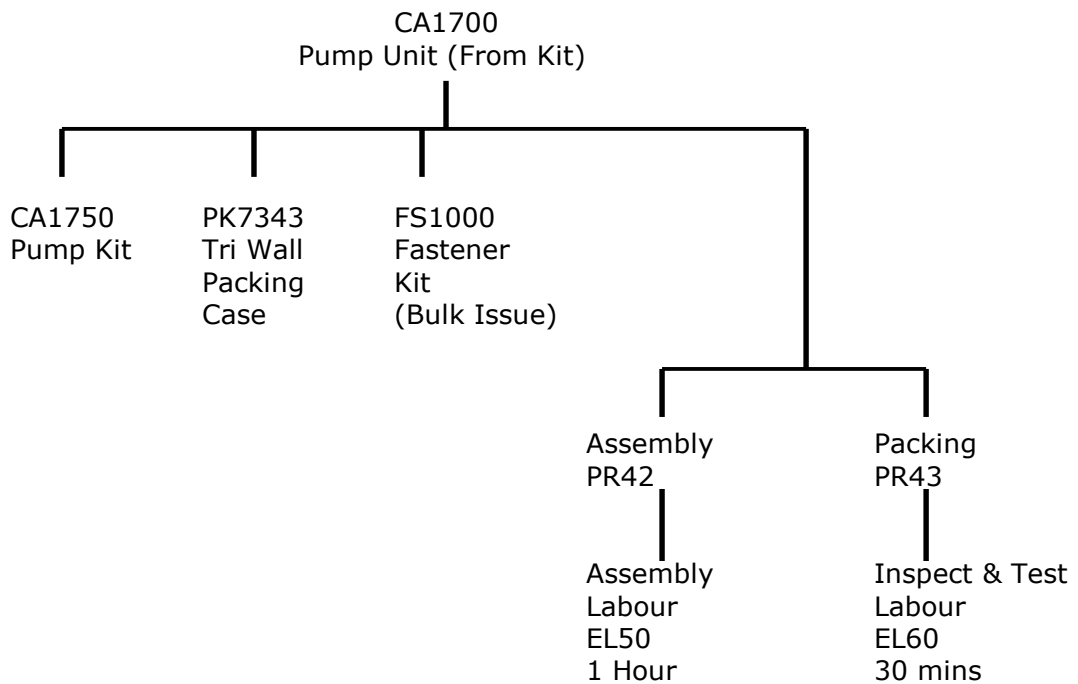


CAUTION !! All new procedures and processes should be checked in the 'Test' environment before being applied to the 'Live' business system.

WORKS ORDER PROCESS – MAKE TO STOCK (MTS) Ver 5

The assembly shown below has been used to generate the screens shown in this document.

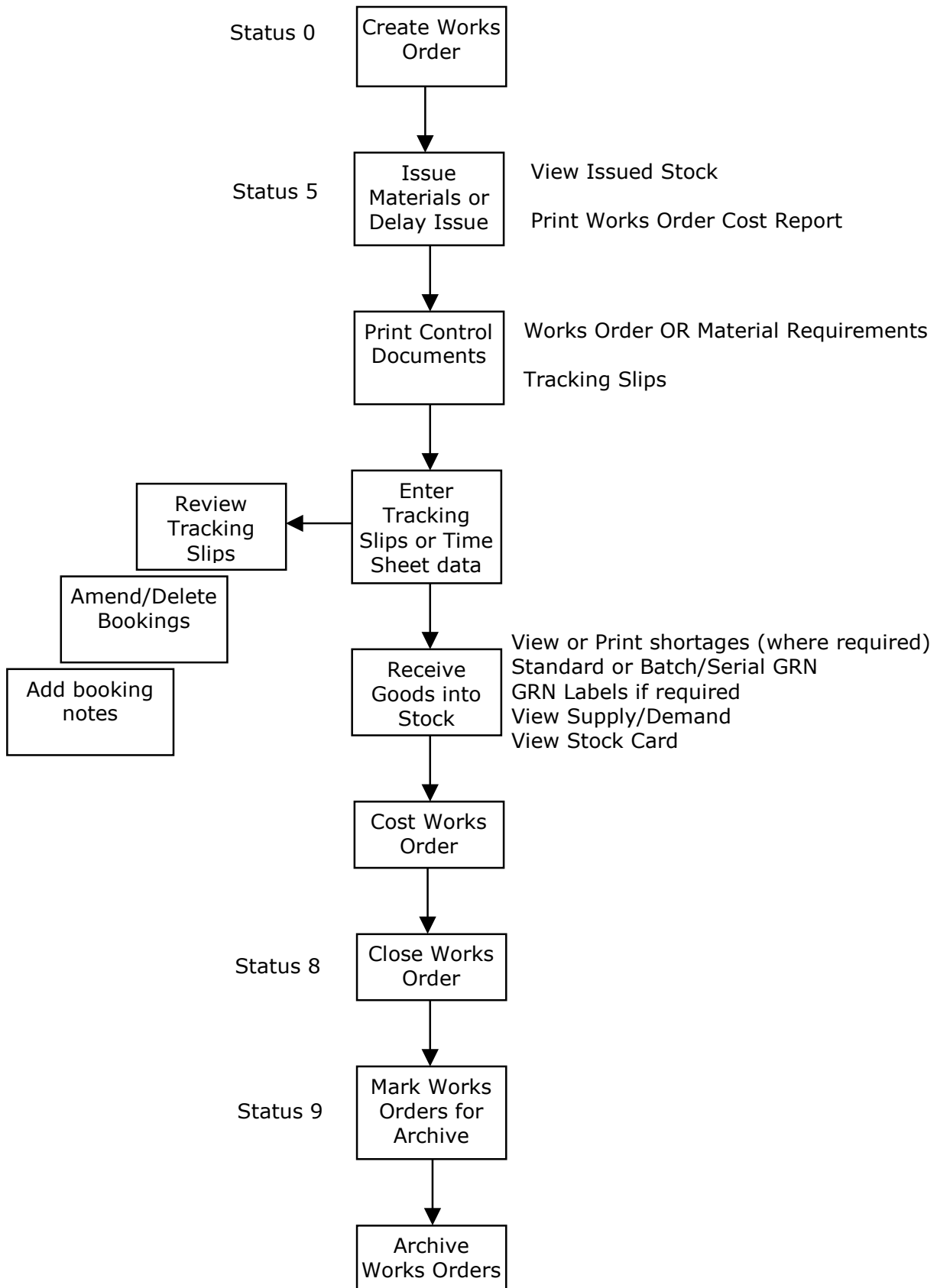


Separate data sheets are available regarding

- Supply/Demand
- Capacity Planning
- Works Order Scheduling
- Bill of Materials
- BOM Costing.

Optional - datasheet regarding Statuses and Parameters

WORKS ORDER PROCESS



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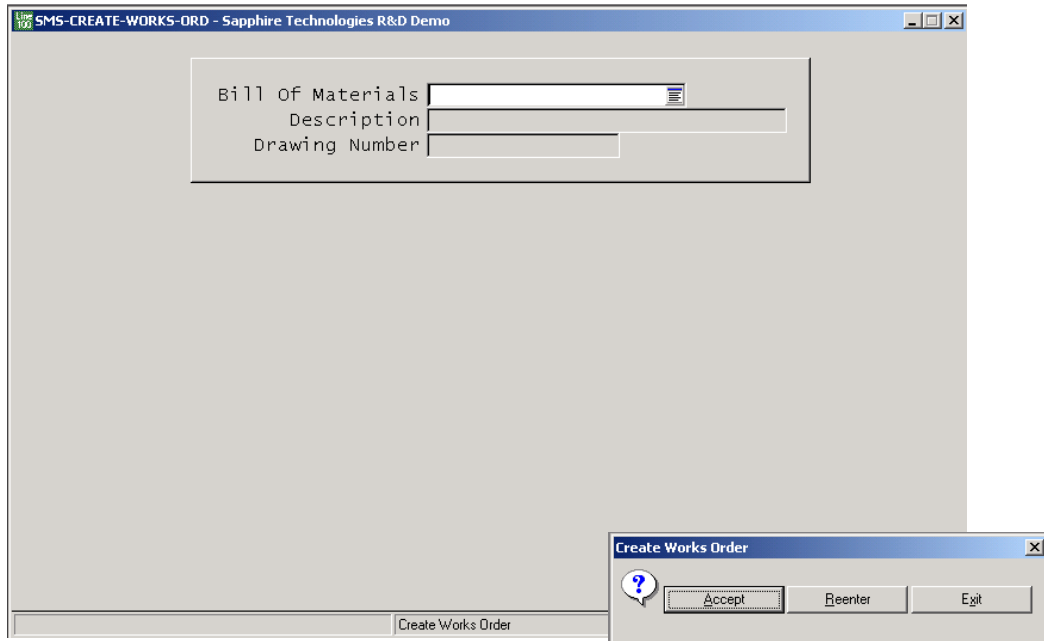
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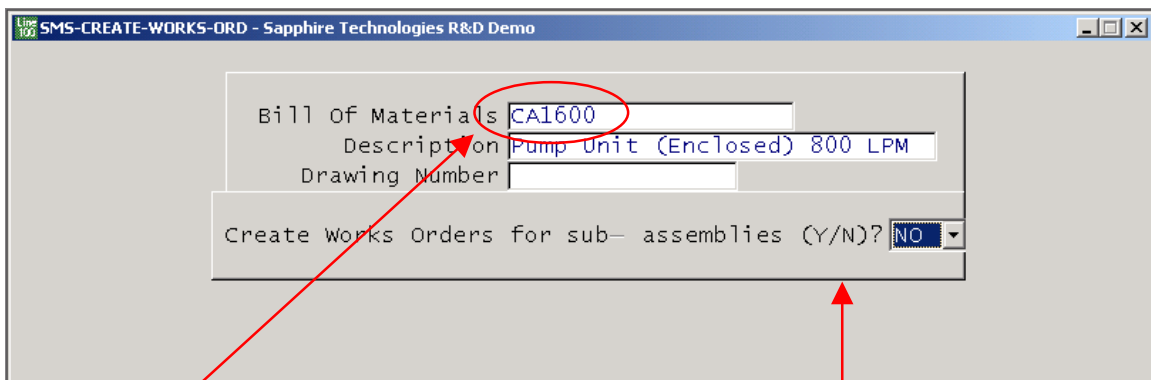
1. Create the Works Order

Works Order Processing, Order Maintenance, Create Works Order, Manufacture to Stock



1.1 Enter a '/' search to select the required assembly to manufacture, press Return and then Accept at the base menu.

Note!! If the selected BOM is a multi-level structure, the option will be given to 'Create Works Orders for sub-assemblies'. If this is accepted (Y) the system will calculate the quantity of each Sub-Assembly required to build the top level Item and create the Works Orders.



Multi level structure item

Sub Assembly option

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1.2 The Works Order header data can now be entered, commencing with the Quantity Required.

Bill of Materials	CA1700
Number Of Batches	3.0000
Quantity Required	3.0000
Sales Account	
Sales Order	
Job Number	
Start Date	01 Nov 2005
End Date	01 Nov 2005
Build Depot	WH1
Target Depot	WH1

The Works Order Start and End Dates are important to the overall operation of the Materials and Capacity planning facilities of Sapphire. The Supply/Demand enquiry screen for example, uses this Start Date to define when Materials are required for the Works Order. The End Date is used as the availability date for the finished goods, to meet any Sales Order demand. Similarly, the MRP report also uses these dates.

The Build Depot is the source from which the components will be taken.

The Target Depot is usually set to be the same as the Build Depot or left blank (it will default to the Build Depot as the user 'returns' over the field)

The Target Depot is the MRP Target Depot for use in Multi-Depot MRP applications, where the system needs to know the location of the demand to ensure correct supply/demand balancing. Please refer to your BlueStone consultant for applications requiring Multi-Depot MRP.

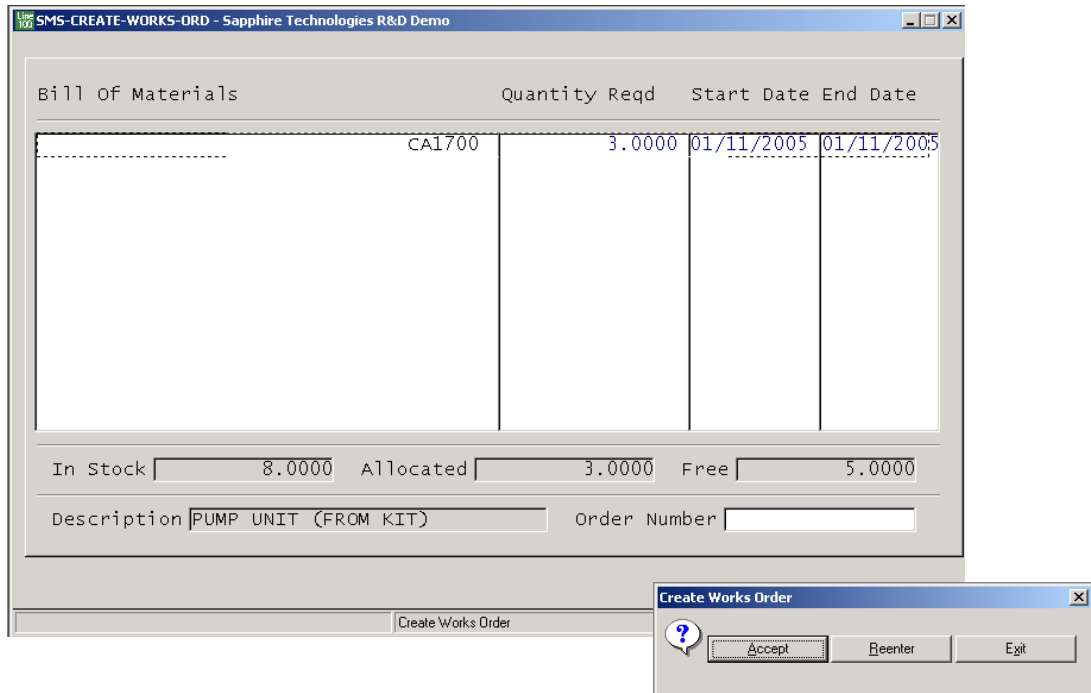
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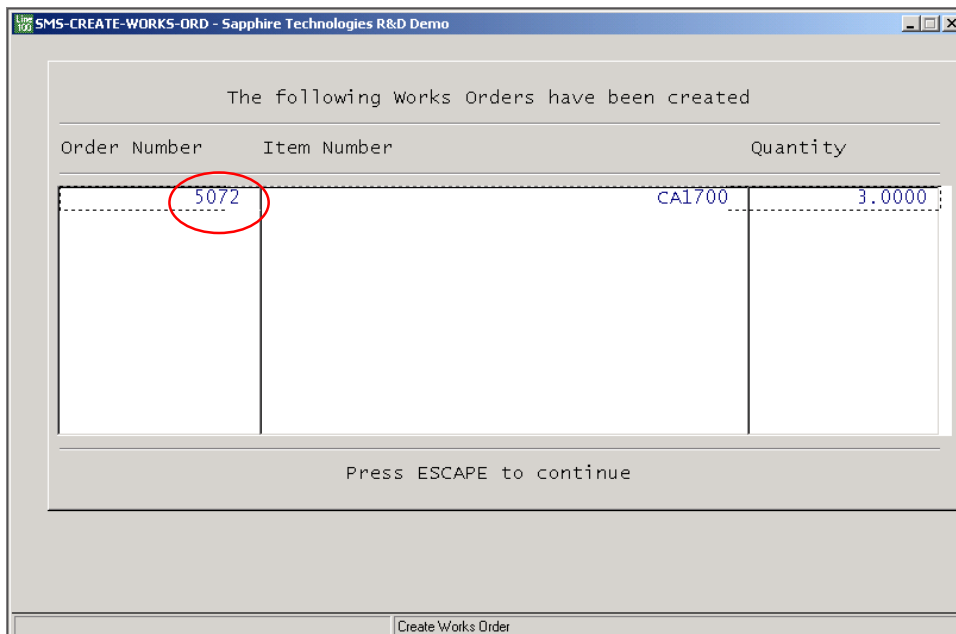
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1.3 When the header data is completed, the Create Works Order screen below is displayed, which includes some Stock availability information. Press ESC to display the base menu.



'Reenter' enables the Quantity and Date information to be amended.

'Accept' confirms the data entered and displays the following screen with the issued Works Order number. Press ESC to return to the menu.



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1.4 The created Works Order can now be viewed as an open works order (OW) transaction through the menu option *Stock Control, Enquiries, View Supply/Demand, <item number>*. The enquiry can be filtered to display various transaction types – these are detailed below. Accept all options.

Display Options

Show transaction of type OP YES

SO YES

FW YES

OW YES

PS YES

FS YES

Stock Movement Summary

Accept Reenter Discard

Item Number CA1700 Reorder Lev 0.0000

Description PUMP UNIT (FROM KIT) Reserve Qty 0.0000

Opening Bal 8.0000 Buffer Lev 0.0000

Date	Per	Reference	Type	In	Balance	Out
05/01/2005	w501	10025	SO		10.0000	1.0000
		10019	SO		9.0000	1.0000
02/02/2005	w505		FW	2.0000	11.0000	
01/08/2005	w531	5057	FW	1.0000	12.0000	
01/08/2005	w531	5058	FW	7.0000	19.0000	
01/09/2005	w535	5064	OW	100.0000	119.0000	
01/09/2005	w535	10088	SO		118.0000	1.0000
01/11/2005	w544	5072	OW	3.0000	121.0000	
Total				116.0000		3.0000

OP – Open Purchase Order FW – Firm Works Order OW – Open Works Order
 SO – Sales Order PS – Projected Shortage FS – Firm Shortage

The Enquiry uses the End Date entered against the Works Order as the date that the manufactured Stock will be available (Due Date). This screen would assist a production controller and can be made available to any other users that may require the information. Double clicking the line enables the drill-down capability.

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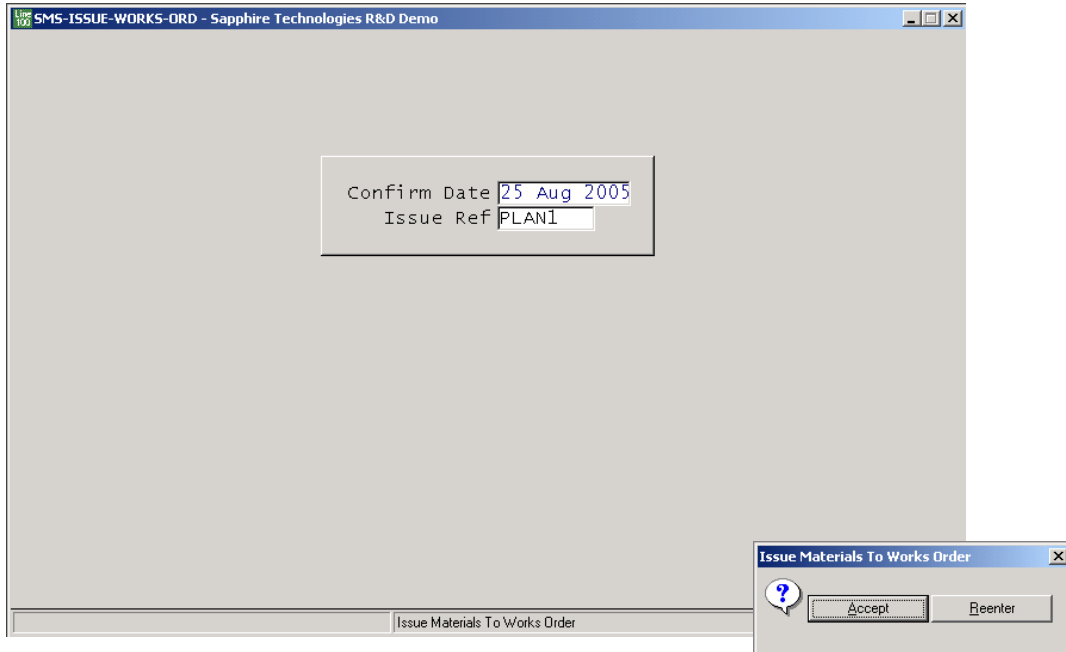
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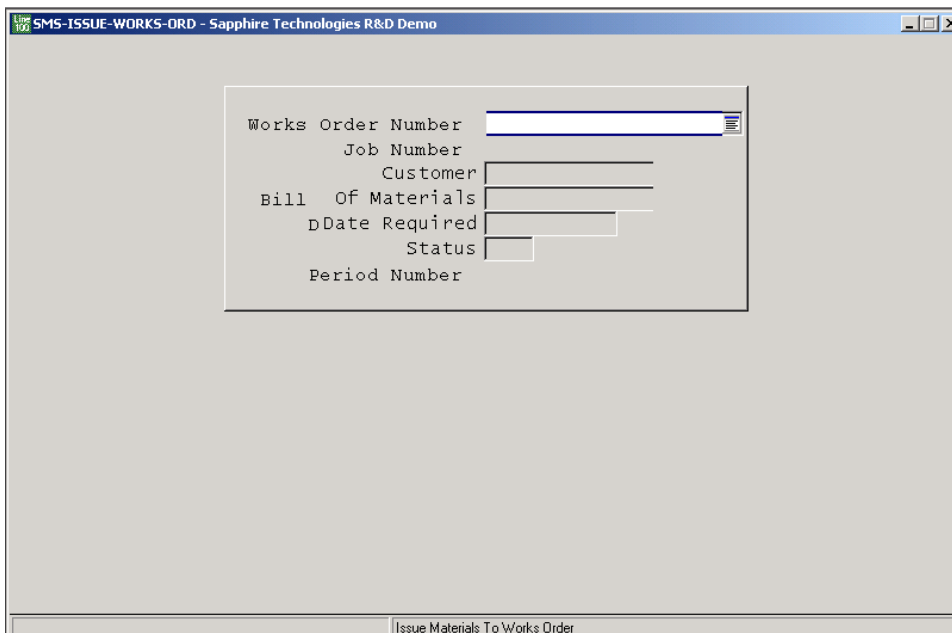
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2. Issuing Component Stock to the Works Order

Works Order Processing, Transaction Entry, Works Order Issue



Press Enter to accept today as the action date (the actual start date of Works Order). The Issue Reference is a free text field. 'Return' to accept the date and then either leave the reference blank or enter a free text. 'Return' and Accept at the base menu.



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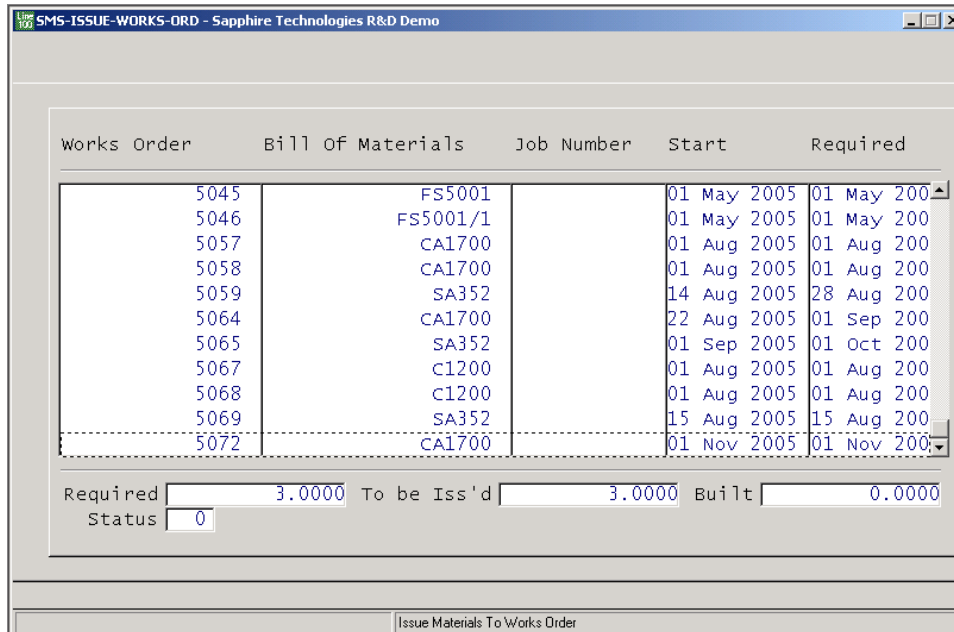
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Data Sheet for Works Order Process - MTS

Use the '/' search to list the Works Orders (or use the drop down list box). Alternatively enter the order number or / with the first part of the number, for example /50

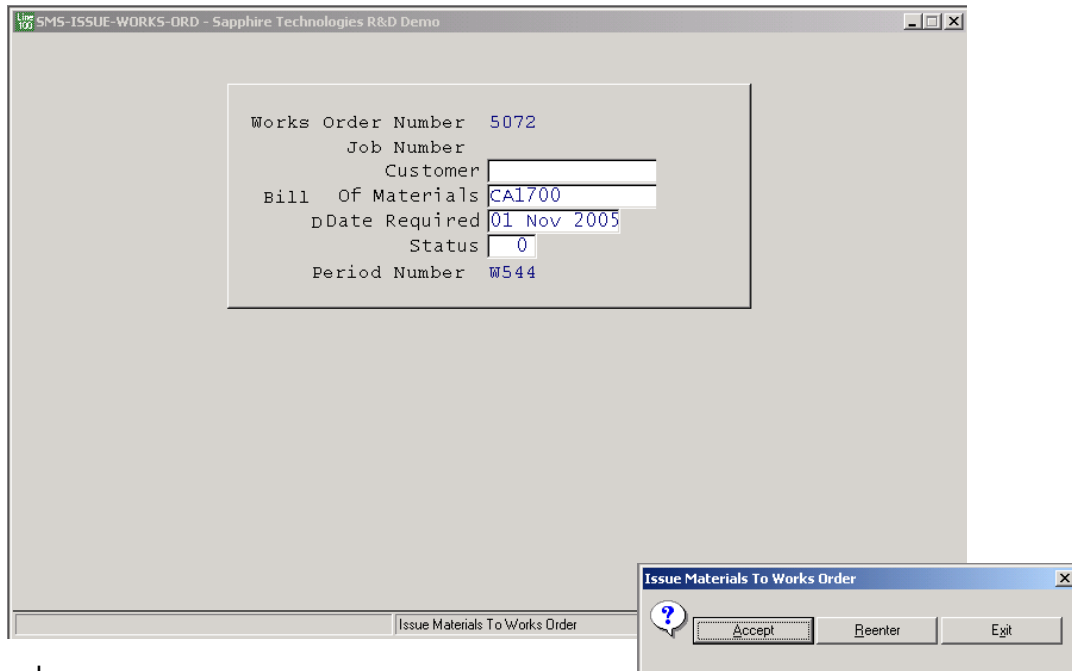


Works Order	Bill Of Materials	Job Number	Start	Required
5045	FS5001		01 May 2005	01 May 200
5046	FS5001/1		01 May 2005	01 May 200
5057	CA1700		01 Aug 2005	01 Aug 200
5058	CA1700		01 Aug 2005	01 Aug 200
5059	SA352		14 Aug 2005	28 Aug 200
5064	CA1700		22 Aug 2005	01 Sep 200
5065	SA352		01 Sep 2005	01 Oct 200
5067	C1200		01 Aug 2005	01 Aug 200
5068	C1200		01 Aug 2005	01 Aug 200
5069	SA352		15 Aug 2005	15 Aug 200
5072	CA1700		01 Nov 2005	01 Nov 200

Required To be Iss'd Built
Status

Issue Materials To Works Order

Scroll down to the required Works Order and press Return



Works Order Number 5072
Job Number
Customer
Bill Of Materials CA1700
DDate Required 01 Nov 2005
Status 0
Period Number W544

Issue Materials To Works Order

Issue Materials To Works Order

Accept Reenter Exit

Accept at the base menu.

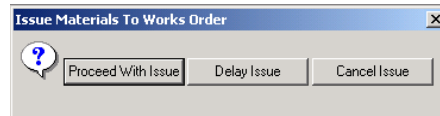
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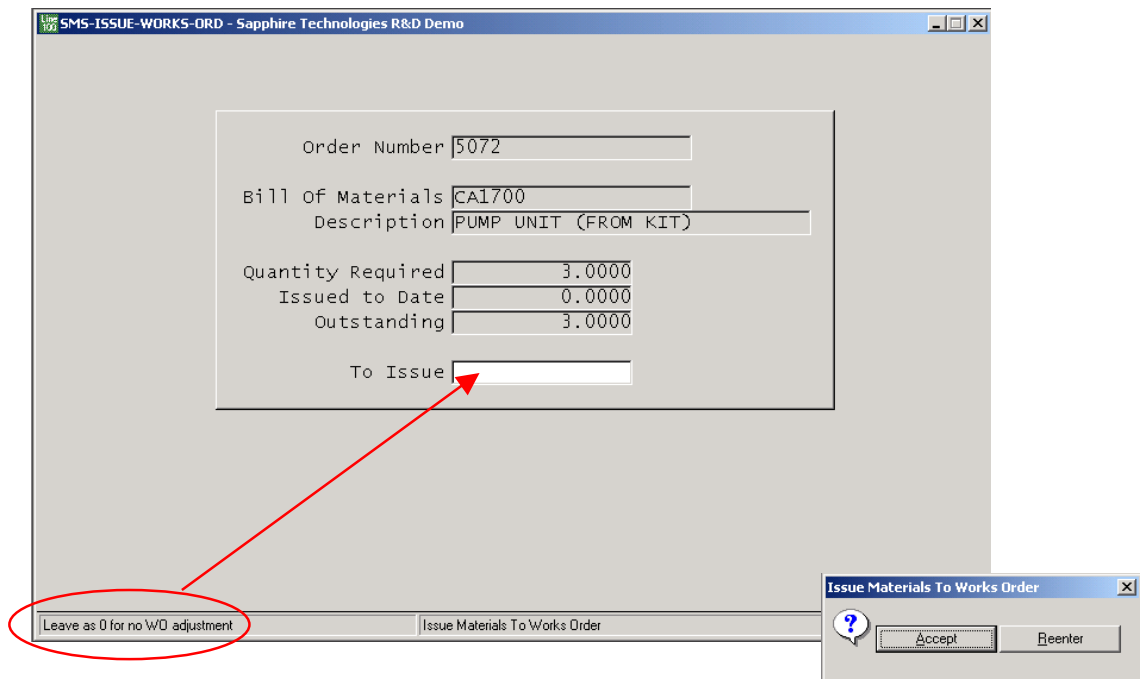
A second base menu is now available with the following options.



Delay Issue moves the status on to 5, but no stock is actually issued. The shortage is changed from Projected Shortage PS to Firm Shortage FS. This is primarily for use when there is no component stock currently available. A note is added to the subsequent component GRN when the goods are received to warn that the item is awaited on the Works Order.

Cancel Issue returns to the menu

Proceed With Issue moves to the following screen to allow the process to continue



The 'To Issue' field allows a quantity less than the Quantity Required to be entered, so that the works order can be 'part issued'.

Return over the field to leave it blank and issue the full works order quantity. Press Accept at the base menu or Reenter to amend the Issue quantity.

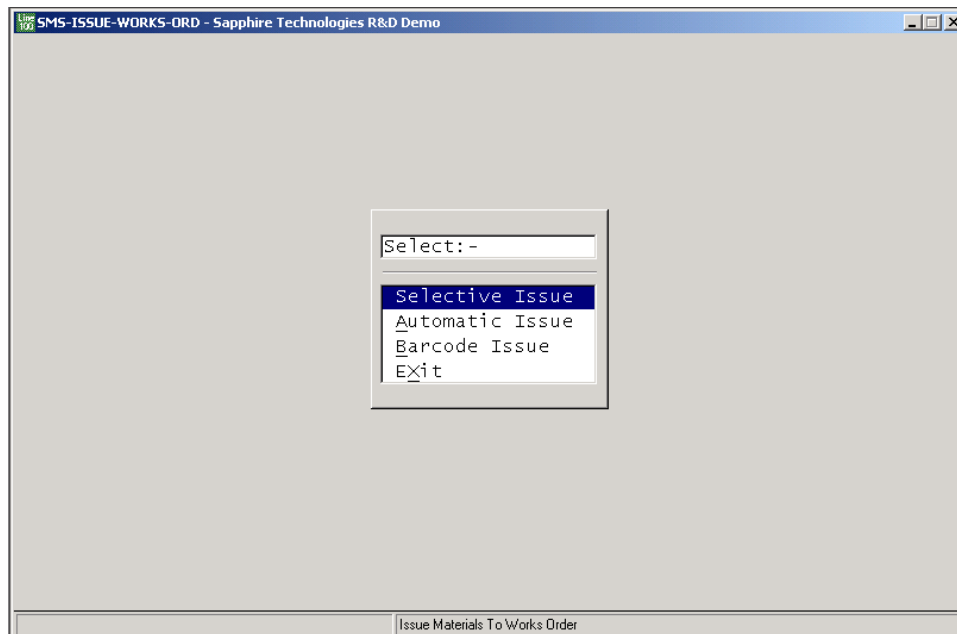
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The following options are now available



Selective Issue allows the user to select individual Items on the Works Order component list for issuing, rather than a total issue of all items, with full batch selection to provide batch traceable stock control.

Automatic Issue allows Sapphire to automatically select from its batch records on a First in, First out (FIFO) basis.

Barcode Issue enables the selected batches to be scanned in a similar way to Selective Issue.

This menu effectively sets the 'global' or default choice for the individual line selections that will follow

In this example select 'Automatic Issue'

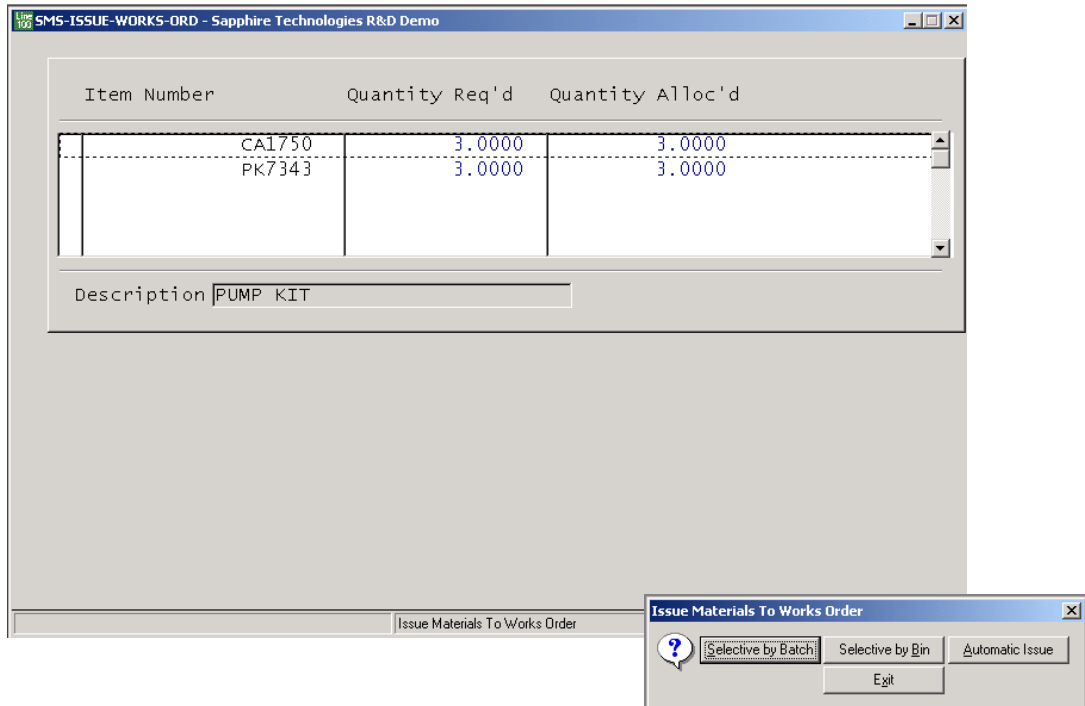
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Automatic Issue



The base menu allows the process to continue as Automatic, or alternatively the automatic process can be 'over ridden' and selection made by Batch or by Bin for individual components.

The screen shows the quantities of items CA1750 and PK7343 that have been allocated to this Works Order Issue.

Press 'Escape' to continue the Automatic issue and then select 'Accept' at the base menu to Issue the items to the Works Order.

Following material issue, the status of the Works Order is moved on to Status 5

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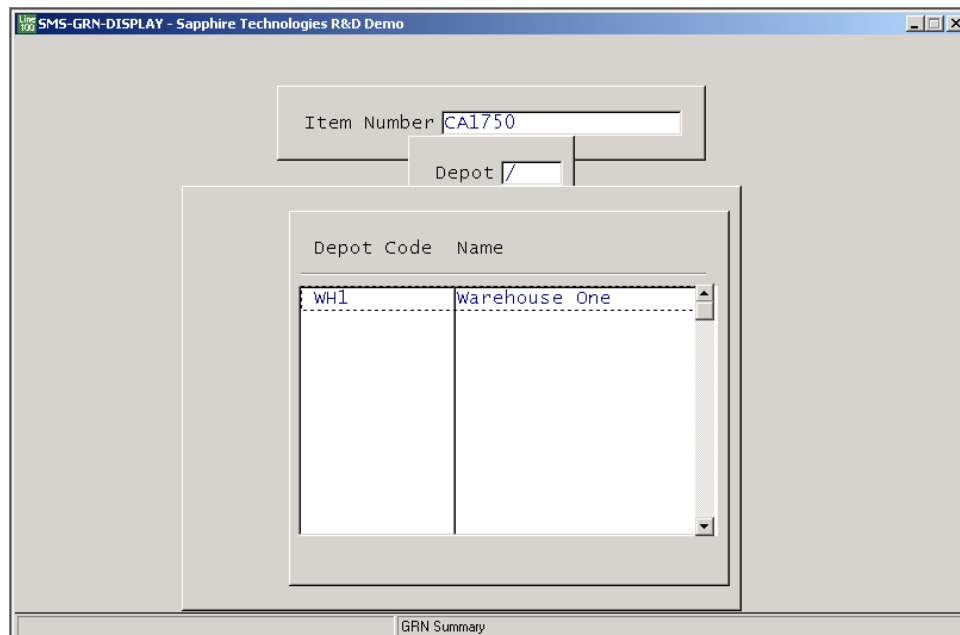
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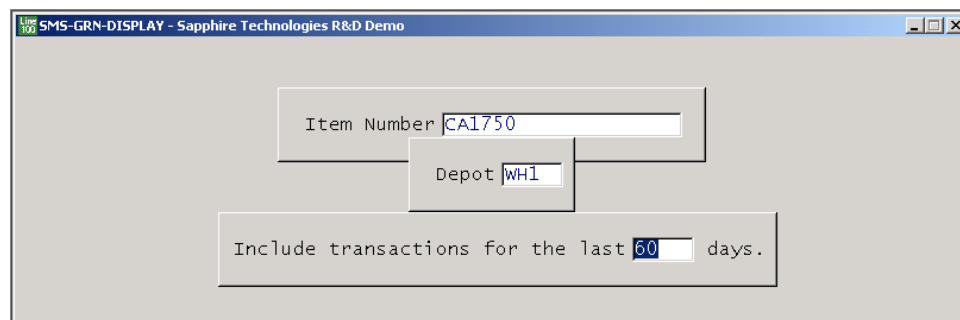
3. Viewing Component Stock Issued to the Works Order

The issued materials can now be viewed in *Stock Control, Enquiries, View Stock Card*



Enter the Item Number and then use the '/' search in the Depot field to select the Depot to be viewed.

'Return' on the depot line and then 'Accept'



Accept the default to view the transactions for the last 60 days (or amend accordingly)

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The history of item CA1750 in this depot is now shown, including the issue just made

Date	Reference	In	Balance	Out
25 Aug 2005 15:37	PLAN1		10.0000	3.0000
25 Aug 2005 14:29	REVISS	3.0000	13.0000	
25 Aug 2005 14:01			10.0000	3.0000
25 Aug 2005 13:59	6080	10.0000	13.0000	
11 Jul 2005 12:10			3.0000	1.0000
11 Jul 2005 12:10			4.0000	3.0000

Total: 13.0000 (In), 10.0000 (Out)

Account: [] Unit Cost: 0.0000 Currency: £ Invoiced?: N/A Ref: []

Press 'Return' or double click on any of the transactions in this display window to drill down to the actual event and show the relevant detail.

4. Works Order Cost Report

The issue can also be viewed on the cost report as follows.

Select *Works Order Processing, Reports, Works Order Costs, Detailed Report, Single Works Order*, (enter/search for the order number)

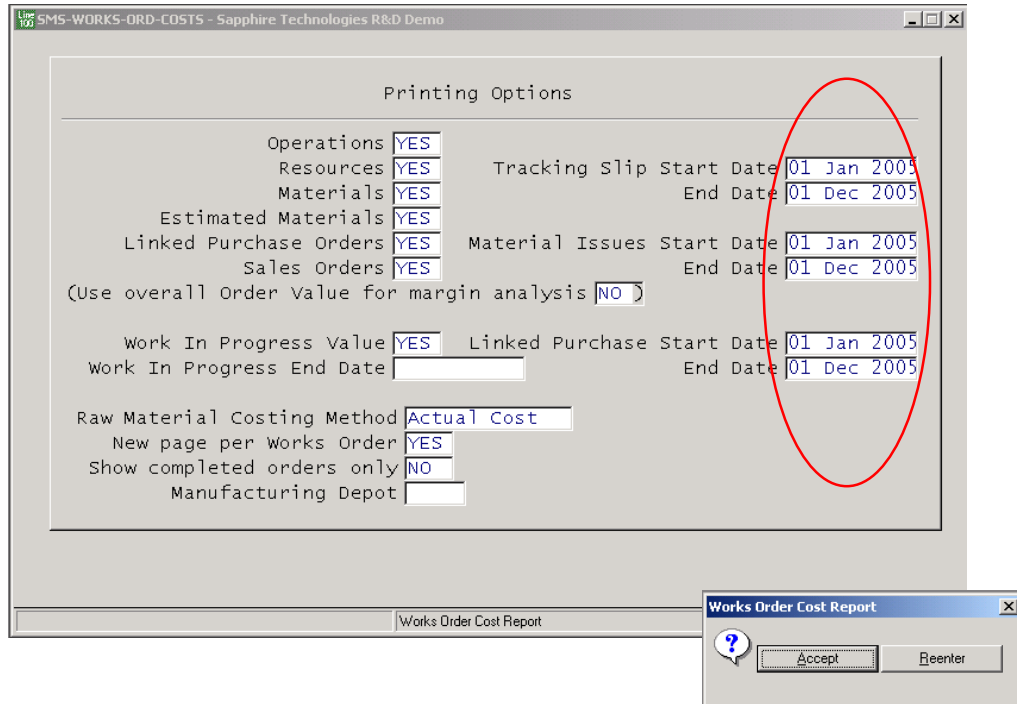
Works Order Number: 5072
 Job Number: []
 Customer: []
 Bill of Materials: CA1700
 Date Required: 01 Nov 2005
 Status: 5
 Period Number: w544

Works Order Cost Report dialog: [?] Accept Reenter Exit

Select Accept at the base menu

Data Sheet for Works Order Process - MTS

There are a number of Printing Options available. Accept all of the defaults by returning through each field, and then enter date ranges as shown such that the required transaction date(s) is included



'Accept' at the base menu to print the report

Sapphire Technologies R&D Dem						Date Printed	25 Aug 2005
Works Order Cost Report						Printed By	BOBL
						Page Number	1
Works Order Number	5072	Start Date	01 Nov 2005	Quantity Required	3.0000		
Job Number		End Date	01 Nov 2005	To Be Issued	3.0000		
Bill Of Materials	CA1700			Manufactured	0.0000		
Description	PUMP UNIT (FROM KIT)	Customer Account					
Operations							
Seq	Operation Ref	Details	Start Date	End Date	Expected Hours	Total Hrs To Date	
500	00000000	Manual Assembly			03:00	00:00	
500	00000000	Packing			01:30	00:00	
TOTAL					04:30	00:00	
Materials Issued							
Date	Item Number	Description	GRN	Quantity	Price	Value	
25 Aug 2005	CA1750	PUMP KIT	6080	3.0000	160.0000	480.0000	
25 Aug 2005	PK7343	Tri Wall Packing Case	6081	3.0000	5.2500	15.7500	
Total Material Cost						495.7500	
Work In Progress Value						495.7500	
Total Works Order Cost						495.7500	
Grand Resource Costs						0.0000	
Grand Material Costs						495.7500	
Grand Purchase Order Costs						0.0000	
TOTAL COSTS						495.7500	
Grand Work In Progress Value						495.7500	
Grand Sales Revenue To Date				0.0000	Grand Expected Sales Revenue		0.0000
Profit				-495.7500			-495.7500
Margin				0.00 %			0.00 %

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5. Works Order Tracking

The Production Tracking process requires information feedback from the shop floor, by the use of time sheets or tracking slips, to enable all system users to follow the progress of an order. Time Sheets and Tracking Slips both allow entry of the operation information, but from a different 'view'

- The Time Sheets are entered through the *Enter Time Sheet* transaction by Operator or Resource
- Tracking Slips are entered through the *Progress Works Order* transaction by Works Order

Both of the above entry methods write transactions to the same file.

NOTE !! This process will be different if the parameter 'Use Works Order Scheduling' is set to 'YES' – see the relevant datasheet

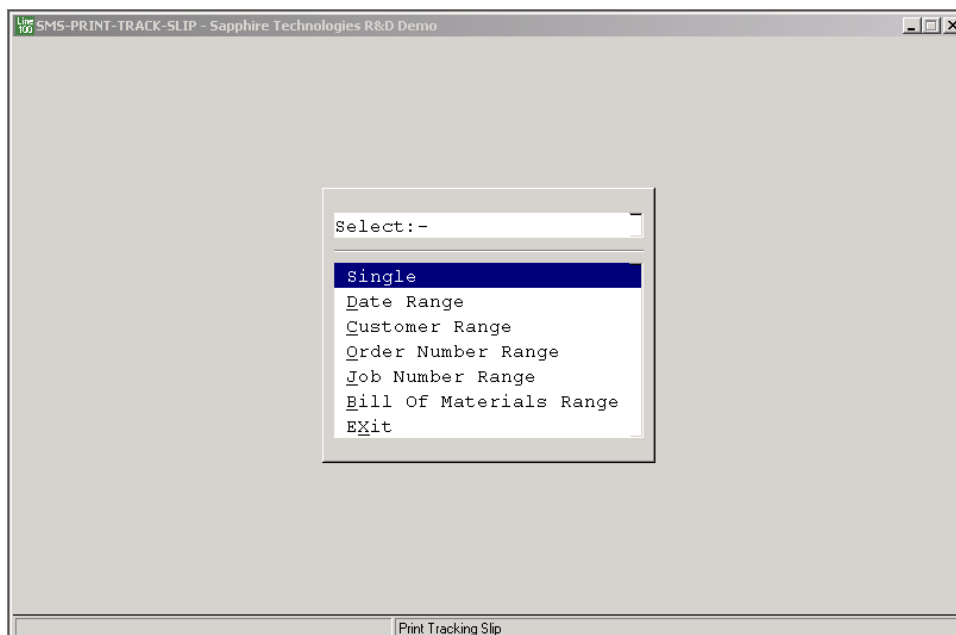
Time Sheets

- Gather information for each particular person or machine in the organisation
- Show details of the Works Order(s)
- The Operation on the Works Order and the time taken to perform the task
- List the date and time that the task was performed

Tracking Slips

- Are related to an individual Works Order
- Collect time bookings from possibly many resources against each operation on the Works Order

5.1 To print the Tracking Slips select *Works Order Processing, Reports, Print Tracking Slips*



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Data Sheet for Works Order Process - MTS

There is a choice of filters to enable the Works Order(s) to be selected. In this example select Single, enter the Works Order number or use the drop down to select and then 'Return'.

A Tracking Slip is printed for each operation.

Customer Order No. :		PRODUCTION CONTROL	TRACKING SLIP	Date Printed : 26 Aug 2005			
Qty To Manufacture :	3.0000		Works Order : 5072	Date Completed :		Signature :	
Part Number :	CA1700			Qty Rejected :			
Description :	PUMP UNIT (FROM KIT)						
Details		Employee	Date	Hrs	Employee Cont'd	Date	Hrs
Operation :							
PR42							
Manual Assembly							
Resource :							
EL50	Assembly						
Customer Order No. :		PRODUCTION CONTROL	TRACKING SLIP	Date Printed : 26 Aug 2005			
Qty To Manufacture :	3.0000		Works Order : 5072	Date Completed :		Signature :	
Part Number :	CA1700			Qty Rejected :			
Description :	PUMP UNIT (FROM KIT)						
Details		Employee	Date	Hrs	Employee Cont'd	Date	Hrs
Operation :							
PR43							
Packing							
Resource :							
EL60	Inspect & Test						

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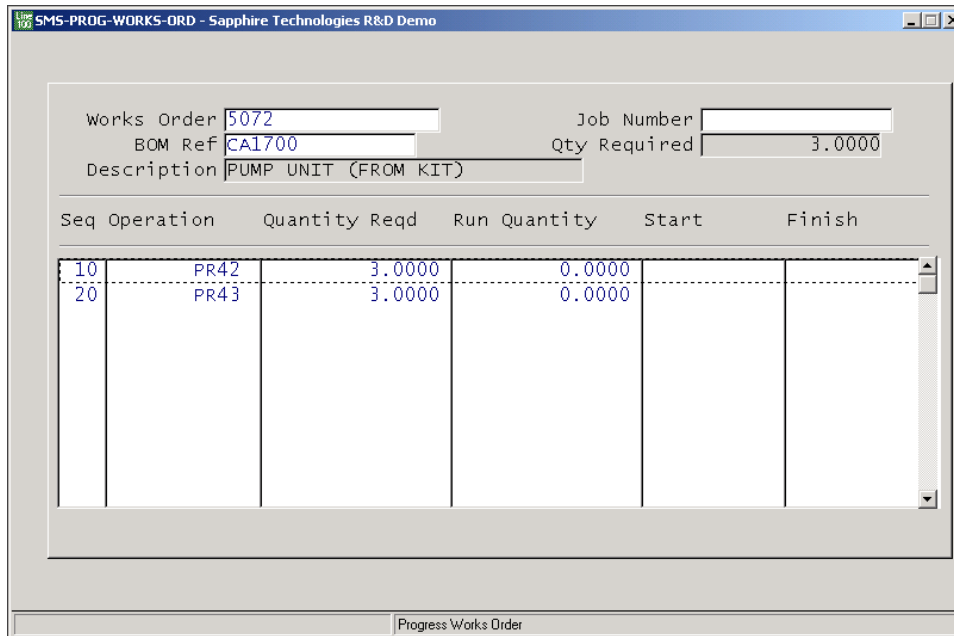
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5.2 Tracking Slips are to be completed by the production operators and the data entered as follows

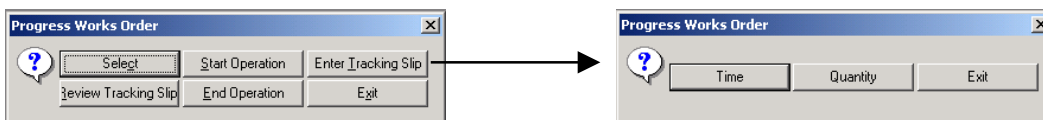
Select *Works Order Processing, Transaction Entry, Progress Works Order*

Enter the Works Order number or use the drop down to select and then 'Return'.



The screen shows the two operations on this Works Order and their current status.

5.3 Press 'Return' to select operation 10 (highlighted), and the base menu is then displayed.

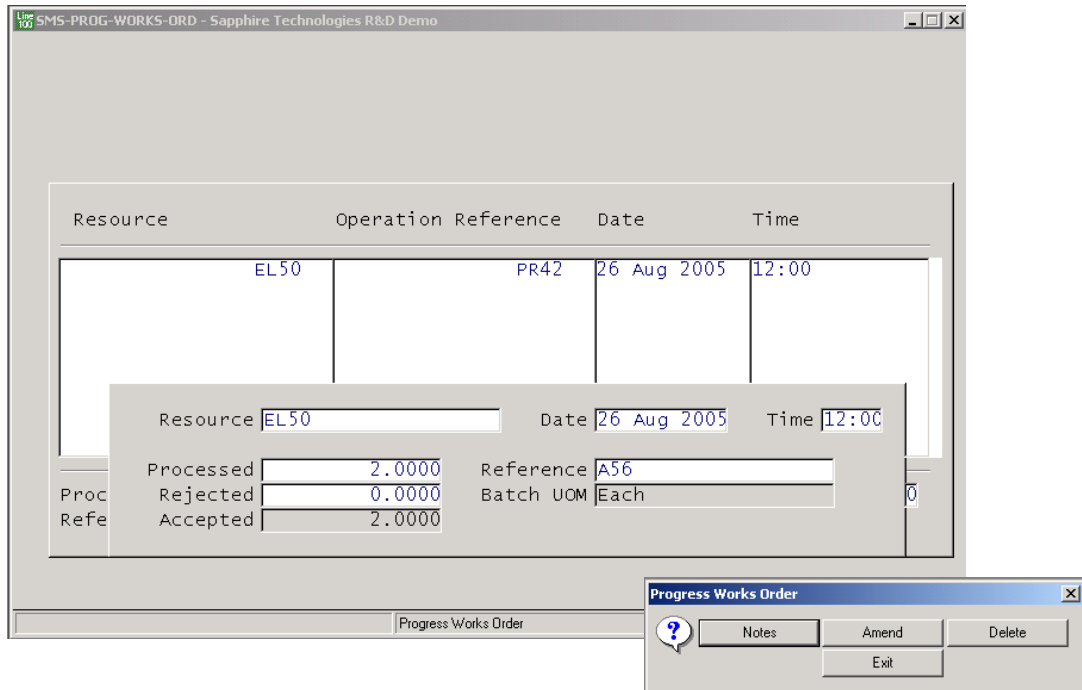


5.3.1 **Select** returns to the previous screen to allow another operation to be selected

5.3.2 **Start Operation** allows the Start Date for the operation to be entered so that all departments can see that work has commenced

5.3.3 **End Operation** allows the Completion/End Date for the operation to be entered so that all departments can see that the operation is completed

5.3.4 **Review Tracking Slip** allows a completed booking to be viewed, Amended, Deleted, and any subsequent Notes added



NOTE !! As the transaction file is common for both Time Sheet and Tracking Slip entry, data entered by either method can have Notes added, be Amended or Deleted through the above screen

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5.3.5 Enter Tracking Slip

Select 'Enter Tracking Slip' and 'Time' from the menus

Seq Operation	Quantity Req'd	Run Quantity	Start	Finish
10	PR42	3.0000	0.0000	26 Aug 2005
20	PR43	3.0000	0.0000	

Enter the Resource from the Tracking Slip using the '/' search where available. If a resource is selected that it is not on the works order routing, a warning message is displayed with a base menu that provides the opportunity to 'Create' (add) the resource or 'Do NOT Create' (abandon the process)

- Enter the Operator from the Tracking Slip using the '/' search where available
- Enter the Start Date and Start time
- Enter the End Date and End time
- Enter the Quantity completed into the Processed field
- Enter a quantity as applicable into the rejected field or leave as zero

Select Accept to save this booking

This input provides detailed costing and time information for each resource and operation in a Works Order and can be readily compared to the original estimate entered on the BOM.

The data can also be collected electronically using bar code mechanisms via Shop Floor Data Capture Terminals, which can then provide on-line production control information. The tracking information is also used by capacity planning to monitor progress and capacity requirements on a daily basis, and update schedules accordingly.

After Accepting the booking, the base menu is displayed

Notes allows unlimited Notes to be entered about a particular booking on a Works Order

Exit To continue and return to the routing display screen.

The Works Order Cost report can now be run again to show the additional Labour Costs resulting from the above booking.

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6. Receiving the completed Works Order Goods into Stock

Note!! The system allows goods to be booked into stock even though the Works Order has not been progressed fully, as manual Tracking Slips can often 'lag' the physical progress of the items. For example, items may be completed today, booked into stock and possibly despatched to the customer before the relevant Tracking Slips have been entered into the system.

6.1 Select Works Order Processing, Transaction Entry, Finish Goods

Confirm the date and press 'Return' and 'Accept'. Enter the works order number or use the drop down list

The screen shows the works order and allows the Finish Quantity (to be booked into stock) to be entered. Note that this defaults to the Quantity Required.

Accept the default or enter the quantity completed

- Use the '/' in the Depot Code field.
- Press Enter in 'Bin' to book the items into the stock Depot.

A display screen is now presented showing the Issue status of all of the components on the BOM for this Works Order. This provides a check that the materials have been controlled and issued correctly during the Works Order process.

Item Number	Tot Required	Tot Issued	Batch Req'd	Batch Short
CA1750	3.0000	3.0000	3.0000	
PK7343	3.0000	3.0000	3.0000	
FS1000	3.0000	0.0000	3.0000	

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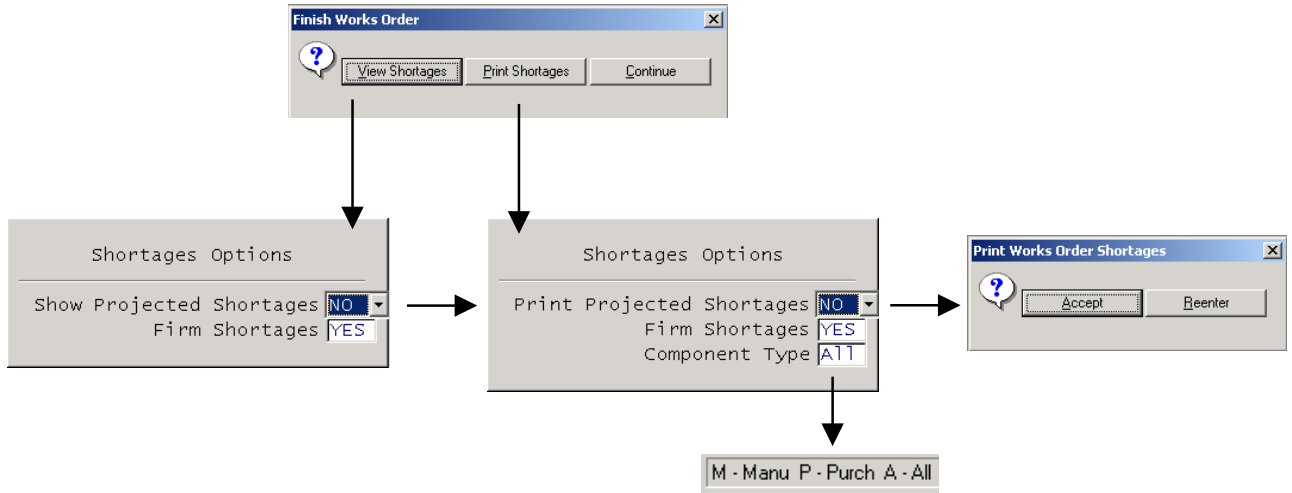
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Press 'ESC' to reach the base menu

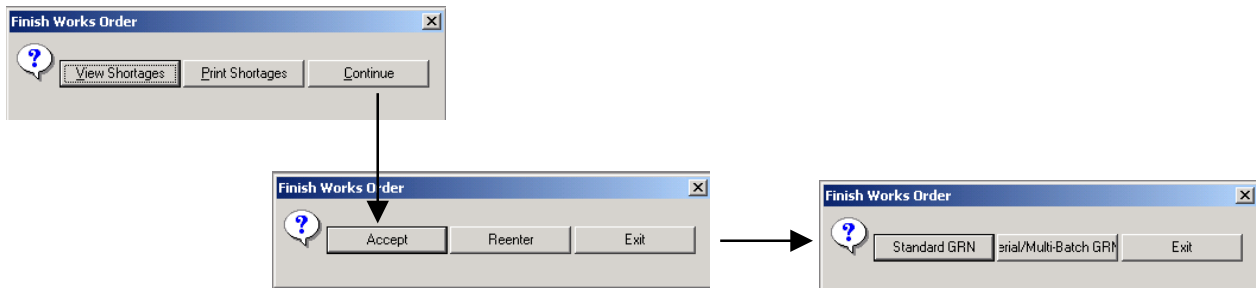
6.2 View/Print Shortages

The option is now available to View or Print any shortages

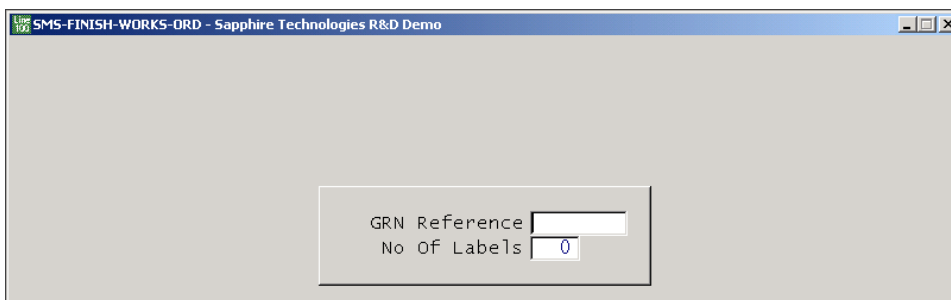


Note!! The option to View Shortages is particularly useful for sub-assembly Works Orders; producing assemblies that will be used on higher level Works Orders. This option will list all current higher level Works Orders that are waiting for the sub-assembly. Stores personnel can then allocate the finished item as appropriate to these parent Works Orders. The View Shortages option includes the print facility.

6.3 Continue

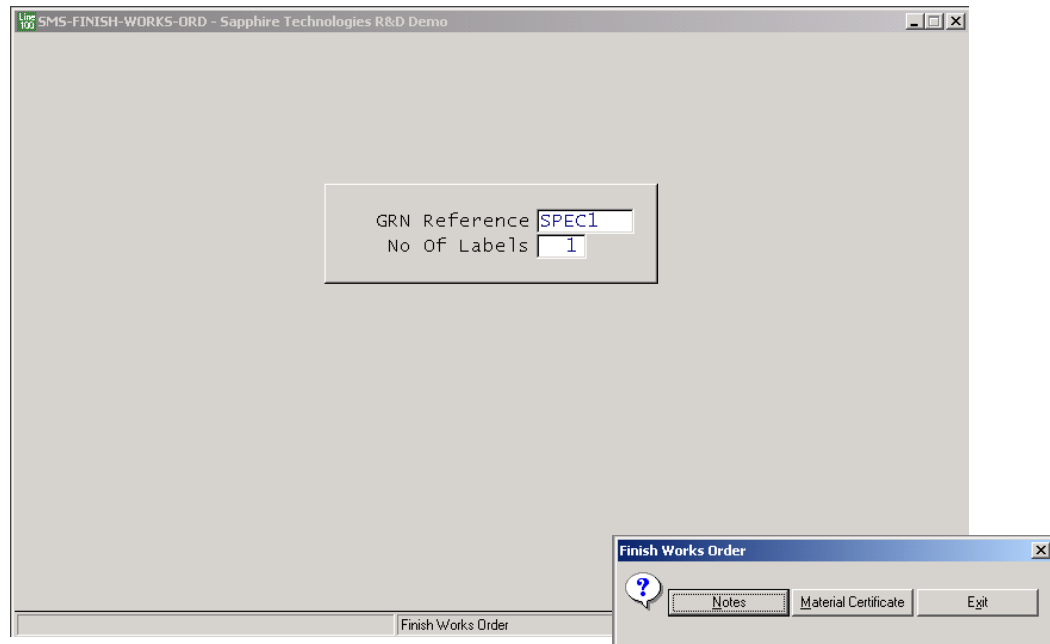


The options are available for a Standard GRN or to book in individually Serial Numbered items. In this example the Standard GRN is selected.



A free text GRN Reference can be entered and the required number of labels specified.

Data Sheet for Works Order Process - MTS



The GRN Label, if selected, is then printed and a further option available to enter Notes or complete a Material Certificate to log test results etc.

7. Stock View – Supply Demand

Stock Control, Enquiries, View Supply/Demand, <item number>

The screenshot shows a software window titled 'SMS-STOCK-MOVE-DISP - Sapphire Technologies R&D Demo'. It displays a stock movement summary for item 'CA1700'. The 'Opening Bal' is circled in red. A red arrow points to the 'Total' row, highlighting the 'In' quantity of 113.0000. The table below shows a list of transactions with columns for Date, Per, Reference, Type, In, Balance, and Out.

Date	Per	Reference	Type	In	Balance	Out
			OW	3.0000	14.0000	
		10025	SO		13.0000	1.000
		10019	SO		12.0000	1.000
05/01/2005	w501		FW	2.0000	14.0000	
02/02/2005	w505		FW	1.0000	15.0000	
01/08/2005	w531	5057	FW	1.0000	15.0000	
01/08/2005	w531	5058	FW	7.0000	22.0000	
01/09/2005	w535	5064	OW	100.0000	122.0000	
01/09/2005	w535	10088	SO		121.0000	1.000
Total				113.0000		3.0000

Legend:
 OP – Open Purchase Order FW – Firm Works Order OW – Open Works Order
 SO – Sales Order PS – Projected Shortage FS – Firm Shortage

The open works order is no longer shown, but the stock quantity has been increased by the quantity booked into stock

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8. Stock View – Stock Card

Stock Control, Enquiries, View Stock Card, <item number>, Depot, Accept

The default 'Include transactions for the last 60 days' is presented and can be accepted or amended as required

SMS-GRN-DISPLAY - Sapphire Technologies R&D Demo

Item Number: CA1700 Last: 60 Days Transactions
 Description: PUMP UNIT (FROM KIT) Stock Balance: 11.0000
 Depot: WH1 Measured In: Each

Date	Reference	In	Balance	Out
26 Aug 2005 14:58	6082	3.0000	11.0000	
Total		3.0000		0.0000

Account: Unit Cost: 540.0000 Currency: £ Invoiced?: N/A

GRN Summary

GRN Number

'Return' or double click on the transaction line to 'drill down' from the GRN to the order details

SMS-GRN-DISPLAY - Sapphire Technologies R&D Demo

GRN Number: 6082 SMS Ref: 125 Date In: 26 Aug 2005
 Batch/Serial No: 5072/SPEC1 Time In: 14:58
 Stock Number: CA1700 Hold: NO
 Description: PUMP UNIT (FROM KIT) Depot: WH1
 Bin Number: Pallet: Purch/Sales Order: 5072
 Supplier Account: BUILT Name: Own Manufacture

Expiry Date: Inspection Code: Quantity Received: 3.0000
 Best Before: In Stock Now: 3.0000
 Cost Price: 540.0000 Available Stock: 3.0000
 Stocked In: Each

Notes :

View GRNs

View GRNs dialog box:
 ? Notes Material Certificate Issues
 View PL Allocations View Works Order Exit

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