

VOP			
Viamed Operating sub Process			
PICKING / PACKING			
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Charts 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.

Order Checked Has Been Picked ready for pick up			
Stock Reference	Quantity on Order	S/N DB	Opera
0110057	3	357	333

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

Back Orders

In order of Account , ORD Number

[ORD35356](#)

Unable to Pick Due to

Order Checked

Already Requested to be picked

Notes:

Stock Reference	Quantity on Order	S/N DB	Midland Stk	Account	Priority	Due Date
0019735	6	11	0	00007880	3	04/06/2007
0018560	1	36	0	00007880	3	04/06/2007
0018730	3	11	0	00007880	3	04/06/2007
PPUPS5	1			00007880	3	04/06/2007

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

ORD35379 and
ORD35379 Notes:Notes:

00012369,Pure O2,The Old Chapel,Manchester Road,Carrington,UK UK sales,UK United Kingdom

Stock Reference	Description	Total Ordered	Total Delivered	Total Invoiced	Total Outstanding	Total in Picking	Status
MEMO 2810011	MD300-D Finger Pulse Oximeter.	1	0	0	1	1	Complete
MEMO PPRD	Delivery - Royal Mail 1st Class Recorded	1	0	0	1	0	Non Picked

BarCode ID:

[Print Picking List](#)
[Print Picking List - Part Picked](#)
[Opera Memo:](#)

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

35379 and

ERROR!!! NO 0012344 ON THIS ORDER !!!!

ORD35379 Notes:Notes:

00012369,Pure O2,The Old Chapel,Manchester Road,Carrington,UK UK sales,UK United Kingdom

Stock Reference	Description	Total Ordered	Total Delivered	Total Invc
MEMO 2810011	MD300-D Finger Pulse Oximeter.	1	0	0
MEMO PPRD	Delivery - Royal Mail 1st Class Recorded	1	0	0

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.

Printed Picking List ORD35379 Date:06/06/2007

Delivery Address:
Pure O2
The Old Chapel
Manchester Road
Carrington

Default Shipping Option:

M31 48L
UK UK sales
Customer Ref:

2810011



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