

Your guide to
**WAREHOUSE
PICKING**



In this guide

At Bitlog we put a lot of effort into developing a scalable and user-friendly product. Our goal is to continue assisting our customers in their efforts to grow and adapt to new challenges. Including new ways of picking orders.

Bitlog WMS can be configured to handle all types of picking, from the simplest to the most advanced types normally only available in high-end WMS systems!

**Sincerely,
The Bitlog Team**

Get Started



The equipment you need

When picking orders with a digital WMS, you need a smartphone or tablet. To scan the article, pallet or shelf, you can use a Bluetooth scanner or the camera on your device using the Bitlog WMS Camera Wizard.

- **The Bitlog WMS Camera Wizard:** App users can use the device's camera to scan barcodes and see general information about bins or items in a fraction of a second.

The steps of *traditional* order picking

- **Planning.** To have an efficient picking process, it is critical to know what should be picked and when. In some cases, picking proposals are planned and created in an ERP system; in more advanced WMS systems, it is done within the WMS.
- **Routes and travel.** It is critical to understand how to pick orders in the most effective way in order to increase productivity. If you are in e-commerce, you almost certainly pick many orders simultaneously. But if you work in B2B, you probably pick larger orders separately. An efficient process entails storing the items in the best location (high runners close to packing and low runners further back, or in some cases, items frequently ordered together close to each other) and functionality to combine the best orders in a batch picking proposal to efficiently pick many orders at the same time. This is a complicated subject that must be tailored to the needs of each company.
- **Product selection or retrieval.** The most errors occur during the picking process. One simple way to avoid mistakes is to use scanners to verify product barcodes. However, a user-friendly digital interface is equally important for achieving an efficient and secure picking process. For some businesses, automation such as Autostore can increase productivity even further.
- **Packing, Consolidation and verification.** If you do not finalize the picking box while picking, you must pack the selected item into a shipment box. In larger warehouses, you may also need to combine picks from various areas into a single shipment box. For some businesses, scanning the item at the packing stations can provide additional verification.
- **Transport-labels and dispatch.** This can be automated if conveyors are used by printing the transport label in the conveyour system. If not, then the transportation label should be applied at the previous step. Dispatch areas can also be useful (especially in B2B) if customers pick up shipments themselves, or if you want to pack the order days ahead of time.
- **Returns.** *An efficient return process is critical, especially in e-commerce, where returns are frequent.*

Ways of Picking

The most used picking methods by Bitlog users

Bitlog WMS can support any picking method that works best for your warehouse. The following is a compiled list of the most popular methods of manual order picking among Bitlog users.

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1. Single Order/Proposal

The easiest way to pick an order (or proposal as multiple orders can be picked together) is to pick it order by order. This type of picking is often used for B2B and large shipments to customers.

Key features:

- Pick one or many orders to the same customer with ease.
- Put each item directly on pallets or in boxes; this allows for a delivery note that specifies the content per pallet/box.



2. Cross-Docking and Single-Batch Picking

Do you get a lot of one-line orders or customers who order products you don't have in stock?

Cross docking is used to transfer incoming goods directly to outbound goods. Bitlog will automatically select this type of order, saving you time!

When you have one-line sales orders that you want to pick as quickly as possible, you should use single-batch pick. With this method, you can pick multiple orders in one load carrier at the same time, confirm the pick by scanning the item, and automatically print the freight labels and delivery note.

Key advantages:

- Collecting up to 100 items/orders at once
- Simply scan the item at a packing station to print all necessary documents.





Bitlog increased
the speed at
our picking and
packing stations
by **more than**
40%

Magnus Olsson
Care of Carl

[Read case and watch the video interview here](#)

3. Trolley with Boxes

Pick multiple orders/proposals and place them in the box that will be shipped to the customer. To make this work, you must have dimensions on all items in order to get the correct box proposed.

When you begin picking, labels with suggestions for box sizes are printed. The box label is scanned when picking.

When is this picking method most appropriate?

- Picking heavy or numerous items
- It works best when combined with conveyour.

Key features:

- Handles different sizes of boxes with volume/weight control
- Optimizes picking route to walk shorter distances
- Easy set-up of new type of trolleys.



4. Trolley with Picking Bins

Pick multiple orders/proposals directly into the bins:

- This picking method is normally used when working with conveyours
- Each bin will have a predefined ID and when picking the bin label is scanned





5. Family Picking (Zone Picking)

Family picking is when you pick in different picking zones independently, if the customer also has items to pick in other zones, the picked items will be sent to a consolidation area before being packed and shipped to the customer.

Important feature:

- Handles families and consolidation automatically based on the weight/volume of the picking proposal.



6. Voice picking

Voice picking is a crucial element in modern warehousing.

It allows warehouse workers to operate hands-free. By speaking commands and receiving verbal instructions, voice picking streamlines the order fulfillment process, enhancing accuracy and productivity.

7. Relay Picking

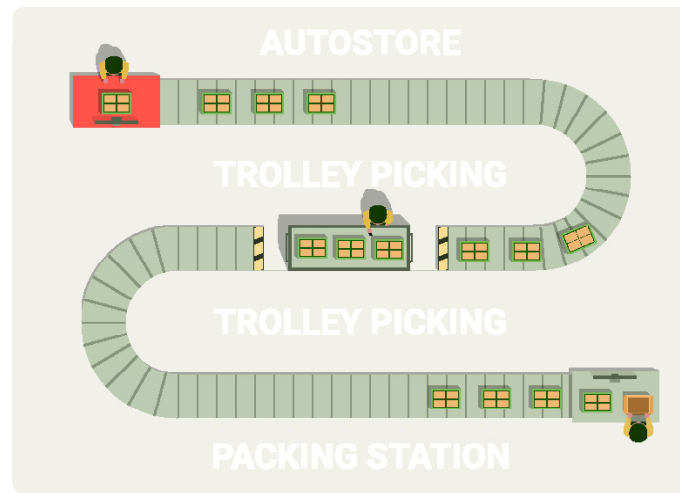
If you have conveyors and want to combine automation and manual batch picking, this is the best picking method.

Key benefits:

- Bitlog will recommend the best Relay picking route based on volumes, zones, and products.
- Even if there are multiple zones/areas and different picking methods, pick in the same bin.
- Reduces the need for consolidation (family picking) to save time.
- The bin will be automatically directed to the next “relay leg” by the conveyor.

Key features:

- Pick from the same bin even if the items are in different Zones/Areas.
- Handles consolidation (if necessary)
- Bitlog Autopilot automates routing and family management.



Example of Relay Picking

1. In Autostore, place the first relay leg in a bin, place the bin on a conveyor, and the bin will be redirected to the next relay leg.
2. Place the bins on a trolley and continue picking items from another zone.
3. Unload the bin onto the conveyor; if it is complete, it will be redirected to the packing station. If the proposal contains a large number of products that require more than one bin, it will be routed to the consolidation area to be picked as a family before being sent to the customer.



Bitlog is a flexible partner that can support our aggressive growth

Ion Ciorici
Pierce

[Read case and watch the video interview here](#)

Other Features

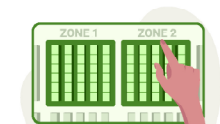


Picking Route Optimization

Picking optimization will combine proposals to identify the shortest walking distance.

How to utilize route optimization feature:

- **Areas and sections.** Bitlog will attempt to combine picking proposals with similar Area Codes. If sections are used, it will select as few as possible to reduce walking distance.
- **The advanced picking route** is based on a virtual warehouse map. This includes how to walk, shortcuts, and starting and stopping points.



Advanced Box Calculations

If you pick an order in the box you send to your customer, Bitlog WMS can help you select the right-sized picking box by calculating if the picking proposal will fit in the box you are picking into.

Key features include:

- Checking that you have the ideal/correct size box for the shipment
- Reducing environmental impact and unnecessary cost due to “shipping air”
- The algorithm supports stacking, For example items like trash bins or bowls



Bitlog WMS

Are you ready to take your
order picking to the **next level?**

Schedule a call with one of our experts to see how Bitlog WMS
can make your warehouse run smoother.

Schedule a call with an expert

Visit www.bitlogwms.com