

CHAPTER 12 - PAPER-BASED PICKING2

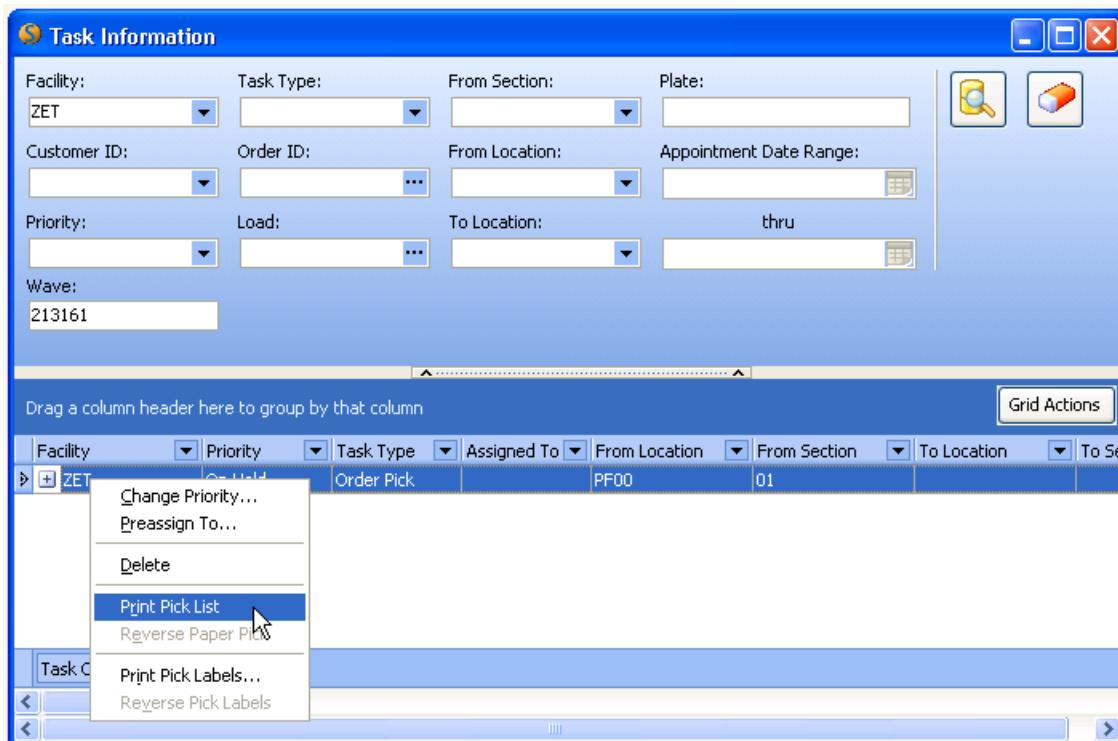
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CHAPTER 12 - PAPER-BASED PICKING

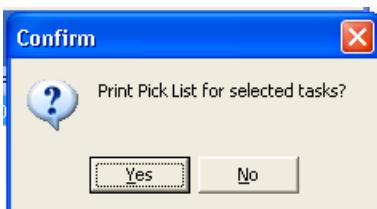
SYNAPSE can be configured to support non-RF picking activities using the Paper-based Picking method. Paper-based picking, which supports only the Order and Sort picking strategy, prints an optimized pick list for a specific order. Exceptions to the list during the picking process must be noted manually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

Assigning the Order Pick Task to Paper

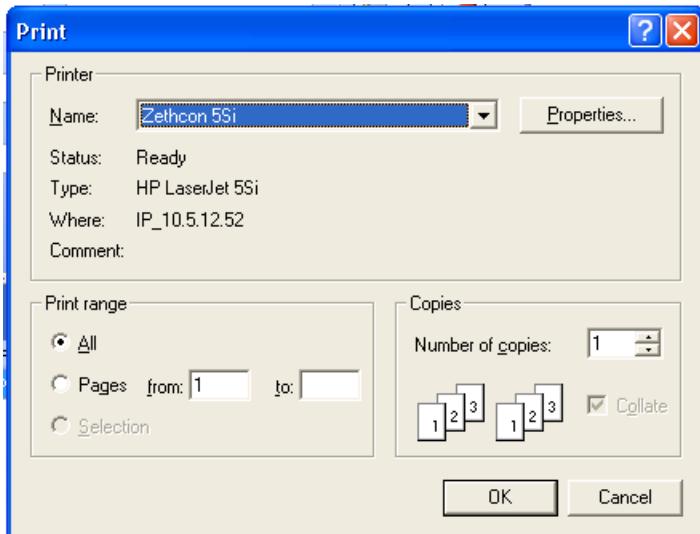
- Set up the wave criteria to produce an Order Pick and release the wave. Wave Release creates a regular Order Pick.
- Using the Task Lookup option, select the task to be assigned to Paper and right-click on its detail line.



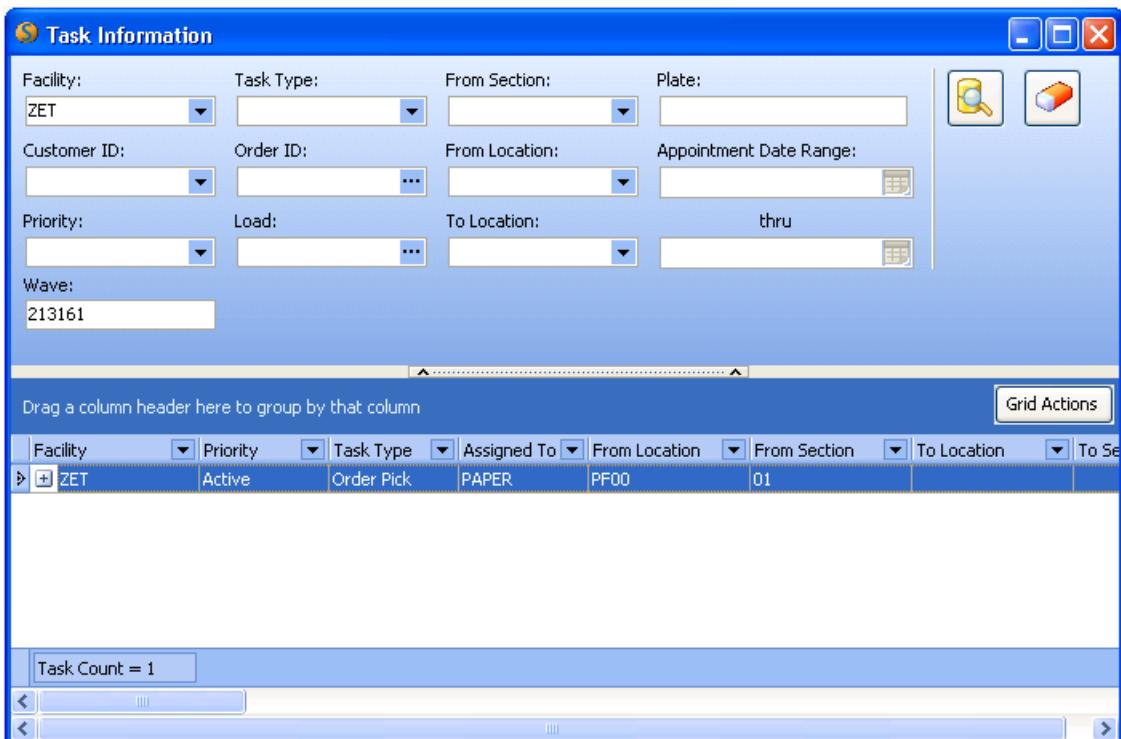
- Select Print Pick List. A confirmation window appears.



- 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 1:25PM

Facility:	Zethcon Corporation 512 Higgins Road Phone: 847.318.0800 Fax: 847.318.0807 Warehouse Manager: Gail Russell	Wave: 213141 DIA		
FROMLOC	LPID	ITEM	LOT	TOLOC
PICKTYPE	QTY UOM			
PF00		PINK TAFFY		
Full Pallet Pick - Partial Pick	10 CS	Pink Taffy		
Loc: _____ LPID: _____	QTY: _____		Label: _____	Stage: _____
PF00		PURPLE TAFFY		
Full Pallet Pick - Partial Pick	10 CS	Purple Taffy		
Loc: _____ LPID: _____	QTY: _____		Label: _____	Stage: _____
PF00		PEANUT TAFFY		
Full Pallet Pick - Partial Pick	10 CS	Peanut Taffy		
Loc: _____ LPID: _____	QTY: _____		Label: _____	Stage: _____
PF02		BREAD		
Full Pallet Pick - Partial Pick	10 EA	BREAD		
Loc: _____ LPID: _____	QTY: _____		Label: _____	Stage: _____
SICK0182	000000092720133	CHEESE		
Pick and Pack - Partial Pick	10 CS	Cheese		
Loc: _____ LPID: _____	QTY: _____		Label: _____	Stage: _____
SICK0182	000000092720133	CHEESE		
Pick and Pack - Partial Pick	14 CS	Cheese		
Loc: _____ LPID: _____	QTY: _____		Label: _____	Stage: _____
SICK0182	000000092720133	CHEESE		
Pick and Pack - Partial Pick	2 CS	Cheese		
Loc: _____ LPID: _____	QTY: _____		Label: _____	Stage: _____
SICK0182	000000092720133	CHEESE		
Pick and Pack - Partial Pick	2 CS	Cheese		
Loc: _____ LPID: _____	QTY: _____		Label: _____	Stage: _____

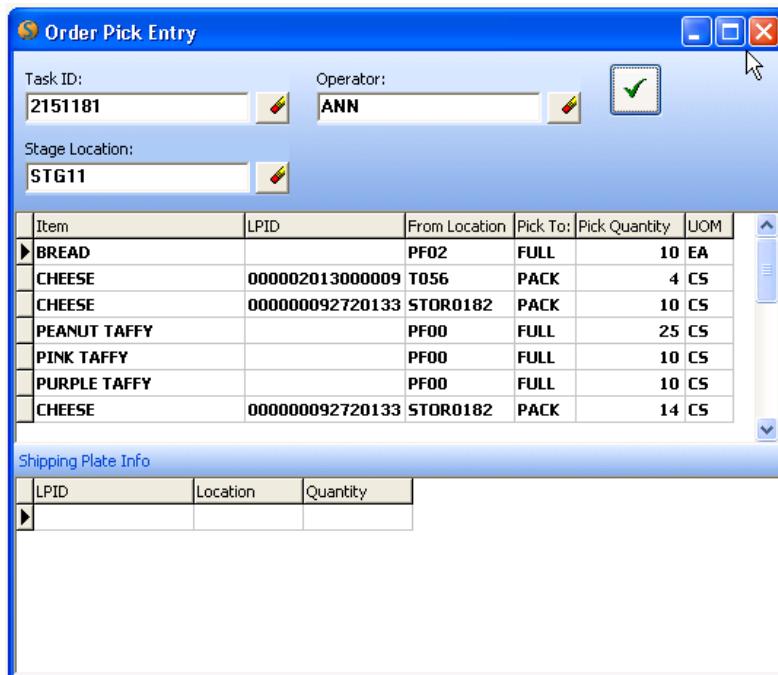
Picking the Order

- 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:	<input checked="" type="checkbox"/>												
Stage Location:														
<table border="1"> <thead> <tr> <th>Item</th> <th>LPID</th> <th>From Location</th> <th>Pick To:</th> <th>Pick Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Item	LPID	From Location	Pick To:	Pick Quantity	UOM						
Item	LPID	From Location	Pick To:	Pick Quantity	UOM									
Shipping Plate Info <table border="1"> <thead> <tr> <th>LPID</th> <th>Location</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						LPID	Location	Quantity						
LPID	Location	Quantity												

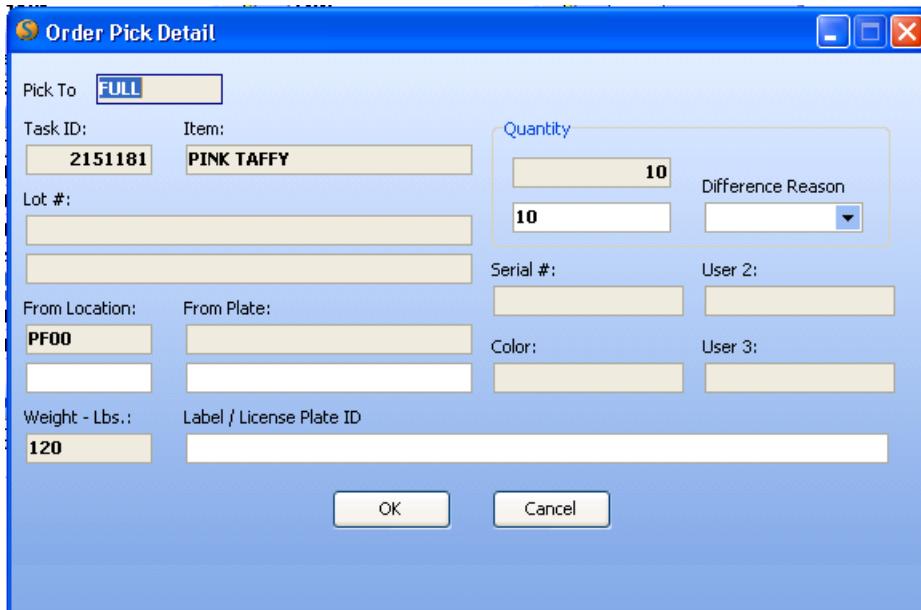
- Enter the Task ID of the pick, the pick operator's User ID and enter the location where the order was staged. Click the button. Locations for the item appear on the screen.



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



The Order Pick Detail screen displays.



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

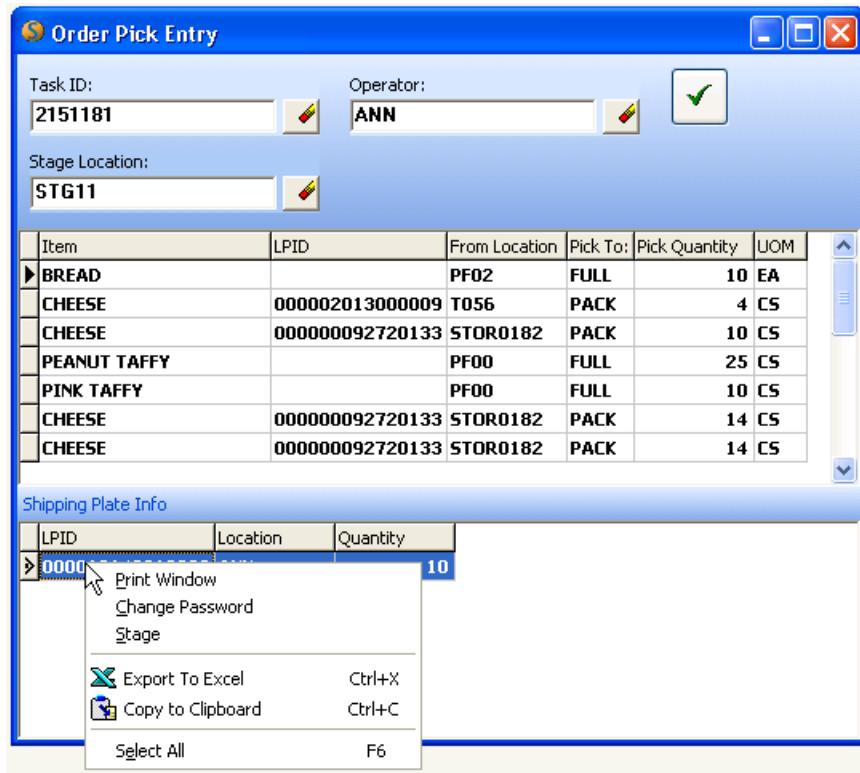
- Fill out the requested fields and click the OK button. Continue following the steps for the remaining items.

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.

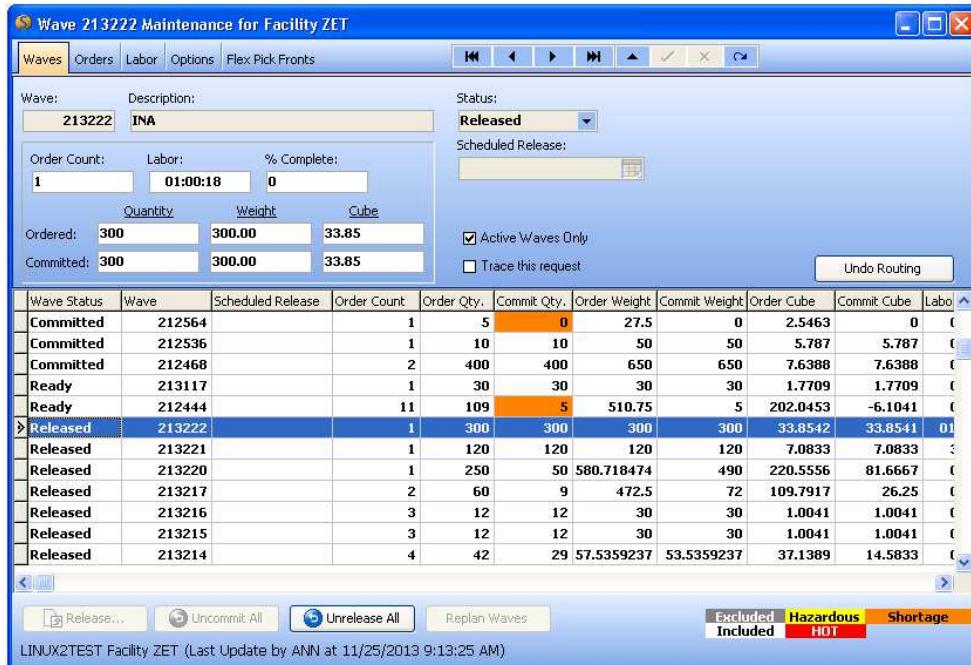


Sortation Picking

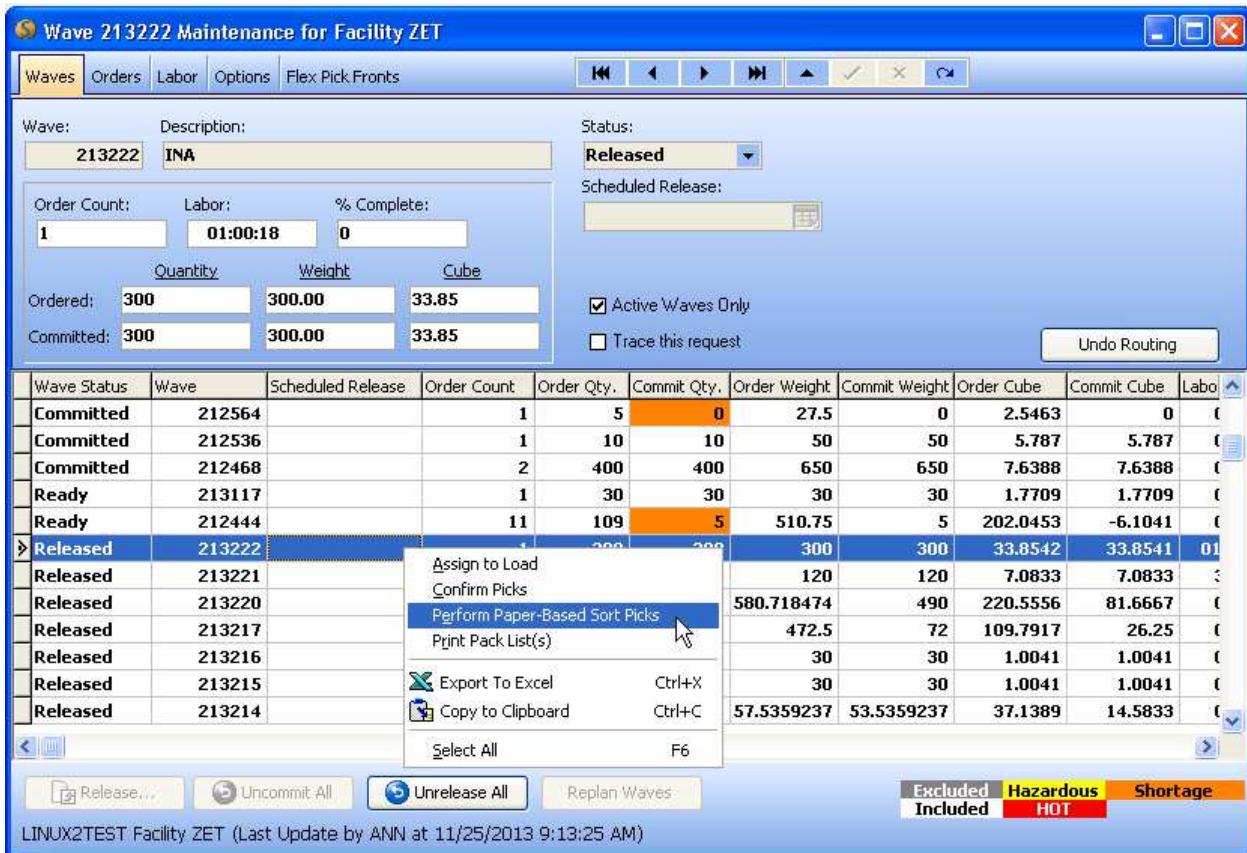
After completing batch picking, you can perform a paper-based sortation pick.

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

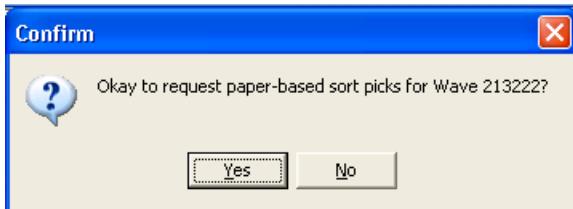
- Select Requests from the menu bar and click Update Requests and Wave Release. The Wave Release screen appears:



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



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.