

DIXANI - WAREHOUSE PICKING LIST

Order picking, shortage control and verification

Pick List No.		Pick Date		Order / Ref. No.		Customer / Department		Warehouse	
Picker		Priority		Route / Wave		Dispatch Deadline		Checked By	

#	SKU / Item	Description	UOM	Bin / Location	Ordered	Picked	Short	Batch / Lot	Expiry	Serial / Ref.	Status	Initials	Check	Exception / Short Reason	Remarks
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Order / request verified	Yes / No / N/A	Correct SKU picked	Yes / No / N/A	Qty verified	Yes / No / N/A	Batch / expiry verified	Yes / No / N/A
Location confirmed	Yes / No / N/A	Exceptions recorded	Yes / No / N/A	Final check completed	Yes / No / N/A	Ready for packing	Yes / No / N/A

GENERAL PICKING REMARKS / SHORTAGE OR EXCEPTION DETAILS

Prepared / Released By	Picked By	Checked By	Packing Handover
Name / Signature: _____	Name / Signature: _____	Name / Signature: _____	Name / Signature: _____
Date / Time: _____	Date / Time: _____	Date / Time: _____	Date / Time: _____

Operational template only. Adapt picking, batch/expiry, verification and dispatch controls to your organization's procedures.