



Receiving and Delivery User Guide

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Chapter 1

Overview of Receiving and Delivery

This chapter provides an overview of Receiving and Delivery (RAD).

What Is Lawson Receiving and Delivery ?

Over the past few years there has been a significant increase in the volume of materials and supplies that must be processed by an organization's materials team. With urgent requests for supplies being almost commonplace, more and more items are shipped through express couriers like Fedex and UPS. The materials staff handles purchase order receipts, such as inventory and non-stock purchases, as well as receipts of other items that may not have been requisitioned through the purchasing department and lack the control of a purchase order.

Lawson Receiving and Delivery (RAD), a part of the Lawson Mobile Supply Chain Management application, uses mobile technologies to help materials organizations receive, transport, deliver and track goods across the breadth of an organization.

These goods include items ordered from vendors using a purchase order created in Lawson Procurement, and parcels that are sent to the organization that are not ordered through Lawson Procurement, such as documents or gifts. Most of the goods that are received must eventually get delivered to the appropriate destination location within your organization.

RAD has six key components:

- **Dock Logging**
You use the Dock Logging component to validate that the carrier tracking numbers on the packages that are delivered by a carrier match the tracking number on the carrier's manifest.
- **Miscellaneous Receiving**
You use the Miscellaneous Receiving component to log shipments when they are received at a company. This component records a receipt for which there is no Lawson Procurement purchase order.
- **PO Receiving**
You use the PO Receiving component to log shipments when they are received at a company. This component records a receipt for which there is a Lawson Procurement purchase order.
- **Delivery Management**
You use the Delivery component to record delivery information and track shipments from the time they enter the receiving area to the time they are delivered to their final destination. Deliveries can be done via the web and by using the handheld.
- **Stock Issues and Returns**
You use the Issues component to send inventory to another non-stocking location, department, or person. The requesting location incurs an expense for the issued items.
You use the Returns component to credit a location for returned items.
- **Tracking**

You use the Tracking component to locate items to be delivered. You can also let your entire organization track the status of goods. This eliminates unnecessary phone calls and provides the organization full visibility into the delivery process.

- **Picking**

You use the Picking component to download shipments generated in Lawson Distribution to a mobile application and to perform requisition-based picking using a handheld device. This component updates the shipment status on the MSCM server and on Lawson Procurement after the picking activity, and generates the appropriate delivery labels and documents.

How Receiving and Delivery Interfaces with Other Lawson Applications



This section explains how Lawson Receiving and Delivery interfaces with other Lawson modules.

Inventory Control (IC)

RAD is interfaced with Inventory Control (IC) and accesses such information as:

- The locations where goods can be delivered
- The non-stock items that have been received and may need to be delivered

Purchase Order (PO)

RAD is interfaced with Purchase Order (PO) by accessing purchase orders and recording purchase order receipts in Lawson Procurement.

Requisitions (RQ)

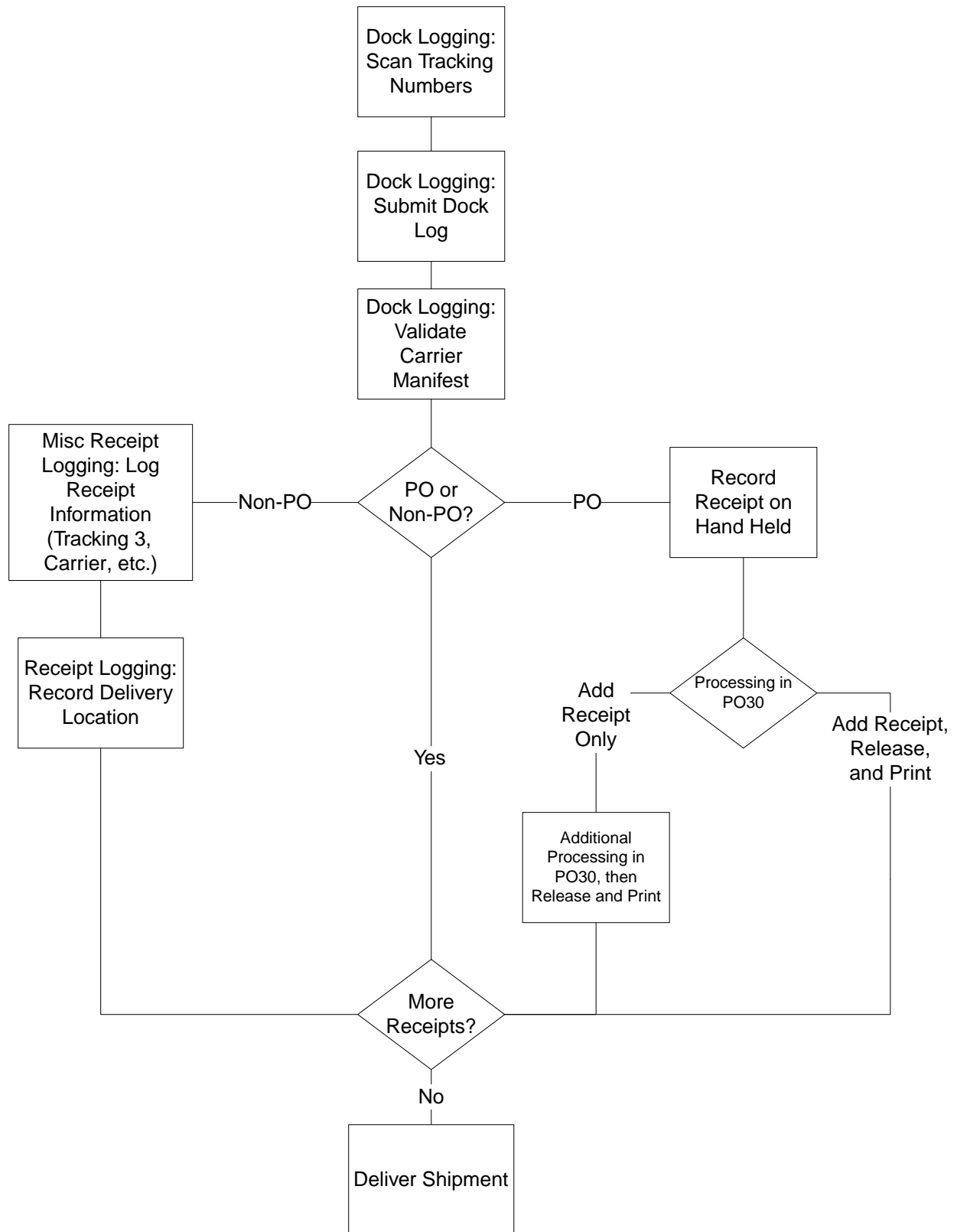
RAD is interfaced with Requisitions (RQ) and accesses such information as:

- The requesting locations for delivery and expense charges/credits of inventory and non-stock items.
- The identities of all employees who have been set up as requestors.

Receiving and Delivery Process Flow

The receiving and delivery process begins when a carrier has dropped off a shipment of goods. When the process is complete, all of the shipments are ready for delivery to their appropriate destination locations.

Figure 1. Procedure flow: Receiving and Delivery



Chapter 2

Setting Up Receiving and Delivery

This chapter explains setup considerations for Lawson Receiving and Delivery.

Concepts in This Chapter

The following concepts provide background and conceptual information for procedures in this chapter.

- ["What Is User Management?" on page 11](#)
- ["What Is Location Management?" on page 11](#)
- ["What Is Vendor Management?" on page 12](#)
- ["How Do I Manage Printers?" on page 13](#)

NOTE To skip directly to the procedures, see ["Setup Procedures in This Chapter" on page 14](#).

What Is User Management?

User Management is designed to control which users of the application have access to which features and functions. For example, one user may be able to Dock Log and Deliver, but not view the productivity reports. Much like Windows security, User Management uses a scheme of users, groups and rights to control access privileges.

Users can be loaded from the Lawson Portal or entered directly into User Management. Each individual uses one user ID and password to log into Lawson Receiving and Delivery.

Lawson Users

Lawson users are individuals with a user account that exists only in MSCM or who have been set up with the appropriate identities and security in the Lawson system. The security for users in the Lawson system can be either Lawson Security or LAUA security.

Groups

Groups contain users that perform the same tasks, such as administrators or receiving clerks. Administrators assign tasks to user groups based on the role of the users in that group. When the users log into the application, only those tasks that are assigned to them appear.

What Is Location Management?

Location management refers to the administration of setting up locations, companies, and sub-locations for use with Lawson Receiving and Delivery.

Companies

For companies running Lawson Procurement, a company is a PO Company. For non-integrated clients, a company may be a group of physical buildings or just one building. Company in the application can represent an organizational grouping or a physical entity.

Locations

A location is a place in a company where goods are received, stored, and delivered. A location can represent a physical place, such as a city, building, or floor of a building. It can also represent a logical classification, such as spare parts, office supplies, and consignment inventory.

Delivery Locations

Delivery locations are locations to which deliveries are made. Deliveries can include PO Receipts and Miscellaneous Receipts that were processed in Lawson Receiving and Delivery.

Stock Locations

Stock locations are locations that store supplies. Locations that are flagged as stock locations can be used in the Issues and Returns module.

Bins (Sub Locations)

A bin is a level of storage within a company location. A bin can be a specific area, rack, shelf, or row at the location. You define bins at the location level. Bins defined in Lawson Procurement are available in Location Management.

Report Groups

A report group is a structuring method you can use to classify a group of locations. You must have at least one report group per company in order to conduct a physical inventory assessment. In addition to conducting physical inventory, you can use report groups to classify locations for reporting, inquiry, and processing purposes. When you specify a report group in inquiry or report programs, you access only the information related to the locations within that report group.

What Is Vendor Management?

Vendor management refers to the administration of viewing Vendors created in AP10 and setting up Mobile Supply Chain only vendors for use with Lawson Receiving and Delivery.

Vendors created in AP10

All vendors that are created in AP10 will be associated to Accounts Payable. Modifications to AP10 vendors can only be completed in AP10. These vendors can also be flagged as **Type = Misc. Receiving and/or Carrier**.

NOTE You can configure all vendors from AP10 with a PO10 record to be automatically flagged as a **Misc Receiving Vendor** type.

The application default is configured NOT to designate all Vendors with a PO10 record as misc receiving vendors. To change the default configuration, open the **mscm.filter.properties** file in an ASCII editor and locate the following section.

```
#####  
## RAD Miscellaneous Receiving Vendor Setting ##  
#####  
# Set to 1 to mark all PO Receiving Vendors (PO10) as Misc Receiving Vendors  
# Set to 0 to not mark all PO Receiving Vendors (PO10) as Misc Receiving Vendors  
rad.miscreceiving.vendor.import.flag=0
```

Change the **flag=** value to 1 to make the application default that all PO Receiving Vendors are Misc Receiving Vendors. Save the file.

Vendors created in MSCM

You are still able to create local MSCM vendors, which are only available to be flagged as **Misc Receiving & Carrier**. Vendors that originate in MSCM and are later created in AP10 will sync and become linked vendors.

How Do I Manage Printers?

There are two types of printers used in Receiving and Delivery: Report printers and Label printers. You can set up printers to be used by a company, location, workstation and user.

Setup Procedures in This Chapter

This section provides procedural guidance on using the browser application to perform administrative procedures for setting up users, locations, and printers for use with Lawson Receiving and Delivery.

- ["Setting Up Package Tracking Level in Lawson Procurement" on page 15](#)
- ["Logging into the Application" on page 15](#)
- ["Navigating Search Results" on page 16](#)
- ["Adding Locations" on page 16](#)
- ["Adding Locations from Procurement" on page 17](#)
- ["Modifying Locations" on page 18](#)
- ["Viewing and Printing Locations" on page 19](#)
- ["Inactivating Locations" on page 20](#)
- ["Printing Location Labels" on page 21](#)
- ["Viewing and Printing Companies" on page 22](#)
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- ["Configuring Vendor Management" on page 31](#)
- ["Adding Vendors" on page 32](#)
- ["Modifying Vendors" on page 33](#)
- ["Viewing and Printing Vendors" on page 34](#)
- ["Inactivating Vendors" on page 34](#)
- ["Adding Printers" on page 35](#)
- ["Modifying Printers" on page 36](#)
- ["Deleting Printers" on page 38](#)
- ["Mapping Printers to Locations" on page 39](#)

- ["Mapping Label Printers to Workstations" on page 39](#)

Setting Up Package Tracking Level in Lawson Procurement

You must set up the package tracking level using the Lawson form PO Company Setup (PO01.1).

STEPS To set up the package tracking level

1. Access PO Company Setup (PO01.1) in the Lawson Portal.
2. On the Receiving tab, consider the following fields:

Package Tracking Level	Select M (MSCM). This indicates that <i>Receiving and Delivery</i> is used for package tracking.
-------------------------------	--

You can also select H (Header). This indicates the level of package tracking.

NOTE Package Tracking Level = H is required for use with delivery. If you do not want to have to enter a Carrier Tracking Number for each receipt, there is code provided by Lawson that can be installed to the PO30 that makes this field optional.

Number of Labels Default = 1	Select Y. This indicates that a default value of 1 should be defaulted if the Number of Copies field is left blank on PO Receiving (PO30.1).
-------------------------------------	--

Logging into the Application

Use this procedure to gain access to the Receiving and Delivery application. Users able to access the Lawson Portal can pass seamlessly from the Lawson Portal to Mobile SCM.

STEPS To log into the application

1. Open your web browser.
2. Select the Mobile SCM bookmark.
The Lawson Mobile SCM login page appears.
3. Consider the following fields.

User ID	Enter the user ID assigned to you by the administrator.
----------------	---

Password	Enter your password.
-----------------	----------------------

4. Click Login.
The Lawson Mobile SCM main page appears.
5. Select any of the options available in the left navigation pane to proceed.

STEPS To log out of the application

1. On the Mobile SCM main page, click logout.
The Logged Out page appears.
2. To log back into the application, click Back to Login.

To exit the application completely, close your web browser.

Navigating Search Results

Use this procedure to navigate through multiple pages of results when performing a search.

STEPS To navigate search results

1. Perform a search.

A search results page appears.

2. Consider the following fields and controls.

Go to Page	Enter a page number in this field and click Go to display the selected page number.
First Page	Click this link to return to the first page of search results.
Previous	Click this link to display the previous page.
Next	Click this link to display the next page of search results.
Last	Click this page to display the last page of search results.

Adding Locations

Use this procedure to add locations to Lawson Receiving and Delivery.



Need More Details? Check out the following concepts:

- ["What Is Location Management?"](#) on page 11

STEPS To add new locations

1. Select Location Management in the Administration menu.
2. Select Locations > Add New.
3. Consider the following fields on the Add New Location page to create a new location.

Company	Select the company where you want to add the location.
Location ID	Enter the ID for the new location.
Location Description	Enter a brief description of the new location.
Report Groups	Select the report group you want to associate with the locations. See "Report Groups" on page 12 for information about report groups.

4. Consider the following RAD fields.

Deliver To	Select this box if the location is a delivery location.
Receiving and Delivery Transfer	Select this box if the location is a receiving and delivery transfer location.
Receiving, Ship To	This is the receiving location. It also accommodates the ship to location used on PO20.

Stock Location	Select this box if the location is a stock location.
Requesting	Select this box only if interfaced and set up as a requesting location RQ01.1.

5. Click Add.
The Add New Location confirmation page appears with the new company information.
6. Consider the following options:
 - Add Another - Click to add another location.
 - Print Label - Click to print the label.
7. Click Done.

Adding Locations from Procurement

Use this procedure to add locations from the Lawson Procurement database.



Need More Details? Check out the following concepts:

- ["What Is Location Management?"](#) on page 11

STEPS To add locations from Procurement

1. Select Location Management in the Administration menu.
2. Select Locations > Add Location from Procurement.
The Search for a Procurement Location to Add to Mobile SCM page appears.
3. Consider the following fields.

Company	Select the company of the Procurement location you want to add.
Location ID	Enter the location ID of the Procurement location you want to add.
Location Description	Enter the description of the Procurement location you want to add.

4. Click Search to display all the Procurement locations that fit your search criteria.
The Select Procurement Location to Add to Mobile SCM page appears.
Consider the following options:
 - Search Again
 - Cancel
5. Click Add to Mobile SCM to the right of the location you want to add to the application server.
The Add Procurement Location to Mobile SCM page appears.
6. Consider the following fields on the Add Procurement Location to Mobile SCM page.

Deliver To	Select this box if the location is a delivery location.
Receiving and Delivery Transfer	Select this box if the location is a receiving and delivery transfer location.
Receiving, Ship To	This is the receiving location. It also accommodates the ship to location used on PO20.

Requesting	Select this box only if interfaced and set up as a requesting location RQ01.1.
Stock Location	Select this box if the location is a stock location.

7. Click Add.
The Add New Location confirmation page appears with the new location information.
8. Consider the following options:
 - Print Label
 - Back to Search Results
9. To add another location, click Back to Search Results and follow the preceding steps. When you are finished adding new locations, click Done.

Modifying Locations

Use this procedure to modify locations not associated with Lawson Procurement.



Need More Details? Check out the following concepts:

- ["What Is Location Management?"](#) on page 11

STEPS To modify locations

1. Select Location Management in the Administration menu.
2. Select Locations > Modify.

The Search for a Location to Modify page appears.

3. Consider the following fields for the search criteria:

Company	Select the company of the location that you want to modify.
Location ID	Enter the location ID of the location that you want to modify.
Location Description	Enter the description of the location that you want to modify.
Location Activities	Select the activities associated with the location that you want to modify.
TIP To select more than one activity, hold down the Ctrl key while selecting activities.	
Location Association	Select the association to Procurement of the location that you want to modify.

NOTE For information about navigating search results, see ["To navigate search results"](#) on page 16

4. Click Search to display all locations that fit your search criteria.

The Select Location to Modify page appears.

NOTE You can click Search Again to return to the Search for a Location to Modify page, or you can click Cancel to return to the Location Management page.

5. Click Modify next to the location that you want to modify.

The Modify Location page appears.

6. Consider the following fields.

Location Description Enter a brief description of the selected location.

NOTE If the location you are modifying was created in Lawson Procurement, this field is display only.

Report Groups Select the report group you want to associate with the locations. See "[Report Groups](#)" on page 12 for information about report groups.

7. Consider the following RAD activity fields.

Deliver To Select this box if the location is a delivery location.

Receiving and Delivery Transfer Select this box if the location is a receiving and delivery transfer location.

Receiving, Ship To This is the receiving location. It also accommodates the ship to location used on PO20.

Requesting Select this box only if interfaced and set up as a requesting location RQ01.1.

Stock Location Select this box if the location is a stock location.

8. Click Modify to save your changes.

The Modify Location page appears.

9. Consider the following options.

- Print Label - Click this button to print a bar coded label for this location.
- Done - Click this button to return to the Location Management page.

Viewing and Printing Locations

Use this procedure to view or print location information for single locations.



Need More Details? Check out the following concepts:

- "[What Is Location Management?](#)" on page 11

STEPS To view or print locations

1. Select Location Management in the Administration menu.
2. Select Locations > View/Print on the Location Management page.

The Search for a Location to View/Print page appears.

3. Consider the following fields for the search criteria:

Company Select the company of the location that you want to view or print.

Location ID Enter the location ID of the location that you want to view or print.

Location Description Enter the description of the location that you want to view or print.

Location Activities	Select the activities associated with the location that you want to view or print.
	TIP To select more than one activity, hold down the Ctrl key while selecting activities.
Status	Select the activity status of the company that you want to view or print.
Location Association	Select the association to Procurement of the location that you want to view or print.

- Click Search to display all users that fit your search criteria.
The Select Location to View/Print page appears.
- Click View/Print next to the location you want to view or print.
The View/Print Location page appears.
- Consider the following options.

Print	Click this button to print the location information.
Done	Click this button to return to the Location Management page.

Inactivating Locations

Use this procedure to inactivate locations that are no longer in use. This does not delete the location. Administrators can still maintain a record of a location's activities.

NOTE You cannot inactivate locations that are assigned as default locations.



Need More Details? Check out the following concepts:

- "[What Is Location Management?](#)" on page 11

STEPS To inactivate locations

- Select Location Management in the Administration menu.
- Select Locations > Inactivate.
The Search for a Location to Inactivate/Activate page appears.
- Consider the following fields for the search criteria:

Company	Select the company of the location that you want to inactivate.
Location ID	Enter the location ID of the location that you want to inactivate.
Location Description	Enter the description of the location that you want to inactivate.
Location Activities	Select the activities associated with the location that you want to inactivate.
	TIP To select more than one activity, hold down the Ctrl key while selecting activities.
Procurement Status	Select the activity status of the location that you want to inactivate.

Location Association Select the association to Procurement of the location that you want to deactivate.

4. Click Search to display all locations that fit your search criteria.

The Select Location to Inactivate page appears.

5. Click Inactivate next to the location you want to deactivate.

The Inactivate Location page appears.

NOTE Click Cancel to return to the Location Management page.

6. Click Inactivate to deactivate the selected location.
7. The Inactivate Location confirmation page appears. Click OK to return to the Location Management page.

Printing Location Labels

Use this procedure to print bar code labels for locations.



Need More Details? Check out the following concepts:

- ["What Is Location Management?"](#) on page 11

STEPS To print location labels

1. Select Label Management in the Administration menu.

2. Select Print Labels > Locations.

The Search for a Location to Print Labels page appears.

3. Consider the following fields.

Company	Select the company of the location for which you want to print labels.
----------------	--

Location	Enter the location for which you want to print labels.
-----------------	--

Active Only	Check to select the Active Only option.
--------------------	---

Associated to Procurement	Select the association to Procurement of the location for which you want to print labels.
----------------------------------	---

Location Activity	Select the activities associated with the location for which you want to print labels.
--------------------------	--

TIP To select more than one activity, hold down the **Ctrl** key while selecting activities.

4. Click Search to display all users that fit your search criteria.

The Select Locations to Print Labels For page appears.

Consider the following fields:

- Search Again
- Print Labels

5. Select the check boxes of the location for which you want to print labels.
6. Click Print Labels.
7. On the Print Labels confirmation page click Done to return to the Location Management page.

Viewing and Printing Companies

Use this procedure to view or print company information for an individual company.

Lawson Receiving and Delivery supports the use of Procurement Companies, as well as companies that are added directly to Location Management.



Need More Details? Check out the following concepts:

- ["What Is Location Management?"](#) on page 11

STEPS To view or print companies

1. Select Location Management in the Administration menu.
2. Select Companies > View/Print.

The Search for Company to View/Print page appears.

3. Consider the following fields for the search criteria:

Company Select the company you want to view or print.

Company Description Enter the description of the company you want to view or print.

Status Select the activity status of the company that you want to view or print.

Company Association Select the association to Procurement of the company you want to view or print.

4. Click Search to display all the companies that fit your search criteria.

The Select Company to View/Print page appears.

Click Search Again to perform a new search or click Cancel to discard the changes.

5. Click View/Print next to the company you want to view or print.

The View/Print Company page appears.

6. Click Print to print the company information.
7. Click Done to return to the Location Management page.

Inactivating Companies

Use this procedure to inactivate companies that are no longer in use. This does not delete the company or any associated records. Administrators will still have a historical record of a company's activities.



Need More Details? Check out the following concepts:

- ["What Is Location Management?"](#) on page 11

STEPS To inactivate companies

1. Select Location Management in the Administration menu.
2. Select Companies > Inactivate.

The Search for a Company to Inactivate page appears.

3. Consider the following fields.

Company	Select the company you want to inactivate.
Company Description	Enter the description of the company you want to inactivate.
Status	Select the activity status of the company that you want to inactivate.
Company Association	Select the association to Procurement of the company you want to inactivate.

4. Click Search to display all companies that fit your search criteria.

The Select Company to Inactivate page appears.

Click Search Again to perform a new search or click Cancel to discard the changes.

5. Click the Inactivate button next to the company you want to inactivate.

The Inactivate Company page appears.

6. Click the Inactivate button to inactivate the selected company.

7. The Inactivate Company confirmation page appears. Click OK to return to the Location Management page.

Adding Users

Users perform specific tasks, depending on the groups they are assigned to. Groups are made up of users who perform similar tasks. When you add users, you assign values to them that determine the data they can access and the tasks they can perform.

Before you start Before you add users, you should create user groups to assign the user access to appropriate functions. See "[Adding Groups](#)" on page 30 for more information.



Need More Details? Check out the following concepts:

- "[What Is User Management?](#)" on page 11

STEPS To add a new user

1. Select User Management in the Administration menu.
2. Select Users > Add New on the User Management page.

The Add New User page appears.

3. Consider the following fields on the Add New User page to create a new user and assign the new user to a group.

User ID	Enter a user ID. NOTE The user ID field is an alphanumeric field. The name you enter here is the same name you enter on the Login page.
First Name	Enter the first name of the new user.
Last Name	Enter the last name of the new user.
Password	Enter a user password. NOTE The password must be at least five characters. This is the password you will enter on the Login page.
Confirm Password	Enter the password again to confirm.
Employee ID	Enter the employee identification number for the user.
E-mail	You can enter a valid user e-mail address. NOTE This field is used for reference by an administrator.
Group	Select a group the new user will be assigned to. NOTE This is a key assignment that controls all the access rules to the system. You must create groups before users. For more information, see " Adding Groups " on page 30.
Assign Access	Click this button to assign user access to locations. See " To assign user access to locations " on page 25 for steps on how to assign user access.
Assign Defaults	Click this button to set the default locations, printer and revenue center for the user. See " To assign default locations " on page 25 for steps on how to set location defaults, " To assign default printers " on page 26 for setting up default printers, and " To assign default revenue center " on page 26 to set up default revenue centers.
Copy User Assignment	Click to copy a user assignment.

4. Click Add User to add the new user information to the application.
5. Click Cancel to return to the User Management page without saving the user information.

Assigning Location Access to Users

When you perform activities on a handheld terminal or the web, the application records the specific location where that activity occurs. The Materials Staff may operate in one or two locations, while delivery clerks may be delivering across several companies and hundreds of locations.

Administrators control location access using the Assign Access to Locations function.

This assignment serves two purposes:

- It restricts users to perform tasks to a discrete number of locations— for security.
- It reduces that amount of information that is displayed to the user, simplifying the system interactions allowing them to not have to navigate irrelevant locations and departments.

STEPS To assign user access to locations

1. On the Add New User page, click Assign Access.

The Assign Access to Locations page appears.

2. Consider the following fields on the Assign Access to Locations page to assign user access to company locations.

Global Access

A user can have Global Access, which means that they have access to all companies and locations. Any user with Global Access can grant Global Access to other users. If a user does not have Global Access, the Global Access check box does not appear.

NOTE In a multi-company installation it would be rare to assign global access to a user who is not an administrator.

Company

Locations are assigned one company at a time. The Company drop-down list shows all companies to which the user has access.

System Locations

As an administrator, you can grant a user can two levels of access per company:

- All Locations: All current locations for the company, as well as any locations that are added in the future. The All Location option is not displayed if the current user has access to all locations for the company.
- Specific Locations: Only the individual locations that are selected. Only the locations that the current user has access to will display. Any new locations added will have to be assigned manually before the user has access to them.

3. Click Add after selecting the locations you want to grant the user access to within a company.

The locations are added to the User's Locations list. If you want to remove locations that the current user should not have access to, check the location and click Remove.

4. Click Done when you are finished granting access to locations for the current user.
5. Click Cancel to close the window without making any changes.

Assigning Location Defaults to Users

Use this procedure to assign default locations for users. When default locations are assigned, the company and location that a user commonly works in are automatically displayed. This allows users to save time by not requiring them to select the company and location each time they perform an activity.

This procedure allows you to load users from the Portal application. Use this procedure only if Lawson Receiving and Delivery is interfaced with Lawson Procurement and Lawson users have been set up who have Portal and Procurement access. For more information on Lawson user setup, see *Lawson Administration: Resources and Security*.

STEPS To assign default locations

1. On the Add New User page, click Assign Defaults.

The Add New User page appears.

2. Supply the information for the User Information blank fields.
3. Click Assign Defaults tab next to Default Locations option.
4. Select the default locations for the Mobile SCM user.
5. Click OK to assign the default location.

To assign default printers

- ___1. On the Add New User page, click Assign Defaults.
The Add New User page appears.
- ___2. Supply the information for the User Information blank fields.
- ___3. Click Assign Defaults tab next to Default Printer option.
The Set Printer Defaults page appears.
- ___4. Select the company to assign user printer defaults per location.
- ___5. Click OK to assign the default printer.

To assign default revenue center

- ___1. On the Add New User page, click Assign Defaults.
The Add New User page appears.
- ___2. Supply the information for the User Information blank fields.
- ___3. Click Assign Defaults tab next to Default Revenue Center option.
The Assign Default Revenue Center page appears.
- ___4. Select the default revenue center for the Mobile SCM user..
- ___5. Click OK to assign the default revenue center.

Adding Users from the Portal

This procedure allows you to load users from the Portal application. Use this procedure only if Lawson Receiving and Delivery has been installed on the Portal.

Before you start Before you add users, you should create user groups to assign the user access to appropriate functions. See "[Adding Groups](#)" on page 30 for more information.



Need More Details? Check out the following concepts:

- "[What Is User Management?](#)" on page 11

STEPS To add a user from the Portal

1. Select User Management in the Administration menu.
2. Select Users > Add New from Portal.
The Search for a Portal User to Add to Mobile SCM page appears.
3. Consider the following fields for the search criteria:

Portal User ID	Enter the user ID for the portal user that you want to add to Mobile SCM.
First Name	Enter the first name for the portal user that you want to add to Mobile SCM.

Last Name	Enter the last name for the portal user that you want to add to Mobile SCM.
Employee ID	Enter the employee ID for the portal user that you want to add to Mobile SCM.

- Click Search.

The Select a Portal User to Add to Mobile SCM page appears.

NOTE For information about navigating search results see "[To navigate search results](#)" on page 16

- Click Add to Mobile SCM to add the portal user.

The Add Portal User to Mobile SCM page appears.

- Consider the following fields for the search criteria:

Group	Select the group to which the user is assigned.
Assign Access	Click this button to assign user access to locations. See " To assign user access to locations " on page 25 for steps on how to assign user access.
Assign Defaults	Click this button to set the default locations, printer and revenue center for the user. See " To assign default locations " on page 25 for steps on how to set location defaults, " To assign default printers " on page 26 for setting up default printers, and " To assign default revenue center " on page 26 to set up default revenue centers.

- Click Add User to add the new user information to the application.

The Add New User confirmation page appears with the information for the user you added.

- Click Search Again to perform a new search or click Cancel to discard the changes.
- Click OK to return to the User Management page.

Modifying Users

Use this procedure to modify user information: name, password, employee ID, and group association.



Need More Details? Check out the following concepts:

- "[What Is User Management?](#)" on page 11

STEPS To modify a user

- Select User Management in the Administration menu.
- Select Users > Modify.

The Search for a User to Modify page appears.

- Consider the following editable fields.

First Name	Enter the first name of the user that you want to modify.
Last Name	Enter the last name of the user that you want to modify.
User Group	Select the user group of the user you want to modify.

Company	Select the company of the user that you want to modify.
User Association	Select the Portal association of the user that you want to modify.

- Click Search to display the users that fit your search criteria.

NOTE For information about navigating search results see "[To navigate search results](#)" on page 16

The Select a User to Modify page appears.

- Click Modify next to the user that you want to modify.

The Modify User page appears.

- Consider the following fields.

User ID	Displays the user ID for the user that you want to modify.
----------------	--

NOTE The user ID field is an alphanumeric field. The name you enter here is the same name the user enters on the Login page.

First Name	Edit the first name of the new user.
-------------------	--------------------------------------

Last Name	Edit the last name of the new user.
------------------	-------------------------------------

Password	Edit a user password.
-----------------	-----------------------

NOTE The password must be at least five characters. This is the password the user enters on the Login page.

Confirm Password	Edit the password again to confirm.
-------------------------	-------------------------------------

Associated to Portal	Displays the status of the current user's association to the Portal.
-----------------------------	--

Employee ID	Edit the employee identification number for the user.
--------------------	---

E-mail	Edit a valid e-mail address for the user.
---------------	---

Active	Displays the activity status of the user.
---------------	---

Group	Modify the group to which the user is assigned.
--------------	---

- Click this button to set the default locations, printer and revenue center for the user. See "[To assign default locations](#)" on page 25 for steps on how to set location defaults, "[To assign default printers](#)" on page 26 for setting up default printers, and "[To assign default revenue center](#)" on page 26 to set up default revenue centers.
- Click Modify User to save your changes.
The Modify User page displays the newly-modified user information.
- Click OK to return to the User Management page.

Viewing and Printing Users

Use this procedure to view or print information about single users.



Need More Details? Check out the following concepts:

- "[What Is User Management?](#)" on page 11

STEPS To view or print a user

1. Select User Management in the Administration menu.
2. Select Users > View/Print.

The Search for a User to View/Print page appears.

3. Consider the following fields for the search criteria:

User ID	Enter the user ID to search for the user you want to view or print.
First Name	Enter the first name of the user that you want to view or print.
Last Name	Enter the last name of the user that you want to view or print.
User Group	Select the user group of the user you want to view or print.
Status	Select the status of the user that you want to view or print.
Company	Select the company of the user that you want to view or print.
User Association	Select the Portal association of the user that you want to view or print.

4. Click Search to display the users that meet your search criteria.

The Select a User to View/Print page appears.

Click Search Again to perform a new search or click Cancel to discard the changes.

NOTE For information about gating search results see "[To navigate search results](#)" on page 16

5. Click View/Print next to the user that you want to view or print.

The View/Print User page appears.

6. Click Print to print the user information.
7. Click Done to return to the User Management page.

Inactivating Users

Use this procedure to inactivate users who no longer use the application. This does not delete the user or historical data. Administrators will still have a historical record of a user's activities.



Need More Details? Check out the following concepts:

- "[What Is User Management?](#)" on page 11

STEPS To inactivate users

1. Select User Management in the Administration menu.
2. Select Users > Inactivate/Activate.

The Search for a User to Inactivate page appears.

3. Consider the following fields for the search criteria:

Status	Enter the status of the user.
User ID	Enter the user ID to search for the user you want to view or print.
First Name	Enter the first name of the user that you want to inactivate.

Last Name	Enter the last name of the user that you want to deactivate.
User Group	Select the user group of the user that you want to deactivate.
Company	Select the company of the user that you want to deactivate.
User Association	Select the Portal association of the user that you want to deactivate.

- Click Search to display all users that fit your search criteria.

The Select a User to Inactivate page appears.

Click Search Again to perform a new search or click Cancel to discard the changes.

- Click Inactivate next to the user you want to deactivate.

The Inactivate User page appears.

- Click Inactivate to deactivate the selected user.

NOTE If you deactivate a user through the Portal, Lawson Mobile Supply Chain Management automatically deactivates the corresponding record.

- The Inactivate User confirmation page appears. Click OK to return to the User Management page.

Adding Groups

Use this procedure to add new groups to the Mobile SCM database.



Need More Details? Check out the following concepts:

- ["What Is User Management?"](#) on page 11

STEPS To add new groups

- Select User Management in the Administration menu.
- Select Groups > Add on the User Management page.
The Add Group page appears
- Enter a name in the Create New Group Name field.
- Click Continue.
The Add Roles to Group window appears.
- Select the appropriate roles from the All Roles list, and click Add.
The selected roles appear in the Assigned Roles list.
- Click Complete when you have finished assigning roles to the group.
The Manage Group Roles page appears.
- Click OK to return to the User Management page.

Modifying Groups

Use this procedure to modify existing groups in Mobile SCM.



Need More Details? Check out the following concepts:

- ["What Is User Management?"](#) on page 11

STEPS To modify groups

1. Select User Management in the Administration menu.
2. Select Groups > Modify on the User Management page.
The Modify Group page appears.
3. Select an existing group from the Modify Existing Group drop-down list and click Continue.
The Modify Group Roles page appears.
4. Select the appropriate roles from the All Roles list, and select Add. To remove roles from the group, select the appropriate role from the Assigned Roles list and click Remove.
5. Click Complete when you have finished modifying the roles for the group.
The Manage Group Roles page appears.
6. Verify the information and click OK to return to the User Management page.

Viewing and Printing Groups

Use this procedure to view or print group information.



Need More Details? Check out the following concepts:

- ["What Is User Management?"](#) on page 11

STEPS To view or print groups

1. Select User Management in the Administration menu.
2. Select Groups > View/Print on the User Management page.
The View/Print Group page appears.
3. Select the group that you want to view or print from the Select Group drop-down list and tick the Include Inactive Users checkbox.
Click Continue.
The View/Print Group page appears.
4. Verify the information and select Print to print the selection.
5. Click OK when you are finished printing.

Configuring Vendor Management

You can mark all AP10 Vendors with a PO10 record as miscellaneous receiving vendors.

STEPS To mark vendors with a PO10 record as miscellaneous receiving vendors

1. Select Vendor Management in the Administration menu.
2. Select Configuration.

The Vendor Management Configuration page appears.

3. Select Mark all vendors from AP10 that have a PO Vendor Record (PO10) as Miscellaneous Receiving Vendors.
4. Click OK.

The Vendor Management Configuration page appears.

5. Click OK to return to the Vendor Management page.

Adding Vendors

You purchase items from vendors. A vendor group allows several AP companies to share the same list of vendors. Each company shares the vendor list, or companies can have their own vendor lists. For more information on vendor groups, see the *Accounts Payable User Guide*.

STEPS To add a new MSCM vendor

1. Select Vendor Management in the Administration menu.
2. Select Vendors > Add.

The Add Vendor Information page appears.

3. Consider the following fields on the Add Vendor Information page.

Vendor ID	Enter a vendor ID.
Vendor Name	Enter the name of the new vendor.
Vendor Group	Select a group the new vendor will be assigned to.

NOTE Vendor Group either comes from Lawson AP or, if this is a standalone installation, one vendor group is created at the time of install. Vendor Group in combination with Vendor Number are the key fields, and it is the company (which is assigned a vendor group) that determines the access to which vendors.

Vendor Type	Select one or more types for the new vendor.
Select Carrier Tracking Identifier	Select the appropriate tracking formats used by the carriers of the new vendor (for example, DHL10 means the 10-character format employed for DHL tracking).

NOTE FedEx pertains to the 14-character format employed by FedEx tracking.

4. Click Add to add the new vendor information to the application.

NOTE The carrier formats can only be used once, and **Vendor Type = Vendor Record (PO10)** is not available because this setting comes from Lawson AP and is not available for non-Lawson AP MSCM-only vendors.

The Add Vendor Information page appears.

5. Click OK to return to the Vendor Management page.

Modifying Vendors

Use this procedure to modify Vendor Name, Type (Miscellaneous Receiving or Carrier), and Carrier Tracking Identifier.

STEPS To modify a vendor

1. Select Vendor Management in the Administration menu.
2. Select Vendors > Modify.

The Search for Vendor Information to Modify page appears.

3. Consider the following fields for search criteria.

Vendor ID	Enter a vendor ID.
Vendor Name	Enter the name of the vendor.
Vendor Group	Select a group the new vendor will be assigned to.
Vendor Company	Select the company of the vendor that you want to modify.
Vendor Type	Select one or more types for the vendor.
Vendor Association	Select an AP10 or MSCM association of the vendor record that you would like to modify.

4. Click Search to display the vendors that fit your search criteria.

NOTE For information about navigating search results see "[To navigate search results](#)" on page 16.

The Select Vendor Information to Modify page appears.

Click Search Again to perform a new search or click Cancel to discard the changes.

5. Click Modify next to the vendor that you want to modify.

The Modify Vendor Information page appears.

6. Consider the following editable fields:

Vendor Type	Select one or more types for the vendor.
Select Carrier Tracking Identifier	Select the appropriate tracking formats used by the carriers of the new vendor (for example, DHL10 means the 10-character format employed for DHL tracking).

NOTE FedEx pertains to the 14-character format employed by FedEx tracking.

NOTE If you choose to modify a vendor that was created in AP10, you can modify the Misc receiving type if the configuration has not been set up to flag all vendors with a PO Vendor record (PO10) as a misc receiving vendor.

7. Click Modify to save your changes.

The Modify Vendor Information page displays the newly modified vendor information.

8. Click OK to return to the Vendor Management page.

Viewing and Printing Vendors

Use this procedure to view or print information about vendors.

STEPS To view or print a vendor

1. Select Vendor Management in the Administration menu.
2. Select Vendors > View/Print.

The Search for Vendor Information to View/Print page appears.

3. Consider the following fields for the search criteria:

Vendor ID	Enter a vendor ID.
Vendor Name	Enter the name of the vendor.
Vendor Group	Select a group the vendor is assigned to.
Vendor Company	Select the company of the vendor that you want to modify.
NOTE The Company determines the vendor group. For more information on the vendor group relationship to AP Company, see the Lawson <i>Accounts Payable User Guide</i> .	
Vendor Type	Select one or more types for the vendor.
Vendor Association	Select the association to AP10 or MSCM of the vendor that you want to modify.
Mobile SCM Status	Select the status of the vendor that you want to view or print.

4. Click Search to display the vendors that meet your search criteria.

NOTE For information about navigating search results see "[To navigate search results](#)" on page 16

The Select Vendor Information to View/Print page appears.

5. Click View/Print next to the vendor that you want to view or print.
The View/Print Vendor Information page appears.
6. Click Print to print the vendor information.
7. Click OK to return to the Vendor Management page.

Inactivating Vendors

Use this procedure to inactivate vendors that are no longer used in the application.

STEPS To inactivate vendors

1. Select Vendor Management in the Administration menu.
2. Select Vendors > Inactivate/Activate.
The Search for Vendor Information to Inactivate page appears.
3. Consider the following fields for the search criteria:

Vendor ID	Enter a vendor ID.
Vendor Name	Enter the name of the vendor.
Vendor Group	Select a group the vendor is assigned to.
Vendor Company	Select the company of the vendor that you want to inactivate.
Vendor Type	Select one or more types for the vendor.
Vendor Association	Select the Portal association of the vendor that you want to inactivate.

- Click Search to display all vendors that fit your search criteria.

The Select Vendor Information to Inactivate page appears.

Click Search Again to perform a new search or click Cancel to discard the changes.

- Click Inactivate next to the vendor you want to inactivate.

The Inactivate Vendor Information page appears.

- Click Inactivate to inactivate the selected vendor.

NOTE If you inactivate a vendor through the Portal, Lawson Mobile Supply Chain Management automatically inactivates the corresponding record.

- Click Yes to confirm inactivation of the vendor.

The Inactivate Vendor Confirmation page appears.

- Click OK.

Adding Printers

Use this procedure to add a printer to your system.



Need More Details? Check out the following concepts:

- ["How Do I Manage Printers?"](#) on page 13

STEPS To add a printer

- Select Printer Management in the Administration menu.

- Select Printers > Add on the Printer Management page.

The Add Printer page appears.

- Consider the following fields on the Add Printer page.

Printer Name	Enter the name of the printer you are adding.
---------------------	---

Hostname	Enter the network address or IP address for the printer.
-----------------	--

Type	Select the type of printer that you want to add. <ul style="list-style-type: none"> • Report – A printer that prints documents on the standard 8.5 x 11 inch paper stock. • Label – A specialized printer for labels that uses a language to describe the layout of information on a label. <p>NOTE See below for information for setting up label printers (Step 4).</p>
-------------	--

Company	Select the company you make the printer accessible from.
Company Default	Select this check box to make the printer you are adding the default printer for the selected company.

4. Consider the following Label Printer Details fields if you are adding a label printer.

Make	Enter the brand name of the label printer.
Model	Enter the model number of the label printer.
Port	Enter the port that the label printer is connected to.
Protocol	Select the printing protocol your system uses for label printers.
LPR Server	Enter the server your laser printer is connected to.
Language	Enter the name of the proprietary language the label printer uses to determine the layout of text on the label.
User Name	Enter your user name.
Password	Enter your password.
Confirm Password	Re-enter your password.
Max Retries	Enter the number of times that you want the label printer to retry printing if there is an error.
Retry Timeout	Enter the number of seconds that you want the label printer to wait before trying to print after an error.

5. Click Add to save the printer information.

The Add Printer confirmation page appears.

NOTE To stop the action without adding a printer, click Cancel.

6. Click OK to return to the Printer Management page.

Modifying Printers

Use this procedure to modify a printer connected to your system.



Need More Details? Check out the following concepts:

- ["How Do I Manage Printers?"](#) on page 13

STEPS To modify a printer

1. Select Printer Management in the Administration menu.
2. Select Printers > Modify/Delete on the Printer Management page.
The Search for a Printer to Modify or Delete page appears.
3. Consider the following fields.

TIP Click Show All to show all printers in the Receiving and Delivery system.

Company	Select the company of the printer that you want to modify.
Printer Name	Enter the name of the printer that you want to modify.
Printer Hostname	Enter the hostname of the printer that you want to modify.
Printer Type	Select either Report or Label depending on what type of printer that you want to modify.

4. Click Search to display the printers that fit your search criteria.
Click Search Again to perform a new search or click Cancel to discard the changes.

NOTE For information about navigating search results see "[To navigate search results](#)" on page 16

The Select Printer to Modify or Delete page appears.

5. Click Edit in the row of the printer that you want to modify.
The Modify Printer page appears.
6. On the Modify Printer page, consider the following fields.

Printer Name	Edit the name of the printer you are adding.
Hostname	Edit the network address or IP address for the printer.
Type	Select the type of printer that you want to add. <ul style="list-style-type: none">• Report – A printer that prints documents on the standard 8.5 x 11 inch paper stock.• Label – A specialized printer for labels that uses a language to describe the layout of information on a label.

NOTE See below for information for modifying label printers (Step 7).

Company	Select the company you make the printer accessible from.
Company Default	Select this check box to make the printer you are modifying the default printer for the selected company.

7. Consider the following Label Printer Details fields if the printer you are modifying is a label printer.

Make	Edit the brand name of the label printer.
Model	Edit the model number of the label printer.
Port	Edit the port that the label printer is connected to.

Protocol	Select the printing protocol your system uses for label printers.
LPR Server	Edit the server your laser printer is connected to.
Language	Edit the name of the proprietary language the label printer uses to determine the layout of text on the label.
User Name	Edit your user name.
Password	Edit your password.
Confirm Password	Re-enter your password.
Max Retries	Edit the number of times that you want the label printer to retry printing if there is an error.
Retry Timeout	Edit the number of seconds that you want the label printer to wait before trying to print after an error.

- Click Done to save the printer information.

NOTE To stop the action without modifying the printer, click Cancel.

- On the Modify Printer confirmation page, click OK to return to the Printer Management page.

Deleting Printers

Use this procedure to delete a printer from your system.



Need More Details? Check out the following concepts:

- "[How Do I Manage Printers?](#)" on page 13

STEPS To delete a printer

- Select Printer Management in the Administration menu.
- Select Printers > Modify/Delete on the Printer Management page.
The Search for a Printer to Modify or Delete page appears.
- Consider the following fields for the search criteria:

TIP Click Show All to show all printers in Receiving and Delivery.

Company	Select the company of the printer that you want to delete.
Printer Name	Enter the name of the printer that you want to delete.
Printer Hostname	Enter the hostname of the printer that you want to delete.
Printer Type	Select either Report or Label depending on what type of printer that you want to delete.

- Click Search to display the printers that fit your search criteria.

NOTE For information about navigating search results see "[To navigate search results](#)" on page 16

The Select Printer to Modify or Delete page appears.

Click Search Again to perform a new search or click Cancel to discard the changes.

5. Click the Delete icon in the row of the printer that you want to delete.
6. Click OK to delete the selected printer.

Mapping Printers to Locations

Use this procedure to map printers to the locations in your company.



Need More Details? Check out the following concepts:

- ["How Do I Manage Printers?"](#) on page 13

STEPS To map a printer to a location

1. Select Printer Management in the Administration menu.
2. Select Printers > Map to Locations.

The Map Printers to Location page appears.

3. Consider the following fields.

Company	Select the company to which you want to map the printer.
Location Type	Select the location type for the company to which you want to map the printer.
Location	Select the location in the company to which you want to map the printer.

4. Select the check boxes of the printers in the All Printers in Company list that you want to map to a location.
5. Click Add.

The printers you selected are added to the Printers Mapped to Location list.

To remove printers from the Printers Mapped to Location list, select the check box next to the printers that you want to remove and click Remove.

6. When you are finished with mapping printers to a location, click Done to return to the Printer Management page.

Mapping Label Printers to Workstations

Use this procedure to map label printers to the workstations in your company.



Need More Details? Check out the following concepts:

- ["How Do I Manage Printers?"](#) on page 13

STEPS To map a label printer to a workstation

1. Select Printer Management in the Administration menu.
2. Select Printers > Map Label Printers to Workstations.

The Map Label Printers to Workstations page appears.

3. Consider the following fields.

Company	Select the company for which you want to map a label printer to a workstation.
----------------	--

4. Click Add Workstation.

The Add Label Printer to Workstation Mapping popup window appears.

5. Consider the following fields.

Label Printer	Select the label printer that you want to map to the workstation.
----------------------	---

Workstation	Enter the IP address for the workstation to which you want to map the label printer.
--------------------	--

6. Click OK.
7. If you already have a label printer mapped to a workstation, but want to change the workstation it is mapped to, click Edit on the Map Label Printers to Workstations page.
The Edit Label Printer to Workstation Mapping popup window appears.
8. Enter the IP address for the workstation to which you want to map the label printer.
9. Click OK.
10. If you want to delete label printer and workstation associations, on the Map Label Printers to Workstations page do one of the following.
 - Click Delete in the row of the printer name and click OK when prompted to delete the association
 - Select the check boxes of the rows of printer associations that you want to delete and click Delete Checked.
11. When you are finished adding or modifying printer-workstation associations, click Done to return to the Printer Management page.

Chapter 3

Using Receiving and Delivery in the Browser

This chapter provides concepts and procedures for using Lawson Receiving and Delivery in the browser.

Concepts in This Chapter

TIP To skip directly to the procedures, see ["Receiving Procedures in This Chapter"](#) on page 45, ["Delivery Procedures In This Chapter"](#) on page 56, ["Issues Procedures in This Chapter"](#) on page 69, and ["Tracking Procedures in This Chapter"](#) on page 71.

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is a Route?"](#) on page 42
- ["What Is Dock Logging?"](#) on page 43
- ["What Is a Miscellaneous Receipt?"](#) on page 43
- ["What Is an Issue?"](#) on page 43
- ["What Is a Delivery Label?"](#) on page 44
- ["What is a Delivery Ticket?"](#) on page 44
- ["What Is Tracking?"](#) on page 44

What Is a Route?

Most organizations perform the deliveries in a set of routes. For example, floors 2, 3, and 4 or all deliveries to building A.

Lawson Receiving and Delivery lets you predefine the routes. When you define the routes, you identify all possible delivery points on the route and the sequence in which the deliveries would normally be performed. After you define the routes, the application can help users manage and organize the delivery process.

A route is a list of locations that let you organize the delivery process. You can easily select multiple start locations across more than one route, without the need to toggle between routes.

Each company needs to have at least one route, and each route has a route name plus a list of receiving, delivery, and transfer locations.

For each delivery location on a route, you define the sequence (sometimes called a route stop) that the location represents in the route. That is, you define the order of the locations on the route.

The route that a delivery location is on can be modified through the browser application.

Receiving Locations

Routes list delivery locations and transfer locations. Receiving locations are those locations where staff may dock log and receive goods that need to be delivered.

Transfer Locations

Each route can have one transfer location, one or more receiving locations, and one or more delivery locations. It is possible for the same transfer location to be assigned to more than one route within the same Company. A transfer location can be assigned to a route. The transfer location must belong to the same company as the route.

Default Routes

One of the routes in each company is designated the default route. When a company is created, a route is automatically created that has the same name as the company. It is initially designated the default

route. When a delivery location is created, either in Lawson or in SCM Setup, the delivery location is automatically added to the default route.

Site Routes

Site routes let you sort locations for deliveries across multiple routes. You create a site route by selecting existing routes and assigning them a sequence. Newly created routes will automatically be added to the end of the site route.

What Is Dock Logging?

This process of scanning packages as they are removed from the truck is known as dock logging. The express couriers often arrive in waves at a loading dock, and their prime object appears to be to off load the packages as quickly as possible and leave. The dock logging feature lets receivers quickly scan the carrier tracking number of each package as it is removed from the truck and make sure that the delivery manifest is accurate. That way, discrepancies can be quickly identified before the driver has left the location.

An added benefit of dock logging is that employees waiting for a package are able to look at the tracking page and see whether the package has arrived at the company. Dock logging is optional, and the rest of Lawson Receiving and Delivery can be fully used even if your organization does not use dock logging.

Dock logging is used to validate that the carrier tracking numbers on the packages that are delivered by a carrier match the tracking numbers on the packages on the carrier's manifest. Dock logging lets you validate the packages against the delivery manifest, resolve discrepancies immediately, and record the exact time the packages arrived.

What Is a Miscellaneous Receipt?

Materials staff often need to deliver items that have not been purchased through the normal requisition and PO process. Such items include personal items, loaner or free good from vendors, and so on. Regardless of the purchasing methods, the PO and miscellaneous goods alike need to be managed and efficiently delivered.

By contrast, PO Receiving is performed using the handheld unit. For more information, see "[Receiving PO Items Using the Handheld](#)" on page 81.

Lawson Receiving and Delivery provides a way to formally receive these miscellaneous items and record them when they first arrive, where they should be delivered, and who sent them. Such information is useful for a variety of reasons:

- It provides proof of delivery should an employee mistakenly claim that the goods were never received.
- It provides management with empirical data on the volume of miscellaneous goods arriving at the company.
- It allows materials staff to include these time-consuming miscellaneous items in productivity reporting.

What Is an Issue?

An issue is a transaction where one inventory location sends inventory to another non-stocking location, department, or person. The requesting location incurs an expense for the issued items. Traditionally, issues were processed using the Lawson forms Issues (IC21.1) and Detail Issues (IC21.2). Using the Issues feature in Lawson Receiving and Delivery allows you to quickly and accurately process them on a handheld device.

What Is a Delivery Label?

One delivery label is printed per receipt, per Lawson tracking number. The Lawson tracking number is printed as a barcode and as a readable string on the delivery label. Item details and the requisition number can be printed on the label if each line item has a unique Lawson tracking number.

What is a Delivery Ticket?

One delivery ticket is created per receipt, per delivery location. The delivery ticket is a paper report that is delivered to the recipient. The delivery ticket contains all item details, such as the Lawson tracking number (large and also in barcode), date/time, company, requisition number, purchase order number, requestor, requested delivery date, from company, from location, vendor, and delivery location. The Lawson tracking number is printed as both a barcode and as a readable string on the delivery ticket.

The delivery ticket is printed automatically when PO Receipt data is sent from Lawson. You can reprint delivery tickets if a duplicate is required for any reason.

What Is Tracking?

Tracking lets external users query Lawson Receiving and Delivery and obtain up to date status on receipts and deliveries.

The application provides information on whether a delivery has been dock logged, received, transferred, or delivered. It also provides information on the times that any of the events occurred.

Receiving Procedures in This Chapter

This section contains the following delivery procedures:

- ["Configuring Receiving" on page 45](#)
- ["Printing Dock Logs" on page 47](#)
- ["Receiving Miscellaneous Items Using the Browser" on page 48](#)
- ["Modifying Miscellaneous Receipts" on page 49](#)
- ["Printing Delivery Labels" on page 50](#)
- ["Viewing or Printing PO Receipts" on page 51](#)
- ["Printing Tracking Labels" on page 52](#)

Configuring Receiving

Use this procedure to configure the Receiving component of Receiving and Delivery for use with both the browser application and the handheld application.



Need More Details? Check out the following concepts:

- ["What Is a Route?" on page 42](#)
- ["What Is Dock Logging?" on page 43](#)
- ["What Is a Miscellaneous Receipt?" on page 43](#)
- ["What Is an Issue?" on page 43](#)
- ["What is a Delivery Ticket?" on page 44](#)

STEPS To configure miscellaneous receipt header

1. Select Receiving from the Receiving and Delivery menu.
2. Select Configuration > Misc. Receipts.
The Receipt Logging Configuration page appears.
3. Configure (Display or Require) the following options as desired:
 - Carrier
 - Vendor
 - PO Number
 - Packing Slip Nbr
 - Reject Delivery
4. For Print Delivery Document(s), select the following options:
 - Default to Checked
 - Print Delivery Label
 - Print Delivery Ticket

STEPS To configure PO receipt header

1. Select Receiving from the Receiving and Delivery menu.
2. Select Configuration > PO Receipts.
The Configure PO Receiving for HandHeld page appears.
3. The settings that can be configured by clicking Modify from this page include:

NOTE Uncheck "Inherit" box to assign individual settings. Check "Inherit" box to apply settings from above.

Carrier Tracking Number	You can choose to display Carrier Tracking Number field on the PO Header screen of the handheld. If displayed, you can choose whether it is required to enter Carrier Tracking Number.
Carrier	You can choose to display Carrier field on the PO Header screen of the handheld. If displayed, you can choose whether it is required to enter Carrier Name.
Reference Number	You can choose to display Reference Number field on the PO Header screen of the handheld. If displayed, you can choose whether it is required to enter Reference Number.
Bill of Lading	You can choose to display Bill of Lading field on the PO Header. If displayed, you can choose whether it is required to enter Bill of Lading information.
Lawson Tracking Number	You can choose whether to display Lawson Tracking Number field on the PO Line Item screen of the handheld.
Print Delivery Documents	You can choose whether to print Delivery Label and Delivery ticket when finished PO receiving on the handheld.

STEPS To add carriers

1. Select Vendor Management in the Administration menu.
2. Select Vendors > Add on the Vendor Management page.
The Add Vendor Information page appears.
3. Consider the following fields on the Add Vendor Information page.

Vendor ID	Enter a vendor ID for the new carrier.
Vendor Name	Enter the name for the new carrier.
Vendor Group	Select a group the new carrier will be assigned to.
<hr/> NOTE This is a key assignment that controls all the access rules to the system. You must create groups before carriers. See " Adding Groups " on page 30. <hr/>	
Vendor Type	Select Carrier.

Select Carrier Tracking Identifier Select the appropriate tracking formats used by the new carrier (for example, **DHL10** means the 10-character format employed for DHL tracking).

NOTE FedEx pertains to the 14-character format employed by FedEx tracking.

4. Click Add to create the new carrier.
The Add Vendor Information page appears.

NOTE If you click Cancel, you will return to the Vendor Management page without saving the carrier information.

The Add Vendor Information page appears.

5. Click OK.

STEPS To configure dock logging

1. Select Receiving from the Receiving and Delivery menu.
2. Select Configuration > Misc. Receipts.

The Receipt Logging Configuration page appears.

3. Under Dock Logging Configuration, consider the following fields:

Dock Log Select Auto Print if you want the dock log to print automatically.

Dock Log Report Days Type the number of days to include in the Dock Log report.

4. Click Update.
The Receipt Logging Configuration page appears.
5. Click OK.

Printing Dock Logs

Use this procedure to print dock logs. Usually you print dock logs in the case that the original copy is lost, or to research an old dock log.

Before you start You must perform dock logging on the handheld before you can print dock logs. See "[To perform dock logging](#)" on page 80 for more information.

STEPS To print dock logs

1. Select Receiving from the Receiving and Delivery menu.
2. Select Print Dock Log.

The Print Dock Log page appears.

3. Consider the following fields.

Company Select the company of the dock log you want to print from the drop-down list.

Receiving Location	Select the location of the dock log you want to print from the drop-down list.
From Date	To print dock logs for a range of dates, type the starting date.
To Date	To print dock logs for a range of dates, type the ending date.

- Click Update Screen to display any dock logs that match your selection criteria.
- Click View/Print in the row of the dock log that you want to print.
The Dock Log page appears.
- Click Print to print the dock log to your report printer or Done to close the page.

Receiving Miscellaneous Items Using the Browser

Use this procedure to record miscellaneous items using the browser.

STEPS To log miscellaneous receipts

NOTE Miscellaneous items can also be received on the handheld device. Items received on a handheld can only be edited in the browser.

- Select Receiving from the Receiving and Delivery menu.
- Select Misc. Receipts > Log Receipts
- The Log Miscellaneous Receipt page appears.
- Consider the Receiving Information fields.

Company	Select the receiving company of the miscellaneous receipt.
----------------	--

Location	Select the receiving location of the miscellaneous receipt.
-----------------	---

Carrier Tracking	Enter a carrier tracking number.
-------------------------	----------------------------------

Carrier	If displayed, select the carrier of the miscellaneous receipt.
----------------	--

- Consider the following Delivery information fields

Company	Select the delivery company of the miscellaneous receipt.
----------------	---

Location ID	Enter the location ID, or click the Find icon to search for a delivery location by location ID.
--------------------	---

Description	Description of location. Enter the location description, or click the Find icon to search for a delivery location by location description.
--------------------	--

Reject Delivery	If displayed, select the check box if this receipt is for a rejected delivery.
------------------------	--

Print Delivery Document	If displayed, select the check box if you want the receipt to print.
--------------------------------	--

Note Code	Select the type of note.
------------------	--------------------------

Info	Type the text that you want to appear on the note.
-------------	--

Vendor ID	If displayed, select the vendor.
------------------	----------------------------------

Name	If displayed, select the name.
-------------	--------------------------------

PO Number	If displayed, type the PO number.
------------------	-----------------------------------

Packing Slip Number If displayed, type the packing slip number.

6. Click OK.

NOTE To modify the newly logged miscellaneous receipt, click on the Modify Receipt link at the top of the page.

Modifying Miscellaneous Receipts

STEPS To modify miscellaneous receipts

1. Select Receiving from the Receiving and Delivery menu.
2. Select Misc. Receipts > Modify Receipt.

The Search for Receipt to Modify page appears.

3. Consider the following fields for the search criteria:

Company	Select the company of the receipt that you want to modify.
Receiving Location	Select the receiving location of the receipt that you want to modify.
Lawson Tracking	Enter the Lawson tracking number of the receipt that you want to modify.
Carrier Tracking	Enter the carrier tracking number of the receipt that you want to modify.

4. Click Advanced Search for more fields to narrow your search.

The Additional Criteria fields appears.

Consider the following fields for additional search criteria.

PO Number	Type the PO number of the receipt that you want to modify.
From Date	Type or select a start date to search for a range of receipts entered on specific dates.
To Date	Type or select an end date to search for a range of receipts entered on specific dates.
Carrier	Select the carrier of the receipt that you want to modify.
User ID	Select the user ID associated with the receipt that you want to modify.
Vendor	Type the name of the vendor associated with the receipt that you want to modify.
Packing Slip Number	Type the packing slip number associated with the receipt that you want to modify.

5. Click Search to display the receipts that fit your search criteria.

The Select Receipt to Modify page appears.

6. Click Modify in the row of the receipt that you want to modify.

The Modify Miscellaneous Receipt page appears.

7. Consider the following Receiving Information fields.

Company	Select the receiving company of the miscellaneous receipt.
----------------	--

Location	Select the receiving location of the miscellaneous receipt.
Carrier Tracking	Type or enter a carrier tracking number.
Carrier	If displayed, select carrier of the miscellaneous receipt.

8. Consider the following Delivery information fields

Company	Select the delivery company of the miscellaneous receipt.
Location ID	Enter the location ID, or click the Find icon to search for a delivery location by location ID.
Description	Description of location. Enter the location description, or click the Find icon to search for a delivery location by location description.
Reject Delivery	If displayed, select the check box if this receipt is for a rejected delivery.
Print Delivery Document	If displayed, select the check box if you want the receipt to print.
Note Code	Select the type of note.
Info	Type the text that you want to appear on the note.
Vendor ID	If displayed, select the vendor.
Name	If displayed, select the name.
PO Number	If displayed, type the PO number.
Packing Slip Number	If displayed, type the packing slip number.

9. Click OK.

Printing Delivery Labels

Use this procedure to print delivery labels for parcels. These labels are used to identify and track the parcel in place of the carrier tracking number.

STEPS To print delivery labels

1. Select Receiving from the Receiving and Delivery menu.
2. Select Misc. Receipts > Print Delivery Label.

The Search for Receipt to Print Delivery Label page appears.

3. Consider the following fields for the search criteria:

Company	Select the company of the receipt that you want to print delivery labels for.
Receiving Location	Select the receiving location of the receipt that you want to print delivery labels for.
Lawson Tracking	Enter the Lawson Tracking Number of the receipt that you want to print delivery labels for.
Carrier Tracking	Enter the Carrier Tracking Number of the receipt that you want to print delivery labels for.

4. Click Advanced Search for more fields to narrow your search.

The Additional Criteria fields appears.

Consider the following fields for additional criteria:

PO Number	Type the PO number of the receipt that you want to print delivery labels for.
From Date	Type or select a start date to search for a range of receipts entered on specific dates.
To Date	Type or select an end date to search for a range of receipts entered on specific dates.
Carrier	Select the carrier of the receipt that you want to print delivery labels for.
User ID	Select the user ID associated with the receipt that you want to print delivery labels for.
Vendor	Type the name of the vendor associated with the receipt that you want to print delivery labels for.
Packing Slip Number	Type the packing slip number associated with the receipt that you want to print delivery labels for.

5. Click Search to display the receipts that fit your search criteria.

The Print Delivery Label page appears.

6. Select the check boxes of the receipts for which you want to print delivery labels and click Print.
Click Search Again to perform a new search or click Done to finalize the changes.
7. Click OK to return to the Receiving page.

Viewing or Printing PO Receipts

1. Select Receiving from the Receiving and Delivery menu.
2. Select PO Receipts > View/Print Receipts.
The View PO Receipts: Search page appears.
3. Consider the following fields for the search criteria:

Company	Select the receiving company of the receipt that you want to view or print.
PO Number	Type the PO number of the receipt that you want to view or print.
PO Release Number	Type the PO release number of the receipt that you want to view or print.
PO Code	Type the PO code of the receipt that you want to view or print.
Vendor ID	Type the code of the vendor associated with the receipt that you want to view or print.
Vendor Name	Type the name of the vendor associated with the receipt that you want to view or print.
Carrier	Select the carrier of the receipt that you want to view or print.
Carrier Tracking Number	Enter the carrier tracking number of the receipt that you want to view or print.

Reference Number	Enter the reference number from the receipt that you want to view or print.
Bill of Lading	Enter the bill of lading information from the receipt that you want to view or print.
Receiver Number	Enter the receiver number of the receipt that you want to view or print.
Received By	Enter or select the person that received the receipt that you want to view or print.
Receipt Status	Select the status of the receipt that you want to view or print.
Find Receipts From date	Type or select a start date to search for a range of receipts added or released between specific dates.
Find Receipts To date	Type or select an end date to search for a range of receipts added or released between specific dates.
Item Number	Enter an item number that is contained on the receipt that you want to view or print.
Lawson Tracking Number	Enter a Lawson tracking number for the receipt that you want to view or print.
Ship To Location	Select a ship to location for the receipt that you want to view or print.
Received Location	Select a received location for the receipt that you want to view or print.
NOTE If the receipt from the handheld was unsuccessful, a Resend button will appear in the Receipt Status section. If a Resend button is not present, the receipt was successful.	

4. Click Search to display the receipts that fit your search criteria.
The View PO Receipts: Search Results page appears.
Click Search Again to perform a new search or click Cancel to discard the changes.
5. Click View/Print in the row of the receipt that you want to view or print.
The View PO Receipt page appears.
6. Click Print to print the receipt or Cancel to close the page.
Click Search Again or Back to perform a new search or click Cancel to discard the changes.

Printing Tracking Labels

Use this procedure to print unique sequential tracking labels that can be affixed to packages for tracking purposes. These Lawson tracking numbers can be used in the Log Miscellaneous Receipt function in the Lawson Tracking Number field.

STEPS To print tracking labels

1. Select Label Management from the Administration menu.
2. Select Print Labels > Tracking Labels.
The Print Tracking Labels page appears.
3. Type the number of labels to print.
4. Click the Find icon to search for a label printer associated to a location.

5. Click Print.
6. Click Done to return to Receiving page.

Picking Procedures in This Chapter

This section contains the following Picking procedures:

- ["Configuring Picking for Use with the Handheld" on page 54](#)

Configuring Picking for Use with the Handheld

Use these procedures to configure the Picking component for use with the handheld application.

STEPS To modify item number validation options

1. Select Picking from the Receiving and Delivery menu.
2. Click Configuration.
3. Click the Modify button beside Item Nbr. Validation.
4. Consider the following fields:

Company/Location	The company or location whose settings you want to modify.
Inherit	Select to assign the settings from the parent company or location.
Display "Item Nbr. Validation"	Specify whether item ID picked is validated against the item ID allocated when the user scans the items or when the user manually enters the ID Items.

5. Click Save.
6. Click Done to return to the Configuration page.

STEPS To modify Tracking options

1. Select Picking from the Receiving and Delivery menu.
2. Click Configuration.
3. Click the Modify button beside Tracking Options.
4. Consider the following fields:

Company/Location	The company or location whose settings you want to modify.
Inherit	Select to assign the settings from the parent company or location.
Track Delivery	Specify how the system assigns tracking numbers to the shipment.
Print Tracking Documents	Specify if the system should print a Delivery label and/or a Delivery Document.

5. Click Save.
6. Click Done to return to the Configuration page.

STEPS To modify Shipment Download options

1. Select Picking from the Receiving and Delivery menu.
2. Click Configuration.
3. Click the Modify button beside Download Shipments Order.

4. Consider the following fields:

Company/Location	The company or location whose settings you want to modify.
Inherit	Select to assign the settings from the parent company or location.
Download Shipments Order	Specify the sequence of downloading the orders to the handheld.

5. Click Save.
6. Click Done to return to the Configuration page.

Delivery Procedures In This Chapter

This section contains the following delivery procedures:

- ["Configuring Delivery" on page 56](#)
- ["Configuring Inventory Delivery" on page 60](#)
- ["Creating Manifests" on page 61](#)
- ["Viewing or Printing Manifests" on page 62](#)
- ["Processing Manifests" on page 63](#)
- ["Deleting Manifests" on page 65](#)
- ["Viewing or Printing Delivery Documents" on page 66](#)
- ["Adding a Delivery Note" on page 67](#)
- ["Viewing Delivery Notes" on page 67](#)

Configuring Delivery

Use this procedure to configure the Delivery component of Receiving and Delivery for use with both the browser application and the handheld application.

STEPS To create a route

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.

The Delivery Management Configuration page appears.

3. Select a company in the Manage Routes window.
4. Click Manage Routes.

The Select Route to Edit page appears.

5. Click Add New Route.

The Add Route form appears. The form shows what locations are available in the company.

6. Consider the following fields:

Company	The name of the company you selected.
Route Name	Type a name for the route.
Default Route for Company	Indicate whether this is the default route for the company.
Transfer Location	Select a transfer location.

Delivery and Receiving Route Locations View the delivery (or receiving) locations. This list is initially empty if you are adding a route.

If you are editing a route, the only locations that can be removed from this list are locations that have been added in this current session, not additions that have been committed. If a location can be removed, it will have a check box to select it.

Available Locations in Company (Delivery) Add the selected locations to the Route Delivery Locations list from the Available Delivery Locations list. Newly added locations will always contain a check box in the Route Delivery Locations list.

Available Locations in Company (Receiving) Delivery locations that are newly assigned to the current route must be removed from their existing route. Receiving Locations that are newly assigned to the current route do not get removed from their existing route. Receiving locations that are removed from the current route must get removed from the current route in the system.

7. Change the sequence of the route.
 - a. Click the check box next the Sequence box.
 - b. Change the number in the Sequence box, and change the number.
 - c. Click the Change icon.

The page will refresh with the new sequence.

8. Click Done.

The Add New Route confirmation page appears.
9. Click OK.

The Select Route to Edit page appears.
10. Click Done.
11. Click Update.

The Delivery Management Configuration page appears.
12. Click OK to return to the Delivery page.

STEPS To configure the site route

1. Click Edit Site Route.

The Site Route page appears.
2. Change the number in the appropriate Sequence box.
3. Click the Change icon.

The page will refresh with the new sequence.

Click Done.

The Edit Site Route page appears.

Click OK.
4. Click Update.

The Delivery Management Configuration page appears.
5. Click OK to return to the Delivery page.

STEPS To configure manifest defaults

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.
3. Under Create Manifest - Adding Distribution Lines use the check box to determine whether the Include Assigned check box defaults to checked or not.

NOTE If you select Include Assigned the search will include Distribution Lines that are Saved (on a Manifest) or Output (Printed or Downloaded).

4. Click Update.
The Delivery Management Configuration page appears.
5. Click OK to return to the Delivery page.

STEPS To configure delivery verification defaults

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.

NOTE At least one item must be displayed in the browser and on the handheld. In the browser, if one or more items are required, the Delivery Recipient popup will automatically display for each Confirmation action. On the handheld, if one or more items are required, the Delivery Verification page will automatically be displayed for each confirmation action.

3. Under Delivery Verification - Verify Screen use the check boxes to determine whether each field is displayed on the browser and/or handheld.

Consider the following fields:

NOTE At least one item must be displayed. If one or more items are required, Delivery Recipient popup will automatically display for each Confirmation action.

- Employee ID
 - Last Name
 - First Name
4. If a field is displayed on the browser and/or handheld, use the second column of check boxes to indicate whether the field is required.
 5. Click Update.
The Delivery Management Configuration page appears.
 6. Click OK to return to the Delivery page.

STEPS To configure delivery options

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.
3. Under Delivery Functions, use the check boxes to determine whether to use the Attempted Delivery function or the Release Delivery function.
4. Click Update.

The Delivery Management Configuration page appears.

5. Click OK to return to the Delivery page.

STEPS To configure transfer options

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.
3. Under Transfer Functions, use the check boxes to determine whether to use the Attempted Transfer function, the Release Transfer function, and/or the Confirm Transfer function.
4. Click Update.

The Delivery Management Configuration page appears.

5. Click OK to return to the Delivery page.

STEPS To configure the Show Previously Output defaults

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.
3. Under Handheld Process, use the check box to determine whether the handheld should show previously output lines as a default.

NOTE If you select Show previously output lines, the system will display locations that have delivery lines that were previously output (printed or downloaded).

4. Click Update.

The Delivery Management Configuration page appears.

5. Click OK to return to the Delivery page.

STEPS To configure delivery notes

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.
3. Under Delivery Notes, consider the following fields:

Code	Type a delivery code.
Description	Type a description for the code.
Active	Use the check box to indicate whether the code is active or not.

4. Click Add New to add the new delivery note code.
5. Use the up or down arrow to move the code up or down in the list.
6. Click the Delete icon to remove a code.

NOTE Delete is available only if the delivery note has never been used in a transaction. After a delivery note has been used in a transaction, the Delivery Note cannot be deleted. You can, however, set it to Inactive so that it won't be available to use in future transactions.

7. Enter the default number of days for the Delivery Notes Report.
8. Click Update.

The Delivery Management Configuration page appears.

9. Click OK to return to the Delivery page.

STEPS To configure status text labels

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.
3. Under Status Text Labels, consider the following fields:

Delivery States	The available delivery states that are displayed.
------------------------	---

Displayed Text	The displayed text for each delivery state.
-----------------------	---

Click Edit to change the text that is displayed.

4. Click Update.
The Delivery Management Configuration page appears.
5. Click OK to return to the Delivery page.

STEPS To configure tracking

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > General.
3. Under Tracking, enter the default number of days for the tracking search.
4. Click Update.

The Delivery Management Configuration page appears.

5. Click OK to return to the Delivery page.

Configuring Inventory Delivery

Use this procedure to configure the creation of delivery documents (delivery labels and delivery tickets) for inventory items.

STEPS To configure delivery of inventory items

1. Select Delivery from the Receiving and Delivery menu.
2. Select Configuration > Inventory Delivery.
3. Consider the following fields:

Company/"Ship To"	Companies are displayed, with ship to locations nested beneath.
--------------------------	---

Location	Click the Arrow icon to display the ship to locations for the Company.
-----------------	--

Inherit	Select to make the ship to location use the same inventory item delivery setting as the global company.
----------------	---

Uncheck the Inherit check box to assign individual settings for a ship to location.

Deliver Inventory Items Select to create delivery documents (delivery labels and delivery tickets) for each inventory item for the company or individual ship to location.

NOTE This setting is available only if the Inherit field is not selected for the company or individual ship to location.

NOTE There are three levels in the hierarchy for these configurable settings:

- Global company—Settings will apply to all companies and individual ship to locations within the global company.
 - Company—Settings will apply to the company and all individual ship to locations within the company.
 - Individual ship to location—Settings will apply to only the individual ship to location.
-

4. Click Update.

The Inventory Items Delivery Configuration page appears.

5. Click Done to return to the Delivery page.

Creating Manifests

Use the following procedure to create a manifest. When you create a manifest, you group distribution lines together so they can be selected as a group for delivery later, either by handheld or on the browser. Deliveries may include multiple packages with each package containing multiple distribution lines.

STEPS To create a manifest

1. Select Delivery from the Receiving and Delivery menu.
2. Select Delivery > Create Manifest.

The Search for Distribution Lines to Create Manifest page appears.

3. Consider the following fields for the search criteria:

Receiving Company - Route Select at least one company or route.

NOTE Only distribution lines of type PO and NON PO that have not been confirmed or released at their final delivery locations are included in the search results. Lines of type DOCKLOG are not included.

4. Use the advanced search to search for delivery lines. Consider the search options:

Received Date From Use Received Date From and To to search for distribution lines that were created within the defined range.

Received Date To Use Received Date From and To to search for distribution lines that were created within the defined range.

Lawson Tracking Enter a Lawson tracking number to search for multiple delivery line IDs. The delivery line ID is the unique identifier for a distribution line.

Carrier Tracking Enter a carrier tracking number to search for multiple carrier tracking numbers.

PO Number	Enter a PO Number to search for multiple PO numbers.
Shipment Number	Enter a shipment number to search for multiple shipment numbers.
Delivery Locations	You can select multiple delivery locations that are non-sequential using a Find Locations icon/link. Only locations to which you have access are visible. The default is all locations.
Delivery Unit Type	Select the distribution line type. Line types include PO and Misc. Receipt. The default is All lines.
Include Assigned	If you check Include Assigned, the search includes the distribution lines that were saved (on a Manifest) or output (Printed or Downloaded). NOTE If you do not change or enter any search criteria, the application uses the page's default criteria for the search; for example, Location =All, Line Type=All, and the Include Assigned setting.
Requisition Number	Use Requisition Number to search for multiple requisition numbers.

NOTE One or more Distribution Lines must be checked in order to create a Manifest.

- Enter the search criteria and select Search.
To view the individual distribution lines for a location, select the Boxes icon.
To view all distribution lines (without a location grouping), select the Lines tab. You can use this view to view all the items that will be included in the manifest.
- Check or uncheck the Add to Manifest box as desired for the Manifest that you want to create.
- Enter Manifest Name.
- To create the manifest, select Create Manifest.
The Manifest Created page appears.
Click Print to print the page or Done to close the page.

Viewing or Printing Manifests

Use the following procedure to view or print manifests.

STEPS To view or print manifests

- Access Delivery from the Receiving and Delivery menu.
- Select Delivery > View/Print Manifest.
The Search for Manifest to View/Print page appears.
- Search for the manifest to view or print.

Consider the following fields for the search criteria:

Manifest ID	Type the manifest ID you are looking for.
Manifest Name	Type the manifest name

Creation Date From	If you know the creation date or a range of dates in which it might have been created, type the from date.
Creation Date To	If you know the creation date or a range of dates in which it might have been created, type the to date.
4. Click the Advanced Search link to use the following additional search criteria:	
Lawson Tracking	Enter a Lawson tracking number to search for multiple delivery line IDs. The delivery line ID is the unique identifier for a distribution line.
Carrier Tracking	Enter a tracking number to search for multiple carrier tracking numbers.
PO Number	Enter a PO number to search for multiple PO numbers.
Shipment Number	Enter a shipment number to search for multiple shipment numbers.
Vendor Name	Type the vendor.
Delivery Locations	You can select multiple delivery locations that are non-sequential using Find Locations. Only Locations to which you have access are visible. The default is all locations.
Delivery Unit Type	Select the delivery unit type.
Created By	Select the user ID for the creator of the manifest. The default is all users.

5. Click Search.

The View/Print Manifest page appears.

6. Click View/Print in the row of the manifest that you want to view or print.

The Delivery Manifest page appears.

7. Click Print to print the manifest to your report printer or Done to return to the Delivery page.

Processing Manifests

Use the following procedure to select a manifest and complete the delivery of the goods on the manifest.

Internal items that were not received from a carrier may also be managed and delivered using Lawson Receiving and Delivery.

STEPS To process a manifest

1. Access Delivery from the Receiving and Delivery menu.

2. Select Delivery > Process Manifest.

The Search for Manifest to Process page appears.

3. Search for the manifest to process. Consider the following fields.

Manifest ID	Type the manifest ID you are looking for.
--------------------	---

Manifest Name	Type the manifest name
----------------------	------------------------

4. Click the Advanced Search link to use the following additional search criteria:

Received Date From	If you know the creation date or a range of dates in which it might have been created, type the from date.
---------------------------	--

Received Date To	If you know the creation date or a range of dates in which it might have been created, type the to date.
Lawson Tracking	Enter a Lawson tracking number to search for multiple delivery line IDs. The delivery line ID is the unique identifier for a distribution line.
Carrier Tracking	Enter a carrier tracking number to search for multiple carrier tracking numbers.
PO Number	Enter a PO Number to search for multiple PO numbers.
Shipment Number	Enter a shipment number to search for multiple shipment numbers.
Vendor Name	Type the vendor.
Delivery Locations	You can select multiple delivery locations that are non-sequential using a search function. Only locations to which you have access are visible. The default is all locations.
Delivery Unit Type	Select the delivery unit type.
Created By	Select the user ID for the creator of the manifest. The default is all users.

- Click Search.

The Select a Manifest to Process page appears, which shows the manifests for each location to which you have access.

Click Search Again to perform a new search or click Done to finalize the changes.

- Click Select in the row of the manifest that you want to process.

The Process Manifest page appears.

- Consider the following options.

C	Click this button to confirm that the delivery unit was delivered. For more information, see " To confirm deliveries " on page 64.
----------	--

R	Click this button to record that the delivery recipient is not available and you want to drop off packages without confirmation. For more information, see " To release deliveries " on page 65.
----------	--

A	Click this button to record that the delivery recipient is not available and you do not want to drop off packages without confirmation. For more information, see " To record a delivery attempt " on page 65.
----------	--

- Click on the Boxes icon to view each distribution line. From there confirm, release, or attempt delivery.

Also, optionally add a delivery note by clicking on the Notes icon.

- Click Process Manifest.

The Manifest Processed page appears.

- Click OK to return to the Delivery page.

STEPS To confirm deliveries

- On the Process Manifest page, click C.

The Enter Recipient page appears.

NOTE This screen may appear different if your administrator configured the handheld application not to display certain fields.

2. Consider the following fields.

First Name	Enter your first name.
-------------------	------------------------

Last Name	Enter you last name.
------------------	----------------------

Employee ID	Enter your employee ID.
--------------------	-------------------------

3. Click OK to record the delivery events and return to the Process Manifest page.

STEPS To release deliveries

1. On the Process Manifest page, click R.

The number of lines to be released appears in the Released column.

2. Click Done to record the release.

STEPS To record a delivery attempt

1. On the Process Manifest page, click A.

The number of lines that were attempted to be delivered appears in the Attempted column.

2. Click Done to record the attempted delivery.

Deleting Manifests

Use the following procedure to delete a manifest that may have been created erroneously.

STEPS To delete a manifest

1. Access Delivery from the Receiving and Delivery menu.

2. Select Delivery > Delete Manifest.

The Search for Manifest to Delete page appears.

3. Consider the following search fields.

Manifest ID	Enter the manifest ID.
--------------------	------------------------

Manifest Name	Enter the manifest name.
----------------------	--------------------------

Creation Date From	If you know the creation date or a range of dates in which it might have been created, type the from date.
---------------------------	--

Creation Date To	If you know the creation date or a range of dates in which it might have been created, type the to date.
-------------------------	--

4. Click the Advanced Search link to use the following additional search criteria:

Lawson Tracking	Enter a Lawson tracking number to search for multiple delivery line IDs. The delivery line ID is the unique identifier for a distribution line.
------------------------	---

Carrier Tracking	Enter a carrier tracking number to search for multiple carrier tracking numbers.
-------------------------	--

PO Number	Enter a PO number to search for multiple PO numbers.
------------------	--

Shipment Number	Enter a shipment number to search for multiple shipment numbers.
Vendor Name	Type the vendor.
Delivery Locations	You can select multiple delivery locations that are non-sequential using a search function. Only locations to which you have access are visible. The default is all locations.
Delivery Unit Type	Select the delivery unit type.
Created By	Select the user ID for the creator of the manifest. The default is all users.

5. Click Search.

The Select Manifest to Delete page appears.

6. Click Delete in the row of the manifest that you want to delete.

A Delete Manifest confirmation popup appears.

After you delete the manifest, all of the manifest data is still available for reporting. The distribution line data, including delivery notes and events, are not deleted or canceled when a manifest is deleted.

7. Click OK.

Viewing or Printing Delivery Documents

STEPS To view or print delivery documents

1. Access Delivery from the Receiving and Delivery menu.
2. Select Delivery > Print for Delivery.

The Print Delivery Documents: Search for Delivery Units page appears.

3. Consider the following fields for the search criteria:

Initial Company	Select the company from which the delivery unit originated.
Initial Location	Select the location from which the delivery unit originated.
Company - Route	Select the route on which the delivery unit is being delivered.
Lawson Tracking Number	Enter a Lawson tracking number for the delivery unit that you want to find.
Carrier Tracking	Enter the carrier tracking number for the delivery unit that you want to find.
PO Number	Type the PO number for the delivery unit that you want to find.
Shipment Number	Enter a shipment number to search for multiple shipment numbers.
Creation Date From	Type or select a start date to search for a range of delivery units created between specific dates.
Creation Date To	Type or select an end date to search for a range of delivery units created between specific dates.
Requisition Number	Enter the requisition number for the delivery unit that you want to find.
Vendor Name	Type the vendor name for the delivery unit that you want to find.

Delivery Location	Select the delivery location for the delivery unit that you want to find.
Delivery Unit Type	Select the type of the delivery unit that you want to find. The default is all delivery unit types.

4. Click Search.

The Print Delivery Documents page appears.

TIP Click Search Again to perform a new search or Done to return to the Delivery main page.

Select at least one delivery document to enable Print for Delivery button. You can also print multiple delivery documents.

5. Click View/Print in the row of the delivery document that you want to view or print.
The Delivery Document page appears.
6. Click Print to print the delivery document and label to your report and label printers, respectively.

NOTE Single and Multiple Line Item delivery label formats are supported.

TIP Click <Back to return to Print Delivery Documents page displaying previous search results, or click Done to return to the Delivery main page

Adding a Delivery Note

Use the following procedure to add a delivery note.

STEPS To add a delivery note

1. Access Delivery from the Receiving and Delivery menu.
2. Select Delivery > Process Manifest.
3. Click Search to list all manifests, or enter search criteria and then click Search.
4. Click Select for the manifest containing the distribution lines you want to add a delivery note to.
The Process Manifest page appears.
5. Click the Boxes icon to display View of Distribution Lines.
6. Click the Add/Edit Note button (at the far right) for the appropriate distribution line.
The Note Information popup appears.
7. Select the note type from the Type drop-down list.
8. Type the comment.
9. Click Done.
10. Return to the Process Manifest page and click Process Manifest.

Viewing Delivery Notes

Use the following procedure to record delivery notes for a distribution Line.

STEPS To view delivery notes

1. Access Delivery from the Receiving and Delivery menu.
2. Select Delivery > View Delivery Notes.

The Delivery Notes page appears.

3. On the Delivery Notes Search page, consider the following fields.

Company	Select a company.
Note Type	Select the type of note you are searching for.
From Date	If you know the dates of the delivery notes, type a date or a range of dates.
To Date	If you know the dates of the delivery notes, type a date or a range of dates.

Issues Procedures in This Chapter

This section contains the following issues procedures:

- ["Printing Bin Labels" on page 69](#)
- ["Printing Inventory Item Labels" on page 69](#)
- ["Printing Issue Reports" on page 70](#)

Printing Bin Labels

Use this procedure to print bin labels.

STEPS To print bin labels

1. Access Label Management on the Administration menu.
2. Select Print Labels > Sub-Locations.
3. The Search for Bins page appears.
4. Consider the following fields.

Company	Select the company you want to print the bin labels for.
Location	Select the location in the company you want to print the bin labels for.
Bin Range	Select the range to print location labels for the locations you selected.

5. After providing the necessary information, click Search.
6. Select the sub-location you want to print, and click on Print Labels.

Printing Inventory Item Labels

Use this procedure to print inventory item labels.

STEPS To print inventory item labels

1. Access Label Management on the Administration menu.
2. Select Print Labels > Items.
The Print Item Labels page appears.
3. Consider the following fields.

Company	Select the company you want to print the inventory item labels for.
Location	Select the location in the company you want to print the labels for.
Inventory Location Label	Select this check box to print location labels for the locations you selected.
Item Labels	Select the check boxes for the items labels you want to print.

A list of inventory items appears.

4. Select the check boxes of the items for which you want to print labels.

5. Click Print.

Printing Issue Reports

Use this procedure to print issue reports.

STEPS To print issue reports

1. Access Issues on the Receiving and Delivery menu.
2. Select Reports > Issue Report.

The Search for Issue for Issue Report page appears.

3. Consider the following fields for the search criteria:

Document ID	Type the document ID assigned by the system when the stock issue is interfaced to Procurement.
Inventory Company	Select the inventory company you want to print the issues report.
Inventory Location	Select the inventory location for which you want to print the issues report.
Requesting Company	Select the requesting company for which you want to print the issues report.
Requesting Location	Select the requesting location for which you want to print the issues report.
User ID	Type the user ID associated with the issues that you want to report on.
Carrier Tracking Number	Type the carrier tracking number associated with the issue that you want to report on.
Status	Select the status of the issue you want to report on.
Sync Time	Type a date and time range to find issues within the range.

4. Click Search.
The Select Issue for Issue Report page appears.
5. Click View Detail in the row of the issue you want to report on.
The Issue Report page appears.
6. Click Print Ticket to print the inventory issue ticket for the selected issue.
The Inventory Issue Ticket page appears.
Consider the following options:
 - Search Results - Click to view the search results.
 - Search Again - Click to conduct a new search.
 - Print Ticket - Click to generate the ticket.
 - Cancel - Click to discard all changes.
7. Click Print to print the inventory issue ticket or Done to close the page.

Tracking Procedures in This Chapter

This section contains the following tracking procedures:

- ["Tracking a Delivery" on page 71](#)

Tracking a Delivery

Use this procedure to track a delivery.



Need More Details? Check out the following concepts:

- ["What Is Tracking?" on page 44](#)

STEPS To track a delivery

1. Access Tracking on the Receiving and Delivery menu.

The Search for Item to be Delivered page appears.

2. Consider the following fields.

Deliver to Company Select the delivery company where you want to search

Search For You can search for the requisition number, PO number, Lawson tracking number, or location.

If you are searching for a Lawson tracking number or requisition number, type the numbers in the search box, and indicate which number you are searching for.

If you enter a vendor, location, or PO, you must also specify a delivery date range.

3. Use the advanced search to search for delivery lines. Consider the search options:

Delivery Unit Type Select the delivery unit type.

The type can be PO or Misc. Receipt, which is a line that originated from Miscellaneous Receiving.

The default is all delivery unit types.

Item Received/Picked Date From If you know the date the item was received or a range of dates in which it might have been received, enter the From date.

Item Received/Picked Date To If you know the date the item was received or a range of dates in which it might have been received, enter the To date.

Delivery Locations Select a delivery location. Only locations to which you have access are visible.

4. Click Search.

The Select a Delivery Unit to View Details page appears.

5. Click View Details in the row of the delivery unit that you want to track.

The Delivery Unit Status page appears.

Options for Tracking Deliveries

To	Use
To view all lines for the Delivery Unit	Click the All Lines link.
To go back to the search results page	Click the Back button or the back button on the browser.
To search again	Click the Search Again button.

Chapter 4

Using the Handheld Application

This chapter provides concepts and procedures for using Lawson Receiving and Delivery on a handheld device.

Concepts in This Chapter

The following concepts provide background and conceptual information for procedures in the chapter.

- ["What Is a Handheld Terminal?" on page 74](#)
- ["What Is Dock Logging?" on page 74](#)
- ["What Is PO Receiving?" on page 74](#)
- ["What Is the Lawson Tracking Number?" on page 75](#)
- ["What Is Miscellaneous Receiving?" on page 75](#)

What Is a Handheld Terminal?

A handheld terminal (HHT) is a small, portable computer used to automate the receiving, delivery, and issues and returns procedures.

What Is Dock Logging?

Dock logging is used to validate that the carrier tracking numbers on the packages that are delivered by a carrier match the tracking numbers on the packages on the carrier's manifest. Dock logging lets you validate the packages against the delivery manifest, resolve discrepancies immediately, and record the exact time the packages arrived.

What Is PO Receiving?

PO Receiving is the process in which users enter PO parcels and stage them for delivery. This process can either be performed on the browser or on the handheld.

POs that are eligible for receiving on the handheld include

- Open, with PO Lines with remaining quantities > 0
- PO Lines with Inventory (I), Non-stock (N), or Special (X) items

POs that are ineligible for receiving on the handheld include

- Unreleased
- Closed
- Cancelled
- Drop Ship where PO20 header record set to 2 = Receiving Not Allowed

NOTE If a catch weight is required, the receipt will only be added to PO30 for further processing.

The PO Receiving process flow

The steps to successfully process a PO receipt with a handheld include:

1. Enter an open PO Number. The PO contains open PO Lines, where quantity remaining > 0.
2. Enter Receiving Header information.

3. Enter Receiving Line information, including Qty Rec'd, UOM, and additional info (Serial #, Lot, Sub-lot, Expiration Date, Cancel Backorder, Flag for Inspection, Hold).
4. Repeat for each line of the PO being received, or select Receive All.
5. Add, Release, and Print Receipt.
6. Data is transmitted to Lawson Receiving and Delivery.
7. Lawson Receiving and Delivery transmits data to PO30.
8. Receipt is added to PO30, released, and printed.
9. Receipt data transmitted back to Lawson Receiving and Delivery.
10. Delivery labels and tickets are printed and ready to be attached to packages.

What Is the Lawson Tracking Number?

The Lawson tracking number is entered at the time of receipt or generated by Lawson Receiving and Delivery.

When receiving to a container:

- Customers use labels pre-printed with unique Lawson tracking numbers.
- The pre-printed label is affixed to a container.
- For each item received and placed into the container, the user scans or enters the Lawson tracking number from the label affixed to the container.
- All items received into a container are to be delivered to the same location.

When receiving with no container:

- Customers do not use pre-printed labels.
- When entering receipt on a handheld, the user leaves Lawson Tracking Number field blank.
- The user enters receipts and transmits data back to the RAD server.
- Once a receipt is successfully released and printed from PO30, data is sent from the Procurement server to the RAD server. Lawson Receiving and Delivery assigns one Lawson tracking number per receipt, per delivery location.

The Lawson Tracking Number field will not be available for entry if

- The Lawson tracking number is not displayed and therefore not required, based on handheld Receiving configuration.
- The PO line contains multiple requisitions (multiple source records). The Lawson tracking number field will be disabled, regardless of handheld Receiving configuration, because the Procurement system must allocate the receipt to multiple requisitions. The user can tap the field to view a message as to why the field is disabled.

What Is Miscellaneous Receiving?

Miscellaneous Receiving is the process in which users enter miscellaneous parcels and stage them for delivery. This process can either be performed on the browser or on the handheld.

Procedures in This Chapter

This section provides procedural guidance on using the handheld application to perform dock logging and miscellaneous receiving tasks, process deliveries and pickups, and process issues and returns.

- ["Configuring the Handheld for PO Receiving" on page 76](#)
- ["Launching the Handheld Application" on page 80](#)
- ["Dock Logging" on page 80](#)
- ["Receiving PO Items Using the Handheld" on page 81](#)
- ["Receiving Miscellaneous Items Using the Handheld" on page 84](#)
- ["Picking Shipments Using the Handheld" on page 87](#)
- ["Processing Deliveries" on page 89](#)
- ["Transferring Deliveries to Alternate Locations" on page 94](#)
- ["Delivering Items to an Alternate Location" on page 95](#)
- ["Processing Issues and Returns" on page 95](#)

Configuring the Handheld for PO Receiving

Use this procedure to configure the PO Receiving module for use with both the browser application and the handheld application.

STEPS To configure the handheld for PO receiving

1. Select Receiving from the Receiving and Delivery menu.
2. Select Configuration > PO Receipts.
The Configure PO Receiving for Hand Held page appears.
3. Modify the desired configurable settings.

STEPS To modify the carrier tracking number

1. Select Modify from the Carrier Tracking Number line on the Configure PO Receiving for Hand Held page.
The Configure Setting: Carrier Tracking Number page appears.
2. Consider the following fields.

Inherit	Select to make the company or individual receiving location use the same carrier tracking number setting as the global company.
----------------	---

Display "Carrier Tracking Number"	Select to display the carrier tracking number of POs on the handheld PO header screen for the company or individual receiving location.
--	---

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location.

Make Required	Select to require the carrier tracking number be entered on the handheld for POs of the company or individual receiving location.
----------------------	---

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location, and if the Display "Carrier Tracking Number" setting is selected.

NOTE There are three levels in the hierarchy for these configurable settings:

- Global company—Settings will apply to all companies and individual receiving locations within the global company.
 - Company—Settings will apply to the company and all individual receiving locations within the company.
 - Individual receiving location—Settings will apply to only the individual receiving location.
-

3. Select Save.

The Configure PO Receiving for Hand Held page appears.

STEPS To modify the carrier

1. Select Modify from the Carrier line on the Configure PO Receiving for Hand Held page.

The Configure Setting: Carrier page appears.

2. Consider the following fields.

Inherit	Select to make the company or individual receiving location use the same carrier setting as the global company.
----------------	---

Display "Carrier"	Select to display the carrier of POs on the handheld PO header screen for the company or individual receiving location.
--------------------------	---

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location.

Make Required	Select to require the Carrier be entered on the handheld for POs of the company or individual receiving location.
----------------------	---

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location, and if the Display "Carrier" setting is selected.

NOTE There are three levels in the hierarchy for these configurable settings:

- Global company—Settings will apply to all companies and individual receiving locations within the global company.
 - Company—Settings will apply to the company and all individual receiving locations within the company.
 - Individual receiving location—Settings will apply to only the individual receiving location.
-

3. Select Save.

The Configure PO Receiving for Hand Held page appears.

STEPS To modify the reference number

1. Select Modify from the Reference Number line on the Configure PO Receiving for Hand Held page.

The Configure Setting: Reference Number page appears.

2. Consider the following fields.

Inherit	Select to make the company or individual receiving location use the same reference number setting as the global company.
----------------	--

Display "Reference Number"	Select to display the reference number of POs on the handheld PO header screen for the company or individual receiving location.
-----------------------------------	--

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location.

Make Required	Select to require the reference number be entered on the handheld for POs of the company or individual receiving location.
----------------------	--

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location, and if the Display "Reference Number" setting is selected.

NOTE There are three levels in the hierarchy for these configurable settings:

- Global company—Settings will apply to all companies and individual receiving locations within the global company.
 - Company—Settings will apply to the company and all individual receiving locations within the company.
 - Individual receiving location—Settings will apply to only the individual receiving location.
-

3. Select Save.

The Configure PO Receiving for Hand Held page appears.

STEPS To modify the bill of lading

1. Select Modify from the Bill of Lading line on the Configure PO Receiving for Hand Held page.

The Configure Setting: Bill of Lading page appears.

2. Consider the following fields.

Inherit	Select to make the company or individual receiving location use the same bill of lading setting as the global company.
----------------	--

Display "Bill of Lading"	Select to display the bill of lading of POs on the handheld PO header screen for the company or individual receiving location.
---------------------------------	--

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location.

Make Required	Select to require the bill of lading be entered on the handheld for POs of the company or individual receiving location.
----------------------	--

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location, and if the Display "Bill of Lading" setting is selected.

NOTE There are three levels in the hierarchy for these configurable settings:

- Global company—Settings will apply to all companies and individual receiving locations within the global company.
 - Company—Settings will apply to the company and all individual receiving locations within the company.
 - Individual receiving location—Settings will apply to only the individual receiving location.
-

3. Select Save.

The Configure PO Receiving for Hand Held page appears.

STEPS To modify the Lawson tracking number

1. Select Modify from the Lawson Tracking Number line on the Configure PO Receiving for Hand Held page.

The Configure Setting: Lawson Tracking Number page appears.

2. Consider the following fields.

Inherit	Select to make the company or individual receiving location use the same Lawson tracking number setting as the global company.
----------------	--

Display "Lawson Tracking Number"	Select to display the Lawson tracking number of POs on the handheld PO header screen for the company or individual receiving location.
---	--

NOTE This setting is available only if the Inherit field is not selected for the company or individual receiving location.

NOTE There are three levels in the hierarchy for these configurable settings:

- Global company—Settings will apply to all companies and individual receiving locations within the global company.
 - Company—Settings will apply to the company and all individual receiving locations within the company.
 - Individual receiving location—Settings will apply to only the individual receiving location.
-

3. Select Save.

The Configure PO Receiving for Hand Held page appears.

STEPS To modify the printing of delivery documents

1. Select Modify from the Print Delivery Documents line on the Configure PO Receiving for Hand Held page.

The Configure Setting: Print Delivery Documents page appears.

2. Consider the following fields.

Delivery Label	Select to print delivery labels automatically when finished PO receiving on the handheld.
Delivery Ticket	Select to print delivery tickets automatically when finished PO receiving on the handheld.

3. Select Save.

The Configure PO Receiving for Hand Held page appears.

Launching the Handheld Application

Use this procedure to log in to the handheld terminal.



Need More Details? Check out the following concepts:

- ["What Is a Handheld Terminal?"](#) on page 74

STEPS To access the Handheld program

1. Select a Handheld Device and press the red Power button. The Main menu appears.
2. Select Start > Lawson Mobile SCM or click the Lawson Mobile SCM icon.

The Login page appears

NOTE The password is case sensitive.

3. On the Login page, enter your user ID and password.
4. Tap Login or press **Enter** on the handheld device to enter the Lawson Mobile SCM application.
The Lawson Mobile SCM main menu appears.
5. Tap RAD to enter Receiving and Delivery.
The Lawson RAD main menu appears.

Dock Logging

Use this procedure to record dock logs to validate packages against delivery manifests.



Need More Details? Check out the following concepts:

- ["What Is Dock Logging?"](#) on page 74

STEPS To perform dock logging

1. Access Lawson RAD on the handheld terminal.
2. From the main menu, select Dock Logging.
The Enter Receiving Location screen appears.
3. Consider the following fields.

Company	Select the company for the dock log that you want to process.
Location	Select the receiving location for the dock log that you want to process.
NOTE Scanning a location bar code label will select its corresponding Company and Location in the drop-down lists.	

4. Tap Continue.

The Dock Logging screen appears

5. Consider the following fields.

Carrier	Select the package carrier from the drop-down list.
Carrier Tracking Number	Scan or enter the carrier tracking number from the parcel to add it to the list for the dock log. The Count field increments with each entry. Use the Count field to validate against the number of packages on the carrier's manifest.

6. Tap Done/Print.

The Dock Log Created screen appears.

7. Tap New Dock Log to enter a new dock log or Exit to return to the RAD main menu.

NOTE If your administrator configured dock logging to automatically print the dock log, then when you tap Done/Print, the dock log prints on the network printer that is assigned to the receiving location.

Receiving PO Items Using the Handheld

Use this procedure to record PO items using the handheld.

NOTE Adjustments in Receiving Adjustment (PO33.1) will be reflected on PO Receiving transactions.



Need More Details? Check out the following concepts:

- ["What Is PO Receiving?"](#) on page 74

STEPS To log PO receipts

1. Access Lawson RAD on the handheld terminal.
2. From the main menu, select PO Receiving.
The Select PO Company screen appears.
3. Consider the following fields.

Company	Select the company for the PO receipt that you want to receive.
PO Number	Enter the PO number for the purchase order that you want to receive.

NOTE Search is not available on the PO Number field.

4. Tap Continue.

The PO <number> screen appears.

NOTE If all of the lines on the purchase order do not have the same Ship To location, Multiple will appear in the Ship To and/or Received fields.

5. Scan or enter the carrier tracking number, and consider the following fields.

Received The Ship To location defined in the given Purchase Order is displayed initially in the dropdown list.

NOTE To be able to select a location other than what is listed in the Received dropdown list, see "[To select a receiving location](#)" on page 84.

Carrier Select the package carrier company for the receipt log from the drop-down list.

Scanning the carrier track number will select its corresponding Carrier in the drop-down list if the Carrier Type is configured in Vendor Management.

Ref. Nbr. Enter the reference number from the parcel for the receipt log.

Bill of Ldng. Enter the bill of lading information from the parcel for the receipt log.

6. Tap Continue.

The Line Item <number> screen appears.

NOTE To select a different line item, select the List tab (at the bottom of the screen) and select another line item.

7. Consider the following fields.

Item drop-down menu Select the number you would like to reference from the drop-down list. Options include:

- Item Nbr.
- GTIN/UPN

NOTE GTIN and HIBC scanning are enabled in Lawson Procurement 9.0.1.3 version.

- Manufacturer Nbr.
- Vendor Item Nbr.

Rcvd. Enter the number received.

Unit of Measure Select the unit of measure for the item from the drop-down list.

NOTE This field defaults from the purchase order.

Trck. The Lawson Tracking Number, if available.

Bin	Display field if item is bin-tracked. It is defaulted to the bin configured as Preferred Bin in Item Location (IC12); otherwise field is blank. You may also select other bins defined in the location.
	NOTE Changing Received location in Line Details will update bins for the corresponding item.

8. Select Line Details if you want to add more information about the line item.

The Locations tab of Line Details appears.

9. Consider the following field.

Received	The Ship To location defined in the given Purchase Order is displayed initially in the dropdown list.
-----------------	---

NOTE To be able to select a location other than what is listed in the Received dropdown list, see "[To select a receiving location](#)" on page 84.

NOTE The Ship To and Deliver To locations, and Delivery Note, Delivery Date, and Delivery Priority fields are for view only.

NOTE Changing Receiving location at this point will only apply to the corresponding item.

10. Select the Split Qty. tab.

The Split Quantity Received tab of Line Details appears.

11. Consider the following fields.

Qty.	Enter the quantity for this split of the line item.
Trck.	The Lawson Tracking Number, if available.
Bin	Select bin for this split of the line item, if applicable.
Lot	Enter the lot number for this split of the line item, if applicable.
Sub	Enter the sub-lot number for this split of the line item, if applicable.
Exp	Enter the expiration date for this split of the line item, if applicable.
Serial	Enter the serial number for this split of the line item, if applicable.

12. Select the Add. Info tab.

The Additional Info tab of Line Details appears.

13. Consider the following fields.

Cancel Backorder	Select to cancel the remaining items on back order.
Item Type	Field is for view only.
Flag for Inspection	Select to have this split of the line item inspected before completing the receiving process.

14. Tap OK.

15. Use the arrow buttons to proceed to additional line items. Repeat for each line of the PO being received, or select Receive All on the next screen.

16. Click the List tab of the PO.
17. Review all the receiving quantities entered and click Receive All (to receive items based on configuration in PO01 PO Company).
18. Tap Done to finish the receiving process.
The Finish Receiving screen appears.
19. Consider the following fields.

Add, Release, and Print	Select to send the purchase order to PO30 as released.
Add Receipt	Select to send the purchase order to PO30 as unreleased.
Continue Receiving	Select to make other changes to the purchase order that was just entered.

20. Tapping Add, Release and Print or Add Receipt button will display a confirmation if the process was successful.
21. Tap OK.

To select a receiving location

- ___ 1. On the PO <number> screen, click the Find icon to the right of the Received dropdown field.
The Select Receiving Location pop-up appears.
- ___ 2. By default, Location ID of the Ship To location defined in the purchase order is displayed.
Enter Location ID or Description to limit search results. Partial strings can also be entered.

NOTE You can search for other Ship To locations without entering search filters. All locations configured as 'Receiving, Ship to' in Location Management will be displayed on click of Update.

- ___ 3. Click Update.

NOTE Only locations configured as 'Receiving, Ship to' in Location Management matching the search criteria will be displayed.

- ___ 4. Select the location from the list and tap Select.

TIP You can tap on the location twice or scan a location bar code to select from the list.

Receiving Miscellaneous Items Using the Handheld

Use this procedure to record miscellaneous items using the handheld.

NOTE If caching for Miscellaneous Receiving is enabled, a popup message will appear asking the user if they want to use cached data or download the latest data from server.



Need More Details? Check out the following concepts:

- ["What Is Miscellaneous Receiving?"](#) on page 75

STEPS To log miscellaneous receipts

1. Access Lawson RAD on the handheld terminal.
2. From the main menu, select Misc. Receiving.
The Select Receiving Location screen appears.
3. Consider the following fields.

Company	Select the company for the miscellaneous receipt that you want to log.
Location	Scan or select the receiving location for the miscellaneous receipt that you want to log.

4. Tap Continue.
The Receipt tab appears.
5. On the Receipt tab, consider the following fields.

CT Num	Scan or enter the carrier tracking number from the parcel for the receipt log.
---------------	--

NOTE Scanning the carrier track number will select its corresponding Carrier in the drop-down list if the Carrier Type is configured in Vendor Management.

Carrier	Select the package carrier company for the receipt log from the drop-down list.
----------------	---

Company	Select company of delivery location from the drop-down list.
----------------	--

Location	Tap on the Location Search magnifying glass to search for a delivery location. See " To search for a location " on page 86 for information about searching for locations
-----------------	--

NOTE Scanning a location bar code label will select its corresponding Company in the drop-down list.

Reject Delivery	If displayed, select this check box to record that the package was rejected.
------------------------	--

Print Delivery Document	If displayed, select this check box to automatically print delivery documents when you log the receipt.
--------------------------------	---

6. Tap on Reference tab, to add information on the receipt.

NOTE Some fields may not be visible depending on how your administrator configured the handheld application.

7. Consider the following fields.

Vendor	If displayed, tap on the Vendor Search magnifying glass to search for a vendor. See " To search for a vendor " on page 86 for information about searching for vendors.
---------------	--

PO Number	If displayed, type purchase order number for the packages.
------------------	--

Pack. Slip	If displayed, enter a packing slip number for reference by external systems.
-------------------	--

8. Tap on Note tab, to add a delivery note for the receipt.
9. Consider the following fields.

Code	Select the type of note from drop-down list.
Info	Enter note information.

10. Tap Done to log the receipt.
The Confirm Receipt screen appears.
11. Tap Send.

STEPS To search for a location

1. On the Log Receipt page, click the magnifying glass icon to the right of the Location field.
The Search Delivery Location pop-up appears.

2. Consider the following fields.

Loc. ID	Enter the ID of the location.
Description	Enter a location description.

NOTE Enter partial strings in Loc. ID or Description to limit search results.

3. Select the location from the list and tap Select.

TIP You can tap on the location twice or scan a location bar code to select from the list.

STEPS To search for a vendor

1. On the Log Receipt page, under the Reference tab, click on magnifying glass icon to the right of the Vendor field.
The Select Vendor page appears.

2. Consider the following fields.

Vendor ID	Enter the ID of the vendor.
Vendor Name	Enter the name of the vendor.

NOTE Enter partial strings in Vendor ID or Vendor Name to limit search results.

3. Select the vendor from the list and tap Select.

STEPS To record delivery notes

1. During miscellaneous receipt logging as described in "[To log miscellaneous receipts](#)" on page 85, tap on the Note tab.

The Delivery Note screen appears.

2. Consider the following fields.

Code	Select a code that categorizes the situation of the selected receipt log.
-------------	---

NOTE Delivery codes are configured and managed on the Delivery Management Configuration page in the browser application.

Info Enter detailed instruction about the situation of the selected receipt log.

3. Tap OK to save the delivery note.

Picking Shipments Using the Handheld

Use this procedure to download shipments from the MSCM server to the mobile application, and to perform picking of shipments using the handheld.

NOTE If caching for Picking is enabled, a popup message will appear asking the user if they want to use cached data or download the latest data from server.

STEPS To download shipment headers from the MSCM server

1. Access Lawson RAD on the handheld terminal.

NOTE Shipments closed in Shipping Feedback by Document (WH32.1) won't be downloaded for Picking using the handheld.

2. From the main menu, select Picking.

The Select Location page appears.

3. Consider the following fields:

Inventory Company Select the company where the items will be picked.

Inventory Location Select the inventory location within the selected company where the items will be picked.

Requesting Company Select the requesting company of the transaction.

Requesting Location Select the requesting location of the transaction.

4. Tap Continue.

A list of shipment headers from the inventory location that you selected is displayed on the All Shipments page.

5. You can display shipment headers by location type or assignment status using the following fields:

Loc. Type Select to display only pick items under a specific type of location.

Assignment Select to display only pick items with a specific assignment status.

STEPS To download and view shipment details

1. From the All Shipments page, select the check box beside the shipment headers of which the details you want to download.

2. Tap Download.

Details of the selected shipments are downloaded from the MSCM server, and the Select Shipments page appears.

3. Tap the status icon of a shipment to view its details.

4. Select the check box beside the shipment that you would like to pick.

5. Tap Start Picking.

The Pick Items (Scan Items) page or the Pick Items (Select/Enter Bin) page appears depending on whether you configured the handheld to perform item ID validation for the stock location that you selected.

For more information, see "[To modify item number validation options](#)" on page 54.

STEPS To perform picking using the handheld

1. Begin physical picking of the first items for shipment.
2. If you configured the handheld to perform item ID validation for the stock location where you are performing the picking, scan the item ID label or enter the item number on the Verify Item Nbr field to perform the validation.

For more information, see "[To modify item number validation options](#)" on page 54.

3. Enter the number of items pulled from a container on the Pulled field.
4. If you enabled container tracking for the stock location where you are performing the picking, scan the tracking label or enter the tracking number for the pulled items on the Trk. Nbr. field to record the tracking number of the pulled items.

"[To modify Tracking options](#)" on page 54

5. Consider the following fields, buttons, and tabs on the Pick Items (Scan Items) page or the Pick Items (Select/Enter Bin):

Bin Scan or enter the bin number for the bin that you want to add to the list.

Pulled Enter the quantity and select the unit of measure of the item to be picked.

NOTE All Transaction UOMs configured for an item in the Item Master (IC11) is displayed in the dropdown list. By default, the unit of measure in the Requisition (RQ10) is pre-selected.

In case a different unit of measure is selected, the quantity will be converted based on the RQ10 UOM equivalent.

Allctd System-generated value indicating the quantity allocated for the shipment and its applicable unit of measure.

NOTE For items that are tracked by a single unit of measure, its corresponding Stock Unit of Measure in Item Master (IC11) is displayed.

Add Line Buttons Tap to display a new Pick Items (Select/Enter Bin) page for the same item, and pre-populated with the same values except the value of the tapped button.

The following Add Line Buttons may appear on a Pick Items (Select/Enter Bin) page, depending on the item configuration settings on Lawson Inventory.

- **B** - Bin
- **U** - UOM
- **T** - Tracking
- **L** - Lot
- **S** - Serial

Directional arrows Tap to move between Picking records.

Pick Label	Indicates the quantity and unit of measure allocated for the shipment. NOTE For items that are tracked by a single unit of measure, its corresponding Unit of Measure in Requisition (RQ10) is displayed.
Pulled Label	Indicates the quantity and unit of measure picked by the user. NOTE For items that are tracked by a single unit of measure, its corresponding Unit of Measure in Requisition (RQ10) is displayed.
Void/Kill	Select to delete any remaining quantity that is not picked due to insufficient supply.
Lot	Enter the lot number for item.
Sub-Lot	Enter the sub-lot number for item, if applicable.
Exp	Enter the expiration date for item, if applicable.
Ser.	Indicates a serial number scanned from a delivery item or delivery item container label, or a serial number selected by a user.
Details	Tap to display the main entry form.
List	Tap to display the Picking activity summary page.

NOTE GTIN and HIBC scanning are enabled in Lawson Procurement 9.0.1.3 version.

6. Tap Done when you are finished picking the shipment.

The Finish Picking page is displayed.

7. Tap the status icon to review the picking status of each shipment.

8. Select shipments from the Finish Picking page, and then tap the appropriate button:

Save, Release, and Print	Select to send an "All picked" shipment to the MSCM server for status validation. Once validated, the shipment status gets updated on the MSCM server, and shipping feedback is sent to Lawson Procurement. The Picking task is then marked as released and delivery labels and delivery documents are printed.
---------------------------------	---

Save	Select to update and save the status of the shipments on the MSCM server.
-------------	---

Resume Picking	Select to return to the screen with pending shipments for picking.
-----------------------	--

Processing Deliveries

Use this procedure to process deliveries and pickups, confirm, release, and attempt deliveries.

STEPS To process deliveries

1. Access Lawson RAD on the handheld terminal.
2. From the main menu, select Delivery.

The Select Deliveries screen appears.

NOTE If you tap on Exit, a pop-up message will prompt you to confirm to exit the screen. If you choose Yes, the screen will return to Receiving and Delivery menu. Otherwise, it will remain in the Select Deliveries screen.

3. Enter or scan each route, manifest, or Lawson tracking number for which you want to download data.

4. Consider the following tabs

Build	Select this tab to scan or enter the Lawson tracking numbers for all of the pieces that you want to deliver. See " To scan or enter Lawson tracking numbers " on page 91 for information on using the Build tab.
--------------	--

Route	Select this tab to select routes for which you want to download delivery data. See " To select routes " on page 91 for information on using the Route tab.
--------------	--

Manifest	Select this tab to select manifests for which you want to download delivery data. See " To select manifests " on page 91 for information on using the Manifest tab.
-----------------	---

5. Tap Deliver to continue.

The Deliveries screen appears.

NOTE If you tap on Exit, a pop-up message indicating that you have incomplete deliveries will prompt you to confirm to exit the screen. If you choose Yes, the screen will return to Select Deliveries. Otherwise, it will remain in the Deliveries screen.

6. Select the All Units Tab to review all of the delivery units that have been downloaded.
7. For a selected location (Locations tab) or delivery unit (All Units tab), tap Deliver.
8. Select the check boxes in the rows of the delivery units you want to process.

NOTE To view distribution line details or to process deliveries for distribution lines within a single unit, see "[To process distribution lines](#)" on page 92

9. Consider the following options.

C	Tap this button to confirm that the delivery unit was delivered. For more information, see " To confirm deliveries " on page 93.
----------	--

R	Tap this button to record that the delivery recipient is not available and you want to drop off packages without confirmation. For more information, see " To release deliveries " on page 93.
----------	--

A	Tap this button to record that the delivery recipient is not available and you do not want to drop off packages without confirmation. For more information, see " To record a delivery attempt " on page 94.
----------	--

NOTE If you tap on Exit, a pop-up message indicating that you have unsent deliveries will prompt you to confirm to exit the screen. If you choose Yes, your deliveries will be sent. The screen will return to Receiving and Delivery menu. If you choose No, your deliveries will be discarded. The screen will return to Select Deliveries. If you choose Cancel, the pop-up message will be closed. Your deliveries will not be sent.

10. Tap Done to return to the Deliveries screen.

11. Tap Send when you have completed all the deliveries you downloaded.

The system sends all of the delivery events that have been recorded in the current delivery session from the handheld to the server.

STEPS To scan or enter Lawson tracking numbers

1. Select Delivery from the RAD main menu.
2. Select the Build tab.
3. In the Tracking Number field, scan or enter the Carrier or Lawson tracking number.

NOTE When manually entering Lawson tracking numbers, type LT:<Lawson tracking number>.

4. Tap Enter.

STEPS To select routes

1. Select Delivery from the RAD main menu.
2. Select the Routes tab.
3. Tap Edit to change the current location if needed.

The Edit Locations screen appears.

4. Consider the following fields.

Co. ID Select the company of the location you want to select as the current location to display available locations.

All Loc Types Select the location type you want to select as the current location to display available locations.

The list refreshes automatically when you make selections from the fields above.

5. Select the location you want to set as the current location and tap Select.
The Select Deliveries screen appears.
6. Select the check boxes next to the routes where you want to deliver the items.
7. Continue with the delivery process at Step 5 in "[To process deliveries](#)" on page 89.

STEPS To select manifests

1. Select Delivery from the RAD main menu.
2. Select the Manifests tab.
3. Tap Edit to change the current location if needed.

The Edit Current Locations screen appears.

4. Consider the following fields.

Co. ID Select the company of the location you want to select as the current location to display available locations.

Location Type Select the location type you want to select as the current location to display available locations.

The list refreshes automatically when you make selections from the fields above.

5. Select the location you want to set as the current location and tap Select.
The Select Deliveries screen appears.

6. Select the check boxes next to the manifests that include the items that you want to deliver.
7. Continue with the delivery process at Step 5 in "[To process deliveries](#)" on page 89.

STEPS To process pickups

1. Access Lawson RAD on the handheld terminal.
2. From the main menu, select Delivery.
The Select Deliveries screen appears.
3. Enter or scan each route, manifest, or Lawson tracking number for which you want to download data.
4. Consider the following tabs

Build	Select this tab to scan or enter the Lawson tracking numbers for all of the pieces that you want to deliver. See " To scan or enter Lawson tracking numbers " on page 91 for information on using the Build tab.
Route	Select this tab to select routes for which you want to download delivery data. See " To select routes " on page 91 for information on using the Route tab.
Manifest	Select this tab to select manifests for which you want to download delivery data. See " To select manifests " on page 91 for information on using the Manifest tab.

5. Tap Pickup.
The Delivery Location screen appears.
6. Tap Done.
The system sends all of the pickup events from the handheld to the server.

STEPS To process distribution lines

1. On the Delivery Location screen, use the up and down arrow keys of the handheld device or tap the row of the delivery unit for which you want to view the distribution lines.
2. Tap the right arrow button, or press the right arrow key.
The Delivery Unit screen appears.
3. Select the check boxes in the rows of the distribution lines you want to process.
4. Consider the following options.

C	Tap this button to confirm that the delivery unit was delivered. For more information, see " To confirm deliveries " on page 93.
R	Tap this button to record that the delivery recipient is not available and you want to drop off packages without confirmation. For more information, see " To release deliveries " on page 93.
A	Tap this button to record that the delivery recipient is not available and you do not want to drop off packages without confirmation. For more information, see " To record a delivery attempt " on page 94.

5. Click Done when you have finished processing all the distribution lines.

STEPS To view distribution line details

1. On the Delivery Location screen, use the up and down arrow keys of the handheld device or tap to select the row for the delivery unit for which you want to view the distribution lines.
2. Tap the right arrow button, or press the right arrow key.
The Delivery Unit Lines screen appears.
3. Tap the left and right arrow keys to scroll through the list items for the selected delivery unit.
4. Tap Done to return to the Delivery Unit screen.

STEPS To confirm deliveries

1. Start the delivery process as described in "To process deliveries" on page 89, or, if you are confirming a delivery from a distribution line screen, see "To process distribution lines" on page 92.
2. Tap C.
The Delivery Verification screen appears.

NOTE This screen may appear different if your administrator configured the handheld application not to display certain fields.

3. Consider the following fields.

Employee ID	Enter the employee ID of the delivery recipient.
First Name	Enter the first name of the delivery recipient.
Last Name	Enter last name of the delivery recipient.
Electronic Signature	The delivery recipient signs to verify that you delivered the packages.
Package Count	Enter the number of packages delivered.

4. Tap Confirm to record the delivery events and return to the Delivery Unit screen.

STEPS To release deliveries

NOTE The permission to release can be configured. That is, your administrator may choose not to allow releases.

1. Start the delivery process as described in "To process deliveries" on page 89, or, if you are confirming a delivery from a distribution line screen, see "To process distribution lines" on page 92.
2. Select the check boxes of the delivery units or distribution lines for which you want to release packages.
3. Tap R.
The Release popup screen appears.
4. Enter the number of packages that you want to release in the Package Count field.
5. Tap OK to record the release.

STEPS To record a delivery attempt

1. Start the delivery process as described in "[To process deliveries](#)" on page 89, or, if you are confirming a delivery from a distribution line screen, see "[To process distribution lines](#)" on page 92.
2. Select the check boxes of the delivery units or distribution lines for which you want to record as a delivery attempt.
3. Tap A.

A appears in the Status column for the selected delivery units or distribution lines.

STEPS To view or record delivery notes

1. Start the delivery process as described in "[To process deliveries](#)" on page 89, or, if you are confirming a delivery from a distribution line screen, see "[To process distribution lines](#)" on page 92.
2. On the Delivery Location screen Select Delivery > Add/Edit Note.
The Delivery Note screen appears.

NOTE This page shows delivery notes that were entered during the receiving process and allows you to enter additional delivery notes.

3. Consider the following fields.

Code Select a code that categorizes the situation of the selected delivery.

NOTE Delivery codes are configured and managed on the Delivery Management Configuration page in the browser application.

Info Enter detailed instruction about the situation of the selected receipt log.

4. Tap OK to save the delivery note.

Transferring Deliveries to Alternate Locations

Use this function to record a transfer to a location that is different from the route's standard transfer location.

STEPS To transfer a delivery to an alternate location

1. Start the delivery process as described in "[To process deliveries](#)" on page 89, or, if you are confirming a delivery from a distribution line screen, see "[To process distribution lines](#)" on page 92.
2. Select the check boxes of the delivery units or distribution lines for which transfer to an alternate location.
3. Select Delivery > Alternate Transfer Location.
The Search for Alternate Transfer Location screen appears.
4. Consider the following fields.

Co. ID Select the company of the location you want to select as the alternate delivery location to display available locations.

Location Type	Select the location type you want to select as the alternate delivery location to display available locations.
----------------------	--

The list refreshes automatically when you make selections from the fields above.

- Use the up and down arrow keys of the handheld device or tap to select the location you want to set as the alternate delivery location and tap Select.
- Continue with the delivery process as described in "[To process deliveries](#)" on page 89 or "[To process distribution lines](#)" on page 92.

Delivering Items to an Alternate Location

This function allows you to deliver items to a location that is different from the delivery location that the system has recorded. Use this procedure to record this discrepancy when you are instructed by the delivery recipient to deliver to an alternate location.

STEPS To deliver to an alternate location

- Start the delivery process as described in "[To process deliveries](#)" on page 89, or, if you are confirming a delivery from a distribution line screen, see "[To process distribution lines](#)" on page 92.
- Select the check boxes of the delivery units or distribution lines for which deliver to an alternate location.
- Select Delivery > Alternate Delivery Location.

The Search for Alternate Delivery Location screen appears.

- Consider the following fields.

Co. ID	Select the company of the location you want to select as the alternate delivery location to display available locations.
---------------	--

Location Type	Select the location type you want to select as the alternate delivery location to display available locations.
----------------------	--

The list refreshes automatically when you make selections from the fields above.

- Use the up and down arrow keys of the handheld device or tap to select the location you want to set as the alternate delivery location and tap Select.
- Continue with the delivery process as described in "[To process deliveries](#)" on page 89 or "[To process distribution lines](#)" on page 92.

Processing Issues and Returns

Use this procedure to process item issues and returns.

STEPS To process issues and returns

- Access Lawson RAD on the handheld terminal.
- From the main menu, select Issues and Returns.
The Enter Stockroom screen appears.
- Consider the following fields.

Company	Scan or select the company for the issue or return you want to process.
Inventory Location	Scan or select the inventory location for the issue or return items.

4. Tap Continue.

The Select Requesting Locations screen appears.

5. Consider the following fields.

Co. ID	Select the company of the location you want to set as the requesting location to display available locations.
---------------	---

Location Type	Select the location type you want to select as the requesting location to display available locations.
----------------------	--

The list refreshes automatically when you make selections from the fields above.

6. Select the check boxes of the requesting locations to which you want to issue or return items.

Scanning a location label will automatically select the requesting location.

7. Tap Continue.

The Add Pick screen appears.

8. Consider the following fields.

NOTE If the item is lot or serial controlled, then an additional field appears to enter the lot or serial number.

Co. ID/Loc. ID	Scan or select the requesting location for the items that you want to issue or return.
-----------------------	--

Item	Scan or enter the item number for the item that you want to add to the list.
-------------	--

Item Search	Tap this icon to search for an item. See " To process issues and returns " on page 95 on page 116 for information about searching for items.
--------------------	--

Item drop-down menu	Select the number you would like to reference from the drop-down list. Options include: <ul style="list-style-type: none"> • Manufacturer Number • GTIN/UPN
----------------------------	---

NOTE GTIN and HIBC scanning are enabled in Lawson Procurement 9.0.1.3 version.

Bin	Scan or enter the bin number for the bin that you want to add to the list.
------------	--

Qty	Enter the quantity of items that you want to issue or return. Default quantity for all items is set to 1.
------------	---

NOTE For returns, press the down arrow key to enter negative numbers.

9. Tap the Detail tab.

The Pick Detail screen appears.

10. Use the Next () and Previous () arrows to view multiple items.

TIP If you need to delete an item from the list, tap Delete.

11. Tap the List tab.
The All Picks screen appears.
12. Tap Done when you are finished selecting items to issue or return.
The Requesting Locations screen appears

NOTE Tap Pick More to return to the Add Pick screen to pick more items.

13. Select the rows that you want to send to the server.
14. Tap Send.
15. Tap Yes when the system prompts you to send the selected issues.
The system displays a progress bar showing the synchronization with server.
16. When the system displays a message telling you that the issues have been sent, click OK.

NOTE The issue ticket will print according to the configured filter property setting *issue.print.sync.doc* in *mscm.filter.properties*. For more information, see the *Mobile Supply Chain Management Installation Guide*.

STEPS **To search for an item**

1. On the Add Pick screen tap the magnifying glass icon.
The Inventory Location Contents screen appears.
2. Use the up and down arrow keys of the handheld device or tap the item that you want to issue or return and tap Select.
3. Continue with the issues and returns process "[To process issues and returns](#)" on page 95 on the Add Pick screen.

Appendix A

Documentation Conventions and Support

Documentation Conventions

This document uses specific text conventions and visual elements.

Text Conventions

This	Represents
bold	A key name or function key name. For example, Shift is a key name and Help (F1) is a function key name. A value or command that you must type exactly as it appears. A program or file name.
<i>italics</i>	A manual title or form name. An emphasized word or phrase. A placeholder for a user-defined value or variable.

Visual Elements

Before you start Information that you must know before you attempt the procedure or process.

IMPORTANT Important information that you must consider when you perform the procedure.



CAUTION Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.



WARNING Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

Product Documentation

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions

To find Lawson documentation, see the user interface or <http://support.lawson.com>. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

Global Support Center

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- Which services are standard maintenance and which are billable

To find the *Global Support Manual*, see <http://support.lawson.com>. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

Documentation Contact

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.

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