COMPANY

SYSTEM WAREHOUSES – QUARANTINE

System Warehouse set up is <u>only</u> required if you are going to use the **In-transit** or **Quarantine** warehousing functionality.

- **Quarantine**
    - Quarantine Configuration will need to be set up if quarantine stock is to be received. This option allows goods to be received into a quarantine location (a quarantine <u>warehouse</u> and <u>bin</u>) where they can:
        - *either* have Quality Control / Assurance inspect the items for condition and the required documentation before they are released into a stock warehouse.
        - *or* have Importation fees or Shipping Costs to be added to the parts / items received. Once added these items can then be revalued and released from the Quarantine warehouse into a stock warehouse or returned to the supplier.

    Important Notes:

    i. A Quarantine Inventory Warehouse must be set up.
    ii. The Company Configuration Enforce Quarantine must be selected.
    iii. The Supplier must have the Shipping Costs Included flag not ticked.

iv. The Include Shipping flag on the Purchasing Centre must be ticked.

QUARANTINE CONFIGURATION STEPS

1. Set up a Quarantine Inventory Warehouse
2. Set the Company Configuration Enforce Quarantine flag to 'Yes'
3. The Supplier who is supplying the 'quarantine' goods must have the Shipping Costs Included flag un-ticked.
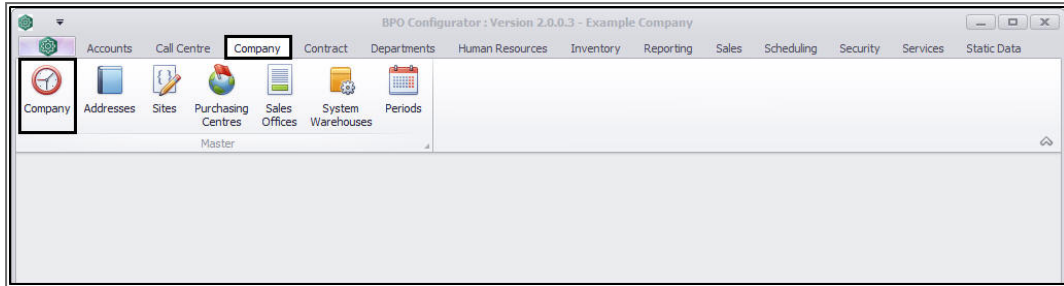4. The Include Shipping flag on the Purchasing Centre must be ticked

CREATE A SYSTEM QUARANTINE WAREHOUSE STEPS

5. Create a System Quarantine Warehouse
    - Quarantine Warehouse Details
    - Entry Types
    - Sites
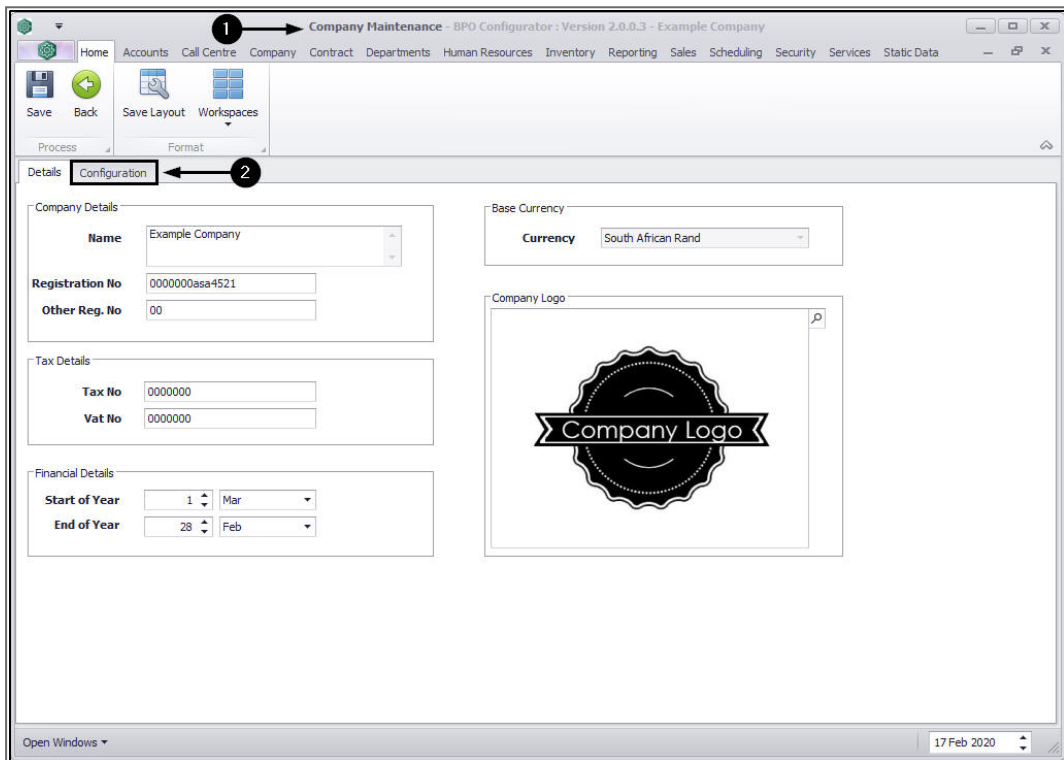   - Save Quarantine Warehouse Details

Follow the process in links **1** above. Step **2** is set out below.

SET THE ENFORCE QUARANTINE FLAG TO YES

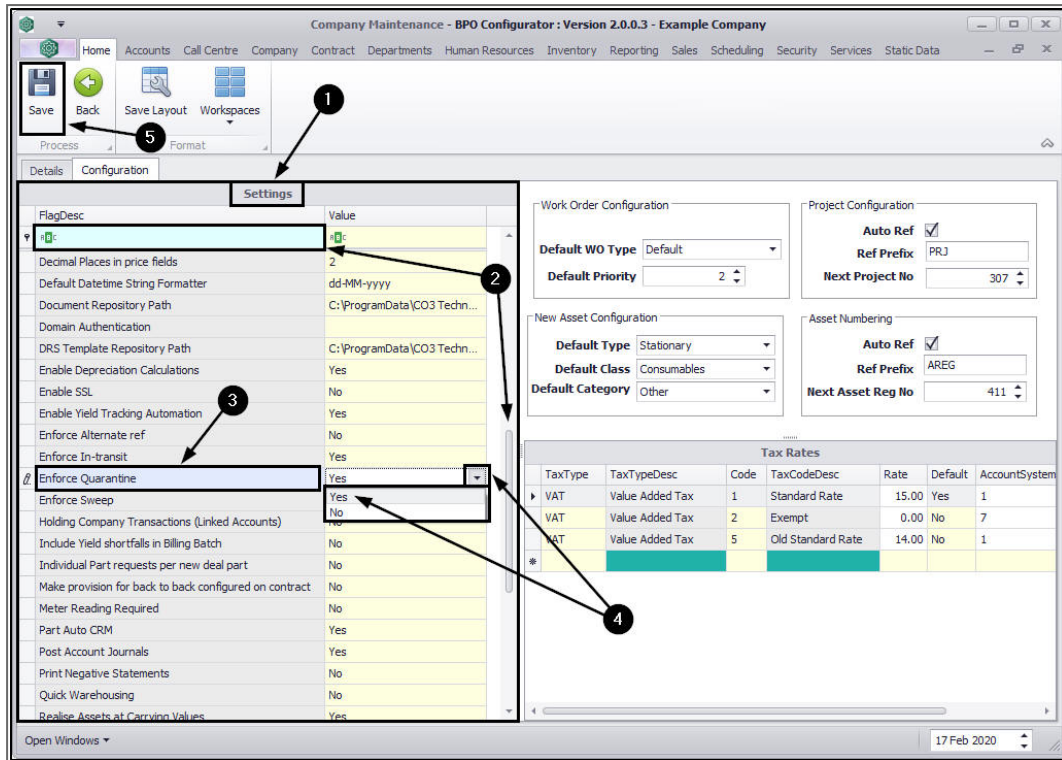*Ribbon Access:* Configurator > Company

1. The *Company Maintenance* screen will open.
2. Click on the *Configuration* tab.

1. The *Settings* frame will be displayed.
2. Scroll down the Settings list or use the filter row to search for the
3. *Enforce Quarantine* flag description.
4. Ensure that the flag *Value* is set to *Yes*.
5. Click on *Save*, if the flag value was changed.

Once you have completed **Step 1** to set up a *Quarantine Inventory Warehouse* and **Step 2** to set the *Enforce Quarantine flag to 'Yes'* you can follow the configuration processes for **Steps 3** and **4**:

SET 'SHIPPING COSTS INCLUDED' FLAG

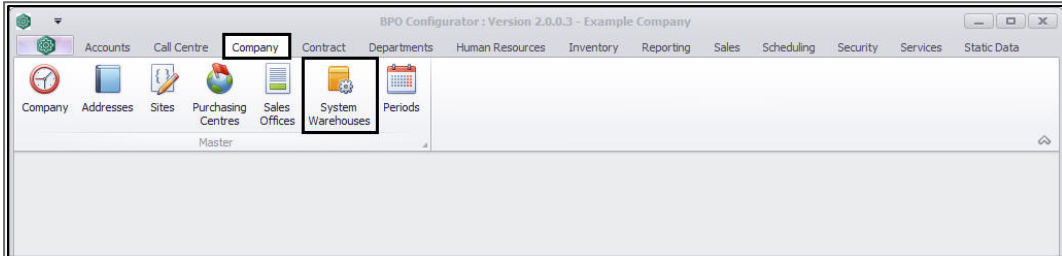- ◦ Ensure that the Supplier supplying the Quarantine goods has their Shipping Costs included flag unticked.

SET SHIPPING COSTS ON THE PURCHASING CENTRE

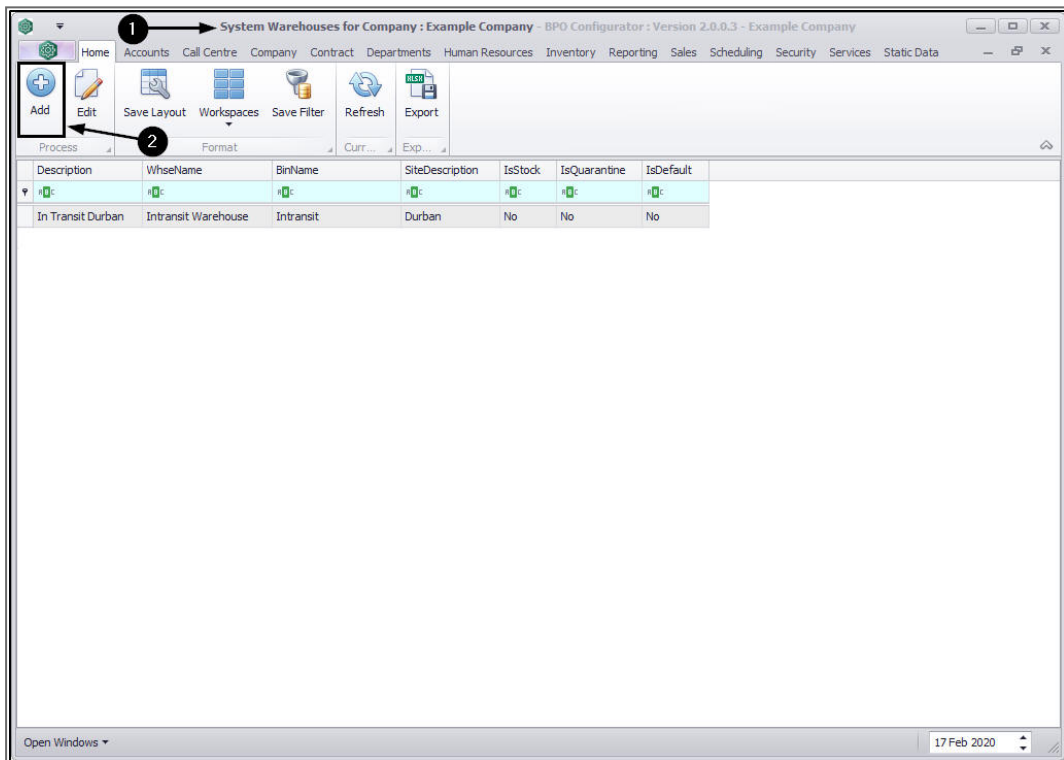- ◦ Ensure that the Include Shipping Costs on the Purchasing Centre is ticked.

When all 4 steps in the configuration set up are completed, follow the process below to complete **Step 5**:

CREATE A SYSTEM QUARANTINE WAREHOUSE

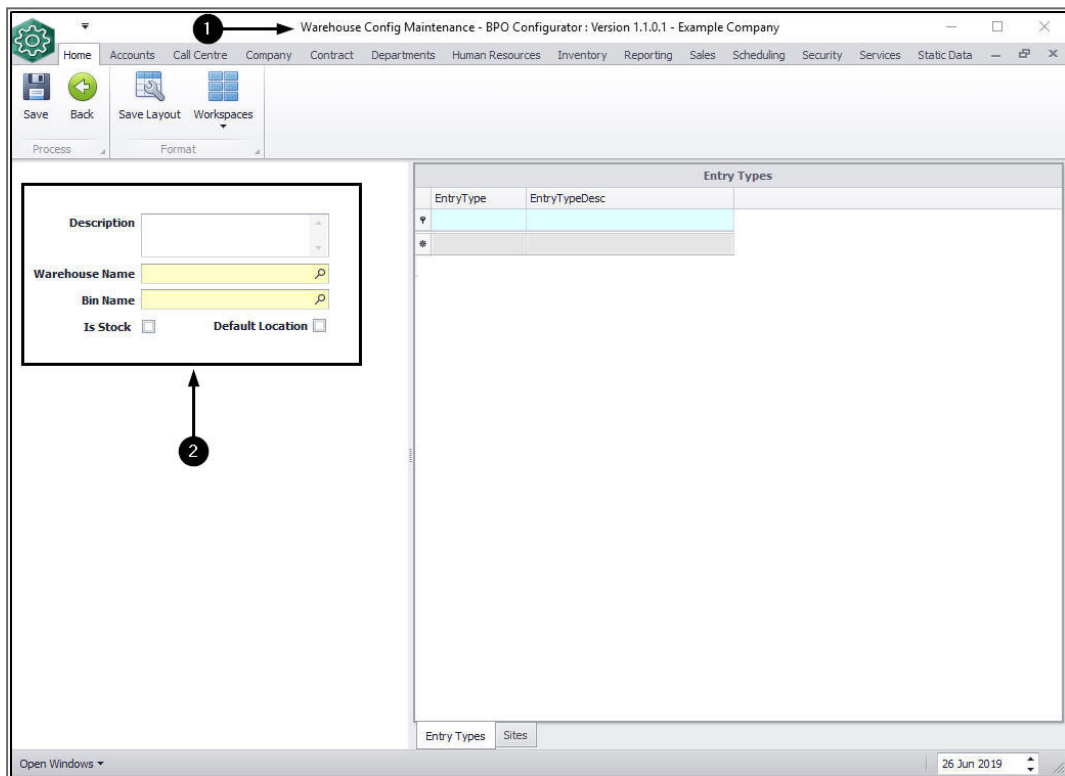*Ribbon Access:* *Configurator > Company > System Warehouses*

1. The *System Warehouses for Company: [ ]* screen will open.
2. Click on *Add*.

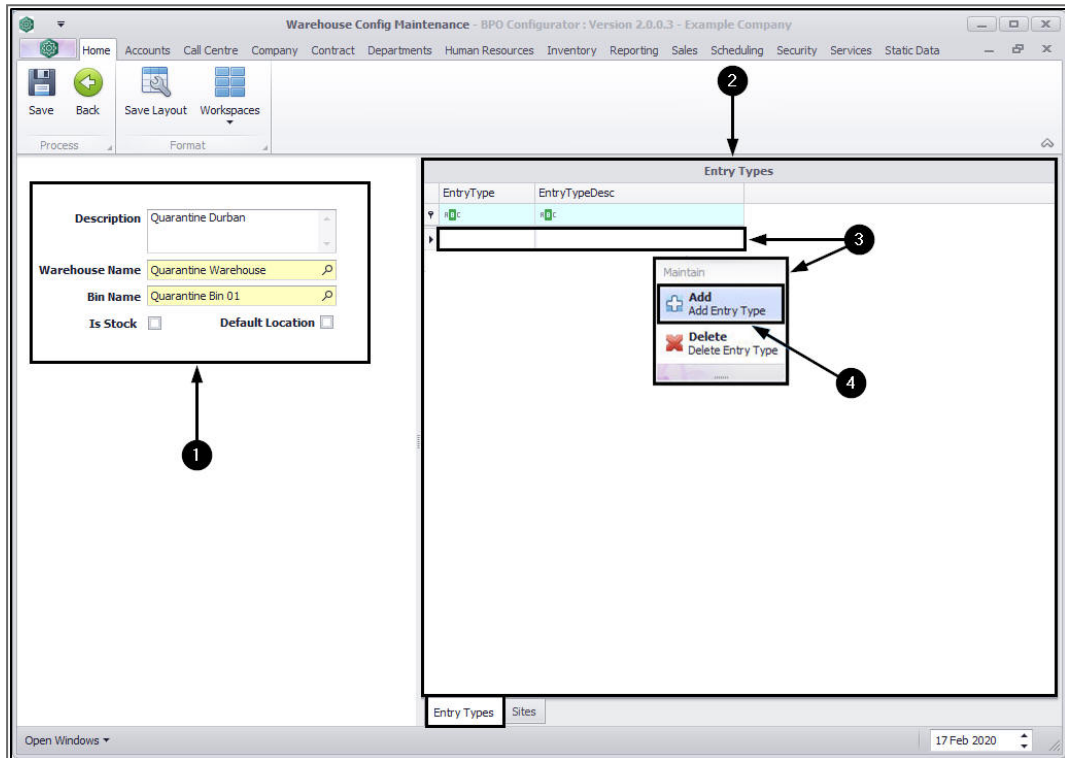The *Warehouse Config Maintenance* screen will be displayed.

WAREHOUSE DETAILS

1. The *Warehouse Config Maintenance* screen will open.
2. Fill in the Quarantine Warehouse details:
   - **Description**: Type in a description that will make sense for you, e.g. *Quarantine*.
   - **Warehouse Name**: Search for the warehouse that you wish to use as your Quarantine Warehouse.
   - **Bin Name**: Search for the bin you wish to use as your Quarantine Bin.
   - **Is Stock**: Ensure that this check box is <u>un</u>-ticked.
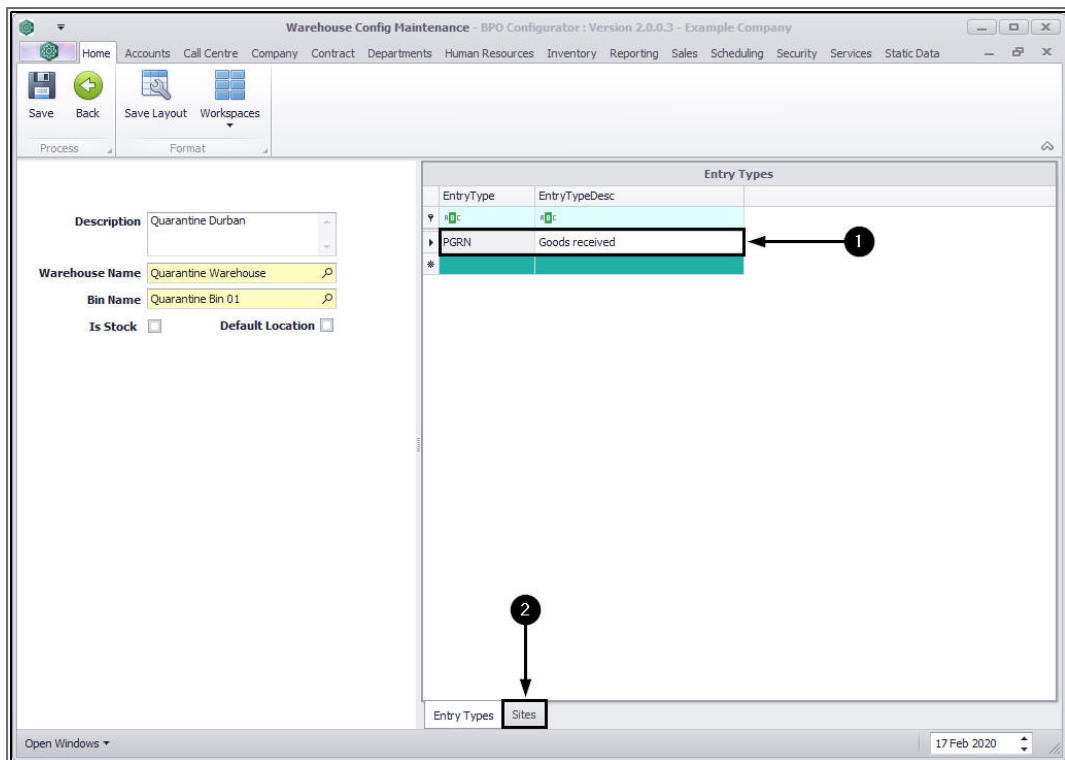   - **Default Location**: Ensure that this check box is <u>un</u>-ticked.

ENTRY TYPES

1. When you have entered the Quarantine warehouse details,
2. Move across to the *Entry Types* frame.
3. *Right click* on the empty row in the data grid (not the <u>filter row</u>) to display the Maintain menu.
4. Select *Add* - Add Entry Type.

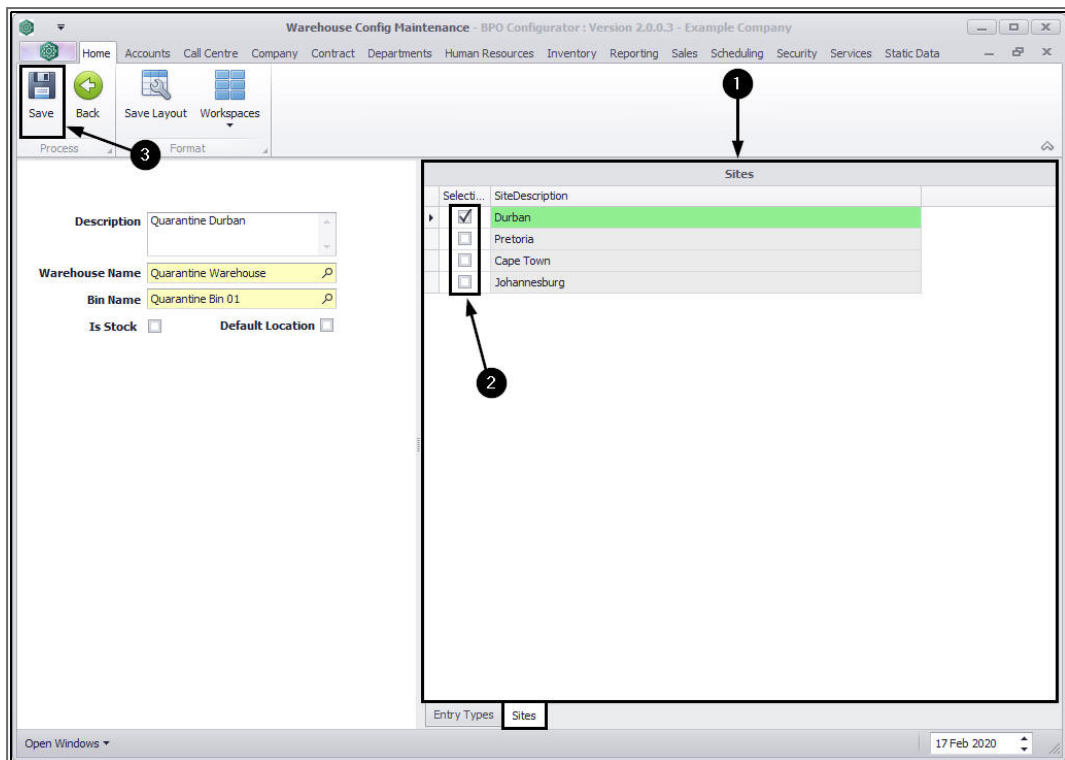1. Search for and select *PGRN* Goods Received, this will then populate the Entry Types data grid.

SITES

2. Click on the *Sites* tab.

1. The *Sites* frame will come to the fore.
2. Select the *check box* in front of the *site* where you wish to link the Quarantine warehouse.

SAVE WAREHOUSE

3. When you have finished adding all the Quarantine warehouse details, click on *Save*.

1. You will return to the *System Warehouses for Company: [ ]* screen.
2. You can now view the newly added Quarantine warehouse.

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