

## Pick Package Despatch (F-PPD)

<b>Function</b>	Pick Package Dispatch
<b>Date</b>	September 2017
<b>Author</b>	Gareth Gorman
<b>Version</b>	Version 1.0
<b>Status</b>	Working

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1.0	September 2017	Created	Gareth Gorman

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## 1. Introduction

It is possible to use Commerce for your warehouse stock management. This document itemises the pick, package and despatch functionality that Commerce provides.

### Out of Scope

This functional specification is for the Commerce platform only. Integrations with 3rd party systems such as warehouses are out of scope and will be documented separately as part of the implementation specification phase.

## 2. Commerce Admin

<b>F-PPD01.0</b>	<b>Stock Allocation</b>  <i>Stock may be allocated to an order which has been placed via the 'Stock Allocation' area of the admin</i>
F-PPD01.1	The Admin system will allow authorised users to select the Stockroom from a drop down list
F-PPD01.2	The Admin system will allow authorised users to select one or many products from the Products drop down list of products to be allocated (within the selected stock room)
F-PPD01.3	From the products selected the system will display the list of products to be allocated with the following information <ul style="list-style-type: none"><li>● Ext Id/SKU</li><li>● Stockroom</li><li>● Name</li><li>● Required Number</li><li>● Allocated Number</li><li>● Available</li><li>● Add Discrepancy</li></ul>

F-PPD01.4	<p>The admin system will allow authorised users to view the SKUs to be allocated within the product with the following information:</p> <ul style="list-style-type: none"> <li>● SKU id</li> <li>● SKU Name</li> <li>● Number of SKUs required</li> <li>● Number of SKUS allocated</li> <li>● Number of SKUs available</li> <li>● Number of SKUs to be added</li> </ul>
F-PPD01.5	<p>The Admin system will allow authorised users to view orders within the SKU that required allocation:</p> <ul style="list-style-type: none"> <li>● Order id</li> <li>● Customer Name</li> <li>● Number of SKUs required</li> <li>● Number of SKUs allocated</li> <li>● Discrepancy</li> </ul>
F-PPD01.6	The Admin system will allow authorised users to SKU(s) to the order
F-PPD01.7	The Admin system will allow authorised users to process the order
F-PPD01.8	The Admin system will allow authorised users to remove items from the allocation list
F-PPD01.9	The Admin system will allow authorised users to defer items from the allocation list

<b>F-PPD02.0</b>	<b>Create Despatch Packages</b>
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F-PPD02.1	<p>The Admin system will allow authorised users to view list of orders to be despatched with the following information:</p> <ul style="list-style-type: none"><li>• Order Number</li><li>• Order Ref</li><li>• Delivery Method</li><li>• Delivery Date</li><li>• Cust id</li><li>• Customer Name</li><li>• Total Order</li><li>• Credit Type</li><li>• Available Funds</li><li>• Last Ship</li></ul>
F-PPD02.2	<p>On Selection of the order, the Admin system will display the following order details</p> <ul style="list-style-type: none"><li>• Customer Notes</li><li>• Package Details</li><li>• SKU Name</li><li>• Delivery Drop (B2B)</li></ul>
	<ul style="list-style-type: none"><li>• Unit Price</li><li>• Order Quantity</li><li>• Package Quantity</li><li>• Package Allocation</li><li>• Items Total</li><li>• Shipping Method</li><li>• Shipping Charge</li><li>• Shipping Note</li></ul>
F-PPD02.3	<p>The Admin system will allow authorised users to update the following information within order detail</p> <ul style="list-style-type: none"><li>• Add note</li><li>• SKUs added</li><li>• Shipping Method</li><li>• Shipping Charge</li><li>• Shipping Requested Date</li><li>• Shipping Options (Booking required) Y/N</li><li>• Despatch notes/requests</li><li>• Urgent Y/N</li></ul>

F-PPD02.4	The Admin system will allow authorised users to Create Package
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<b>F-PPD03.0</b>	<b>Pick Lists</b>
F-PPD03.1	<p>The Admin system will allow authorised users to view the list of Pick Lists with the following information</p> <ul style="list-style-type: none"> <li>● Pick List number</li> <li>● Status</li> <li>● Date/time</li> </ul>
F-PPD03.2	<p>The Admin system will allow authorised users to view pick list details with the following information</p> <ul style="list-style-type: none"> <li>● Pick List Number</li> <li>● Created date/time</li> <li>● Name</li> <li>● SKU id</li> <li>● Item Location</li> <li>● Quantity</li> <li>● Picked?</li> </ul>
F-PPD03.3	The Admin system will allow authorised users to print the Picking List
F-PPD03.4	The Admin system will allow authorised users to download the Picking List
F-PPD03.5	The Admin system will allow authorised users to enter the Pick Results and enter the number of items picked against each SKU
F-PPD03.6	The Admin system will allow authorised users to process the picking results and update the status to Packing
F-PPD03.7	The Admin system will display a packing slip and allow authorised users to print or download
F-PPD03.8	The Admin system will allow authorised users to mark the package slip as printed

F-PPD03.9	<p>The Admin system will allow authorised users to mark the package slip as shipped with the following information</p> <ul style="list-style-type: none"> <li>● Shipped Via</li> <li>● Tracking Number</li> </ul>
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<b>F-PPD04.0</b>	<b>Transactions</b>
F-PPD04.1	<p>The Admin system will allow authorised users to view a list of transactions with the following information:</p> <ul style="list-style-type: none"> <li>● Order id</li> <li>● Date/Time</li> <li>● Type</li> <li>● Amount</li> <li>● Fee</li> <li>● Provider</li> <li>● Provider Status</li> <li>● Provider Note</li> <li>● Auth Number</li> <li>● Security Key</li> <li>● AVS (address)</li> <li>● AVS (Postcode)</li> <li>● CVV</li> <li>● 3DS Status</li> <li>● 3DS CAVV</li> <li>● Provider Customer Ref</li> <li>● Provider Type Ref</li> </ul>
F-PPD04.2	<p>The Admin system will allow authorised users to search for transactions by</p> <ul style="list-style-type: none"> <li>● Date</li> <li>● From Date/To Date</li> <li>● From Time/To Time</li> <li>● Filter <ul style="list-style-type: none"> <li>○ Status</li> <li>○ Payment Provider</li> <li>○ Type</li> </ul> </li> </ul>

F-PPD04.3	The Admin system will allow authorised users to export transactions within the transaction list to a csv file
F-PPD04.4	The Admin system will allow authorised users to view the total amount handled and fees handled within the transaction list

### 3. Confirmation of sign-off

Name:	
Position:	

I confirm I have received this functional specification and give my authorisation to proceed with the development.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_