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SPECIALISTS IN MANUFACTURING AND DISTRIBUTION

Warehouse Picking Definitions

The warehouse picking process provides an efficient method for selecting material from stores for sales order shipments, and (if the user is a manufacturer) for work order kits.

The picking process involves both a means for selecting the items to be picked and a procedure for effecting the actual transaction of the picked items from stores, and will include the following criteria:

- Ending pick date — It is assumed that all open sales orders or work orders are available for picking. This entry is compared against the “scheduled” ship or start dates of the orders being picked.
- Shipping warehouse — Each pick list is confined to a specific warehouse.
- Report Selection Criteria — A user can select one or more of the following options to be included in the pick list within the specified dates:
 1. All or specific sales orders
 2. All or specific freight codes
 3. All or specific sales order class codes
 4. All or specific customer classes
 5. All or specific ship customers
- A pick list can be sorted by:
 1. Part number within warehouse
 2. Inventory location within warehouse
 3. Picking sequence number within warehouse
 4. Part number within freight code
 5. Ship customer zip code within freight code
 6. Scheduled ship date within freight code