



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.

Navigation

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

Procedures

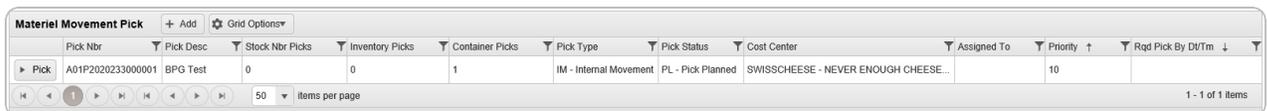
Search for a Material Movement Pick Record

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.

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



- Select . The results display in the Material Movement Pick grid.



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





Add a Materiel Movement Pick

Navigation

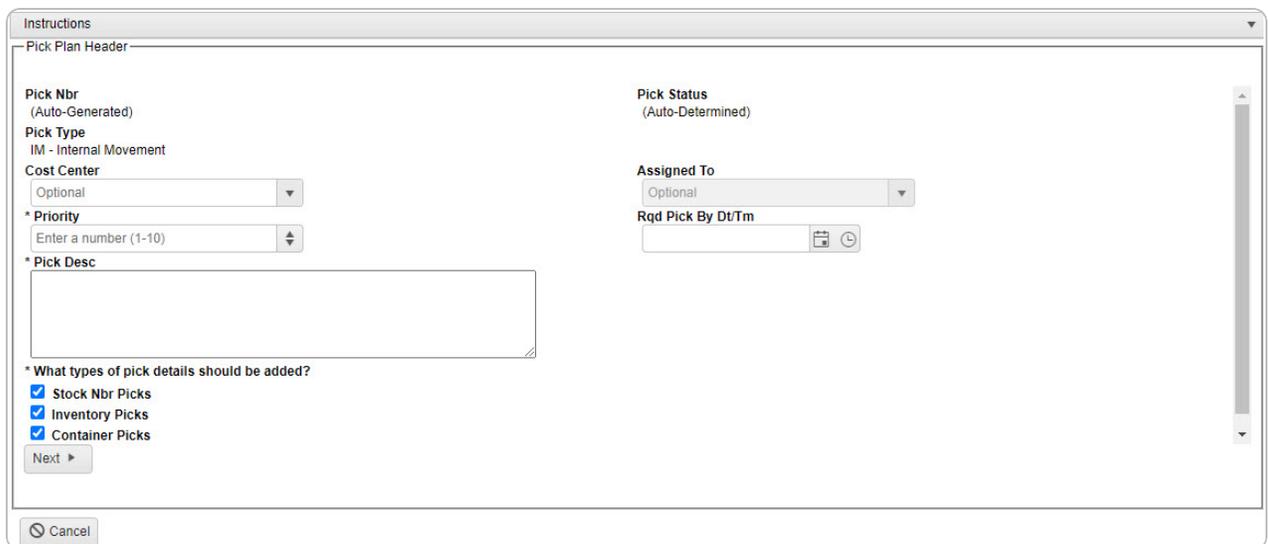
MATERIEL MGMT > Materiel Movement > Pick >  > Add a Materiel Movement Pick page

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

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 to continue. *The first Pick Details type selected appears.*

STOCK NBR PICKS

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

Instructions

Stock Nbr Picks

Selected Stock Nbr Picks

	<input checked="" type="checkbox"/> Change Destination	Stock Nbr	Cond Cd	Owning DoDAAC	Prj Cd	Location	Container	Requested Qty	To Location Type	To Location	To Container
<input type="button" value="X Delete"/>	<input checked="" type="checkbox"/>	5965014435490	A	M67750		JMSSTOCK		5			

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

To Location Type
Optional

To Location
Optional ...

To Container
Optional ...

Clear Destination

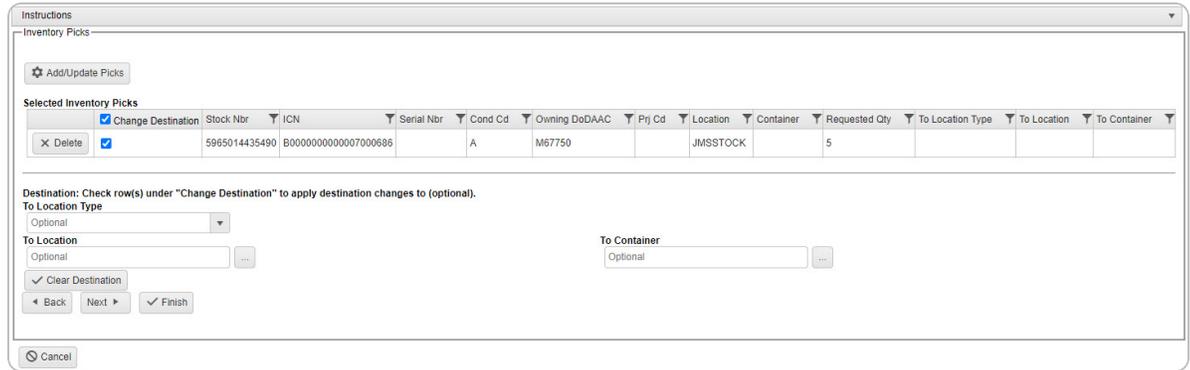
- B. Choose one of the following options:
- Select . *Returns to the previous step.*
 - Select . *Continues to the next step.*
 - Select . *Completes the process and saves all the items.*





Inventory Picks

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



Instructions

Inventory Picks



Selected Inventory Picks

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stock Nbr	ICN	Serial Nbr	Cond Cd	Owning DoDAAC	Prj Cd	Location	Container	Requested Qty	To Location Type	To Location	To Container
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5965014435490	B0000000000007000686		A	M67750		JMSSTOCK		5			

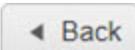
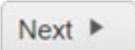
Destination: Check row(s) under "Change Destination" to apply destination changes to (optional).

To Location Type
Optional

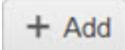
To Location
Optional

To Container
Optional

Clear Destination

- 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

*** Container**
Select an Item ...

+ Add

Container Picks

<input type="checkbox"/>	<input checked="" type="checkbox"/> Change Destination	Container	To Location Type	To Location
<input type="button" value="X Delete"/>	<input checked="" type="checkbox"/>	34467GT	3 - Stock	

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

To Location Type: ...

To Location: ...

Clear Destination

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

Pick Nbr (Auto-Generated)	Pick Status (Auto-Determined)
Pick Type IM - Internal Movement	Assigned To PHYSICAL INVENTORY
Cost Center TEST - TEST	Rqd Pick By Dt/Tm 10/21/2024
* Priority 1	
* Pick Desc BPG Test All	

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
B000000000007000686	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

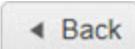
Container Picks

Container	To Location Type	To Location
34467GT	3 - Stock	

◀ Back ✓ Finish

Cancel

B. Choose one of the following options:

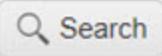
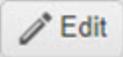
- Select  . Returns to the previous step.
- Select  . The **Material Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Material Movement Pick grid.





Update a Materiel Movement Stock Number Pick

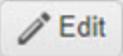
Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record)
>  Edit (desired 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  Edit next to the desired entry. The **Update STOCK NBR Picks** pop-up window appears.





Update Stock Nbr Picks ✕

Instructions ▼

<p>Stock Nbr 4240015262168</p> <p>Location STAGEIN</p> <p>Owning DoDAAC M67750</p> <p>* Requested Qty 2</p> <p>Status NP - Not Picked</p> <p>i To Location <input style="width: 90%;" type="text" value="PACK ISSUE"/> ...</p> <p>To Location Type 2 - Issue</p>	<p>Cond Cd A - Svcbl(w/o Qual)</p> <p>Container</p> <p>Prj Cd</p> <p>* Planned Qty 2</p> <p>Include Pick <input checked="" type="checkbox"/></p> <p>i To Container <input style="width: 90%;" type="text" value="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.*
- F.** 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

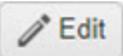
Navigation

MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record)
>  Edit (desired 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  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 style="width: 100%;" type="text" value="0"/> ▾</p> <p>ⓘ To Container <input type="text" value="B2011BOX3"/> ...</p>
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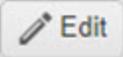
2. Verify the Requested QTY.
3. Update the To Location field, using ⓘ or ... to assist with the revised location. *This is a 25 alphanumeric character field.*
4. Verify the Planned QTY.
5. Update the Picked QTY field, using ▾ to choose the revised amount.
6. Update the To Container field, using ⓘ or ... to assist with the revised identification. *This is a 25 alphanumeric character field.*
7. 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

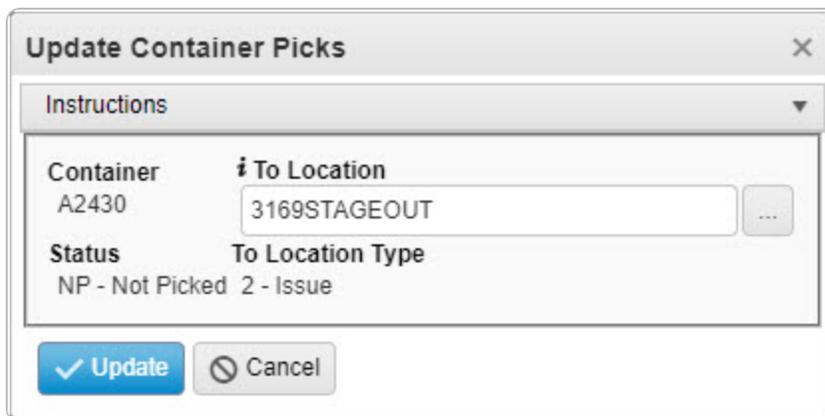
MATERIEL MGMT > Materiel Movement > Pick >  Search >  Pick (desired record)
>  Edit (desired record) > Update Inventory Picks pop-up window

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.



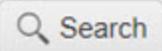
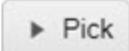
2. Update the To Location field, using  or  to assist with the revised location. *This is a 25 alphanumeric character field.*
3. Select  Update. The **Update Container Picks** pop-up window closes, and the revised Pick appears in the Container Picks grid in green.





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  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

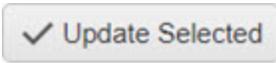
<p>To Location</p> <p>Select an Item <input type="text"/> ...</p>	<p>To Container</p> <p>Select an Item <input type="text"/> ...</p>
<p><input type="button" value="Update Selected"/></p>	

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:

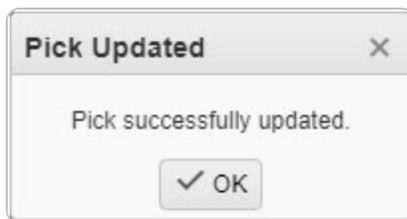




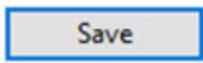
- a. Update the To Location field, using  to browse for the revised location.
OR
- b. Update the To Container, using  to browse for the revised ID.
- c. Select . *The new destination appears in the respective grids.*

Initiate a Materiel Movement Pick

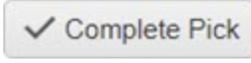
1. Click . *The **Pick Updated** pop-up window appears.*

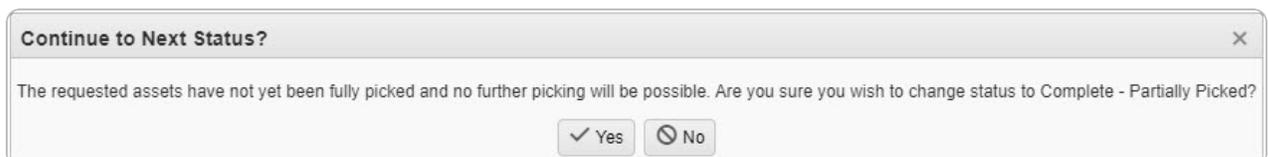


Print a Materiel Movement Pick List

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.*

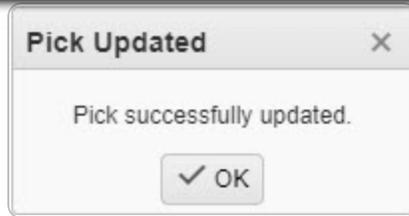
Complete a Materiel Movement Pick

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



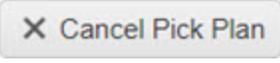
2. Select:
 - A. . *The Pick Plan is ready to be updated, and the **Pick Updated** pop-up window appears:*

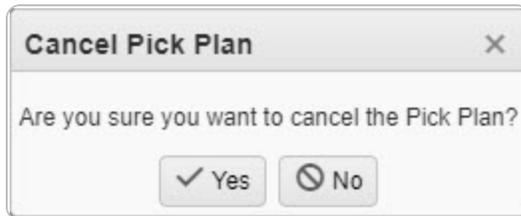




- B.  . The pop-up window closes, and the **Materiel Movement Plan Details** page returns.

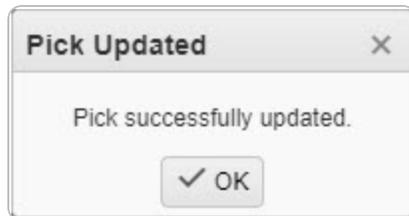
Cancel a Materiel Movement Pick

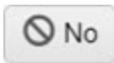
1. Select  . The **Cancel Pick Plan** pop-up window appears.



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

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

3. View the STOCK NBR Picks Grid.

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	Pq Cd	Inv Type
113811381138A	LIGHT SABER - BLUE	A - Serial Number Managed	Yes	NP - Not Picked	ACB-2 COMMS		A - SvcB(w/o Qual)	2	2				N00022		End Item

50 items per page | 1 - 1 of 1 items

4. View the Inventory Picks Grid.



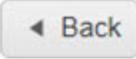


Help Reference Guide

Inventory Picks														Grid Options			
ICN	Stock Nbr	Item Desc	Serial Nbr	Pick Order	Status	Location	Container	Cont Cd	Requested Qty	Planned Qty	To Location	To Container	To Location Type	Owning DoDAAC	Pj Cd	Inv Type	Parent ICN
A00000000000000000530071	1138113811388	LIGHT SABER - GREEN	GREEN-2	0	NP - Not Picked	ACB-2 COMMS		A - Strcl(w/o Qual)	1	1				N00022		End Item	
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
1 - 1 of 1 Items			

6. Choose  to return to the previous page.

