



## Instructions for picking parts from a sales order.

### 1.0 PURPOSE

The purpose of this procedure is to define the process by which warehouse personnel retrieve and process parts from sales orders.

### 2.0 REFERENCES

Sales order

### 3.0 PROCEDURE

- 3.1 Pull Sales Order from order central.
- 3.2 Go to a terminal and wand the Sales Order into picking (Screen WH10 or WH12).
- 3.3 Go to the first location on the sales order. This is the primary location.
- 3.4 Check the Anixter and/or vendor part numbers on the sales order and compare them to the Anixter and/or vendor part numbers on the parts and /or the skid.
- 3.5 If the part is in the primary location pull the quantity requested, and circle the location and quantity on the sales order.
  - 3.5.1 If the part is not in the primary location, go to the next location on the sales order. This is the secondary location.
- 3.6 If the part is in the secondary location pull the quantity requested, and circle the location and quantity on the sales order. Notify the shipping manager of the insufficient quantity in the primary location.
  - 3.6.1 If the quantities in the locations listed on the sales order are insufficient to fill the order, notify your supervisor.
- 3.7 Check the Anixter and vendor part numbers on the sales order and confirm that they match the Anixter and vendor part numbers that are on the part.
- 3.8 Circle the Anixter and vendor part number, the location(s) picked from, and quantity of parts picked on the sales order.
- 3.9 Check the packaging and quantity per package, and write the number of cartons by the number of pieces on the sales order below the part. i.e. 1x5
- 3.10 Check the **special shipping instructions** field on the sales order and follow if applicable.

- 3.11 Check for other special instructions on the left side of the sales order and follow if applicable.
- 3.12 Check the **page of** field on the sales order to insure that the sales order is complete.
- 3.13 Check the **carrier**, **freight terms**, and **address** fields on the sales order to insure that it is routed to the proper shipping station.
- 3.14 Write your employee number in the **picked by** field on the sales order and wand into the proper area. (Screen WH10 or WH12) PA for packing, TS for truck staging, and IT for international.
- 3.15 Place product on conveyor or take to LTL or INT'L drop zone (if applicable).