

# **Pick List**

Aptean Ltd  
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## 1 Pick List

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## 1.1 Goods Out - Pick List

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The Pick List screen is used to generate picking lists.

The Pick List screen can be found in the Sales Allocation and Picking folder.

The following section covers how to create a pick list for single orders. <br>

Calidus (3PL) v7.70 DEV

Action Edit Query Block Record Field Window Help

Pick List

Owner: XXA Warehouse: XX1 20-OCT-2010 WHSORA020 v4.38

Route/Load or Order Number:

Route/Load From:

Order Owner:

Order Number From:

Order Priority From:

Include Zero Pick Qtys Y/N ? ☐

Picker:

Marshalling Location:

Pick Format: FWP  Options

To:

To:

Print Pallet Labels Y/N ? ☐ Label Format:

Generate Pick List

<br\>

Select Order Number from the ?Route/Load or Order Number? drop down box.

The ?Route/Load From? fields will now be greyed out. <br>



The screenshot shows the 'Pick List' window in the Calidus (3PL) v7.70 DEV application. The window has a menu bar (Action, Edit, Query, Block, Record, Field, Window, Help) and a toolbar with various icons. The main area contains the following fields and controls:

- Owner:** XXA **Warehouse:** XX1 **Date:** 20-OCT-2010 **Version:** WHSORA020 v4.38
- Route/Load or Order Number:** Order Number (dropdown)
- Route/Load From:** (text field)
- Order Owner:** XXA **Order Number From:** (text field)
- Order Priority From:** (text field)
- Include Zero Pick Qtys Y/N ?:** (checkbox)
- Picker:** (text field)
- Marshalling Location:** (text field)
- Pick Format:** FWP (dropdown) **Options:** (button)
- To:** (text field)
- Print Pallet Labels Y/N ?:** N (checkbox) **Label Format:** (text field)
- RDY Priority:** (text field)
- Generate Pick List:** (button)

<br>

Enter the order number that you wish to pick list print in the ?Order Number From? and ?To? fields. <br>

Note: You can select the order by using the list of values icon. <br>



Calidus (3PL) v7.70 DEV

Action Edit Query Block Record Field Window Help

Pick List

Owner: XXA Warehouse: XX1 20-OCT-2010 WHSORA020 v4.38

Route/Load or Order Number: Order Number

Route/Load From:

Order Owner: XXA 001

Order Number From: XXA000000000000000000357

Order Priority From:

Include Zero Pick Qtys Y/N ?:

Picker:

Marshalling Location:

Pick Format: FWP Options

To: XXA000000000000000000357

To:

Print Pallet Labels Y/N ? N Label Format:

RDY Priority:

Generate Pick List

<br>

Tab through the rest of the fields until you reach Marshalling Location.

Enter the Marshalling location for the sales order. <br>



**Calidus (3PL) v7.70 DEV**

Action Edit Query Block Record Field Window Help

Pick List

Owner: XXA Warehouse: XX1 20-OCT-2010 WHSORA020 v4.38

Route/Load or Order Number: Order Number

Route/Load From:

Order Owner: XXA 001 Pick Format: FWP Options

Order Number From: XXA0000000000000000357 To: XXA0000000000000000357

Order Priority From: To:

Include Zero Pick Qtys Y/N?: N Print Pallet Labels Y/N?: N Label Format:

Picker:

Marshalling Location: MA/99/9 RDT Priority: 2

Generate Pick List

&lt;br&gt;

Press the ?Generate Pick List? button to bring up the Output Manager screen. <br>

**Calidus (3PL) v7.70 DEV**

Action Edit Query Block Record Field Window Help

Pick List

Owner: XXA Warehouse: XX1

Route/Load or Order Number:

Route/Load From:

Order Owner:

Order Number From:

Order Priority From:

Include Zero Pick Qtys Y/N?:

Picker:

Marshalling Location:

**Output Manager**

Company: JP1 Department: 0000 20-OCT-2010 RUNJOB v2.11

Pick\_Note

Destination

- ☒ E-Mail
- ☐ Fax
- ☐ File
- ☐ Local Printer
- ☐ Printer
- ☐ Screen

Local Printer

General

Format: PDF Log File: WHR1700\_FWP

Mode: ☒ Online ☐ Schedule for: Version: 2

OK Cancel

&lt;br&gt;

Click on ?Screen? and then press the ?OK? button. <br>



WHR1700\_FW1 v4.26      Pick Locations      Standard Pick List \*\* Reprint \*\*      Page : 1

Distribution Center :-      Owner :-      Deliver To :-      Printed : 20-Oct-2010  
Standard Warehouse      Standard Client (3pl)      J Blaggins      Pick List : 474  
34 Long Lane      908 Winding Road      17 Long Road      Username : LEN

Short Town      High Town      New Town  
CH34 K93      L45 C54      Lancashire GFR 443  
GB      GB      GB

Picker : \_\_\_\_\_      Pick Start : \_\_/\_\_/\_\_ :\_\_  
Marshalling Area :      Order Type : Home (English)      Haulier :  
System Order No : XXA00000000000000357      Owner Order Ref : SDS      Customer Ord Ref :

Special Instructions/Remarks:-      Ensure product is shrink wrapped

Location	Product Code Description	Customer Product Code	Replen Audit No	Sys/Owner Rotation	Sys/Owner Pallet ID	Sell By Date	Qty Cases/Units	Volume
A1/43/1	001002 Shirt (blue)			456789 456789	1034	01-Jan-2015	10/      0	0.09 CBM
A1/50/1	001001 Shirt (red)			123456 123456	1033	01-Jan-2015	9/      0	0.08 CBM
A1/50/1	001001 Shirt (red)			564RT 564RT	1045	14-Jul-2012	1/      0	0.01 CBM
Page Total						20/	0	0.18 CBM

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## 2 Document History

Version	Date	Status	Reason	Initials
Version 1	10/11/2010	Released		LBW

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