

## DC - Picking Products for Paper Orders

---

### Introduction

Accessories, drop ships, and split ships are picked manually, using the paper orders that are printed during the Incoming STO process. All other orders are paperless.

---

### Sorting through the orders

Follow these steps to find orders that need to be picked manually.

Step	Action
1	Throughout the day, go to the printer to pick up the order tickets that are printed during the Incoming STOs procedure.  <b>Best Practice:</b> Print orders on blue paper to make them easy to identify.
2	Sort through the orders: <ol style="list-style-type: none"><li>1. Identify those for accessories, drop ships or split ships (partial shipments).</li><li>2. Pull those out to pick manually.</li><li>3. Discard the rest.</li></ol>
3	For each paper order, look up the article(s) in SRS Inventory Manager and write down the physical location for each one on the order.

---

### Picking Paper Orders

Follow these steps to pick paper orders:

Step	Action
1	On the scanner, choose <b>Picking</b> .
2	Tap the <b>Refresh</b> button.
3	Go to the product location.
4	Scan the barcode on the paper order.
5	Scan the barcode on the rack.
6	Scan each product for the order.

Move product(s) to the appropriate location, usually the Accessory table. If this is a tire/wheel order, insert the order paper between products on the pallet.

---

### Contact

Please see your manager if you have additional questions.

---