	VOP							
	Viamed	Operating sub	Process					
PICKING / PACKING								
Created:	27/03/06	VOP 22/01.1	Issue 1					
Revised:	06 June 2007	Last printed 6/6/2007 10:41:01	Page 1 of 3					
		AM						
<i>Charts</i> 13	, 22, 23	QC02						

SCOPE

The purpose of this procedure is to establish the mechanisms in place within the company for order picking and product packaging through to final delivery.

RESPONSIBILITIES

It is the responsibility of the MD or designate to ensure that this procedure is adhered to. It is the responsibility of the stock control personnel to ensure that this procedure is complied with.

PICKING / PACKING

From Intrastats Backorder Picking Report. All current checked orders are listed, Urgent Order Highlighted in RED.

















Back Orders

In order of Account, ORD Number

ORD35379

Order Checked

Request Warehouse picking

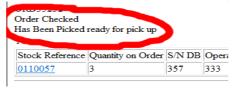
Notes:

Stock Reference	Quantity on Order	S/N DB	Opera Stk	Account	Priority	Due Date
2810011	1	68	217	00012369	3	05/06/2007
PPRD	1			00012369	3	05/06/2007

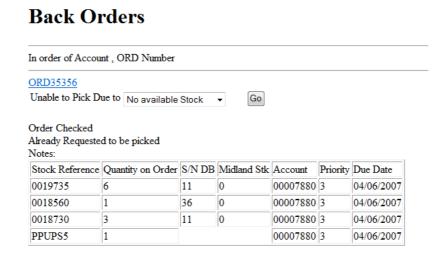
Selection of orders to be picked.

Quantity in available stock shown. Orders able to be Picked Click 'Request Warehouse picking' .

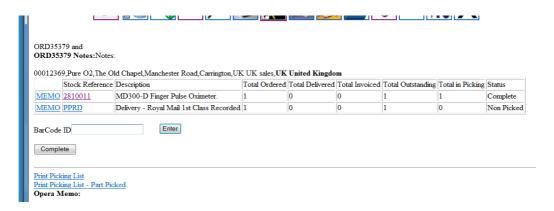
Orders Already Picked will also be listed.



Picking. Intrastat report 'Orders to be Picked at warehouse' All orders listed should be Pickable.



If Picker is unable to pick the order Select the reason in the pull down. Otherwise click the ORD number.



Intrastats order Picking screen Lists ORD number Delivery account and address, Lists stock items required and quantity required.

Clicking the Stock Reference will display Locations in the stock rooms of the items. Items Picked need to be Scanned to the Order Picking Screen.

As Each item is scanned, 'Total In picking' column will count up. The status column Will show Part Picked until enough items have been scanned.

Items not on the order, or if Too many items are scanned the scan is rejected and a



Notification is displayed.

Once the Picking has been completed. Click either 'Print Picking List' or 'Print Picking List – Part Picked'.

Print the Displayed PDF.

PDF Shows Delivery Address/ Any Special Shipping Options, and also lists the Items Picked and a Long Format Barcode – Ready for Scanning the Serial numbers to the Invoice.



Then the stock person will ensure that they have been safely wrapped and packaged in an appropriate envelope, box, carton etc., and that they are secure from opening during transit. The delivery note is attached to the appropriate package, together with any other relevant shipping documents,

The stock person will then ensure that the final packaged product is forwarded to the correct relevant area for courier despatch.

POST

The Stock Person will ensure that all relevant departments and personnel have completed their postal requirements by 4.30 pm every day so as to enable delivery to the post office by last post.

Post will separated into its relevant categories and "Franked" accordingly. It will then be bagged and posted prior to 5.00pm.

Associated Documents:

Operating Procedures Picking List Worksheet SRN