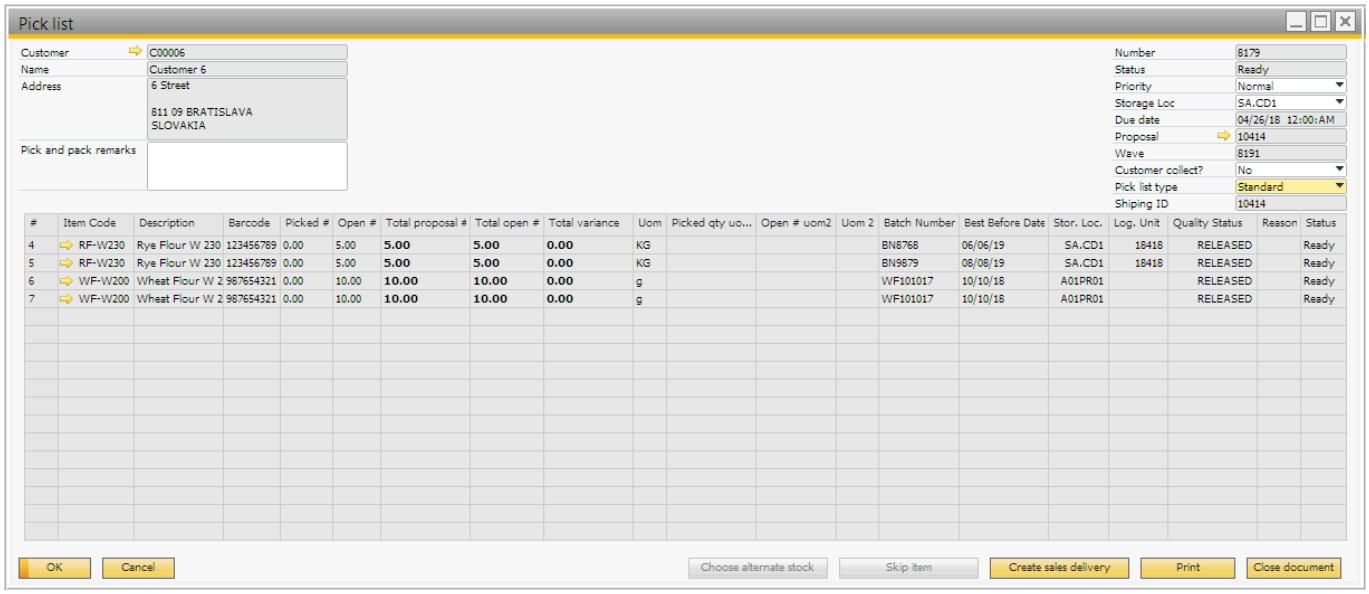
6.2.3. Pick list

To open the pick list screen from the menu, follow the path: Produmex > Sales > Pick list.



Header

- *Customer*: The Card Code of the customer.
- *Name*: The name of the customer.
- *Address*: The destination address copied from the sales order.
- *Pick and pack remarks*: Remarks for the picking and the packing copied from the pick list proposal. It is possible to adjust the remarks.
- *Number*: The number of the pick list.
- *Status*: The status of the pick list.
- *Priority*: The priority of the pick list. The priority can be adjusted.
- *Storage loc.*: The location code of the picking destination. Loading docks and locations that can be the destination of the picking can be selected. The value is copied from the pick list proposal, but it can be adjusted.
- *Due Date*: The due date of the picking.
- *Proposal*: The number of the base pick list proposal.
- *Wave*: The wave number.
- *Customer collect? (Y/N)* Indicates whether the customer will collect the goods or not. The default value is based on the shipping type, but it can be adjusted on the pick list.
- *Pick list type*: The Produmex pick list type. The value is copied from the pick list proposal, but it can be adjusted.
- *Shipping ID*: The Shipping ID copied from the pick list proposal.

If the base document is an Inventory Transfer Request, an additional *'Whs to move location'* field is displayed on the header. The default dock is the dock defined on the pick list proposal, but it is possible to change it. Select a dock from the dropdown list. Every active 'Unloading' type dock from the destination warehouse is listed.

Grid

- *Item Code*: The item code. Different batches and stock located on different locations are

displayed in separate lines.
- *Description*: The item description.
- *Barcode*: The barcode.
- *Picked#*: The quantity that is already picked on the line.
- *Open#*: The quantity that is still open on the line.
- *Total proposal#*: The proposed quantity to pick from the item.
- *Total open#*: The open quantity of the item.
- *Total variance*: The difference of the total proposed quantity and the picked quantity of the item. The total variance is calculated when closing the pick list proposal.
- *Uom*: The inventory unit of measurement of the item.
- *Picked qty uom2*: The picked quantity measured in the second unit of measurement.
- *Open # uom2*: The open quantity measured in the second unit of measurement.
- *Uom2*: The second unit of measurement.
- *Batch Number*: The batch number of the stock allocated for the line.
- *Best Before Date*: The best before date of the stock allocated for the line.
- *Stor. Loc.*: The source storage location.
- *Log. Unit*: The reserved LUID.
- *Quality Status*: The quality status of the reserved item.
- *Reason*: The code of the reason why the pick list line is not fully picked.
- *Status*: The status of the line. Possible values: 'Not Ready', 'Ready', 'Picked', 'Partially packed', 'Packed', 'Closed'.

Click on the icon on the Menu Bar to refresh the screen.

6.2.3.1. Choose alternate stock

Click on the ***"Choose alternate stock"*** button to change the allocated stock on the selected line. The button is active when:

- The form is in **"OK"** mode meaning that there are no unsaved changes to the pick list.
- Exactly one picklist line is selected.
- The selected picklist line has status **"Not ready"** or **"Ready"**.

After clicking on the button, the **"Select alternate stock"** screen will open up. All stock that can be allocated for the pick list (see exception below) will be listed on the screen.

NOTE: Advance locking is not considered as free stock, so it can not be used for alternate stock either when creating or modifying a picklist. Advance locking is only considered during the picklist proposal creation/generation.

The list of alternate items is compiled the same way as on the Picking Flow.

Select a stock line to allocate for the pick list. The quantity to allocate can be adjusted on the *"Quantity"* field. If the *"2Allow over picking"* option is set to true on the General settings tab the system will allow the user to select more than the *"Quantity to pick"* value, otherwise the maximum quantity that can be added is the **"Quantity to pick"** value.

Click on the **"Update"** button to update the pick list with the alternate stock. The status of the

selected pick list line will be converted to **“Ready”** and detail level locks are created for the reserved stock.

Certain Picklist Controller settings apply when selecting Alternate Stock on the pick list:

- Allow alternate stock to pick from bulk locations? (Y/N)
- Copy batch number when selecting alternate item? (Y/N)
- Force first available batch on selecting alternate item? (Y/N)

Also be aware that BBD (Best Before Date) and Location Restrictions apply when selecting Alternate Stock!

6.2.3.2. Adjust quantity for non-inventory items

The quantity for non-inventory items can be changed when the pick list line is in status ‘Ready’.

6.2.3.3. Skip item

Click on the ‘Skip item’ button to skip the stock allocated on the selected line(s).
The button is active when:

- The form is in OK mode meaning there are no unsaved changes to the pick list.
- At least one pick list line is selected.
- All selected pick list lines have status ‘Not ready’ or ‘Ready’.

Select the line(s) then click on the button. The status of the line will be converted to ‘Closed’.

6.2.3.4. Create sales delivery

Click on the ‘Create sales delivery’ button to create the sales delivery. The button is only active when:

- The status of the pick list is ‘Ready’.
- The pick list does not have any products with serial numbers.
- The ‘Do not lock stock on picking’ option is not set on the General settings tab of the Organizational Structure.

When clicking the button, the system will pick, pack, load and deliver the goods on the pick list. It will use the stock details from the pick list.

A sales delivery document or a PMX sales shipping document will be generated, based on the

extension set on the Sales delivery note generator.

6.2.3.5. Print

Select a pick list line and click on the ‘Print’ button to print the pick list. The button is only active when the status of the pick list is *‘Not Ready’*. The ‘Select report and printer’ screen will open up. Only pick list type reports can be selected as ‘Report’.

After the pick list was printed, the pick list status is converted to ‘Ready’ and detail level locking is created for the reserved stock.

6.2.3.6. Close document

Click on the close document to close the pick list. The pick list proposal will also be closed.

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