

# **Pick List**

Aptean Ltd  
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# 1 Pick List

<br>

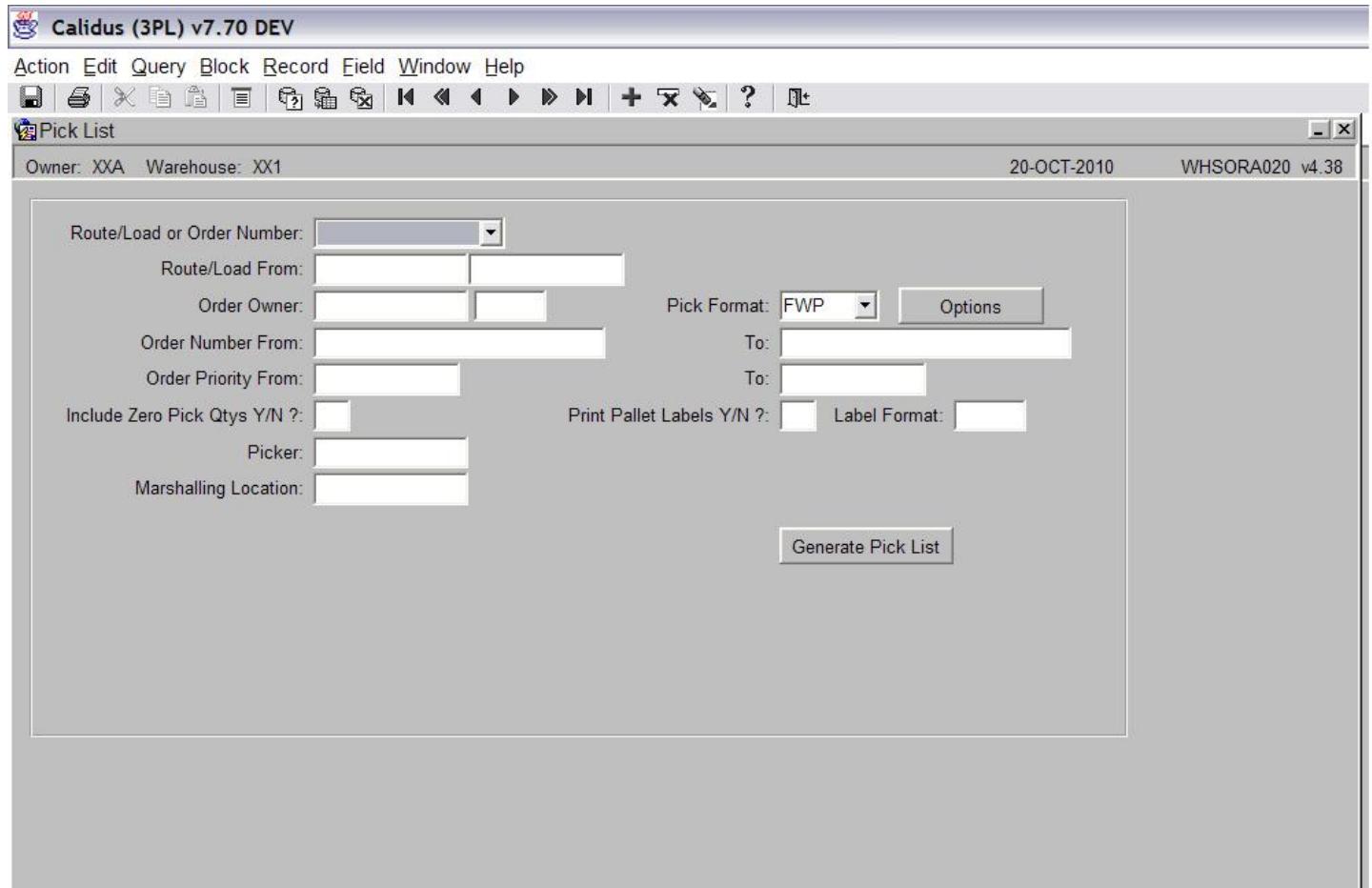
## 1.1 Goods Out - Pick List

<br>

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>



<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>



Calidus (3PL) v7.70 DEV

Action Edit Query Block Record Field Window Help

Route/Load or Order Number: Order Number

Route/Load From:

Order Owner: XXA  001

Pick Format: FWP  Options

Order Number From:

To:

Order Priority From:

To:

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

Picker:

Marshalling Location:  RDT Priority:

<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

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: XXA00000000000000357 To: XXA00000000000000357

Order Priority From:  To:

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

Picker:

Marshalling Location:  RDT Priority:

<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

File | Print | Exit | Back | Forward | Home | Help | Options | ? | 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: XXA00000000000000357 To: XXA00000000000000357

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

<br>

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

File | Print | Exit | Back | Forward | Home | Help | Options | ? | Help

Pick List

Owner: XXA Warehouse: XX1 Output Manager

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

Route/Load or Order Number:

Route/Load From:

Order Owner:

Order Number From:

Order Priority From:

Include Zero Pick Qtys Y/N ?: N

Picker:

Marshalling Location:

Destination

E-Mail  Fax  File  Local Printer  Printer  Screen

Local Printer

Pick\_Note

General

Format: PDF  Log File: WHR1700\_FWP

Mode:  Online  Schedule for:   Version: 2

<br>

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



WHR1700\_FW1 v4.26

Pick Locations	Standard Pick List ** Reprint **	Page : 1
Distribution Center :- Standard Warehouse 34 Long Lane	Owner :- Standard Client (3pl) 908 Winding Road	Deliver To :- J Blaggins 17 Long Road
Short Town CH34 K93 GB	High Town L45 C54 GB	New Town Lancashire GFR 443 GB
Picker : _____	Pick Start : ____/____/____ : ____	Printed : 20-Oct-2010
Marshalling Area :	Order Type : Home (English)	Pick List : 474
System Order No : XXA0000000000000357	Owner Order Ref : SDS	Username : LEN
Special Instructions/Remarks:-		Booked : Haulier : Customer Ord Ref :
		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 CBM
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	

&lt;br&gt;



## 2 Document History

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

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