(Scanner) How to assign and Pick Sales Orders using the Shipping & Receiving screen

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Overview

This article is an overview of the Sales Order picking process, using a scanner, where the Stock Picker selects 1 or more Orders to pick.

Before You Begin

This article assumes you have already created a **Sales Order**.

Steps

1. Login to the Scanner (at scan.1place.cloud)
2. Navigate to Shipping > Picking > Assign Orders.

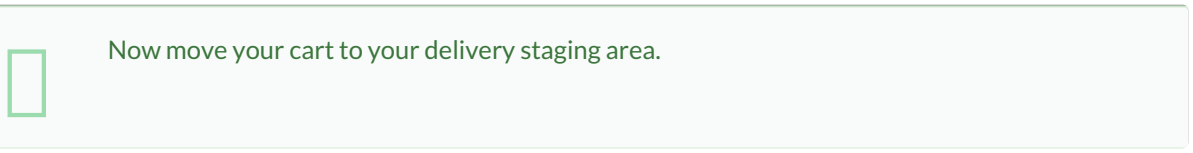
> **Tip:** You can see all the items **To Print & Pick**, or **Picking** now (without a scanner) by clicking: **Warehouse** > **Shipping & Receiving** > **To Print & Pick**, (or > **Picking**).

3. Then decide how to find/filter the Orders to be picked. You can select between:
   a. Customer Pickup (All Orders where the Shipped Via = Customer Pickup)
   b. All Orders
   c. Single Order
   d. Delivery Route (All Orders grouped by Route / Shipped Via)
   e. By Warehouse Zone (All Orders grouped by Warehouse Aisle or Zone(s))
4. Click the Order(s) to pick, then click **Next**. (Then **Proceed**).

> NOTE: Now all selected Orders are assigned to that Picker. You can see the Orders in 1place at Shipping & Receiving> Picking.

5. Next click **Pick to Cart**.
6. Scan a **Bin Location** (which is usually a barcode with the Bin # on the Bin shelving near the Bin location).
7. Scan the **Item #** (as you put the item in your cart).
8. **Repeat the steps 6 and 7** for each unique Bin and Item # combination.
9. Click **Done** when finished picking all items (or **Resume Later** if you need to pause or need to unload your full

cart).



10. When your cart is in your Delivery Staging Area, click **Cart to Staging**.
11. Scan the proper **Bin Location.** (The scanner will tell you which Bin to put the item in).
12. Scan the **Item #**.
13. **Repeat steps 11 and 12** for each Item # combination.
14. Click **Done** when finished, or **Resume Later** when you need to take a break.