

MP-BO-09

DISTRIBUTION

- [DISTRIBUTION](#)

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Code: MP-BO-09

Version: Rev.01

1. Purpose

To establish the procedure for the consultation, creation, modification, and management of distributions within the Warehouse module, ensuring the proper administration and traceability of packages, the generation of identification labels, and the issuance of loading requests for logistics operations.

2. Scope

This procedure applies to the **Shipping and Receiving** department, which is responsible for carrying out all activities related to distribution management within the system.

The process begins when it is necessary to consult an existing distribution or register a new one and concludes with the generation of labels and the issuance of the corresponding loading request.

3. Roles and Responsibilities

Shipping and Receiving

The Shipping and Receiving department is responsible for executing all operational activities described in this procedure. Its responsibilities include consulting existing distributions, creating

new distributions, validating folio numbers, capturing operational information, generating labels, and issuing loading requests.

Additionally, the department must ensure that all recorded information is accurate, complete, and consistent with the corresponding logistics documentation.

4. Distribution Inquiry

The **Distribution** module allows the Shipping and Receiving department to review the history of distributions recorded in the system. This functionality facilitates information validation, monitoring of previous operations, and consultation of records associated with the distribution of goods.

When it is necessary to review the details of a distribution, the user may access the folios associated with the selected record. This inquiry enables verification of the packages linked to a specific distribution and helps maintain operational traceability.

If, during the review process, a correction is required, the system allows users to edit the registered packages. Once the necessary changes have been made, the information must be saved to preserve the updated record.

The system also provides the ability to view the labels generated for a distribution in PDF format, allowing for consultation or reprinting whenever required by the operation.

5. Distribution Creation

When a new distribution must be registered, the user shall select the **Create Distribution** option within the corresponding module. The user must then enter the **Master Folio** and execute the search to retrieve information related to the associated packages.

Once the search has been performed, the system will validate the existence of the folio. If the folio is registered, the process may continue normally. Otherwise, an **Inbound Folio** must be generated before proceeding with the distribution process.

After validating the folio, the user shall add the corresponding distribution and complete all information requested by the system. During this activity, the user must verify that all captured data is accurate and corresponds to the logistics operation being executed.

If additional distributions need to be registered, the process may be repeated as many times as necessary until all distributions associated with the operation have been completed.

Once data entry has been completed, the distribution must be saved in the system. Successful registration will enable the generation of the corresponding labels, which will be used for package identification and control throughout shipping, transportation, and receiving processes.

Finally, the user must execute the loading request so that the process can continue within the organization's established logistics chain.

6. Process Risks

Risk	Impact	Recommended Control
Incorrect Master Folio entry	Incorrect distribution of goods	Automatic folio validation
Unauthorized package modification	Loss of traceability	Role-based controls and audit logs
Incorrect label generation	Shipping errors	Review prior to printing
Duplicate distributions	Operational inconsistencies	Validation of existing records
Deletion or alteration of information	Loss of data integrity	Audit logs and backups
Unauthorized access to the module	Risk of fraud or manipulation	Role-based access management

7. ISO 27001 Related Controls

Control	Application within the Process
Access Control	Only authorized users may create or edit distributions.
Segregation of Duties	Separate operational and administrative activities where applicable.
Traceability	Maintain records of distribution creation, modification, and consultation.
Information Integrity	Validate folios and captured data.
Backup Management	Safeguard historical distribution information.
Privilege Management	Grant access according to assigned responsibilities.
Event Logging	Maintain an audit trail of modifications performed.

Information Availability	Ensure timely access to historical records and generated labels.
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8. Key Performance Indicators (KPIs)

Indicator	Formula
Distributions Processed	Total number of distributions recorded
Distributions with Errors	Rejected distributions / Total distributions
Average Registration Time	Total time / Number of distributions
Labels Generated Correctly	Correct labels / Total labels

9. Change Control

Version	Date	Change
1	08/04/2026	Initial document creation.

12. General Process Flow

Flowchart to be included according to the operational process defined for the Distribution module.