

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.

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

To:

To:

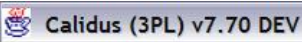
Print Pallet Labels Y/N ? ☐ Label Format:

<br\>

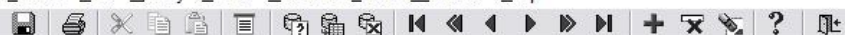
Select Order Number from the ?Route/Load or Order Number? drop down box.

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



 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:

To:

To:

Print Pallet Labels Y/N ? Label Format:

RDY Priority:

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

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



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: XXA00000000000000000000357 To: XXA00000000000000000000357

Order Priority From: To:

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

Picker:

Marshalling Location: RDT Priority:

Generate Pick List

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

Enter the Marshalling location for the sales order.



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: XXA00000000000000357

Order Priority From:

Include Zero Pick Qtys Y/N ? : N

Picker:

Marshalling Location: MA/99/9

Pick Format: FWP Options

To: XXA00000000000000357

To:

Print Pallet Labels Y/N ? : N Label Format:

RDT Priority: 2

Generate Pick List

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

Calidus (3PL) v7.70 DEV

Action Edit Query Block Record Field Window Help

Output Manager

Owner: XXA Warehouse: XX1 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 ? :

Picker:

Marshalling Location:

Pick Note

Destination

Local Printer

General

Format: PDF Log File: WHR1700_FWP

Mode: ☒ Online ☐ Schedule for: Version: 2

OK Cancel

Click on ?Screen? and then press the ?OK? button.



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



2 Document History

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

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