Pickup Management Workflow

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Overview

Pickup management refers to the process of organizing, coordinating, and overseeing the pickup of ordered items or goods from your warehouse location. It involves managing the tasks related to pickups and ensuring that all packages are handed over to their designated carrier. Using a container is one of the most common methods to track pickups in logistics and supply chain operations. **Containers** can be created and managed effortlessly through both the **Skustack Admin** portal and the **Skustack app**.

Create Containers

You can create a **Container** in a few simple steps:

1. Navigate to the **Orders** tab > **Manage Pickup Containers.**

2. Tap the **+** icon.

3. Enter the **Container's Name** and select a **Shipping Carrier** from the dropdown.

4. Tap **Create** and you will be directed to the new container. By default, the container is created for all carrier services. If required, you can restrict the container to specific **Shipping Services** through the Skustack Admin portal.

5. To add a package to the container, tap the **+** icon to open the **Container Ship Verify** dialog and scan the tracking number.
   The container shipping carrier and shipping service must match those required for the package.

Print Container QR codes

Each Container has a QR code label, which serves as its digital identifier. The QR codes are scanned to verify the sorting of order packages within the **Ship Verify Containers** module.

To print a Container QR code:

1. Navigate to the **Orders** tab > **Manage Pickup Containers** and open the required container.

2. Tap the **printing** icon next to the Container Name and select the QR code print type:

   - **Print Container QR code** – Note that a 3×1.5 label size configuration is required for this option.

   - **Print Container Details QR code** – Note that a 4×1.5 label size configuration is required for this option.
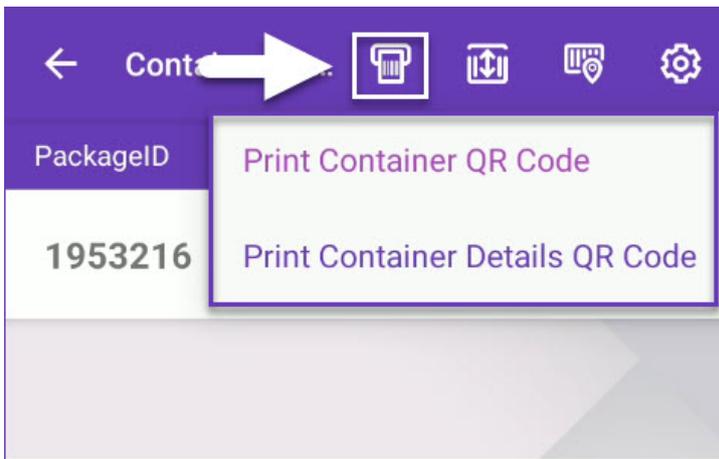
3. A print request will be sent to your printer and a Container QR code label will be generated.

Search Containers

The **Manage Pickup Containers** module enables you to search for existing Containers in one of the following modes:
- **By Container** – This option allows you to open a container by scanning its QR code.
- **By Pickup Number** – To simplify the process of identifying and selecting the appropriate containers to pick for a particular shipper, a **Pickup Number** can be created for multiple containers through the Skustack Admin portal. Use this mode to find all Containers related to a specific **Pickup Number**.
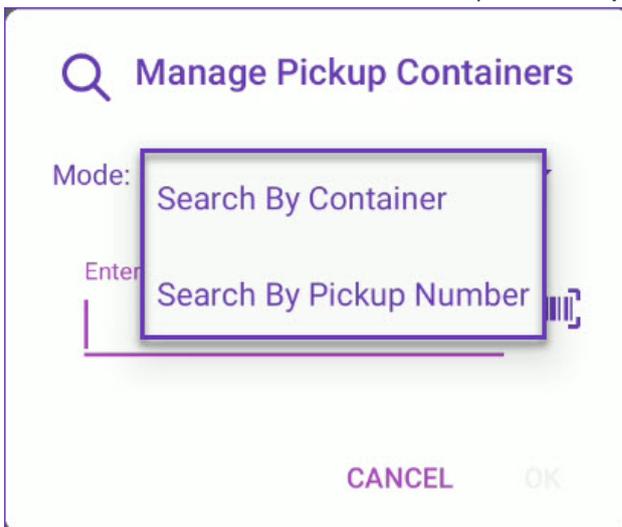
Mark as Picked Up and Close

When the required items are handed over to the carrier, you can mark the container as**Picked** and **Closed**. This can be done either individually for each container, or in bulk via a **Pickup Number**.
Containers that are **Picked up** and marked as **Closed** cannot be reopened.

Individually

1. Open the required container and tap the **Mark As Picked Up** icon.

2. Enter the **Trailer Reference** to document the shipper's reference ID.

3. If required, add a **Driver Note**.

4. Once done, tap **Submit**. The Container can be easily closed by tapping the respective icon.

Via Pickup Number

Assigning a single **Pickup Number** to multiple Containers designated for the same shipper can significantly streamline and enhance the pickup process. You can easily mark such Containers as **Picked** and **Closed** via their **Pickup Number**:

1. Open the required **Pickup Number** and a list of related Containers will load.

2. Scan the Containers' QR codes.

3. When all Containers are scanned, tap the **Mark As Picked Up** icon and enter a **Trailer Reference**.

4. *(Optional)* Add a **Driver Note**.

5. Tap **Submit**. The Containers in question will be immediately **Picked** and **Closed**.

Ship Verify Containers

With Skustack's **Ship Verify** module, you can scan a package's tracking number to verify that it is shipped with the correct carrier by scanning the respective container's QR code. Further information on the process can be found here.

Create Containers

You can create a **Container** in a few simple steps:

1. Navigate to **Orders** > **Ship Verify Pickup Containers**.

2. Click on the green **+** icon to add a new container.

3. Enter the **Container Name** and select the **Shipping Carrier**.

4. *(Optional)* Choose the desired **Shipping Services** from the dropdown. This ensures that the container is used exclusively for orders that require those particular services and that they meet the same shipping criteria, such as delivery speed, etc.
   The container shipping carrier and shipping service must match those required for the package.

5. Click **Create** and the container will be added to the list.
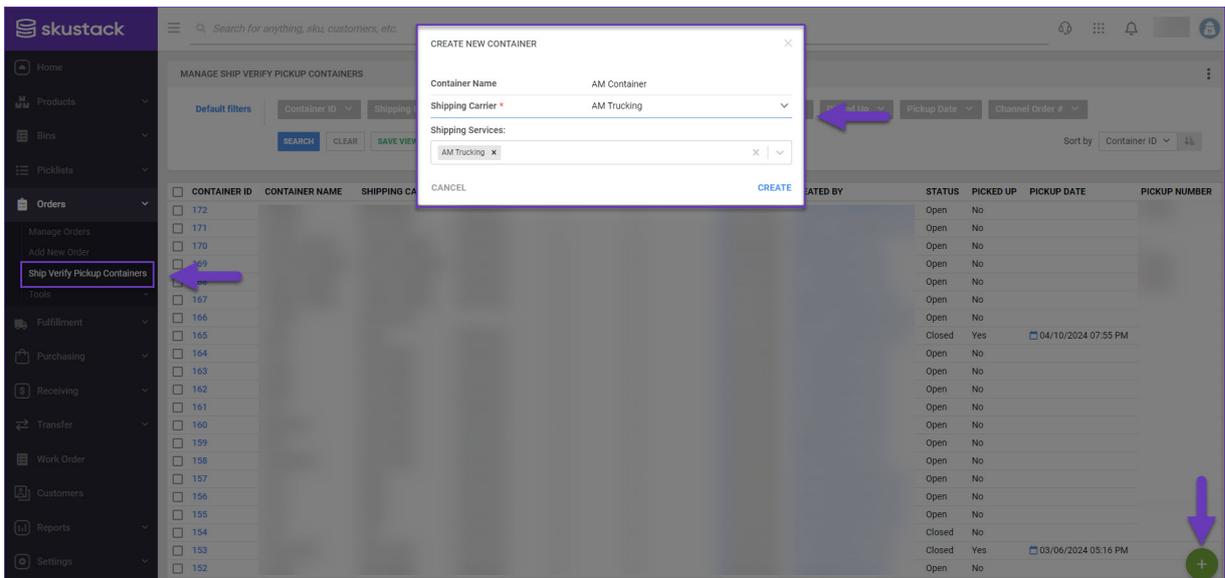
Print Container QR codes

Each Container has a QR code label, which serves as its digital identifier. The QR codes are scanned to verify the sorting of order packages within the **Ship Verify Containers** module. The **Skustack Admin** portal lets you print QR codes either **individually** or **in bulk**.

Individually

To print a QR code individually:

1. Navigate to **Orders** > **Ship Verify Pickup Containers** and open a container.

2. Access the **Actions** menu and click **Print QR codes** and PDF file with the Container's label will be saved in your computer's **Downloads** folder.
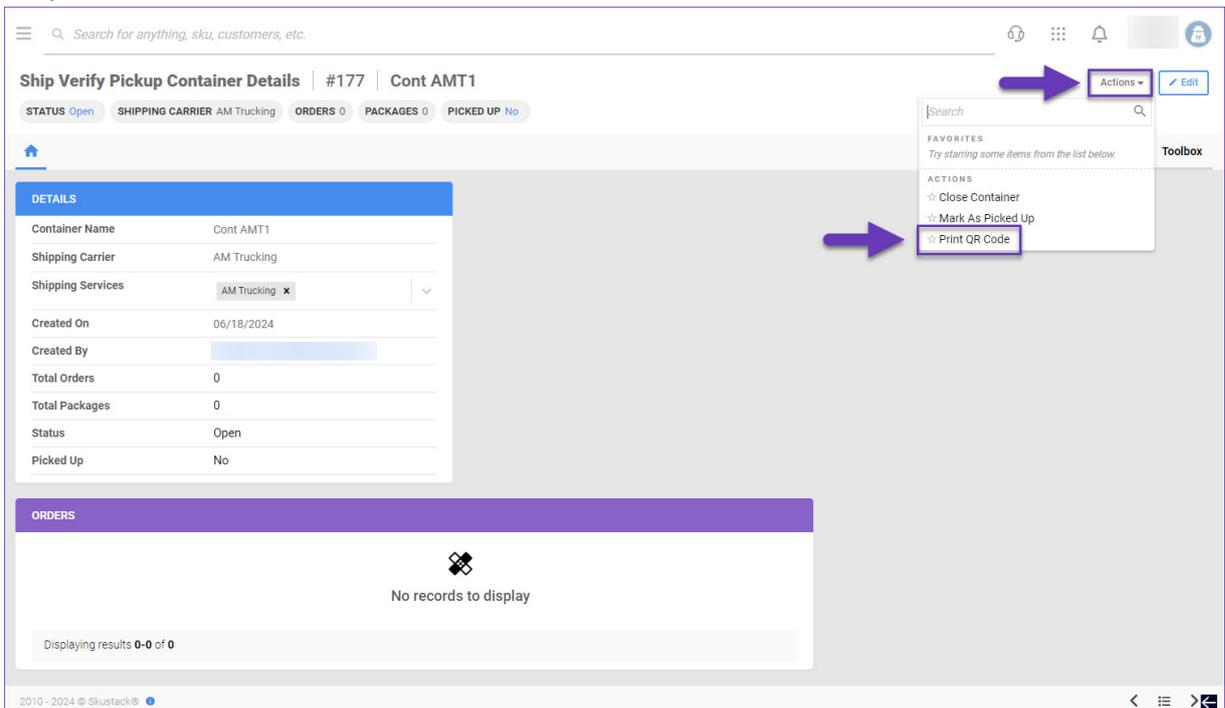
In Bulk

To print QR codes in bulk:

1. Navigate to **Orders** > **Ship Verify Pickup Containers** and select the desired **Containers** from the grid.

2. Access the **Actions** menu and click **Print QR codes**.
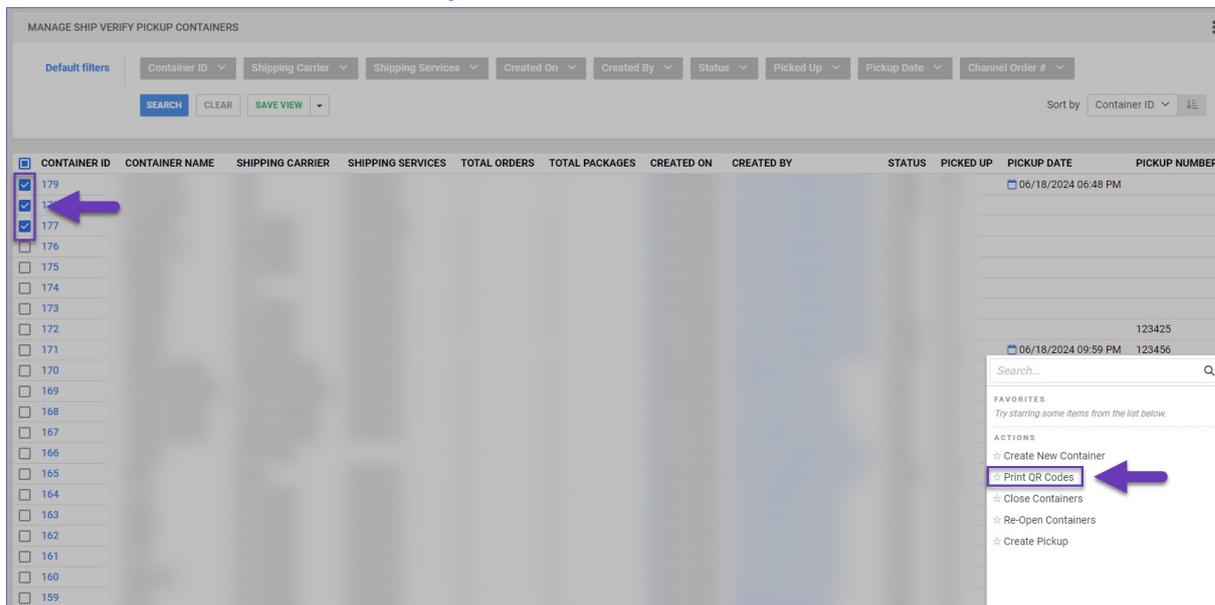
Search Containers

To search for existing containers:

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 **Orders** > **Ship Verify Pickup Containers**.

4. Configure your **Default filters** to make sure that the results display exactly what you need. The available filters are:

   a. **Container ID**

   b. **Shipping Carrier**

   c. **Shipping Services**

   d. **Created On**

   e. **Created By**

   f. **Status**

   g. **Picked Up**

   h. **Picked Date**

   i. **Channel Order #**

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 on 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**.
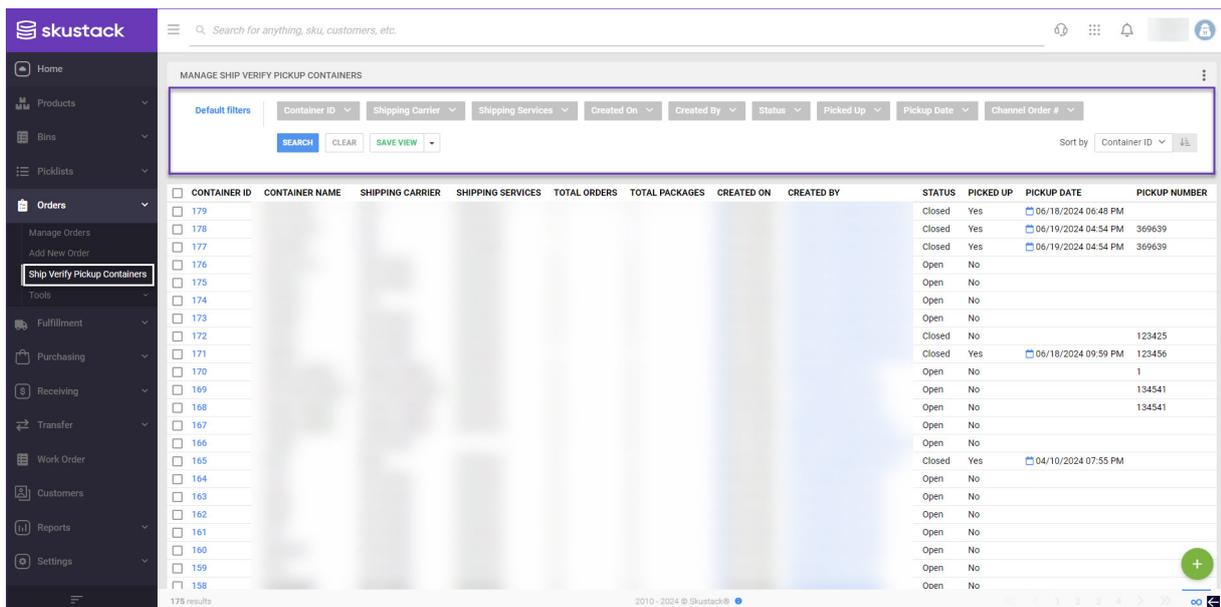

Create Pickup

You can group multiple **Containers** in a single **Pickup** reference to streamline and optimize the pickup process. This can be achieved by creating a single **Pickup Number** that covers multiple containers. The method simplifies the workflow of identifying and selecting the appropriate containers to pick for a particular shipper.

To create a new **Pickup**:

1. Navigate to **Orders** > **Ship Verify Pickup Containers** and select the required **Containers** from the grid.

2. Access the **Actions** menu and click **Create Pickup**.
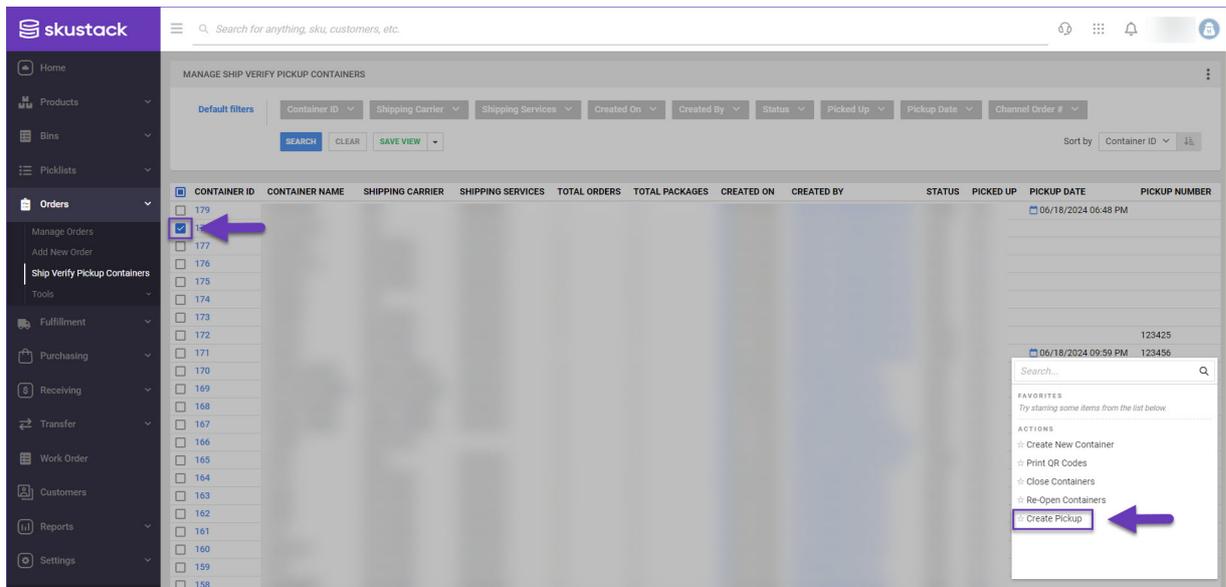
3. From the **Add Pickup Number** dropdown, select to either **Create New Pickup Number** or to **Add to Existing Pickup Number**.

4. Enter a **Pickup Number**, or select one from the list of existing numbers.

5. Click **Create** and the containers' **Pickup Number** will appear on the **Ship Verify Pickup Containers** page.
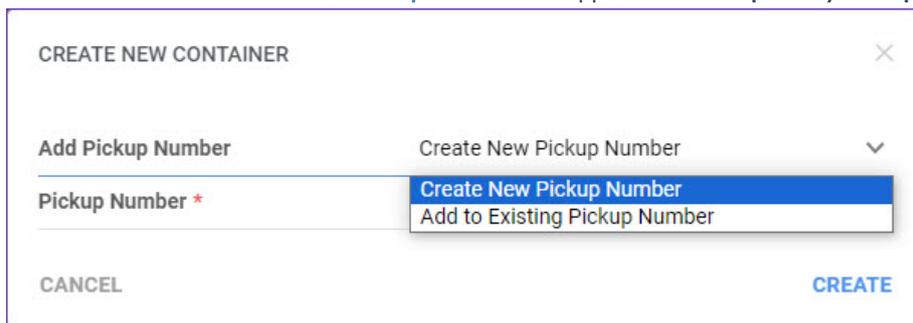

Mark as Picked Up and Close

Once the items are handed over to the carrier, you can mark the container as **Picked up**. This action will automatically close the container.
Containers that are **Picked up** and marked as **Closed** cannot be reopened.

To pick and close a Container:

1. Navigate to **Orders** > **Ship Verify Pickup Containers**.

2. Open the required Container to see its details and all orders associated with it.

3. Access the **Actions** menu and select **Mark As Picked Up**.
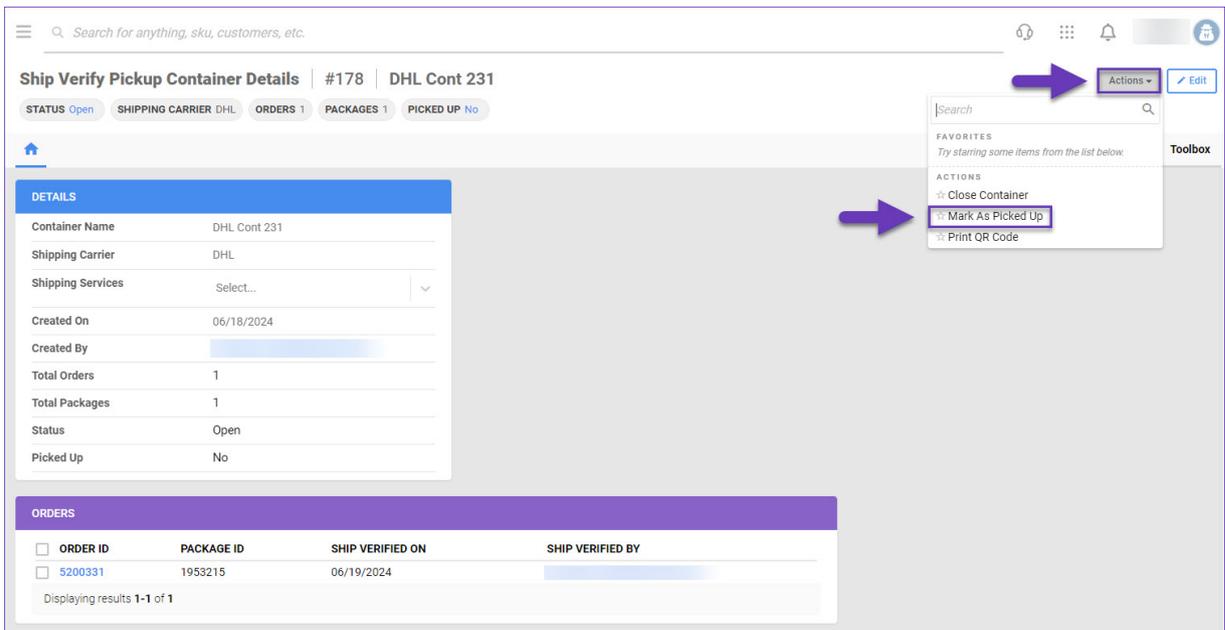
Close Containers

You can also close containers you no longer intend to use through the respective action. The functionality is available individually and in bulk.

Individually

To close an individual **Container**:

1. Navigate to **Orders** > **Ship Verify Pickup Containers** and select a container.

2. Access the **Actions** menu and click **Close Container**. The container's status will be updated accordingly.
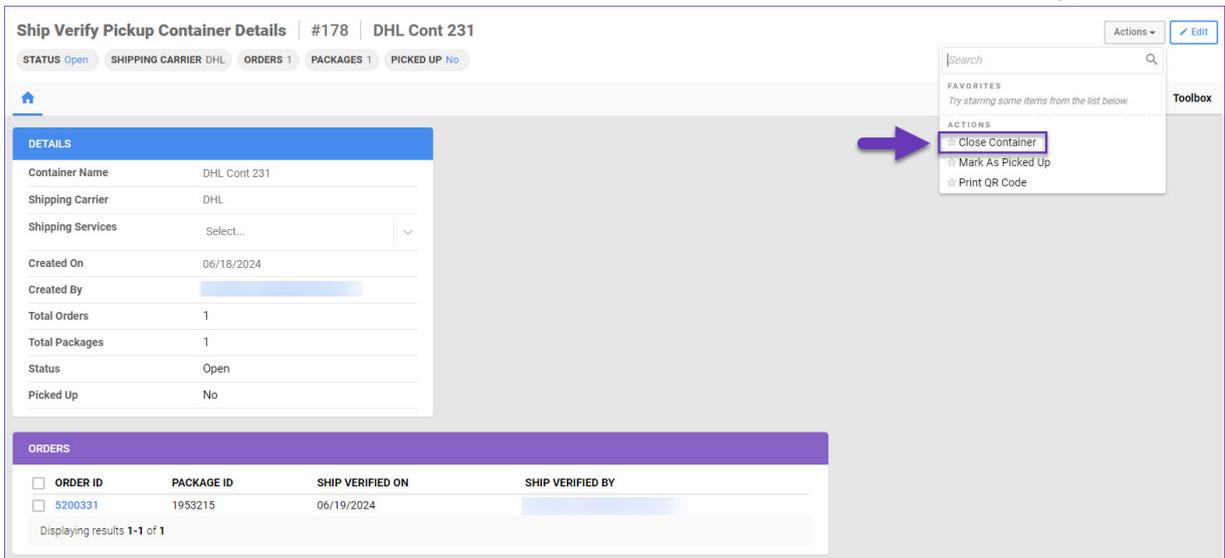
To re-open a closed container, simply navigate to its **Actions** and select **Re-Open Container**.

In Bulk

To close multiple **Containers** simultaneously:

1. Navigate to **Orders** > **Ship Verify Pickup Containers** and select your desired **Containers** from the grid.

2. Access the **Actions** menu and click **Close Containers**.

To re-open closed containers, simply select them from the grid and choose the**Re-Open Containers** Action.

Ship Verify Containers

With Skustack's **Ship Verify** module, you can scan a package's tracking number to verify that it is shipped with the correct carrier by scanning the respective container's QR code. Further information on the process can be found here.