



Material Movement Pick

Overview

The Warehouse Management module Material Movement Pick process provides the ability to manage the pick planning, allocation, and picking of assets in a Pick Plan record. The process tracks in the system what is physically picked from the warehouse, when the pick plan is executed, and where the assets are located upon completion of the Pick record.

Note



A Pick Plan is downloadable to an Automatic Identification Technology (AIT) hand held device (scanner).

The AIT device performs picks and automatically records the items as they are being picked, temporarily marking the items as in-transit while the pick is happening, and then marking them as moved to their final destinations when completed.


The hand held Picking application attempts to close the pick plan when it is completed. Any picks that were previously downloaded to an AIT device are not editable on the computer prior to syncing, because the picks are still on the hand held device.

Navigation

MATERIEL MGMT > Material Movement > Pick > Material Movement Pick page

Procedures

Search for a Material Movement Pick Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.





Help Reference Guide

Instructions

Search Criteria

Pick Nbr
Pick Desc

Pick Type

Pick Status
Display Closed Statuses

Cost Center
Assigned To

2. Select  . The results display in the Materiel Movement Pick grid.

Materiel Movement Pick

Pick Nbr	Pick Desc	Stock Nbr Picks	Inventory Picks	Container Picks	Pick Type	Pick Status	Cost Center	Assigned To	Priority	Rqd Pick By Dt/Tm
A01P2020233000001	BPG Test	0	0	1	IM - Internal Movement	PL - Pick Planned	SWISSCHEESE - NEVER ENOUGH CHEESE...		10	

50 items per page 1 - 1 of 1 items






Add a Materiel Movement Pick

Navigation

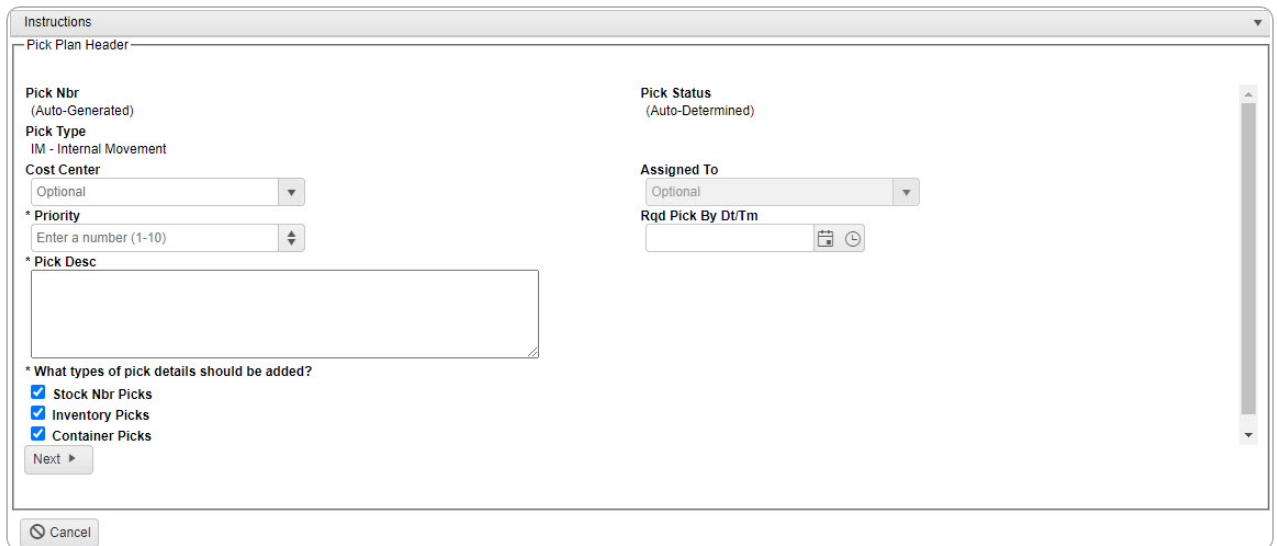
MATERIEL MGMT > Materiel Movement > Pick >  > Add a Materiel Movement Pick page

Procedures

Add a Materiel Movement Pick Record


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to add a request. The **Materiel Movement Pick Add** pop-up window appears.



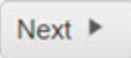
The screenshot shows a pop-up window titled "Instructions" with a "Pick Plan Header" section. It contains several input fields and checkboxes:

- Pick Nbr** (Auto-Generated)
- Pick Type** (IM - Internal Movement)
- Cost Center** (Optional dropdown)
- Priority** (Enter a number (1-10) spinner)
- Pick Desc** (Text area)
- Pick Status** (Auto-Determined)
- Assigned To** (Optional dropdown)
- Rqd Pick By Dt/Tm** (Date and time picker)
- What types of pick details should be added?** (Checkboxes for Stock Nbr Picks, Inventory Picks, and Container Picks)
- Next** button
- Cancel** button

2. Use  to choose the Priority.
3. Enter the Pick DESC in the field provided. *This is a 256 alphanumeric character field.*

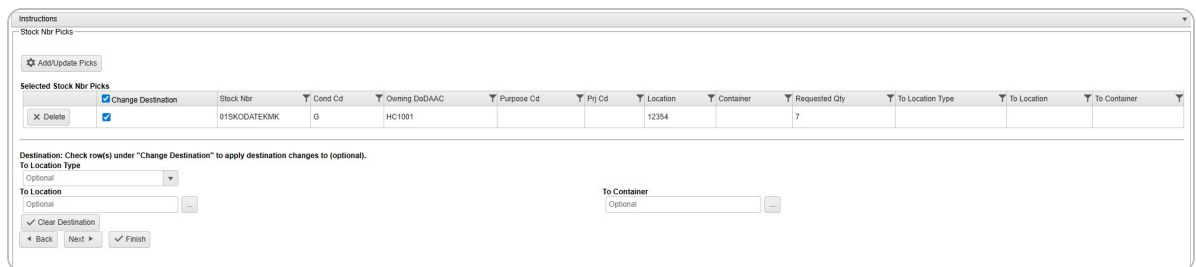


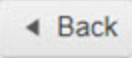
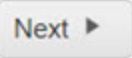



4. Verify the types of pick details contains the appropriate or . is included, is excluded.
 - STOCK NBR Picks
 - Inventory Picks
 - Container Picks
5. Select  to continue. *The first Pick Details type selected appears.*

STOCK NBR PICKS

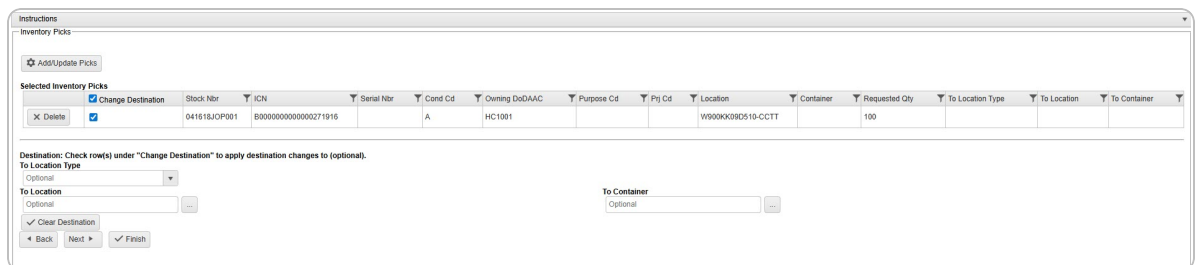
- A. Select . *The **Inventory Selection** pop-up window appears.*



- B. Choose one of the following options:
 - Select . *Returns to the previous step.*
 - Select . *Continues to the next step.*
 - Select . *Completes the process and saves all the items.*

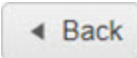
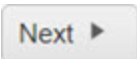

Inventory Picks

- A. Select . *The **Inventory Selection Browse** pop-up window appears.*



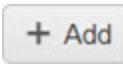





B. Choose one of the following options:

- Select  . Returns to the previous step.
- Select  . Continues to the next step.
- Select  . Completes the process and saves all the items.

Container Picks

- A. Use  or  to assist with the Container entry. *This is a 25 alphanumeric character field.*
- B. Select  . The Container appears in the Container Picks grid.

Instructions

Container Picks




1* Container
Select an Item
+ Add

<input type="checkbox"/>	<input checked="" type="checkbox"/> Change Destination	Container	To Location Type	To Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BPG123		

Destination: Check row(s) under "Change Destination" to apply destination changes to (optional).
To Location Type: Optional
To Location: Optional

Clear Destination
 Back Next Finish

C. Choose one of the following options:

- Select  . Returns to the previous step.
- Select  . Continues to the next step.
- Select  . Completes the process and saves all the items.





Review and Finish

- A. Review the Pick Plan using the following tabs:
- a. Pick Plan Header

Instructions

Review and Finalize

Review the Pick Plan and associated details and click "Finish" to create and plan the Pick.

Pick Plan Header Stock Nbr Picks Inventory Picks Container Picks

<p>Pick Nbr (Auto-Generated)</p> <p>Pick Type IM - Internal Movement</p> <p>Cost Center TEST - TEST</p> <p>* Priority 1</p> <p>* Pick Desc BPG Test All</p>	<p>Pick Status (Auto-Determined)</p> <p>Assigned To PHYSICAL_INVENTORY</p> <p>Rqd Pick By Dt/Tm 10/21/2024</p>
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◀ Back ✓ Finish

⌂ Cancel

- b. STOCK NBR Picks

Instructions

Review and Finalize

Review the Pick Plan and associated details and click "Finish" to create and plan the Pick.

Pick Plan Header Stock Nbr Picks Inventory Picks Container Picks

Stock Nbr Picks	Cond Cd	Owning DnDAAC	Purpose Cd	Pj Cd	Location	Container	Requested Qty	To Location Type	To Location	To Container
041618JOP001	A	HC1001			060510-CCTT TO 29		69			

◀ Back ✓ Finish

- c. Inventory Picks

Instructions

Review and Finalize

Review the Pick Plan and associated details and click "Finish" to create and plan the Pick.

Pick Plan Header Stock Nbr Picks Inventory Picks Container Picks

Inventory Picks	Cond Cd	Owning DnDAAC	Purpose Cd	Pj Cd	Location	Container	Requested Qty	To Location Type	To Location	To Container
ICN E000000000000273793	A	HC1001			002		95			

◀ Back ✓ Finish

- d. Container Picks





Instructions

Review and Finalize

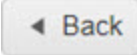

Review the Pick Plan and associated details and click "Finish" to create and plan the Pick.

Pick Plan Header	Stock Nbr Picks	Inventory Picks	Container Picks
Container Picks			
Container	To Location Type	To Location	
34467GT	3 - Stock		

◀ Back ✓ Finish

⊘ Cancel

B. Choose one of the following options:

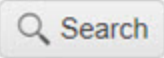
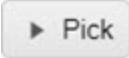

- Select  . Returns to the previous step.
- Select  . The **Material Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Material Movement Pick grid.






Update a Materiel Movement Stock Number Pick



Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record)
>  Edit (desired Stock Number record) > Update STOCK NBR Picks pop-up window

Procedures

Update STOCK NBR Picks

Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  Pick next to the desired record. The **Materiel Movement Pick Details** page appears.
2. Select  Edit next to the desired entry. The **Update STOCK NBR Picks** pop-up window appears.










Update Stock Nbr Picks ✕

Instructions ▾

<p>Stock Nbr EAS GOPHER</p> <p>Location KV - 001</p> <p>Owning DoDAAC CSPTST</p> <p>* Requested Qty 1</p> <p>Status NP - Not Picked</p> <p>i To Location 0101D ...</p> <p>To Location Type</p>	<p>Cond Cd A - Svcbl(w/o Qual)</p> <p>Container</p> <p>Prj Cd</p> <p>* Planned Qty 1</p> <p>Include Pick <input checked="" type="checkbox"/></p> <p>i To Container Optional ...</p>
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- A. Verify the Requested QTY.
 - B. Update the To Location field, using  or  to assist with the revised location. *This is a 25 alphanumeric character field.*
 - C. Verify the Container.
 - D. Verify the Planned QTY.
 - E. Update the To Container field, using  or  to assist with the revised identification. *This is a 25 alphanumeric character field.*
3. Select . The **Update Stock NBR Picks** pop-up window closes, and the revised Pick appears in the STOCK NBR Picks grid in green.






Update a Materiel Movement Inventory Pick



Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record)
>  Edit (desired Inventory record) > Update Inventory Picks pop-up window

Procedures

Update Inventory Picks

Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  Pick next to the desired record. The **Materiel Movement Pick Details** page appears.
2. Select  Edit next to the desired entry. The **Update Inventory Picks** pop-up window appears.





Update Inventory Picks ✕

Instructions ▾

<p>ICN A00000000000007225901</p> <p>Stock Nbr 4520014442375</p> <p>Location SORT</p> <p>Owning DoDAAC M67750</p> <p>* Requested Qty 1</p> <p>Status NP - Not Picked</p> <p>ⓘ To Location <input type="text" value="Optional"/> ...</p> <p>To Location Type</p>	<p>Serial Nbr 03003950</p> <p>Cond Cd X - Suspended (Repair Decision Delayed)</p> <p>Container</p> <p>Prj Cd</p> <p>* Planned Qty 1</p> <p>* Picked Qty <input type="text" value="0"/> ▾</p> <p>ⓘ To Container <input type="text" value="B2011BOX3"/> ...</p>
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3. Verify the Requested QTY.
4. Update the To Location field, using ⓘ or ... to assist with the revised location. *This is a 25 alphanumeric character field.*
5. Verify the Planned QTY.
6. Update the Picked QTY field, using ▾ to choose the revised amount.
7. Update the To Container field, using ⓘ or ... to assist with the revised identification. *This is a 25 alphanumeric character field.*
8. Select . The **Update Inventory Picks** pop-up window closes, and the revised Pick appears in the Inventory Picks grid in green.






Update a Materiel Movement Container Pick


Navigation

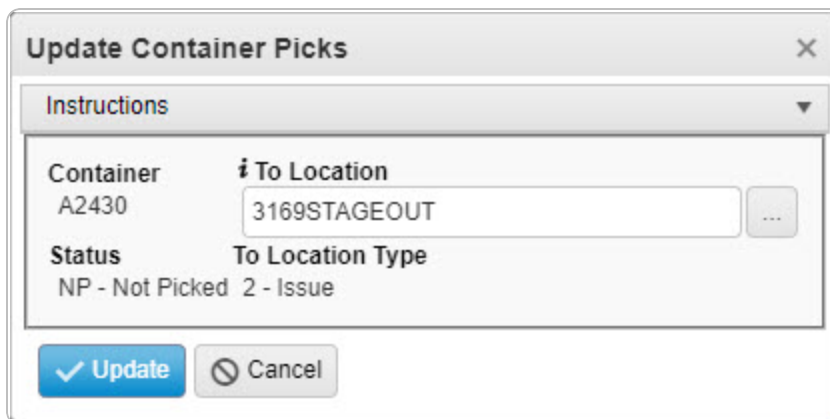
MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record)
>  Edit (desired Container record) > Update Inventory Picks pop-up window




Procedures

Update Container Picks

Selecting  Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  Edit next to the desired entry. The **Update Container Picks** pop-up window appears.



2. Update the To Location field, using  or  to assist with the revised location. *This is a 25 alphanumeric character field.*
3. Select  Update. The **Update Container Picks** pop-up window closes, and the revised Pick appears in the Container Picks grid in green.






View the Materiel Movement Pick Details — for Open Picks

Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record)
 > Materiel Movement Pick Details — for Open Picks page

Procedures

Display an Open Materiel Movement Pick Details

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. View the Pick Plan Selected Panel.

Instructions			
Pick Plan Selected			
Pick Nbr	NCRP2024271000002	Cost Center	TEST - TEST
Pick Status	PL - Pick Planned	Assigned To	PHYSICAL, INVENTORY
Pick Type	IM - Internal Movement	* Priority	4
* Pick Desc	BPG Test 1	Rqd Pick By Dt/Tm	10/7/2024 12:30:00 PM

A. Verify the *PICK DESC*.

B. Verify the *Priority*.

2. Determine which entries require a mass movement.

Mass Edit Location or Container



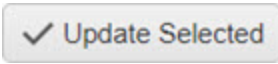
# To Location <input type="text" value="Select an Item"/> ...	# To Container <input type="text" value="Select an Item"/> ...
<input type="button" value="✓ Update Selected"/>	

A. Click to select the desired entry(ies) in the respective grids. *To select all entries in the grid, click All at the top of the grid.*

B. Choose one or both of the following steps:

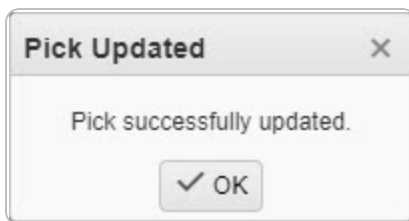





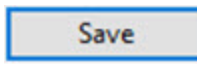
- a. Update the To Location field, using  to browse for the revised location.
OR
- b. Update the To Container, using  to browse for the revised ID.
- c. Select . *The new destination appears in the respective grids.*

Initiate a Materiel Movement Pick

1. Click . *The **Pick Updated** pop-up window appears.*

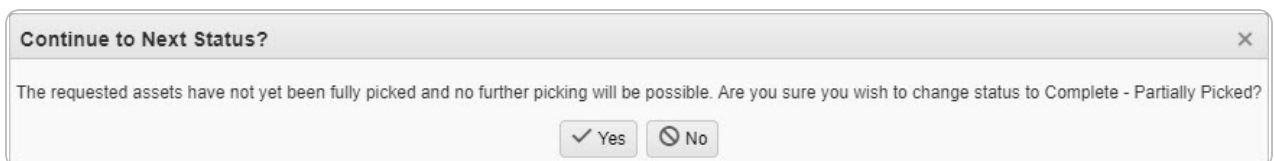



Print a Materiel Movement Pick List

1. Select . *The **Windows Save As** pop-up window appears.*
2. Select . *The Pick Plan List is saved as a PDF.*
3. *Print the file when desired.*

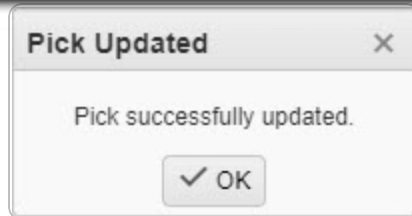
Complete a Materiel Movement Pick


1. Select . *The **Continue to Next Status** pop-up window appears.*



2. Select:
 - A. . *The Pick Plan is ready to be updated, and the **Pick Updated** pop-up window appears:*

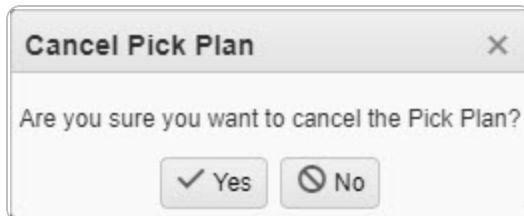





- B.  . The pop-up window closes, and the **Material Movement Plan Details** page returns.

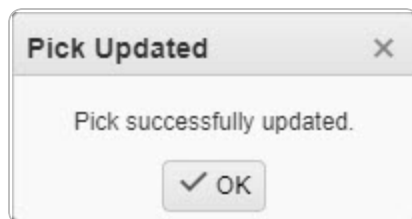
Cancel a Materiel Movement Pick


1. Select  . The **Cancel Pick Plan** pop-up window appears.




2. Select:

- A.  . The Pick Plan is ready to cancel, and the **Pick Updated** pop-up window appears:



- B.  . The pop-up window closes, and the **Material Movement Pick Details** page returns.

3. Select  . The pop-up window closes, and the Pick Plan is removed from the Materiel Movement Plan grid.





View the Materiel Movement Pick Details — for Closed Picks

Navigation

MATERIEL MGMT > Materiel Movement > Pick > Display Closed Statuses > > > Materiel Movement Pick Details — for Closed Picks page

Procedures

Display a Closed Materiel Movement Pick Details

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select next to the desired record. *The Materiel Movement Pick Details page appears.*
2. View the Pick Plan Selected Panel.

Instructions

Pick Plan Selected

Pick Nbr NCLP2020233000002	Cost Center CST1 - RECEIVING AND ISSUE	* Priority 10
Pick Status PI - Pick Plan Created	Assigned To ATHEY, FAITH	Rqd Pick By Dt/Tm N/A
Pick Type IM - Internal Movement		
* Pick Desc BPG Test		

- A.** Verify the *PICK DESC*.
- B.** Verify the *Priority*.

3. View the STOCK NBR Picks Grid.

Stock Nbr Picks

Stock Nbr	Item Desc	Mgmt Cd	Include Pick	Status	Location	Container	Cond Cd	Purpose Cd	Requested Qty	Planned Qty	To Location	To Container	To Location Type	Owning DoDAAC	Pjt Cd	Inv Type
1005653433202	C/L SERIALIZED TEST 2	A - Serial Number Managed	Yes	NP - Not Picked	ANY	ANY	A - Svct(w/o Qual)		2	2			2 - Issue	KG1229		End Item

1 - 1 of 1 items

4. View the Inventory Picks Grid.

Inventory Picks

ICN	Stock Nbr	Item Desc	Serial Nbr	Pick Order	Status	Location	Container	Location Status	Freeze Location	Cond Cd	Purpose Cd	Requested Qty	Planned Qty	To Location	To Container	To Location Type	Owning DoDAAC	Pjt Cd	Inv Type	Parent ICN
A000000000000192191	23200151819566	TRUCK UTILITY	882985A572A46E491231A0E989410	0	NP - Not Picked	NBCSTAGEN		ACTIVE	No	A - Svct(w/o Qual)		1	1				M67750		End Item	

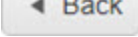
1 - 1 of 1 items



5. View the Container Picks Grid.



The screenshot shows a web interface for 'Container Picks'. At the top left, there is a 'Grid Options' dropdown menu. Below it, there are several input fields: 'Status' with the value 'NP - Not Picked', 'Container' with the value 'COL0000000000000000098', 'To Location', and 'To Location Type' with the value '6 - Repair'. At the bottom of the interface, there is a pagination bar showing '50 items per page' and '1 - 1 of 1 items'.

6. Choose  to return to the previous page.

