

CHAPTER 12 - PAPER-BASED PICKING2

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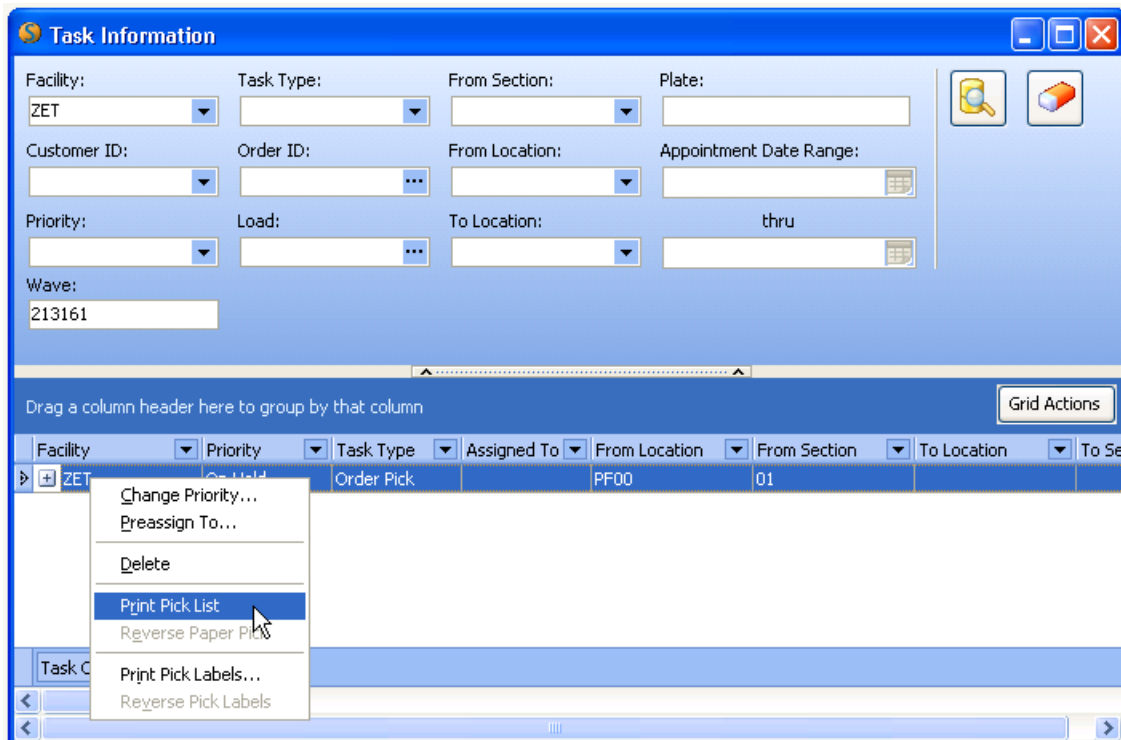
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CHAPTER 12 - PAPER-BASED PICKING

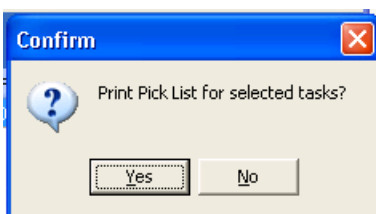
SYNAPSE can be configured to support non-RF picking activities using the Paper-based Picking method. Paper-based picking, which supports only the Order and Sort picking strategy, prints an optimized pick list for a specific order. Exceptions to the list during the picking process must be noted manually on the pick document and manually entered into Synapse prior to generation of the final shipping documents.

Assigning the Order Pick Task to Paper

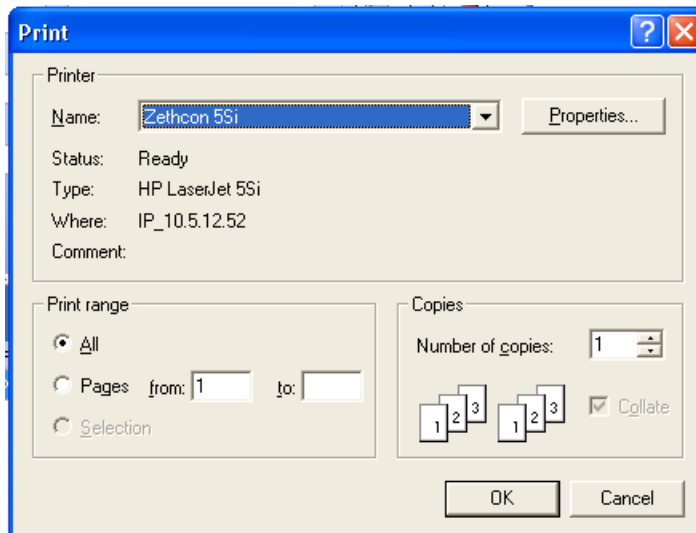
- Set up the wave criteria to produce an Order Pick and release the wave. Wave Release creates a regular Order Pick.
- Using the Task Lookup option, select the task to be assigned to Paper and right-click on its detail line.



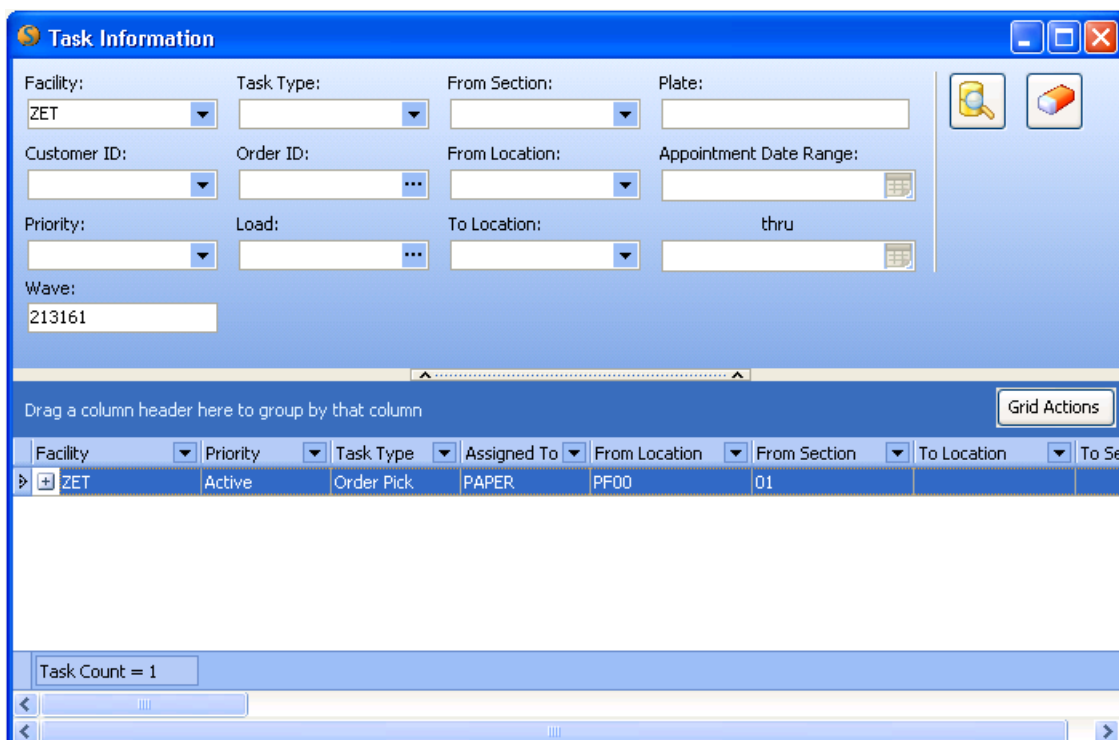
- Select Print Pick List. A confirmation window appears.



- Click Yes. A Print window appears. You can use the drop down box to select a printer.



- The Paper Picking List prints, the task Priority updates to Active and the Assigned To column in the grid changes to PAPER.



Note: You can change the paper pick to an RF pick by right clicking on the task and selecting Reverse Paper Pick.

Pick Ticket
Zethcon Test
Printed on 10/14/2013 1:23PM

SYNAPSE

Warehouse: 213141
DFA

Facility: Zethcon Corporation
512 Higgins Road
Park Ridge, IL 60068-371
Phone: 847.318.0800
Fax: 847.318.0807
Warehouse Manager: Gail Russell

Task ID: 2131181
Order Pick

FROMLOC	LPID	ITEM	LOT	TOLOC
PICKTYPE	QTY	UOM		
PF00		PINK IAFFY		
Full Pallet Pick - Partial Pick	10	C S	Pink Taffy	
Loc: LPID:	QTY:		Label:	Stage:
PF00		PURPLE IAFFY		
Full Pallet Pick - Partial Pick	10	C S	Purple Taffy	
Loc: LPID:	QTY:		Label:	Stage:
PF00		PEANUT IAFFY		
Full Pallet Pick - Partial Pick	25	C S	Peanut Taffy	
Loc: LPID:	QTY:		Label:	Stage:
PF02		BREAD		
Full Pallet Pick - Partial Pick	10	EA	BREAD	
Loc: LPID:	QTY:		Label:	Stage:
STOR0182	000000092720133		CHEESE	
Pick and Pack - Partial Pick	10	C S	Cheese	
Loc: LPID:	QTY:		Label:	Stage:
STOR0182	000000092720133		CHEESE	
Pick and Pack - Partial Pick	14	C S	Cheese	
Loc: LPID:	QTY:		Label:	Stage:
STOR0182	000000092720133		CHEESE	
Pick and Pack - Partial Pick	2	C S	Cheese	
Loc: LPID:	QTY:		Label:	Stage:
STOR0182	000000092720133		CHEESE	

Picking the Order

- After the picking is complete, select Edit from the menu bar and click Pick Entry. The Order Pick Entry screen appears.

Order Pick Entry


Task ID: Operator: ☒

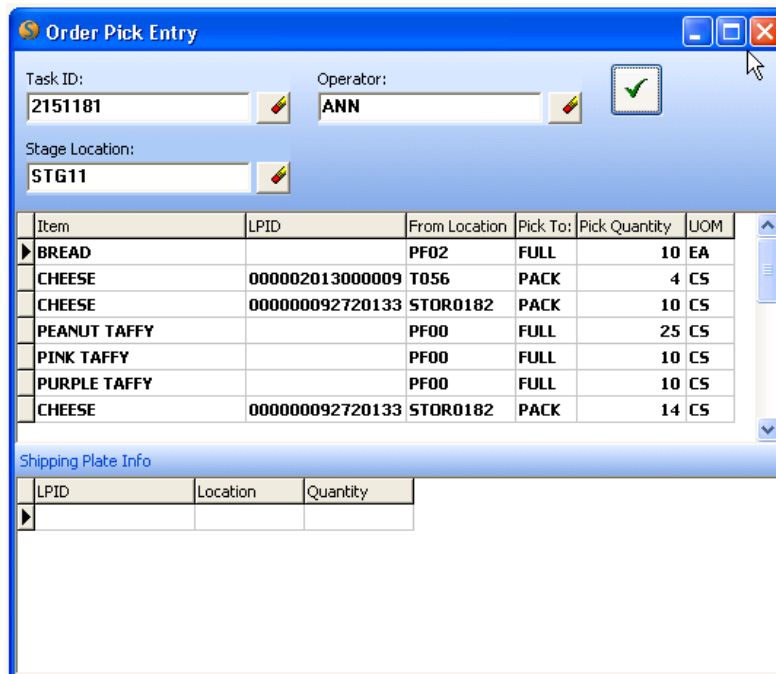
Stage Location:

Item	LPID	From Location	Pick To:	Pick Quantity	UOM



Shipping Plate Info


LPID	Location	Quantity

- Enter the Task ID of the pick, the pick operator's User ID and enter the location where the order was staged. Click the  button. Locations for the item appear on the screen.



Order Pick Entry

Task ID:  Operator:  

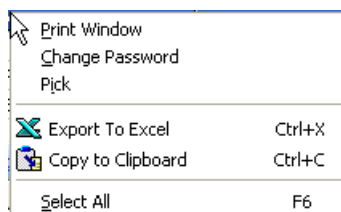
Stage Location: 

Item	LPID	From Location	Pick To:	Pick Quantity	UOM
BREAD		PF02	FULL	10	EA
CHEESE	000002013000009	T056	PACK	4	CS
CHEESE	000000092720133	STOR0182	PACK	10	CS
PEANUT TAFFY		PF00	FULL	25	CS
PINK TAFFY		PF00	FULL	10	CS
PURPLE TAFFY		PF00	FULL	10	CS
CHEESE	000000092720133	STOR0182	PACK	14	CS

Shipping Plate Info

LPID	Location	Quantity

- Right-click on the item and select Pick from the Menu choices.



The Order Pick Detail screen displays.

Order Pick Detail

Pick To: **FULL**

Task ID: **2151181** Item: **PINK TAFFY**

Quantity: **10**

Lot #: **10** Difference Reason:

From Location: **PF00** From Plate:

Serial #: User 2:

Color: User 3:

Weight - Lbs.: **120** Label / License Plate ID:

OK Cancel

Only fields that are required or optional for the given item will be available. The Lot Number, Serial Number, User 1, User 2, and User 3 fields may have different screen labels, based on the customer dictionary (See the Dictionary Tab on the Customer Maintenance Screen).

Quantity - The quantity displayed in the grayed area, is the amount of the quantity to be picked. If you enter less than the quantity asked for, enter the Difference Reason. If the item can't be picked (zero quantity), manually put the task on hold.

Location - The From Location is the place from which the item is being picked.

Plate - From Plate is the LIP from which the item is being picked. If the location is a pick front, this field is optional unless this is a pick front in a picking zone where the Confirm Container option is active. If no LIP is entered, the system assumes that the LIP displayed is the From Plate for the pick.

Label/License Plate ID - The "to LIP" on which the picked items are being placed

- Fill out the requested fields and click the OK button. Continue following the steps for the remaining items.

Staging the Picks

The order can now be staged.

- Once back to the Order Pick Entry screen, click the check mark again. The LIP appears in the bottom grid.

- Make sure the staging location is entered. Right-click on the LIP at the bottom of the screen and select Stage.

The screenshot shows the 'Order Pick Entry' window. At the top, there are fields for 'Task ID' (2151181) and 'Operator' (ANN). Below these is the 'Stage Location' field (STG11). A table lists items for picking, including BREAD, CHEESE, PEANUT TAFFY, and PINK TAFFY. At the bottom, the 'Shipping Plate Info' section shows a table with columns for LIPID, Location, and Quantity. A right-click context menu is open over the '0000' LIPID, showing options like 'Print Window', 'Change Password', 'Stage', 'Export To Excel', 'Copy to Clipboard', and 'Select All'.

Item	LPID	From Location	Pick To:	Pick Quantity	UOM
BREAD		PF02	FULL	10	EA
CHEESE	000002013000009	T056	PACK	4	CS
CHEESE	000000092720133	STOR0182	PACK	10	CS
PEANUT TAFFY		PF00	FULL	25	CS
PINK TAFFY		PF00	FULL	10	CS
CHEESE	000000092720133	STOR0182	PACK	14	CS
CHEESE	000000092720133	STOR0182	PACK	14	CS

LPID	Location	Quantity
0000		10

Sortation Picking

After completing batch picking, you can perform a paper-based sortation pick.

Note: The Setup\Customer\Customer Maintenance\Shipping\Options-5 'Allow Paper-Based Sortation' box need to be checked to use this feature.

- Select Requests from the menu bar and click Update Requests and Wave Release. The Wave Release screen appears:

Wave 213222 Maintenance for Facility ZET

Waves Orders Labor Options Flex Pick Fronts

Wave: 213222 Description: INA Status: Released

Order Count: 1 Labor: 01:00:18 % Complete: 0

Scheduled Release:

Quantity Weight Cube

Ordered: 300 300.00 33.85

Committed: 300 300.00 33.85

☒ Active Waves Only ☐ Trace this request

Wave Status	Wave	Scheduled Release	Order Count	Order Qty.	Commit Qty.	Order Weight	Commit Weight	Order Cube	Commit Cube	Labo
Committed	212564		1	5	0	27.5	0	2.5463	0	(
Committed	212536		1	10	10	50	50	5.787	5.787	(
Committed	212468		2	400	400	650	650	7.6388	7.6388	(
Ready	213117		1	30	30	30	30	1.7709	1.7709	(
Ready	212444		11	109	5	510.75	5	202.0453	-6.1041	(
Released	213222		1	300	300	300	300	33.8542	33.8541	01
Released	213221		1	120	120	120	120	7.0833	7.0833	:
Released	213220		1	250	50	580.718474	490	220.5556	81.6667	(
Released	213217		2	60	9	472.5	72	109.7917	26.25	(
Released	213216		3	12	12	30	30	1.0041	1.0041	(
Released	213215		3	12	12	30	30	1.0041	1.0041	(
Released	213214		4	42	29	57.5359237	53.5359237	37.1389	14.5833	(

Release... Uncommit All Unrelease All Replan Waves

Excluded Included Hazardous HOT Shortage

LINUX2TEST Facility ZET (Last Update by ANN at 11/25/2013 9:13:25 AM)

- Click to highlight the wave that was batch picked. Right click and select the 'Perform Paper-Based Sort Pick' option.

Wave 213222 Maintenance for Facility ZET

Waves Orders Labor Options Flex Pick Fronts

Wave: 213222 Description: INA Status: Released

Order Count: 1 Labor: 01:00:18 % Complete: 0

Scheduled Release:

Quantity Weight Cube

Ordered: 300 300.00 33.85

Committed: 300 300.00 33.85

☒ Active Waves Only ☐ Trace this request

Wave Status	Wave	Scheduled Release	Order Count	Order Qty.	Commit Qty.	Order Weight	Commit Weight	Order Cube	Commit Cube	Labo
Committed	212564		1	5	0	27.5	0	2.5463	0	(
Committed	212536		1	10	10	50	50	5.787	5.787	(
Committed	212468		2	400	400	650	650	7.6388	7.6388	(
Ready	213117		1	30	30	30	30	1.7709	1.7709	(
Ready	212444		11	109	5	510.75	5	202.0453	-6.1041	(
Released	213222		1	300	300	300	300	33.8542	33.8541	01
Released	213221		1	120	120	120	120	7.0833	7.0833	:
Released	213220		1	250	50	580.718474	490	220.5556	81.6667	(
Released	213217		2	60	9	472.5	72	109.7917	26.25	(
Released	213216		3	12	12	30	30	1.0041	1.0041	(
Released	213215		3	12	12	30	30	1.0041	1.0041	(
Released	213214		4	42	29	57.5359237	53.5359237	37.1389	14.5833	(

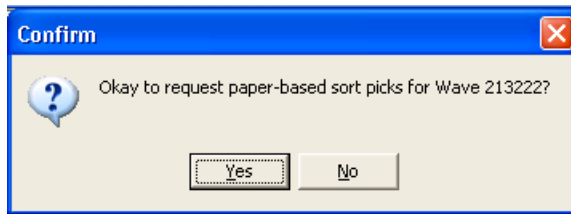
Release... Uncommit All Unrelease All Replan Waves

Excluded Included Hazardous HOT Shortage

LINUX2TEST Facility ZET (Last Update by ANN at 11/25/2013 9:13:25 AM)

Assign to Load
Confirm Picks
Perform Paper-Based Sort Picks
Print Pack List(s)
Export To Excel Ctrl+X
Copy to Clipboard Ctrl+C
Select All F6

A confirmation window appears:



- Click Yes to request the paper-based sort picks and print the sort pick report.
- Click No to return to the Wave Planning screen without selecting the paper-based option.

A Warning window appears:



The sortation report is printed on the assigned printer.

Additional Notes

- Pick-To-Tote is not supported. You can still assign the task to paper picking, but you get a message on the Paper Picking screen.
- Pick to LBL (small package orders) is not supported.
- Once an item has been picked, you can no longer reverse paper picking on the Lookup/Tasks screens.
- Picking a zero quantity is not allowed.
- To do a "Can't Pick", the operator must manually put the task on hold.
- To pick from multiple plates in a pick front or bulk storage location, the operator must pick the partial quantity from one plate, regenerate the pick for the remaining quantity and pick the remaining quantity. The operator can pick multiple times to the same LIP. To stage, you must go back to the first task for that LIP.
- The de-picking function is only available on RF.

- The Pick Ticket report is defined by the default value PAPERPICKLISTREPORT. See the Concepts Manual for additional information on default values.