

# Pallets

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## Overview

Pallets are typically used as a base for assembling, storing, and transporting goods within a warehouse or during shipment, allowing you to stack and handle them as a single unit load. Skustack's **Pallet** feature streamlines your operations and improves overall efficiency, allowing you to manage items by the pallet and eliminating the need for individual unit processing. Within the Skustack system, pallets are treated as distinct groups of units that are not associated with specific bins upon creation.

Creating **Pallets** individually is only possible through the Skustack application, while importing **Pallets** in bulk can be done through the Skustack Admin.

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## Manage Pallets

From searching and creating, to editing, deleting, printing labels, and scanning throughout various operations and activities, the Skustack application empowers you to manage your pallets effortlessly.

## Create Pallets

Creating a **Pallet** with product quantities and lots that are not currently in your inventory may be necessary before receiving PO pallets in your warehouse. This step serves as preparation ahead of the arrival of the PO, enabling the swift and easy receipt of items by the **Pallet**.

To create a **Pallet**:

1. Navigate to the **Products > Manage Pallets**.
2. Tap the + icon to create a new Pallet.
3. Either **Generate** or enter a **ReferenceID**. If you choose to generate a new ID, the **Pallet** will be generated with the present date.
4. Once you have a **ReferenceID**, you can choose to build a **pallet**:
  - a. From an existing bin by checking the **Select all bin contents to build pallet**. All of the bin contents will be associated with the created **Pallet**.
    - i. Tap the Bin ID field and either enter it manually or scan the bin.
    - ii. Tap **Build** and confirm your action by clicking **Continue**.
    - iii. A **Pallet Label** will be printed automatically.
  - b. Through the option **Scan items to build pallet**, which allows you to directly scan products to add to the Pallet, including lot and serial info when applicable.
    - i. Tap **Build**.
    - ii. Drag the header to expose the + sign and tap it, or scan the items that you wish to include in the pallet.
    - iii. Select the desired quantity and tap **Add**.
    - iv. You can print a Pallet label from the print icon at the top of the activity.

Alternatively, you can build a pallet through the **Manage Bins** module.

1. Navigate to **Bin > Manage Bins** and open the desired bin.
2. Tap the **Pallet** icon in the upper right corner.
3. Generate a **ReferenceId** and tap **Continue**.
4. Confirm the Pallet creation and all bin contents will be added to the new Pallet.

Building a Pallet from items in a bin does not transfer or alter the bin inventory levels. Instead, it captures a snapshot of the products within the bin at the time of pallet creation and associates it with the pallet. However, when you physically pick a pallet from a specific bin, the system checks to ensure that the products on the pallet actually exist in that bin, and then it transfers the inventory accordingly.

## Edit Pallets

If you want to alter an existing **Pallet**:

1. Navigate to Product's **Manage Pallet**.
2. Click **Search** and either scan or enter the needed pallet **ReferenceID**. The pallet contents will be displayed.
3. Select the needed product and update the respective quantity by using the up and down arrows.
4. Once done, click **Update**.

## Delete Pallets

If you want to alter an existing **Pallet**:

1. Navigate to Product's **Manage Pallet** and open the desired pallet.
2. Tap the **Trash can** icon in the upper right corner.
3. Confirm that you would like to delete the pallet.

## Print Pallet Label

To print a Pallet Label:

1. Navigate to Product's **Manage Pallet**.
2. Click **Search** and either scan or enter the needed pallet **ReferenceID**. The pallet contents will be displayed.
3. Click the **Print** icon in the upper right corner and confirm the action. The **Pallet Label** will be printed out.

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## Scan Pallet Labels

You can also scan **Pallets** through various Skustack activities.

## Bin Transfers

Once your pallet label is generated, you can scan it to transfer all associated units to a desired destination bin:

1. Navigate to the **Manage Bins** module and open the bin that contains the pallet's units.
2. Scan the pallet's label, and a **Destination Bin** prompt will appear on your screen.
3. Enter the desired bin name and confirm the transfer of units.
4. A green message will validate the successful transfer, and the quantities in both bins will be updated accordingly.

## FBA Picking

You can utilize Pallets for [FBA Picking](#) activities. Keep in mind that the entire pallet will be picked for one shipment.

1. Navigate to **Fulfillment > FBA Inbound Picklist** and search for the desired SKU/UPC.
2. Open the needed picklist and scan the respective Pallet.
3. Select a bin to pick the pallet from and tap **Continue**.

## PutAway Lists

Pallet labels can also be used to pick products for PutAway Lists:

1. Navigate to **Transfers > PutAway** and select a PutAway list.
2. Ensure that the list's status is **Open**.
3. Scan the desired pallet's label and a **Destination Bin** prompt will be displayed.
4. Enter the name of the bin in which you intend to put away all pallet items.
5. A green message will validate the successful pallet picking.

## WITR

Through **WITR Create, Pick, and Receive** types.

1. Navigate to **Transfers** and initiate a transfer request.
2. Add a **Title** and select **From, Interim, and Destination Warehouses** from the respective dropdown menus.
3. Tap **Create**.
4. Scan the desired **Pallet** and confirm that you are willing to add the pallet contents to the transfer by clicking **Continue**.

Pallets will not be validated against any bin inventory and will simply be added to the list.

## Order Based Picking

For [Order Based picking](#) activities, you can choose a specific Pallet to pick:

1. Navigate to **PickList > Order Based** and open the desired order picklist.
2. Select an order product and scan the needed pallet.
3. Scan/enter a bin to pick all items in this pallet and tap **Go**.

4. Confirm that you want to pick the selected pallet from the specified bin by clicking **Continue**.

## Cycle Counts

Whenever you initiate a Bin **Cycle Count**, you can directly scan a Pallet:

1. Navigate to **Bin > Bin Cycle Count** and specify a bin. to
2. Create a new **Cycle Count**.
3. Scan the needed **Pallet**.

Such Pallets will not be validated against any bin inventory and will simply be added to the list.

## Receiving POs

You can scan Pallets when **receiving POs**. The pallet should be set up before receiving the PO.

1. Navigate to **Receiving > Receive PO** and open the desired PO.
2. Scan the required **Pallet** and choose a bin to receive the pallet contents.
3. Tap **Go** and confirm the receipt by clicking **Continue**.

**Pallets** are not supported for unpicking and unreceiving activities. The products have to be unpicked/unreceived individually.

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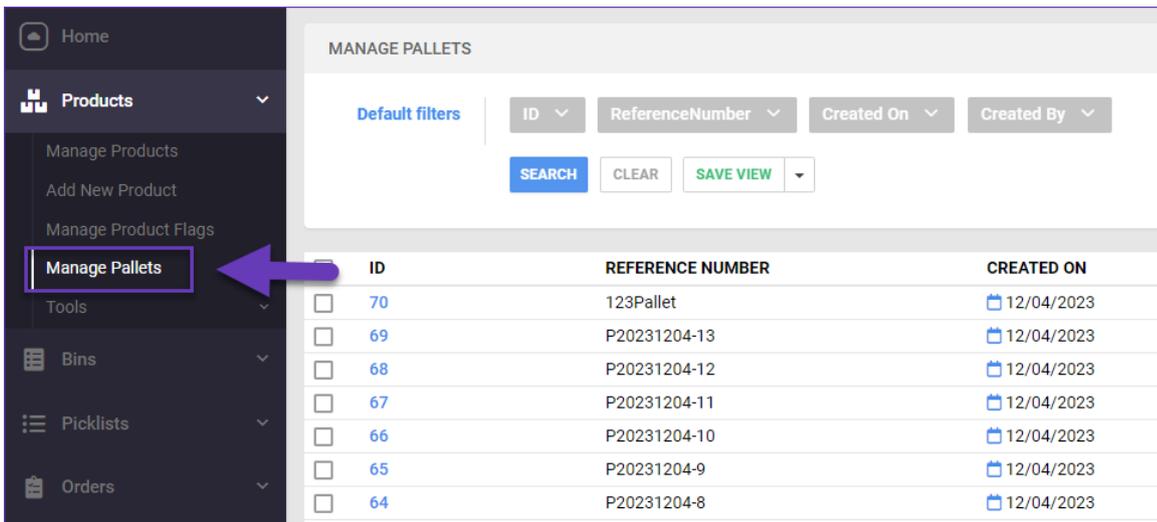
## Manage Pallets

The Skustack Admin portal lets you easily search for existing Pallets or create new ones, print Pallet labels, and more.

## Search Pallets

To search Pallets, follow these steps:

1. Navigate to the Skustack Admin portal at <https://xx.skustack.com> (replace "xx" with your **server ID** or **team name**).
2. Enter your login credentials.
3. On the left, select **Products > Manage Pallets**.
4. Configure your **Default filters** to make sure that the results display exactly what you need.
5. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it's not active.
6. To manage the columns in the grid, click the three dots icon at the top right and select **Customize Columns**. You can:
  - a. Reorder columns by dragging them up or down in the list;
  - b. Hide columns by clicking the **Trash** icons;
  - c. Add columns by clicking **Add column**.
7. To arrange the data in a different order, use the **Sort by** menu.
8. To save your filtering and sorting options, click **Save view**, enter a **Name**, and click **Save**.

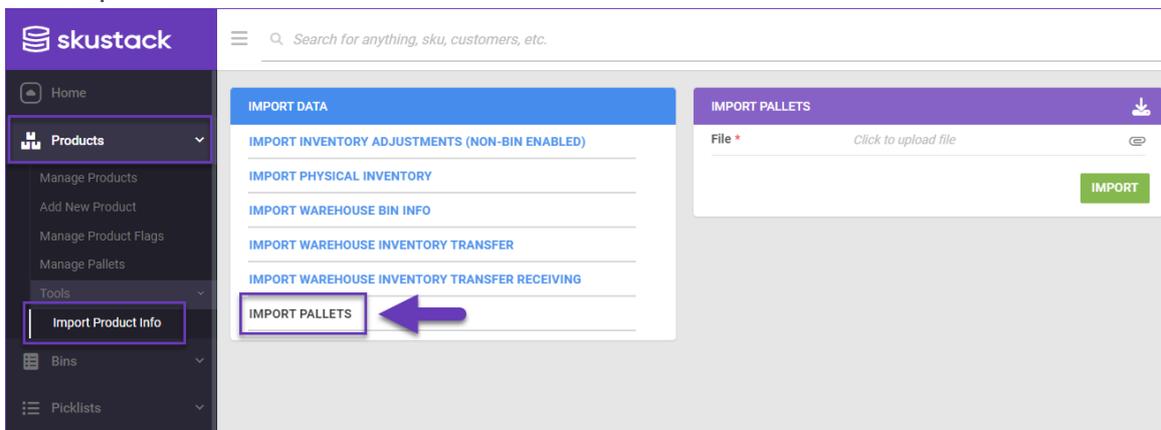


## Create Pallets

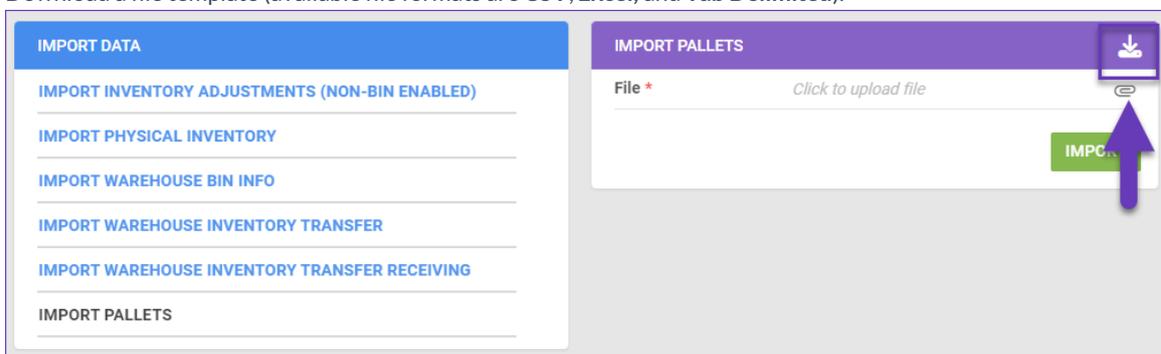
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You can import **Pallets** in bulk using the [Import Product Info](#) tool:

1. Navigate to **Products > Tools > Import Product Info**.
2. Select **Import Pallets**.



3. Download a file template (available file formats are **CSV**, **Excel**, and **Tab Delimited**).

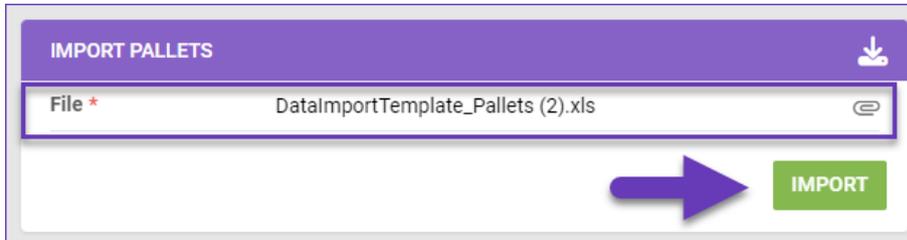


4. Populate the file columns for each imported product:

- a. **Pallet Reference Number (required)** – Mandatory field for pallet’s unique identifier in Skustack.
- b. **Product ID (required)** – Mandatory field. Enter the desired SKUs on separate rows.

- c. **Lot Number** – If you wish, add a Lot number.
- d. **Expiry Date** – If required, add the product's expiry date.
- e. **Serial Number** – Optional field for the product's serial number.
- f. **Qty (required)** – Mandatory field. Enter the respective product's quantity to appear in the pallet.

5. Return to the **Import Product Info** tool, upload the file, and click **Import**.

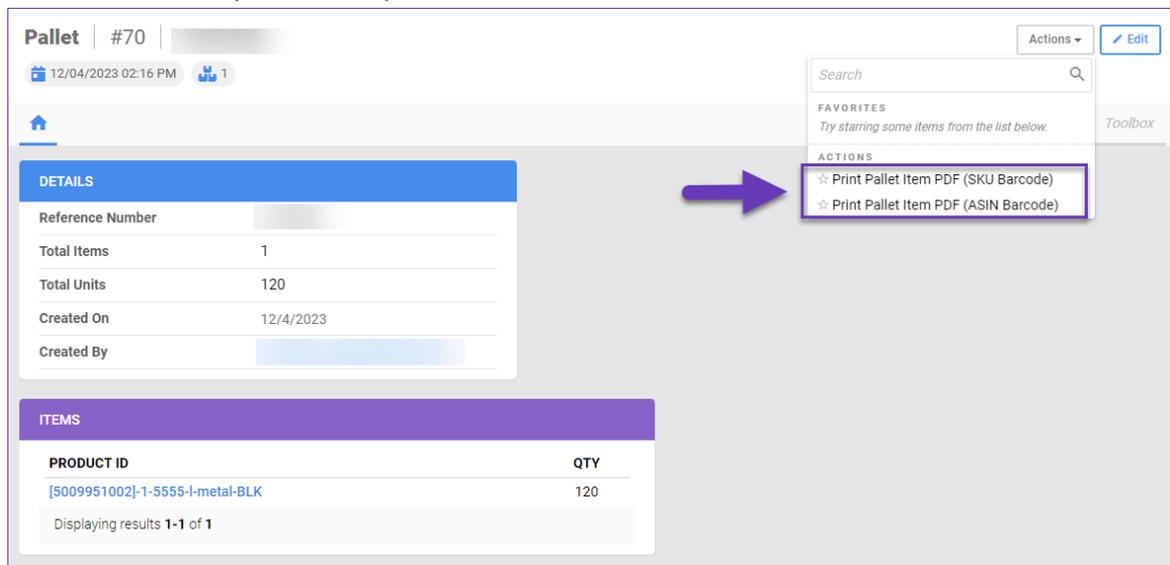


A queued job will be created where you can monitor the task's status. Once completed successfully, the new pallet will be created and can be found in your **Manage Pallets** list.

## Print Pallet Label

To download and print a PDF file with a Pallet Barcode:

1. Navigate to Product's **Manage Pallets** and open the needed Pallet.
2. From the **Actions** icon in the upper right corner and depending on the desired outcome, select either:
  - a. **Print Pallet Item PDF (SKU Barcode)**
  - b. **Print Pallet Item PDF (ASIN Barcode)**



3. The Pallet PDF will be downloaded and can be printed out.

## Export Pallets

To export Pallets:

1. Navigate to **Products > Manage Pallets**.

2. Select your desired pallets from the grid and access the **Actions** menu to export the file.
3. Click on the **Actions** menu at the bottom right corner and choose **Export To Excel**. The data will be exported as a .xlsx file, which contains information on the Pallet Reference Number, Product ID, Lot Number, Expiry Date, Serial Number, and Quantity.

