



Radio Beacon SQL - Web Order Entry Document

Document Title: WIG313

Document Overview: The document below details the correct procedure to process an order through our Warehouse Management System, Radio Beacon SQL 5.1

Required Knowledge

Basic Internet Skills

Basic Knowledge of Radio Beacon Software.

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Chapter 1 – Overview

This document has been designed to explain the Online Order Entry Procedure for Blue Circle Transport Pty Ltd.

It will go through the procedure of connecting to the Blue Circle system and entering your orders and along the way explain how to run key reports that will aid the smooth transition of order entry and the despatch procedure.

This document is an authorised Blue Circle document but becomes uncontrolled as soon as the document has been printed.

Chapter 2 – Online Ordering Explained

Any client of Blue Circle that has their stock stored in our Laverton, Rowville or Tullamarine warehouse is responsible for placing their own unique orders onto our system. This is a simple process, which is done by connecting to the Internet with Internet Explorer version 6+ only. Netscape or any other browser will not work for this procedure. The latest version of Internet Explorer is available for download at the Microsoft website.

2.1 – Rowville Online Order Entry

The Internet address for online order for our Rowville warehouse is as follows.

<http://rbrow.bluecircle.com.au:8080>

2.2 - Laverton Online Order Entry

The Internet address for online order for our Laverton warehouse is as follows.

<http://rblav.bluecircle.com.au:8090>

2.3 - Tullamarine Online Order Entry

The Internet address for online order for our Laverton warehouse is as follows.

<http://rbtul.bluecircle.com.au:8070>

2.4 – The logon screen

Once you have entered the appropriate address you should see the screen below:



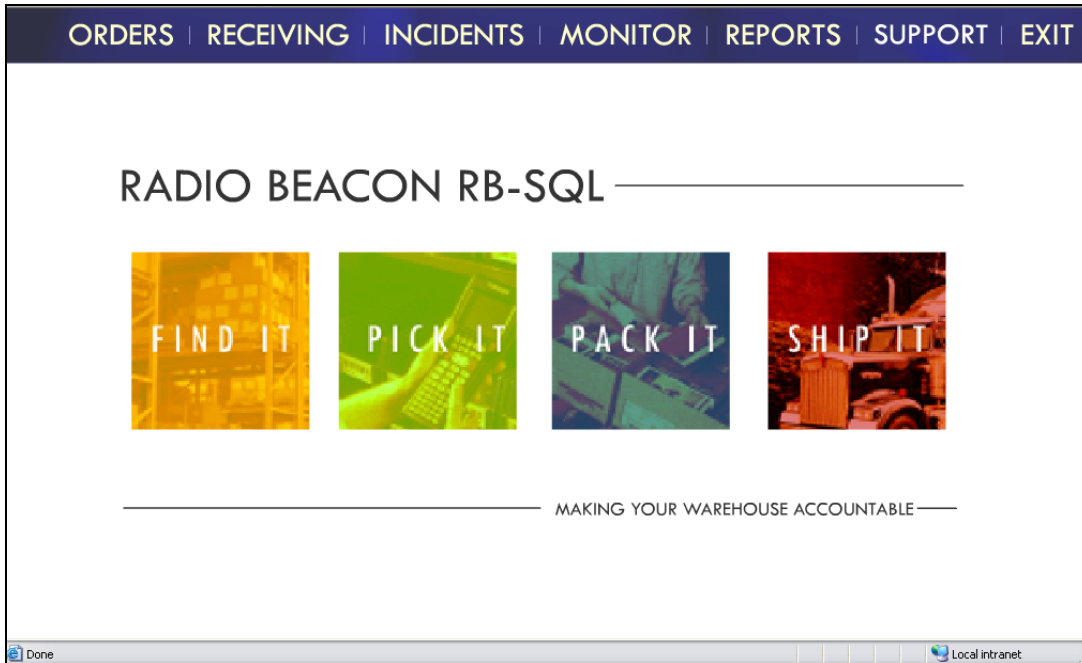
2.5 – Logging on

When your account with Blue Circle was opened, you would have been provided with a login code and password. Simply enter this in the appropriate box and click on the log in button and you will connect to the Blue Circle Radio Beacon system.

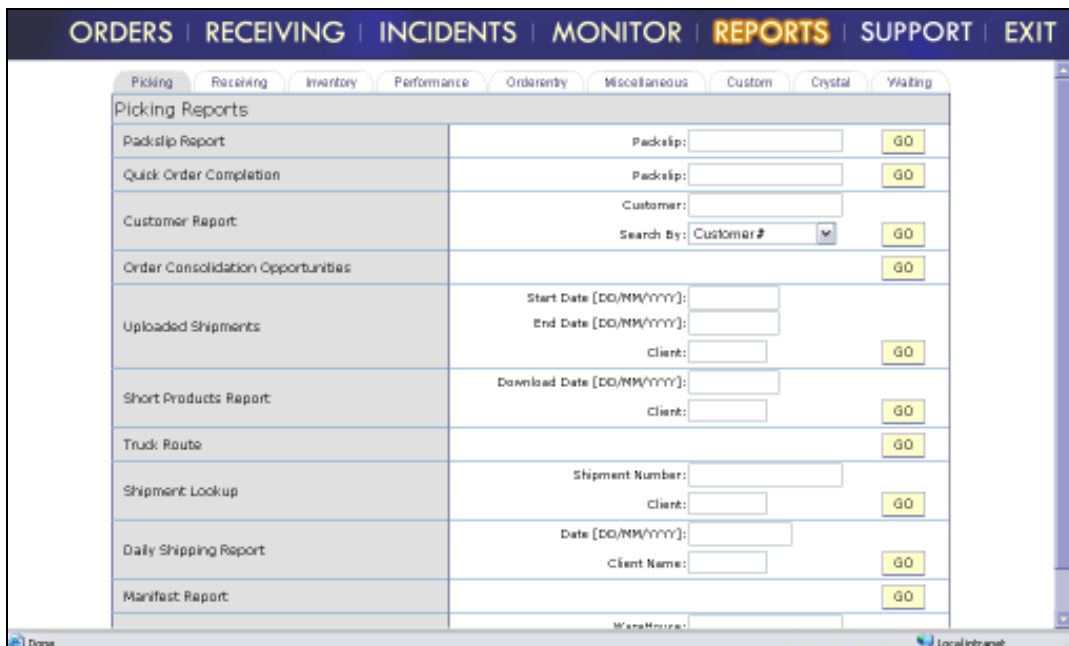
Note: All Radio Beacon 3.1 clients are able to use their existing log in detail for this new version.

Chapter 3 – Entering an Order

Upon entering the system you will be presented with the screen below



As a Blue Circle customer – the only tab you will ever need to access is the one that says Reports. To place your orders you will need to click on this. This in turn will produce the screen below.



To enter an order, simply click on the 'Order Entry' tab under the Client Order Entry section which will take you to the screen shown below.

In the Client Order Entry field, enter your unique client code and click on the GO button which will take you to the screen shown below.

3.1 – Product Search Functionality

There are two ways to enter order information:

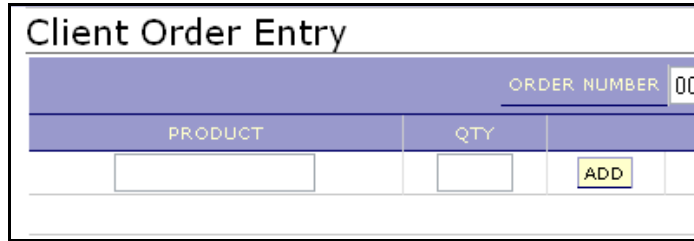
Method One

Enter part of the product code and click on the LOOK UP button to produce a product listing. When your product listing is produced, click on the appropriate item to add it to your order. Clicking on a product in this manner adds the product to the cart with a Quantity of 1. To adjust the Quantity click on the Quantity from the main order screen and this will produce the box shown below

Enter the new quantity required to amend the line or 0 to remove the product from the order Complete these steps until order is complete

Method Two

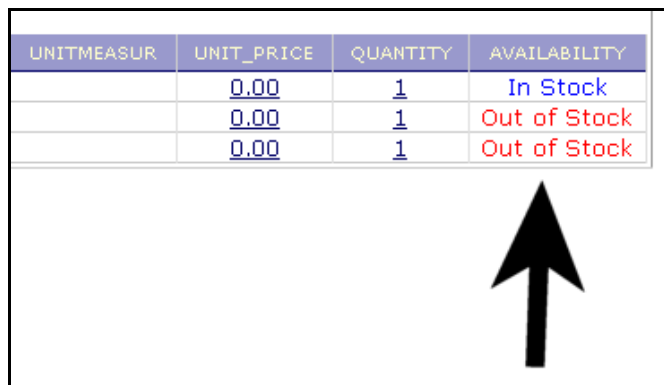
Enter the exact product code and details of quantities required into the appropriate boxes in the order entry screen as shown below. Click on the ADD button to add the line to the order.



The screenshot shows a web interface titled "Client Order Entry". At the top right, there is a field for "ORDER NUMBER" with the value "00". Below this is a table with two columns: "PRODUCT" and "QTY". Each column has an empty input box. To the right of the "QTY" input box is a yellow button labeled "ADD".

3.1.1 – Stock Availability

A new feature available in Radio Beacon SQL 5.1 is the **Stock Availability** feature. When you enter an order you will notice a new field that shows whether the product is in or out of stock as shown in the screenshot below:



UNITMEASUR	UNIT_PRICE	QUANTITY	AVAILABILITY
	0.00	1	In Stock
	0.00	1	Out of Stock
	0.00	1	Out of Stock

A large black arrow points upwards from the bottom center of the table towards the 'Out of Stock' status in the second row.

If a product is out of stock and you wish to remove it from the order you simply follow the earlier step of clicking on the Quantity and selecting 0 (zero) as the quantity. This will remove the out of stock product from the order.

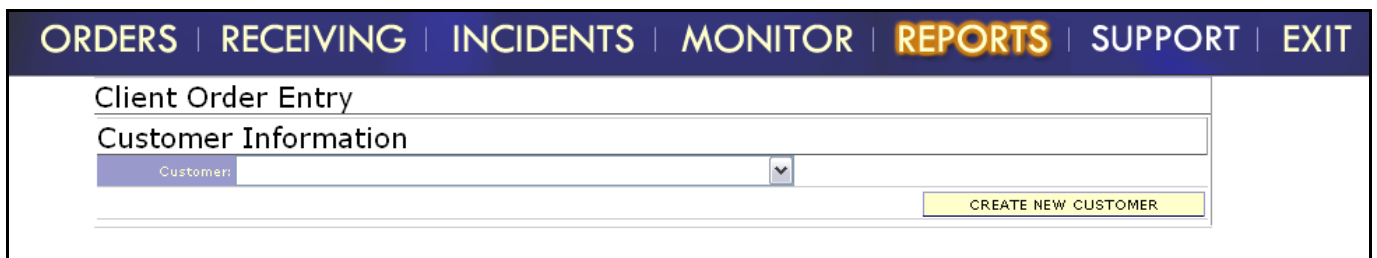
3.2 – Selecting Shipping Address

Once you have entered all the products on to the order, you need to tell the system that the order is complete and ready to despatch. To do this you click on the Complete Order button on the order entry page.

COMPLETE ORDER

We now need to tell the system where the order is to be shipped to.

To do this you can select an existing customer from the drop down box or if it is a new customer you can enter their detail by clicking on the 'Create New Customer' button. (Please see section 3.2.1)



The screenshot shows a navigation bar at the top with the following items: ORDERS | RECEIVING | INCIDENTS | MONITOR | REPORTS | SUPPORT | EXIT. Below this is the "Client Order Entry" section, which includes a "Customer Information" field. This field contains a dropdown menu with the word "Customer:" and a small downward arrow. To the right of the dropdown is a yellow button labeled "CREATE NEW CUSTOMER".

If you select an existing customer you will be taken to the screen below:

The screenshot shows the 'Client Order Entry' form with the following details:

- Customer #**: REBEL
- Customer Name**: REBEL-SPORT - RUNDLE MALL
- Ship Via**: -
- Ship Name**: REBEL-SPORT - RUNDLE MALL
- Ship Attention**: (empty)
- Ship Address 1**: THE MYER CENTRE, SHOP R40,P30,T
- Ship Address 2**: (empty)
- Ship City**: ADELAIDE
- State**: SA
- Ship Country**: (empty)
- Ship Post**: 5000
- PHONE**: (empty)
- FAX**: (empty)
- E_MAIL**: (empty)
- Instruction 1**: (empty)
- Instruction 2**: (empty)
- Instruction 3**: (empty)

Buttons at the bottom: **MODIFY CART**, **UPDATE INFORMATION**, **CONTINUE TO CHECKOUT**, and **CREATE NEW CUSTOMER** (top right).

If all details are complete you can click on the 'Continue to Checkout' button. Alternatively if you wish to amend any details, you can do this and click the 'Update Information' button and then click on the 'Continue to Checkout' button.

3.2.1 – Entering a New Shipping Address

If this is the first time you have used the Radio Beacon system or alternatively, you have a new customer that you are going to start shipping to, you will need to enter them onto the system. This is only done once and then the address is stored in the database for you to use the next time. After you have entered it onto the system it will be available from the drop down customer menu.

To enter a new customer you need to click on the 'Create New Customer Button' and allocate a unique Customer Number of your choice to the client and enter the client name as shown below.

The screenshot shows the 'Create New Customer' form with the following details:

- New Customer Number**: 1234
- New Customer Name**: Blue Circle

Buttons: **CREATE NEW CUSTOMER** (top right) and **CREATE CUSTOMER** (bottom right).

Once you have done this you should click on the 'Create Customer' button and this will take you to the following screen.

The screenshot shows the 'Client Order Entry' form with the following details:

- Customer #**: 1235
- Customer Name**: BLUE CIRCLE
- Ship Via**: -
- Ship Name**: (empty)
- Ship Attention**: (empty)
- Ship Address 1**: (empty)
- Ship Address 2**: (empty)
- Ship City**: (empty)
- State**: (empty)
- Ship Country**: (empty)
- Ship Post**: (empty)
- PHONE**: (empty)
- FAX**: (empty)
- E_MAIL**: (empty)
- Instruction 1**: (empty)
- Instruction 2**: (empty)
- Instruction 3**: (empty)

Buttons at the bottom: **MODIFY CART**, **UPDATE INFORMATION**, **CONTINUE TO CHECKOUT**, and **CREATE NEW CUSTOMER** (top right).

Now you should enter customer information as follows.

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Customer #	1235	Customer Name	BLUE CIRCLE
Ship Via	-	IGNORE THIS FIELD	
Ship Name	CUSTOMER NAME HERE	Ship Attention	CONTACT NAME HERE
Ship Address 1	ADDRESS 1 HERE	Ship Address 2	ADDRESS 2 HERE
Ship City	DESTINATION CITY	State	
Ship Country		Ship Post	
PHONE		FAX	
E_MAIL			
Instruction 1	Additional Comments 1		
Instruction 2	Additional Comments 2		
Instruction 3	Additional Comments 3		

Once all shipping details are complete, click the **Update Information** button and then the **Continue to Checkout** button and this will take you to the screen below, where you can enter more customer information if required.

3.3 – Finalising the Order

Client Order Entry

Additional Order Information:

Customer PO	
SHIP_ACCT	
Required Date	
Instruction 4	
Instruction 5	
Instruction 6	
Instruction 7	
Ship Complete	<input type="checkbox"/>
OK_BO	<input type="checkbox"/>
Priority	0
Truck Route	
TRUCK_STOP	

#	PRODUCT	DESCRIPTION	UNITMEASUR	UNIT_PRICE	QUANTITY	AVAILABILITY
1	11615/999/090	BALMAT F/L GREY		0.00	1	In Stock

Click on the Continue to Checkout Button once you have entered additional details

3.4 – Order Confirmation Screen

The system will now give you an Order number and inventory and is ready to be picked in the warehouse.

Order '000000009' has been submitted to the warehouse for processing

[Shop Again](#)

REBEL-SPORT - REBEL SPORT PENRITH
518 HIGH STREET

PENRITH
NSW 2750

#	PRODUCT	DESCRIPTION	UNITMEASUR	UNIT_PRICE	QUANTITY	AVAILABILITY	TOTAL PRICE
1	11615/999/090	BALMAT F/L GREY		0.00	1	In Stock	0.00
Subtotal							0.00
Sales Tax							0.00
Shipping Charge							0.00
Grand Total							\$0.00

This screen is **important** as it will give you a confirmation/reference number for your order, which will later appear on your billing account. The purpose of this is to allow you to cross reference check the order with your customer purchase/sales order.

You should at all times take a print out of this screen. This can be done in one of two ways.

- 1: Select File and Print from Internet Explorer
- 2: Clicking the Printer icon on the Internet Explorer toolbar.

After you have printed this reference number you can log out of the system or alternatively, if you have other orders to enter, simply click on the close button and you will find yourself back with an empty shopping cart, and ready to proceed with your next order.

3.5 – Understanding Order Status

Once the order has been placed onto the system, you can check the progress of the order at any time by running a Packer reports (see section 4.4). When checking the status of your order you may see terms that you are unfamiliar with. These are specific terms that are used in warehousing to explain order status. These are listed below, with an explanation:

Unallocated

This will be used when the order has just been entered onto the system and no stock has been allocated to the order.

Held Short

This code will be used when an order is not shipped due to a product being on the order that is out of stock. If this is the case and you require the order to be shipped, you will need to contact the on site Administrator who can adjust the quantity of this product to zero, allowing the order to be shipped.

Held in Replenishment

When an order is 'held in replenishment', it means that it is waiting for stock to be moved from the upper storage levels to lower pick face.

Ready to Wave

This means that the order has been allocated and is waiting to be waved.

Waved

Order has been made ready to pick

Being Picked

The pickers in the warehouse are picking the order.

Being Scanned

The order has been picked and is ready for shipping .

Suspended

An order can be suspended for many reasons, varying from there being no product to complete the order, to waiting for a new product on the order. It could also be that the order has been held for a reason, such as an additional note was added at the time of order entry, saying do not ship till a later date.

Chapter Four

Radio Beacon SQL 5.1 has an improved reporting structure. There are six main reports that are available, namely Picking, Receiving, Inventory, Performance, Order Entry and Miscellaneous. This chapter will analyse these reports on an individual basis.

All reports are accessed by clicking on the Reports tab from the main screen and the reports available will appear in a sub menu below the main menu bar.

4.1 - Report One – Picking Reports

The screen shown below presents the options available to the user.

ORDERS RECEIVING INCIDENTS MONITOR REPORTS SUPPORT	
Picking Receiving Inventory Performance Orderentry Miscellaneous Custom Crystal Waiting	
Picking Reports	
Packslip Report	Packslip: <input type="text"/> <input type="button" value="GO"/>
Quick Order Completion	Packslip: <input type="text"/> <input type="button" value="GO"/>
Customer Report	Customer: <input type="text" value="FS"/> Search By: <input type="text" value="Customer Name"/> <input type="button" value="GO"/>
Order Consolidation Opportunities	<input type="button" value="GO"/>
Uploaded Shipments	Start Date [MM-DD-YYYY]: <input type="text"/> End Date [MM-DD-YYYY]: <input type="text"/> Client: <input type="text"/> <input type="button" value="GO"/>
Short Products Report	Download Date [MM-DD-YYYY]: <input type="text"/> Client: <input type="text"/> <input type="button" value="GO"/>
Truck Route	<input type="button" value="GO"/>
Shipment Lookup	Shipment Number: <input type="text"/> Client: <input type="text"/> <input type="button" value="GO"/>
Daily Shipping Report	Date [MM-DD-YYYY]: <input type="text"/> Client Name: <input type="text"/> <input type="button" value="GO"/>
Manifest Report	<input type="button" value="GO"/>

Packslip Report – A Packslip report gives us detailed analysis of a Packslip number and all details and progress that have occurred. To access the report, enter the Packslip number in the box shown below and click Go.

Quick Order Completion – This feature is disabled

Customer Report - The Customer Report consists of the Customer's street address at the top; followed by e-mail address and phone number, open orders, and completed orders for the customer.

Upload Shipments – Allows you to view shipments for a specific date range on a per client basis.

Short Products Report – Allows us to see all short products on a per client basis.

Truck Route - Disabled at time of issue

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Shipment Look Up - Allows you to search by shipment number on a per client basis.

Daily Shipping Report – Can report on all products shipped on a certain day, for all clients or for an individual client.

Manifest Report - This feature is disabled

Held Orders with Items Received Today - Disabled at time of issue

4.2 - Report Two – Receiving Reports

The screen shown below presents the options available to the user.

ORDERS RECEIVING INCIDENTS MONITOR REPORTS SUPPORT								
Picking	Receiving	Inventory	Performance	Orderentry	Miscellaneous	Custom	Crystal	Waiting
Receiving Reports								
Purchase Order Report				PO:	<input type="text"/>			GO
Vendor Report				Vendor:	<input type="text"/>			GO
Vendor Product List				Vendor:	<input type="text"/>			GO
Uploaded Receipts				Upload Date [MM-DD-YYYY]:	<input type="text"/>			GO
Receiving Report By PO				PO Number:	<input type="text"/>			GO
Cascade Shortage Report								GO
Daily Receiving Report				Start Date [MM-DD-YYYY]:	<input type="text"/>			
				End Date [MM-DD-YYYY]:	<input type="text"/>			
				Client:	<input type="text"/>			GO
Create a Container								GO
View Container				Container:	<input type="text"/>			GO
Container Lookup				Vendor:	<input type="text"/>			
				PO:	<input type="text"/>			GO
Rush Items Report				Purchase Order:	<input type="text"/>			
				Pallet Number:	<input type="text"/>			GO

Purchase Order Report – A report listing all SQU's and Quantities received by Purchase Order Number

Vendor Report – Disabled at time of issue

Vendor Product List – Disabled at time of issue

Upload Receipts – Disabled at time of issue

Receiving Report by PO – Enter a PO number to see details of when it was received.

Cascade Shortage Report – Disabled at time of issue

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Daily Receiving Report – A report listing items received on a per day basis

Create a Container – Disabled at time of issue

View Container – Disabled at time of issue

Container Lookup – Disabled at time of issue

Rush Items Report – Disabled at time of issue

RMA Issued Report – Allows you to search Returns on a day by day basis

4.3 - Report Three – Inventory Reports

The screen shown below presents the options available to the user.

ORDERS RECEIVING INCIDENTS MONITOR REPORTS SUPPORT		
Picking	Receiving	Inventory
Performance	Orderentry	Miscellaneous
Custom	Crystal	Waiting
Inventory Reports		
Product Report	Product:	<input type="text"/> <input type="button" value="GO"/>
Product Inventory Report	Client:	<input type="text"/> <input type="button" value="GO"/>
Reserved Stock Report	Client:	<input type="text"/> <input type="button" value="GO"/>
Substitute Product Report	Product:	<input type="text"/> <input type="button" value="GO"/>
Bin Detail Report	Bin:	<input type="text"/>
	Client:	<input type="text"/> <input type="button" value="GO"/>
Bin Inventory Report	Starting Bin:	<input type="text"/>
	Ending Bin:	<input type="text"/>
	Client:	<input type="text"/> <input type="button" value="GO"/>
Empty Bin Report		<input type="button" value="GO"/>
Increment Slotting Report	Starting Bin:	<input type="text"/>
	Ending Bin:	<input type="text"/> <input type="button" value="GO"/>
Replenishment Report	Zone(s):	<input type="text"/>
	Group:	<input type="text"/>
	Client:	<input type="text"/> <input type="button" value="GO"/>
	Days on Hand:	<input type="text"/>

Product Report – Allows you to view stock on hand by product

Product Inventory Report – Allows you to view all products for a client

Reserved Stock Report – Allows you to view stock that has a negative quantity.

Substitute Product Report – Disabled at time of issue

Bin Detail Report – Allows you view a particular bin label for a specific client.

Bin Inventory Report – Allows you to view a range of bins by client

Uncontrolled when printed

Empty Bin Report – Displays listings of all empty bins

Increment Slotting Report – Disabled at time of issue

Replenishment Report – Disabled at time of issue

Packaging Report – Disabled at time of issue

4.4 - Report Four – Crystal/Custom Reports

Radio Beacon SQL 5.1 allows the creation and viewing of customised reports. These reports can be created by contacting the Blue Circle Transport I.T Department. An example of a customised report would be Top 100 products by occurrences in Sales Orders.

There are many more reports that may prove beneficial to your business that can be created.

Please call 03 9258 6000 and ask for the IT Manager.

Chapter 5 – The Terminology

The terms used within a warehousing environment can prove to be another language to a person that doesn't work in that environment on a daily basis. Below is a helpful guide to understanding the terms that you may hear in use around a warehouse and in the Blue Circle workplace.

Allocation

The process of assigning quantities of a product to specific orders before they are available for picking/packing/shipping.

ASN

Advance Ship Notice.

An EDI transaction sent in advance of a shipment, which lists its contents and shipping information.

Bar Code

Information encoded into a pattern of parallel bars and spaces that can be read by a scanner.

Bar Code Scanner

Device that reads bar codes, by using an in built laser device.

Batch

A group of orders in the same wave, picked in one pass through the warehouse.

Batch Picking

A warehouse process in which goods are selected by pickers in quantities to satisfy the demand for more than one order. Goods are first picked by SKU, and later sorted by order, address, etc.

Bin

A bar-coded location in a warehouse where a product is stored.

BOL

Bill of Lading.

A document used to acknowledge the receipt of products.

Carrier

An external commercial party that transport a shipment.

Carton

A box into which an order is packed.

Cube

A user-defined measurement of a product.

Cycle Count

A way of physically counting/verifying inventory levels in the warehouse.

DC

Distribution Centre.

A building or warehouse where items are picked and shipped from.

Data Collection Terminal – Portable

A handheld or vehicle-mounted terminal that collects and processes data from bar code readers, key entry, etc.

EAN

European Article Number.

The international product marking bar code standard.

Fill Rate

Customer service ratio. A set of performance measures the volume of orders shipped on time and completed.

ISO9000

The international standard for quality business processes.

Kitting

The process by which individual items are grouped together to create a single item.

Logistics

The function of sourcing and distributing material and product in the proper place and in proper quantities.

Packing

The act of putting orders into cartons for shipping.

Pallet

A platform used for the movement and storage of goods.

Pick

A single line on an order.

Picking

The process of selecting items from the warehouse.

PO

Purchase Order.

Uncontrolled when printed

Put-Away

The movement of received goods to a storage area.

RF: Radio Frequency

The On-Line communication of data using radio frequency devices.

Scanner

A bar code reading device, generally using a laser.

Shipment Number

A unique number identifier assigned to a shipment. (Consignment No.).

SKU

Stock Keeping Unit.

The identification of a product by name and number. A single unit that has been completely assembled.

TQM

Total Quality Management.

UPC

Universal Product Code.

WMS: Warehouse Management System

A management information system that manages and controls one or more warehouses. It often includes automated equipment and linkages to a company's host computer.

Zones

Areas in a warehouse that set up to make picking easier and more efficient. These zones may be actual physical locations or logical separations of bins.

5.1 - Understanding Warehousing Terms

Picking and Packing Explained

Picking is the act of removing product from bins. Packing is the act of placing these products into 'cartons' for shipping.

Shipping Labels Explained

Every carton shipped from the warehouse has a label on it.

Radio Beacon produces shipping labels for your carton that contain bar codes. When scanned with the RF, these bar codes provide Radio Beacon with the information it needs to track these cartons and identify orders.

Each label contains written information about a particular order, including the shipper's name and address, the consignee, and the order number.

Replenishment Explained

Replenishment is the process of taking stock from bulk in the warehouse and moving it to the bins from which we can fill orders. It is a two step process, with the stock first being taken down from bulk storage and then being placed in bins from which orders can be filled. (Pick Face).

Replenishment is necessary in a number of situations. If there is not enough stock in the pick locations to fill a certain order, but there is enough in bulk storage, a replenishment is created, and the order is placed on hold until the stock is readily available.

Overstock and Replenishment

In a warehouse, it is important to have the appropriate overstock bins from which to replenish pick bins. The act of replenishment co-ordinates the moving of product from overstock to the pick bins/pick faces.

Held Short Explained

When an order includes products, which are not in stock in the warehouse, or stock without sufficient quantity, the usual action taken is for the order to be put in the status 'held short'.

What the status 'held short' means is that the order will sit aside until the missing product is ordered and becomes available to pick.

Chapter 6 – Additional Information

6.1 – Minimum System Requirements

The Radio Beacon Minimum System Requirements for order entry/webpage viewing are as follows.

- 🔹 IBM compatible PC (Apple Macs not supported).
- 🔹 Internet Explorer 6 (Netscape and Mozilla Firefox not supported).
- 🔹 32MB of RAM (64+ MB recommended for larger databases).
- 🔹 Pentium II 200 Mhz.
- 🔹 ISP allows direct http access.
- 🔹 MYOB – Blue Circle have an interface available for MYOB users.
- 🔹 You need windows 98, NT or later (will not run on Windows 95).
- 🔹 Broadband Preferred, Dial up will work but may time out

6.2 – Useful Contacts

Should you need to contact Administration at either our Rowville or Laverton Warehouse, they can be contacted during business hours on the numbers below:

Rowville Warehouse **Tel:** 03 9765 9200 **Fax:** 03 9765 9299

Laverton Warehouse **Tel:** 03 9369 8765 **Fax:** 03 9369 8768

Tullamarine Warehouse **Tel:** 03 9338 9086 **Fax:** 03 9338 9089

6.3 – Technical Support

Blue Circle Transport Pty Ltd provide no technical support for PC issue or connectivity issues. These should be directed to your in house technical support or your ISP.

If you have issues with the Radio Beacon system not functioning correctly or you are able to access all websites bar the radio beacon issue then you should send an email to the address below

helpdesk@bluecircle.com.au

If you wish to email your despatch centre concerning an issue then you should address the email to:

Rowville: bcrow_helpdesk@bluecircle.com.au

Laverton: bclav_helpdesk@bluecircle.com.au

Tullamarine: bctull_helpdesk@bluecircle.com.au

A call will be logged to the internal call logging system and your call investigated and resolved.

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