

Author	Status	Effective Date
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1.0 Purpose

This procedure is intended to ensure that all Gemini employees follow the right guidelines when it comes to system operations on creating pick tickets and assigning them to the shipping associates. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when creating and assigning pick tickets. By following the instructions, the workload will be completed accurately and consistently.

3.0 Safety



***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Standard Operating Procedures for Creating and Assigning Pick Tickets

- 4.1 **Opening Assistics Program** - To open Assistics click on the Assistics icon on your computer home screen. If this icon is not available, contact your supervisor.
- 4.2 **Login** - Login using your provided username and password. If no username or password has been provided, contact your supervisor.
- 4.3 **Creating a Daily Orders List**
- 4.3.1 **Sales Folder** - Open the Sales Folder
- 4.3.2 **Sales Order Progress Search**
1. Click Sales Order Progress Search
 2. Select the Shipping Format pattern from the (Select a pattern) dropdown.

3. Click the "Search" button.
4. Export to an Excel spreadsheet. Edit as needed.

4.3.3 **Logistics Folder** - Open the Logistics Folder

4.3.4 **Pick List Generator**

1. Click on Pick List Generator
2. Select the Shipping Format pattern from the (Select a pattern) dropdown.
3. Click the "Analyze" button.
4. Select desired orders to print.
5. Click the "Generate Pick List" button.
6. Click the "Print Pick List" button.
7. Wait for pick list to load and print.

4.4 **Create Hot List**

4.4.1 **Logistics Folder** - Open the Logistics Folder

4.4.2 **Pick List Generator**

1. Click on Pick List Generator.
2. Select the Shipping Format pattern from the (Select a pattern) dropdown.
3. Click the "Analyze" button.
4. Click "View Inventory Shortages".
5. Export to an Excel spreadsheet. Edit as needed.

4.4.3 **Assign Order** - Assign the orders as needed to the shipping associates

5.0 **References**

Reference	Title
1	None