

Step 1



1. Order from sale channel (Retails | Webstore| Marketplace | Social media)
2. Cowarehouse receive tracking numbers
3. Pick list will be created
4. Select picking mode: (A) collect & assort simultaneously
(B) collect first & assort later



Step 2



5. Staff proceed to the item location for picking.
6. Scan the item barcode using the device and place inside the assorted trolley.
7. Check the summary of the list to complete the picking process.



Step 3



8. Pass the assorted trolley to the packaging department .
9. Scan the tracking number and product codes to complete the parcel.
- 10.All the items will be wrapped by different materials. (box, bubble wrap, cling film)
- 11.All the process will be recorded by camera for quality control purpose.



Step 4



12. Allocate the parcel into different courier service
13. Scan the tracking number again for creating pickup list to sign
14. Drop off all the parcels to the courier company

