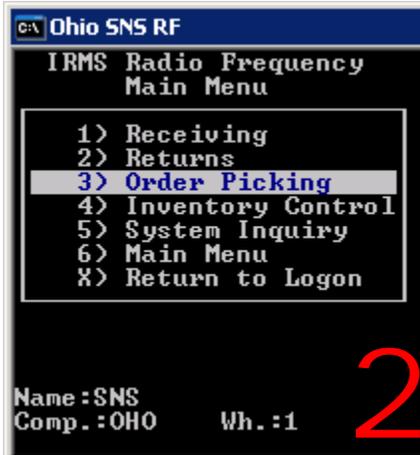
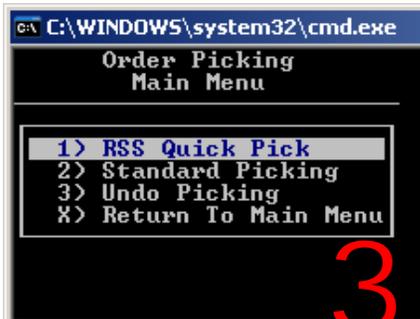


SNS Quick Guide for Warehouse Operations

# QUICK PICK



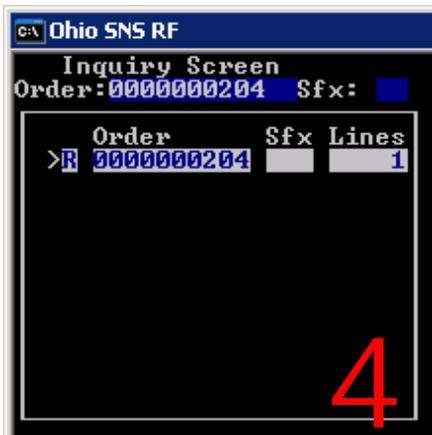
Select Option 3 – Picking



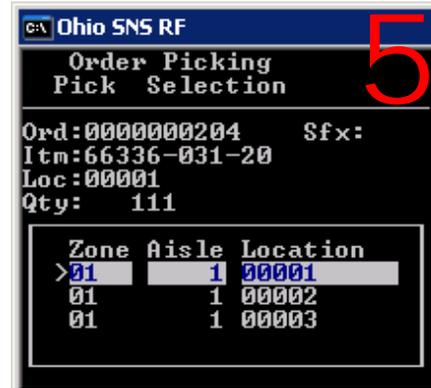
Select Option 1 – RSS Quick Pick



Enter Employee Number  
Enter Password  
Type = No Machine

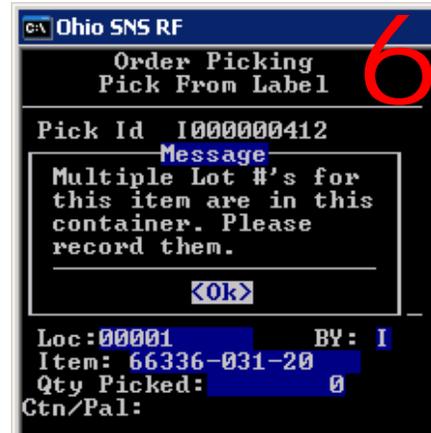


Use the ↓ or ↑ key to select the order to pick, then press “Enter”



Items to pick will be displayed  
Press “Enter”

**Important note:** Many medical supplies have a “lot” number (like a serial number) associated to them. You have to be aware of these numbers. When you pick an item with multiple serial numbers, the system will want you to tell which Lot # that you picked.



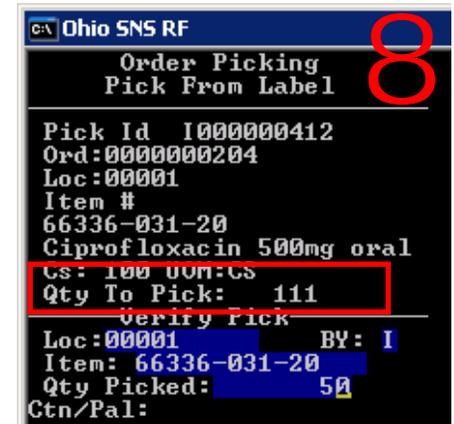
Pick warning to pay attention to lot numbers.



“Loc” is the location that you have to go to pick this item.

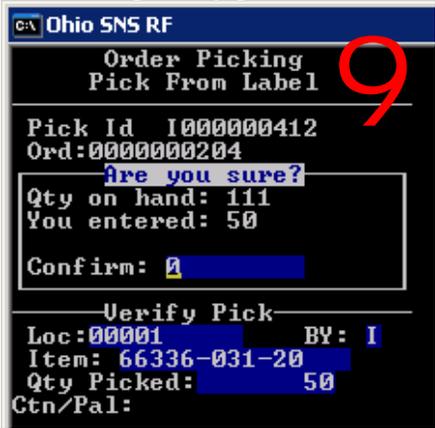
“Item” is the item # you are looking for. Find the item and record the lot number (Use the ↓ or ↑ key to select, and then press ‘Enter’)

For this pick, you need to go to Location 00001, and pick item 66336-031-20



“Qty to Pick” is the total number of **Cases** that need to be picked.

Enter the quantity picked.



If you do not have the entire quantity needed to pick the whole amount, you will create a "Short Pick." This is not a problem.

You will be asked to confirm the short pick. Re-enter the quantity that you picked.

Scan the Carton ID (the box/pallet number)

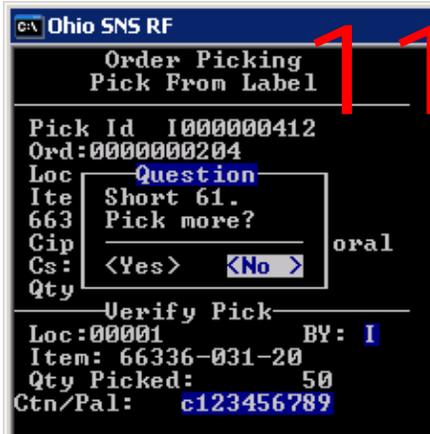


This is what a Carton Id looks like. Use only one Carton ID for each pallet or order.

You can use as many Carton IDs for an order that you need to.



Press "Enter"



When asked to pick more, press "Yes"

**When prompted for "Same Location?" press "Yes".**

**Repeat the picking process until you have picked all items.**

You may see the following message after you have picked your items:



This is asking you to confirm that there is no inventory (the system thinks the location is empty). Press yes or no, depending on if there is inventory.

The last step is to print the packing list. When prompted, press "Yes". This closes and ships the order. Move your product to the staging area.

