Quick Pick List Confirmation

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1 Quick Pick List Confirmation

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2 Goods Out - Pick List Confirmation

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The Pick List Confirmation screen is used to confirm what has been picked against a sales order.

The system will reduce the stock from the location that the stock was stored in and place it in the marshalling location.

The Pick List Confirmation screen is located in the Sales Allocation & Picking folder.

The following section covers how to pick list confirm a single order. <br\>

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Select ?Order Number? from the ?Choose By? drop down box. The ?Route/Load? field will now be greyed out. <br\>

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Enter the order you wish to pick list confirm in the ?Order From? and ?Order To? field. Note: You can use the list of values icon to select your order. <br\>

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Press the ?Find Orders? button to bring up the detail for the order.

Once the order has been displayed, press the ?Options? button (see screen shot below). <br\>

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Action Edit Query Block Record Field Window Help

Pick Confirmation

Owner: XXA   Warehouse: XX1   20-OCT-201

Show All Orders : ⊙ No   ○ Yes

Choose By: Order Number ▼

Route/Load:

Owner: XXA   001

Order From: XXA00000000000000357   Order To: XXA00000000000000357   Find Orders

Order	Prod Type		Page No	Picker	Checker	Pick Date	Pick Start	Finish	Confirm
+/+	1	Food	1						N

All Pick D

Assig

Confirm

Pack & De

Detail S

Show All C

Exit Opt

Options

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Press the ?All Pick Details? button from the newly displayed options. <br\>

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The following information must be entered:

Picker - This must be an employee code that has previously been setup.

Checker - This must be an employee code that has previously been setup.
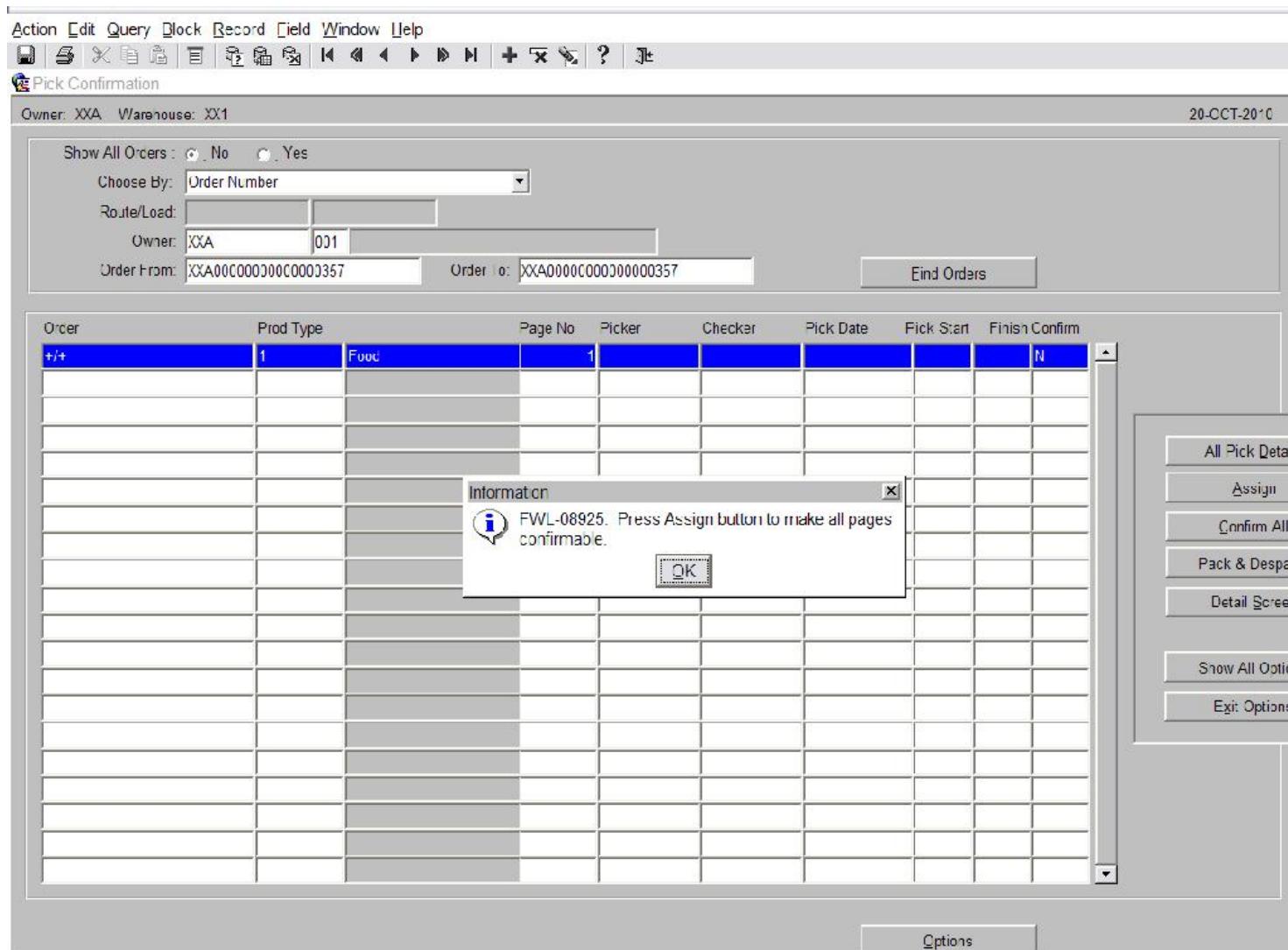
Pick Date - The date the order was picked on. If you tab through the field then the date will default to today.

Start - Time the picker started picking (24hr clock)

Finish - Time the picker finished picking (24hr clock). Note: The finish time must be later than the start time.

Once all the data has been entered, press the ?Enter? button. <br\>

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Press OK to continue. Press the ?Assign? to make the pick confirmable. <br\>

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Press the YES button to continue. <br\>

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The order is now showing as Confirmed (see screen shot above). <br\>

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3 Document History

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

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