

DC - Picking Products for Paperless Orders

Picking products for paperless orders

Follow these steps to pick products for paperless orders:

Step	Action
1	To look up orders on the scanner: 1) Choose Paperless Invoices from the dropdown on the left side. 2) Choose Tires, Wheels, or Sets from the dropdown on right side. 1) Select the appropriate section from the Location dropdown.
2	Tap Take Tickets . This opens the first order to pick.
3	Go to the designated location.
4	Scan the Pallet ID.
5	Scan the barcode on the rack label.
6	Scan the barcode on each product for the order and add product to the pallet. After all products are picked, the screen clears automatically.
7	If you can't find the product, send it to exceptions. To do this, tap the Send to Exceptions button. Select a reason. Best Practice: You can choose to hold on to the articles already scanned or not, but the best practice is to NOT hold on to them. Put them back, and deal with them later, after the exception is resolved.

Best Practice: You may continue to use the same pallet ID until the pallet is filled. Do not mix tires and wheels on a pallet unless they are part of a set.

Contact

Please see your manager if you have additional questions.