



Work Instructions

Utilizing Kardex Powerpick to Place Orders

Instructions: Utilizing the Kardex PowerPick System to Operate Vertical Lift Modules (VLMs)

1.0 **PURPOSE:**

1.1 This document outlines the process of retrieving parts from the Vertical Lift Module used by the Shipping Coordinator.

2.0 **SCOPE**

2.1 This procedure applies to Parts orders placed through the System Level Process entitled REM-IMG-SLP-015/02. This procedure does not apply to orders from IMG or the Service Department. This procedure does not apply to orders regarding parts existing outside of the VLMs in CRIB.

[Logging into Kardex PowerPick](#)

[Changing Users](#)

[Order Processing](#)

[Pick Ticket Overview](#)

[Processing Orders](#)

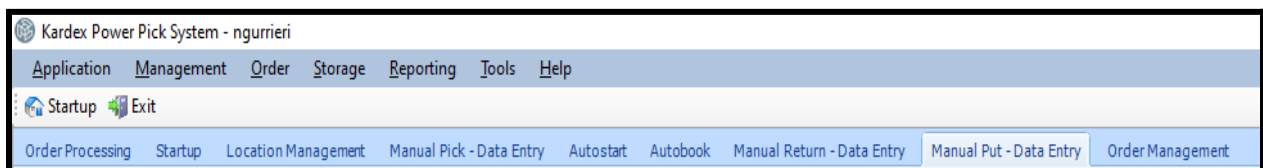
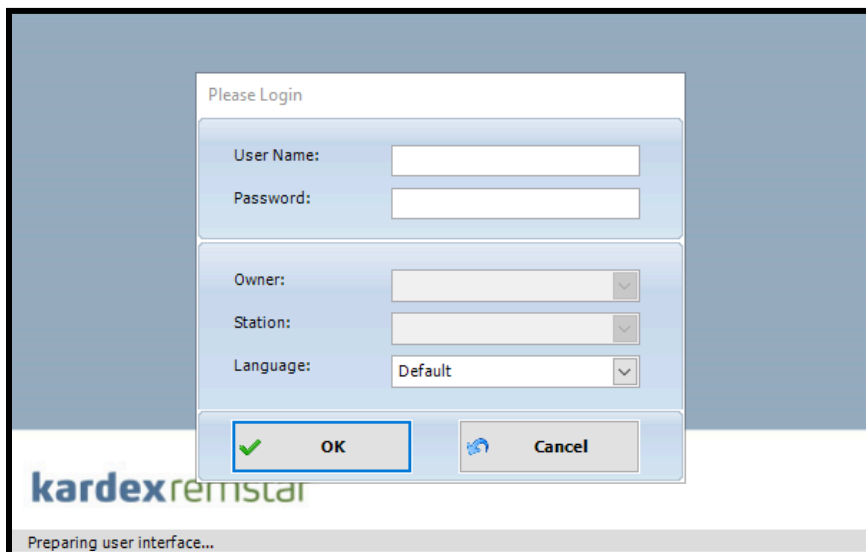
[Task Processor Overview](#)

Logging into Kardex PowerPick

1. Only authorized users are able to log into Kardex PowerPick to operate the VLMs. Upon installation, you must open Kardex PowerPick by clicking on the icon.

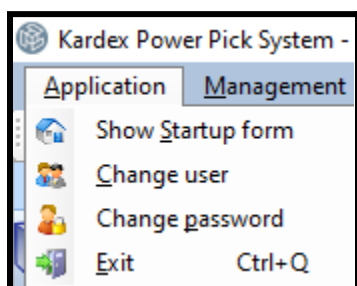


2. Upon opening the application, a prompt will appear. To launch the program, enter your username password



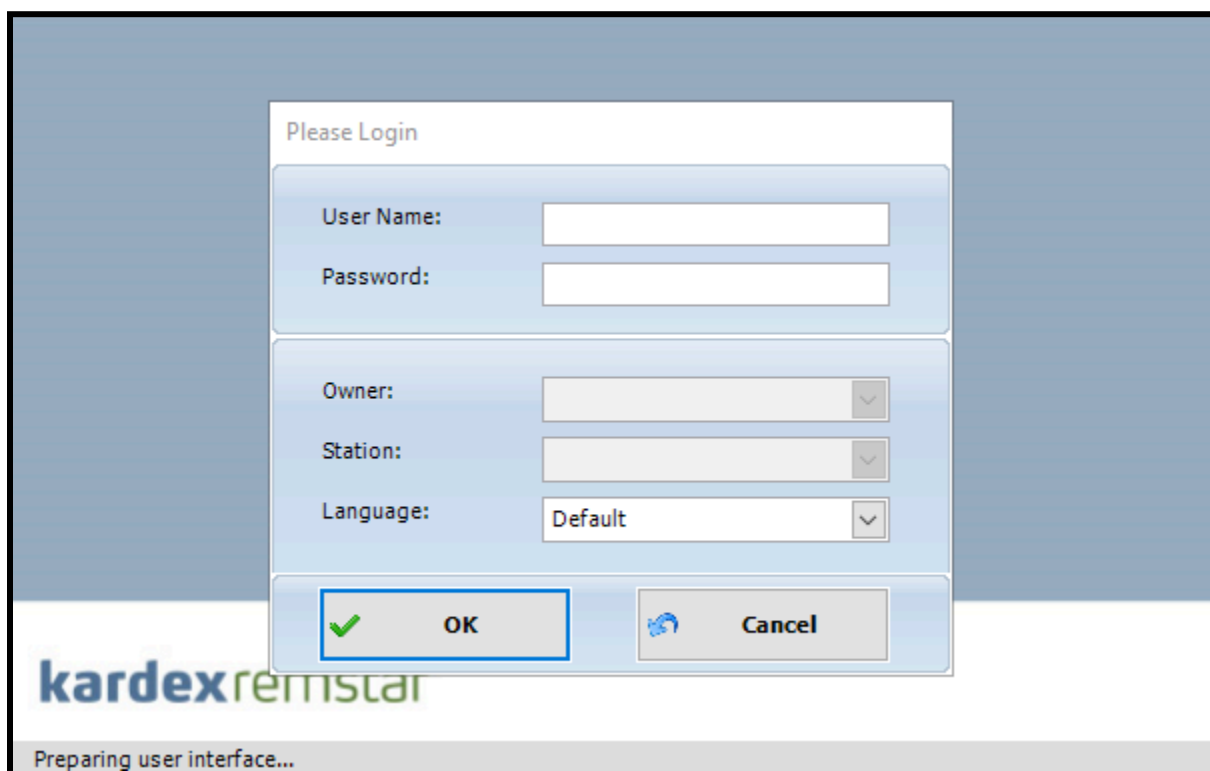
This is an example of the default toolbar in the Kardex PowerPick System. Not all users will have the same default settings, so the toolbar's appearance may vary for each user.

Changing Users:



Upon opening the program, the user can be changed.

1. Open the **Application** dropdown menu
2. Click **Change User** to login to the system again under a different username.

A screenshot of the 'Please Login' dialog box. It contains five input fields: 'User Name:' (text box), 'Password:' (text box), 'Owner:' (dropdown menu), 'Station:' (dropdown menu), and 'Language:' (dropdown menu with 'Default' selected). At the bottom are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a blue circular arrow icon). The background shows the 'kardexremstar' logo and the text 'Preparing user interface...'.

Order Processing

The Shipping Coordinator serves as the primary liaison connecting the Parts Administrators to the customer. This involves understanding how orders are placed and delivered to the Shipping Coordinator for processing.

Below is an example of a Purchase Order form, commonly referred to as a **pick ticket**, which contains vital information for the Shipping Coordinator.

Pick Ticket Overview

Rem Sales
ENGINEERED MANUFACTURING SOLUTIONS
915 DAY HILL ROAD • WINDSOR, CT 06095
TELEPHONE: (860) 867-3400 • FAX: (860) 867-3401

PICK TICKET

1. ORDER NO. 291307 ORDER DATE 12/16/24 CUSTOMER NO. 98440 PAGE NO. 1
CUSTOMER PURCHASE ORDER NO. 371-00 JOB NO.

2. SHIP VIA TERMS UPS/NEXT DAY SHIP DATE 12/16/24 WAREHOUSE LOCATION OUTSID CRIB-DHR SHIPPING INSTRUCTIONS CJ-100 WARRANTY BW329S S/N 10138A parts@precision360.com

BILL TO: SHIP TO:

QUANTITY REQUEST DATE ITEM NUMBER DESCRIPTION UNIT OF MEASURE PICK QUANTITY TO SHIP QUANTITY PACKED

1.00 12/16/24 3282-Y3922 EA 1.00 ...

4. DRILL S205/6IIB0325/6-385/6III

Rem Sales
ENGINEERED MANUFACTURING SOLUTIONS
915 DAY HILL ROAD • WINDSOR, CT 06095
TELEPHONE: (860) 867-3400 • FAX: (860) 867-3401

PICK TICKET

1. ORDER NO. 291252 ORDER DATE 12/11/24 CUSTOMER NO. 245950 PAGE NO. 1
CUSTOMER PURCHASE ORDER NO. 147525-00 JOB NO.

2. SHIP VIA TERMS UPS GROUND SHIP DATE 12/11/24 WAREHOUSE LOCATION REMSTAR SHIPPING INSTRUCTIONS CJ-100 UPS # 169559 PARTS@HARRISSOUTH.COM

BILL TO: SHIP TO:

QUANTITY REQUEST DATE ITEM NUMBER DESCRIPTION UNIT OF MEASURE PICK QUANTITY TO SHIP QUANTITY PACKED

1.00 12/11/24 3270811930 EA 1.00 ...

3. SPRING, COLLET RELEASE* MAIN & SUB SPINDLE B

1. Order Number

- The order number refers to the order number created by the Parts Administrator. The order number is created after the order is sent to the Electronic Accounting System. Then, the order is printed and sent to the Shipping Coordinator for Shipping.
- The order number corresponds to a directory created within Kardex PowerPick. The directory contains all of the part numbers contained in the order, and upon entering the order number, in most cases, Kardex PowerPick will communicate with the VLMs to drive the parts in their respective shelves to the Shipping Coordinator. There are some exceptions where part numbers must be entered manually. In these cases see instructions regarding the [Startup](#) function

2. Ship Date/ Warehouse Location

- Ship Date: This is the date that the purchase order was printed and sent to the Shipping Coordinator.
- Warehouse Location: The Tsugami Parts Department contains two main storage areas: The VLMs (often referred to as REMSTAR on a pick

ticket) and the CRIB, which is akin to an open warehouse with parts too large to store within the VLM (often referred to as OUTSID CRIB- DHR on a pick ticket).

3. Part Number

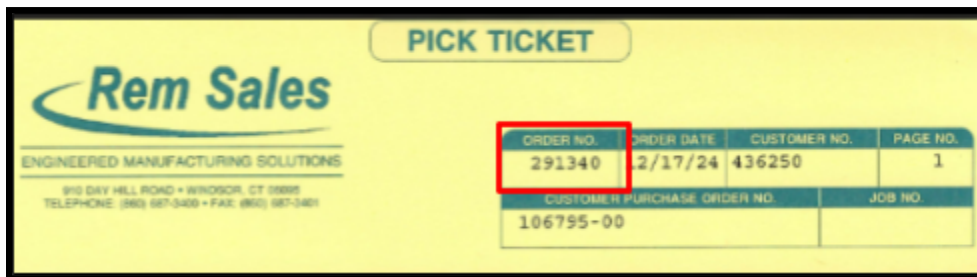
- a. Every part within the Tsugami inventory has a unique part number. It is imperative that parts are labeled with the correct part number, and entered correctly within the Kardex PowerPick System with their corresponding part. The part number and part description should match how it is identified within the Macola System.

4. Part Description

- a. This describes the part in more detail. Many part descriptions are identical, so matching the part number to the order is the most reliable way to ensure order accuracy.

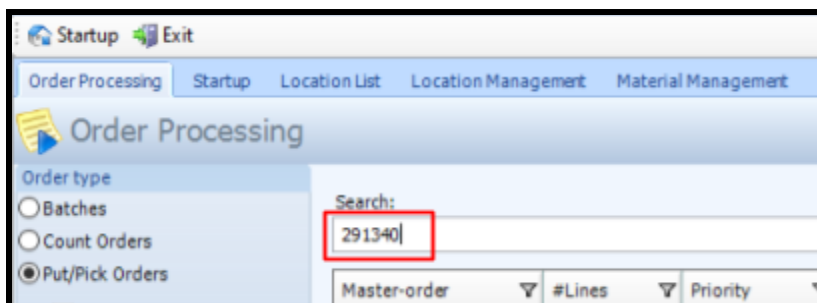
Processing Orders

Step 1: Identify the order number indicated by the pick ticket



| ORDER NO. | ORDER DATE | CUSTOMER NO. | PAGE NO. |
|-----------------------------|------------|--------------|----------|
| 291340 | 2/17/24 | 436250 | 1 |
| CUSTOMER PURCHASE ORDER NO. | | JOB NO. | |
| 106755-00 | | | |

Step 2: Type the Order Number into the Order Processing tab on Kardex and hit **Enter**.



Startup Exit

Order Processing Startup Location List Location Management Material Management

Order Processing

Order type

☐ Batches

☐ Count Orders

☒ Put/Pick Orders

Search:

291340

Master-order #Lines Priority

Step 3: Use the **Task Processor** to aid in the retrieval of parts.

The screenshot shows the 'Task Processor' window. At the top, a navigation bar includes 'Order Processing', 'Setup', 'Location List', 'Location Management', 'Material Management', 'History - Pick/Takes/Orders/Issues', 'Manual Pick - Data Entry', and 'Task processor' (highlighted with a red box and number 5). The main area is divided into several sections:

- Material Alias:** Contains 'Material Alias' (60Y3120100, highlighted with a red box and number 1), 'Material info 1' (60Y3120100, highlighted with a red box and number 4), 'Material info 2' through 'Material info 5'.
- Quantity:** A blue bar with the number '2' (highlighted with a red box and number 2) and a red box with the number '1' (highlighted with a red box and number 1).
- Location Quantity:** A green bar with the number '29' (highlighted with a red box and number 6).
- Location:** A green bar with the text 'VLM2-039/01-01/07' (highlighted with a red box and number 7).
- Shelf View:** A large grid area (highlighted with a red box and number 8).
- Access Point:** A green bar at the bottom with 'VLM2 Access Point01' (highlighted with a red box and number 9).

Task Processor Overview:

1. Material Name

- This displays the part number that the Task Processor drives to the VLM. When a task is processed, the material name displayed in this window changes to reflect the next part in the order

2. Quantity

- This displays the number of that specific part that must be obtained from the VLM.

3. Material Alias

- This indicates the part number associated with this specific part. This part number is entered within the Material Management tab of Kardex PowerPick.

4. Material Info 1

- Provides a description of the part.

5. Task Processor Tab

- Automatically opens when an order is processed.

6. Location Quantity

- Refers to the quantity of that specific part stored in the VLM

7. Location

- Refers to the shelf and specific location within the VLM. In this instance, the location **VLM2-39/01-01/07** can be broken down as such:
 - VLM2:** Within Vertical Lift Module 2

- ii. **-39:** Located on shelf 39 within VLM 2
- iii. **01-01:** Located in the first column of shelf 39
- iv. **/07:** Found at a depth of 7 cells in the first column

8. **Grid**

- a. Shows a virtual display of the physical shelf, which reflects the location of the part, indicated by a highlighted orange square

9. **Shelf Viewer**

- a. This shows which VLM unit you can find the current part on. There may be more than one VLM activated at one time, but the task processor can only display one part at a time.

Step 4: Obtain the part using the VLM display screen or the VLM light bar

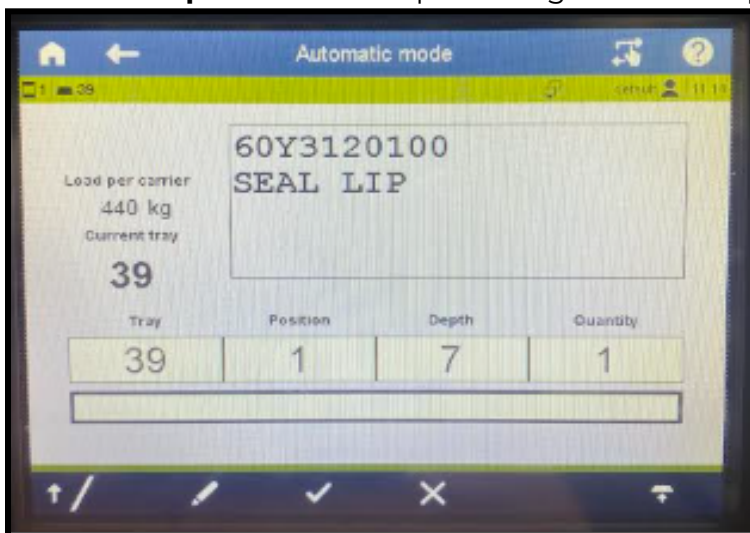


Figure 1

The VLM display screen shown in **Figure 1** includes the part number, part description, tray, position, depth, and quantity of the part within the order. In instances where the VLM light bar is not functional, this can be used to locate the part. The light bar shown in **Figure 2** displays the quantity, position, part number, and description of the part.

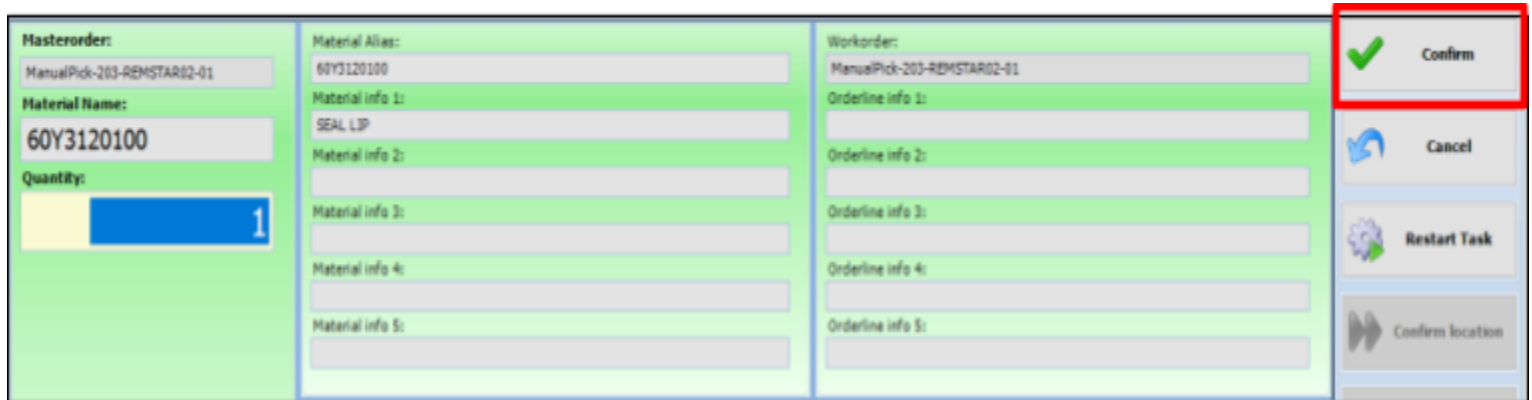


Figure 2

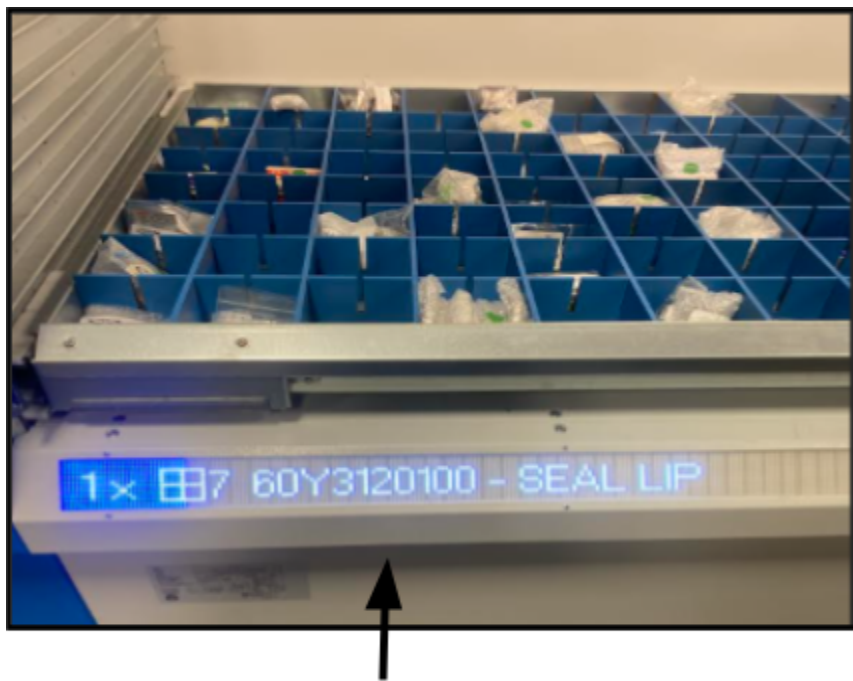
Step 5: Confirm that the part has been taken from the VLM

Selecting “confirm” in the task processor will automatically remove the quantity of that part taken from the inventory record. There are 2 ways to confirm that a part has been removed:

1. **Click** the **Confirm** icon in the Task Processor tab.
2. On the underside of the VLM, **press** the button directly after retrieval.



The screenshot displays the Task Processor interface with three main columns of data entry fields. The first column contains 'Masterorder: ManualPick-203-REMSTAR02-01', 'Material Name: 60Y3120100', and 'Quantity: 1'. The second column contains 'Material Alias: 60Y3120100' and five 'Material info' fields, with the first containing 'SEAL LIP'. The third column contains 'Workorder: ManualPick-203-REMSTAR02-01' and five 'Orderline info' fields. On the right side, there is a vertical toolbar with four buttons: 'Confirm' (with a green checkmark icon and highlighted by a red box), 'Cancel' (with a blue circular arrow icon), 'Restart Task' (with a green gear icon), and 'Confirm location' (with a grey double arrow icon).



Button located on underside of VLM
light bar