

Confirm Pick Tasks & Shipment

Picks are performed using paper pick sheets. This lesson teaches how to enter confirmation that pick tasks have been completed.

Picking and Packing

Currently this system uses paper-based picking, so cache staff will be given pick lists and to gather the items in a shipment. When the Items are gathered:

1. Go to the **Outbound Shipment** console and find the shipment with the issue or transfer number
2. Click the **hyperlinked shipment number** on the left side of page (this should direct the person to the truck icon to click for the “Orders Shipment Items and Containers” screen. From that screen, the hyperlink for the shipment in the bottom right hand side is selected.)
3. Click **Complete Tasks** to confirm that the shipment has been picked and packed
4. Click **Confirm Shipment** to indicate that the shipment has been shipped