

## BATCH PICKING

# Batch Picking

## Easy3PL User Guide

A practical how-to for planning multi-order Picking Batch runs, assigning fixed tote bins, and following one consolidated warehouse route with less walking and fewer picking mistakes.

**USE IT WHEN**

You have multiple small eOrders with overlapping pick locations.

**OPERATOR INPUT**

Enter the actual bin count before planning the Picking Batch.

**SYSTEM OUTPUT**

Eligible orders, rejected orders, fixed bin mapping, and route stops.

**CORE RULE**

One eOrder gets one bin number for the full Picking Batch.

### What this guide covers

- How to decide when batch picking is a good fit
- How to plan the run from eOrders
- How to assign bins and review the route
- How to run the route consistently on the floor
- How Shipping Prep

The screenshot displays the 'Batch Picking' interface in the Easy3PL system. The main window is titled 'Batch Picking' and contains a summary of the batch and a detailed route preview.

**Batch Picking Summary:**

- Selected eOrders: 2
- Available bins: 2
- Max orders: Optional
- Eligible Orders: 2
- Route Stops: 2
- Line Allocations: 4
- Units To Pick: 10

**Eligible eOrders:**

| Order              | Client             | Bin   | Status |
|--------------------|--------------------|-------|--------|
| DEMO-BATCH-ELIG-03 | Alpine Trail Foods | Bin 1 | Ready  |
| DEMO-BATCH-ELIG-04 | Alpine Trail Foods | Bin 2 | Ready  |

**Rejected eOrders:**

| Order | Client | Reason | Message |
|-------|--------|--------|---------|
| None. |        |        |         |

**Route Preview:**

| Stop | Location                      | SKU          | Qty | Bins       |
|------|-------------------------------|--------------|-----|------------|
| 1    | 1-1-1-1-B / SU #0001 (Pallet) | ALP-HYDR-GEL | 6   | B1.3, B2.3 |
| 2    | 1-2-1-1-B / SU #0002 (Pallet) | ALP-CAMP-MUG | 4   | B1.2, B2.2 |

The interface also includes a sidebar with navigation options (Dashboard, Calendar, Inbound, Warehouse, Orders, Freight, eOrders, Clients, Inventory, Item / Stock, Warehouse, Invoicing, Admin, Reports, Help Center) and a top navigation bar with user information and settings.

# Before You Start

Batch picking works best when the physical setup and the order selection are both clean before the Picking Batch route is created.

## What you need ready

- Enough empty pick bins or totes for the orders you want to include.
- Selected eOrders that belong to the same warehouse.
- Orders that are fully allocated to inventory and have valid pick locations.
- A clear labeling method so each tote bin stays tied to one eOrder.

## What the planner will reject

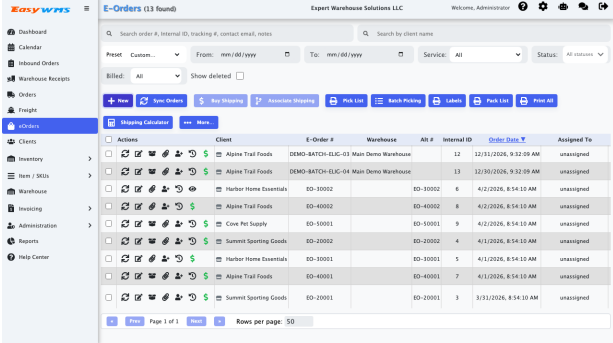
- Deleted or cancelled eOrders.
- Orders already tied to another open Picking Batch.
- Orders already in terminal statuses such as Ready to Ship or Shipped.
- Orders that are not fully allocated or are missing pick locations.

### CURRENT-VERSION NOTE

The current Easy3PL release supports planning and creating the Picking Batch from desktop eOrders, plus a Shipping Prep review on batch detail. Use Shipping Prep to spot missing item data and early rate recommendations, but keep manual Buy Shipping available for final shipping decisions and exceptions.

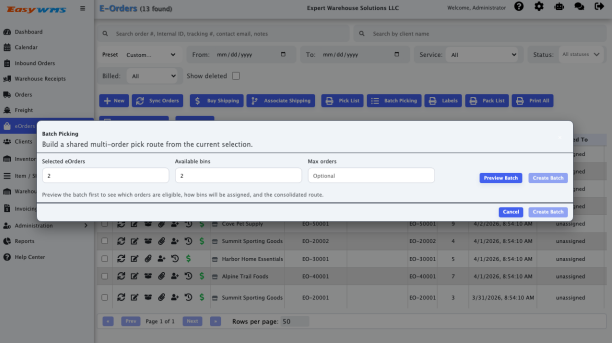
# How to Create a Picking Batch

These are the actual Easy3PL screens from the demo environment showing order selection, the planning modal, and the preview before creation.



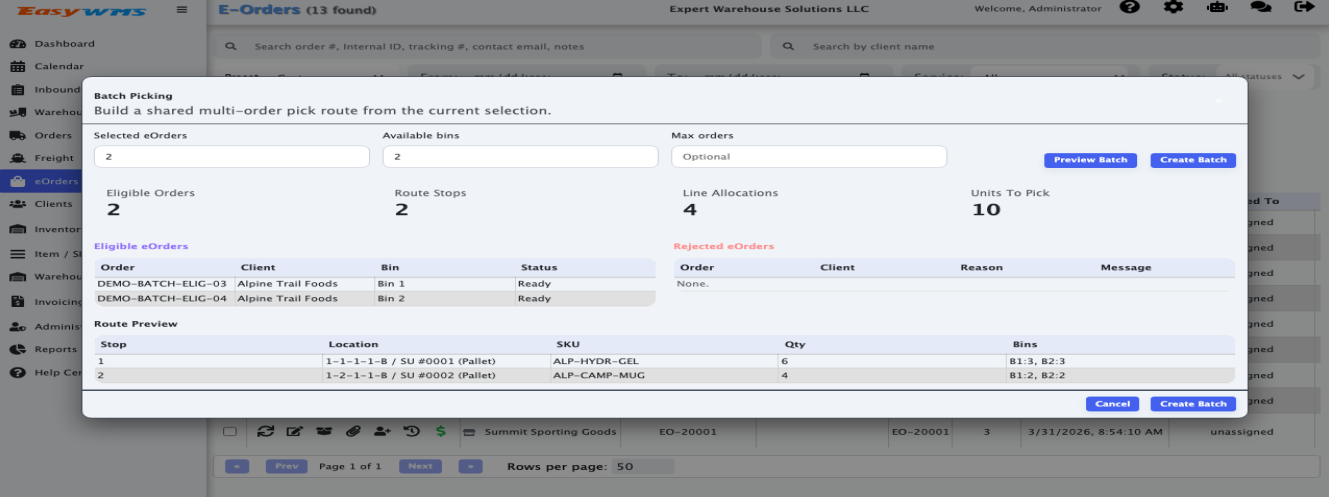
**1. Select the eOrders**

Start in eOrders, check the orders that belong together, and confirm they are part of the same warehouse workflow before opening the planner.



**2. Enter the bin count**

Open Batch Picking and type the real number of physical bins or totes available for the run.

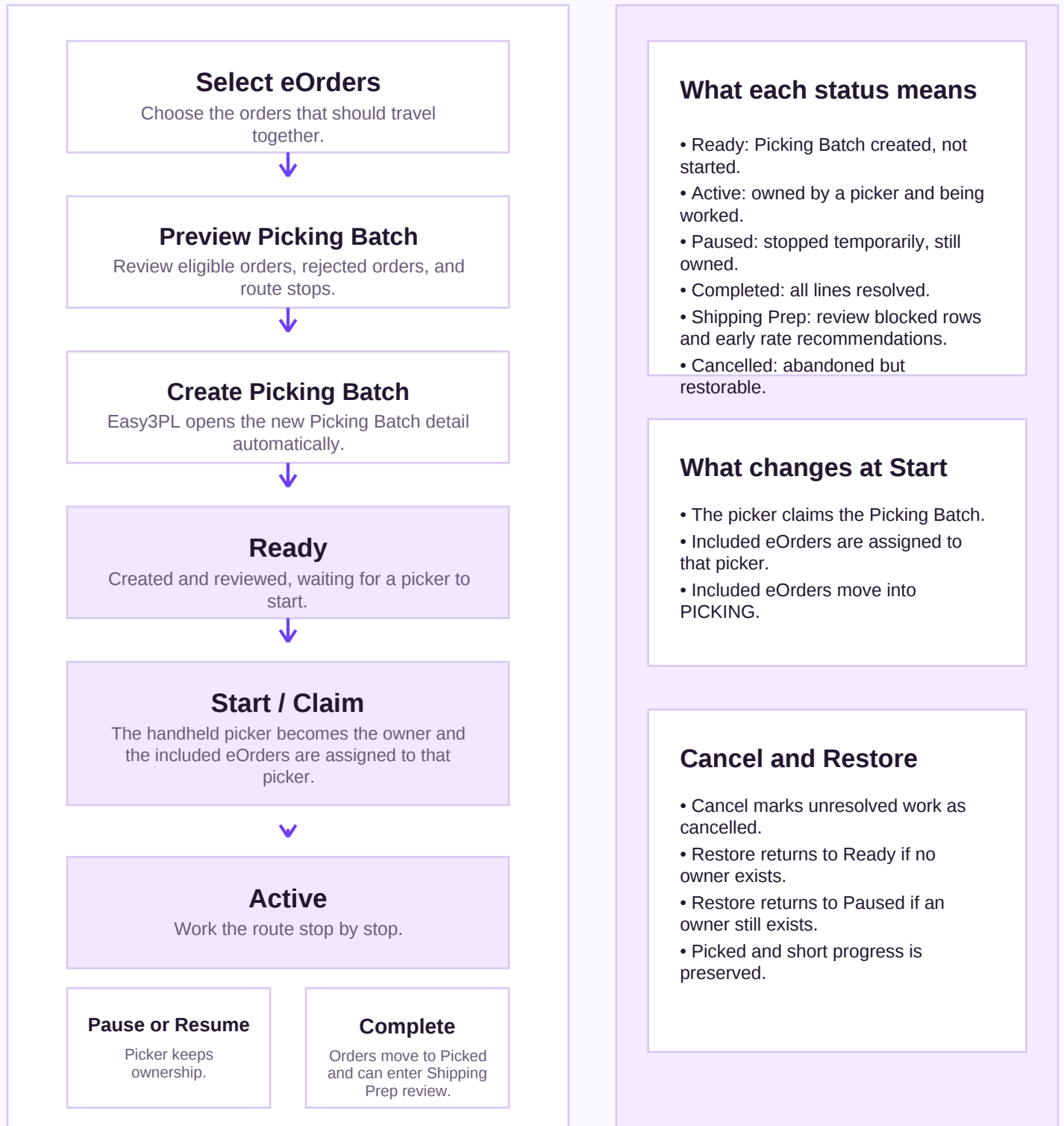


**3. Review the Picking Batch preview**

Confirm eligible orders, rejected orders, fixed bin assignments, and route stops before clicking Create Batch. If the rejected list includes work that should move now, fix the order issues first and rerun the planner.

# How the Picking Batch Moves Through the System

This is the current Easy3PL Picking Batch flow, including picker ownership, cancellation, restore behavior, and the shipping handoff after picks are complete.



# Follow the Route on the Floor

The Picking Batch route preview reduces walking by grouping demand from multiple orders into one stop-by-stop path.



## How to work each stop

- Move through the route in order instead of jumping around the warehouse.
- At each stop, pick the total quantity shown for that SKU and location.
- Split the quantity into the correct tote bins based on the route allocation.
- Keep each bin dedicated to one order for the full Picking Batch.

# Use Bin Discipline

Batch picking succeeds or fails based on whether the picker treats the numbered bins as fixed Picking Batch order containers.

## BEST PRACTICE

### Do

- Label bins clearly before the run begins.
- Place each picked quantity into the correct bin immediately.
- Keep the cart organized so the picker can verify bin numbers at a glance.
- Resolve rejected orders before the physical pick starts.

## AVOID

### Do not

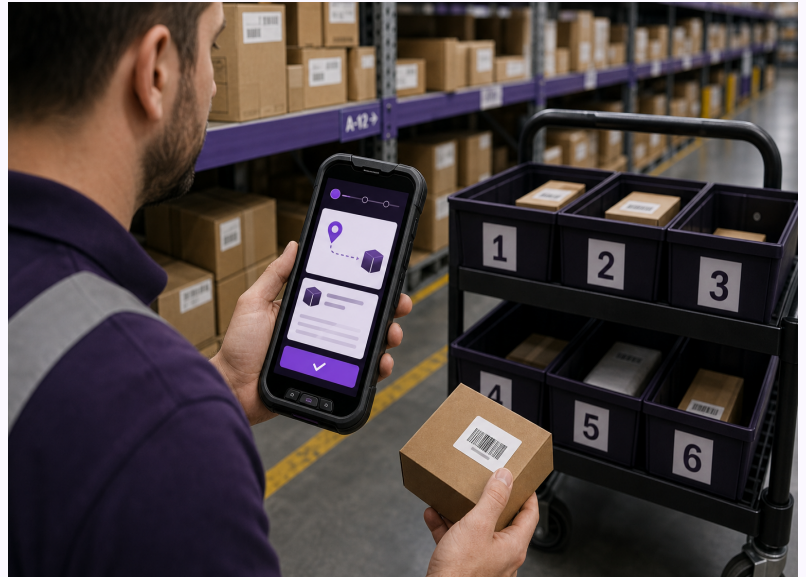
- Share one bin across two different orders.
- Pick extra units and plan to sort them later.
- Ignore rejected-order messages from the planner.
- Change the physical bin layout after the route has started.

# Scan, Confirm, Prep Shipping, and Recover Cleanly

The handheld flow verifies the stop location, verifies the item, and leaves the batch ready for desktop Shipping Prep review before labels are purchased.

## Handheld stop checklist

- Scan the stop location before working that stop.
- Scan the SKU or UPC before confirming a pick.
- Enter the real picked or short quantity for that bin allocation.
- If remaining work is being abandoned, use Skip to resolve the rest of that line.
- Return the fixed bins cleanly so packing can review Shipping Prep without resorting items again.



## Supervisor Quick Reference

Use this page as the short operational standard for rollout, exception handling, and training follow-up.

### When batch picking is a strong fit

- Many small eOrders share the same pick faces or nearby locations.
- The floor already uses tote carts or bins consistently.
- The warehouse wants fewer repeated aisle visits during peak volume.

### What Shipping Prep now adds

- Blocked rows show missing item weight or dimensions directly on batch detail.
- Eligible orders can receive a best-rate recommendation before packing starts.
- Manual Buy Shipping stays available for overrides and urgent exceptions.

### ONE-PAGE RECAP

- Select the eOrders and preview the route first.
- Create the Picking Batch only after the route and bin count look right.
- Wait for the picker to claim the Picking Batch on handheld.
- Scan location first, item second, then confirm quantity by bin.
- Keep one eOrder per bin through the full run.
- Use Shipping Prep to spot missing item data and early rates before buying labels.
- Use restore if a cancelled Picking Batch must be reopened.