Picking Order Items

Overview

In warehouse management and order fulfillment operations, picklists refer to a list of items or products that need to be picked, packed, and shipped to customers.

Picking, on the other hand, is the process of scanning the items listed on the picklist from their respective storage locations (i.e. bins) in a warehouse. Picking can be a time-consuming process that requires attention to detail to ensure accuracy and minimize errors. Efficient picking is essential for meeting customer demands and maintaining inventory accuracy. Working on picklists is possible through the Skustack app, while generating new ones, monitoring their progress, and exporting data can be done through the Skustack Admin.

Picking Modules

The **PickList** tab is where you can access all the modules designed to assist you in managing the process of picking items for orders. Learn more about the **PickList** tab here.

When an item is picked from a bin, it is automatically transferred to the warehouse's Picking Bin. The picking bin is created by the system, with a unique picking bin for every warehouse. For example, Default Warehouse with ID "86" will have a picking bin named PickingBin Warehouse-86.

There are three ways you can pick products:

1. Product Based – Recommended for picking single-item orders.

2. Order Based – Recommended for picking multi-item orders.

3. Kit Based – Recommended for picking kit-only orders.

Picklists must be generated by warehouse. This is controlled by the **Enable Picklist Generation by Warehouse** client setting in the Skustack Admin.

Ideally, orders should be sorted with filtered Saved searches based on their item status (i.e. single-item, multi-item, kit) before your Picklists are generated. This means you should filter single-item orders and non-kits first and generate a PickList for these products. After that, do the same for multi-item and kits-only orders. The Picklists will then be able to be picked in full based on the selected options. Keep in mind that products will only be available for picking only if the order is paid and in process.
Skustack offers various Picklist settings that can be customized on the device, which can greatly enhance the picking process. Learn more here.
All picking modules will only return orders that have **In Process** and **Charged** statuses.

Kit-based picking

Kit-based picking streamlines the often complicated process of picking non-packaged kits. This module will provide the warehouse staff with all the components to pick. Learn more here.

Order-based picking

Order-based picking allows you to pick items on a picklist, order by order. This is an effective workflow for handling large

orders with multiple items, as the order items can be picked and grouped together by the warehouse picker for packing. Learn more here.

Product-based picking

Product-based picking enables you to easily pick all units on a picklist. This option gives you an effective workflow for single-item orders. Learn more here.
Confirmation labels for every unit can be set to auto-print when units are picked. See Warehouse Management Settings.

Pick Order Items

Skustack offers three efficient picking modules to cater to various order types. Learn more about each module here and select the one that best suits your needs. The example below illustrates Product-based picking.

1. Navigate to **PickList** > **Product Based** and open a picklist.

2. All products and pick quantities in that picklist will load. Swipe down to see the number of picked units and the number of total units in the picklist.

3. Swipe left on an item to reveal shortcuts to other actions:

     a. **Bins** – Displays all bins in which this item's units are stored.

     b. **Info** – Directs you to the Product info module.

4. To filter products by different parameters, tap the **Filter** icon at the top right. From there, you can filter by inventory availability, single or multi-item orders, rush or picked status, region, and more.

5. Scan a Product ID/UPC barcode, or select a product manually. The product pick dialog will open.

6. Enter the bin from which you are picking or select the suggested bin. The suggested bin may appear next to the Bin field. This suggestion is based on the following factors:

     a. The bin is sellable.

     b. The bin type is Normal or Temp.

     c. Primary bins will always be suggested first.

     d. The bin with the most or least quantity will be suggested based on the client setting **PickList Bin suggestion sort qty by ASC Order.**

7. Scan units to add to the picked qty or adjust the number manually. To auto-populate the total quantity available for the scanned product in that bin, enable Skustack's Warehouse Management setting **Auto populate progress quantity when bin is selected**.

8. If the Lot Number workflow is enabled for your company and the product is set as expirable you must select a Lot Number before being able to pick it.

9. Tap **Pick** to update the picked quantity.

10. The quantity picked will be transferred to the Picking Bin, and the picklist will be updated.

11. Once an item is picked, tap the **Printer** icon to print a label or configure your Skustack settings to auto-print labels

for every unit picked.
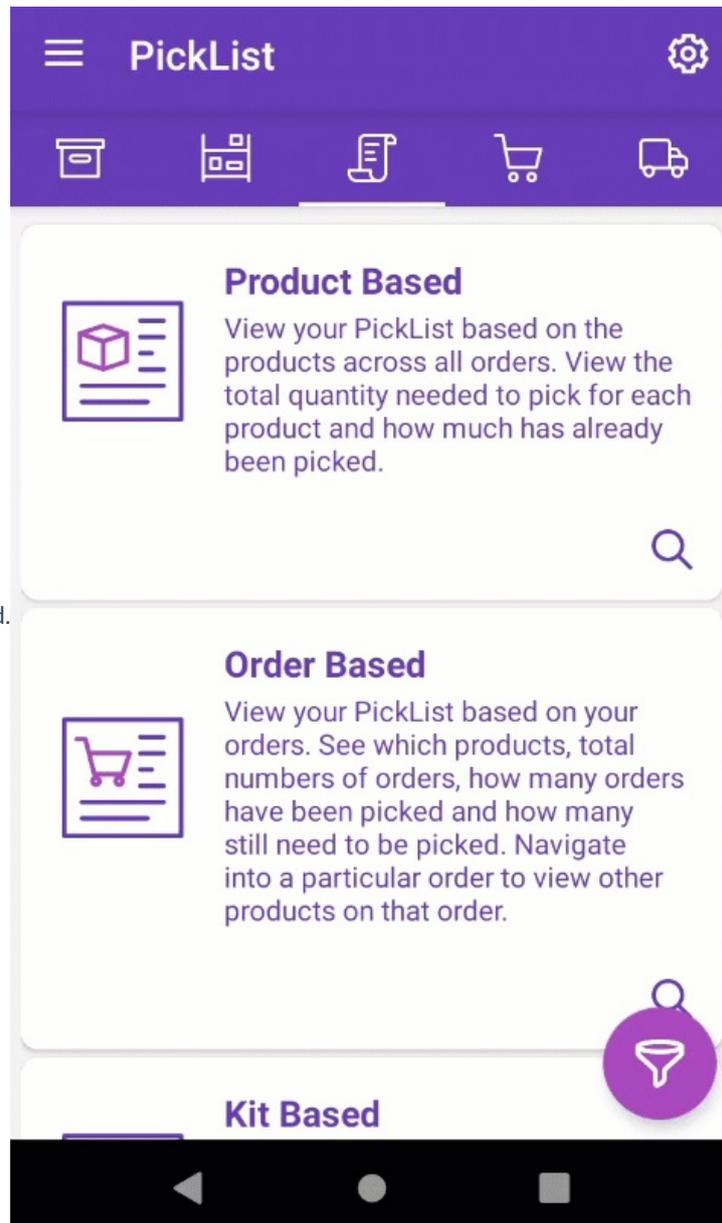
Unpick Order Items

Skustack's Warehouse Management setting **Allow Unpick** must be enabled for this workflow!

There are several reasons why you might need to unpick items from a picklist, including incorrect quantities, damaged products, and more. To do that:

1. Select the item that has been picked incorrectly.

2. Select the bin that you are unpicking the items to and enter a negative value of how much you want to unpick. For example, if you want to unpick 10 units, enter -10 and tap **Unpick**.
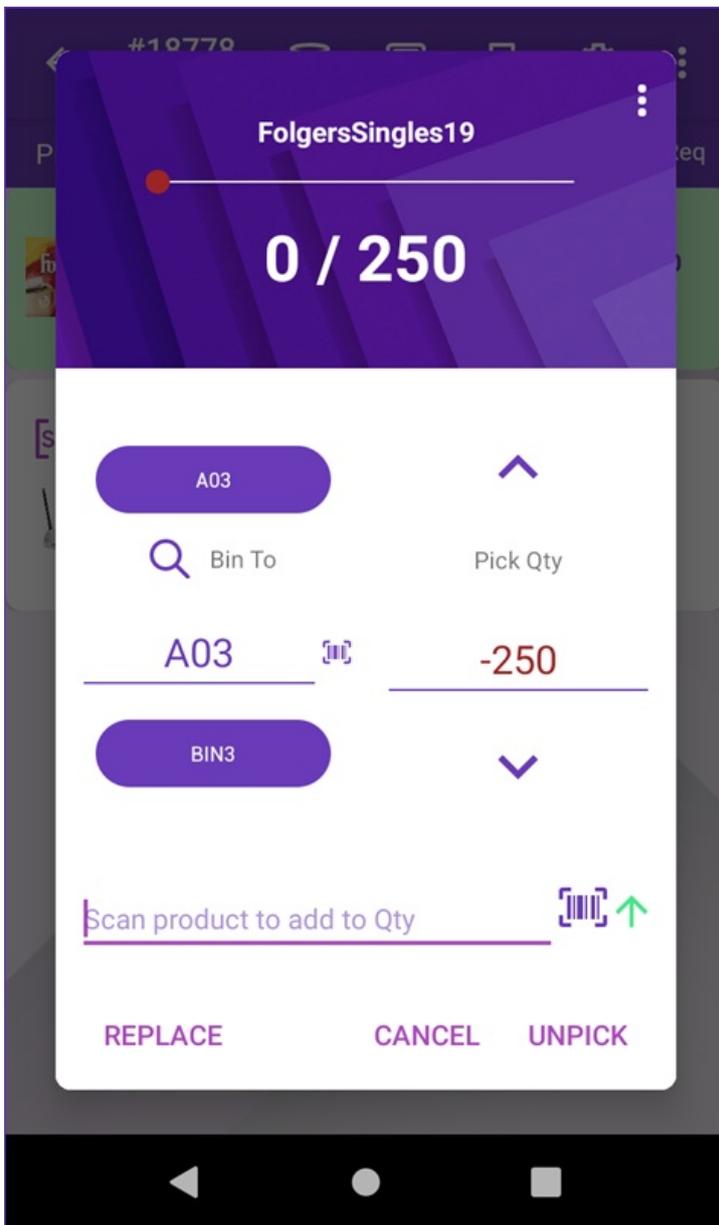
To switch between positive and negative movements for serialized products, tap on the green **Arrow** icon. Note that the arrow indicator must be red in order to unpick products with serial numbers.

3. A confirmation message at the top will indicate that the product has been successfully unpicked.
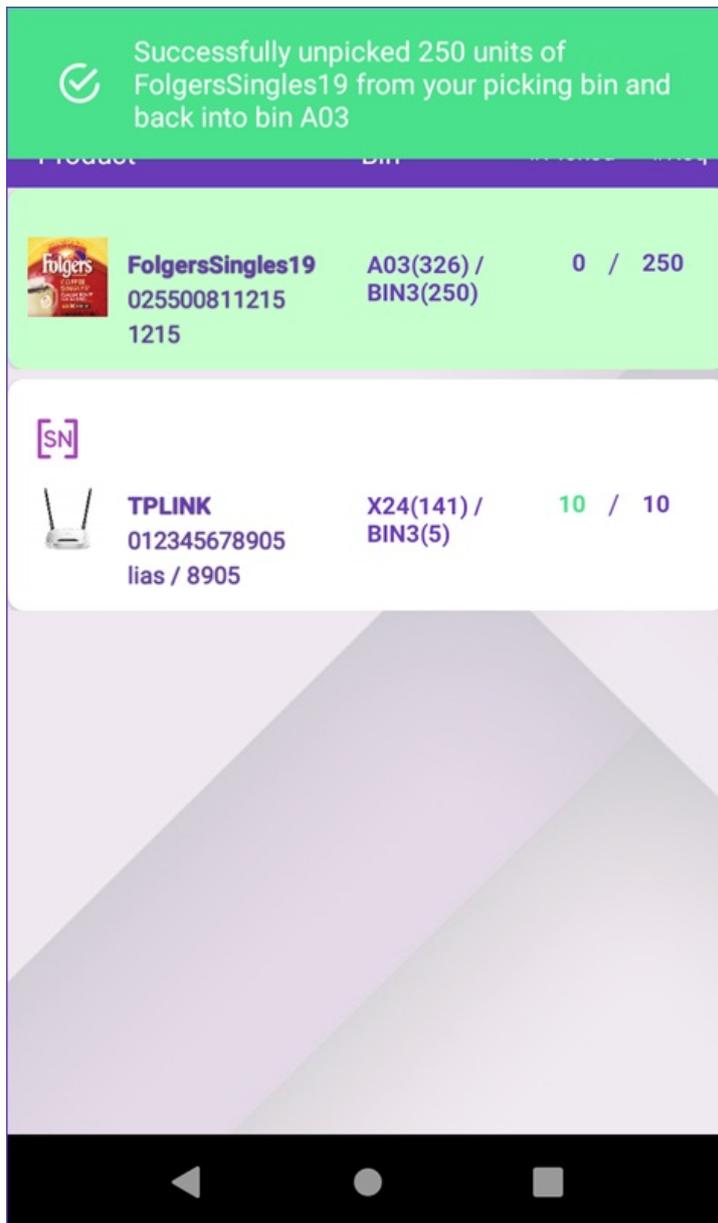
Picklists

The Skustack Admin portal lets you easily search for existing picklists, generate new ones, monitor their progress, and export them to Excel.

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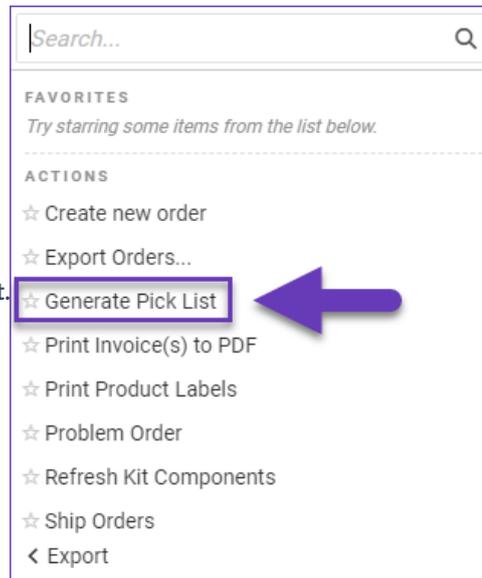
Generate a Picklist

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** > **Manage Orders**.
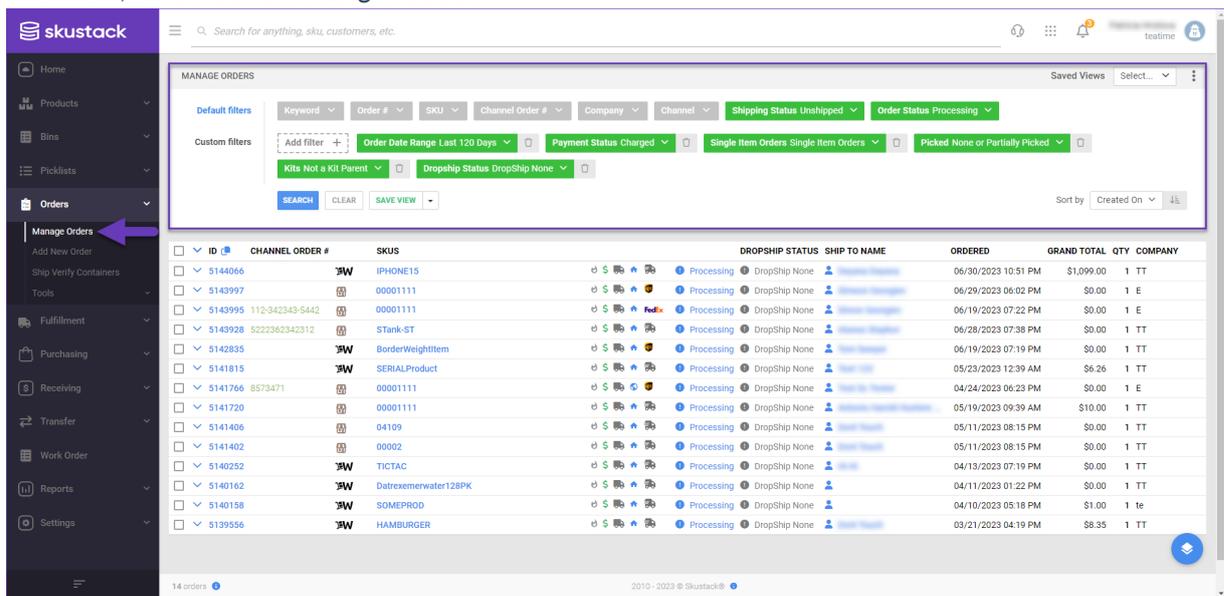
4. Select your desired orders from the grid. Recommended filters are:

    a. **Order Date Range** — Preferred date range, the default value is set to Last 120 days.

    b. **Shipping Status** — Unshipped.

    c. **Order Status** — Processing.

    d. **Dropship Status** — Dropship None.

    e. **Payment Status** — Charged.

    f. **Ship From Warehouse** — Specific warehouse location.

    g. **(Optional) Is On Picklist** — Not In Open Picklist (typically used in combination with Client Setting **Close all picklists at midnight**).

    h. **Picked** — None or Partially Picked.

    i. **Single Item Orders** — Include Single or Multi-Item Orders.

    j. **Kits** — Include or exclude Kit Orders.

5. Access the **Actions** menu > **Generate Pick List.**

6. **Title** your Picklist and select the **Warehouse** you are generating it for.

Manage Picklists

To manage picklists:

1. Navigate to **Picklists** > **Manage Picklists**.

2. Configure your **Default filters** to make sure that the results display exactly what you need.

3. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it's not active.

4. 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**.

5. To arrange the data in a different order, use the **Sort by** menu.

6. To save your filtering and sorting options, click **Save view**, enter a **Name,** and click **Save.**

7. Select a picklist from the grid and access the **Actions** menu at the lower right-hand corner to either

   a. **Close Picklists**

   b. **Export to Excel**

   c. **View Orders In Manage Orders**

   d. **Export Via Plugin**

   or click on a **Picklist #** to be directed to the Picklist Details page.

Split Picklists

When dealing with a high volume of orders, trying to load all the orders across every shipping station risks a system overload. To mitigate this risk, you can split your picklists by a number of orders per shipper.

1. Open your picklist > **Products** panel > Select items.

2. Click the **arrow** icon in the upper-right corner to split the selected items into a new picklist.

3. Click the link in the notification to view your queued job.
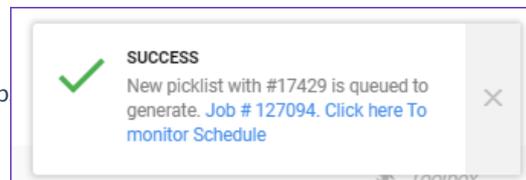
Picked or partially picked items cannot be split into a new picklist. For kit orders, all components must be selected.

Filter and Column Definitions

Picklists will generate with the following default columns:

- **SKU** — An item's unique identification number.
- **Item** — Name of the product.
- **Qty** — Quantity of units to pick to fill selected orders.
- **Location** — Location of the item in the warehouse (if set on the product's **Home** page).

- **Package** — Shipping package type (if set on the product's **Shipping Preference** page).
- **Inventory** — The available quantity you have on hand to pick: Aggregate + Unshipped = Inventory. This is not necessarily the total physical quantity.
- **UPC** — The item's barcode.

Additional columns can be enabled from **Client Settings**:
- **Replacement SKU**
- **Replacement SKU LOC**
- **Weight**

The following filters can be used to filter SKUs and quantities on the picklist:

Filter	Description
Has Available Inventory	**All** – Displays all items regardless of whether there is inventory to fill the orders. **Yes** – Displays products and pick quantity that can fill orders completely. For example, if **Item A** has a quantity of 5 and the picklist has one order for 6 units of that product, **Item A** will not display. If there are two orders for 3 units (2 x 3 = 6), then **Item A** will display in the grid with a pick quantity of 3 only because there isn't enough quantity to fill the second order. Older orders will take precedence over newer orders. **No** – Displays products and pick quantity without enough inventory to fill the orders. For example, if **Item A** has a quantity of 5 and the picklist has one order for 6 units of that product, **Item A** will display. If there are two orders, then **Item A** will display in the grid with a pick quantity of the unfillable quantity. Older orders will take precedence over newer orders
SKU Exists	**All** — Displays all SKUs. **Yes** — Displays only products that have a corresponding product record in the Skustack Admin. **No** — Displays SKUs that do not have a corresponding product record (e.g., unknown) in the Skustack Admin.
Single Item Order	**All** — Displays both single and multi-item orders. **Yes** — Displays products that are in single item orders – one unit of one SKU. **No** — Displays products that are in multi-item orders – more than one unit of the same SKU or multiple SKUs in one order. Please note that kit items are multi-item orders and can be affected by the **Is Kit** filter.
Rush Order	**Rush Order** — Displays products from rush orders. **Not Rush Order** — Displays products from orders that aren't rush.
Is Kit	**All** — Displays both kit and non-kit items. **Kit** — Displays only kit items. Please note that kit items are multi-item orders and can be affected by the **Single Item Order** filter. **Not a Kit** — Displays only non-kit items.
Is Picked	**All** — Displays both picked and unpicked products. **Yes** — Displays only picked products. **No** — Displays only unpicked products.

Instead of generating a picklist of all orders and then using the picklist filters, it may be more efficient to filter the orders first. For example, you may want to use the **Back Order** filter to filter out orders with items that are out of stock. To include orders like this in your picklist, go to **Client Settings** and check the **Consider ReplacementSKU Qty in BackOrder Calculation** box.

Unpick Order Items

1. Open your desired order.

2. In the **Items** panel, click on the arrows icon.
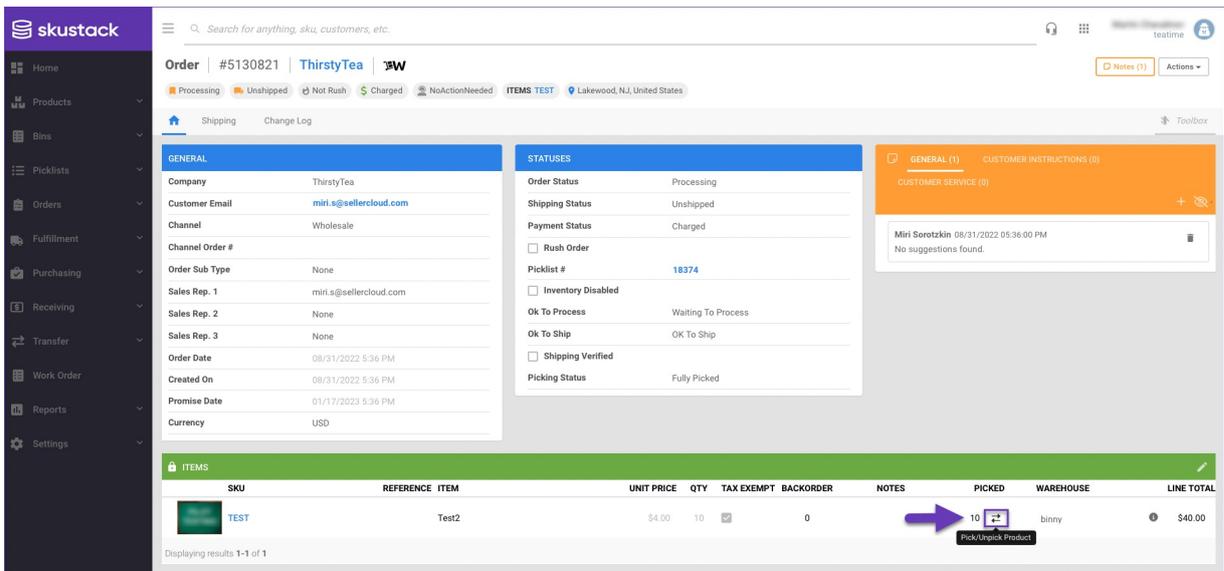
3. Select an amount that you are unpicking and put in a negative value of how much you want to unpick (for example, if you want to unpick 10 units, put in -10)

4. Select a bin and click **Unpick**.
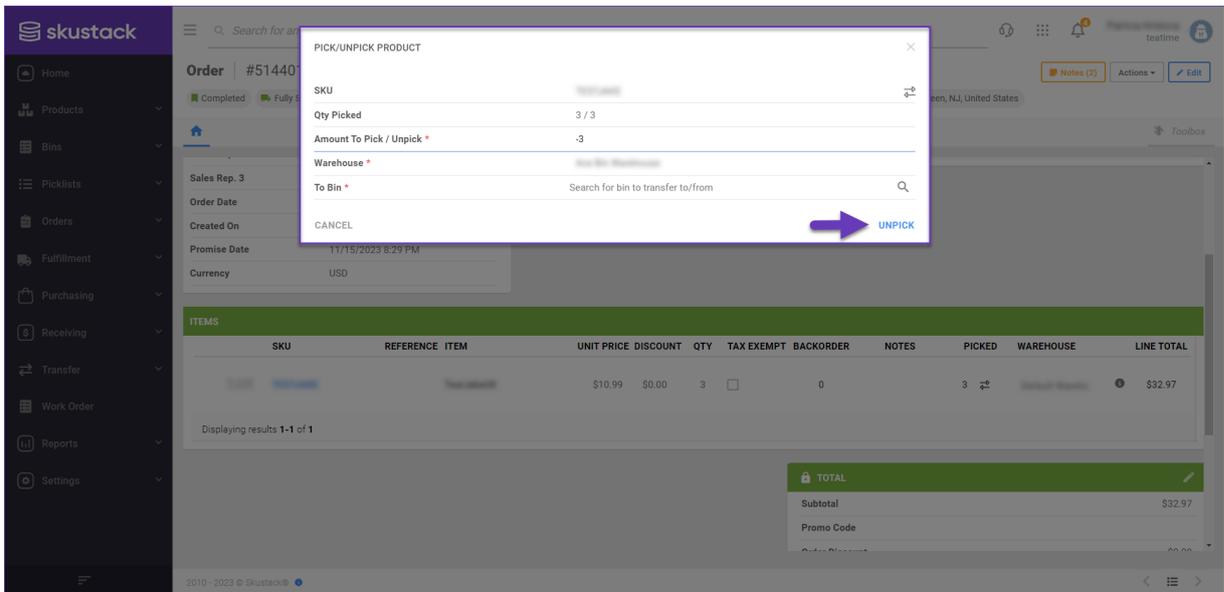
Close PickLists at Midnight

Skustack allows you to automatically close all your open Picklists at midnight. To trigger this option, enable the Client Setting to **Close all picklists at midnight**.
SKUStackServices must be enabled for this workflow! Contact Sellercloud Support to ensure that this service is installed on your server.

Related Settings

SETTING	DESCRIPTION

Find Ideal Region When Picking	Client Setting. The system will find the ideal region that has enough inventory from which the product can be fully picked and only show the product in that one region, even if it is available in other regions. • If there are multiple suitable regions, by default, the system will first suggest the region with the most quantity in primary bins. To suggest regions with the least quantity first, enable Client setting **PickList Bin suggestion sort qty by ASC Order.**
Picklist Bin Suggestion Sort Qty By ASC Order	Client Setting. Once enabled, the suggested picking bin will be the one with the lowest product quantity.
Sort Picklists By Warehouse Bin Location Notes	Client Setting. Lets you sort picklists by the chronological creation of their location notes. Enable the display of picklists with the oldest location notes at the top.
Sort Picklists By Oldest Date First	Client Setting. This setting determines the order in which picklists are sorted in your Skustack app. When enabled, the oldest picklists will be displayed first.
Minimum Expiration Date by Month	Client Setting. This setting lets you set a minimum expiration date by adding a specific number of months to the current date. Only bins with lot numbers on or after this calculated date will be shown during picking, and a warning will appear if a product with an earlier expiration date is selected.
Allow Picking For Shipped Orders	Client Setting. Enable this setting to allow the picking of orders that are already marked as shipped.
Enable Picklist Generation By Warehouse	Client Setting. Once enabled, a warehouse dropdown becomes available when generating picklists, allowing you to define the warehouse to which your picklist applies.
Picklist Generation Only Allow Valid Orders	Client Setting. If enabled, a list of restrictions will be applied when you try to add orders to a picklist using the **Generate Picklist** action. The limitations are as follows: • The order picking status should be **Unpicked**, meaning that no product can have a picked quantity greater than zero. • The order's payment status should be **Charged** or **Unpaid** which requires the client setting **Allow Shipping Unpaid Orders** to be enabled. • The dropship status should be **None.** • The shipping status should be **Unshipped**. • The general status must be **Processing** or **Completed**.
Close All Picklists At Midnight	Client Setting. Enable to automatically close all open Picklists at midnight.
Auto print PickList Order Confirmation Labels	Skustack's Warehouse Management setting. When enabled, confirmation labels will be printed automatically for fully picked orders, as per the selected **Auto print PickList Order Confirmation Labels Mode**.

Auto print PickList Order Confirmation Labels Mode	Skustack's Warehouse Management setting. Sub-setting of **Auto print PickList Order Confirmation Labels**, which defines the mode to print automatic confirmation labels: • **Auto print for every unit picked** – Prints a separate confirmation label for every unit picked. This setting should be used if your normal method of picking is Product Based. Configure the printer setting (below) to use Picklist Label Two. • **Auto print fully picked orders** – Prints a single confirmation label when an order is fully picked. This setting should be used if your normal method of picking is Order Based. Configure the printer setting (below) to use Picklist Label One.
Include user name on PickList Order Confirmation Label	Skustack's Warehouse Management setting. Enable this setting to include the email of the user who picked the order to the confirmation label.
Print kit parent SKU on PickList Order Confirmation Label instead of component SKU	Skustack's Warehouse Management setting. Activate to include the kit parent SKU instead of the component SKU when printing order confirmation labels for kit products.
Print UPC on PickList Product Order Confirmation Label	Skustack's Warehouse Management setting. Enable this setting to substitute SKU for UPC on picklist product order confirmation labels.
Allow partial picked label print	Skustack's Warehouse Management setting. Allows printing of confirmation labels even when not fully picked.
Auto close after fully picked	Skustack's Warehouse Management setting. Automatically closes the dialog window when fully picked.
Auto Pick when QtyToPick is full	Skustack's Warehouse Management setting. When the Qty Picked equals the Qty Required, the product will be picked automatically without tapping the **Pick** button.
Display Product Name when picking	Skustack's Warehouse Management setting. Shows the product name in the pick dialog.
Slide to pick	Skustack's Warehouse Management setting. When enabled, you can slide the progress bar in the pick window to increase the quantity.
Require serial scan when picking	Skustack's Warehouse Management setting. When enabled, it will force the user to scan serials for products that are set to require serial scan.
Allow Unpick	Skustack's Warehouse Management setting. Enable this setting to allow the unpicking of products from the pick dialog.

Auto print FBA box label when picking	Skustack's Warehouse Management setting. If enabled, FBA box labels will be printed automatically when the items in the box are fully picked.
Auto print FNSKU label when picking an item for an FBA shipment	Skustack's Warehouse Management setting. When enabled, FNSKU labels will be printed automatically when an item is picked for FBA shipments.
Enable pick and ship	Skustack's Warehouse Management setting. This setting enables the pick and ship workflow.
Enable ship from warehouse warning	Skustack's Warehouse Management setting. For Order Based picking, you will see a warning message if you try to pick an order that is set to Ship From a different warehouse than the one you are currently logged into.
Restrict picking an order not on a picklist	Skustack's Warehouse Management setting. Once enabled, you cannot initiate picking via an order ID in the Order Based module. A picklist ID must be used instead.