

Warehouse and Despatching Best Practices



Delivery Services – Areas and Services

Delivery Options Maintenance

Maintain: ☐ Delivery Services ☐ Areas ☐ Service Charges ☐ Additional Postcodes

International Code	Country	European Community Member	Shope First	Deduct VAT	Bankers Draft Payment Only	IOSS Applies	Area	Postcode/Zipcode	Active	Edit	Select
AF	Afghanistan	No	No	No	No	No	ROW	Yes	Y	Change	☐
AL	Albania	No	No	No	No	No	ROW	Yes	Y	Change	☐
UKA	Alderney	No	No	Yes	No	No	ROW	Yes	Y	Change	☐
DZ	Algeria	No	No	No	No	No	ROW	Yes	Y	Change	☐
AS	American Samoa	No	No	No	No	No	ROW	Yes	Y	Change	☐
AD	Andorra	No	No	No	No	No	ROW	Yes	Y	Change	☐
AO	Angola	No	No	No	No	No	ROW	Yes	Y	Change	☐
AI	Anguilla	No	No	No	No	No	ROW	Yes	Y	Change	☐
AB	Antarctica (British Territory)	No	No	No	No	No	ROW	Yes	Y	Change	☐
ZT	Antarctica (New Zealand Territory)	No	No	Yes	No	No	ROW	Yes	Y	Change	☐

Country Specific Areas

This will allow you to create specific pricing rules for countries.

CSV Import for Countries

You can then mass update the countries to link them to the newly created

Additional Pricing

For postcode-specific areas within the UK, you can add pricing on top of the normal price.

Postcode Re-Direction

Based on certain postcodes you can change the default service they will use.

Branch Restocking

Warehouse:

Branch(es) To Be Replenished: ☐ Stadium Store

Department: ☒ All ☐ Selection

Supplier: [\[Search\]](#) Leave Blank For All Suppliers

Description/SID Filter:

High Value Items: ☐ High Value Only ☐ Non High Value ☒ Both

Include Items With Insufficient Stock at Warehouse: ☒ Yes ☐ No

Min/Max Rules

Include Items with Default Min/Max rules: (1/99999) ☐ Yes ☒ No

Ignore Items With Stock Left Percentage Greater Than: (0 for all)

One For One Rules

Include Transfers: ☐ Yes ☒ No

Include Adjustments: ☐ Yes ☒ No

Include Returns To Suppliers: ☐ Yes ☒ No

Reset Sales Date For All Products: ☐ Yes ☒ No

Restock the Store quickly

Based on min/max levels or one to one sales you can quickly create picking notes to restock

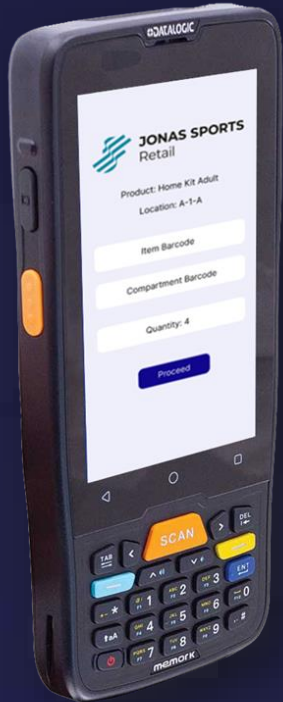
Complete with the Scanners

Works with the scanner so you can confirm the transfer before completing it

More Control

Takes all the manual effort of doing branch to branch transfers.

Scanner Functions



Stocktake

Count your stock by scanning the barcodes

Adjustments

Can make stock adjustments in and out by scanning the barcodes.

Good Receiving

Update the Purchase orders with goods received, rather than counting it manually.

Confirm Picking Notes

Confirm picking notes created within the backoffice.

Bin Locations

Assign Products to Bin Locations or empty Bins

Paperless Warehouse

- Orders are allocated to a scanner user for picking.
- Number of orders are allocated to match the compartments for that trolley.

11:26

RSS HHT V1.2.1A

Stocktake

Price Check

Goods Receiving

Transfer Of Goods

Check Location

Adjustments

Shop Receipt

Files Menu

Picking Menu

Exit

Powered by Exela AutoID Solutions

11:26

Picking Menu

Picking

Send Pick Data

Settings

Tenant: wolves

Pick Status: NotStarted

User:

Trolley:

Pick Run:

Powered by Exela AutoID Solutions

11:30

Picking - Login

User ID

Pin Code

Login

Powered by Exela AutoID Solutions

11:30

Register Trolley

Scan/Key Trolley

Register Trolley

Powered by Exela AutoID Solutions

11:39

Select Pick

Pick Run

7230

No of Orders

5

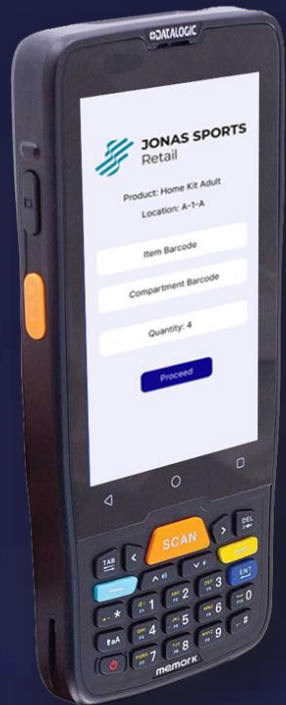
Walk Sequence

Start

Assign Orders

Powered by Exela AutoID Solutions

Paperless Transfers



Branch to Branch Transfer

The system enables branch-to-branch transfers by generating a picking note from the back office and allowing staff to complete the process using a handheld terminal (HHT).

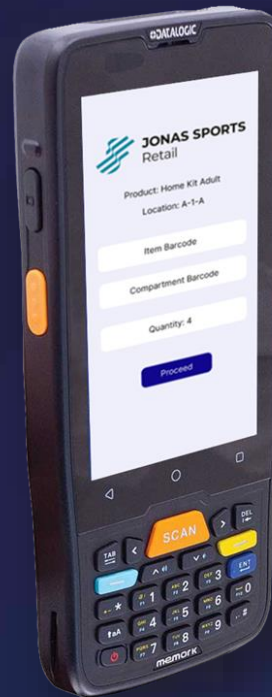
Stock Bin Assignment & GRN

This functionality streamlines stock management by enabling users to scan products and bin locations, automatically updating bin assignments in the back office for improved efficiency and accuracy.

Perpetual Stocktake

The screenshot displays the Perpetual Stocktake software interface. At the top, there are tabs for 'Show History', 'Calculate Breakdown', and 'Calculate Status'. Below these, there are four status indicators: 'Status' (Active), 'Tolerance' (20%), 'Styles Per Day' (11), and 'Elapsed Time' (12 Hours). A summary bar shows 'Start Date: 01-01-2025', 'End Date: 31-12-2025', and 'Status: In-Progress'. Below this, there are four large colored boxes: a green box with '1893 Total Stock', an orange box with '1893 Items to Count', an orange box with '0 Styles Counted', and a blue box with '0 Requested By Manager'. The main section is titled 'Perpetual Stocktake List' and includes a table with columns: Branch, Description, Current Qty, Counted Qty, Difference, Last Counted At, Requested By, Counted By, Status, and Created At. The table lists four items, all with a status of 'Ready to count' and a creation date of 09-06-2025 00:06:44.

Branch	Description	Current Qty	Counted Qty	Difference	Last Counted At	Requested By	Counted By	Status	Created At
Pre Retail	JAMBOONGRY GLS SCRIPT 12-13Y GREY	0						Ready to count	09-06-2025 00:06:44
Pre Retail	JONAS ZALE PAINT M BROWN	0						Ready to count	09-06-2025 00:06:44
Pre Retail	JONAS ZALE PAINT S BROWN	0						Ready to count	09-06-2025 00:06:44
Pre Retail	JONAS ZALE PAINT XS BROWN	0						Ready to count	09-06-2025 00:06:44



Benefits of Perpetual stocktake

Improved Stock Accuracy: Regular counts throughout the year improve stock accuracy.

Automated Recount Scheduling: System generates products for recount when they are due, reducing manual effort.

Immediate Recount for Negative Counts: Negative counts trigger automatic recounts the following day to address discrepancies.

Flagging Disputable Stock Levels: Styles with questionable stock levels can be flagged for prompt recount and resolution.

Enhanced Inventory Control: The system reduces errors and discrepancies, leading to better overall inventory management.