Warehouse Goods Out Picking Procedure

1. Check address details are correct and free of spelling errors, should you find any errors click the “Edit / Stop Order / Log Error”. This allows you to error the order, click “Open has Error – open for editing”, input the error and click “Confirm Open Order for Editing”. The order is then pushed back to the office to recheck.
   Once all information is checked, correct and revised copy of paperwork is received (if required):
2. Stamp picking list provided by sales office.
3. Date and initial stamp.
4. Pick stock from stock locations.
5. Scan products barcode into the “Scan Barcode” text box.
6. All non-barcoded stock references i.e. delivery will need you to click the “Pick to Order” button to accept onto the order.
7. Once all stock is inputted, click “calculate serial numbers”, copy and paste start and end of sequence serial numbers and paste into serial numbers box against stock reference. Please make sure you take care when doing this, it is easy to make errors, if there is a sequence of numbers please make sure you add a – between the first and last serial numbers.
8. Select Shipper from the Dropdown menu.
9. Add number of parcels (you need to make sure this is done as the information is shown on the delivery note and invoice).
10. Delivery, either:
    i. UPS: Go to UPS Worldship and complete the shipping information.
    Note: Please see below for how to identify the invoice number.
    ii. Royal Mail: Input shipping address and barcode into Orange book.

    Please be aware the Viamed order number will stay the stay the same for each stage, with the addition of -1 for delivery and invoice (this is the number of shipments for that order i.e. part shipments will be -2, -3 etc., therefore the following will occur, for example:

    Order Confirmation: CVM******

    Delivery Note: DVM******-1

    Invoice Number: RVM******-1

11. Scan the tracking number into the Serial numbers box against the delivery line. NOT in the tracking number bow below.
12. Click Print Delivery Note, check all information is correct and print 1 copy per box.
13. Scan the tracking number into the Tracking Number text box. If customer collecting from Viamed, please insert None to the text box.
14. Click “Order Sent No Turning Back”.
15. If a carriage price is required to be added, you can now do this against the carriage line.
16. A new screen will appear. Check the ordering of the lines, the Carriage line should always be at the bottom. If this is not the case, use the arrow to the right of the line to move it to the bottom.
17. Click Preview at the bottom right of the product lines.
18. Check Invoice is all aligned correctly, once all information is checked and correct…
19. If errors are spotted, click Error. This will unpick all the stock from the order and require the order to be amended. The order will then need to be checked again by the office, you will need to inform them that this needs to be done. Speak to CG, HL or DL should you need any help.
20. Commit Invoice RVM******-1 to Ledger.
21. The screen will bounce to the “List of Delivered Not Invoiced”, you will then have to go back to your Active List and refresh.