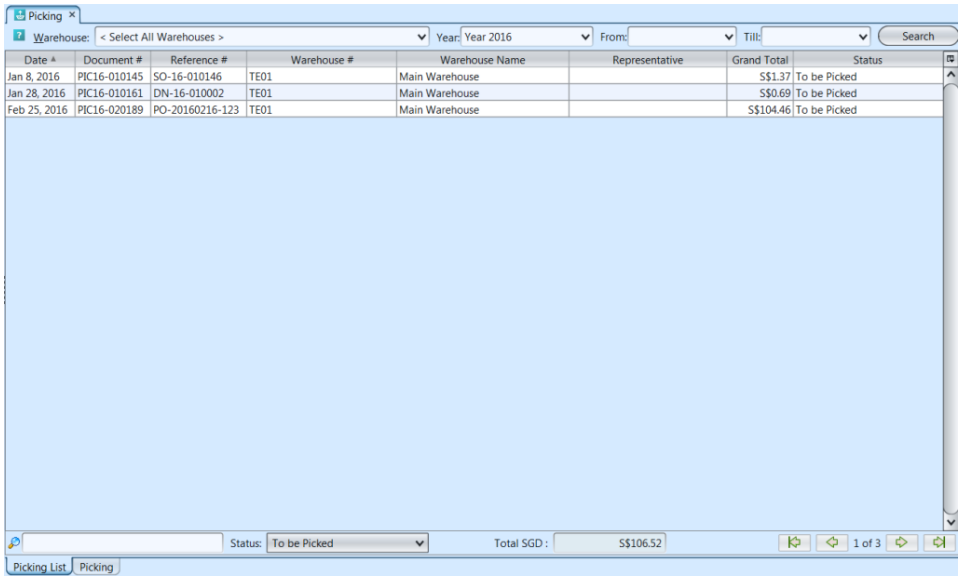
Picking

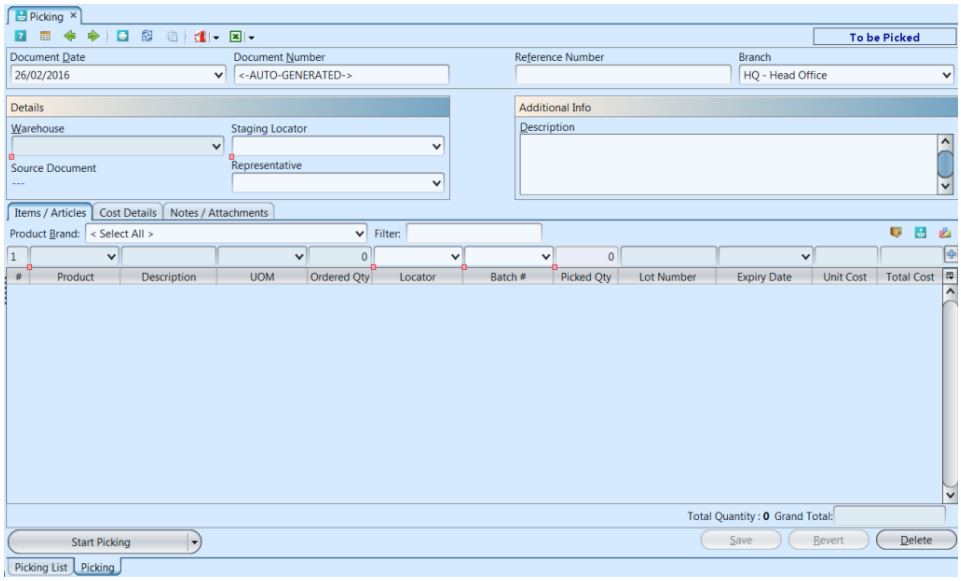
The order picking operation is a logistic warehouse's process. It consists of taking and collecting items / articles in a specified quantity before shipment to satisfy customers' orders. GOOMI's Picking application allows user to manage the picking documents of inventory of all the delivery confirmations.

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



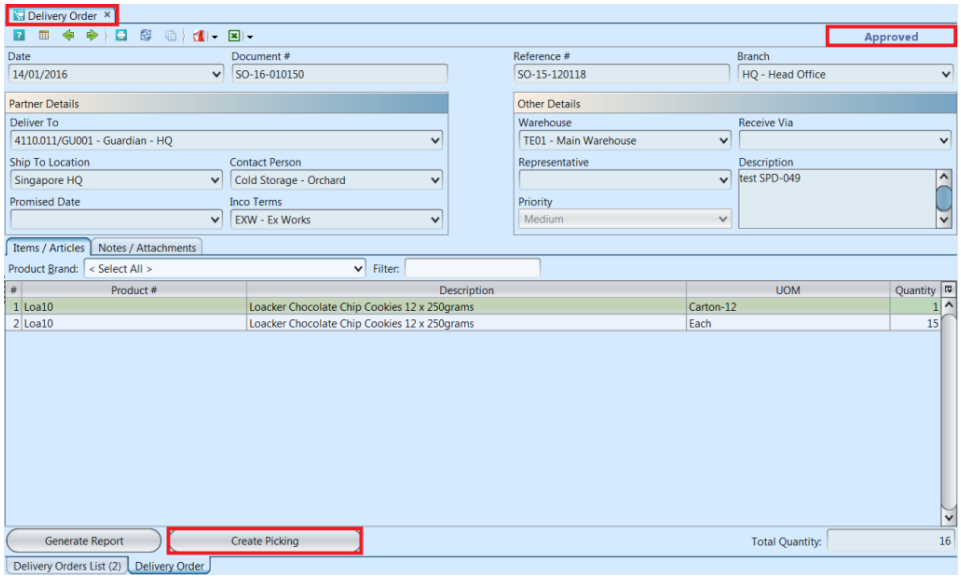


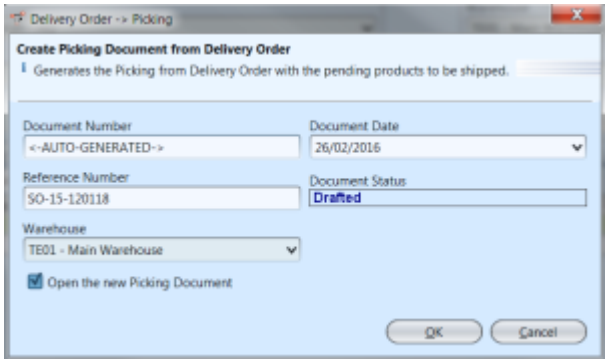
Generate Picking

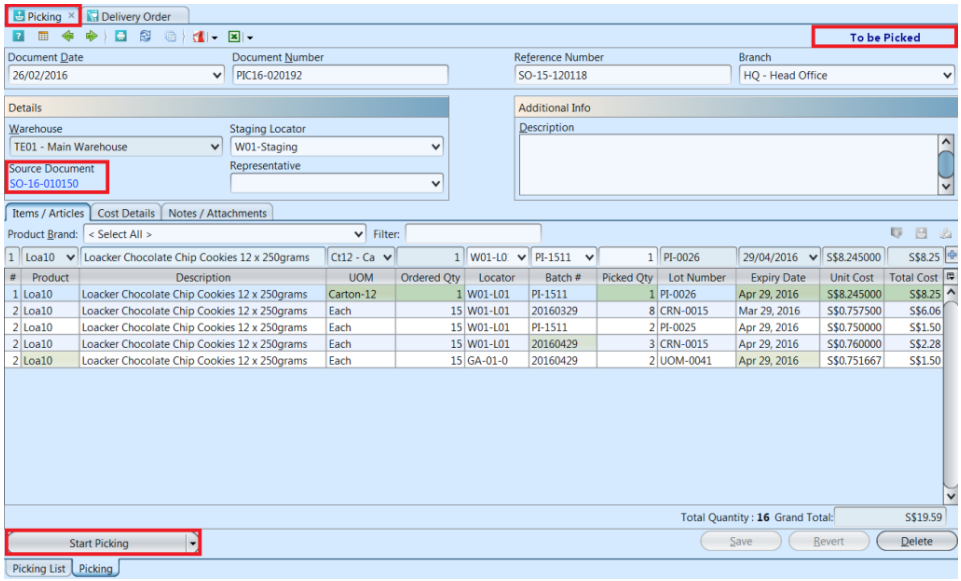
1. Picking is generated through the source document depending on which process it belongs to. Below is a list of documents of which able to generate Picking:

- 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.







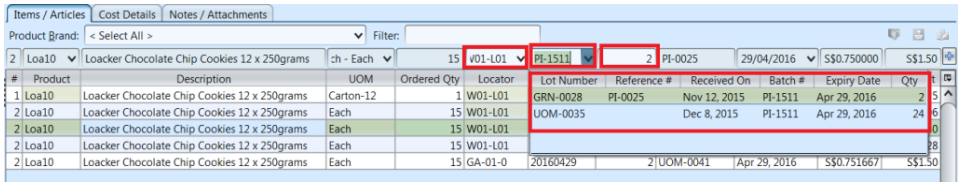
2. In Sales Order and Sales Proforma Invoice, the system will reserve product batch according to the Product’s picking method (i.e. FIFO, LIFO, or FEFO) after the Sales Order / Proforma Sales Invoice document was confirmed. User will still be able to make changes to the Picking line items, if

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)



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

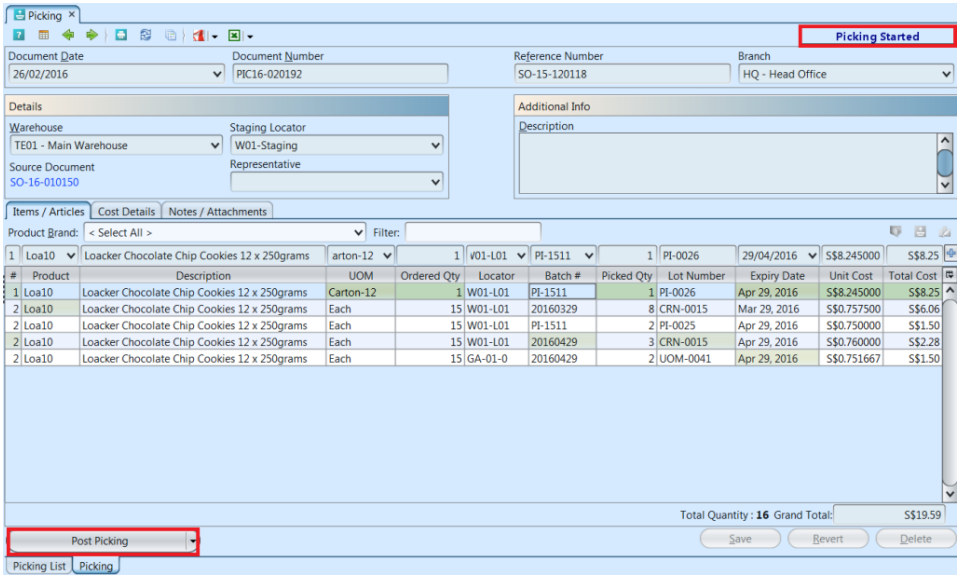
product.

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

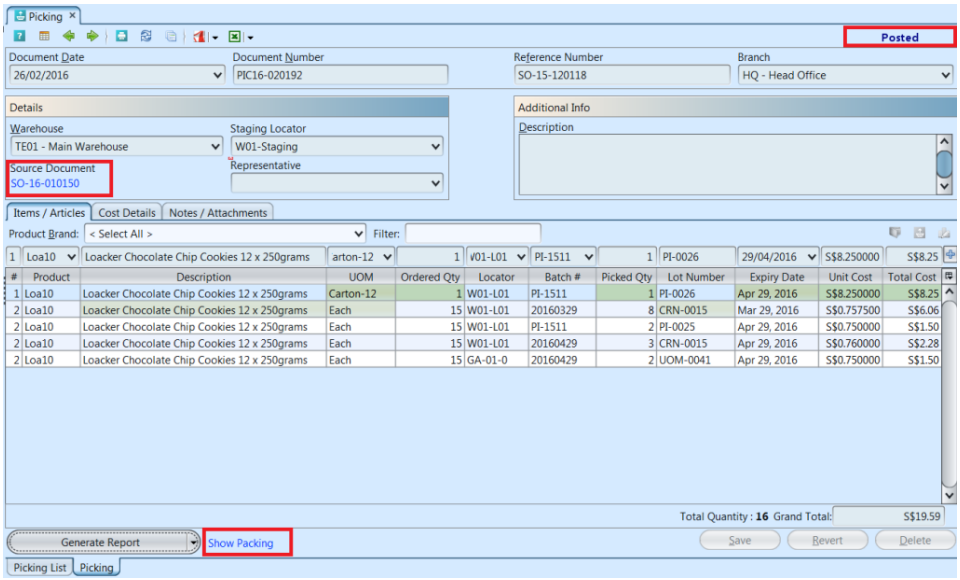
4. Click ***“Save”*** button at the bottom right of screen to save changes / progress

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”

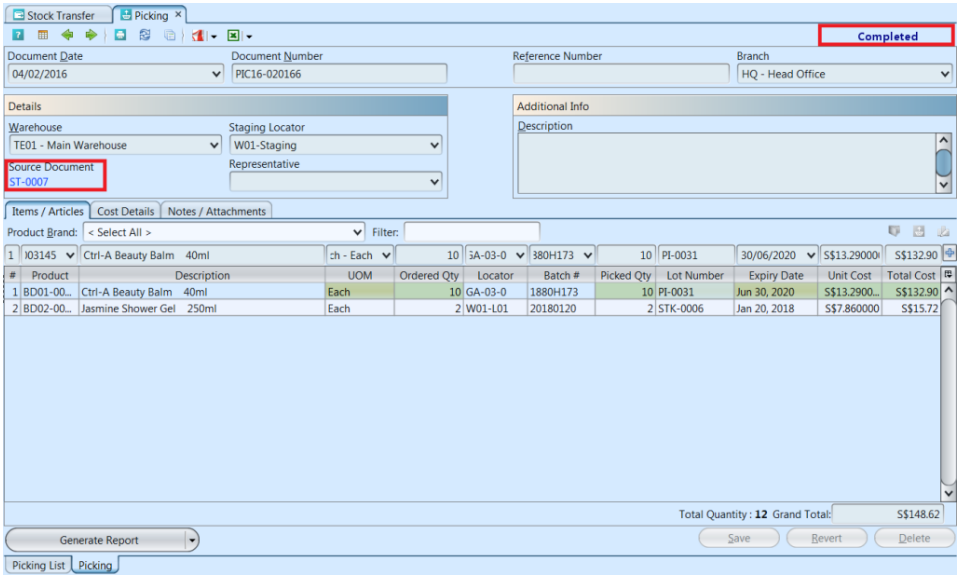
6. Click on ***“Post Picking”*** button at the bottom left of screen to post the Picking document



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.



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.



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