





Pick Lists and Sheets

Generally, a pick sheet is for a single order while pick lists cover multiple orders for a pick wave. Both are used internally for store associates to collect the items in a pickup shipment and prepare them for the customer. This pick sheet shown below is for a single order, listing item identifiers and the quantity needed.

Order Pick Sheet							Order # 150	
							External Order #	
							Pick Wave # 35	
							Date: March 31, 2020	
Image	Part#	UPC	SKU	Product Name	Qty Needed	Qty Picked		
		EXAMPLE1		EXAMPLE ITEM 1	4			

When a pick wave is used to collect the items for multiple pickup orders at once, the items are displayed in one table with a column to designate the associated order numbers. If a particular product is included in more than one order, it appears on a separate row for each order with the appropriate quantity listed.

Pick List # 35								
Image	Part#	UPC	SKU	Product Name	Order#s	External Order#s	Qty Needed	Qty Picked
		ex1		Product 1	150		4	
		ex1		Product 1	165		20	
		ex2		Product 2	144		1	