



Pick a Wholesale Order

Description

Use this task to pick a wholesale order in the Wholesale Terminal and take the product out of inventory.


Trigger

Perform this task when a wholesale order needs to be picked.

Prerequisites

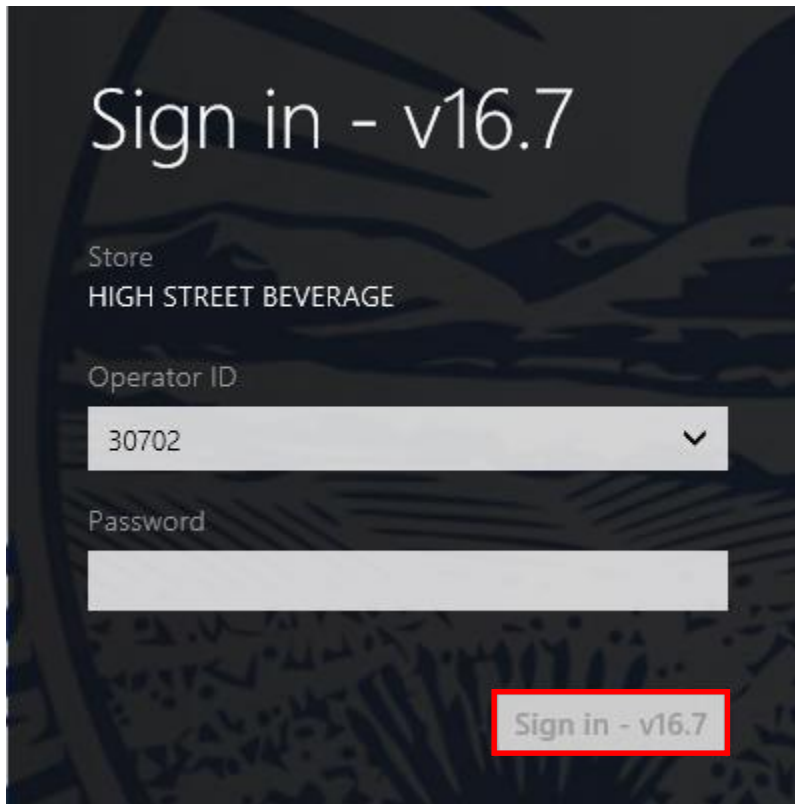
There are wholesale orders in the system.

Helpful Hints

- After picking a sales order, it can then be invoiced.
- All actions performed in this job aid can be done using the keyboard and mouse.
Example:
 - Press  on Numpad or press the **Enter** key on the keyboard

Procedure

1. Begin this task by signing into the Wholesale Terminal.



Sign in - v16.7

Store
HIGH STREET BEVERAGE

Operator ID

30702

Password

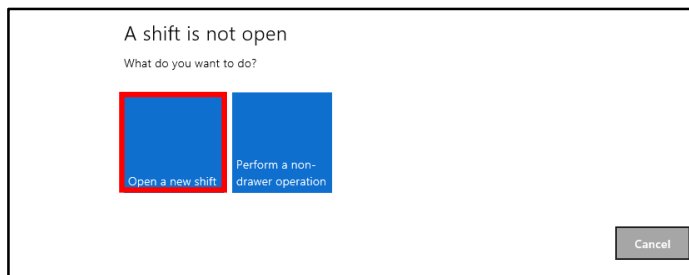
Sign in - v16.7

The image shows a sign-in screen for version v16.7. It includes a store name 'HIGH STREET BEVERAGE', an operator ID dropdown menu with '30702' selected, and a password field. A red box highlights the 'Sign in - v16.7' button at the bottom right.

2. Press  to start the shift.



The *Open shift* window will only display if the shift is not already opened.



A shift is not open
What do you want to do?

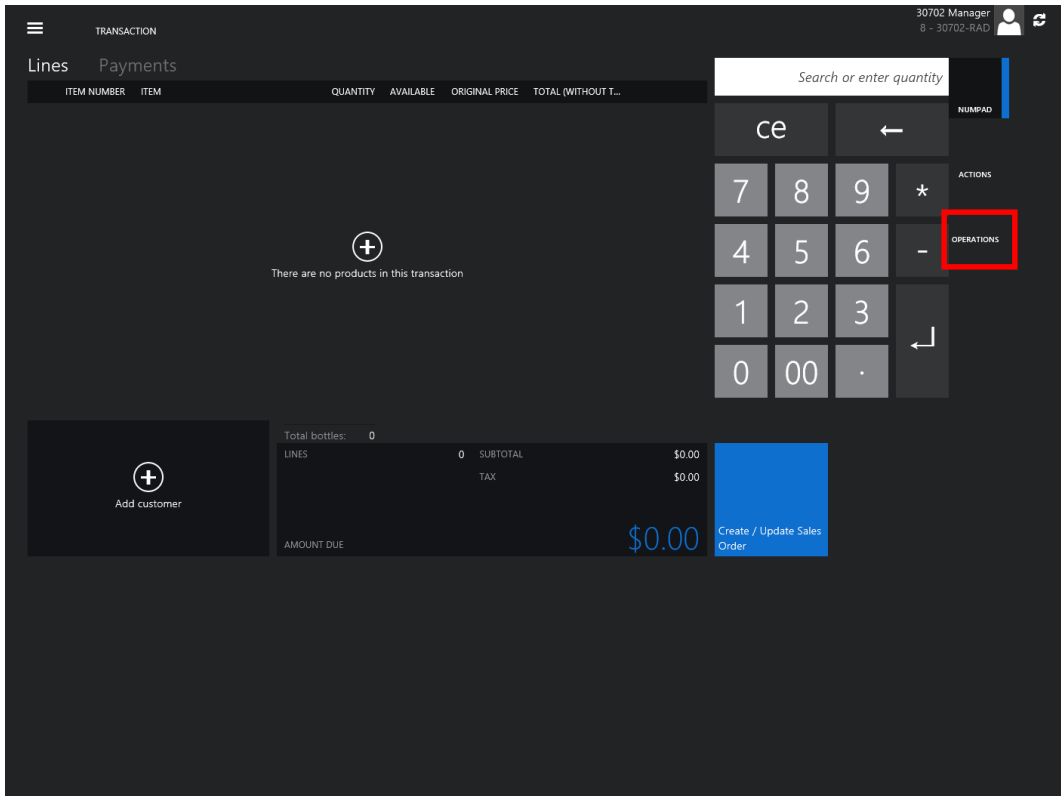
Open a new shift

Perform a non-drawer operation

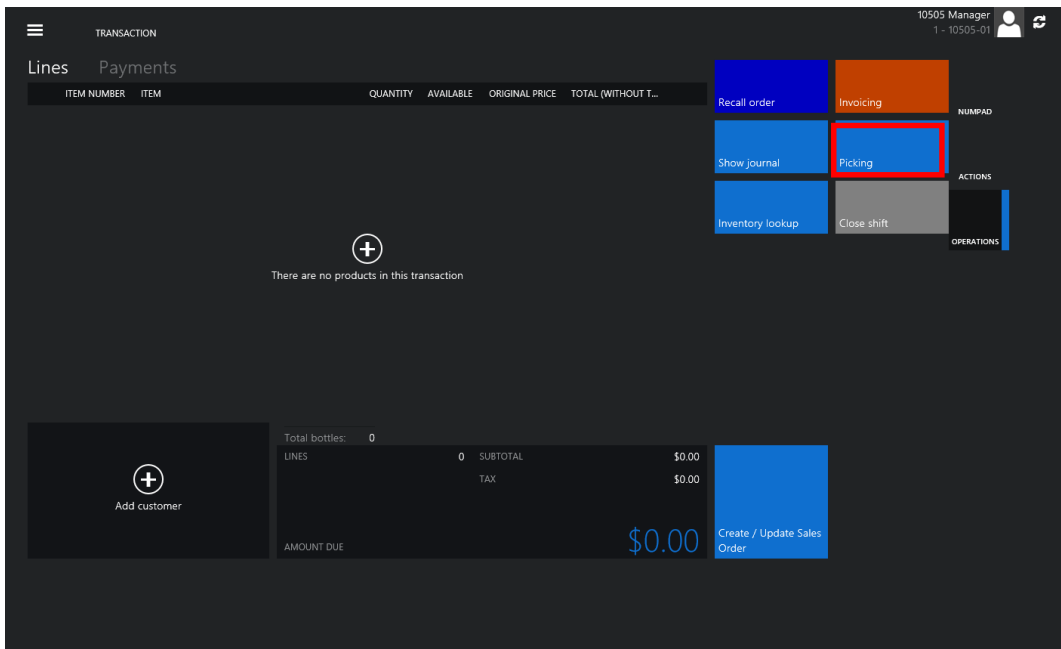
Cancel

The image shows a dialog box titled 'A shift is not open' with the question 'What do you want to do?'. It contains two blue buttons: 'Open a new shift' (highlighted with a red border) and 'Perform a non-drawer operation'. A 'Cancel' button is located at the bottom right.

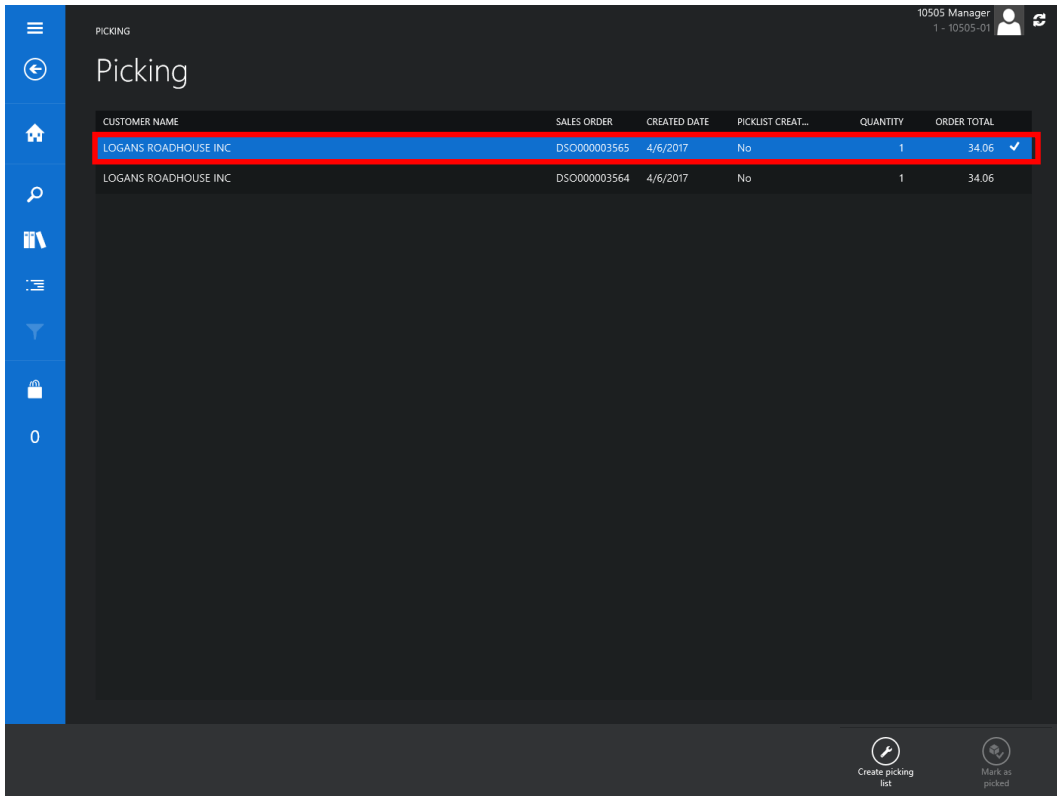
3. Press **OPERATIONS**.




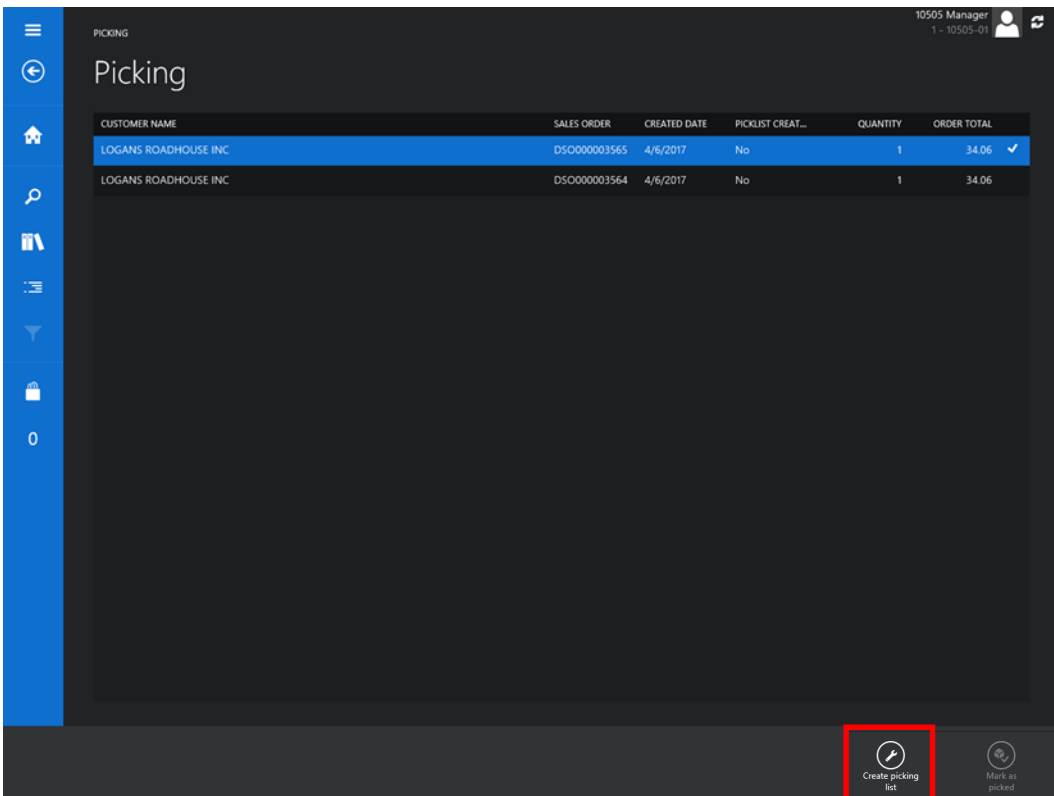
4. Press **Picking** to display the *Picking* screen.



5. Select the appropriate order to be picked. In this example, select sales order number "DSO000003565."



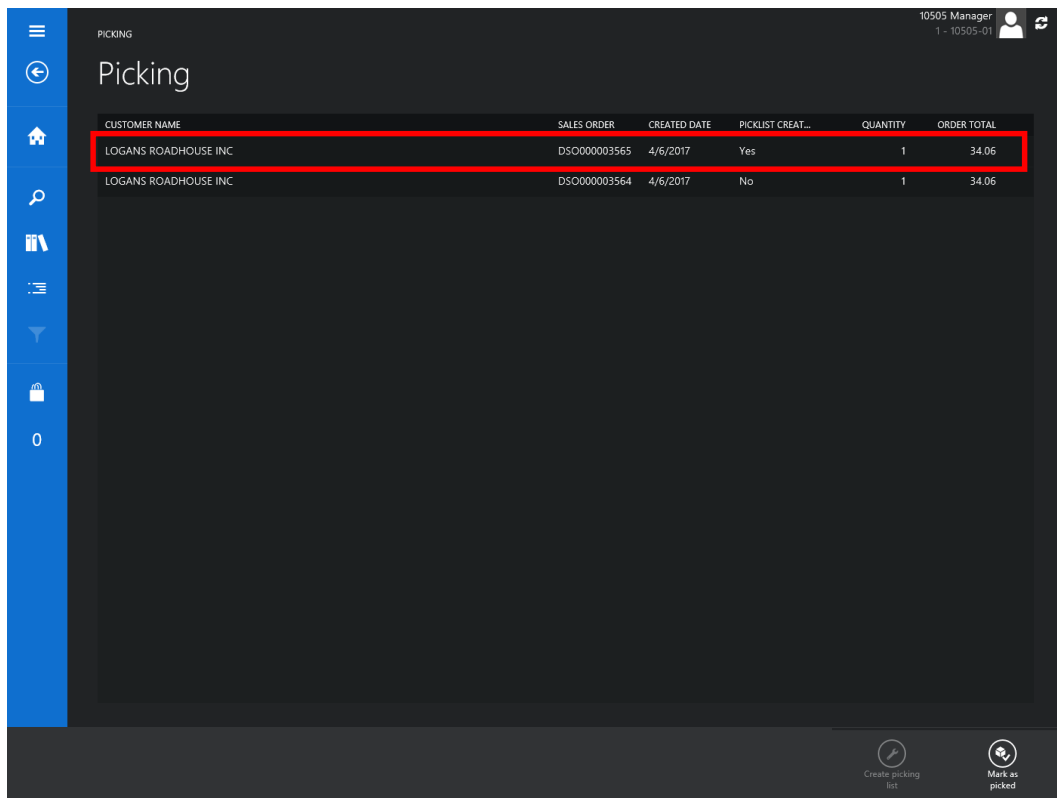
6. Press  to create the pick list.



7. Press **OK** to create the pick list.



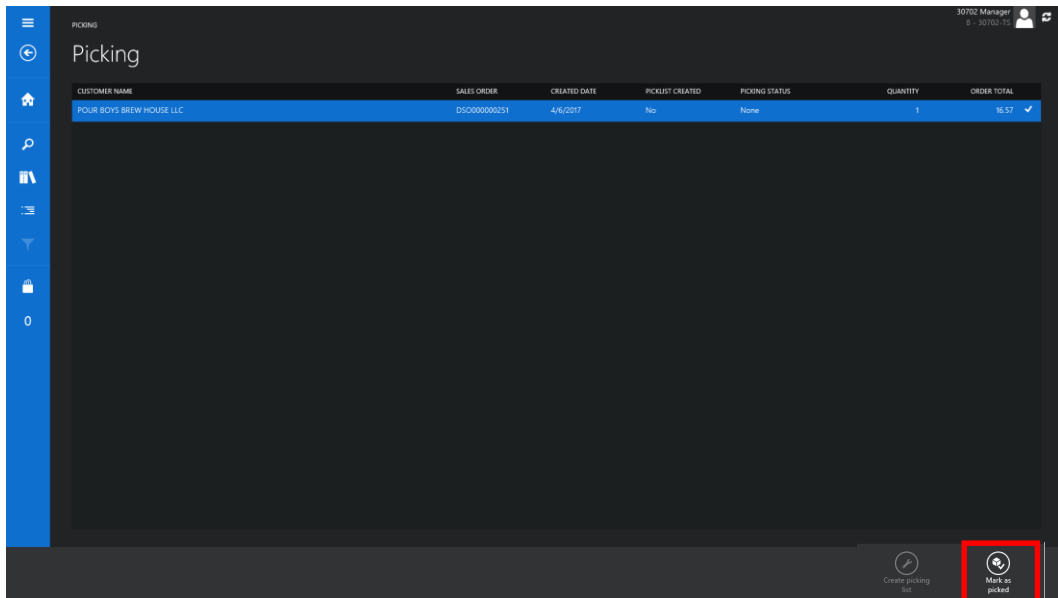
8. Select the order for which the pick list is created.



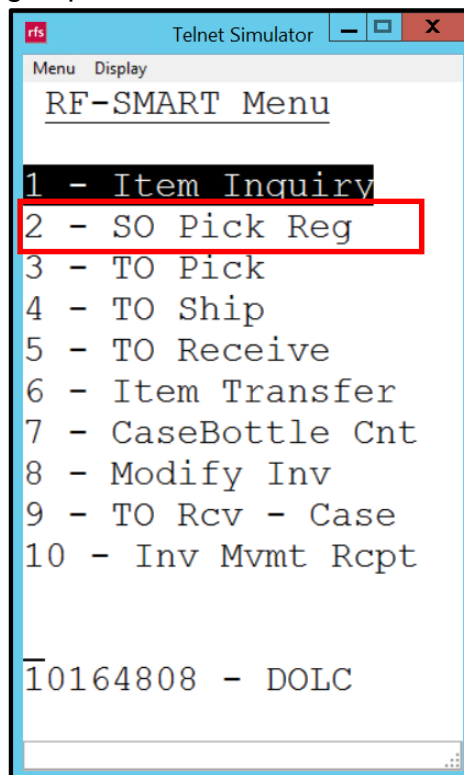
9. Press  to complete the picking process.



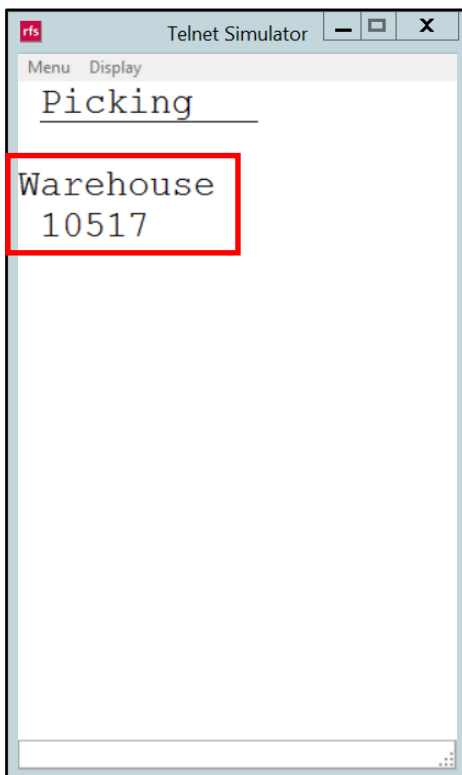
To perform a pick using the RF Scanner go to step 10.



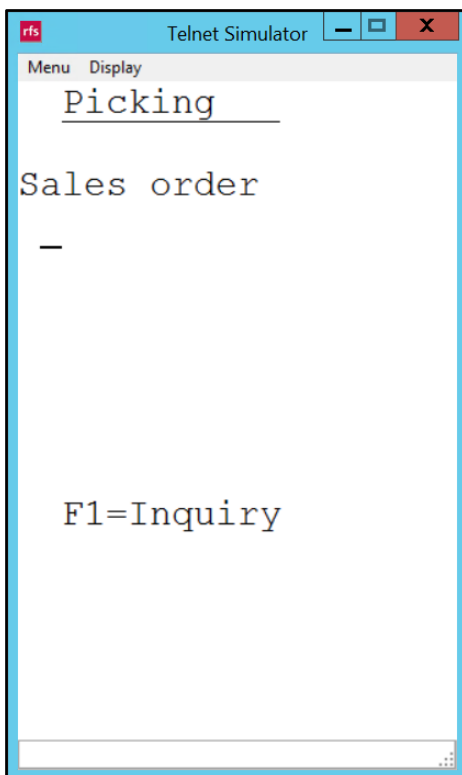
10. Select 2 – SO Pick Reg to pick a sales order.



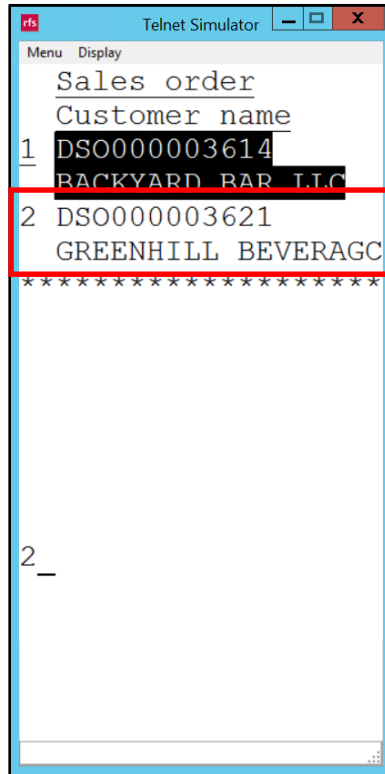
11. Enter warehouse number if it does not default.



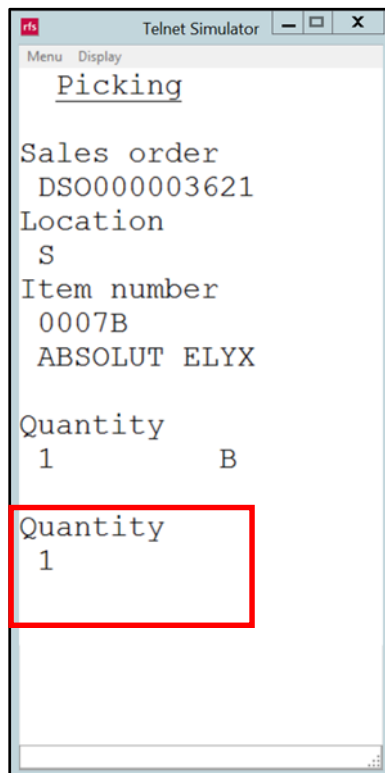
12. Press F1 on scanner to display sales order list.



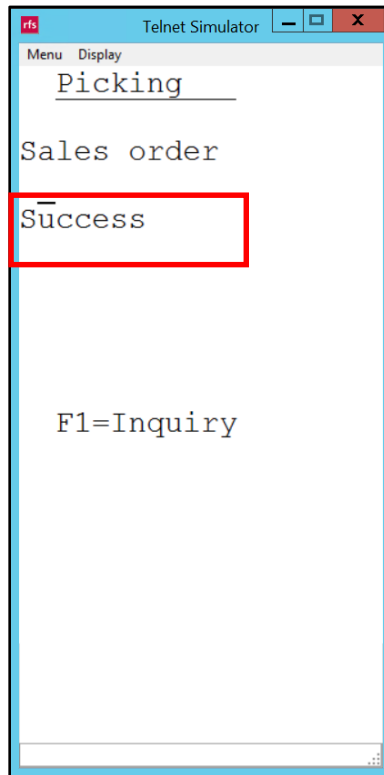
14. Select sales order to display pick list. In this example select "2."



15. Enter quantity in the **Quantity** field and press enter.



16. Once picking is complete **Sales Order** will state Success.



Results

You have picked a wholesale order.