

INTERNAL SUPPLY ORDER PICK LIST

Perform internal replenishment process of a par location.

1. Navigate to **Supply Administration > Mobile POU (SMS)** and select **Supply Order Pick**.
2. Enter the par location for replenishing as Destination Location.
3. Select **Continue**.
4. Select the items to replenish.
5. Select **Continue**.
6. Scan an item to confirm picking the item quantity. Enter lot, expiry date, and serial numbers when required.
7. Select **Continue**.
8. Repeat steps 6-7 until every item is picked.

9. At the "All Picks have been completed. Do you want to do putaways?" prompt, select Yes to proceed to the putaway process.
10. Scan the GTIN barcode or manufacturer barcode to confirm the putaway. If it is tracked, the information will auto populate with a GTIN. Otherwise, you must manually add it.
11. Select **Continue**.
12. Repeat steps 10-11 until all items are put away.
13. The system will return a "Putaway successful" message when the putaway process is complete. Select **OK** to finish.