

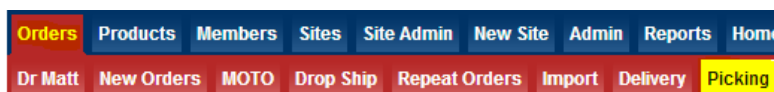
Etail Systems Tip Sheet

Objective: To create & manage your pick lists.

The following tells you how to achieve this;-

Picking is a function which can be used to help collect all the items for your outstanding orders. Pick lists tell you what warehouse, bay & bin each item is in, & how many of each item you need to pick.

Creating your pick list



The first step is to create your pick list, by going to Orders > Picking.

Next you need to select your picking options.

Select by – the default option & option you should use most often is Order Date.

Pick from – here is a list of all the warehouses which you will have previously set up. If you don't have these set up, please contact us as you'll need these to be able to use picking.

Order batch size – this is how many orders you want the pick list to be for.

Order from – if you have more than one source for your orders e.g. Website, Amazon & eBay, then select whether you want to pick from all your sources or a specific one.

Order No – if you want to pick a specific order, type the order number in here.

Product Ref – if you want to pick a specific product, type it here.

Complete Orders – tick this if you only want to pick orders of which everything can be despatched at once e.g. nothing is out of stock.

Unpickable only – this would bring up a list of items which cannot be picked, highlighting a stock issue. You will need to fix the stock issue before these items can be picked.

Once you've made your selections, click 'Search'.

The items will appear in a list just below the pick list options.

NB: The amount of items in the list will appear, which will often be more than the number of orders.

Select by: <input type="text" value="Order date"/>	Order batch size: <input type="text" value="20"/>	Order No: <input type="text"/>	Product Ref: <input type="text"/>	<input type="button" value="Search"/>
Pick from: <input type="text" value="All warehouses"/>	Orders from: <input type="text" value="All"/>	Complete Orders: <input type="checkbox"/>	Unpickable only: <input type="checkbox"/>	

Order No.	Product description	SKU Ref.	Attributes	On Order	Total Stock	O/S Pick Qty	Avail Stock	Avail to Pick
10072	BRIO Wooden Cooker (white)	31357		0	0	2	0	0
10072	eBay Test Product	THERM0001	Colour: Blue	0	542	1	542	1

The headings are explained below:

Order No – what order number that item is for.

Product description – your product title.

SKU Ref – the Client SKU Ref for a product.

Attributes – not all products will have these – only the ones with multiple SKUs.

On Order – this only applies if you Purchase Orders set up – if POs set up, this will be 0. Please ask about Purchase Orders if you require these (this is at extra cost).

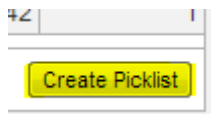
Total Stock – this is the amount of stock you currently have of that item.

Pick Qty – how many of that item are needing to be picked.

Available Stock – how much stock is available for that product.

Available to pick – how much stock is available to pick for that item.

NB: In the screengrab above, 'BRIO Wooden Cooker (white)' has 2 needing to be picked, but 0 available to be picked. This is an occasion where this product is unpickable & needs to have the stock adjusted before it can be put on a pick list.



Once you're happy with what's on your picklist, you can click 'Create Picklist' in the bottom right of the screen.

You'll now see the screen below. To print the pick list, select 'Reprint Picklist'

Pick lists					<input type="button" value="Create New Picklist"/>
Picklist No: <input type="text"/>	From Date: <input type="text"/>	To Date: <input type="text"/>	Completed lists: <input type="checkbox"/>	<input type="button" value="Search"/>	

List No.	Created	Ref	Product	Location	To pick	Picked
1	05/06/13 15:00	<input type="button" value="Reprint Picklist"/>				
		THERM0001	Colour: Blue	Main despatch warehouse: Small Items: Main: Shelf 5	1	0

Your pick list will open in a new tab. Depending on how you want it looking, the screen will be different.

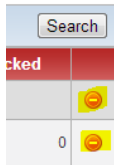
Picking list

05-Jun-2013

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QTY	SKU	ITEM	LOCATION	STOCK
1	THERM0001	eBay Test Product	Main despatch warehouse: Small Items: Main: Shelf 5	42

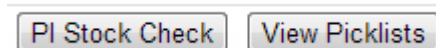


If you've created a pick list but can't pick something on it for some reason, you can clear an item from that pick list by clicking on the red 'remove' button.

On this screen, you can also search for pick list numbers, between specific dates & for completed lists.

When you've printed this, you can click 'Create new picklist' to go back to the main picking screen.

Create New Picklist



You can see any of your outstanding pick lists by clicking on the 'View Picklists' button.

The 'PI Stock Check' is a function which checks some of your fast moving stock, medium moving stock & slow moving stock – this is to make sure your stock levels are correct. If you do this regularly, then when you do this check, everything should be correct.

Order Stats Page

We have an order stats page available to view in COMS, which will show information like how many orders are yet to go out, how many have been picked & packed & much more. If you are interested in this function, please let us know.

If you have any questions about pick lists, please call 0844 482 0908 or email support@etailsystems.com.