Full Pallet Order Handling

Purpose of this document

Many food banks encourage large agencies, PDO's/RDO's etc. to order from the food bank in full pallet quantities. These full pallet quantities can be picked with a forklift directly from a Put Away (Storage) Bin, and need not be dropped to a Put Pick (Pick) Bin prior to selecting for an Agency Order. This document illustrates the Full Pallet Order Handling functionality in Ceres.

Ceres Object release 5.00.00 is required for the functionality described in this document.

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Overview

There are two manners in which a full pallet order may be generated:

1. A food bank user adds a designed pallet to an Agency Order line manually, indicating that a full pallet is desired and that the food bank has designated a specific pallet to be shipped to the receiving Agency. This is common in disaster relief and some commodities distribution.

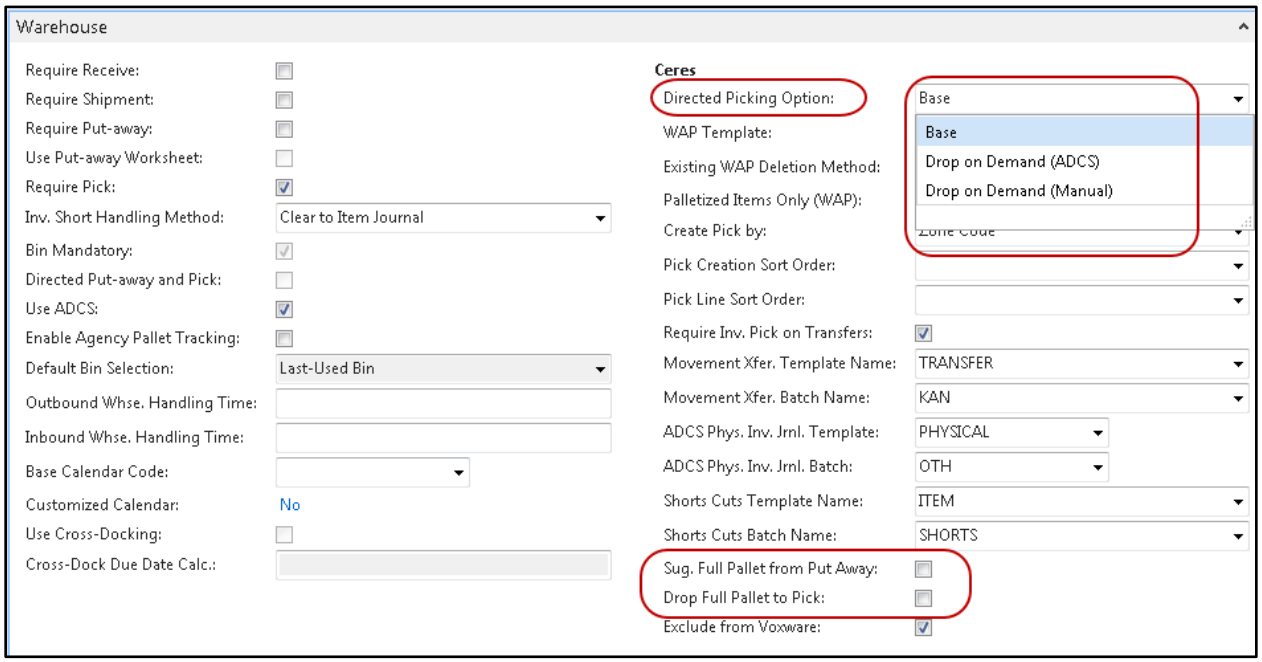
2. When the Agency order demand is large enough to be fulfilled using full pallets of an Item for that one order.

Note: Full Pallet Order Handling is only available for Ship Option 2 and 3 (as defined in the Inventory Process Flow Procedure).

Setting up Full Pallets

To allow full pallets to be picked from a storage bin, the functionality must be enabled. This can be done on a location by location basis. To enable, go to Departments → Warehouse → Administration → Setup → Locations.

Select the proper Location, on the Warehouse FastTab update the following fields as required.



Directed Picking Option: This field indicates the Picking Option for the location.

Base – Pick lines are suggested as per current base functionality

Drop on Demand (ADCS) - This option (when using ADCS) suggests a single pick document line per item with direction at the Bin level only. The selector scans any pallet in the directed bin

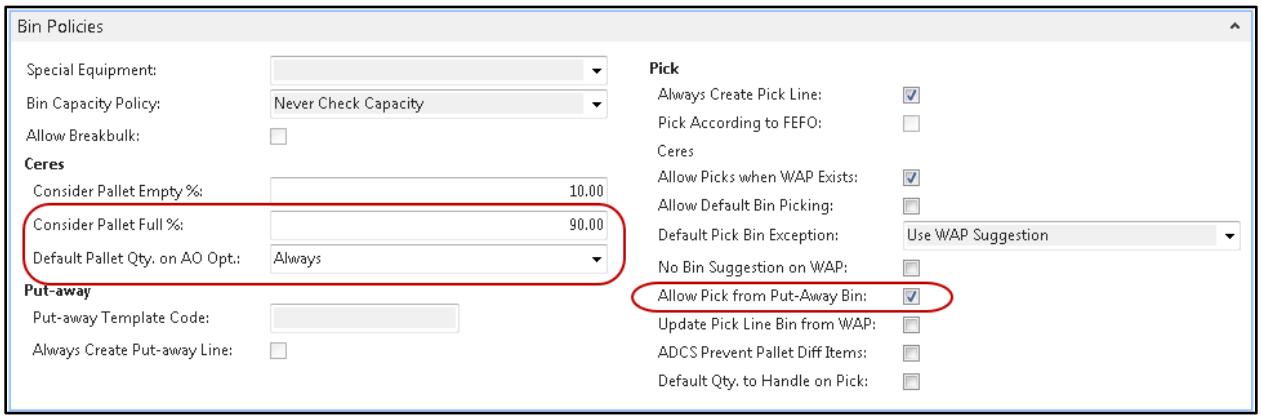
and enters a quantity. The submission of the scan creates a new pick document line complete with pallet, lot, quantity, etc. The selector repeats this process until the original line's quantity has been fulfilled.

Drop on Demand (Manual) - This option suggests pick lines as per current base functionality with the only exception being that the Pallet and Lot are withheld from the pick document lines and picking list report.

Sug. Full Pallets from Put Away: This field must be activated when using Warehouse Activity Planning (WAP), and if you would like the worksheet to consider full pallets in the calculations. The Warehouse Activity Plan procedure has more information on this setup.

Drop Full Pallets to Pick: This field must be enabled if you want the WAP line and the Agency Order line relationship to be created for the default picking bin to be specified on the WAP. The Warehouse Activity Plan procedure has more information on this setup.

Continue to the Bin Policies FastTab



Allow Pick from Put-Away Bin: Placing a checkmark here will enable pick documents to be generated for Full Pallet inventory residing in storage bins.

Consider Pallet Full %: This field is used to determine what constitutes a full pallet for use in full pallet processing. For example, setting this field to 90% indicates that a pallet must have 90% or more of its original quantity still left to be considered full. Any quantity less than this percentage will exclude the pallet from consideration during full pallet processing.

Default Pallet Qty. on AO Opt.: This field is used to determine default quantity entered on the agency order when choosing a pallet directly on the order line.

{Blank} – The quantity defaulted on the agency order line will not be defaulted. It must be entered by the user.

Always – The quantity defaulted on the agency order line will be the full pallet quantity regardless of bin type.

Bin is Marked Pick – The quantity defaulted on the agency order line will be the full pallet quantity only when the bin the pallet is located in is marked as a pick bin.

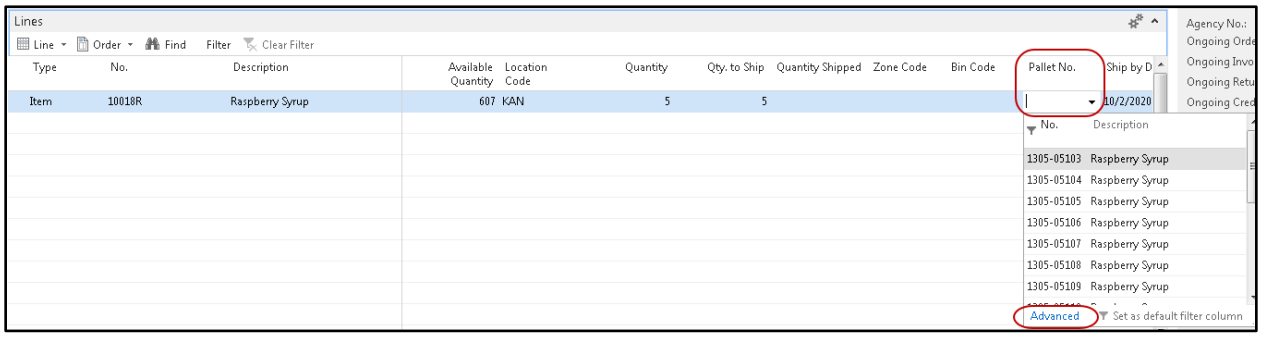
Bin is Marked Put away – The quantity defaulted on the agency order line will be the full pallet quantity only when the bin the pallet is located in is marked as a put-away (storage) bin.

Repeat the above steps for each location you want to utilize the full pallet functionality.

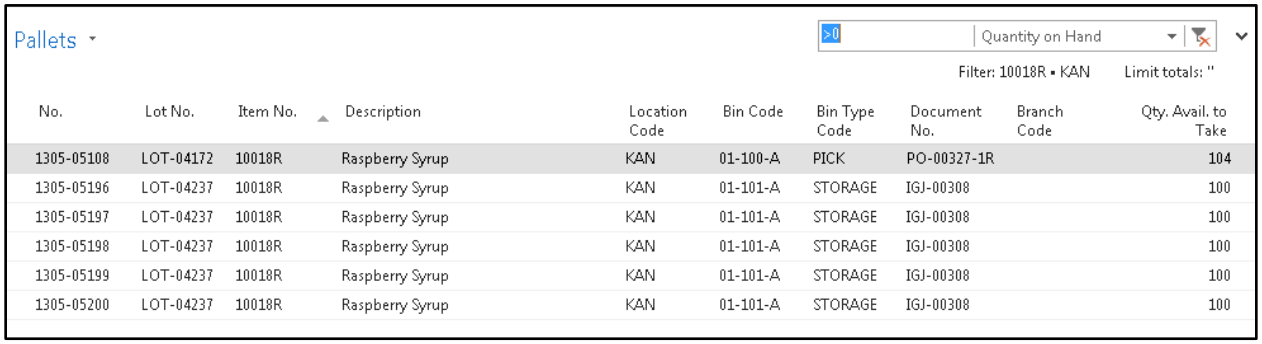
Manually adding a full pallet to an Agency Order (Ship Option 2)

When entering Agency Orders, it is possible to enter a specific full pallet directly on the Order Lines and that will flow to the Inventory Pick(s). The selected pallet will not be available for other Agency Orders once selected.

Once you have created an Agency Order, on the Lines, click the drop-down in the Pallet No. field to select a specific pallet. If you do know the Pallet No. you can enter it directly in the field. From the drop-down, click Advanced to see additional information about each pallet.



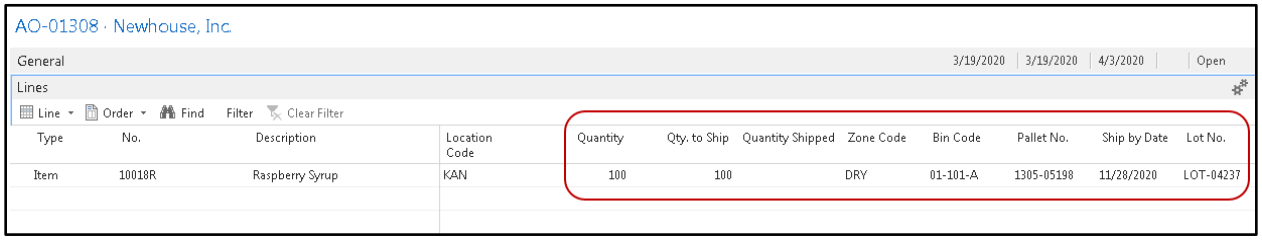
From the Select – Pallets page, select the pallet you wish to add to the order.



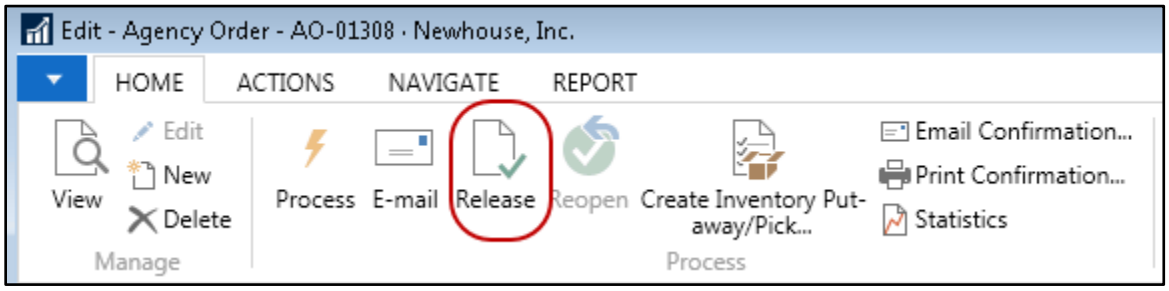
No.	Lot No.	Item No.	Description	Location Code	Bin Code	Bin Type Code	Document No.	Branch Code	Qty. Avail. to Take
1305-05108	LOT-04172	10018R	Raspberry Syrup	KAN	01-100-A	PICK	PO-00327-1R		104
1305-05196	LOT-04237	10018R	Raspberry Syrup	KAN	01-101-A	STORAGE	IGJ-00308		100
1305-05197	LOT-04237	10018R	Raspberry Syrup	KAN	01-101-A	STORAGE	IGJ-00308		100
1305-05198	LOT-04237	10018R	Raspberry Syrup	KAN	01-101-A	STORAGE	IGJ-00308		100
1305-05199	LOT-04237	10018R	Raspberry Syrup	KAN	01-101-A	STORAGE	IGJ-00308		100
1305-05200	LOT-04237	10018R	Raspberry Syrup	KAN	01-101-A	STORAGE	IGJ-00308		100

The Zone Code, Bin Code and Lot No. associated with the selected pallet will fill in on the Agency Order line.

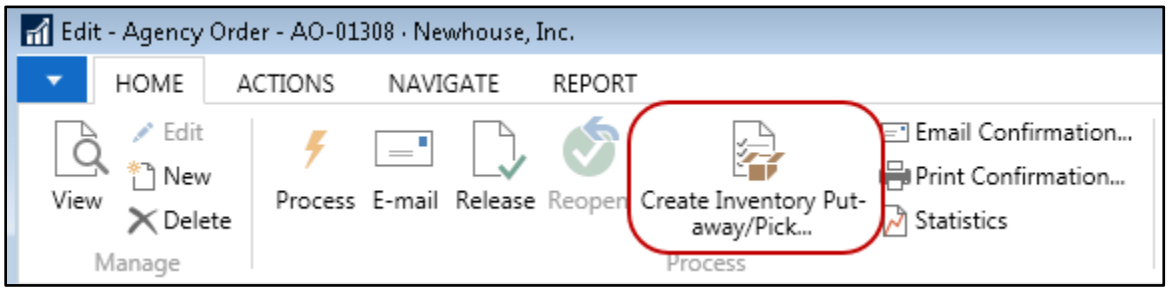
The quantity will be defaulted based on the location setting. You may change the quantity if desired however, the quantity has to be less or equal to the available quantity on the selected pallet.



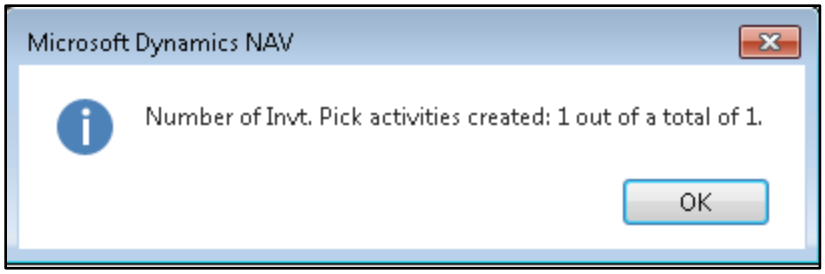
Enter the next line or release the order if it is complete.



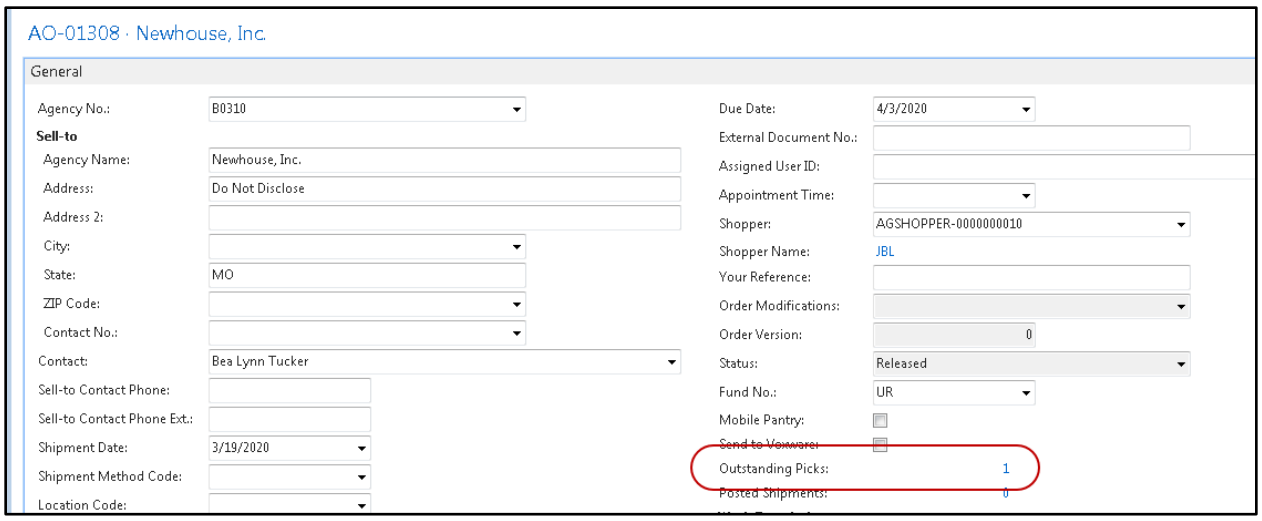
In the Order Header, click Create Inventory Put-away/Pick.



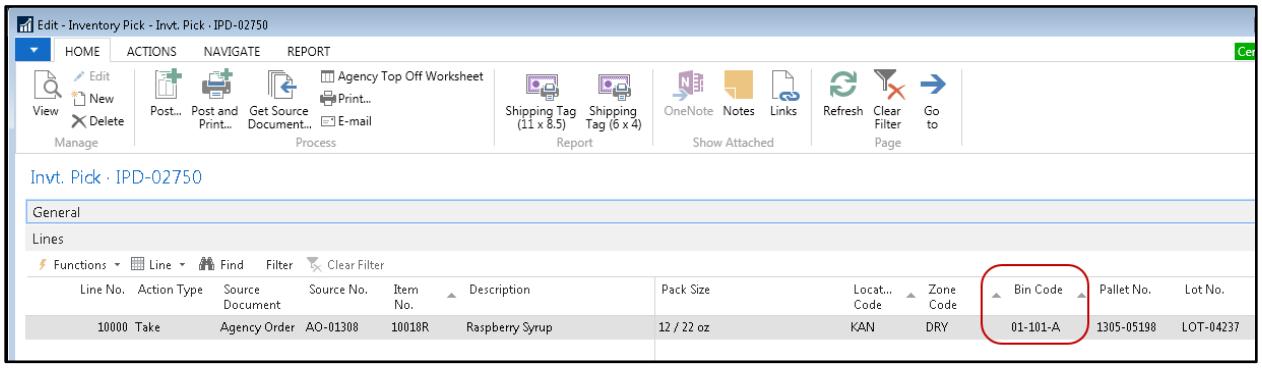
You will get a confirmation that the pick document(s) have been created



From the Agency Order, drill into the Outstanding Picks, then select Home → Card



The Inventory Pick is displayed including the proper bin selected on the Agency Order.

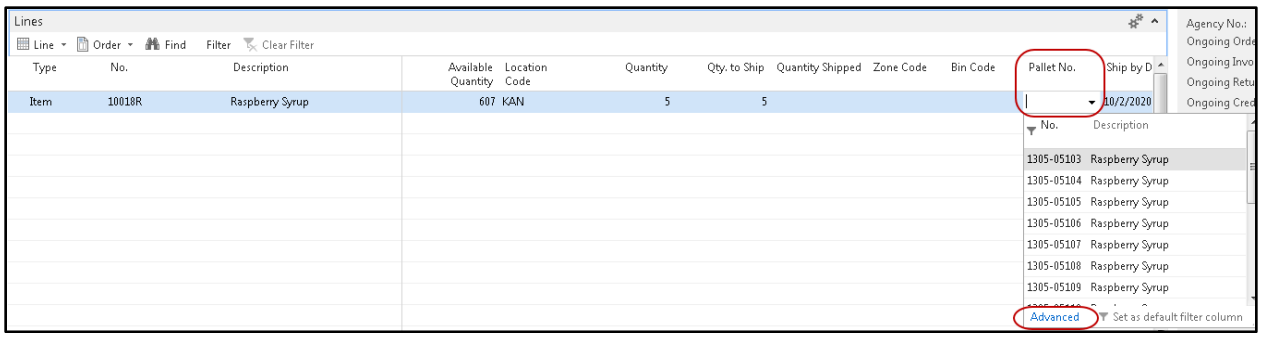


It is possible for the order picker to override the suggested pallet if it's deemed not viable or is unavailable.

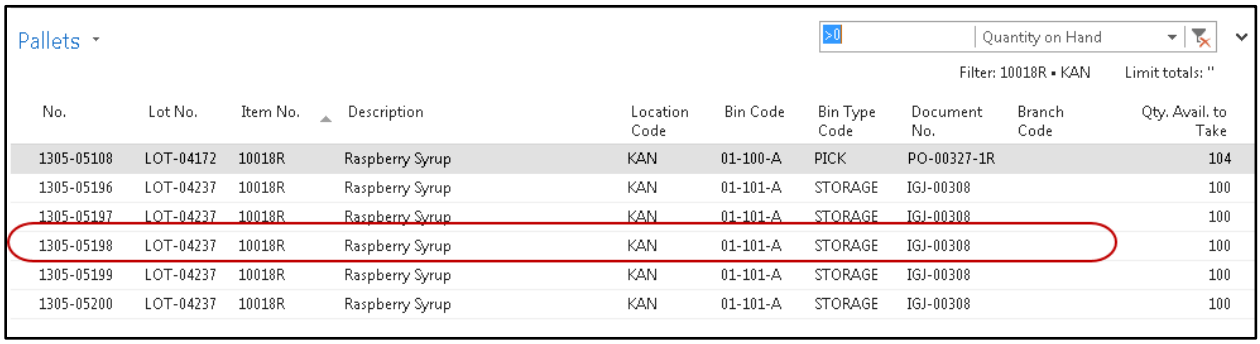
Manually adding a full pallet to an Agency Order (Ship Option 3)

When entering Agency Orders, it is possible to enter a specific full pallet directly on the Order Lines. The selected pallet will not be available for other Agency Orders once selected.

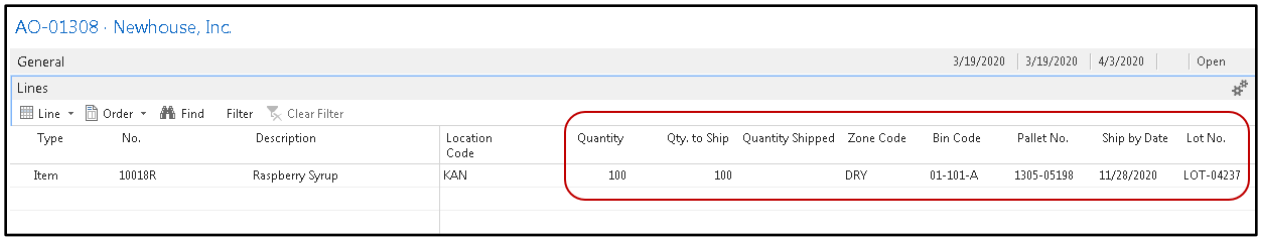
Once you have created an Agency Order, on the Lines, click the drop-down in the Pallet No. field to select a specific pallet. If you do know the Pallet No. you can enter it directly in the field. From the drop-down, click Advanced



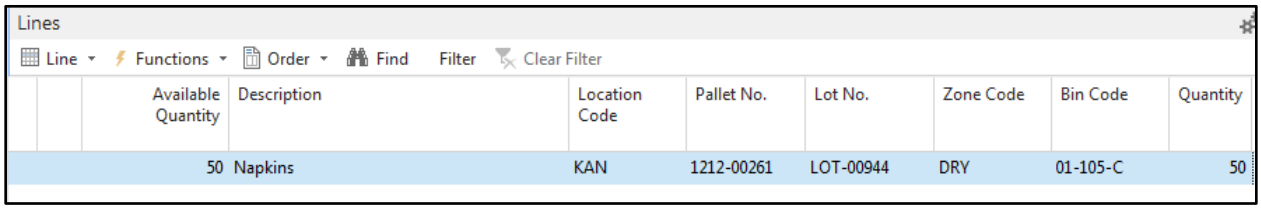
From the Select – Pallets page, select the pallet you wish to add to the order.



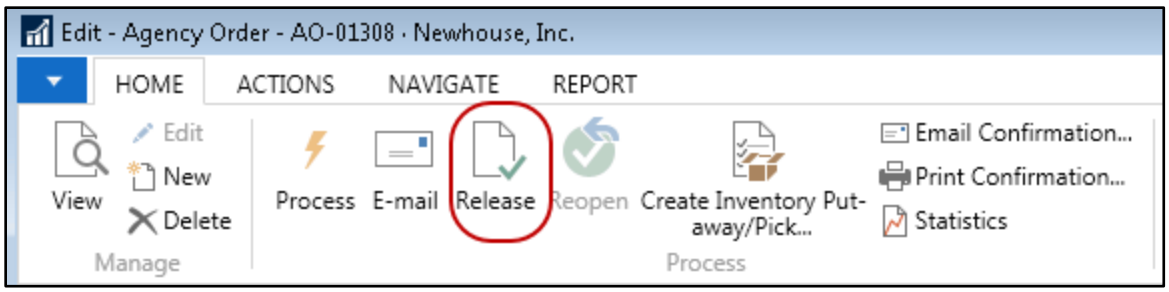
The Zone Code, Bin Code and Lot No. associated with the selected pallet will fill in on the Agency Order line.



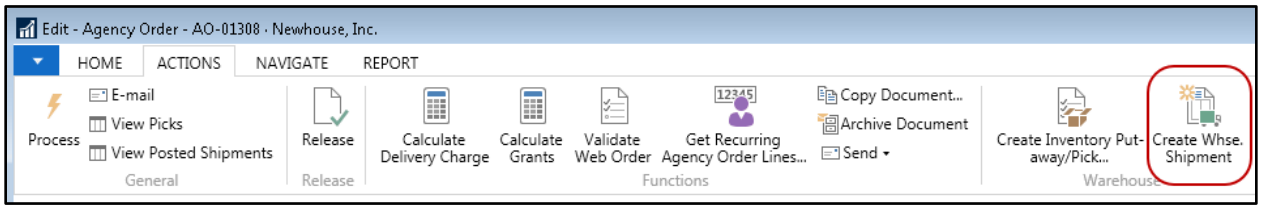
The quantity will be defaulted based on the location setting. You may change the quantity if desired however, the quantity has to be less or equal to the available quantity on the selected pallet.



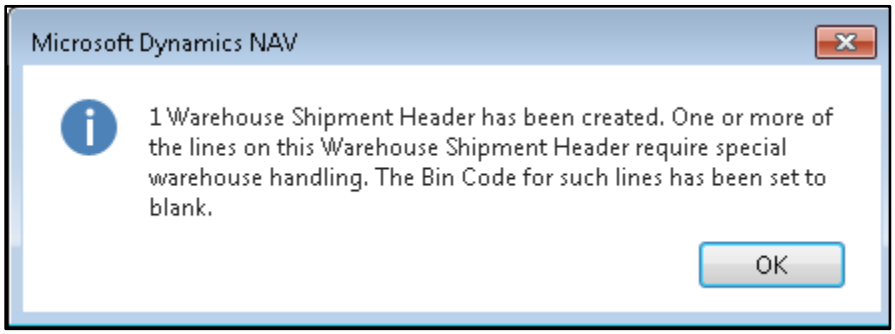
Enter the next line or release the order if it is complete.



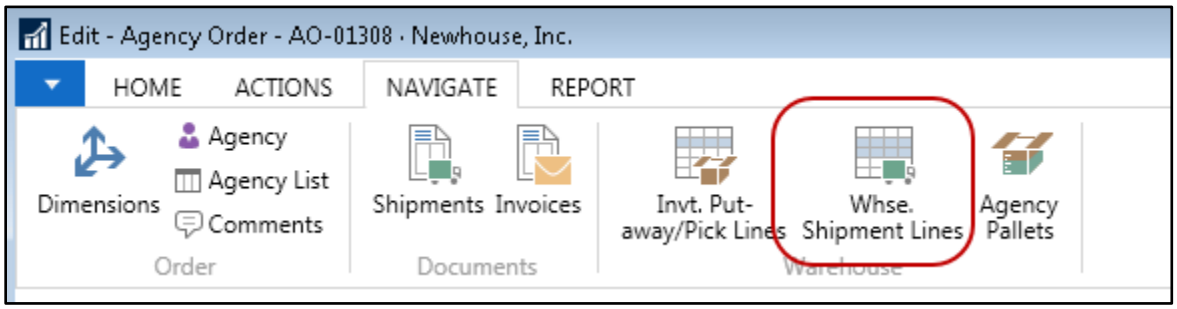
From the Agency Order, click Actions → Warehouse → Create Whse. Shipment



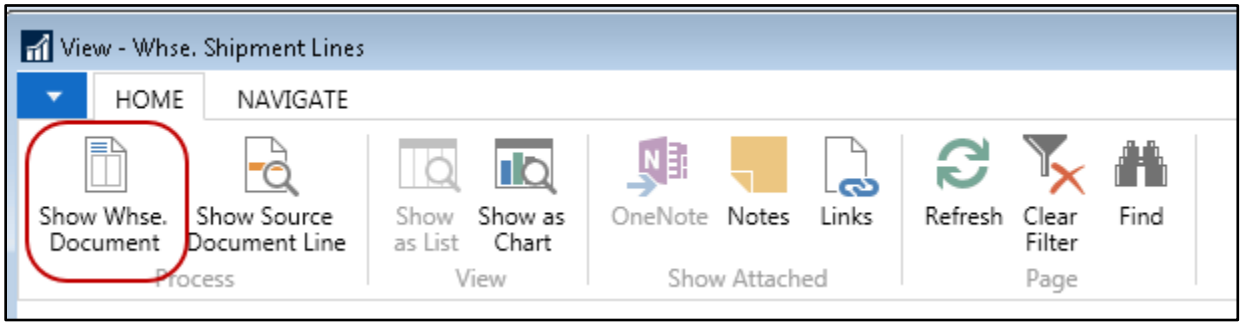
You will get a confirmation that the Shipment Header was created.



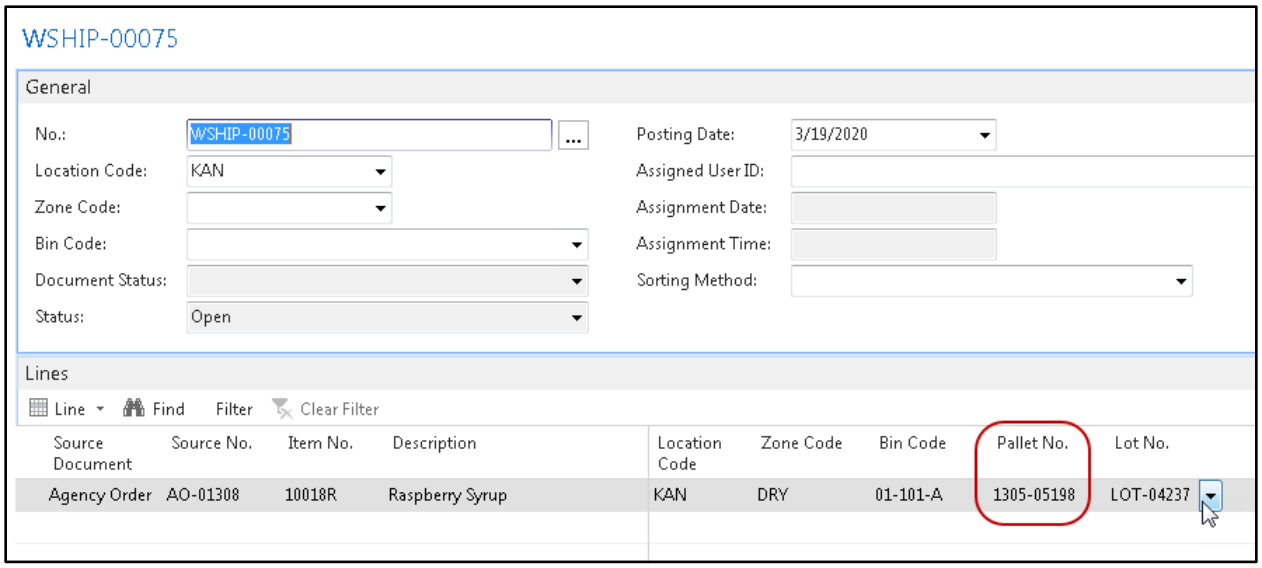
The Shipment Header should open automatically, if it does not, from the Agency Order, click Navigate → Warehouse → Whse. Shipment Lines



From the Whse. Shipment Lines, click Home → Show Whse. Document to review the Shipment.



The Warehouse Shipment will display the pallet selected at order entry. It is possible for the order picker to override the suggested pallet if it's deemed not viable or is physically unavailable by drilling into the Pallet No. field and selecting another available pallet.



Processing Full Pallets using Warehouse Activity Planning (WAP)

If you have enabled the Suggest Full Pallet from Put Away option Ceres will direct to create full pallet WAP suggestions and will do so in conjunction with default Bin Picking if that is enabled.

When running the create WAP process with the location configured to suggest full pallets, Ceres will attempt to fulfill agency order demand by first suggesting full pallets currently residing in put away bins. If sufficient inventory does not exist to satisfy agency order demand, Ceres will begin suggesting non-full pallets as normal to fulfill the remainder of the demand.

Scenario 1

In this example, an Agency Order calls for a quantity of 200 cases. The Location is set up so that full pallets should be dropped from a storage bin to a pick bin(s).

AO-01308 · Newhouse, Inc.

General 3/19/20

Lines

Line · Order · Find Filter Clear Filter

Type	No.	Description	Available Quantity	Location Code	Quantity	Qty. to Ship	Quantity Shipped	Zon
Item	10018R	Raspberry Syrup	607	KAN	200	200		

646 Cases are available, but only 37 reside in a Pick Bin as shown below.

Edit - Item Bin Contents - Location KAN Item 10018R

HOME Ceres 5.0

New View List Edit List Delete Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

New Manage View Show Attached Page

Item Bin Contents KAN Location Code

Filter: 10

Item No.	Location Code	Zone Code	Bin Code	Bin Type Code	Fixed	Defa...	Dedi...	Last... Pic...	Last... Put-...	Quantity	Unit of Measur...
10018R	KAN	DRY	01-100-A	PICK	☑	☐	☐	☑	☐	37	CASE
10018R	KAN	DRY	01-101-A	STORAGE	☑	☐	☐	☐	☐	500	CASE
10018R	KAN	DRY	01-103-B	STORAGE	☑	☑	☐	☐	☑	109	CASE

When the WAP is created for this order, it is suggested that the additional quantity is selected from the storage bin and moved to pick bins.

Name: WAP-KAN1

Location Code: KAN

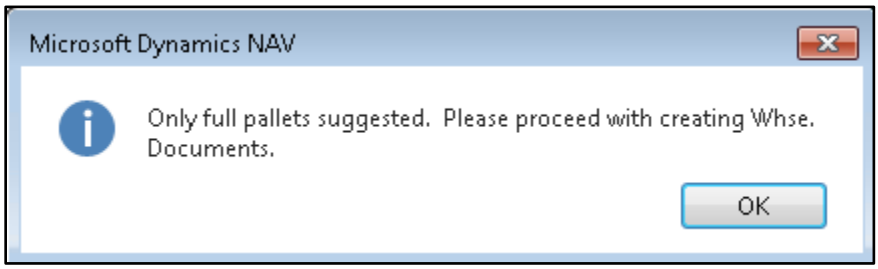
Sorting Method: From Bin Code

Item No.	Description	From Zone Code	To Zone Code	Pallet No.	Full Pal...	Lot No.	From Bin Code	To Bin Code	Quantity	Qty
10018R	Raspberry Syrup	DRY	DRY	1305-05196	No	LOT-04237	01-101-A	04-113-A	100	
10018R	Raspberry Syrup	DRY	DRY	1305-05108	No	LOT-04172	01-103-B	04-113-A	109	

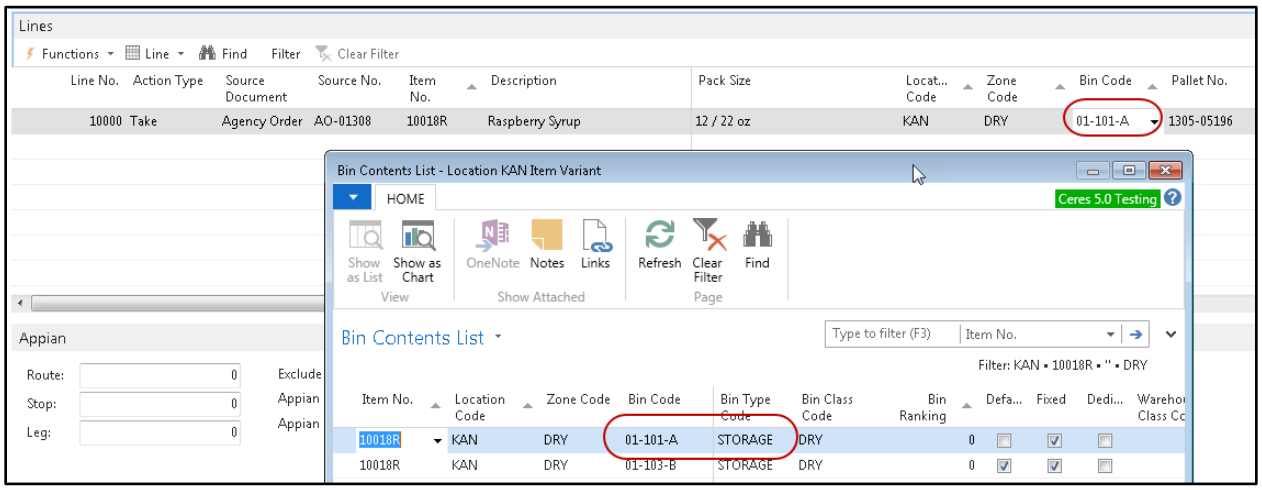
Scenario 2

In this example, a full pallet is not suggested directly on the Agency Order. However, the quantity in the pick bin is less than what is ordered. Drop Full Pallets to Pick is **not** activated on the Location Card.

When creating the WAP, because Drop Full Pallets to Pick is not activated, the following message will appear as expected:



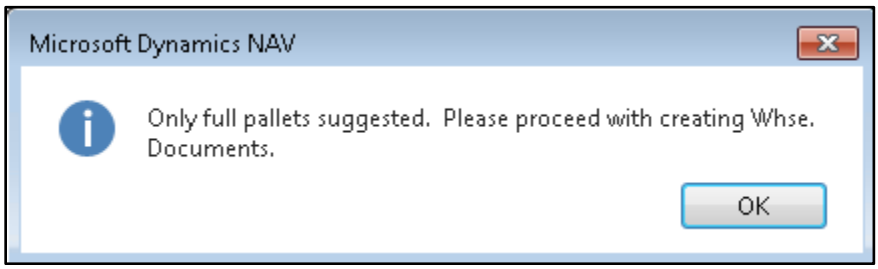
From the Agency Order, when the pick is generated, Ceres will still consider inventory in Storage Bins and suggest the full pallet to be picked directly from this bin.



Scenario 3

In this example, a full pallet is not suggested directly on the Agency Order. Default Pick bin is activated, but Drop Full Pallets to Pick is **not** activated on the Location Card. The pick bin will have less quantity than needed thus requiring pick from a storage bin.

When creating the WAP, no lines will be generated for the order and the following message will appear:



Because the order quantity exceeds the quantity in the default bin, Ceres will suggest picking the full quantity from a storage bin.

Scenario 4

In this Scenario, Shipping option 3 is used. The location is set up with Drop Full Pallet to Pick and Sug. Full Pallet from Put-away both activated.

The Agency Order calls for 200 cases, but only 90 are available in a pick bin. No full pallets are specified on the order.

From the Movement Worksheet, run the Create WAP and it will create a suggestion that both pallets are moved from a Storage Bin to a Pick Bin.

Related Topics

1. Location Overview
2. Bin Overview
3. Zone Overview
4. Warehouse Pallets and Lots
5. Warehouse Activity Plan - WAP
6. Warehouse Activity Plan and Default Bin Picking
7. Agency Order Overview