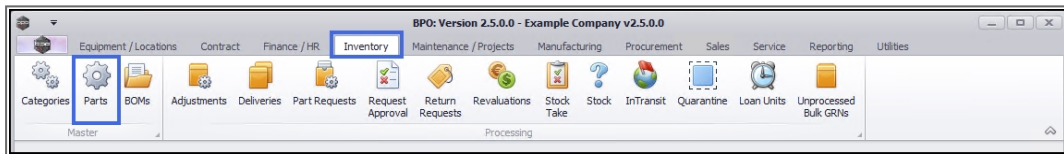


INVENTORY

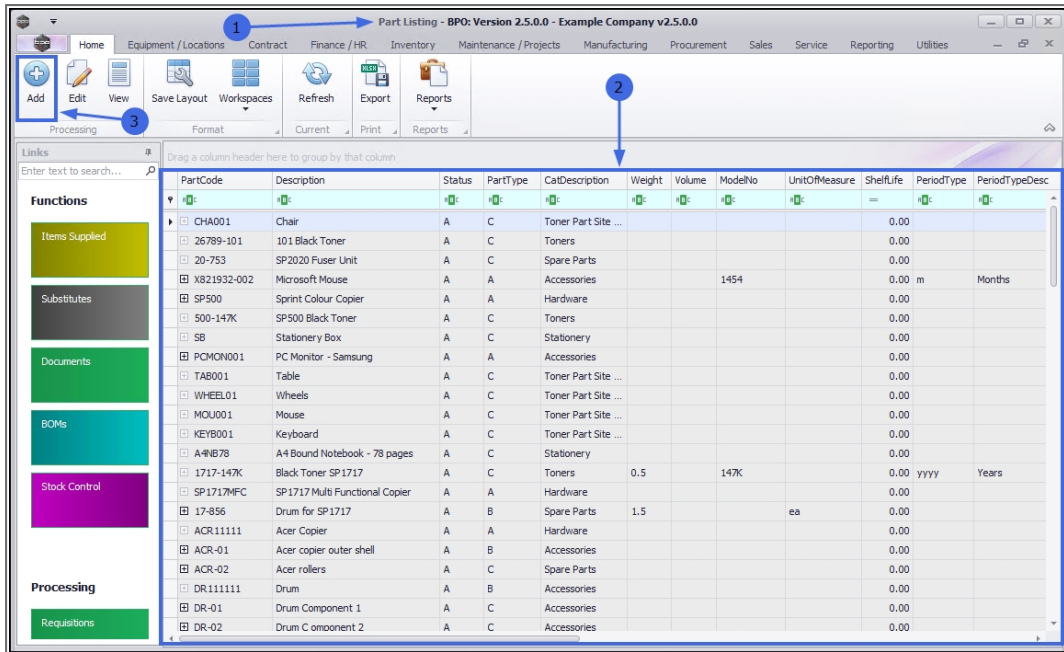
PARTS – ADD PART DEFINITION DEFAULTS

Once the part definition [details](#) have been added, at least one **default site warehouse** must be linked to the part definition. More than one site warehouse can be added but only one warehouse **per site** can be selected as the **primary** one. The primary site warehouse will be the default **receiving** warehouse when this part is [GRN](#)'d into store.

Ribbon Access: *Inventory > Parts*



1. The **Part Listing** screen will display.
2. The data grid will display a list of all the part definitions currently on the system.
3. Click on **Add**.



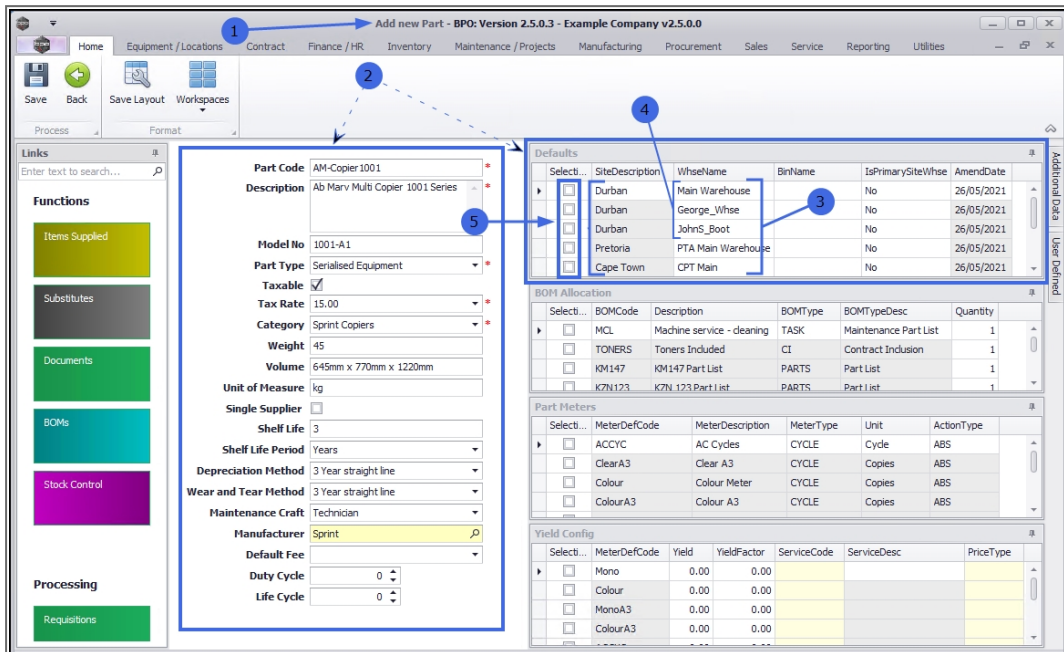
SELECT THE PART SITE WAREHOUSE

1. The **Add new part** screen will open.
2. Once the part definition details have been **added**, move across the screen to the Defaults panel.
3. This panel will be populated with a list of all the **site warehouses** that are linked to the part **category**. (This category was selected when **adding the part definition details**.)

Note: You can amend this category at this stage, if required. Any amendment will refresh the Defaults panel to populate with the site warehouses linked to the amended category.

4. There may be **more than one warehouse** listed per site.
 - In this example, there are **3** warehouses linked to the Durban site.
5. In the **Selection** column, select the check box in front of all the site warehouses that you wish to link to the part definition.

Note: You can select multiple part sites warehouses but only one primary part site default warehouse (see below).



Note: If the selected site *Warehouse Name* needs to be changed - refer to [Edit Part Definition Defaults](#).

SELECT THE PART SITE WAREHOUSE BIN

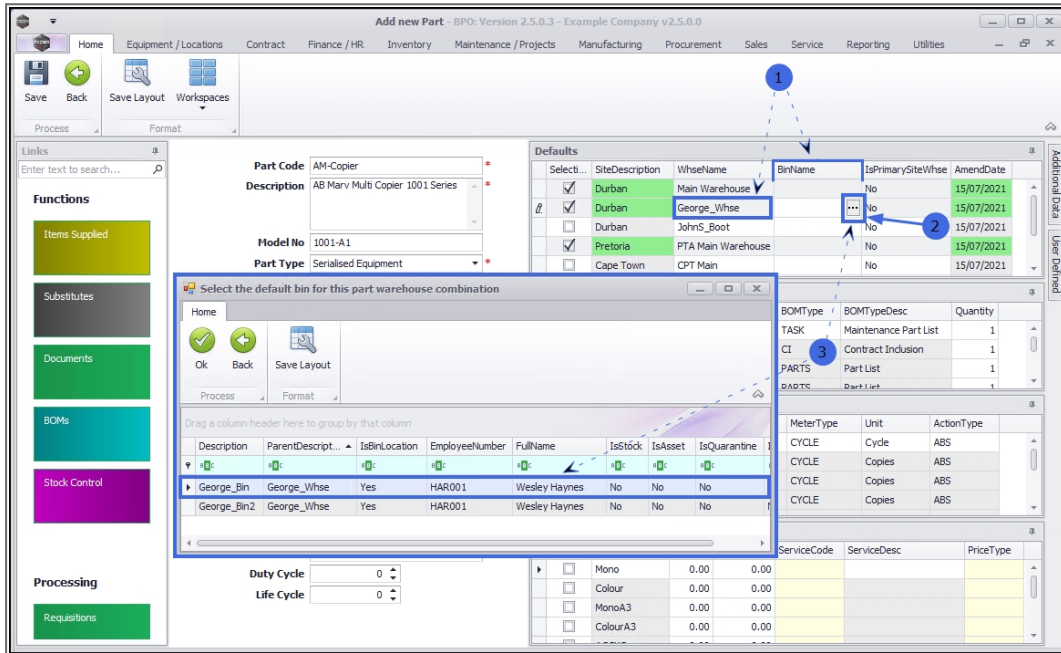
- Once the part site default warehouses have been selected, move across to the **Bin Name** column.

DEFAULT BIN

Each part site warehouse selected, must have a *default bin* allocated. This is the bin within the warehouse that will receive the part as it is **GRN**'d into store.

- In the row of a selected site warehouse, click in the **BinName** field to reveal an **ellipsis button**.
- Click on this button and select from the pop up screen, the **default bin** for this part warehouse.

Note: If there is only one bin linked to the warehouse then the **BinName** field will auto populate with the name of that one bin. No **Select** screen will pop up.



SELECT THE PART SITE PRIMARY WAREHOUSE

Only one warehouse and bin can be selected as the **primary** site warehouse. This means that when GRN'ing this part into store, it will be received into the primary default site warehouse and bin set up here.

Note: There is an opportunity to select an **alternative** or secondary receiving warehouse (if there is one linked here) during the **GRN** process.

- Once the selected default bin has populated the **BinName** field, you can move across to the **IsPrimarySiteWhse** column. All the fields in this column are initially populated with 'No'.

Note: Any of the site warehouses selected in the previous steps can be chosen as the **primary** site warehouse. Ensure that the **BinName** field is populated first.

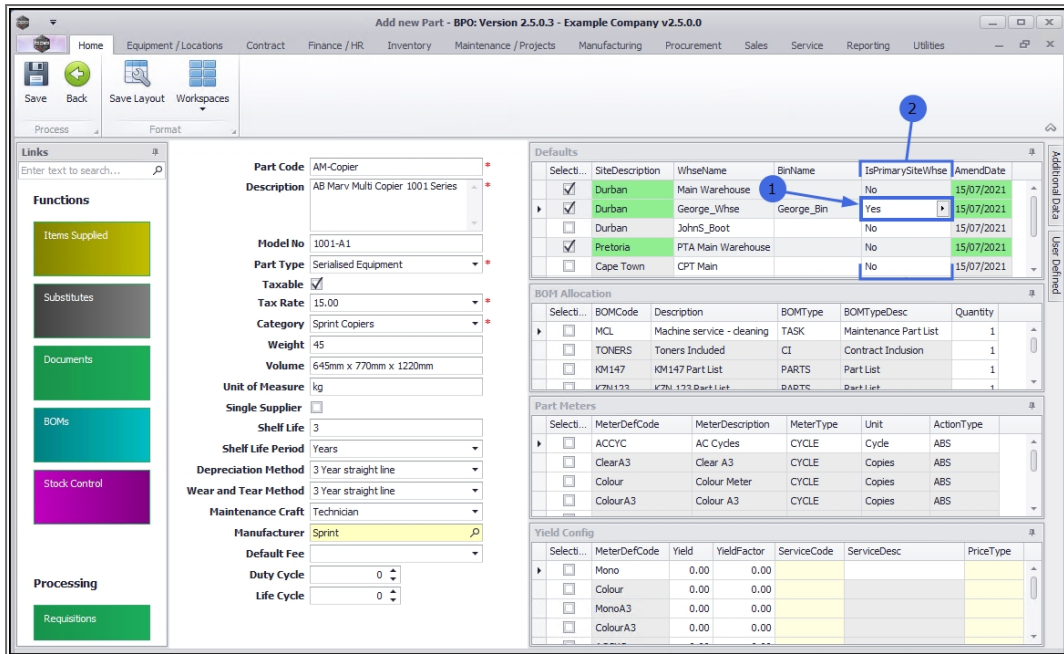
- Ensure that you are in the row of the warehouse that you wish to make the **primary** site warehouse and click in the **IsPrimarySiteWhse** field. An **arrow** button will appear. Click on this button.

The screenshot shows the 'Add new Part' interface for 'Example Company v2.5.0.0'. The 'Defaults' table is visible with the following data:

Select...	SiteDescription	WhseName	BinName	IsPrimarySiteWhse	AmendDate
<input checked="" type="checkbox"/>	Durban	Main Warehouse		No	15/07/2021
<input checked="" type="checkbox"/>	Durban	George_Whse	George_Bin	No	15/07/2021
<input type="checkbox"/>	Durban	JohnS_Boot		No	15/07/2021
<input checked="" type="checkbox"/>	Pretoria	PTA Main Warehouse		No	15/07/2021
<input type="checkbox"/>	Cape Town	CPT Main		No	15/07/2021

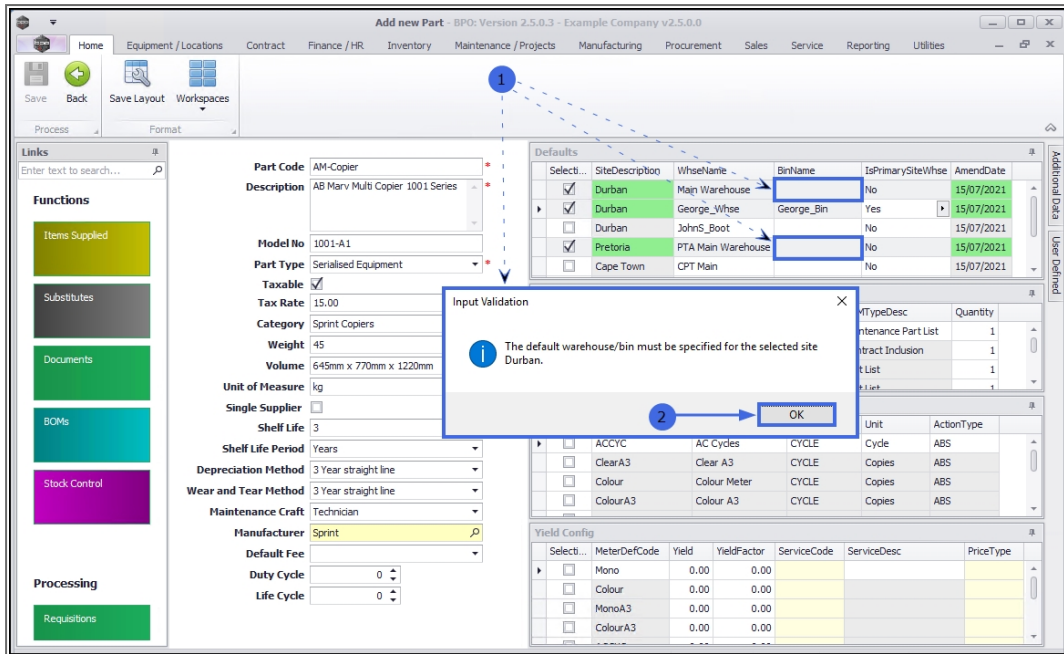
Other sections visible include 'Part Code' (AM-Copier), 'Description' (AB Marv Multi Copier 1001 Series), 'Model No' (1001-A1), 'Part Type' (Serialised Equipment), 'Taxable' (checked), 'Tax Rate' (15,00), 'Category' (Sprint Copiers), 'Weight' (45), 'Volume' (645mm x 770mm x 1220mm), 'Unit of Measure' (kg), 'Single Supplier' (unchecked), 'Shelf Life' (3), 'Shelf Life Period' (Years), 'Depreciation Method' (3 Year straight line), 'Wear and Tear Method' (3 Year straight line), 'Maintenance Craft' (Technician), 'Manufacturer' (Sprint), 'Default Fee' (dropdown), 'Duty Cycle' (0), and 'Life Cycle' (0).

- The text in the field will change to '**Yes**'. This warehouse will now be the **primary** site warehouse and bin when this part is **received into store**.
- It is important to ensure that no other warehouses in the *same site* are selected as the primary site warehouse. The system will not allow you to save the changes if there is more than one **IsPrimarySiteWhse** field within the *same site* marked as 'Yes'.



INPUT VALIDATION ERROR

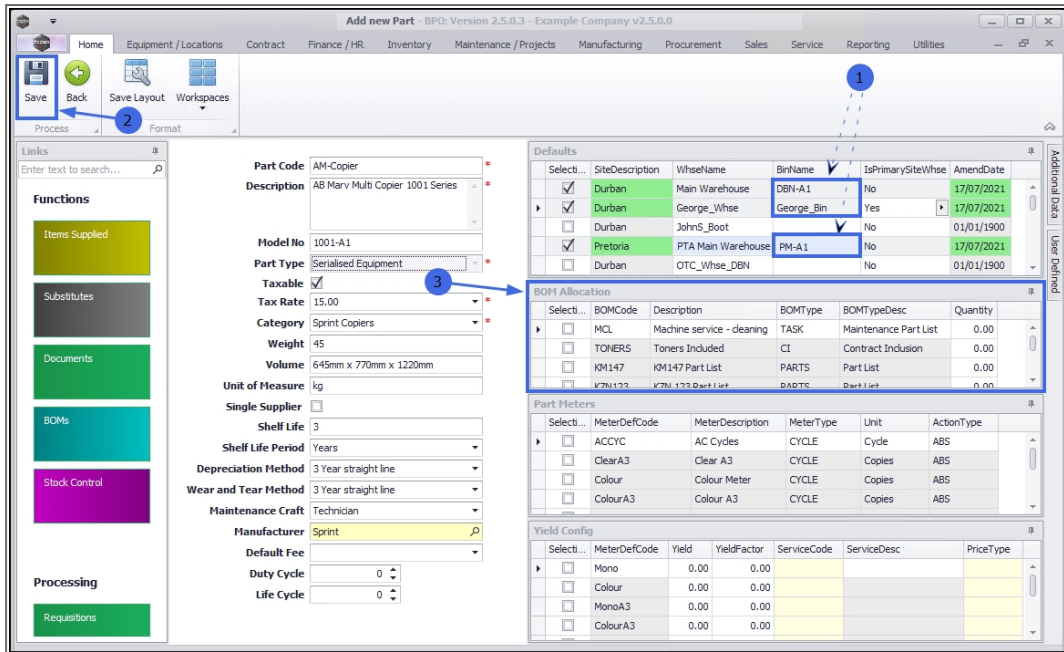
1. If you have not selected the bins for the other selected site warehouses and you try to **Save** at this point, you will receive an error message:
 - *The default warehouse/bin must be specified for the selected site [].*
2. Click on **Ok** and go back and specify the default bin for each selected site warehouse.



SAVE PART DEFINITION DEFAULTS

1. Once the default bins have been selected, at this point you can either:
2. Click on **Save**, or
3. Move down to the [BOM Allocation](#) panel, if applicable.

Note: If you click on **Save** at this point, you will return to the **Part Listing** screen.



Related Topics

- [Add Part Definition Details](#)
- [Add Part Definition BOM Allocation](#)
- [Add Part Definition Part Meters](#)
- [Add Part Definition Yield Config](#)
- [Add Part Definition Additional Data](#)
- [Add Part Definition User Defined](#)

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