



# Scanners and Data Entry

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# Introduction

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## Overview

This guide is designed to familiarize you with scanners, scanner systems, and bar codes.

The guide contains descriptions of basic scanners, explanations of where and how they are used, and a glossary of terms. You can take notes in your guide.

Working individually and in teams, you will be given practice exercises and activities to reinforce your understanding of scanners. You can refer to the guide and to your notes.

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## Objectives

When you have completed this material, you will be able to:

1. Describe the function of scanners used in the warehousing and distribution process.
2. Correctly retrieve data from some basic warehouse documents.
3. Accurately respond to some basic warehouse situations, using the scanner information given you.
4. Scan bar codes and identify errors.

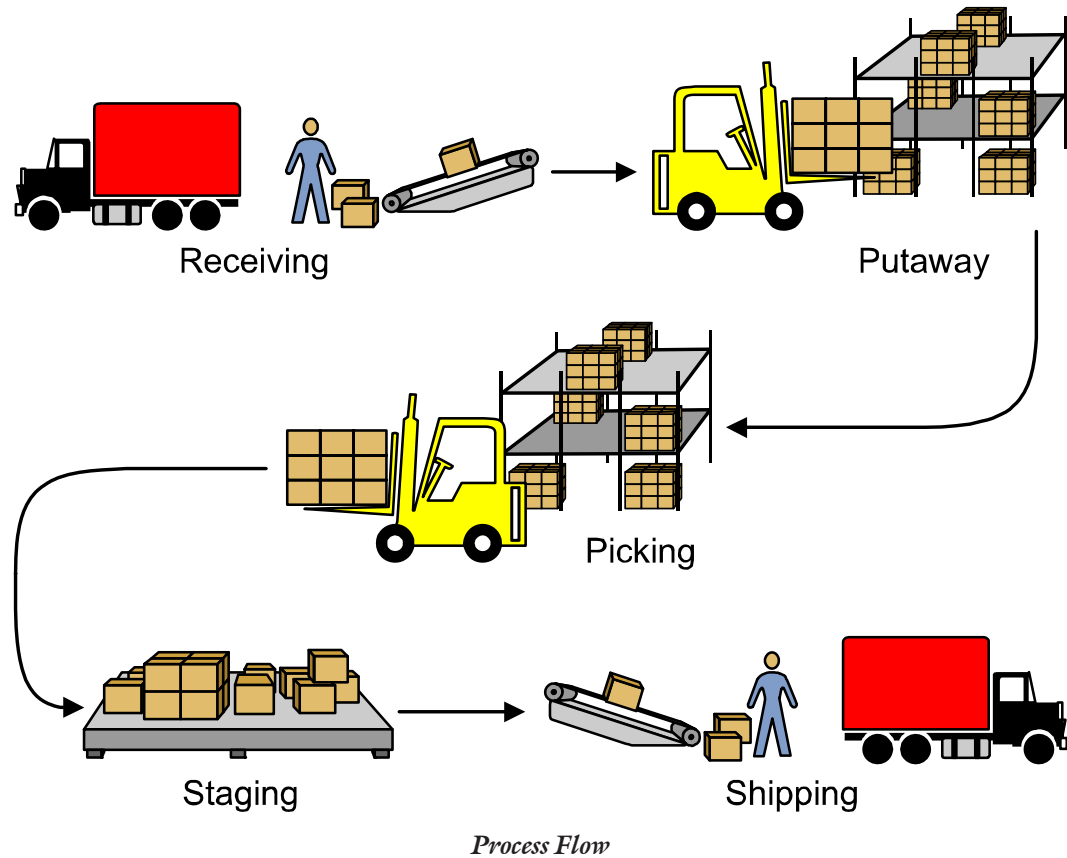
[illegible]



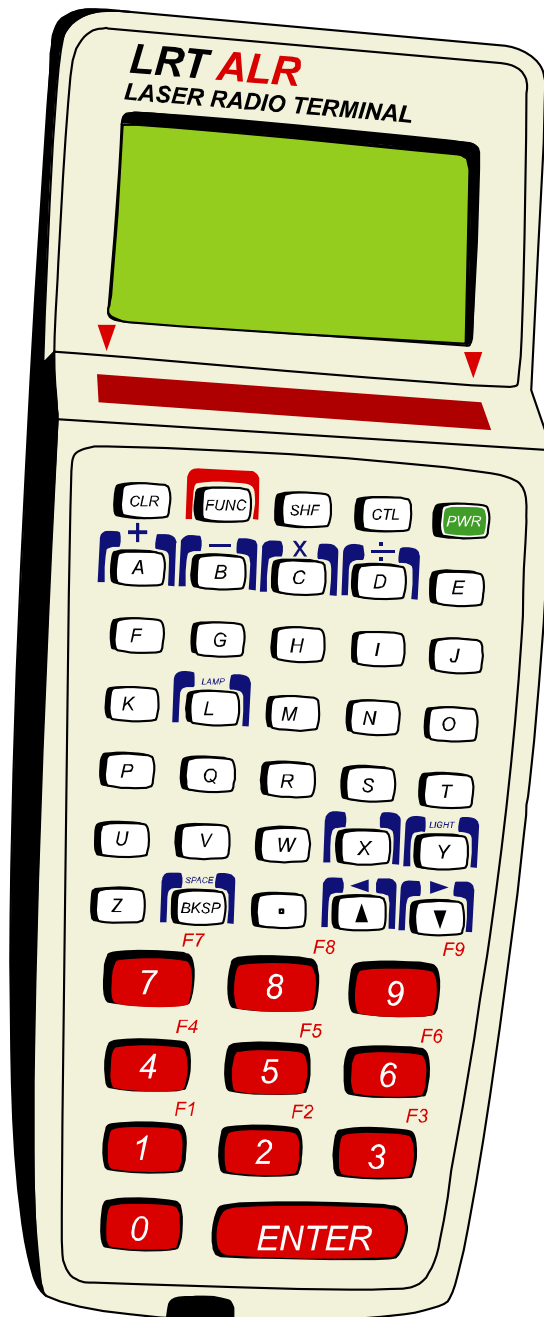


# Process Flow

The process flow of a warehouse includes Receiving, Putaway or Locating, Picking, Staging, and Shipping. The emphasis placed on each activity varies with the size and type of the operation.



Scanners may be used throughout the warehouse to communicate with inventory control. Inventory control is responsible for knowing where every item in the warehouse is, at any given time. Any authorized operator can input information or perform transactions with a scanner. These transactions are critical to the functioning of the warehouse.



*An RF Scanner*



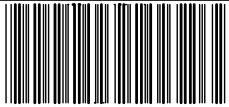
# Warehouse Overview

Here is an overview of what might happen in an average warehouse: When a truck arrives at the receiving dock, receiving personnel compare the Packing List to the Bill of Lading (BOL), both of which the trucker brings. These documents are compared to the Advanced Shipping Notice (ASN), and finally to the actual merchandise. If the documents match the merchandise, the merchandise is received and inventory control is notified.

OLD DOMINION FREIGHT LINE, INC. (ODFL) P.O. BOX 6908 - CHARLOTTE, N.C. 28260 (336-889-5000)															
FLO		MCN		Shipper B/L Number		Purchase Ord No		Type		Copy		4/27/00		RP	
O Car Cd		O Car Rev		ODFL Rev		O Car W/B No		Bill to Cd		Ttl No		W/B Date		Maybill Number	
								6813		651187		4/25/00		03100817513	
WACCAW DISTRIBUTION CENTER 550 GEORGE J BISHOP PARKWAY MYRTLE BEACH SC 29578						Dest I/L Car		ALMOR PLASTICS 350 WINSTON DRIVE MACON GA 30445				Page No		1 1	
D Car Cd		D Car Rev		ODFL Rev		Ack No		HADABABYITSABOY C/O WALKER AUDIT PO BOX 25964 CHARLOTTE NC 28229				P/C		C/O/G	
												C			
Haybill Number		O/Agt		B/Agt		Master Bill No						B/C		R/C	
03100817513												AC		DC	
		Description						Weight		AS Weight		Rate		Prepaid	
40		HANDLING UNITS: 40 UNITS OF TYPE CTNS CTNS GLASSWARE						670							
														Collect	
40		3102243				8080		95.22		670				C.O.D.	
Ttl Pag		Consign Cd		Shipper		Tariff		Due ODFL		Ttl Weight		Ttl AS Wgt		95.22	
RECEIVED IN GOOD CONDITION EXCEPT AS NOTED										Exceptions:					
By:										Driver:					
Company:										Date:					
Seal (if Apple)										Date Del'd					
										CASH <input type="checkbox"/> CHK <input type="checkbox"/> CHG <input type="checkbox"/>					
										Total Prepaid Total Collec					
										DELIVERY RECEIPT					

*Receiving Document*

Product identification labels are generated and attached to the product as the truck is unloaded. Inspection for damage is conducted and quantities are checked. The merchandise may be sorted according to whether it is to be crossdocked, putaway, sent to breakout for repacking, or, if a manufacturing facility is attached, sent to manufacturing. The merchandise will receive a different label according to its destination. A material handler will move the merchandise to its designated location.

<b>123121-5</b>	
ASN: 509772 PO: 04677 VND: 61200-SHORE CANT TKT NBR: 000270273	CONTAINER FOL THREE PACK 01 228 FULL BOXES
QUANTITY 228 LOAD NBR 1 OF 1 SKIP LOT: CREATED: 29FEB00 10:06 BY:	

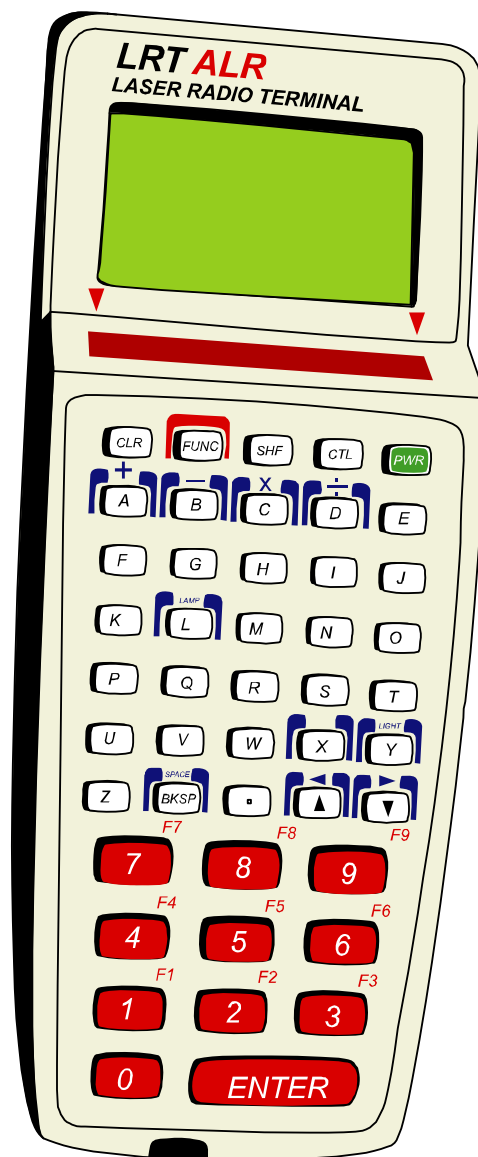
*Locating Label*

If the merchandise is to be putaway, the warehouse’s WMS (Warehouse Management System) may tell the material handler where to put it (will display this information on the scanner screen), an inventory control associate may direct the material handler where to put it, or the material handler may decide where to put it. In any case, where scanners are used, the identifying label is scanned and the location label is scanned. This transaction tells inventory control where the merchandise has been located. If bar coding is not available, the scanner operator will need to key in the needed information. *Please note* that keying in information *greatly* increases the rate of errors; scan whenever you can.



*Location ID*

When a customer order comes in, merchandise is picked from the location to be sent to that customer. The system may tell the material handler where to pick and how much to pick, displaying it on the scanner screen. Or the material handler may be given a Pick List from which to work. In either case, the location is scanned and the label on the merchandise is scanned to update inventory. If bar coding is not available, the scanner operator will need to key in the needed information.



Scanner Keypad

The process is similar with crossdocked, consolidated, or flow-through material.

In staging, sometimes called packing, the merchandise is made ready for shipment. If it is palletized, it may be stretch-wrapped or banded. If it is containerized, packing materials may be added. Inventory control is notified and labels are generated and attached. The labels are scanned as the merchandise is loaded on the truck to tell inventory control that the customer's order has been filled.

To summarize, whenever product is moved, the change in inventory must be recorded with inventory control. The scanner communicates with the inventory control computer by way of radio signals (RF: Radio Frequency) or by downloading via cable. The communication may be initiated by scanning a bar code or by keying in the pertinent information. *These communications are crucial*; it does not matter if we have the product that the customer wants, if we can't find it.



# Using the Scanner

Communicating with inventory control is what using scanners is all about.

---

## Safety

Scanner operators must:

- Never look into the beam of a “laser” scanner.
- Never point the laser beam scanner at another person.

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## Quality

Scanner operators must:

- Use extra care when keying in information.
- Double check all information, especially if it has been manually keyed.
- Make sure documents that should match, do match.

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## Receiving

**Note:** The following procedures will be performed by utilizing a computer based training module. You instructor will give you specific instructions.

To receive product into the warehouse, do the following.

Birdseed, Wild	2651478
American Seed	50 lb
P.O. 458642584	01/29/02
SKU	21235



21235

*Barcode SKU21235*



*Putaway Staging Area Barcode P.001*





1. From the Main Menu select “**1**” for Receive.
2. Scan the SKU barcode or manually enter the SKU using the keypad.
3. If entering manually, press **ENTER**.
4. Enter received quantity using the keypad. Press **ENTER**.
5. Scan Putaway Staging Area barcode or enter location (**P.001**) using keypad. If entering manually, press **ENTER**.
6. Verify SKU, Quantity, and Location. If correct, enter a “Y” and then press **ENTER**. If not correct, key a “N”, press **ENTER** and re-key data.

---

## Locating/Putaway

To place product into a location in the warehouse, do the following.

Birdseed, Wild	2651478
American Seed	50 lb
P.O. 458642584	01/29/02
SKU	21235



21235

*Barcode SKU21235*



*Location Barcode R.045.002.B*



1. From the Main Menu select “**2**” for Locate.
2. Scan the SKU barcode or manually enter the SKU using the keypad.
3. If entering manually, press **ENTER**.
4. Enter quantity using the keypad. Press **ENTER**.
5. Select a location.
6. Scan location barcode or enter location using keypad. If entering manually, press **ENTER**.
7. Verify SKU, Quantity, and Location . If correct, enter a “Y” and then press **ENTER**. If not correct, key a “N”, press **ENTER** and re-key data.

---

## Picking

To pick product to fill an order, do the following.

### Pick List

SKU	Description	Quantity	Order #
21235	Birdseed Wild	50 Each	AABS00235
21652	Seed, Songbird	30 Each	AABS00240
41855	Birdcage, Large	14 Each	AABS00238
65544	Birdcage, Bamboo	12 Each	AABS00217
56433	CD, Birdcalls SE	20 Each	AABS00236

Birdseed, Wild	2651478
American Seed	50 lb
P.O. 458642584	01/29/02
SKU	21235
	
21235	

*Barcode SKU 21235*



Seed, Songbird 2651559

American Seed 30 lb

P.O. 458642584 01/29/02

SKU 21652



*Barcode SKU 21652*

Birdcage, Large 545-110

Juarez Metal 14 ea

P.O. 458692214 02/15/02

SKU 41855



*Barcode SKU 41855*

Birdcage, Bamboo 4444-01

Oriental Imports 12 ea

P.O. 458635219 02/14/02

SKU 65544



*Barcode SKU 65544*

CD, Birdcalls SE 134-223

Songbird Records 20 ea

P.O. 458692451 03/05/02

SKU 56433



*Barcode SKU 56433*



1. From the Main Menu select “**4**” for Pick.
2. Using the pick list, manually enter the first order number. Press **ENTER**.
3. Scan the SKU barcode or manually enter the SKU using the keypad.
4. If entering manually, press **ENTER**.
5. Enter quantity using the keypad. Press **ENTER**.
6. Verify SKU, Quantity, and Order number. If correct, enter a “Y” and then press **ENTER**. If not correct, key a “N”, press **ENTER** and re-key data.
7. **Pick List Complete? Y/N.** Select “N”
8. Repeat steps 2-7 until Pick List is complete.
9. **Pick List Complete? Y/N.** Select “Y”

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## Transfer

To move boxes from an existing location to a different location, same SKU.

Birdseed, Wild	2651478
American Seed	50 lb
P.O. 458642584	01/29/02
SKU	21235



21235

*Barcode SKU21235*



*Current Location Barcode R.045.002.B*



*New Location Barcode R.026.016.A*





1. From the Main Menu select **“3”** for Transfer.
2. Scan the SKU barcode or manually enter the SKU using the keypad.
3. If entering manually, press **ENTER**.
4. Screen displays **“From What Location?”**
5. Scan current location barcode or enter current location using keypad. If entering manually, press **ENTER**.
6. Enter quantity using the keypad. Press **ENTER**.
7. Screen displays **“To What Location?”**
8. Select new location.
9. Scan new location barcode or enter new location using keypad. If entering manually, press **ENTER**.
10. Verify SKU, quantity, old Location, and new Location. If correct, enter a **“Y”** and then press **ENTER**. If not correct, key a **“N”**, press **ENTER** and re-key data.

---

## Inquiries

If you find an empty bin that should contain product do the following.



*Location Barcode R.045.002.A*

### Location Inquiry

1. From the Main Menu select “5” for Inquiry.
2. Select “L” for Location Inquiry
3. Scan the Location barcode or manually enter the Location using the keypad. Press **ENTER**.
4. Screen Displays SKU and Quantity in that Location.
5. Screen Displays **Another Inquiry? Y/N**. Select “N”



## SKU Inquiry

Birdcage, Large	545-110
Juarez Metal	14 ea
P.O. 458692214	02/15/02
SKU	41855



41855

*SKU Barcode 41855*

1. From the Main Menu select “5” for Inquiry.
2. Select “S” for SKU Inquiry
3. Scan the SKU barcode or manually enter the SKU using the keypad.  
Press **ENTER**.
4. Screen Displays Location and Quantity of the SKU.
5. Screen Displays **Another Inquiry? Y/N**. Select “N”

---

## Cycle Count

To perform a Manual Cycle Count, do the following.



*Location Barcode R.045.002.A*

1. From the Main Menu select “6” for Cycle Count.
2. Scan the Location barcode or manually enter the Location using the keypad. Press **ENTER**.
3. Screen displays SKU Number.
4. Physically count the quantity of items for that SKU.
5. Enter Quantity using keypad. Press **ENTER**.
6. If quantity entered matches the quantity in the system, Screen **Displays “Count Correct”**. If quantity entered does not match quantity in system, notify supervisor.
7. Screen Displays **“Continue Cycle Count” Y/N**. Select “N”



# Retrieving Data from Documents



Ticket Number

Quantity

<b>123121-5</b>	
ASN: 509772 PO: 04677 VND: 61200-SHORE CANT TKT NBR: 000270273	CONTAINER FOL THREE PACK 01 228 FULL BOXES
QUANTITY: <b>228</b> 1 OF 1	
SKIP LOT: CREATED: 29FEB00 10:06 BY:	

*Location Label*

Quantity

R		Req	Pieces	UOM	Dept	MWS
Part Number			<b>30</b>	<b>EACH</b>	ROS	REQ
<b>141225</b>		<b>LM</b>			REQ DATE: <b>03/02/00</b>	REQ TIME: <b>04:03 AM</b>
Description		Requisition Nbr		By:	Needed:	
CONNECTOR-120 DEG 3-WAY		<b>0396640</b>		M8	03/02/00 05:30 AM	
				Drop Zone:		
<b>30 E27C06</b>				<b>#3HRDE</b>		
						

Location

*Material Requisition*

SKU

SKU

04325974

FIESTA 10" S/P SET YELLO2580-4165

11111 COPCO

PO # 4200000063

RCV # 5000003790

TOTAL MASTER PK CASES 25 EA IN M-P

TOTAL INNER PK CASES 25 EA IN I-P

# OF I-P IN MASTER PACK 1

Drop Zone ZONE 001 SLOT 01-46-4M

SKU # 04325974

REC # 5000003790

PO # 4200000063

# CASES

DATE

ASSOC

PUTAWAY

*Product ID Label*



# Hands-on Activities

This section of the Participant Guide provides hands-on usage of a laser scanner. The scanner will be connected to a Windows-based computer. Barcode labels will be scanned and the data input into a Microsoft Excel spreadsheet.

Initially, you will gain experience using the device by scanning UPCs from common items in the classroom.

Working individually, you will complete each of the activities by scanning the barcodes on the labels and determining the types of errors. The types of errors include:

- Will not scan.
- Garbled information.
- Wrong item received.
- Wrong quantity received.

In some cases, you will be given enough information to determine the cause of the error.

Finally, you will have to “putaway” several items by scanning the labels on the items then scanning the labels on the locations.

**Caution:** These scanners emit laser light. Scanner operators must:

- Never look into the laser beam.
- Never point the laser beam at another person.

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## Activity #1

Locate and scan at least five UPCs on common items found in the classroom.  
Record the UPCs and descriptions in the space below.





## Activity #2

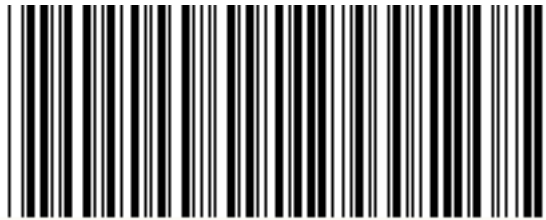
Scan the four labels. Compare the information on the labels to the information scanned. Identify any errors and their causes in the space below.

Birdcage,Bamboo 4444-01

Oriental Imports 120 ea

P.O. 458635219 02/04/02

SKU 65544

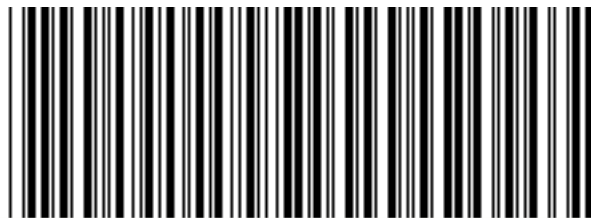


Cage Liner 51-21-44

Southeast Paper 1000 yds

P.O. 458612127 01/06/02

SKU 52227

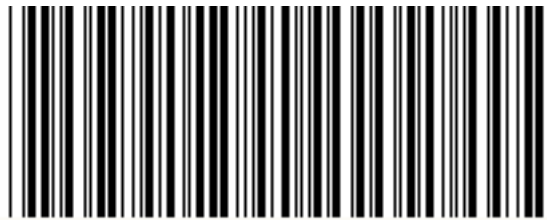


Birdseed, Wild 2651478

American Seed 6000 lbs

P.O. 458642584 01/29/02

SKU 21235



Mirror 4486

China Glass 720 ea

P.O. 458671111 02/07/02

SKU 36521





## Activity #3

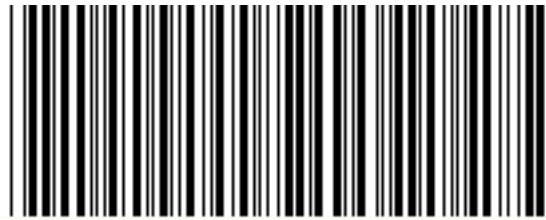
Scan the four labels. Compare the information on the labels to the information scanned. Identify any errors and their causes in the space below.

Suet 2651899

American Seed 600 lbs

P.O. 458621235 12/29/01

SKU 25697



Cage Hangers 545-1268

Juarez Metal 75 ea

P.O. 458692214 02/15/02

SKU 41853

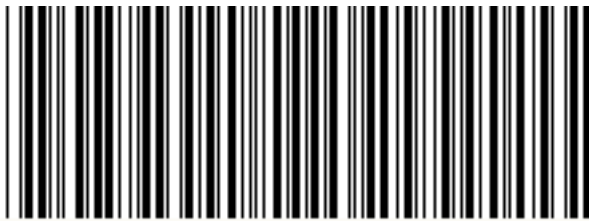


Cage Stand 545-1275

Juarez Metal 75 ea

P.O. 458692214 02/15/02

SKU 41854

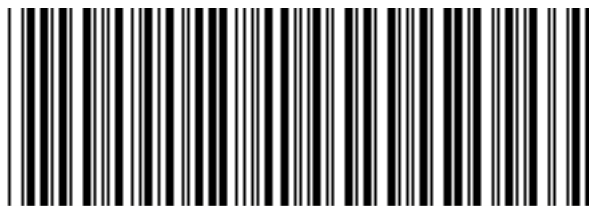


Liner, Rod 51-21-69

Juarez Metal 144 ea

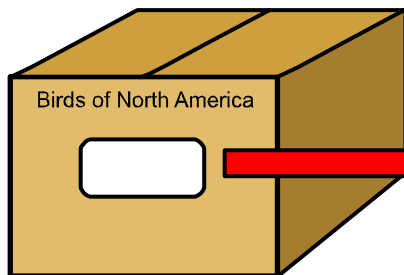
P.O. 458612127 01/06/02

SKU 52236



## Activity #4

Scan the four labels. Compare the information on the labels to the information scanned. Identify any errors and their causes in the space below.

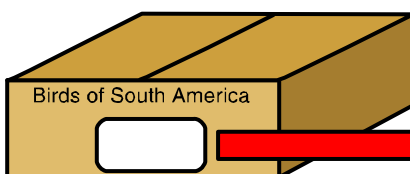
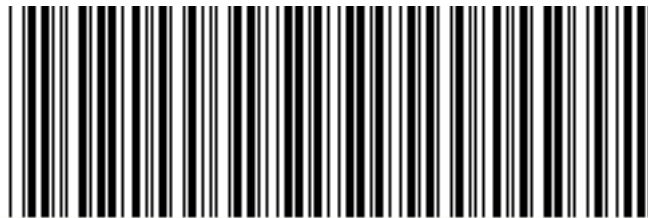


Book, Bds of NA 65245901

Bird Press 60 ea

P.O. 458624247 02/21/02

SKU 45877



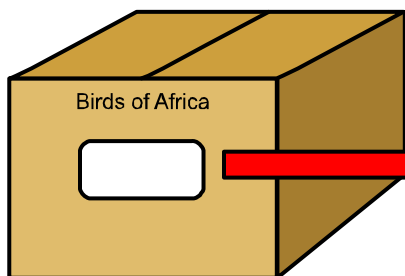
Book, Bds of SEA 65245888

Bird Press 30 ea

P.O. 458624247 02/21/02

SKU 45862



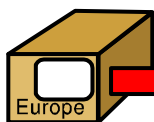


Book, Bds of Afr 65245897

Bird Press 60 ea

P.O. 458624247 02/21/02

SKU 45872



Book, Bds of Eur 65245898

Bird Press 60 ea

P.O. 458624247 02/21/02

SKU 45241





## Activity #5

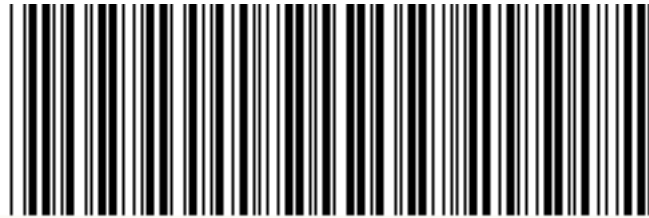
Scan the four labels. Compare the information on the labels to the information scanned. Identify any errors and their causes in the space below.

Nectar, Hummin 2651559

American Seed 600 gal

P.O. 458642584 01/29/02

SKU 21897

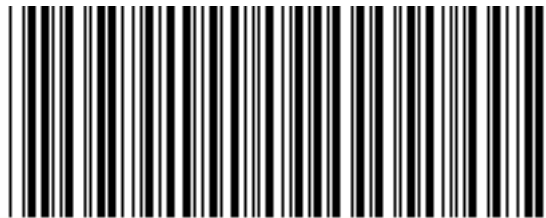


Seed, Songbird 2651441

American Seed 2000 lbs

P.O. 458642584 01/29/02

SKU 21652

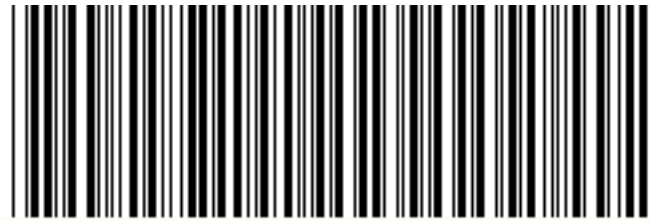


Squirrel Screen 4264-01

Oriental Imports 200 ea

P.O. 458635219 02/04/02

SKU 64765



Clock, Songbird 221

Canadian Novelty 288 ea

P.O. 458674742 11/02/01

SKU 61875







## Activity #6

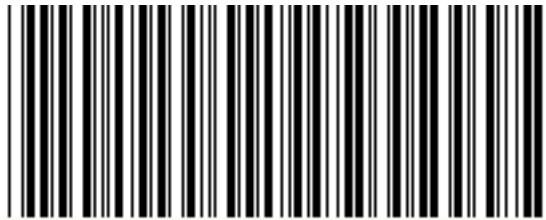
Scan the four labels. Compare the information on the labels to the information scanned. Identify any errors and their causes in the space below.

Birdbath 48-444-02

Montana Ceramic 80 ea

P.O. 458674741 02/02/02

SKU 59842



Birdcage, Large 545-1110

Juarez Metal 75 ea

P.O. 458692214 02/15/02

SKU 41855

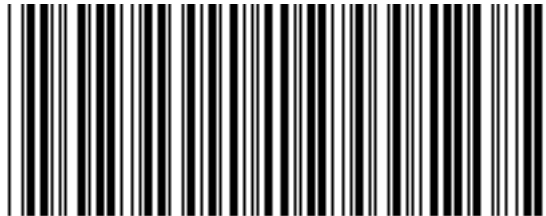


Birdcage, Small 545-1111

Juarez Metal 75 ea

P.O. 458692214 02/15/02

SKU 41856



Vitamins, Canary 2647881

American Seed 200 Btls

P.O. 458692215 02/15/02

SKU 45996

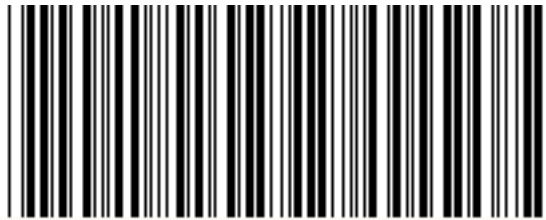




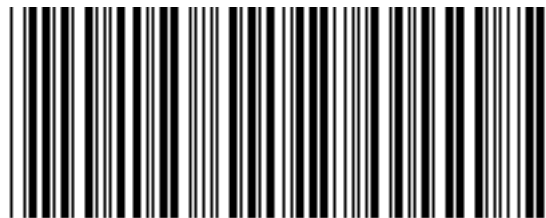
## Activity #7

Scan the four labels. Compare the information on the labels to the information scanned. Identify any errors and their causes in the space below.

CD, Birdscalls NE    134-221  
Songbird Records    144 ea  
P.O. 458692451    03/05/02  
SKU   56441



CD, Birdscalls NW    134-222  
Songbird Records    144 ea  
P.O. 458692451    03/05/02  
SKU   56342



CD, Birdscalls SE 134-223

Songbird Records 144 ea

P.O. 458692451 03/05/02

SKU 56433

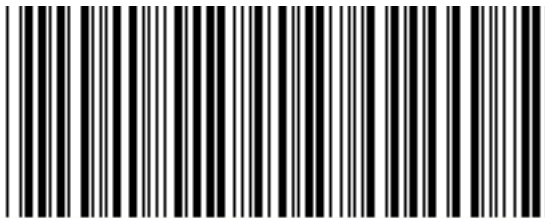


CD, Birdscalls MW 134-224

Songbird Records 144 ea

P.O. 458621235 02/04/02

SKU 56434





## Activity #8

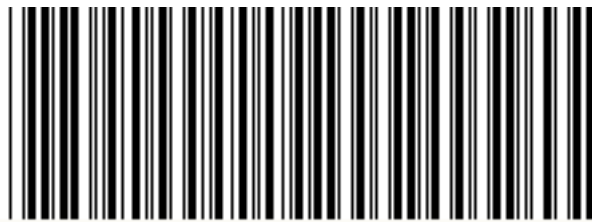
Scan the four labels. Compare the information on the labels to the information scanned. Identify any errors and their causes in the space below.

Handbook, Parake 45235911

Bird Press 120 ea

P.O. 458624247 02/21/02

SKU 35892

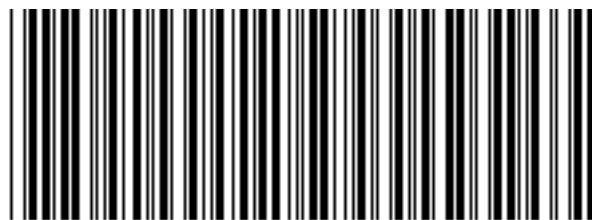


Handbook, Canary 45234852

Bird Press 120 ea

P.O. 458624247 02/21/02

SKU 35893

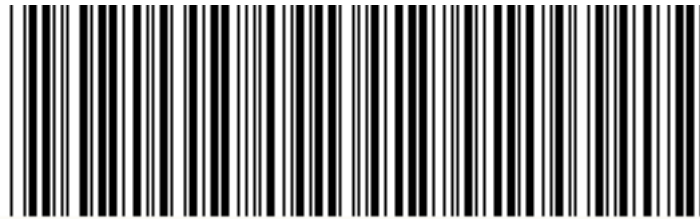


Cage Cover, Larg 4-468-08

Montrell Inc. 360 ea

P.O. 458674259 01/25/02

SKU 45831

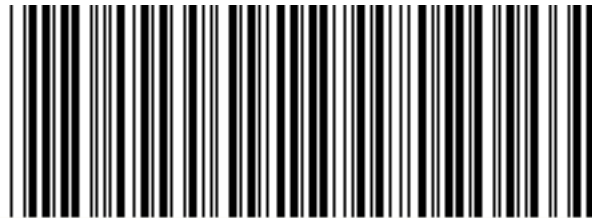


Cage Cover, Small 4-468-05

Montrell Inc 360 ea

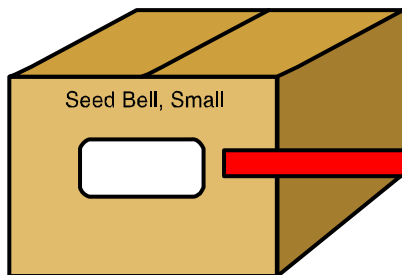
P.O. 458674259 01/25/02

SKU 39840



## Activity #9

Scan the four labels. Compare the information on the labels to the information scanned. Identify any errors and their causes in the space below.

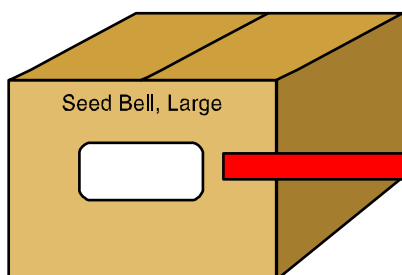
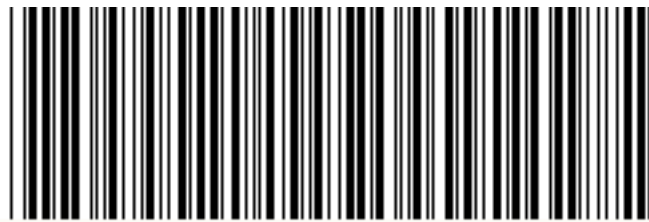


Seed Bell, Small 2651636

American Seed 120 ea

P.O. 458642584 01/29/02

SKU 31459

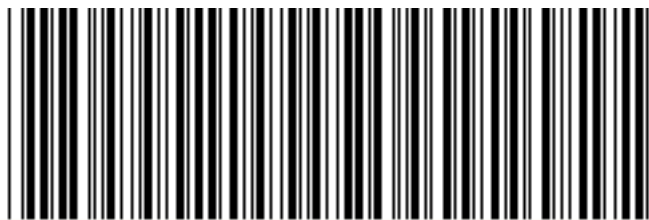


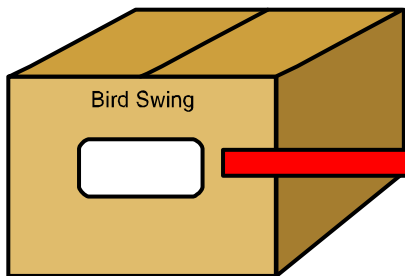
Seed Bell, Large 2651363

American Seed 360 ea

P.O. 458642584 01/29/02

SKU 31458



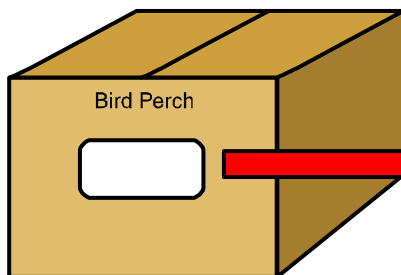
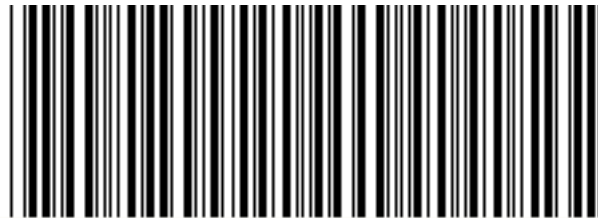


Bird Swing 586-4578

Asian Plastics 450 ea

P.O. 458621235 02/04/02

SKU 64585



Perch 526-2159

Asian Plastics 450 ea

P.O. 458621235 02/04/02

SKU 35842





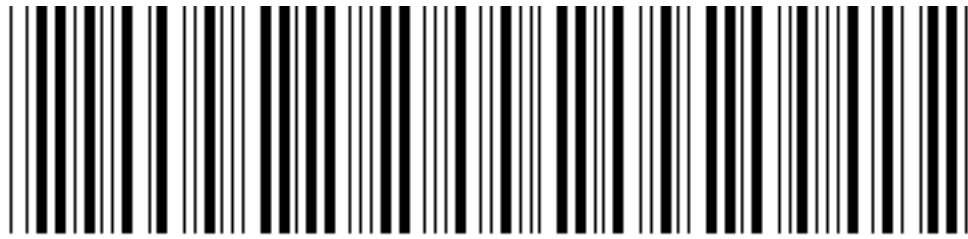


## Activity #10

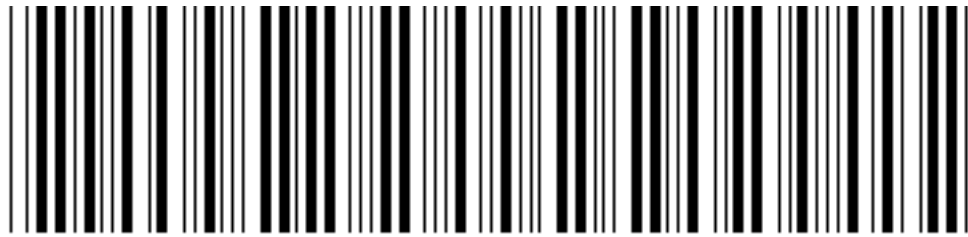
Put the following items into the designated racks by scanning the item label then scanning the location label. You will find the item labels in the previous activities. Notify the instructor immediately if you make an error.

SKU#	Description	Location
35842	Bird Perch	R.006.006.B
56433	CD, Bird Calls of the Northwest	R.021.014.C
24652	Songbird Seed	R.001.010.B
45877	Book, Birds of North America	R.037.005.C
39840	Cage Cover, Small	R.045.002.B
41853	Cage Hanger	R.001.001.A
52227	Cage Liner	R.007.006.D
41856	Birdcage, Small	R.033.002.D
56441	CD, Bird Calls of the Northeast	R.021.014.B
61875	Songbird Clock	R.007.007.C

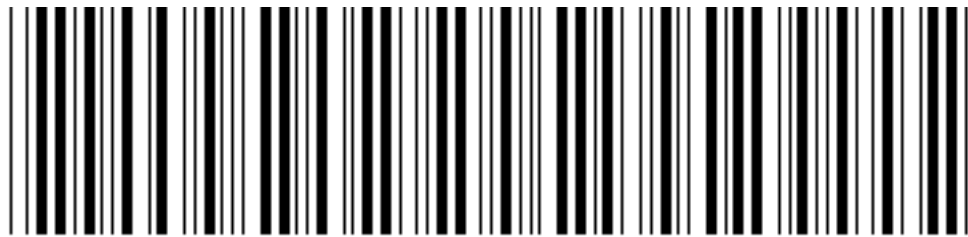




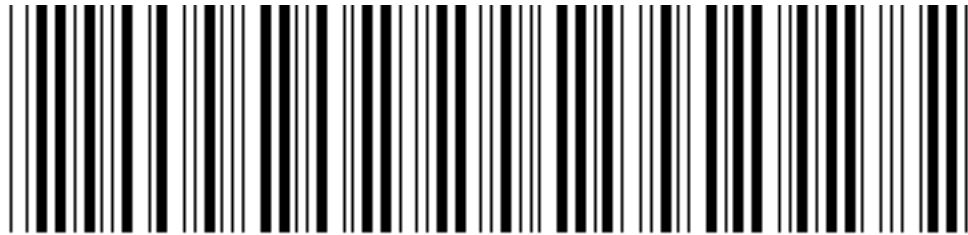
R.033.020.D



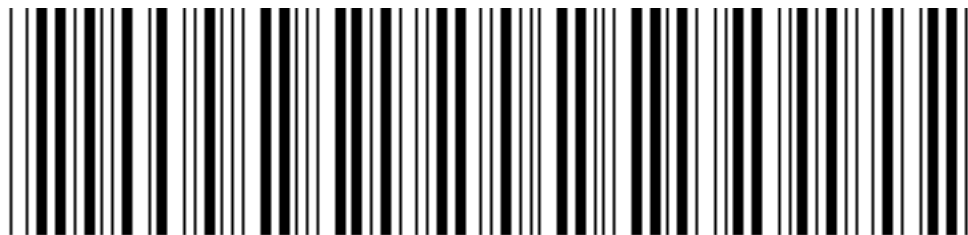
R.033.002.D



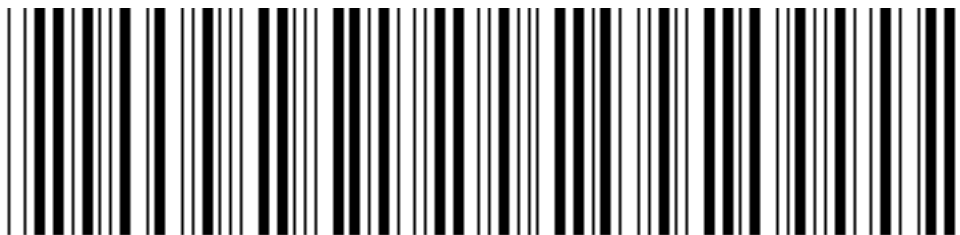
R.021.014.B



R.021.014.C



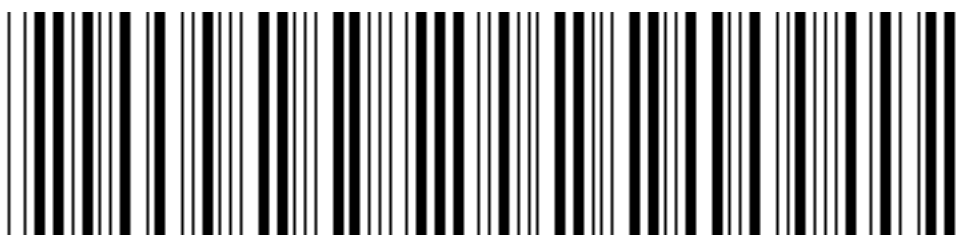
R.001.001.A



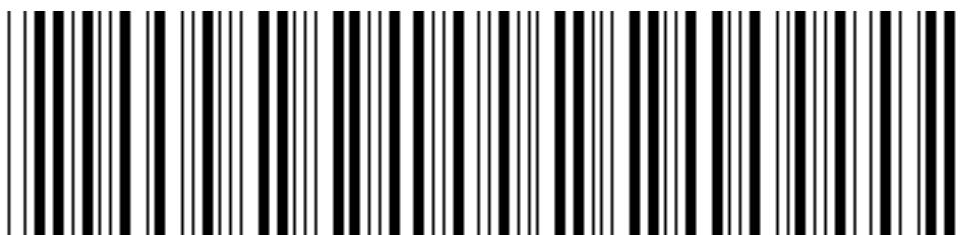
R.001.010.B



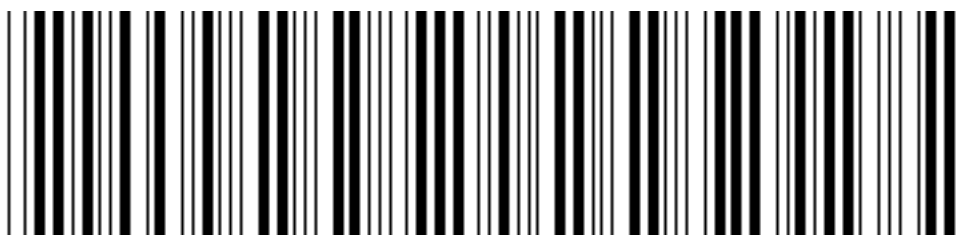
R.006.007.D



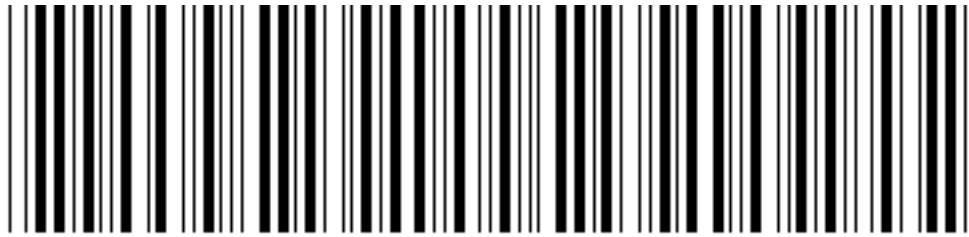
R.007.006.D



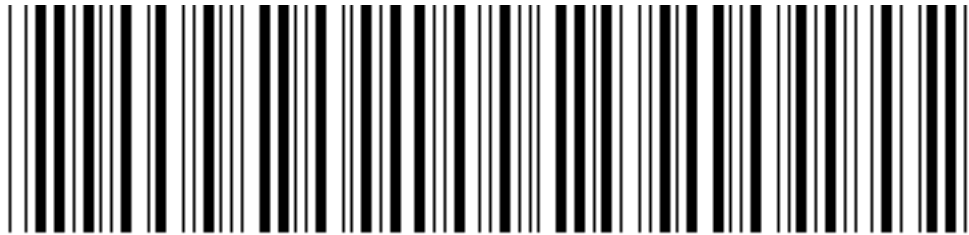
R.006.006.B



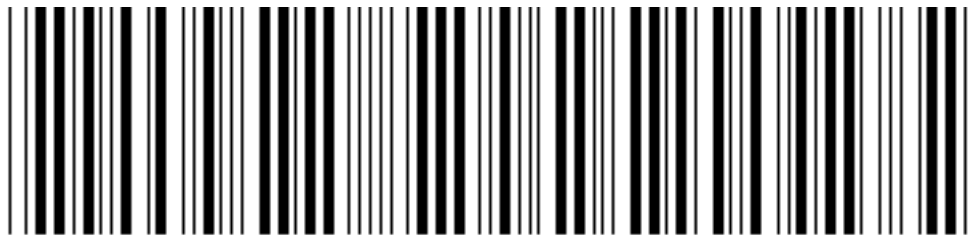
R.007.007.C



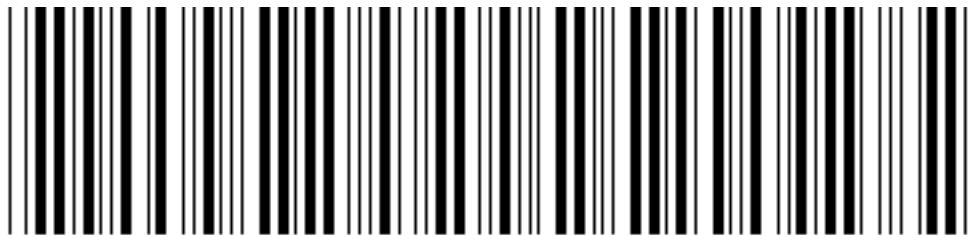
R.016.016.A



R.026.016.A



R.037.005.C



R.031.005.C



# Summary

Hand-held scanners may be used throughout the warehouse to receive, locate, pick, stage, and ship merchandise. They may be used to track every movement of every item. Usually, bar codes are used to identify the items and locations. If bar coding is not available, the required information must be keyed into the scanner. The scanner communicates with the inventory control computer by way of radio signals (RF: Radio Frequency) or via download cable. These communications are crucial; whenever product is moved, the change in inventory *must* be recorded with inventory control.

[illegible]



# Glossary

<b>AGV's</b>	Automated Guidance Vehicles.
<b>Backhauling</b>	Hauling goods back from the destination to the warehouse on a trailer that would otherwise return empty.
<b>Bar Code</b>	A series of thick and thin lines that translate into an identifying number.
<b>Breakout</b>	Unpacking a pallet and repacking the goods into smaller units.
<b>Consolidation</b>	Combining smaller shipments into one larger shipment.
<b>Continuous Movement</b>	A unit of goods (usually a pallet) is picked off a truck and transported directly over to an outbound truck. The product literally never touches the floor.
<b>Conveyors</b>	Moving belts that transport goods, materials, boxes, etc.
<b>Crossdocking</b>	Receiving a shipment and shipping it to its destination without putaway.
<b>Cube</b>	Volume. The “cube” of a pallet is its volume (how much space it takes up).
<b>Cycle Counting</b>	The process of counting inventory items throughout the year on a schedule so that all items are counted at least once a year.

<b>Distribution Center</b>	A warehouse that moves goods quickly in and out with little or no storage time.
<b>ERP (Enterprise Resource Planning)</b>	Extremely sophisticated software that ties all aspects of a business together.
<b>Expediter</b>	A worker whose specific task is to rush an order, a shipment, a requisition, or a problem resolution.
<b>Flow-through</b>	Product is received, has a value-added service performed (such as labeling, special packaging, pricing), and is shipped; crossdocking with value added.
<b>Inventory Management</b>	The process of tracking the location of every pallet, carton, or item in the warehouse.
<b>Inventory</b>	All the items in the warehouse.
<b>JIT</b>	Just-In-Time delivery; assumes no storage; goods go direct from supplier to customer, arriving exactly when they are needed.
<b>Kan Ban</b>	A system of cards used to notify workers when stock needs replenishing.
<b>License Plate</b>	A bar code placed on a pallet or shipment to give it an identity.
<b>Lift Truck</b>	LP gas- or battery-powered vehicle that is capable of lifting very heavy loads (if outdoors, may use propane gas or diesel fuel).





<b>Locating/Putaway/ Slotting</b>	Placing an item in a specific location, from which it can later be retrieved.
<b>Logistics</b>	Planning and achieving the flow and storage of goods, services and information to meet customer needs.
<b>LTL</b>	Less-Than-Truckload.
<b>Material Handling</b>	A term used for any activity that has to do with moving materials or goods.
<b>OEM</b>	Original Equipment Manufacturer.
<b>OS&amp;D's</b>	Overstocks, Shortages, and Damage
<b>Pick-to-Light</b>	A system in which lights and LED displays show operators where to pick product.
<b>Picking</b>	Taking requested items out of their locations.
<b>Pipeline</b>	Refers to the entire supply chain - supplier to customer.
<b>Put-to-Light</b>	Lights and LED displays show operators where to store product.
<b>Putaway/Locating/ Slotting</b>	Placing an item in a specific location from which it can later be retrieved.
<b>QA</b>	Quality Assurance; makes sure the received items are exactly as ordered (or the to-be-shipped items are exactly as ordered).

<b>Radio Frequency Scanner</b>	A scanner that communicates with the inventory control computer or system via radio signals.
<b>Receiving</b>	The process of unloading a shipment, making sure the items are correct and undamaged and that all the paperwork is correct, and logging the shipment into the inventory control system; the area where these activities take place.
<b>Replenishment</b>	Replacing materials that have been picked out of locations.
<b>Scanners</b>	Devices that use a laser to read identifying bar codes.
<b>Shipping</b>	The process of packing, loading, and transporting a shipment of goods to meet customer requirements; the area where the staging and loading take place.
<b>SKU</b>	Stock-Keeping Unit; an item.
<b>Sorting/Sortation</b>	The process of moving items into different areas according to what they are or where they are going Sortation often uses conveyors and high-speed scanning devices.
<b>Staging</b>	Placing items that belong together in one area (for example: all items to be shipped to one customer).
<b>TI/HI</b>	Gives the number of cartons per layer, and the number of layers to be stacked on a pallet.
<b>UPC</b>	Universal Product Code.



**Warehouse**

Usually refers to areas or buildings where goods will be stored for a period of time, until they are needed.

**Wave Picking**

Picking all of one item at one time, even though the item may be distributed to different destinations; a kind of batch picking.

**WIP**

Work In Process.

**WMS**

Warehouse Management System; software to manage the activities of the warehouse.

