

**Version 1.1**

**Date: 2018/11/15**

Abstract

**Describes the post sales order release process to pick goods ordered by customers in an efficient manner suitable to the Engineparts business and operational cycle.**

**The original solution was designed and implemented as a BSc Honors project that scored well**

Template

*Document purpose*

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# Document approval and distribution list

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| **Document Type / purpose** | | | |
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| Reviewed by |  |  |  |
| Approved by |  |  |  |

# Introduction

The picking process aims at extracting stock from a specific warehouse based on instructions issued via a confirmed sales order.

In some instances, there may be reason for the picking of goods that do not form part of the sales process i.e. where goods are to be returned to suppliers or goods are to be destroyed due to expiry or faulty. For these instances the ***Returns to Vendor*** (RTV) process manages the stock holding and isolation followed by the generating of a ***Sales Order*** with ***very specific*** picker instructions. This is described in greater detail in the ***Returns to Vendor(RTV)*** part of the documentation.

For these instances, goods are ***not*** picked based on sales orders but via a ***Returns to Vendor*** (RTV) instruction. RTV detail is passed on to the storemen to perform a bin to bin transfer to a ***non-selling*** bin to isolate the stock to be returned. Once the stock has been isolated, the creditors clerk issues a zero sales invoice for the isolated stock to be picked and despatched.

* Customer sales order would have to have received a valid delivery node allocation at the time of sales order creation / before releasing the sales order.
  + To note these node codes are verified against a route to which it is allocated
  + The sub system auto calculates the correct route allocation based of best time to departure, in the event of the node code being allocated to multiple route codes
  + It is a management responsible to ensure that routes and related node codes form an efficient / permissible combination
  + These node / route combinations are agreed to with one or more delivery service providers, including own fleet facilities.
  + ***Customer to collect*** is a valid route and node combination that depicts the collection counter
* Picking sub system. This sub system is delivery node and route allocation aware and provides the following feedback to related users:
  + Picking jobs within a parameter defined time to complete is displayed without any emphasis
  + Picking jobs within a parameter defined time period to route departure not completed are displayed in orange raising the system urgency to complete to meet with the planned departure time
  + As soon as a route departure time has almost been reached (parameter defined) these are displayed in red

# Audience

Receiving

Despatch

Other parties

# Objectives

# Business Flow

# Detail description of functionality

## Catalogue Maintenance

Insert link to section document

## Sales query

Insert link to section [document](file:///E:\Users\Customer\ep\ProjectDocument\Plan%20of%20Action.docx)

## Purchasing

# Dependencies

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

# Risks and mitigation

|  |  |  |
| --- | --- | --- |
| # | Risk | Mitigation |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
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| 12 |  |  |

# Acceptance

I hereby confirm that I have been fully informed of the documents content and, received training to understand how the detailed instructions are to be applied

Name …………………………………………………………………………….

Job Title ………………………………………………………………………….

Signed ……………………………………………………………………………

Date ………………………………………………………………………………