Lawson QuickStep Distribution
Process Description
Distribution Orders
Neither this document nor any part of it may be copied or reproduced in any form or by any means or translated into other languages without the prior consent of Lawson.

### Document Control

<table>
<thead>
<tr>
<th>Document Version</th>
<th>14.1.2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Date</td>
<td>2010-04-30</td>
</tr>
<tr>
<td>Last Review Date</td>
<td></td>
</tr>
<tr>
<td>Previous Release Date</td>
<td></td>
</tr>
<tr>
<td>Owner of Document</td>
<td>Laurence Ledoux</td>
</tr>
<tr>
<td>Approved By</td>
<td>Lawson</td>
</tr>
<tr>
<td>Name of File</td>
<td></td>
</tr>
<tr>
<td>M3 Version</td>
<td>14.1.2</td>
</tr>
<tr>
<td>System Unit</td>
<td></td>
</tr>
</tbody>
</table>

### Legal Notices

This content is for instructional or informational purposes only. This content may be changed or superseded without notice, and is not part of any Lawson product, maintenance or services warranty.

**Export Notice:** Pursuant to your agreement with Lawson, you are required (at your own expense) to comply with all laws, rules, regulations, and lawful orders of any governmental body that apply to you and the products, services or information provided to you by Lawson. This obligation includes, without limitation, compliance with the U.S. Foreign Corrupt Practices Act (which prohibits certain payments to governmental officials and political parties), U.S. export control regulations, and U.S. regulations of international boycotts. Without limiting the foregoing, you may not use, distribute or export the products, services or information provided to you by Lawson except as permitted by your agreement with Lawson and any applicable laws, rules, regulations or orders. Non-compliance with any such law, rule, regulation or order shall constitute a material breach of your agreement with Lawson.

**Intellectual Property:** All brand or product names mentioned herein are trademarks or registered trademarks of Lawson, or the respective trademark owners. This documentation is the proprietary information of Lawson protected internationally under copyright and related intellectual property laws. Lawson customers or authorized Lawson business partners may use, copy, or transmit this document for their internal use only. Any other use or transmission requires advance written approval of Lawson.

© Copyright 2009 Lawson Software. All rights reserved.
Table of Contents

1 INTRODUCTION ............................................................................................................ 2
   Process Scope ............................................................................................................. 2
   Process Purpose ........................................................................................................ 2
   Related Processes ..................................................................................................... 2

2 PROCESS FLOW DESCRIPTION .................................................................................. 4
   1 Materials requirement planning / Reorder point calculation (MRP/ROP).................. 7
   2 Create distribution orders from DO proposals ..................................................... 9
   3 Create distribution orders linked to customer order lines .................................... 11
   4 Create manually distribution orders ................................................................. 13
   5 Create shipment ................................................................................................... 14
   6 Allocation .............................................................................................................. 16
   7 Pick list release ...................................................................................................... 17
   8 Pick and pack / Print labels .................................................................................. 19
   9 Print delivery docs and dispatch .......................................................................... 21
  10 Goods receipt .......................................................................................................... 24
  11 Cross-dock .............................................................................................................. 26
  12 Internal Invoicing ................................................................................................ 27

3 PRE-CONFIGURED SETTINGS AND EXAMPLES ................................................... 29

4 ADDITIONAL MATERIAL .......................................................................................... 30
1 Introduction

Process Scope

The Distribution Orders process is used when transferring stock from one warehouse to another warehouse.

The most typical case in the Distribution Industry is a stock transfer between a main warehouse where the goods have been received from a supplier and a regional warehouse where small quantities are kept in stock; but the process applies to all kinds of warehouse transfers, which may occur for different reasons.

The process starts from the creation of a distribution order proposal or from a firm distribution order and ends with the goods receipt and an internal invoice between the Divisions, if the warehouses belong to different Divisions within the same Company.

Limitations

A simple Buy-to-Order process is included and described: a customer order line may trigger a linked distribution order which is delivered from the warehouse on-hand stock. More complicated processes like linked Customer order line / Distribution order line / Purchase order line are not included.

On the other hand, processes involving supply chain orders and distribution orders are described in the Supply Chains process description.

Process Purpose

The purpose of the Distribution orders process is to offer a simple yet complete process in order to fully manage the goods transfers between warehouses, including different transfer types: different origins, different physical flows.

Related Processes

The Distribution orders process is related to different processes:

- The Buy-to-Order process, which is oriented for managing purchase orders linked to customer orders; some concepts and tools are common to the distribution orders process when distribution orders are linked to customer orders.
- For the same reason, there is a link with the customer orders entry management when managing out-of-stock situations.
- The shipment and dispatch part of the process is closely linked to the customer orders dispatch management, even if customer orders and distribution orders are managed in different shipments.
• When receiving goods, some activities may be similar to the purchase orders receiving method, especially the cross-docking function.
• Scenarios in the Supply Chain process description may involve distribution orders.
2 Process Flow Description

The distribution orders, or warehouse transfers, are used for transferring goods from one warehouse to another warehouse.

These transfers may happen for different reasons:

- If an item is purchased, the purchaser may get better commercial conditions if the needs for some warehouses are grouped together and received in one main warehouse, and then transferred to the other ones.

- If a customer orders some goods which should be delivered from the closest warehouse and if there is not enough stock in this warehouse, then it may be more efficient in terms of cost and / or delay, to transfer the goods from another warehouse where there is enough stock.

- If an item is assembled and if some warehouses don’t have the right resources – components, tools or people – in order to perform the assembly, the assembled items may be transferred from a warehouse where the assembly is done.

Distribution orders (DO) may be triggered by different kinds of demands:

- The main process is to manage a reorder point (ROP) in the receiving warehouse; when the stock falls or will fall shortly below the reorder point, then a distribution order proposal (DO proposal or DOP) is created by the MRP/ROP calculation. Depending on the item setup, the DO proposal may be managed and released manually into a firm distribution order or the DO proposal may be automatically released into a firm DO. The reorder point may be zero: then a DOP is triggered if there is a demand (customer order) which must be delivered shortly.

- A materials requirement planning (MRP) calculation may be used, for example for assembled products. If the assembled products are distributed, then distribution order proposals may be created from demands via the MRP calculation.

- DO proposals or firm DOs may be created too from customer order lines: if a customer order line is entered and there’s not enough stock in the delivering warehouse, a DO proposal may be created directly from the customer order line. The customer order line and the DO line are then linked in this Buy-to-order (BTO) process.

- DO proposals or firm DOs may be created from supply chains created during a customer order entry. Scenarios including supply chains are described either for purchased items or for assembled products in other process descriptions: “DIS PD SC Orders” for purchased items, and “DIS PD Assembly” for assembled products. In each scenario, a distribution order may be part of the supply chain if the item must be delivered from a warehouse which is different from the warehouse where the item or product is received.
If we assume that we have a main warehouse (‘001’) and a regional warehouse (‘003’) as it is setup in the QuickStep Distribution database, and if we look at what may happen when a customer order line with warehouse ‘003’ is entered, we find that, depending on the level of stock, on the item setup and on the user decision, different processes are possible:

- The item is not an extended catalog item (ECI) and the stock level in warehouse ‘003’ enables a “normal” delivery to the customer. If the stock falls below the reorder point, a DO proposal will be created during the next MRP/ROP calculation.

- The item is an extended catalog item: then a purchase order proposal is created and the Buy-to-order (BTO) process is used (Please refer to the Buy-to-order process description which is identical in warehouse 001 and in warehouse 003).

- The item is not an extended catalog item (ECI) and the stock level in warehouse ‘003’ is not sufficient. We also assume that the acquisition method in warehouse ‘003’ is: distribute from warehouse ‘001’, and that the stock in warehouse ‘001’ is enough. It’s possible to:
  - Check if the stock in warehouse ‘001’ is enough and decide to deliver from warehouse ‘001’ (This is part of the customer orders process description and no distribution orders are managed).
  - Confirm the delivery from warehouse ‘003’. This will trigger a DO proposal during the next MRP/ROP calculation. When the DO is received in the warehouse, a cross-docking proposal should be created in order to prepare the pending customer orders.
  - Create a linked distribution order in a Buy-to-order process. This process may be used in some special situations; for example if the quantity is rather big and a multiple of a container, and if no grouping with other needs is wished. In the QuickStep Distribution configuration the distribution orders are created directly: the DO proposals are automatically released.

The other scenarios including supply chain orders are described in the appropriate process descriptions.

These processes are part of the QuickStep Distribution scope and the related settings and activities are described in this process description.
The following activities are part of the process:

1. Materials requirement planning / Reorder point calculation (MRP/ROP) *(Automatic)*
2. Create distribution orders from DO proposals
3. Create distribution orders linked to customer order lines
4. Create manually distribution orders
5. Create shipment *(Automatic)*
6. Allocation *(Automatic)*
7. Pick list release
8. Pick and pack / Print labels
9. Print delivery docs and dispatch
10. Goods receipt
11. Cross-dock
12. Internal Invoicing
Materials requirement planning / Reorder point calculation (MRP/ROP)

Input

The MRP calculation which is run regularly, normally each night, calculates the needs for items whose planning method is either MRP (Materials requirement planning) or ROP (Re-Order Point).

In the QuickStep Distribution configuration:

- MRP items are generally assembled items where there is no minimum stock: the demand arises from customer orders. If there is a demand in a regional warehouse like warehouse '003', a distribution order proposal is calculated for delivering warehouse '003' from the main warehouse '001', together with, a manufacturing order proposal for managing the assembly in the main warehouse. Depending on the configuration, these planned transactions may or may not be linked through a supply chain.

- ROP item needs are also calculated during the MRP calculation. When the stock level is below or about to be below the re-order point, then a proposal is created. It will be generally a purchase order proposal in the main warehouse and a distribution order proposal in the local branch warehouse. If the reorder point is zero, only the demands in the planning time fence are taken into account for creating proposals.

Process

The demands directly from sales or from manufacturing (MRP) or from the stock level (ROP) are transformed into distribution order proposals (DOP) through the material requirements planning / reorder point calculation (MRP/ROP) and netting against current stock levels and issued distribution orders. The proposals are generated while respecting the planning rules defined for each item.

The main settings for the ROP method distribution orders are highlighted in the ‘Settings’ section and have been configured in the QuickStep database.

Output

Distribution order proposals (warehouse '001' to '003').

Distribution orders may be directly and automatically created from distribution order proposals. This may happen:

- For ROP items, if the planning policy is Z2 (ROP released)
- (In the Buy-to-order process, where the customer order line triggers a linked DO proposal; this is not managed by the MRP/ROP calculation)
Settings

Default acquisition data, planning policy, quantity policy, lead times…

More especially:

Planning methods in MMS002/E (‘Item. Open warehouse’)

The following planning methods are used in QuickStep:

1=Material requirements planning (MRP)
2=Reorder point planning (ROP) per item/warehouse
(3=Order driven; acquisition orders are only triggered, created and released by a requiring order → This is not used for distributed items in the QuickStep Distribution database)

Planning policies in MMS002/E

Managed in ‘Planning policy. Open’ (MMS037):

Z1=’MRP/DRP’
Z2=’ROP released’
Z3=’ROP manual release’
(Z4=’Order initiate’)
(Z5=’Order initiate release’)
Z6=’Supply Chain – SC driven’
Z7=’Supply Chain – MRP driven’
Z8=’Supply Chain – Automatic’

Configuration in MMS002 for ROP items

Planning policy = ‘Z2’ or ‘Z3’
Planning time fence
Reorder point = 0 or > 0
ROP method = 0 or 2 (for ROP = 0; see the Tips section below)
Order quantity
Order multiple

Configuration in MMS002 for distributed items (warehouse ‘003’)

Acquisition code = 3 (Distribution)
Supplying warehouse = ‘001’
Order type = ‘D11’
Responsible = Planner

Configuration in ‘Planning policy. Open’ (MMS037) for ROP method

Default status – Planned orders when action message = A1 = 10, 20 or 60
Default status – Planned orders when action message = A2 = 10, 20 or 60
Compare ROP and available total: No
Compare ROP and projected on-hand balance at planning fence: Yes
Add shortage to proposed order quantity: Yes

‘Distribution relation. Open’ (DPS001)

Transport time and hours
Delivery method and terms
**Tips**

ROP method

If the reorder point is 0, then it is necessary to set the reorder point method to ‘2=Not calculated’ in MMS002/F in order to get proposals when there is a reservation in the planning fence (and the ‘210-Compare ROP and projected on-hand balance at planning fence’ is activated in the planning policy: MMS037/G).

Back to process flow description

---

### 2 Create distribution orders from DO proposals

<table>
<thead>
<tr>
<th>Create distribution orders from DO proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Input</strong> Distribution order proposals are ready to be released.</td>
</tr>
<tr>
<td><strong>Process</strong> Distribution orders are created from distribution order proposals.</td>
</tr>
<tr>
<td><strong>Step</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td><strong>Output</strong></td>
</tr>
</tbody>
</table>
Settings

Sorting orders in ‘Planned distribution order. Open’ (DPS170)

- The following sorting orders are setup:

<table>
<thead>
<tr>
<th>Sorting Order</th>
<th>Sorting View</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Responsible, from warehouse, to warehouse, item</td>
<td>D01</td>
</tr>
<tr>
<td>2</td>
<td>Responsible, to warehouse, from warehouse, item</td>
<td>D02</td>
</tr>
<tr>
<td>3</td>
<td>Responsible, to warehouse, release date, item</td>
<td>D03</td>
</tr>
<tr>
<td>6</td>
<td>Reference order number, reference order line number, reference order category, to warehouse, item number</td>
<td>D06</td>
</tr>
</tbody>
</table>

‘Information view program connection. Open’ (CRS014)

- When calling DPS170 from the menu (*MNU), the following are defaulted:
  - Sorting order = ‘3’
  - View = ‘D03’.

‘Planning policy. Open’ (MMS037)

Default status – DO = ‘15’

‘Req/Distr order. Open’ (MMS100)

Default view = Blank (→ it is possible to use selections in column headers)

Tips

More than one responsible in DPS170

If there is more than one responsible who manages DO proposals, then it may be useful to use a filter on the first sorting criterion which is generally the responsible.

This way, there is no risk to manage another responsible’ proposals.

The number of filters is setup in ‘Sorting order. Open’ (CRS022).

Aggregated DO proposals

If there are too many DO proposals to manage at once, even when using the sorting and selection capabilities, more sorting orders may be setup with the ‘Aggregation’ parameter activated for some sorting criteria in the sorting option setup (CRS021/E).

This way:

- DO proposals which have the same sorting criteria are aggregated and one line per aggregation is displayed in DPS170/B. Their management is simpler; some options are available for aggregated lines.
- Individual DO proposals included in an aggregation may be displayed with the related option ‘41=Aggregated lines’.

MMS100 - selections in column headers

When using the blank view in MMS100/B, some selections are possible, especially: responsible, status, order type.

The order type selection is useful even if one DO type is used, because all kinds of warehouse transactions are managed with MMS100. Selecting the DO type is a way to select distribution orders.
Display completed orders

With the QuickStep Distribution setup, status ‘99’ orders (completed orders) are still displayed in MMS100/B.

Despite the status selection capability and depending on the transactions volume, it may be useful to change the order type setup in order not to keep these completed orders: this is controlled by the parameter ‘350=Auto deletion of order after final reporting’ in CRS200/H.

Back to process flow description

3 Create distribution orders linked to customer order lines

Create distribution orders linked to customer order lines

<table>
<thead>
<tr>
<th>M1 Customer Order Acquire Sales Item</th>
<th>OIS145/E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Panel Header</strong></td>
<td></td>
</tr>
<tr>
<td>CO no:</td>
<td>K01,000,L4</td>
</tr>
<tr>
<td>Item number:</td>
<td>700004</td>
</tr>
<tr>
<td>Warehouse:</td>
<td>003</td>
</tr>
<tr>
<td>Order q'ty:</td>
<td>20</td>
</tr>
<tr>
<td>Order qty:</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>Non-order-referenced quantity:</td>
<td>138</td>
</tr>
<tr>
<td>Create a MO with:</td>
<td></td>
</tr>
<tr>
<td>Schedule nc:</td>
<td></td>
</tr>
<tr>
<td>Create a DO with:</td>
<td></td>
</tr>
<tr>
<td>Warehouse:</td>
<td></td>
</tr>
</tbody>
</table>

**Input**

When a customer order line is entered and the available-to-promise (ATP) check is not OK, then a shortage panel is displayed. The shortage panel is setup for the order type. The user may decide to create a distribution order linked to the customer order line in order to fulfill the need.

**Process**

During the customer order line entry, the user decides to create a linked distribution order.

A distribution order proposal is created when finishing the customer order entry.

Depending on the acquisition setup, it may be released directly into a distribution order.

**Step**

1. Create a customer order and enter a customer line (Please see the customer orders process description for more details).

   Let's assume that the warehouse is ‘003’ (the item is normally distributed from the main warehouse ‘001’) and that a shortage is detected during the available to promise (ATP) checking routing.

   2. The shortage panel is displayed, with the message ‘Ordered quantity is not available’. The shortage panel is the available to promise panel MMS165 (as setup for the order type in OIS010/I).

   3. The user takes the decision to create a distribution order linked to the customer order line in order to fulfill the need: he uses the function key ‘F16=Procure’ in order to reach the acquisition panel OIS145/E.

   The following should be defaulted if the normal acquisition code for the item in the warehouse is ‘distributed’:
   - ‘Create a DO…’: checked
   - Order type and warehouse.

4. The user confirms with function key ‘F17=Update’.
When the user quits panel OIS101/B, the following message is displayed: “Released order proposal”: 0 PO, 0 MO, n DO”, where n is the number of order lines which will trigger a DO proposal.

A DO proposal is created for each customer order line where the DO creation has been confirmed. The DO proposal is created with a status ‘60’ (setup in CRS723), so it is automatically released to a firm DO.

Output
A firm distribution order has been created; the distribution order line(s) is linked to the customer order line(s).

The linked order line reference can be displayed:

- Distribution order line number displayed in the customer order line display: for example with views ‘D1x’ in OIS101 or OIS301 – Please see the buy-to-order process description for more details –
- Customer order line number displayed in the distribution order header (MMS100) or lines (MMS101)

Settings
‘Settings. Acquisition’ (CRS723)
- DO proposals status: ‘60’

‘CO type. Open’ (OIS010)/I
- Shortage panel

Tips
Default warehouse during the customer order entry
The default warehouse is controlled by the parameter ‘Warehouse’ in the customer order type defaults OIS014, on panel OIS014/E. The warehouse may be defaulted from:

- ‘*CUS’: the customer file (current setup in the QuickStep database)
- ‘*SYS’: the user’s normal warehouse
- ‘XXX’: proposed warehouse
- Blank: no proposal.

ATP check
The ATP check is controlled by:

- The ATP check parameter and the shortage panel in OIS010
- The ATP calculation and CTP policy in MMS002

It is performed in the item lead time fence: after the lead time fence, a DO proposal will be created by the MRP/ROP calculation if needed and managed normally so that the need is fulfilled on time.

Using order type ‘D10’ = ‘Buy to order’
If the order type ‘D10’ is used, then the default line type is ‘1’.

- If the default line type ‘1’ is kept, then the acquisition panel OIS145/E is displayed.
- If the default line type is changed to ‘0’ and if the available to promise check is not OK, then the shortage panel is displayed; the shortage panel for order type ‘D10’ is the acquisition panel OIS145/E.

Back to process flow description
4 Create manually distribution orders

Create manually distribution orders

Input
If distribution orders are needed and they are not created by the MRP/ROP calculation for any reason (if the demand has not been entered in M3 yet, for example, or if there is too much stock in one warehouse and too few in another one), then it is possible to create distribution orders.

Process
Distribution orders may be created manually.

Step
1 Call function ‘Req/Dist Order. Open’ (MMS100).
   Enter the distribution order type (D11) and call option Create.

2 On panel MMS100/F:
   • Check and change, if necessary, the ‘from warehouse’.
   • Enter the ‘to warehouse’.
   • Change the transaction date if necessary.
   Validate the panel with Next or Enter.

3 On panel MMS101/B, enter the item number and quantity and validate the entry.

Output
Firm distribution orders are created.

Settings
‘Requisition / Distribution order type. Open’ (CRS200)
   Order type ‘D11’
   Accumulate gross weight in order header: Yes
   Dispatch policy ‘D11’
   View ‘D01’
   Panel sequence ‘EF’

‘Req/Dist Order. Open’ (MMS100), panel P
   Keep the default view blank
   The default panel sequence should be ‘E1’.
Tips

Quick entry
If there is only one order line in the distribution order, a quick entry mode may be used:

- Reach the parameters panel MMS100/P and select opening panel = ‘N’.
- Enter the necessary information on panel MMS100/N: Order type, warehouse, to warehouse, item number, transaction quantity, then click on Next or hit Enter to record the entry.
- Then validate with Next or Enter; a message is displayed: “DO/RO is created”.
- Change again the opening panel to B if necessary.

Back to process flow description

5 Create shipment

Create shipment

<table>
<thead>
<tr>
<th>Input</th>
<th>Distribution orders have been created from warehouse ‘001’ to ‘003’ or from ‘003’ to ‘001’.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>Shipments are automatically created, depending on the departure date, route, equipment capacity.</td>
</tr>
</tbody>
</table>

Step 1
Shipments are automatically created:
- If no shipment exists for the route and departure date and time
- If the existing shipment’s capacity is reached a shipment for the next possible departure is created.

Step 2
When a distribution order is created, if a shipment with enough capacity exists for the right route and departure date and time, the distribution order is automatically connected to this shipment.

Output
The distribution orders are connected to shipments: either the shipment which is shipped at the right departure date and time or another shipment if the “right” one’s capacity has been reached.

The shipment status is ‘10=Deliveries connected, picking list not printed’.
### Settings

**‘Route selection table. Open’ (DRS011)**

Priority 07 per place: Routes for place ‘001’ to place ‘003’ and from place ‘003’ to place ‘001’.

**‘Route. Open’ (DRS005)**

- ‘001003’: Warehouse ‘001’ to warehouse ‘003’
- ‘003001’: Warehouse ‘003’ to warehouse ‘001’.

(The routes for customer orders begin with a ‘Y’; places like ‘001’ or ‘003’ are not used for customers).

**‘Dispatch policy. Open’ (MWS010)**

Dispatch policy ‘D11’:

- One order per delivery number: No
- Closing point = 1 (When all picking lists are delivered)
- Shipment assembly point: before picking
- Automatic connection to shipment: 5 (Automatic connection to next open shipment. If transport capacity not is sufficient, or no open shipment exists, a new shipment will be created for the next possible departure time)

**‘Distribution relation. Open’ (DPS001)**

Setup ‘001’ to ‘003’ and ‘003’ to ‘001’

**‘Transportation equipment. Open’ (DRS013)**

Capacities:

- Gross weight
- Volume
- Cap free units

**‘Item. Open’ (MMS001)**

- Gross weight
- Volume
- Cap free units

### Tips

Connecting deliveries to shipments

More information about this subject can be found in the Transport planned order fulfillment process description.
## 6 Allocation

### Allocation

<table>
<thead>
<tr>
<th>Input</th>
<th>Distribution orders have been created from warehouse '001' to '003' or from '003' to '001'.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>The distribution orders are automatically allocated if the planning date is within the allocation time fence and if there is enough allocatable stock.</td>
</tr>
<tr>
<td>Step</td>
<td>1  n/a</td>
</tr>
<tr>
<td>Output</td>
<td>The distribution orders are automatically allocated if the conditions are reached. The shipment’s status is not changed: it is ‘10’ if the picking is not released.</td>
</tr>
<tr>
<td>Settings</td>
<td>‘Dispatch policy. Open’ (MWS010)</td>
</tr>
<tr>
<td></td>
<td>Dispatch policy ‘D11’:</td>
</tr>
<tr>
<td></td>
<td>Released for allocation</td>
</tr>
<tr>
<td></td>
<td>Next delivery released for allocation</td>
</tr>
<tr>
<td></td>
<td>‘Item. Connect warehouse’ (MMS002)</td>
</tr>
<tr>
<td></td>
<td>Demand time fence = automatic allocation time fence</td>
</tr>
<tr>
<td></td>
<td>Automatic allocation</td>
</tr>
<tr>
<td>Tips</td>
<td>n/a</td>
</tr>
</tbody>
</table>

[Back to process flow description]
7 Pick list release

Pick list release

Input
Distribution orders have been created. They have been automatically connected to shipments. The goods have been automatically allocated.

Process
Before releasing the picking list, the allocation status may be checked.

Then the shipments are selected for picking.

The picking list is automatically printed at picking release.

Step 1
The allocation status may be checked before picking release: select sorting order ‘72’ and view ‘D72’ in DRS100/B.

The place of load must be entered.

Status ‘10’ shipments are displayed.

The shipments for distribution orders are identified with the route code: the route from warehouse ‘001’ to warehouse ‘003’ is ‘001003’. (The routes for customer orders begin with a ‘Y’ in the QuickStep database).

2 The following information is displayed in the last columns:

‘Dely’ = Number of delivery lines
‘Alloc’ = Number of allocated lines
‘Part’ = Number of partially allocated lines
‘N prt’ = Number of not printed delivery lines.

Even if all delivery lines are not fully allocated, the picking list may be printed; this is the user’s decision.

The activities which may be undertaken in order to fully allocate a shipment are not described in this process description.

3 Once the decision has been taken to release a shipment for picking, the user calls option ‘32=Release for picking’.

Output
The shipment has been released for picking. The picking list has been printed. The shipment status is ‘50’ (if the automatic packaging has been completed, see below). The picking list status is ‘40’.
Settings

‘Dispatch policy. Open’ (MWS010)

- Dispatch policy ‘D11’:
  - Not released for picking
  - Next delivery not released for picking
  - Auto print of picking lists: activated
  - Printer control
  - Document variant: ‘01’
  - Sort order on picking list

‘Shipment. Open toolbox’ (DRS001)

- Sorting order 72 (Status 10 shipments, filtered on Place of load)
- View ‘D72’

‘Information view program connection. Open’ (CRS014)

- For program DRS100: default sorting order = 72

Tips

Wave picking list

It is possible to create wave pickings and to print wave picking lists. This is useful for grouping together the needs for a same item (different distribution order lines), provided that all distribution lines included in a shipment have the same place of unloading (which is true with the QuickStep configuration).

It is first necessary to decide which wave picking list is printed: choose the wave line spec. on panel DRS100/P. The recommended value is ‘1’.

Then the option for creating a wave picking is ‘33=Rel wave picking list’ instead of ‘32=Rel for pick’.

New DO added to existing delivery numbers / shipments

If a new distribution order is created and if an appropriate delivery / shipment exists and is still open (appropriate means essentially right route and right departure date and time), then the DO is added to the existing delivery number and / or shipment (it is added to an existing shipment up to the shipment’s capacity, then a new shipment is created).

If the shipment is already released for picking, then a new picking list is created and it is automatically printed. The new picking list should be taken into account for preparing the shipment.

This allows for the latest needs to be taken into account up to the point where the shipment is closed, either because the capacity is reached or because the dispatch has been confirmed.

If necessary, a shipment may be manually closed with the related option ‘37=Close shipment’ in DRS100/B.

Back to process flow description
8 Pick and pack / Print labels

The shipment has been released for picking and the picking list has been printed.
Since the packing is automatic, it has normally been performed and the packages have been created.

The goods are picked from their storage location and they are moved to the packing location. They are packed, the package transport labels are printed and they are moved to the dock location.

In the shipment toolbox, sorting order ‘73’ and view ‘D73’ may be used. Shipments whose status is at least ‘20’ and less than ‘60’ are selected: the picking list has been released but not yet reported; the packing may have different status.

The place of load must be entered.

Normally, since the DOs are automatically packed, the shipment status should be ‘50’, but there may be status ‘20’ shipments if the packing setting is not complete.

The following information is displayed in the last columns:

‘Dy’ = Number of delivery lines
‘Pri’ = Number of active printed picking lists
‘Pkg’ = Number of packages
‘Rln’ = Number of reported picking lines

The goods are picked and moved to the pack location.

This location transfer may be reported in M3:

- Select the shipment in ‘Shipment. Open toolbox’ (DRS100) and call related option ‘11=Picking lists’.
- In ‘Picking list. Report’ (MWS420), call option ‘17=Move to packing location’.
- If the pack location has been setup in MMS002 and in MWS422/P (see the Settings section below), the goods are moved to the pack location. Otherwise, panel MWS422 opens up so that the user can select the location.

The picking list status is changed from ‘40’ to ‘50’.
3  The goods are packed; the package transport labels are printed:
   •  Select the shipment in ‘Shipment. Open toolbox’ (DRS100) and call related option ‘14=Packages’.
   •  In ‘Delivery. Connect packages’ (MWS423), select the related option ‘23=Expand all’.
   •  Select the packages and use related option ‘48=Print transport label’.

The labels are pasted on the packages.

4  The packages are moved to the dock location.

This location transfer may be reported in M3:
   •  Select the shipment in ‘Shipment. Open toolbox’ (DRS100) and call related option ‘11=Picking lists’.
   •  In ‘Picking list. Report’ (MWS420), call option ‘18=Move to docking location’.
   •  If the dock location has been setup in MMS002 or MWS130 and in MWS422/P (see the Settings section below), the goods are moved to the dock location. Otherwise, panel MWS422 opens up so that the user can select the location.

The picking list status is changed from ‘50’ to ‘60’.

Output  The goods are packed and labeled; they have been moved to the dock location and are ready for dispatch.

Settings

‘Settings – Packing’ (CRS706)

UCC/EAN company number: Company-unique UCC/EAN number required to create SSCC (Serial Shipping Container Code) numbers.

‘Number series. Open’ (CRS165)

Series 05 for SSCC numbering

‘Dispatch policy. Open’ (MWS010)

Dispatch policy ‘D11’:
   Packing reporting method: 4=Auto when print
   Closing point: close when all picking lists are delivered

‘Shipment. Open toolbox’ (DRS100)

Sorting order 73
View ‘D73’

‘Picking list. Report lines’ (MWS422), panel P

Location status 40: 1 (Propose pack location when status 40)
Location status 50: 1 or 3 (Propose dock location when status 50) (See Tip below)
Location status 60: 1 (Propose normal location when status 60)

‘Item. Open warehouse’ (MMS002), panel G

Pack location
Dock location

‘Delivery. Connect packages’ (MWS423)

Views Z0001 (weights) and Z0002 (package types and capacities).

Tips

Use totals display

The related option ‘13=delivery totals’ leads to ‘Delivery. Display totals’ (MWS350) where concise but complete information about the delivery lines status is displayed.
Direct move to dock location

The move to pack and move to dock location movements are optional steps. If only the move to dock location is used, then it is recommended to setup the user settings in MWS422/P this way:

Location status 40=2’ in MWS422/P: propose dock location when status 40.

Dock location from item / warehouse or from cross-dock settings

The suggested location when moving to the dock location can be the dock location from the item / warehouse, or the dock location from the cross-dock settings (MWS130): in MWS422/P, indicate 1 or 3 for the proposed dock location.

Detailed information about packing

More detailed information can be found in the Transport planned order fulfillment process description.

9 Print delivery docs and dispatch

<table>
<thead>
<tr>
<th>Input</th>
<th>The goods are packed and they have been moved to the docking location, ready for loading. The shipment status is ‘50’; the picking list status is ‘60’ if the move to dock location has been reported.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process</td>
<td>The loading list and delivery notes are printed. The shipment dispatch is confirmed.</td>
</tr>
<tr>
<td>Step 1</td>
<td>In the shipment toolbox, use sorting order ‘73’ and view ‘D73’. The shipment status selection may be used: select status ‘50’ shipments. The place of load must be entered. The shipment is selected and the related option ‘16=Print loading list’ is used in order to print the loading list. ‘Loading list. Print’ (DRS670)/E is a selection screen for the loading list print. The shipment and route details are already filled in. The sort order should be set to “3” to indicate this is a loading list and not an UNLOADING list which would print the details in the opposite sequence.</td>
</tr>
<tr>
<td>2</td>
<td>The delivery documents may be printed before or after the shipment dispatch confirmation. If they are printed before and if some change occurs, the delivery documents must be printed again in order to avoid mismatches. The delivery documents have been automatically connected to the delivery (see the Settings section below for more details). The shipment is selected and the related option ‘28=Print documents’ is used in order to print the documents which have been connected to the shipment. Some documents need to be generated before they are printed, then the related option ‘15=Gen/Print documents’ may be used instead. Generally, the delivery note is the only delivery document needed for the distribution orders; this document does not need to be generated. The proforma invoice is connected to the delivery and printed when necessary: when transferring goods to or from warehouse ‘901’.</td>
</tr>
</tbody>
</table>
### The shipment dispatch is reported with the related option ‘19=Pick reporting’.

The shipment status is then changed to ‘60’.

The goods are transferred in an automatically created location for goods in transit: ‘001==>003’ for example, if the goods are distributed from warehouse ‘001’ to warehouse ‘003’.

### Output

Since the distribution order is not automatically received, the shipment, delivery and distribution orders’ status is ‘60’.

The goods are located in a transit location in the sending warehouse.

### Settings

**‘Dispatch policy. Open’ (MWS010)**

- Dispatch policy ‘D11’:
  - Partial reporting allowed: 1
  - Allow over issues: activated
  - Flag as completed permitted when reporting picking lists: activated
  - Point to connect delivery documents: 1 (when the delivery is created)

**‘Generic object control table. Open’ (CMS017)**

Priorities and control objects setup for program MWS250

**‘Delivery document selection table. Open’ (MWS250)**

- Document sets depending on the control objects which have been setup in CMS017

**‘Delivery document set. Open’ (MWS240)**

- Document sets: “All”, “DEL NOTE” and “DEL&PRO”. For distribution orders to or from warehouse ‘901’, the document set is “DEL&PRO” with the delivery note, packing labels and the pro-forma invoice

- Document sets are made of documents; the link is managed in ‘Delivery document set. Connect documents’ (MWS245).

**‘Settings – Export Documents’ (CRS729)**

- Select language and currency codes: checked → The language and currency codes are retrieved from the consignee. This applies especially to the pro-forma invoice printout.
- Select customs price=0=Sales price.

**‘Country. Open’ (CRS045)**

- For countries where the warehouses are located:
  - Price list for Intrastat and pro-forma invoice
  - Currency for Intrastat and pro-forma invoice
Tips

Export deliveries

If some warehouses are located in different countries, different objects may be used for controlling the document sets:

- ‘&EXPO’ identifies if it is an export delivery or not (see below)
- ‘&FCCD’ and ‘&TCCD’ are the from and to countries
- ‘&FTRU’ and ‘&TRU’ are the from and to free trade associations

‘&EXPO’ is based on the place of load and place of unload’s countries. It can have 3 different values:

- ‘0’=Domestic, if the countries are the same
- ‘1’=Export, if they are different
- ‘9’=Not applicable if at least one of the countries is blank.

Pro-forma printout

Language and currency code: the language and currency code for the pro-forma printout may be retrieved from the consignor or from the consignee. This is controlled by the parameter ‘Language and currency code’ from CRS729.

Search and re-print function

MWS265 is a function that can be initiated directly to search and re-print any delivery document. Sorting order 71 has been pre-configured to allow a search for all documents by delivery number. Call the function. Using sorting order 71, enter the delivery number in the headings, and the documents assigned to the delivery are listed together. By selecting the required document(s) and either right-clicking to view the related options or clicking the “Print Documents” shortcut button, a document can be re-printed without having to locate it through the delivery toolbox.

Goods in transit

There is an easy way to identify goods in transit: call function MMS060, select sorting order 5 (stock zone) and enter this arrow: “=>”.

Back to process flow description
## 10 Goods receipt

### Input
The packaged and labeled goods have been shipped from a consignor warehouse; the delivery documents have been included in the shipment (at least the delivery note).

The goods are received at the consignee warehouse.

### Process
The distribution orders are received at the warehouse. Depending on the pending orders, the cross-docking panel may be automatically displayed.

Different identities may be used in order to receive the distribution order, mainly: the delivery number, the distribution order number and the package (SSCC) number.

### Step 1
Call 'Goods receipt DO/RO. Report' (MWS440) and reach panel A with the defaulted entry template ('DO-DEL') and the cursor placed on the delivery number.

Enter the delivery number which is printed on the delivery note and:

- Either hit Enter and reach 'Goods receipt DO/RO. Report details' (MWS445) (with the default option '11=Update detail')
- Or use option '30=Report' instead of '11=Update detail' and report the receipt directly.

Browse or F4 on the delivery number leads to 'Goods receipt DO/RO. Open toolbox' (MWS442) where you can either select the delivery and go back to MWS440 or call '11=Update detail' and reach MWS445.

Other main entry templates are:

- 'DO-ORDER': per DO order number
- 'DO-PACK': per SSCC number

### Step 2
‘Goods receipt DO/RO. Report details’ (MWS445):

Change the location, received quantity and completion flag if needed.

Option ‘16=Select location’ may be used in order to select a location depending on the default location type and zone for the item, but won’t be very useful if the receipt is performed in a small warehouse.

The receipt is performed either with option ‘30=Perform’ or with function key ‘F16=Confirm all’.

### Output
The goods are put away in a storage location, or a cross-dock panel is displayed if the conditions are reached.

The distribution order, delivery and shipment are completed and closed when all lines have been received and there is no backorder.
Settings

‘Dispatch policy. Open’ (MWS010)

Dispatch policy ‘D11’:

Auto DO receipt: 0=Manual
Create stock transaction for DO receipt variance: activated

‘Requisition / Distribution order type. Open’ (CRS200)

Auto deletion of order after final reporting: ‘No’, may be changed to ‘Yes’

‘Goods receipt DO/RO. Open entry template’ (MWS441)

‘DO-DEL’: per delivery number
‘DO-ORDER’: per DO order number
‘DO-PACK’: per SSCC number
‘DO-SHIP’: per shipment number and delivery number

‘Goods receipt DO/RO. Report’ (MWS440), panel P

Entry template category 4: ‘RO-ALL’
Entry template category 5: ‘DO-DEL’
Option: ‘11=Update detail’ (‘30=Report’ is too dangerous…)
Retrieve location for packages auto: 2

‘Information view program connection. Open’ (CRS014)

MWS442 from the menu: sorting order = 2
MWS442 from MMS100: sorting order = 1

Tips

Alternate ways of receiving distribution orders

It is possible to start from ‘Req/Dist order. Open’ (MMS100) and to call the related option ‘42=DO/RO toolbox’. You reach ‘Goods receipt DO/RO. Open toolbox’ (MWS442) with the order number selected in the header.

MWS442 may also be called from the menu. The default sorting order is 2 (per shipment number and delivery number), with status ‘60’ shipments selected (‘F17=Select’ is highlighted).

The receipt per package may be reached from MWS440 or MWS442 with options:

- 12=Packages → ‘Goods receipt DO/RO. Report packages’ (MWS443)
- 13=Package details → ‘Goods receipt DO/RO. Report packages Details’ (MWS444)

Reversing a receipt

Receipts can be reversed with option ‘21=Reverse receipt’ in MWS442. Of course if there is a selection, it must often be changed in order to display the received orders.

2-step put-away

When receiving goods in a big warehouse, it may be useful to setup a 2-step put-away receiving method.

The process is fully explained in the Purchase orders receiving process description.

The setup must be changed in ‘Requisition / Distribution order type. Open’ (CRS200) on panel H: parameter ‘360 – 2-step put-away’.

This means that different distribution order types must be used for different goods receiving methods; we can imagine that a DO type without 2-step put-away is setup in ‘Item. Connect warehouse’ (MMS002) in a regional warehouse (Warehouse ‘003’ distributed from warehouse ‘001’) and that a DO type with 2-step put-away is setup in MMS002 in a main warehouse (Warehouse ‘001’ distributed from warehouse ‘003’). When creating manually a DO from warehouse ‘003’ to warehouse ‘001’, a DO type with 2-step put-away must be chosen.

Back to process flow description
# 11 Cross-dock

<table>
<thead>
<tr>
<th>Cross-dock</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Input</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Process</strong></td>
</tr>
<tr>
<td><strong>Step</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Output</strong></td>
</tr>
<tr>
<td><strong>Settings</strong></td>
</tr>
<tr>
<td><strong>Tips</strong></td>
</tr>
</tbody>
</table>

[Back to process flow description]
12 Internal Invoicing

Internal Invoicing

M3 Internal Transfer. Display btw Divisions - MFS200/B1* Lawson QuickStep Distribution 751

<table>
<thead>
<tr>
<th>Pl del</th>
<th>Rec</th>
<th>Ord no</th>
<th>Item number</th>
<th>F D</th>
<th>F F</th>
<th>ToD</th>
<th>ToF</th>
<th>For curr amount</th>
<th>Tcu</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>090304</td>
<td>5</td>
<td>000000002</td>
<td>Y00002</td>
<td>AAA</td>
<td>A01</td>
<td>BBB</td>
<td>B01</td>
<td>18,900.00</td>
<td>USD</td>
<td>1</td>
</tr>
<tr>
<td>090304</td>
<td>5</td>
<td>000000002</td>
<td>Y00003</td>
<td>AAA</td>
<td>A01</td>
<td>BBB</td>
<td>B01</td>
<td>3,350.00</td>
<td>USD</td>
<td>1</td>
</tr>
<tr>
<td>090304</td>
<td>5</td>
<td>000000002</td>
<td>Y00001</td>
<td>AAA</td>
<td>A01</td>
<td>BBB</td>
<td>B01</td>
<td>1,575.00</td>
<td>USD</td>
<td>1</td>
</tr>
<tr>
<td>090305</td>
<td>5</td>
<td>000000003</td>
<td>Y00004</td>
<td>AAA</td>
<td>A01</td>
<td>BBB</td>
<td>B01</td>
<td>315.00</td>
<td>USD</td>
<td>1</td>
</tr>
<tr>
<td>090730</td>
<td>3</td>
<td>001000002</td>
<td>Y00027</td>
<td>BBB</td>
<td>B01</td>
<td>AAA</td>
<td>A01</td>
<td>44.10</td>
<td>EUR</td>
<td>1</td>
</tr>
<tr>
<td>090803</td>
<td>3</td>
<td>001000258</td>
<td>Y00027</td>
<td>BBB</td>
<td>B01</td>
<td>AAA</td>
<td>A01</td>
<td>44.10</td>
<td>EUR</td>
<td>1</td>
</tr>
<tr>
<td>090803</td>
<td>3</td>
<td>001000259</td>
<td>Y00029</td>
<td>BBB</td>
<td>B01</td>
<td>AAA</td>
<td>A01</td>
<td>23.39</td>
<td>EUR</td>
<td>1</td>
</tr>
</tbody>
</table>

Input  When goods are dispatched from a warehouse belonging to another division, there is an internal charge for the cost of those goods, from the delivering division to the receiving division.

Process The goods are dispatched from the ‘sending’ division’s warehouse and received into the ‘receiving’ division’s warehouse or sent directly to the customer. Using Internal Invoice. Print – MFS100 the internal invoice can be created for the required charge across the divisions. A proposal is initially created from MFS100 and this is then printed and updated, creating the internal invoice and transactions.

Step  1 Internal transactions can be displayed using ‘Internal Transfer. Display Between Divisions’ – MFS200. To create the internal invoice use ‘Open Internal Invoice. Print’ – MFS100, name the internal invoice run and click the create icon or press Ctrl 1.

2 MFS101/E will open and the relevant details for inclusion within the internal invoice run are entered. These include the To date, delivering warehouse and order number and report name and text. Click next or press enter to submit the job for processing.

3 A proposal output is produced which can be checked and changed. Whilst the proposal is being created the status of the job is zero, once printed the status in ‘Open Internal Invoice. Print’ – MFS100/B is 6.

4 Changing the record, from MFS100/B, will open ‘Change. Open for Division’ - MFS105/B where the records created for the selected divisions are displayed. Each division’s records can be held, released or changed as appropriate.

5 Opening the division record from within ‘Change. Open for Transaction’ - MFS106/B will open ‘Change. Open for Division’ - MFS105/B where the internal invoice details are displayed. These can be held or released as appropriate.

6 Once the proposal is correct and ready to be updated go back to the initial screen ‘Open Internal Invoice. Print’ – MFS100 panel B, highlight the proposal and right click -> related options -> print & update or Ctrl 6. The proposal will be updated and the internal invoices will be produced. The status of the proposal will be updated to 9.
An internal invoice and associated accounting transactions.

**Settings**

‘Settings – Internal Invoicing’ (MFS010), Panel E

For division AAA; the internal customer = Y99AAA, the internal supplier = Y99AAA, invoice set as not approved for payment, authorized user = blank and consolidated division = ZZZ, the ‘create internal invoice’ flag is checked and the document language is GB

For division BBB; the internal customer = Y99002, the internal supplier = Y99002, invoice set as not approved for payment, authorized user = blank, the consolidated division = ZZZ, the ‘create internal invoice’ flag is checked and the document language is GB

‘Internal Transfer Price. Open’ (MFS001), Panel E

From facility A01 to B01; the transfer currency is USD, the internal transfer price is taken from 100% of the inventory price.

From facility B01 to A01; the transfer currency is EUR, the internal transfer price is taken from 100% of the inventory price.

‘Internal Invoice Series. Open’ (MFS165)

The internal invoice number series must exist within MFS165.

‘Internal Invoice Text. Open’ (MFS015)

Internal invoice text has been created from division AAA to BBB and from division BBB to AAA.

‘Accounting Rule. Set’ (CRS395)

Accounting event MF01 is used for internal invoicing. All the accounting setups should be configured to the appropriate accounting string.

**Tips**

Internal Transfer, Display Between Divisions – MFS200 can be used to display the details of customer orders that have resulted in internal invoices. The status of the transactions can be:

- 0 = Delivered, but not ready for internal invoicing
- 1 = Ready for internal invoicing
- 8 = Selected for internal invoicing (exists in the internal invoicing proposal)
- 9 = Internally invoiced.

The transactions are displayed in MFS200 after CAS950 is run in the receiving division.

Internal Transfer Price. Open - MFS001

The internal transfer price can be taken from a price list, set as the inventory price, from the sales price in the item file or from the net sales price on the CO.

A percentage mark up or down can be applied to the internal transfer price.

Distribution Order calendar

Check on a yearly basis whether the distribution calendars are created in DPS002 (called with option ‘Distribution days’ from ‘Distribution relation. Open’ (DPS001)).

Back to process flow description
3 Pre-configured Settings and Examples

The following chapter describes the main settings to be used to achieve the process and behavior described in this document. The settings have been tested and verified against the pre-configured database using example data described in this chapter.

<table>
<thead>
<tr>
<th>Item example</th>
<th>ROP Reorder point different from 0</th>
<th>ROP Reorder point 0</th>
<th>DRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y00001</td>
<td>Y00004</td>
<td>Y00008 Assembled / Manufactured item</td>
<td></td>
</tr>
<tr>
<td>A class stocked items</td>
<td>C class stocked items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse</td>
<td>003</td>
<td>003</td>
<td>003</td>
</tr>
<tr>
<td>Planning method</td>
<td>ROP</td>
<td>ROP</td>
<td>MRP</td>
</tr>
<tr>
<td>Planning policy</td>
<td>Z3</td>
<td>Z3</td>
<td>Z1 MRP/DRP</td>
</tr>
<tr>
<td>Order type</td>
<td>D11</td>
<td>D11</td>
<td>D11</td>
</tr>
<tr>
<td>Supplying warehouse</td>
<td>001</td>
<td>001</td>
<td>001</td>
</tr>
<tr>
<td>Reorder point / Safety stock</td>
<td>500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ROP method</td>
<td>0</td>
<td>2</td>
<td>n/a</td>
</tr>
</tbody>
</table>
4 Additional Material

This document describes the process flow using a configuration specific to the Distribution industry and makes reference to preset elements of data. It is assumed that some of the basic concepts and activities have no specific settings relevant to Distribution and as such are not directly referred to in this document, they can however be equally important in arriving at a complete configuration.

Lawson Learning offers a series of courses which are available to assist in the education of the standard solution and it is recommended that these be considered alongside the documentation for the preconfigured solution. Please check the Lawson Learning links provided below to obtain details of all courses (including on-line courses) currently available.

Any questions relating to educational services can be directed to education@lawson.com.

Further information is available by visiting http://www.lawson.com/learning.