

DOCUMENTS USED IN PICKING

Pickers need to have some form of instructions to know exactly what and how many items they need to pick and from where. Efficiency depends largely on how clearly this information is provided to the picker. The picker must be particularly familiar with the units of measure, as mixing them is one of the most common source of picking errors.

The picking list usually contains at least the following information:

- Product name
- Product number
- Number of items to be collected
- Shelf location
- Delivery time

The picking list may be an electronic list, a label-based list, or a traditional paper-based list.

KERÄILYLISTA		Nro: 0808098		sivu 1/1		
		Pvm: 29.4.2001		Klo: 12:13:30		
Tilaus nro #19865-01#						
Asiakas nro #98798# K-RAUTA PERÄLÄ						
rivi nro	tuote	tuotekoodi	määrä	varastopaikka	huom	kerätty
10	RUUVIMEISSE	RRE8787-1	5 ltk	AAC-400		
20	SAKSET	SHAO9879-3	5 ltk	AAF-876		
30	RAUTASAHA	RSS8798-2	20 kpl	BGH-098	5 per pkt	
40	TERÄKETJUÖ	TÖM9827-1	10 ltk	AAC-992		
50	LETKUNKIRIS	LKK7865-1	10 ltk	BAA-765		
60	LETKUNKIRIS	LKK7741-3	8 ltk	BAC-745		
70						
80						
90						
100						
Keräilijän kuittaus				NRO		

Figure 1. A paper-based picking list. See translation below.

PICKING LIST		No: 0808098		Page 1/1		
		Date: 29.4.2001		Time: 12:13:30		
Order number						
Customer number						
Row number	Product	Product number	Quantity needed	Storage location	Notes	Quantity picked
Picked by:				No:		

In label picking, the picking list consists of a batch of labels that are printed in the picking order. The picker attaches a label to each item picked, and any unused labels will be returned to check for discrepancies.



Figure 2. Label picking ("02210289" by IAEA Imagebank is licensed under CC BY-SA 2.0)

Picking can also be carried out using the packing list.

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Figure 3. Packing list ("Packing List" by Miles B. is licensed under CC BY-SA 2.0)

The efficiency and accuracy of order picking processes are important for warehouse efficiency and productivity. In paperless picking, orders are displayed one order at a time.



Figure 4. Electronic picking list (<https://www.wisys.com/wisys-agility-wms-directed-order-staging/directed-order-picking-screen/>)

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