Transportation Pick

Overview

The Warehouse Management module Transportation 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.
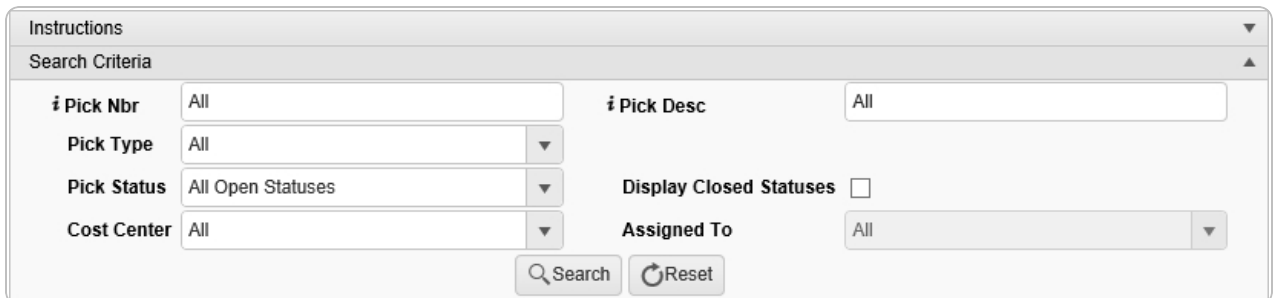
Navigation

MATERIEL MGMT > Transportation > Pick > Transportation Pick page

Procedures

Search for a Transportation Pick Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳ Reset *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.
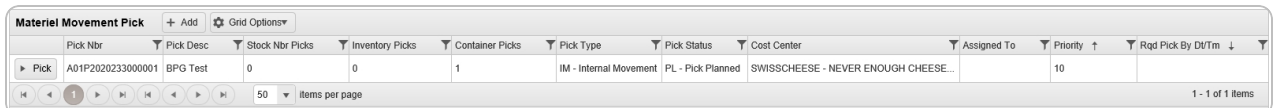

2. Select 🔍 Search . *The results display in the Transportation Pick grid.*

Unclassified

ELMS Helpdesk
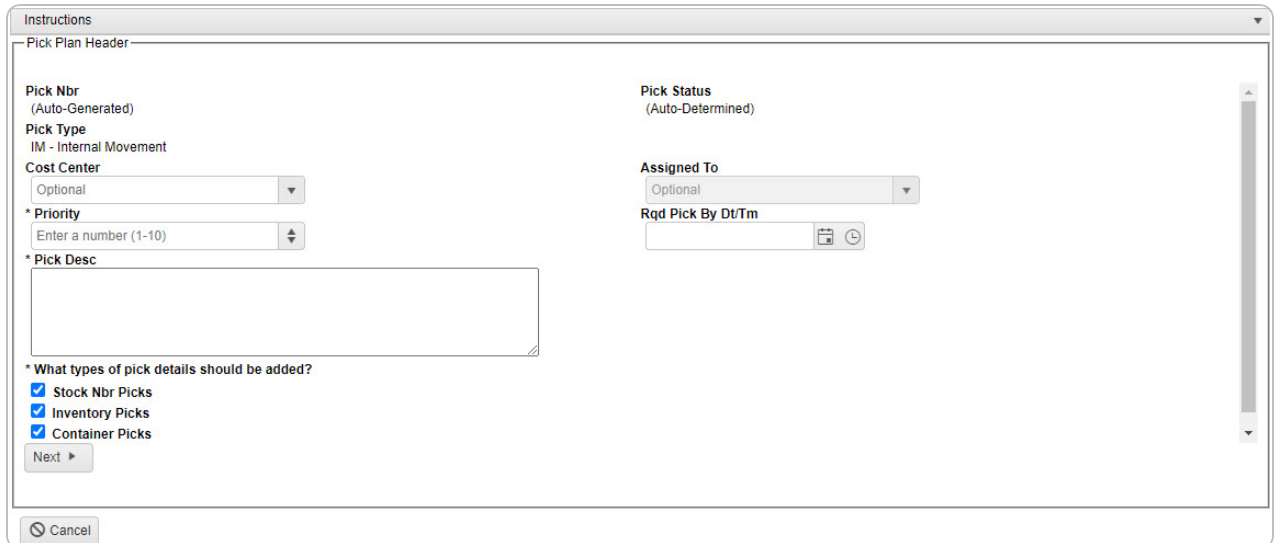1-844-843-3727

Add a Transportation Pick

Navigation

MATERIEL MGMT > Transportation > Pick > [+ Add] > Add a Transportation Pick page

Procedures

Add a Transportation Pick Record

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

1. Select [+ Add] to add a request. *The* **Transportation Pick Add** *pop-up window appears.*

2. Use [⬍] to choose the Priority.

3. Enter the Pick DESC in the field provided. *This is a 1024 alphanumeric character field.*

4. Verify the types of pick details contains the appropriate ☑ or ☐. ☑ *is included,* ☐ *is excluded.*
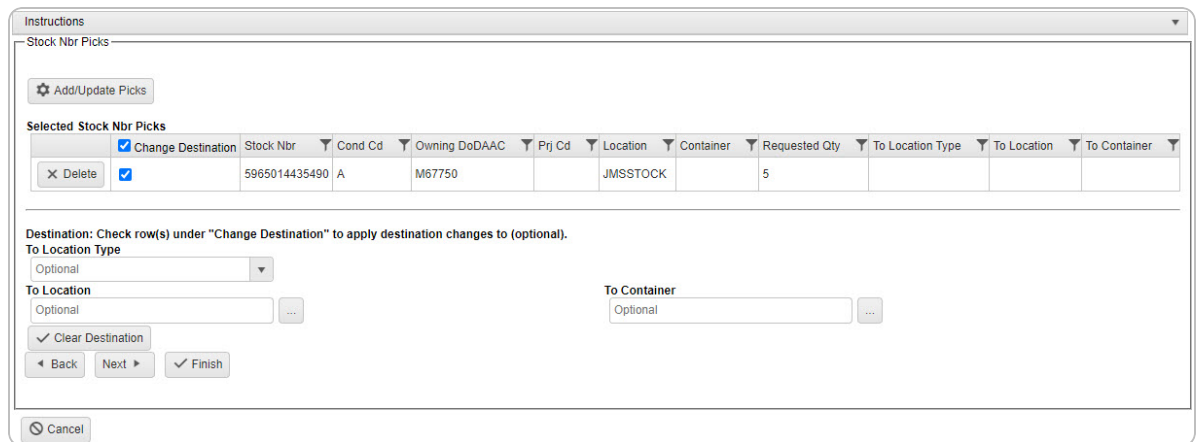
- STOCK NBR Picks

- Inventory Picks

- Container Picks
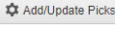
5. Select Next ▶ to continue. *The first Pick Details type selected appears.*

STOCK NBR Picks

A. Select ⚙ Add/Update Picks . *The **Inventory Selection** pop-up window appears.*

B. Choose one of the following options:

- Select ◀ Back . *Returns to the previous step.*

- Select Next ▶ . *Continues to the next step.*

- Select ✓ Finish . *Completes the process and saves all the items.*

Inventory Picks
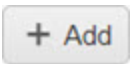
A. Select ⚙ **Add/Update Picks** . *The **Inventory Selection** pop-up window appears.*

B. Choose one of the following options:

- Select ◀ **Back** . *Returns to the previous step.*

- Select **Next** ▶ . *Continues to the next step.*

- Select ✔ **Finish** . *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 ＋ **Add** . *The Container appears in the Container Picks grid.*
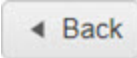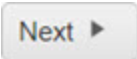
C. Choose one of the following options:

- Select **◄ Back**. *Returns to the previous step.*

- Select **Next ►**. *Continues to the next step.*

- Select **✓ Finish**. *Completes the process and saves all the items.*

Review and Finish

A. Review the Pick Plan using the following tabs:

a. Pick Plan Header

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

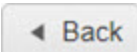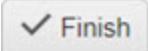| Stock Nbr	Cond Cd	Owning DoDAAC	Prj Cd	Location	Container	Requested Qty	To Location Type	To Location	To Container
5965014435490	A	M67750		JMSSTOCK		5	2 - Issue		

◀ Back   ✓ Finish

⊘ Cancel

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

ICN	Cond Cd	Owning DoDAAC	Prj Cd	Location	Container	Requested Qty	To Location Type	To Location	To Container
B0000000000007000686	A	M67750		JMSSTOCK		5	2 - Issue		

◀ Back   ✓ Finish

⊘ Cancel

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 |
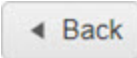
Container Picks

Container	To Location Type	To Location
34467GT	3 - Stock	

◀ Back   ✓ Finish

⊘ Cancel

B.   Choose one of the following options:

- Select   ◀ Back . *Returns to the previous step.*

- Select   ✓ Finish . *The* **Transportation Pick Add** *pop-up window closes, and the Pick is added to the top of the Transportation Pick grid.*

Update a Transportation Stock Number Pick

Navigation

MATERIEL MGMT > Transportation > Pick > [🔍 Search] > [▶ Pick] (desired record) > [✏ Edit] (desired record) > Update STOCK NBR Picks pop-up window

Procedures

Update Transportation 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 [✏ Edit] next to the desired entry. *The **Update STOCK NBR Picks** pop-up window appears.*

Update Stock Nbr Picks ✕

Instructions ▼

Stock Nbr
4240015262168

Cond Cd
A - Svcbl(w/o Qual)

Location
STAGEIN

Container

Owning DoDAAC
M67750

Prj Cd

* Requested Qty
2

* Planned Qty
2

Status
NP - Not Picked

Include Pick
☑

i To Location
PACK ISSUE   [...]

i To Container
Optional   [...]

To Location Type
2 - Issue

✓ Update   ⊘ Cancel

A.   *Verify the Requested QTY.*

B.   Update the To Location field, using *i* 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 *i* or [...] to assist with the revised identification. *This is a 25 alphanumeric character field.*

F.   Select ✓ Update . *The **Update STOCK NBR Picks** pop-up window closes, and the revised Pick appears in the STOCK NBR Picks grid in green.*
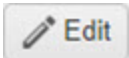
Update a Transportation Inventory Pick

Navigation

MATERIEL MGMT > Transportation > Pick > [🔍 Search] > [▶ Pick] (desired record) > [✏ Edit] (desired record) > Update Inventory Picks pop-up window

Procedures

Update Transportation Inventory 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 Inventory Picks** pop-up window appears.*

Update Inventory Picks ✕

Instructions ▼

ICN	Serial Nbr
A0000000000007225901	03003950
Stock Nbr	Cond Cd
4520014442375	X - Suspended (Repair Decision Delayed)
Location	Container
SORT	
Owning DoDAAC	Prj Cd
M67750	
* Requested Qty	* Planned Qty
1	1
Status	* Picked Qty
NP - Not Picked	0
i To Location	*i* To Container
Optional	B2011BOX3
To Location Type	

✓ Update   ⊘ Cancel

2. *Verify the Requested QTY.*

3. Update the To Location field, using *i* or ⟨...⟩ to assist with the revised location. *This is a 25 alphanumeric character field.*

4. *Verify the Planned QTY.*

5. Update the Picked QTY field, using ⟨⬍⟩ to choose the revised amount.

6. Update the To Container field, using *i* or ⟨...⟩ to assist with the revised identification. *This is a 25 alphanumeric character field.*

7. Select ✓ Update . *The **Update Inventory Picks** pop-up window closes, and the revised Pick appears in the Inventory Picks grid in green.*
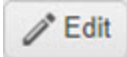
Update a Transportation Container Pick

Navigation

MATERIEL MGMT > Transportation > Pick > [🔍 Search] > [▶ Pick] (desired record) > [✏ Edit] (desired record) > Update Inventory Picks pop-up window

Procedures

Update Transportation 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.*
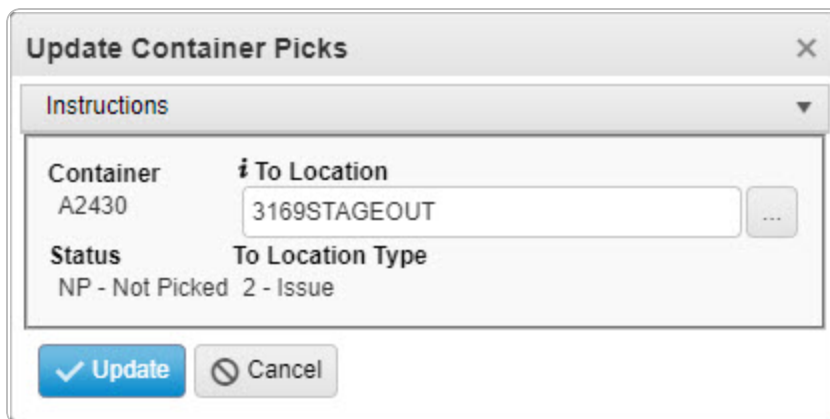
Update Container Picks	✕
Instructions	▼

Container	*i* To Location
A2430	3169STAGEOUT [...]
Status	**To Location Type**
NP - Not Picked	2 - Issue

    [✔ Update] [⊘ Cancel]

2. Update the To Location field, using [*i*] 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 Transportation Pick Details — for Open Picks

Navigation

MATERIEL MGMT > Transportation > Pick > [🔍 Search] > [▶ Pick] (desired record) > Transportation Pick Details — for Open Picks page

Procedures

Display an Open Transportation 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.

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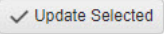
   B. *Verify the Priority.*

2. Determine which entries require a mass movement.
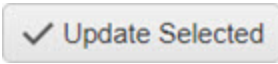
   A. Click ☐ to select the desired entry(ies) in the respective grids. *To select all entries in the grid, click ☐ All at the top of the grid.*

   B. Choose one or both of the following steps:

ODASD (Logistics)
under A&S Sustainment

ELMS Helpdesk
1-844-843-3727
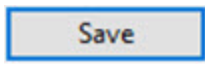
a. Update the To Location field, using [...] to browse for the revised location.

OR

b. Update the To Container, using [...] to browse for the revised ID.

C. Select [✓ Update Selected]. *The new destination appears in the respective grids.*

Initiate a Transportation Pick

1. Click [✓ Pick All]. *The **Pick Updated** pop-up window appears.*

Pick Updated ✕

Pick successfully updated.

[✓ OK]
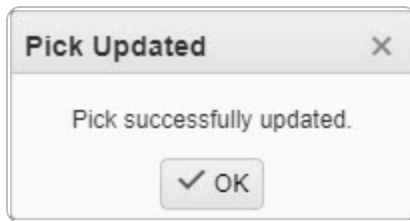
Print a Transportation Pick List

1. Select [🖨 Print]. *The **Windows Save As** pop-up window appears.*

2. Select [Save]. *The Pick Plan List is saved as a PDF.*

3. *Print the file when desired.*

Complete a Transportation Pick
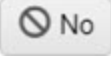
1. Select [✓ Complete Pick]. *The **Continue to Next Status** pop-up window appears.*

Continue to Next Status? ✕

The requested assets have not yet been fully picked and no further picking will be possible. Are you sure you wish to change status to Complete - Partially Picked?

[✓ Yes] [⊘ No]
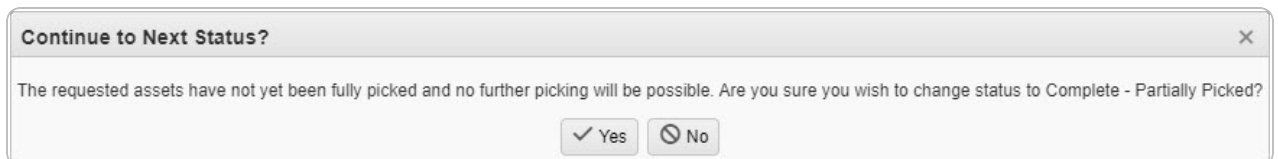
2. Select:

A. [✓ Yes]. *The Pick Plan is ready to be updated, and the **Pick Updated** pop-up window appears:*

Pick Updated ✕

Pick successfully updated.

✓ OK
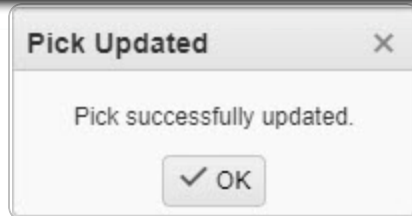
B. ⊘ No . *The pop-up window closes, and the **Transportation Plan Details** page returns.*

Cancel a Transportation Pick

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

Cancel Pick Plan ✕

Are you sure you want to cancel the Pick Plan?

✓ Yes   ⊘ No
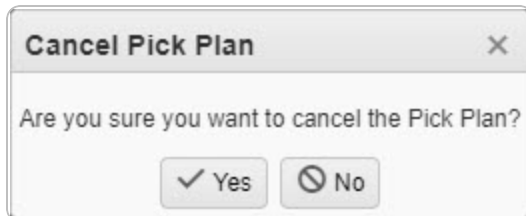
2. Select:

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

Pick Updated ✕

Pick successfully updated.

✓ OK
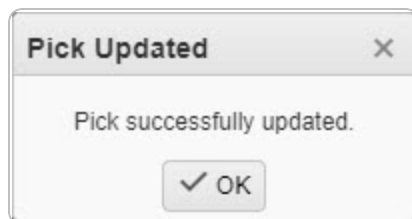
B. ⊘ No . *The pop-up window closes, and the **Transportation Pick Details** page returns.*

3. Select ✓ OK . *The pop-up window closes, and the Pick Plan is removed from the Transportation Plan grid.*

View the Transportation Pick Details — for Closed Picks

Navigation

MATERIEL MGMT > Transportation > Pick > ☐ Display Closed Statuses > 🔍 Search >

🔍 Details > Transportation Pick Details — for Closed Picks page

Procedures

Display a Closed Transportation Pick Details

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

1. Select 🔍 Details next to the desired record. *The Transportation 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 🔧 Grid Options▼															
Stock Nbr ↑	Item Desc	Mgmt Cd	Include Pick ↓	Status	Location	Container	Cond Cd	Requested Qty	Planned Qty	To Location	To Container	To Location Type	Owning DoDAAC	Prj Cd	Inv Type
113811381138A	LIGHT SABER - BLUE	A - Serial Number Managed	Yes	NP - Not Picked	ACB-2 COMMS		A - Svcbl(w/o Qual)	2	2				N00022		End Item

1 - 1 of 1 items

4. View the Inventory Picks Grid.

Inventory Picks	Grid Options▾																	
ICN ↑	Stock Nbr	Item Desc	Serial Nbr	Pick Order ↑	Status	Location	Container	Cond Cd	Requested Qty	Planned Qty	To Location	To Container	To Location Type	Owning DoDAAC	Prj Cd	Inv Type	Parent ICN
A000000000000530071	113811381138B	LIGHT SABER - GREEN	GREEN-2	0	NP - Not Picked	ACB-2 COMMS		A - Svcbl(w/o Qual)	1	1				N00022		End Item	

|◄ ◄ ❶ ► ►| |◄ ◄ ► ►| 50 ▼ items per page   1 - 1 of 1 items

5. View the Container Picks Grid.

Container Picks	Grid Options▾		
Status	Container ↑	To Location	To Location Type
NP - Not Picked	COL00000000000000098	-	6 - Repair

|◄ ◄ ❶ ► ►| |◄ ◄ ► ►| 50 ▼ items per page   1 - 1 of 1 items

6. Choose ◄ Back to return to the previous page.