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<b>Date:</b> 3/9/2016	<b>Released:</b> 3/9/2016 <b>Revision:</b> C
<b>Approved By:</b> Dina Vasquez	

## Re-Printing Pick Tickets

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### 1. Purpose and Scope

#### Purpose

The purpose is to describe and communicate the proper re-printing operating methods for INSCO warehouse and distribution personnel.

#### Scope

This scope applies to all operating activities affecting INSCO distributing products.

### 2. Definitions

**SDS** Safety Data Sheets provided by the material supplier explaining material properties and handling instructions that relate to personal health and safety and environmental hazards.

### 3. Responsibilities

**CSR** Customer Service Representative

**WH Mgr.** Warehouse Mgr.

**WHP** Warehouse Person

### 4. Authority

No authority are identified for this instruction.

### 5. Instructions

#### 1. CSR Re-print of Pick tickets:

CSR confirms material availability and re-prints pick tickets.



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### Instructions (Continued)

When CSR is absent or is not available, in certain instances, (sales can also) confirms material availability and re-print the Pick Tickets.

Such instances are exceptions such as newly received material, lost pick tickets, etc.

### 6. Re-printing Pick Tickets:

To re-print the pick tickets from the picking queue select the following menus:

Re-printing Pick Tickets

- Order Processing.
- Batch Ticket Printing
- Pick Ticket Re-printing
- Warehouse #(01)
- Release # (sales order with dash)
- Printer Form (Printer) 1 j1 - Location Shipping
- F2 (Save)
- Re-print Pick Ticket

### 7. Review All Pick Tickets for Shipping Priorities:

Warehouse Mgr. or Warehouse Person(s) designee reviews pick tickets special instructions for picking priority – example:

- Will Calls,
- United Parcel Service (Red, Blue, Orange or Ground),
- Federal Express (Fed X P1, Fed X P2, Fed X Standard, etc.).

Special handling such as

- Number of pieces to bags,
- Special label for bags,
- Special information to put on paperwork or box,
- Bar code labels needed, etc.

Warehouse Mgr. or designee assigns the prioritize pick tickets to warehouse person(s) for picking and preparation for shipping to the customer.

### 8. Pick Material As Assigned

Review pick ticket for instructions regarding material



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### Instructions (Continued)

- Quality requirements
- Quantities
- Shipping requirements
- Unit of measure

Pull material based on the bin location shown on the pick ticket.

Bin locations are coded; example:

- Bin location number A16A01
- “A” represents the aisle
- “16” represents the rack
- “A” represents the position on the shelf

Pull oldest material first unless otherwise specified on the pick ticket (i.e. special lot numbers, one lot number required, or shelf life requirements). The control numbers are date-coded which represents the date when the material was received.

Record the control number only the pick ticket.

If less than standard packaging quantities are ordered or if spools are broken from previously filled orders, take the material to the spooler to measure the proper amount. For piece parts, count by hand if there are under 100 pieces or count by weight scale if 100 pieces or over.

For partial spools or broken packages, use clean spools or boxes (old or wrong labels are removed). New labels must be made for items to be shipped (see WI-09A-001). Deduct quantities from the previous quantity and record the new quantity on the material package. Place the material/package on the restock cart.

- Pack piece parts in polyethylene bags. Tape or seal bags closed.

Stamp off with Designee stamp, the “Fill” space on the pick ticket. (Pulled By)

### 9. Package The Material:

Locate an appropriate/Customer-specified sized carton for the shipment of the material.

- Place material in the carton and fill with packing paper if needed.
- Write the sales order number on the outside front of the carton.
- Stamp off with Designee stamp, the “(Freight)” space on the pick ticket form.( Checked By)



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### Instructions (Continued)

Place completed carton with the attached pick ticket on table #4 where it will wait until the order is confirmed and packing slip package is printed.

If indicated on the pick ticket, route the material and pick ticket to the Quality Assurance Department for inspection.

Include certifications, drawing and /or test reports, when required on the pick ticket. All orders requiring inspection by the Quality Assurance Department must have manufacturing certifications with the pick ticket. If the test reports or manufacturing certifications are required, write the control number, lot number, INSCO purchase order number on the pick ticket.

Requests for documents are faxed to the appropriate supplier(s).

- For United Parcel Service (UPS) shipments or Federal Express (Fed Ex); place the UPS or Fed Ex shipping label on the front of the carton.
- Stamp off with Designee stamp, the “(Ship By)” space on the pick ticket form. (Checked By)

Warehouse person(s) will take the top copy of the pick ticket, and will give to Warehouse Mgr.who will than enter data into the computer, confirm the order, and print the packaging slip package, see WI-09A-005. If Warehouse Mgr .is absent or is not available, in certain instances, (Senior Warehouse Person can also).

- Place completed carton with the attached pick ticket on table #4 where it will wait until the order is confirmed and packing slip package is printed.

### 10. Deliver Sales Order Package to Data Processing Clerk

The warehouse person(s) delivers the sales order package (consisting of shipper and proof of delivery. Material certs and COC are automatically electronically saved in company database) to the data processing clerk for filing in cabinets located in loft.

### 11. Policy References

The instruction has no policy references.

### 12. Procedure References

No procedures are referenced by this instruction.

### 13. Instruction References

Dispatching Orders  
Handling & Faxing a Request for Documents

WI-09A-005  
WI-09A-002



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### Instruction References (Continued)

Federal Express Shipping Instructions

Printing Stock labels for Shipping/Receiving Department                      WI-09A-001

### 14. Other Reference Documents

There are no other reference documents for this instruction.

### 15. Records

Packing Slip	Computer	Retain for 7 years
Manufacturer Certs	MFG-CERTS	Retain for 7 years
Manufacturer Test Reports	MFG-TR	Retain for 7 years
Safety Data Sheets	SDS	Retain for life of product
Control Labels	SYS	Retain for life of Lot

### 16. Materials

No materials are identified for this instruction.

### 17. Tools

No tools are identified for this instruction.

### 18. Gages

No gages are identified for this instruction.



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### 19. Safety Instructions

No safety instructions are identified for this instruction.

### 20. Notes

### 21. Addendum – Flow Chart

