




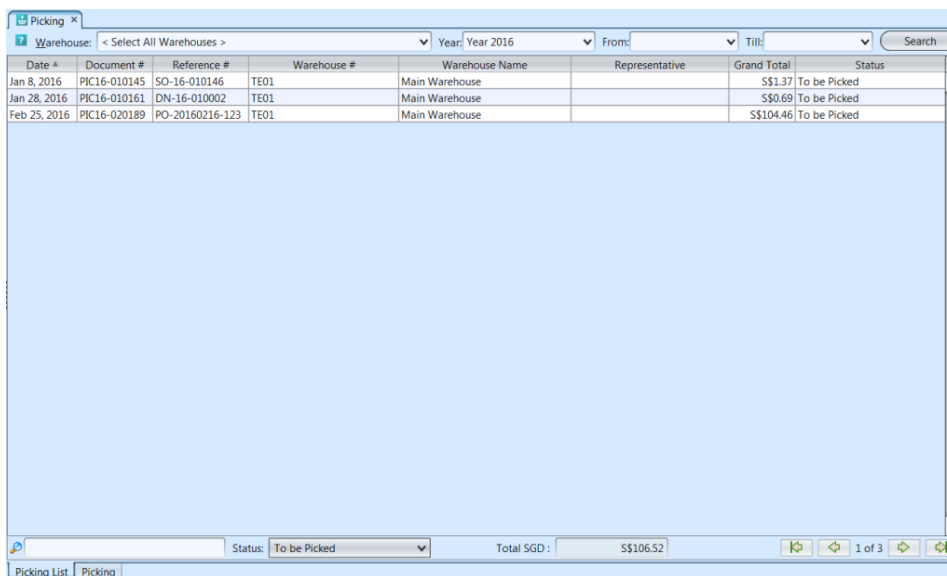
# Picking

The order picking operation is a logistic warehouse's process. It consists of taking and collecting items / articles in a specified quantity before shipment to satisfy customers' orders. GOOMI's Picking application allows user to manage the picking documents of inventory of all the delivery confirmations.

Once the (sales) delivery order has been confirm the next step would be the picking process. Picking in GOOMI also support other processes like "Debit Note", "Stock Transfer", "Stock Adjustment", "UOM Conversion" and more.

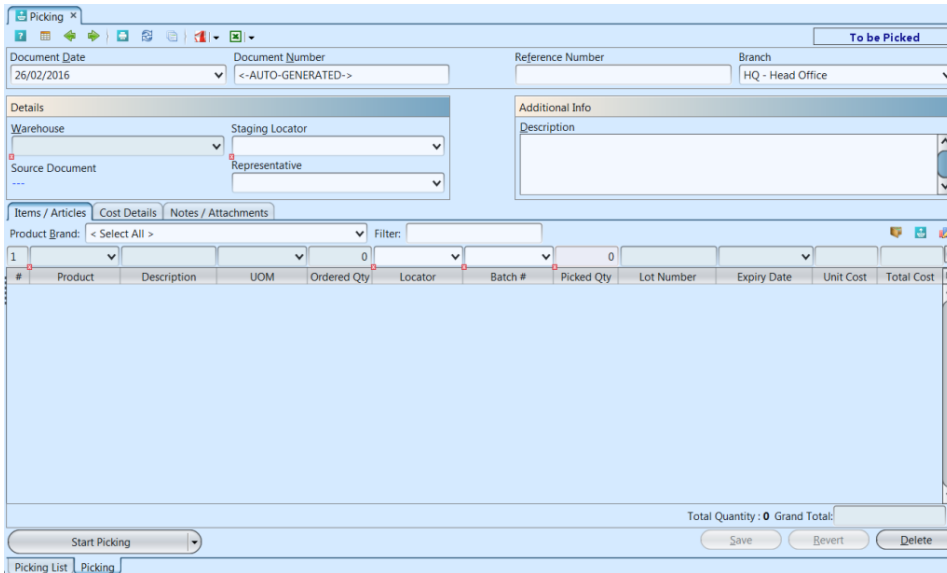
Below are available actions for the user from "**Picking**" :

-  Generate picking
-  Update the picking's information
-  View and search picking details



The screenshot displays the Picking application interface. At the top, there is a search bar with a dropdown menu for 'Warehouse' (set to '< Select All Warehouses >'), a 'Year' dropdown (set to 'Year 2016'), and 'From' and 'Till' date pickers. A 'Search' button is located to the right. Below the search bar is a table with the following columns: Date, Document #, Reference #, Warehouse #, Warehouse Name, Representative, Grand Total, and Status. The table contains three rows of data. At the bottom of the interface, there is a status dropdown (set to 'To be Picked'), a 'Total SGD' field (displaying '\$\$106.52'), and navigation buttons for '1 of 3' records.

Date	Document #	Reference #	Warehouse #	Warehouse Name	Representative	Grand Total	Status
Jan 8, 2016	PIC16-010145	SO-16-010146	TE01	Main Warehouse		\$\$1.37	To be Picked
Jan 28, 2016	PIC16-010161	DN-16-010002	TE01	Main Warehouse		\$\$0.69	To be Picked
Feb 25, 2016	PIC16-020189	PO-20160216-123	TE01	Main Warehouse		\$\$104.46	To be Picked



## Generate Picking□

1. Picking is generated through the source document depending on which process it belongs to. Below is a list of documents of which able to generate Picking:

- Delivery Order (Sales)
- Delivery Order (Debit Note)
- Consignment Transfer
- Stock Transfer
- Stock Adjustment
- Product Assembly
- Product Disassembly
- UOM Conversion

On some of the documents listed above, user will see **“Create Picking”** button at the bottom left of screen to generate Picking, after the document approval / posting. Some of the other documents listed above will generate Picking when the document is confirmed. A link to the corresponding Picking document will then be created at the bottom left corner of the document.

**Delivery Order** Approved

Date: 14/01/2016 | Document #: SO-16-010150 | Reference #: SO-15-120118 | Branch: HQ - Head Office

**Partner Details**  
 Deliver To: 4110.011/GU001 - Guardian - HQ  
 Ship To Location: Singapore HQ | Contact Person: Cold Storage - Orchard  
 Promised Date: | Inco Terms: EXW - Ex Works

**Other Details**  
 Warehouse: TE01 - Main Warehouse | Receive Via: | Representative: | Description: test SPD-049  
 Priority: Medium

Items / Articles | Notes / Attachments  
 Product Brand: < Select All > | Filter:

#	Product #	Description	UOM	Quantity
1	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Carton-12	1
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15

Generate Report | **Create Picking** | Total Quantity: 16

Delivery Orders List (2) | Delivery Order

**Delivery Order -> Picking**

Create Picking Document from Delivery Order  
 Generates the Picking from Delivery Order with the pending products to be shipped.

Document Number: <-AUTO-GENERATED-> | Document Date: 26/02/2016  
 Reference Number: SO-15-120118 | Document Status: Drafted  
 Warehouse: TE01 - Main Warehouse  
 Open the new Picking Document

OK | Cancel

**Picking** To be Picked

Document Date: 26/02/2016 | Document Number: PIC16-020192 | Reference Number: SO-15-120118 | Branch: HQ - Head Office

**Details**  
 Warehouse: TE01 - Main Warehouse | Staging Locator: W01-Staging  
 Source Document: SO-16-010150 | Representative: | Additional Info: Description:

Items / Articles | Cost Details | Notes / Attachments  
 Product Brand: < Select All > | Filter:

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date	Unit Cost	Total Cost
1	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Carton-12	1	W01-L0	PI-1511	1	PI-0026	29/04/2016	\$58.245000	\$58.25
1	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	PI-1511	1	PI-0026	Apr 29, 2016	\$58.245000	\$58.25
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	20160329	8	CRN-0015	Mar 29, 2016	\$50.757500	\$56.06
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	PI-1511	2	PI-0025	Apr 29, 2016	\$50.750000	\$51.50
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	20160429	3	CRN-0015	Apr 29, 2016	\$50.760000	\$52.28
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	GA-01-0	20160429	2	UOM-0041	Apr 29, 2016	\$50.751667	\$51.50

Total Quantity: 16 | Grand Total: \$519.59

**Start Picking** | Save | Bevert | Delete

Picking List | Picking

2. In Sales Order and Sales Proforma Invoice, the system will reserve product batch according to the Product's picking method (i.e. FIFO, LIFO, or FEFO) after the Sales Order / Proforma Sales Invoice document was confirmed. User will still be able to make changes to the Picking line items, if

required, to be different from the line items generated by the system.

For the line items, user is able to select a different locator, batch #, and even change the quantity to be pick from a certain batch (i.e. split the quantity to be from different locators / batches)\*.

- When user select a different Locator, the system will offer a list of locators that have the product to be pick of the same batch #
- When user select a different Batch #, the system will pop up a list of batches and the quantity available
- When user enters Picked Quantity < Ordered Quantity, the system will create another line item with the balance of quantity to be pick

**\*Note:** For Sales process, batch # would have been reserved during confirmation of Sales Order / Sales Proforma Invoice. As such, Picking will allow user to only pick stock from the same batch #. User may modify the batch # by reopening the source Sales document and select a different batch # in the “Reserved Stock” tab (see Sales Order)

#	Product	Description	UOM	Ordered Qty	Locator	Lot Number	Reference #	Received On	Batch #	Expiry Date	Qty
1	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Carton-12	1	W01-L01	GRN-0028	PI-0025	Nov 12, 2015	PI-1511	Apr 29, 2016	2
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	UOM-0035		Dec 8, 2015	PI-1511	Apr 29, 2016	24
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01						0
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01						8
2	Loa10	Locker Chocolate Chip Cookies 12 x 250grams	Each	15	GA-01-0	20160429	2 UOM-0041	Apr 29, 2016		\$\$0.751667	\$\$1.50

There are three icons at the top right of the “Items / Articles” table available for Picking document from

non-Sales Order process:

- The first icon allows user to pick all products from a selected locator.
- The second icon allows user to pick all products from a selected lot.
- The third icon allows user to regenerate the picking list, as picked by the system according to the picking method set for each

product.

3. Click on **“Notes / Attachments”** tab at the middle of screen to write more information, attached photos, upload file, or remove the attached contents.

4. Click **“Save”** button at the bottom right of screen to save changes / progress

5. Click on **“Start Picking”** button at the bottom left of screen to confirm the picking. The document status (at top right of screen) will change to **“Picking Started”**

6. Click on **“Post Picking”** button at the bottom left of screen to post the Picking document

The screenshot displays a software interface for a Picking document. At the top right, a red box highlights the status **Picking Started**. The interface includes fields for Document Date (26/02/2016), Document Number (PIC16-020192), Reference Number (SO-15-120118), and Branch (HQ - Head Office). Below these are sections for Details (Warehouse: TE01 - Main Warehouse, Staging Locator: W01-Staging, Source Document: SO-16-010150) and Additional Info (Description). A table lists items with columns for Product, Description, UOM, Ordered Qty, Locator, Batch #, Picked Qty, Lot Number, Expiry Date, Unit Cost, and Total Cost. The table contains 6 rows of data for various chocolate chip cookies. At the bottom, a red box highlights the **Post Picking** button, along with **Save**, **Revert**, and **Delete** buttons. The total quantity is 16 and the grand total is S\$19.59.

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date	Unit Cost	Total Cost
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Carton-12	1	W01-L01	PI-1511	1	PI-0026	29/04/2016	\$58.245000	\$58.25
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Carton-12	1	W01-L01	PI-1511	1	PI-0026	Apr 29, 2016	\$58.245000	\$58.25
2	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	20160329	8	CRN-0015	Mar 29, 2016	\$0.757500	\$6.06
2	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	PI-1511	2	PI-0025	Apr 29, 2016	\$0.750000	\$1.50
2	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	20160429	3	CRN-0015	Apr 29, 2016	\$0.760000	\$2.28
2	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	GA-01-0	20160429	2	UOM-0041	Apr 29, 2016	\$0.751667	\$1.50

7. For most outbound process, i.e. Sales Order, Packing document will be generated after posting of the Picking document. A link to **“Show Packing”** will be added at the bottom left of the screen.

Picking x

Document Date: 26/02/2016 | Document Number: PIC16-020192 | Reference Number: SO-15-120118 | Branch: HQ - Head Office

Warehouse: TE01 - Main Warehouse | Staging Locator: W01-Staging | Source Document: SO-16-010150

Additional Info: Description

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date	Unit Cost	Total Cost
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	arton-12	1	W01-L01	PI-1511	1	PI-0026	29/04/2016	\$58.250000	\$58.25
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Carton-12	1	W01-L01	PI-1511	1	PI-0026	Apr 29, 2016	\$58.250000	\$58.25
2	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	20160329	8	CRN-0015	Mar 29, 2016	\$0.757500	\$6.06
2	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	PI-1511	2	PI-0025	Apr 29, 2016	\$0.750000	\$1.50
2	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	W01-L01	20160429	3	CRN-0015	Apr 29, 2016	\$0.760000	\$2.28
2	Loa10	Loacker Chocolate Chip Cookies 12 x 250grams	Each	15	GA-01-0	20160429	2	UOM-0041	Apr 29, 2016	\$0.750000	\$1.50

Total Quantity: 16 | Grand Total: \$519.59

Buttons: Generate Report, Show Picking, Save, Revert, Delete

For other logistic processes, i.e. Stock Transfer, user will be required to go back to the source document and complete the process, that is to post the source document etc.

Stock Transfer x | Picking x

Document Date: 04/02/2016 | Document Number: PIC16-020166 | Reference Number: | Branch: HQ - Head Office

Warehouse: TE01 - Main Warehouse | Staging Locator: W01-Staging | Source Document: ST-0007

Additional Info: Description

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date	Unit Cost	Total Cost
1	I03145	Ctrl-A Beauty Balm 40ml	ch - Each	10	5A-03-0	380H173	10	PI-0031	30/06/2020	\$513.29000	\$5132.90
1	BD01-00...	Ctrl-A Beauty Balm 40ml	Each	10	GA-03-0	1880H173	10	PI-0031	Jun 30, 2020	\$513.29000	\$5132.90
2	BD02-00...	Jasmine Shower Gel 250ml	Each	2	W01-L01	20180120	2	STK-0006	Jan 20, 2018	\$7.860000	\$15.72

Total Quantity: 12 | Grand Total: \$5148.62

Buttons: Generate Report, Save, Revert, Delete

## Update Picking:

1. Click on **"Picking List"** tab at the bottom of screen
2. Double click on picking to be updated, it will bring up the details on **"Picking"** tab for the selected document. If the picking document's status is **"Posted"** or **"Picking Started"**, click on **"Undo/Reopen Picking"** button at the bottom of screen and reopen / undo approval of the document

first

3. Click **“Save”** button at the bottom right side of screen to save

4. Click on **“Start Picking”** button at the bottom of screen to confirm the picking

5. Click on **“Post Picking”** button at the bottom of screen to post the picking

**Note:** user may process multiple documents in the list view, by selecting more than 1 row and then right-click the mouse button. A list of options will be shown to user, choose an option to process the selected multiple documents.

## Delete Delivery Confirmation:

1. Click on **“Picking List”** tab at the bottom of screen

2. Double click on picking to be deleted, it will bring up the details on **“Picking”** tab for the selected document. If the picking document’s status is **“Posted”** or **“Picking Started”**, click on **“Undo/Reopen Picking”** button at the bottom of screen and reopen / undo approval of the document first

3. Click on **“Delete”** button at the bottom right side of screen

4. Click on **“Yes”** button on the pop-up window to confirm delivery confirmation deletion

## View and Search for Picking:

1. Click on **“Picking List”** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which warehouse to search for in the **“Warehouse”** text field box or select from drop-

down list

3. Result can be sorted alphabetically by clicking the fields' columns

4. Double click on picking to view full details of the document, it will bring up the details on "**Picking**" tab for the selected document

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