

How mobile printing enhances efficiency in route accounting & DSD



A ZEBRA BLACK&WHITE PAPER






Copyrights

©2007 ZIH Corp. All product names and numbers are Zebra trademarks, and Zebra and the Zebra head graphic are registered trademarks of ZIH Corp. All rights reserved. Bluetooth is a registered trademark of Bluetooth SIG, Inc. All other trademarks are the property of their respective owners.

Unauthorized reproduction of this document or the software in the label printer may result in imprisonment of up to one year and fines of up to \$10,000 (17 U.S.C.506). Copyright violators may be subject to civil liability.



Executive Summary

Automating route activity provides benefits both in the field and in the office by reducing the labor and time needed to enter data and process paperwork, cutting inventory errors, and by helping drivers record orders and deliveries more quickly. Mobile printing is an essential element for delivering and enhancing these benefits in route accounting and direct store delivery (DSD) operations. Supporting route activity with mobile printing lets drivers generate accurate, updated orders, invoices, delivery receipts, settlement reports and other documentation to review with customers to ensure accuracy and prevent time-consuming disputes.

Mobile printing provides a series of quality improvements and timesaving benefits that are often overlooked in route automation, but can have a significant impact on the bottom line. This white paper will:


- Describe uses for mobile printing in route accounting applications;
- Provide return on investment calculation tools to measure the financial impact mobile printing can have;
- Demonstrate how mobile printing processes can improve billing, distribution, and customer service operations;
- Detail how on-demand thermal printing can reduce forms expenses;
- Provide an overview of mobile printer and wireless communications options for route accounting systems.

Read on to see how your route delivery and sales staff can make more stops and fewer errors each day by using mobile printing to support their work.

Introduction

Many companies have found that automation systems intended to save time on the route have also led to increased revenue, because route drivers are able to spend more time with customers when they are freed from tedious data entry, billing, and report preparation. United Propane Gas (UPG) provides an excellent example of these benefits. UPG, which delivers propane and heating oil to residential and commercial customers in eight states, estimates the time saved by preparing and printing invoices automatically instead of manually saves three to four minutes on each delivery. The time saved throughout the day lets its drivers make a few more deliveries in a shift, which has produced improved cash flow and efficiency for UPG (see the complete case study at www.zebra.com).

In DSD operations, time savings allows drivers to spend more time on merchandising and sales. Efficient DSD operators spend slightly less time printing invoices than average performers, but significantly more time merchandising according to *Driving DSD Supply Chain Efficiencies and Profitability*, a study by the Grocery Manufacturers of America (GMA). The study found that some DSD drivers spent as much as six percent of their time in stores preparing invoices, while others spent as little as 2.1 percent of their time on the task.



Mobile computers also give route sales professionals access to enterprise applications and valuable customer information. Armed with more time and more information, route sales agents can encourage additional customer purchases by suggesting complementary items and reviewing new products. They can also access records to quickly settle discrepancies and reduce returns.

Receipts, invoices, and other outputs from mobile printers help DSD drivers and other route professionals and their customers get transactions right the first time, which raises quality, efficiency, and profitability throughout the enterprise. Route accounting impacts sales, billing, inventory, distribution, and customer service operations. Typically, companies that have automated have increased their service area and customer base without adding personnel. The following section will demonstrate how mobile printing improves productivity for typical route accounting activities.

A p p l i c a t i o n s

In route accounting operations, mobile printers can be used to generate receipts, invoices, reports, order forms, settlement reports and credit slips. Producing these records on site helps increase customer confidence and loyalty, and helps the mobile workforce earn a reputation for professionalism. Companies can use these benefits to differentiate their service from rivals, which provides a sustainable competitive advantage. Companies can leverage their mobile printing investment by also using the same mobile printers in their distribution centers to create pick lists, manifests and labels.

Pre-delivery

Mobile computers and printers begin providing benefits even before they go out on the route. Drivers arriving at the distribution center can automatically receive their daily route assignments on their mobile computers over a wireless network connection to the host computer system. Wireless networking eliminates the need to wait in line to check in with a dispatcher, and helps drivers begin their routes earlier. The wireless network connection also can be used at the end of the shift to receive daily records and orders from returning drivers.

Newsways Distributors, a magazine and periodical distributor in Los Angeles, switched from paper forms to mobile computers and Zebra® mobile printers to record daily sales and returns and issue receipts on its routes. At the end of each day, drivers return to the Newsways facility and dock their computers into cradles that transfer all the day's transaction information into the host computer system. Newsways reported an almost immediate return on investment because of the tremendous labor savings from data entry, counting returns, and correcting errors. The quality of information also improved because data entry errors were eliminated and data was available much sooner.

Salespeople for Pozuelo, a leading Central American producer of crackers and cookies, record customer orders on handheld computers and send them nightly via modem to the company's order management system. The system software then determines how trucks should be loaded and calculates the optimal route for the company's route sales drivers. The drivers use mobile computers to record deliveries and track inventory on the trucks. They issue receipts, invoices, and other documentation with Zebra mobile printers. The system has saved significant time in preparing and processing paperwork, improved inventory accuracy, sped up invoicing, and given Pozuelo and its sales staff better control over materials and records.



Managing receipts, orders and DSD

Receipts can be an effective tool for improving operational quality and efficiency. Route sales representatives can print delivery receipts and orders and review them with their customers to ensure that orders are accurate and that customers are satisfied with the delivery. Reviewing receipts during the delivery process provides route sales representatives an opportunity to resolve discrepancies immediately, leading to a timely, cost-effective resolution.

To understand the power of reviewing receipts and orders, companies first must understand how mistakes hurt their business. Assume a company has an invoice discrepancy rate of 10.5 percent, which is the average DSD error rate for small-format retailers according to a 2006 GMA report (Small format retailers include convenience stores, gas stations, etc. The discrepancy rate for supermarkets and other large-format retailers was measured at 15.4%). The 10.5 percent discrepancy rate should generate 105 inquiries to customer service representatives (CSRs) or account managers per 1,000 orders filled. If calls take an average of 12 minutes to resolve—a conservative assumption, considering the time required for order lookup, investigation, credit authorization, and computer entry—the company would spend 21 hours per month resolving errors. At the average shipment error rate, companies would need a full-time customer service representative dedicated to error resolution for approximately every 7,600 orders shipped per month.

If CSRs earn \$10 per hour, the direct labor cost for error resolution is \$210 per month per 1,000 orders. If the company earns a healthy 10 percent margin, it must win \$2,100 in new business to offset the cost of errors; at five percent margin the figure jumps to \$4,200. The calculation does not include labor costs associated with returns processing, or savings from preventing rush shipments and additional deliveries to fulfill orders and lost-revenue from unreported over-shipments.


Eliminating DSD and other delivery errors can raise customer satisfaction and help make customers more profitable. The GMA calculated that based on its measured error rates and average DSD volumes, a 250-store small-format chain could have to reconcile 27,000 invoices per year, and a 250-store large-format chain would have 450,000.

Leveraging DEX

Direct store delivery is often challenging for retailers and vendors. DSD drivers spend between 2.1 and 6.0 percent of their time in stores preparing invoices, according to the GMA study. Automating the invoicing process by eliminating handwritten entries and adjustments improves productivity.

Before the development of the DEX (Direct Exchange) UCS (Universal Communications Standard), a vendor typically delivered a certain quantity of items, scratched out an invoice for the retail store manager and then delivered a copy of that invoice back to the vendor's own accounts receivable department for processing. The time lapses from invoice transmission to accounts receivable and further delay in data entry lengthened the cash cycle and often led to billing problems. Retailers frequently disputed bills submitted for payment because of pricing discrepancies, or charge-backs for unauthorized deliveries. Payments were slow and often incomplete.

As a result of this tedious process, retailers suffered from inaccurate inventories and sales ticket errors while vendors were troubled by lengthy check-in times, high administrative costs, and struggles with remittance. In response to these struggles, the DEX standard and related equipment were created to ease the DSD process. DEX allows direct store delivery vendors to transmit invoice details into a store's receiving system automatically. Automated check-in processes for DSD drivers can reduce receiving time by 60 percent, according to the GMA study.



The most common method for uploading this information is via a DEX interface connector that is mounted to a wall in the retailer's receiving area. The DSD representative uses a handheld computer to transmit delivery quantities and pricing data to the DEX connector, which is wired to the store's computer system. Discrepancy messages would be sent to the vendor's handheld computer for immediate on-site resolution.

Because the invoice could be uploaded directly to the store server via the DEX interface connector, retail accounts payable departments no longer required statements of information from the vendor, who benefited by receiving payment sooner after delivery. While this business process increased DSD efficiency tremendously, the cost of wiring connectors for all the stores in a chain could be significant. Stores that have both front-door and back-door vendors often needed to install multiple interface connectors.

To let retailers capitalize on 802.11b/g wireless frameworks already installed in many retail stores, Zebra created a solution to help cut DEX UCS usage costs by eliminating the wiring expense. Instead of plugging in to a DEX port, the vendor can send the information via a cable to a Zebra wireless printer. The printer can then communicate that data over the 802.11b/g network back to the store server. The server confirms transmission via the printer. The vendor could accept or reject and send the invoice back to the store server, while printing an invoice for the store manager's records on the printer if desired.

Because the Zebra printer has a wireless interface to the host computer, it offers more placement flexibility than interface connectors. When the printers aren't being used for DSD, clerks can use them for price markdowns and shelf labeling applications that are eased by simple wireless LAN communication to the store server.


Invoicing and Payment Processing

Printing invoices at the time of delivery gives route sales drivers the opportunity to review them with customers, providing many of the same benefits as receipt printing. Adding on-site payment processing will have a significant impact on cash flow.

The alternative to on-site invoicing is for drivers to turn in sheaves of paperwork to billing clerks at the end of each shift. This creates another opportunity for errors to enter the system as clerks rerecord the billing information. More significantly, it also adds costly delays to the billing cycle. Consider a driver who finishes his or her Monday shift and turns the daily invoices into the billing department. In the best case, the information will be entered into the billing system and invoices mailed the next day. The customer will receive them in the mail two or three days later, a total of three to four days after the visit. Companies that follow this standard business practice are thus at a three or four day cash-cycle disadvantage compared with their competitors that bill on site. They also build postage expenses into each order.

The cash-cycle advantage can be accelerated significantly by using mobile printers to accept payment on delivery. Many companies routinely wait 30 days or more to pay invoices. Requiring payment on delivery eliminates the billing lag time and invoice processing delays, improving the cash cycle by at least a month. Mobile printers with integrated credit card readers make it convenient and simple to accept mobile payment and improve cash flow.

Grupo Elektra, the largest home electronics, furniture, and computer retailer in Mexico, saves hundreds of hours in administrative time a day by issuing mobile printers and computers to its collection force. Elektra has about 3,000 collections professionals who each visit between 30 and 40 customers each day to take monthly payments. Previously, all transactions were recorded by hand onto paper forms. Each night, approximately 800 regional supervisors entered all the information into the computer system, a process that took hours and was rife with mistakes.



Elektra automated these operations by giving collection professionals handheld computers and Bluetooth®-enabled Zebra mobile printers to record all transactions and generate receipts. At the end of the shift, information is uploaded from the mobile computer to the host system in minutes, instead of hours. The system enables workers to collect and access more customer information, resulting in improved collections and more customer visits per day. Ultimately, such solutions enable organizations to service more customers without adding route staff, which produces significant labor cost savings.

An emerging application is the use of wide-area wireless data networks for credit card payment authorization. Route agents swipe the credit card through a reader integrated into a Zebra printer, which transfers the data to a mobile computer or cell phone through either a cable or short-range wireless interface. The cellular network or other wide-area wireless data service is then used to send the credit authorization request. The transaction is processed securely and efficiently in seconds, eliminating the need for batch processing at the end of the shift. Zebra mobile printers offer WPA and WPA2 security, which meet the Payment Card Industry (PCI) Data Security Standard for payment card processing over wireless LANs.

On-site payment processing is also beneficial to companies because it reduces the resources needed to support the route sales operation. Billing departments have fewer invoices to process and customer service has fewer calls to resolve because customers will review and approve invoices with their route sales representatives. Assuming billing inquiries take an average of 15 minutes to resolve, companies can save \$640 in invoice processing expenses for every 1,000 orders billed, a breakdown of \$250 in reduced customer service labor and \$390 in postage. At 10 percent margin, the savings is equivalent to \$6,400 in new sales, or \$12,800 at 5 percent margin.

T e c h n o l o g y

Thermal printing has displaced impact printing as the dominant technology used in route accounting and DSD operations because of its outstanding reliability, ease of use and total cost of ownership. Thermal printers are available to suit a variety of mobile operations, whether users prefer vehicle-mounted or portable units, simple receipts or larger forms, cable or wireless connectivity and other features. Mobile printers are able to print text, logos, graphics, and bar codes on long-lasting forms and labels of different sizes and thicknesses. Some models have integrated magnetic stripe readers for payment card processing. The key printer performance criteria for route accounting are durability and battery life. These and other mobile printing options and features are described below.

Form Factors and Ergonomics

Printers are available in a variety of designs to meet the needs and preferences of each mobile workforce. Mobile printers must be comfortable and easy to use or they will not deliver any productivity benefits. While overall weight is important, balance, grip, and ease of carrying and operation should not be overlooked. There are various carrying devices that make carrying a mobile printer easy such as belt clips, shoulder straps and carrying cases of varying material from waterproof to lightweight nylon. Mobile printers typically interface with mobile computers, either through a cable or wireless connection. Cabled solutions aren't favored for route accounting because the connections tend to break under normal usage conditions.



Supplies

On-demand mobile printing often improves the professionalism of receipts, service records and other paperwork given to customers, while also reducing form costs. Route accounting customers usually accept label- and ticket-size receipts in addition to full-page forms. The smaller receipts are easier to store and ultimately save the issuer money because less paper is used. Some companies use mobile printers to print variable information like invoice amounts or delivery contents on labels that are applied to forms. This satisfies customer desires to keep using familiar forms, but eliminates handwriting and manual recording.

One Zebra customer performed an analysis to compare the costs of legacy 8.5-by-11-inch invoices used in its field operations with a 4-by-6-inch invoice produced on a Zebra mobile thermal printer. The thermal media cost was measured at 2.7¢ per invoice, compared to 6¢ for full sheets used in inkjet or impact printers – making the thermal media 45 percent less expensive. Switching from full, plain-paper sheets to 4-by-6 thermal receipts would produce savings of \$330 per 1,000 invoices produced. Companies that use multi-part forms could save even more.

Modern mobile printers accept a variety of form, label, tag, ticket, and other media for producing durable receipts, invoices, return labels, inspection labels, security marks, and other labels. Gone are the days of portable printers that print only low-quality receipts that curl at the edges. Top-coated media resists ultraviolet light and remains readable for years, eliminating the problem of receipts that fade after a few days. Many types of linerless media are also available, which eliminates the waste and disposal problems associated with peel-away liners used with adhesive labels.

Wireless Connectivity

Mobile printers may use two forms of wireless connectivity. Short-range wireless can be used instead of a cable to connect the printer and mobile computer. Printers may also have a direct connection to enterprise wireless networks. Route drivers can access wireless networks when they are in their own distribution centers or other company facilities to receive their daily routes and instructions, download customer lists and inventory records, and transfer transaction data at the end of the shift.


Using wireless for cable replacement improves ergonomics and productivity. Wireless systems can also be more reliable because there is no chance for printer cables and pin connectors to break. This is a tremendous advantage in route accounting, where users are often miles away from their headquarters and do not have immediate access to replacement parts. Bluetooth technology is very popular and effective for cable replacement because it provides excellent range, speed, and connectivity.

See Zebra's white paper *The Benefits of Wireless Printing* for more detailed information about the connectivity, security and applications for wireless printers.

Bluetooth

A Bluetooth-enabled printer can connect easily and securely with a variety of other standardized Bluetooth devices, including handheld and vehicle-mounted computers, laptops, PDAs, smart phones and peripherals. Bluetooth can be used concurrently in environments where 802.11-standard wireless LANs are operating.

Bluetooth poses a very low security risk because its limited range of typically 30 feet or less and slow transmission speeds mean hackers would likely be noticed as they try to intercept enough transmissions needed to crack the communication. Nonetheless, Zebra has implemented several security measures in its Bluetooth wireless printers. First, Zebra's Bluetooth printers only support the Serial Port Profile (SPP), which somewhat limits the



devices they can associate with. The Discovery Mode is turned off in the default configuration, which means the printer itself will never initiate a link with another Bluetooth device. It will only communicate if a handheld computer initiates the exchange, and the printer can be configured to authenticate the computer.

Wireless LAN

Printers on a wireless LAN network have an IP address and appear like any other device on the network, which lets users take advantage of the many excellent software products available for network management and security. Zebra has many mobile printer models with 802.11b/g networking connectivity and also offers connectivity software, security and printer management solutions. Supported securities include LEAP, WPA, WPA2, 802.1x, 802.11i and VPN. Zebra is committed to this market-leading technology and will support new WLAN enhancements for security, speed, and connectivity as they become available.

Zebra Wireless Options

Zebra Technologies supports all the wireless LAN and cable replacement technologies described above. Zebra's rugged RW™ series and QL™ series mobile printers support 802.11b/g and Bluetooth connectivity. For maximum flexibility, Zebra offers QuickLink™ removable, upgradeable radio modules for its QL and QL Plus™ series of mobile printers. QuickLink radios come in Bluetooth and 802.11b/g.

Power Management

How the printer manages its power supply is important to overall battery life and application effectiveness. Battery life varies widely based on how the printer is used. Print volume, label size, the amount of wireless transactions and other factors all affect how long batteries last before needing to be recharged or replaced. It is critically important in route accounting applications to have enough battery life to power computers and printers for the entire shift or workers may not be able to complete their daily jobs. Adapters are available so battery chargers can plug into vehicle cigarette lighters.

Users should test their applications to ensure that the batteries they use consistently perform as needed and will not contribute hidden expenses to the total cost of ownership. For example, nickel metal-hydride (NiMH) batteries have a higher initial cost than nickel cadmium (NiCAD) products, but have less performance degradation over time, are more efficient at holding their charge, and have a longer life span. Lithium-ion (Li-Ion) cells offer the highest power-to-volume and power-to-weight ratio of the three. For example, in a typical printer application, a lithium-ion battery pack producing 7.2 volts has 30 percent more power than a nickel metal-hydride pack, with half the volume and half the weight.



Conclusion

By using mobile printing in route accounting and DSD operations, companies position themselves to win competitive advantages in efficiency and profitability. Mobile printers provide a means of delivering the output to meet the growing needs of route personnel. Issuing receipts and invoices on site brings quality controls to the front lines of enterprise operations, resulting in greater customer service and lower overall costs. The invoices themselves become tools for improving cash flow and working capital by shortening the billing cycle.

Zebra offers the widest range of mobile printers in the industry. Contact Zebra today to learn more about how our products and expertise can help improve your route accounting operations. Zebra Technologies Corporation (NASDAQ: ZBRA) delivers innovative and reliable on-demand printing solutions for business improvement and security applications in 100 countries around the world. More than 90 percent of Fortune 500 companies use Zebra®-brand printers. A broad range of applications benefit from Zebra-brand thermal bar code, “smart” label and receipt printers, and plastic card printers, resulting in enhanced security, increased productivity, improved quality, lower costs, and better customer service. The company has sold more than five million printers, including RFID printer/encoders and wireless mobile solutions, as well as ZebraDesigner™ software, ZebraLink™ connectivity solutions, genuine Zebra™ supplies and ZebraCare™ services. Information about Zebra specialty printing solutions is at www.zebra.com.



Notes



GLOBAL/AMERICAS

HEADQUARTERS

Zebra Technologies Corporation
333 Corporate Woods Parkway
Vernon Hills, IL 60061-3109 U.S.A.

T: +1 847 793 2600 or
+1 800 423 0442
F: +1 847 913 8766

EMEA HEADQUARTERS

Zebra Technologies Europe, Limited
Zebra House, Unit 14,
The Valley Centre
Gordon Road, High Wycombe
Buckinghamshire HP13 6EQ, UK

T: +44 (0) 494 472872
F: +44 (0) 494 450103

ASIA-PACIFIC HEADQUARTERS

Zebra Technologies Asia Pacific, LLC
16 New Industrial Road
#05-03 Hudson TechnoCentre
Singapore 536204

T: +65 6858 0722
F: +65 6885 0838

OTHER LOCATIONS

USA

California, Rhode Island, Texas,
Wisconsin

EUROPE

France, Germany, Italy, Netherlands,
Poland, Spain, Sweden

ASIA-PACIFIC

Australia, China, Japan, South Korea

LATIN AMERICA

Florida (USA), Mexico

AFRICA/MIDDLE EAST

South Africa, United Arab Emirates