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SERVICE INTRODUCTION FOR THE LOGISTICS FEEDER SYSTEM

Document Scope: This paper describes the approach which will be taken to the introduction of the Logistics Feeder Service.

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0. DOCUMENT CONTROL**0.1. Document History**

Version	Date	Reason
0.1	26/06/2000	Initial draft
1.0	28/07/00	Final Version

0.1. Associated Documents

	Reference	Vers	Date	Title	Source
[1]	JED/LFS/007	1.3	11/8/99	LFS to SAPADS and SAPADS to LFS Application Interface Specification.	PON
[2]	LF/DES/005	1.0	22/11/99	LFS Function Description	Pathway
[3]	N/A	9.0	28/7/00	Horizon System User Guide: 'Transactions Other Part 1' and 'Reports'	PON
[4]				SAPADS Project Plan	CHD
[5]		11.0		CSR & CSR+ programme Plan	Pathway

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0.1. Abbreviations

ADC	Automated Distribution Centre
BSM OSG	PON Outlet Systems Group
CHD	Post Office Cash Handling and Distribution
DC	Distribution Centre
LFS	Logistics Feeder Service
OBC	Operational Business Change
PON	Post Office Network
SAPADS	SAP Advanced Distribution System

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1. INTRODUCTION

0.1. PURPOSE

1. The purpose of this document is to describe how the LFS Service Introduction process is to be carried out.

0.1. INTRODUCTION

1. LFS provides an interface with SAPADS for the purpose of the central control of cash and stock. To achieve the full benefit of the service, all Horizon outlets must be operating LFS and their parent cash and stock Distribution Centres must have automatic replenishment enabled.
1. The LFS service introduction process must take into account both the Pathway plan (document [5]) and the migration plan for the Distribution Centres (document [4]).

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1. APPROACH TO MIGRATION**0.1. Horizon CSR+ Outlet Migration**

1. Outlets will commence operation of the LFS functionality immediately Horizon CSR+ is implemented.

There are two outlet migration paths to CSR+ and therefore to LFS:

1. From CSR outlet to CSR+ outlet ('backfill' office);
 2. From manual outlet to CSR+ outlet ('new' office)
1. Horizon CSR+ outlet migration will be controlled by the Pathway plan (document [5]) and by a spreadsheet shared between Horizon Release Management and ICL Pathway Customer Services.

0.1. Distribution Centre Outlet Migration

1. When the Distribution Centre migration process is complete and the Automated Distribution Centre is fully automated, the cash and stock in each outlet will be automatically replenished. Cash and stock distribution will be handled by separate Distribution Centres. Each outlet will receive cash from a regional ADC and stock from the national ADC at Hemel Hempstead.
1. Distribution Centre outlet migration is a two stage process for both cash and stock:
 1. From Distribution Centre (DC) to ADC;
 2. From ADC to ADC with automatic replenishment enabled.
1. Distribution Centre outlet migration will be controlled by the SAPADS plan (document [4]).

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28th July 2000**0.1. Horizon CSR+ Migration and Distribution Centre Migration.**

1. The Distribution Centre outlet migration plan is independent of the CSR+ outlet migration plan. The LFS Service Introduction process must therefore allow for:
 - (a) The different states in which an outlet and its parent cash and stock Distribution Centres may exist;
 - (b) The migration paths between those states.
1. The following matrix identifies the different combinations of Distribution Centre and outlet states which may exist and the migration paths between those states which are relevant to LFS:

	DC	ADC	ADC + automatic replenishment
Manual Outlet	✓	✓	X
CSR Outlet	✓	✓	X
CSR+ Outlet (LFS enabled)	✓	✓	✓

Diagram illustrating migration paths between states:

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graph TD
    DC[DC] --> CSR[CSR]
    CSR --> CSRplus[CSR+]
    CSRplus --> CSR
    CSRplus --> ADC[ADC]
    CSRplus --> ADCplus[ADC + automatic replenishment]
    
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Notes:

- (a) A tick identifies a possible state and an arrow identifies a migration path.
- (b) The above matrix applies to both cash and stock distribution.
- (c) Automatic replenishment can only be implemented for an LFS enabled outlet.
- (d) The introduction of automatic replenishment for stock is not planned until after the planned CSR+ completion date.

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1. SERVICE INTRODUCTION PROCESS

0.1. LFS Functionality

1. The functionality described in the LFS interface Specification (document [1]) will operate immediately an outlet is upgraded to CSR+, irrespective of the status of the cash and stock Distribution Centres which support the outlet.
1. SAPADS will utilise the information supplied by LFS after CSR+ is implemented in an outlet to assess and define the outlet replenishment requirements. NB This is an essential pre-requisite for implementation of automatic replenishment.
1. During the CSR+ pilot SAPADS will supply standard cash planned orders to support each of the pilot offices. No stock planned orders will be supplied.
1. Subsequent to the CSR+ pilot and before the Distribution Centre migration to automatic stock replenishment, SAPADS will supply cash planned orders only for *all* outlets. No stock planned orders will be supplied. Indicative volumes for cash planned orders are supplied in the AIS (document[1]).
1. On completion of the migration to automatic stock replenishment, cash and stock planned orders will be supplied. Indicative volumes for cash and stock planned orders are supplied in the AIS (document [1]).
1. During the pilot, SAPADS will supply an advice notice file every day.
1. Subsequent to the pilot, SAPADS will send advice notes when necessary. Note that this does not guarantee that an advice note file will be sent every night.
1. Rejections will occur as stated in the AIS for both planned order and advice notice files. Subsequent to the CSR+ pilot, therefore, rejections will be caused by the supply of planned orders for outlets which are not automated with either CSR or CSR+.
1. Post Office Cash Handling and Distribution (CHD) will notify the outlet of changes in the arrangements for the supply of cash planned orders, stock planned orders and advice notices supporting the outlet.

0.1. EPOSS Functionality

1. The functionality described in the LFS Function Description (document [2]) will be available for operation immediately an outlet is upgraded to CSR+.

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1. The following remittance buttons will be barred from the CSR+ screens as they are unnecessary to the operation of CSR+ and their use for inventory products would result in incomplete LFS information being supplied to SAPADS:

F1	-	In Supply Division;
F5	-	Out Supply Division;
F2	-	In Other Post Offices;
F6	-	Out Other Post Offices.
 1. The F1, F5, F2 and F6 barred remittance buttons will be removed when there are no remaining CSR outlets. The removal of the buttons will be implemented via an OBC request initiated by BSM OSG.
 1. The following remittance buttons will also be barred from the CSR+ screens:

F9	-	In SSO/ DoF NI
F13	-	Out SSO/DoF NI
 1. The F9 and F13 barred remittance buttons will be removed when the centralisation of stock project is complete. This will take place before the end of the CSR+ pilot. The removal of the buttons will be implemented via an OBC request initiated by BSM OSG.
 1. Once the buttons defined in 3.2.3 and 3.2.5 are no longer required, and probably at the same time as the later of these two actions [i.e. 3.2.3], the opportunity will be taken to re-organise the Remittances screen. This change will be implemented via an OBC request initiated by BSM OSG.
 1. The barring of remittance buttons on the CSR+ screens removes buttons which are needed by offices for which centralisation of stock is not complete. The centralisation of stock project is scheduled to complete after the CSR+ pilot commences, but before any further outlets upgrade to CSR+. Horizon Release Management and ICL Pathway Customer Services will liaise to ensure that no outlets for which the centralisation of stock project is not complete will be migrated to CSR+, either during the pilot or subsequent to it.
- 0.1. Procedures**
1. The procedures supporting LFS described in the Horizon System User Guide (document [3]) will be operated immediately CSR+ is implemented.
 1. The User Guide procedures take into account the fact that outlets will be supported by different types of cash or stock Distribution Centres.
 1. Post Office Cash Handling and Distribution (CHD) will notify the outlet of changes in the status of the cash or stock Distribution Centre supporting the outlet.
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0.1. Training

1. For 'backfill' outlets which are migrated from CSR to CSR+, LFS training will be delivered in the form of a workbook provided in advance of the CSR+ implementation.
1. For 'new' outlets which are migrated from manual operation to CSR+, LFS training will be delivered by a combination of course and workbook provided in advance of the CSR+ implementation.

0.1. Materials

1. CHD will ensure that all outlets are provided with barcoded collection pouches before CSR+ is implemented in the outlet.

0.1. Third Party Notification

1. CHD will ensure that all third parties responsible for the delivery/collection of cash and stock to/from outlets are notified of the CSR+ pouch handover process.