

Vendor Central PickList Module

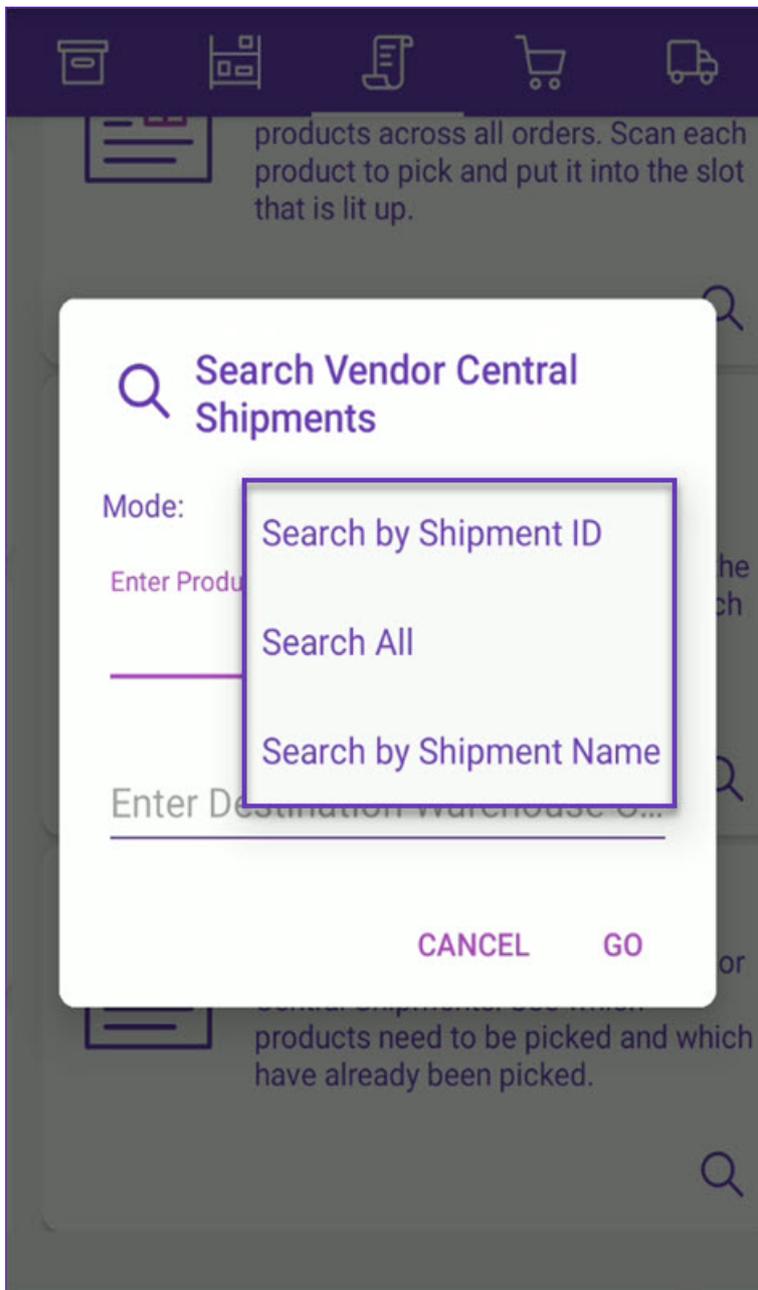
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Overview

The **Vendor Central PickList** module is located within Skustack's **Picklist** tab. In this module, you can pick units for your existing [Vendor Central shipments](#).

There are 3 modes for searching Vendor Central shipments:

1. **Search by Shipment ID** – In this mode, you can easily find a particular Vendor Central shipment by entering its ID.
2. **Search All** – By selecting this mode, you can find all active Vendor Central shipments. You can narrow down the search results by adding a specific Product SKU/UPC or Destination Warehouse code.
3. **Search by Shipment Name** – This mode enables you to search for a particular shipment by its name.



Pick Vendor Central Shipments

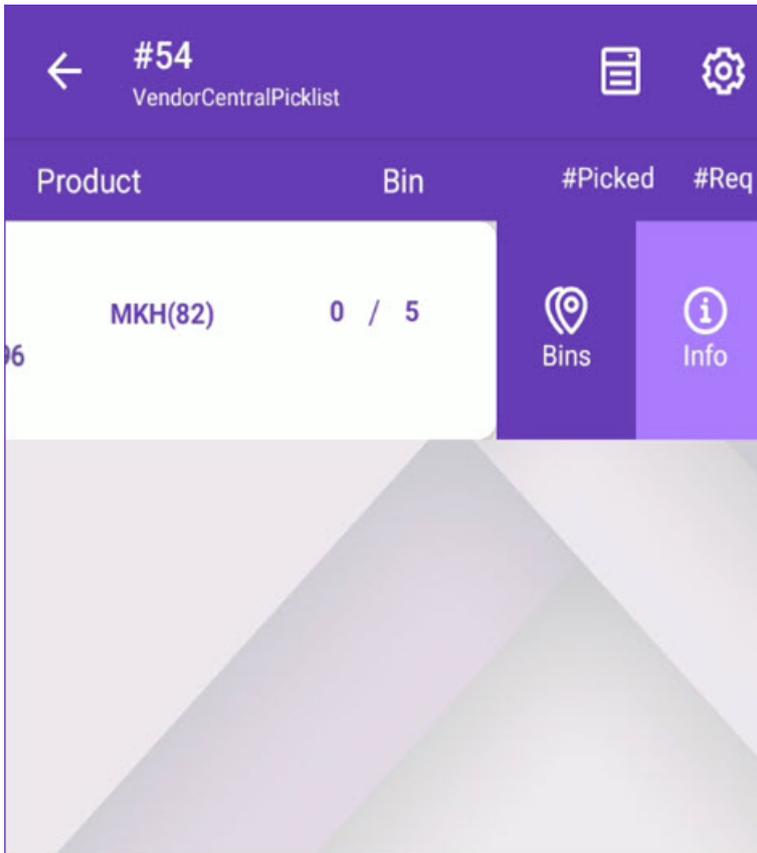
App setting `VendorCentralCheckQtyDoNotSplitOrder` must be enabled for this workflow! Contact [Sellercloud Support](#) to ensure that this setting is enabled on your server.

To pick items for a Vendor Central shipment:

1. Navigate to the **Picklist** tab and select **Vendor Central PickList**.
2. Tap the **Search** icon and choose your desired mode.
3. Scan a shipment barcode or enter the shipment ID/name depending on the chosen search mode.
4. Tap **Go**.
5. All products in the shipment with their pick quantity will display. Swipe down to see the total number of

products in the picklist.

6. Tap on the [icon](#) in the top right corner, to choose which product identifiers are displayed (UPC, Aliases, Product Name).
7. Swipe an item to the left to reveal shortcuts to other actions:
 - a. **Bins** – Here you can find all [bins](#) where the product is stored.
 - b. **Info** – Tap to reveal the [product info](#) module.



8. Scan the ProductID/UPC/Serial, or select the item on the screen. The product will open.
9. Scan/enter a bin, or select one of the suggested bins. The 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**.
10. Scan units to add to the picked quantity or enter 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](#).
11. If applicable, tap **Replace** to search for valid [replacements](#).

12. 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.
13. Tap **Pick** to update the picked quantity.
To switch between positive and negative movements for [serialized](#) products, tap on the green arrow. Note that Skustack's [Warehouse Management setting Allow unpick](#) must be enabled and the arrow indicator must be red in order to [unpick products](#) with serial numbers.
14. The number of picked products will be displayed under **Pick Qty**.
15. When all items in the order are picked, a success message will display at the top.

Related Settings

SETTING	DESCRIPTION
Validate serial globally	Client setting . Enables serial number validation in Skustack. Learn more about serial number validation and relevant client settings here .
Require serial scan when picking	Skustack's Warehouse Management setting . When enabled, will force the user to scan serials for products that are set to require serial scan.
Allow unpick	Skustack's Warehouse Management setting . When enabled, the unpicking option within the picking dialog will be available.
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.
Auto populate progress quantity when bin is selected	Skustack's Warehouse Management setting . When a bin is selected, the Pick Qty field will automatically be set to the total quantity available in that bin, up to the quantity required.
