Distribution diagram: *Output and Dispatch Menus*

The steps needed for sending out merchandise are:

- Delivery Orders
- Round creation
- Picking (+ replenishment)
- Loading
- Shipping

Each step can be carried out in different ways depending on the way the site works.
Any output starts with a **D**elivery **O**rder which may be received by interface generated from information received from partners or the ERP system (***import delivery orders***). The DO may also be keyed in directly to the WMS.
To create a DO, choose ***Delivery Order Management*** in the ***Outputs*** menu. Mandatory header information depends on configuration. The delivery address must always be filled in. Then you create the lines, indicating the items, quantities and their containers according to delivery order configuration.

Depending on the way the site works, **Shipping Rounds** may be created at any time. It might be useful to do it before wave selection if you want to prepare in order of planned departures. In the **Dispatch** menu, choose ***Shipping Round Management*** and include the corresponding DOs in the round.

Order Preparation

Preparation starts with **Select for Preparation**. You create one wave at a time, choosing DOs according to criteria such as date, round ID, carrier, DO type, etc. Once a wave has been defined, you **launch a preparation wave**. Preparation information for the wave will be displayed on the screen.
You may select and launch several waves, one after the other, but there can only be one non-launched wave at a time.
The system chooses containers/locations according to information in the output rule for each item.

Preparation is carried with the use of paper **P**ick **O**rders or with mobile barcode reader terminals. Depending on what is specified in the picking mode used (palletize pick movement), you will use Shipping Units or not.

Without mobile barcode reader terminals:

Picking is done using paper POs. Once the picking is done, you **validate picking** (**Output** menu) using the PO number to visualize the movements to be validated.
If **S**hipping **U**nits are used, you fill in the SU number at the top of the page and you can check all the movements on the SU to be validated at the same time. SU numbers come from pre-printed labels that the person doing the picking takes with him or her and sticks on each SU made. (See **Outputs** menu, **Print shipping unit barcodes** and **Available shipping unit barcodes**.)

With mobile barcode reader terminals:

In the **RF menu** (for tests using the computer screen you get there by using the **admin menu**), choose ***Picking Menu*** *and* ***Picking***.

The user scans the PO number and receives the instruction to go to a certain location. Once the location barcode has been scanned, the quantity picked must be confirmed and then they receive the instruction for the next movement and so on until the end of the PO.

If **SU**s are used, the operator scans the UE number before validating the movement. As long as the rule defined for making SUs allows, he can continue to validate movements on the same UE, but if there is no more room, he chooses the "change SU" option.

If shipping units are not used, skip the next step and go directly to ***Dispatch Confirmation*** when picking is finished.

Loading (Dispatch Menu):

Loading of SUs into the truck can be confirmed on the computer screen or on a mobile terminal. Use the ***Truck Load*** option in the ***Dispatch menu*** or on ***the RF menu***.

In both cases, you start by giving the round number associated with the truck and then you key-in/scan the numbers of the SUs loaded into the truck.

Dispatch Confirmation (Dispatch Menu):

When the truck is ready to leave, you confirm dispatch. Fill in the shipping round number, and the list of DOs in the round will appear on the screen along with their status. You can also view the shipping units for the round. Depending on how far along preparation is, you may choose to remove certain DOs from the round before confirming dispatch. Dispatch confirmation will close the DOs and the round.

Replenishment:

Part of preparation is replenishment of dedicated picking locations. When there is not enough stock in these locations, the system creates **R**eplenishment **O**rders during the wave. In certain setups preventive replenishment orders can also be generated at the end of waves.

A replenishment movement is made up of two movements, outgoing from reserve and incoming to picking (or it could be outgoing from a box picking location and incoming to a unit picking location). Both movements are validated at the same time. You must wait until replenishment is validated before validating a movement from a pick location with insufficient stock without replenishment

Replenishment is carried out using paper replenishment orders or with the help of mobile barcode reader terminals.

Replenishment with paper ROs: Once the transfers have been made, you **validate replenishment** on the screen (**Outputs** menu) using the RO number to see the movements to be validated.

In the RF menu: (for tests using the computer screen you get there by using the **admin menu**), choose **Stock menu** and **Replenishment**.

The operator scans the RO number and receives an instruction to go to a certain location. Once he has scanned the location barcode, he should confirm or modify the quantity. Then he receives an instruction to go to the picking location and scan the location barcode there. Next another movement of the RO will appear or the screen will show that the RO is completed.