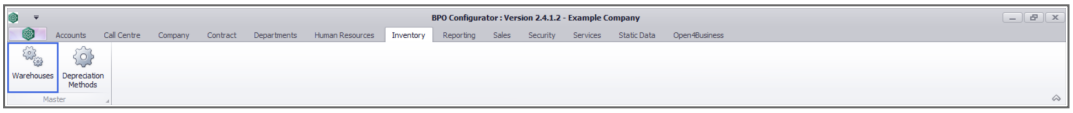
INVENTORY

WAREHOUSES - ADD A BIN LOCATION

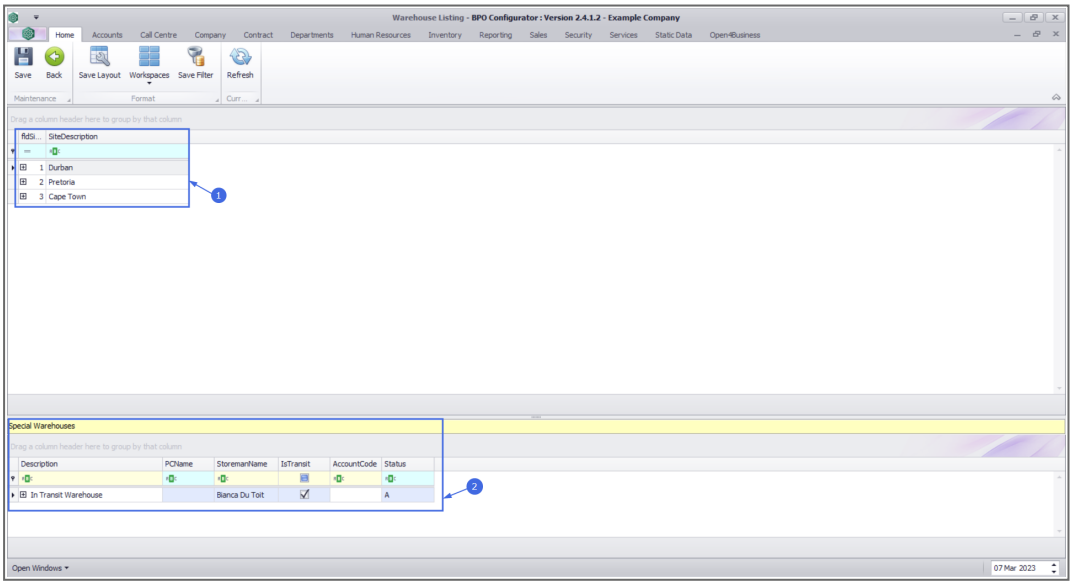
For a full breakdown of the types of warehouses and relevant bin requirements, please review the Introduction to Warehouses topic.

Ribbon Select ***Inventory > Warehouses***



The ***Inventory Warehouse Listing*** screen will be displayed.

Upon opening, this screen will display a list of ***Sites*** (that are linked to a Purchasing Centre) with a ***Site Warehouses*** sub grid (listing all the warehouses that you have user right access to) in the top frame, and ***Special Warehouses*** in the bottom frame (refer to the System Warehouses - In-transit topic).



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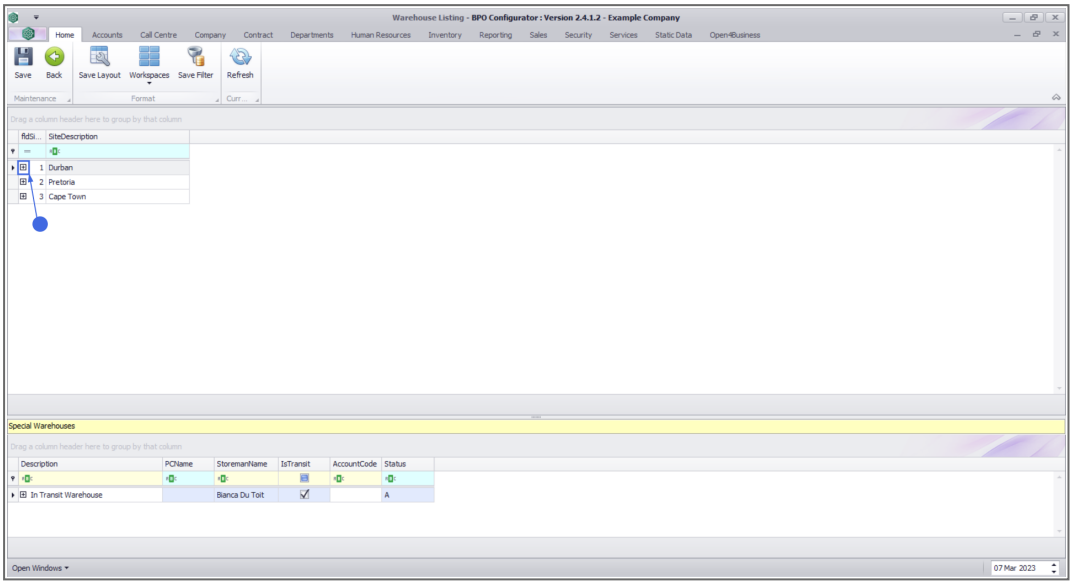
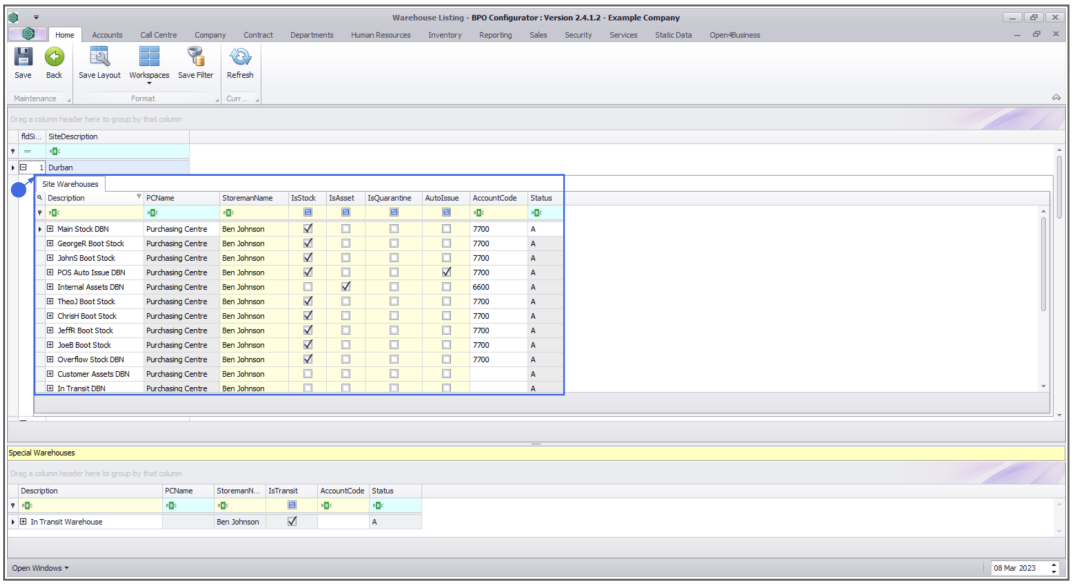
- Click on the ***expand button*** in front of the ***site*** where you wish to ***view*** a ***warehouse***.
    - In this example, ***Durban*** is selected.



The ***Site Warehouses*** sub grid will open, listing all warehouses in the selected site that you have user right access to.



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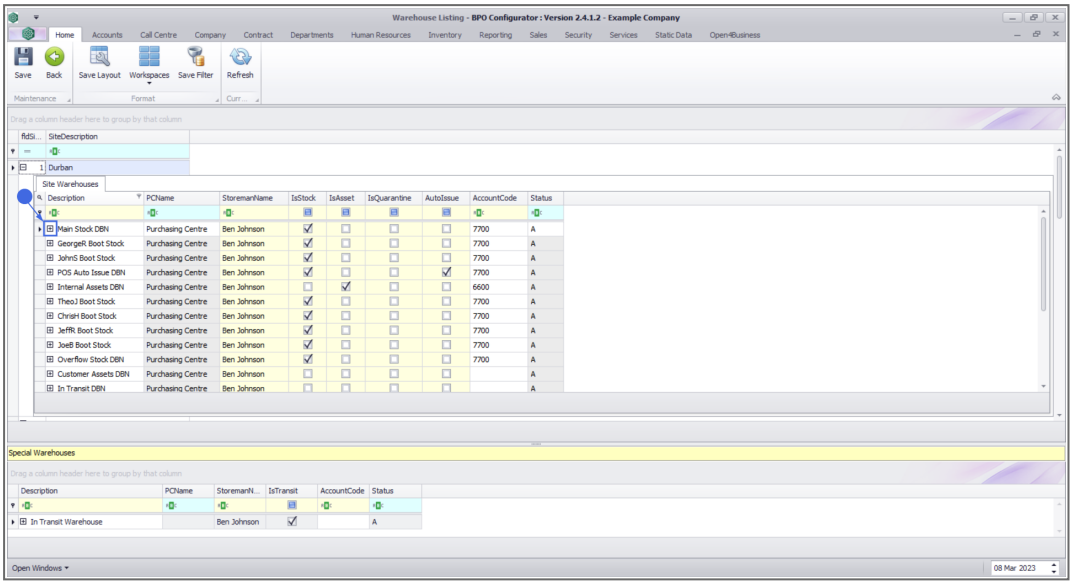
- Click on the ***expand*** button in front of the Warehouse where you wish to view or add the bin(s).



- The ***Warehouse Bins*** sub grid will open and display all the ***Bin Locations*** within the selected warehouse.

- ***Right-click*** anywhere in a ***row*** of the Warehouse Bins frame.
- A ***Process*** menu will pop up.
- Click on ***Add*** - Add New Bin.

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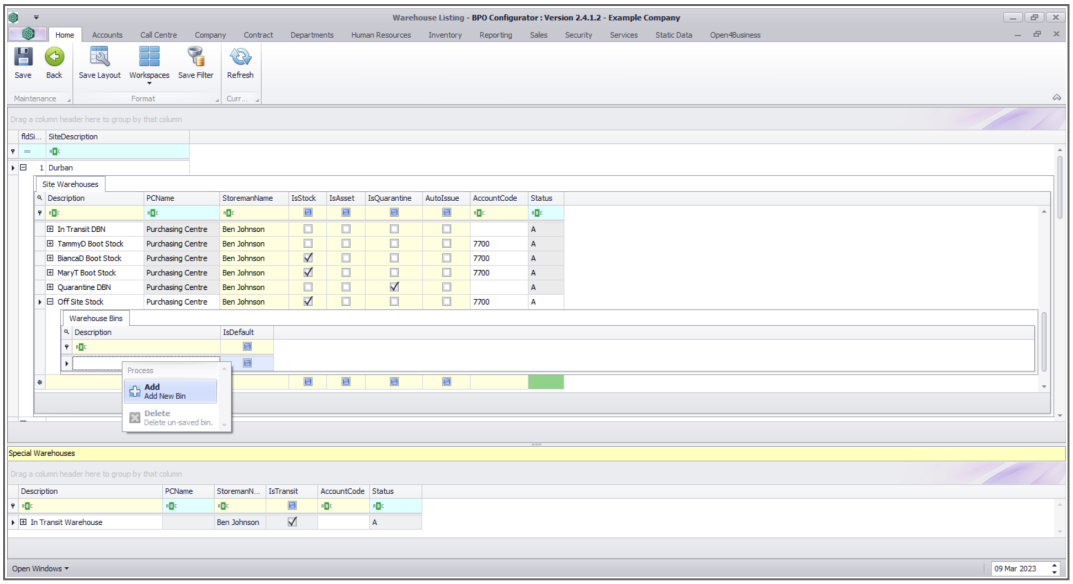
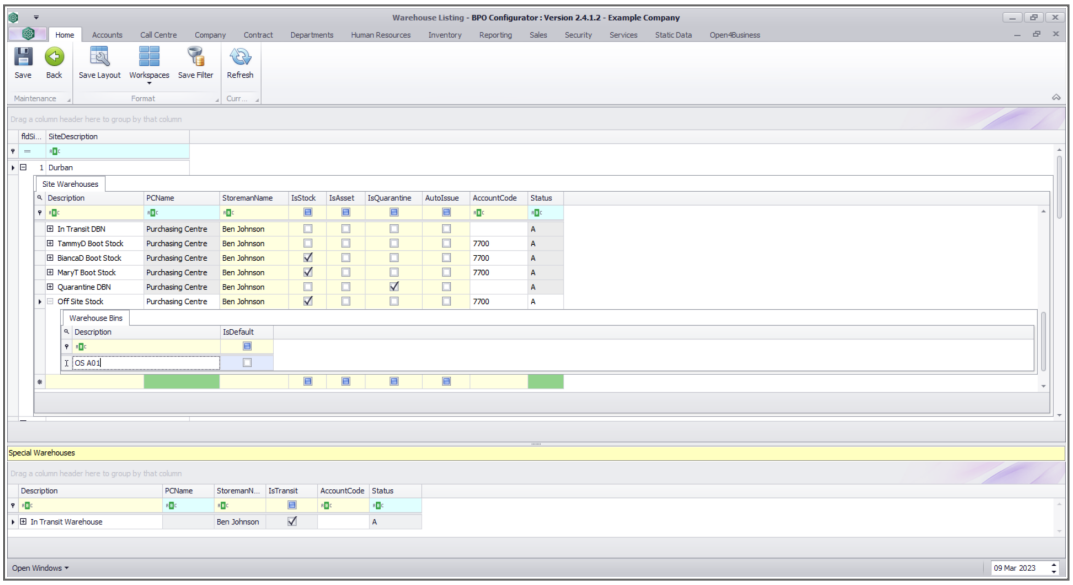


- Click in the Warehouse Bins ***Description*** text box and type in a ***name*** for this new bin.



- **Is Default:** Select this option if you want this to be the ***default*** bin, however there should only be one default bin per site, located within a stock warehouse (generally the main stock warehouse).

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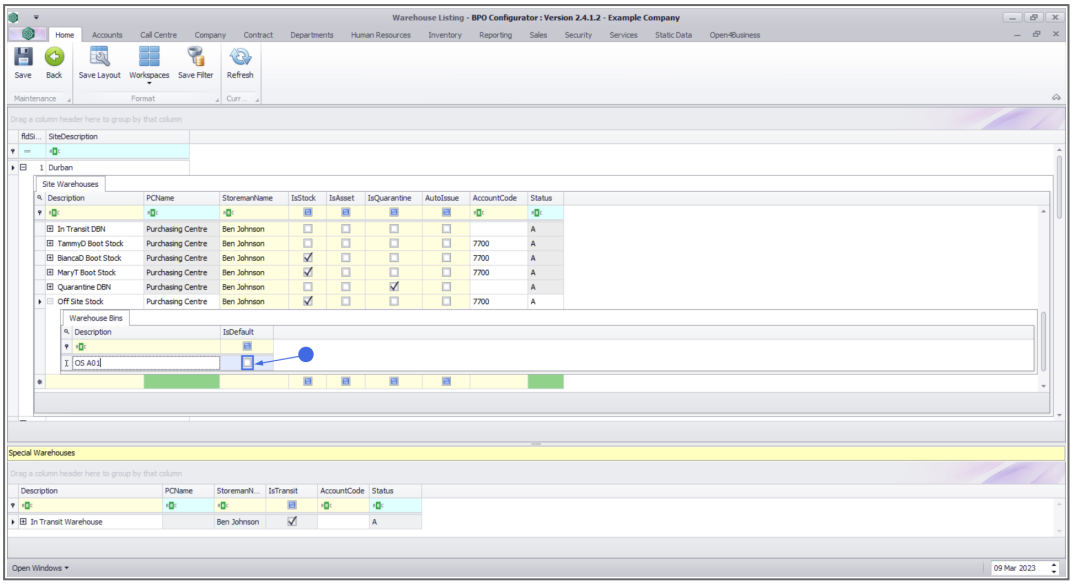

- When you have finished adding the details to the new bin, ***click outside*** of the Warehouse Bins frame.
- A ***new row*** will added to the Warehouse Bins frame ready for you to add another bin if required. You can also use the right click process menu and select to Add New Bin.
- Once you have added the required bins, you can save your work. Note that you can come back to the warehouse at a later stage to add more bins, if required.

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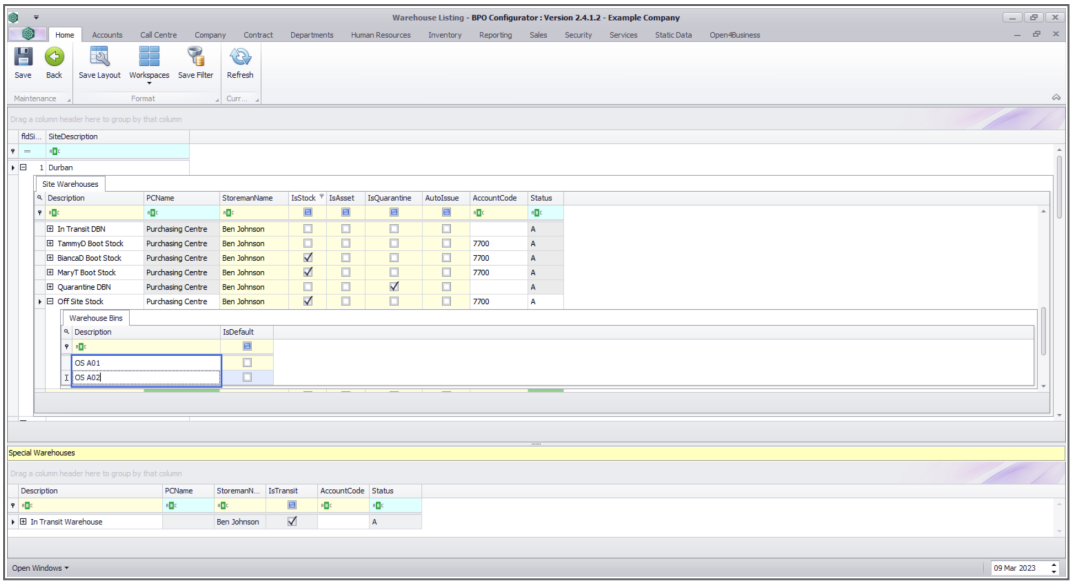
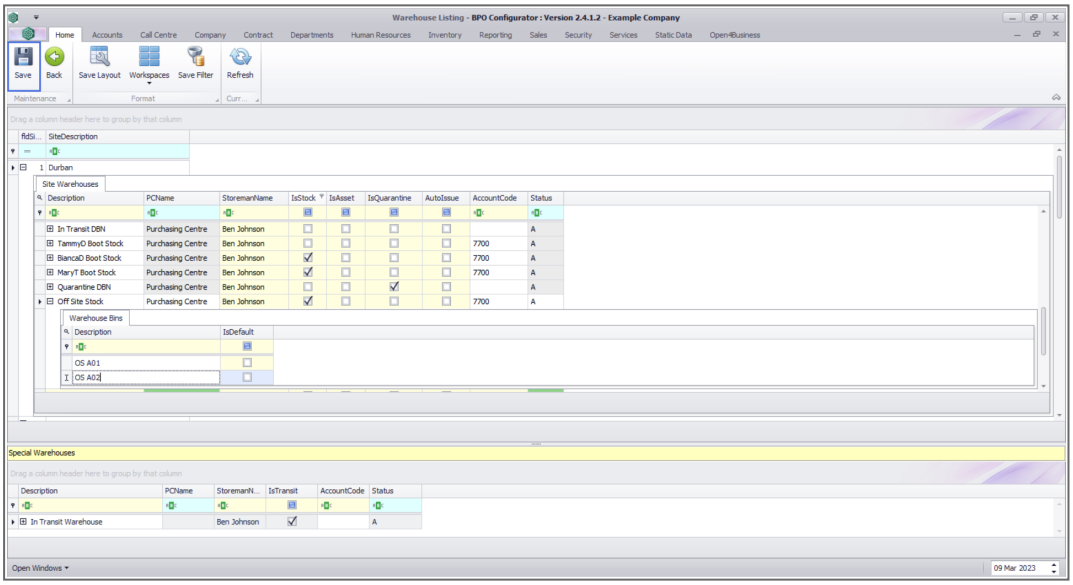


- Click on the ***Save*** button.



- A Process Validation message box will come up, noting: ***Save Successful***.
- Click on ***Ok***.

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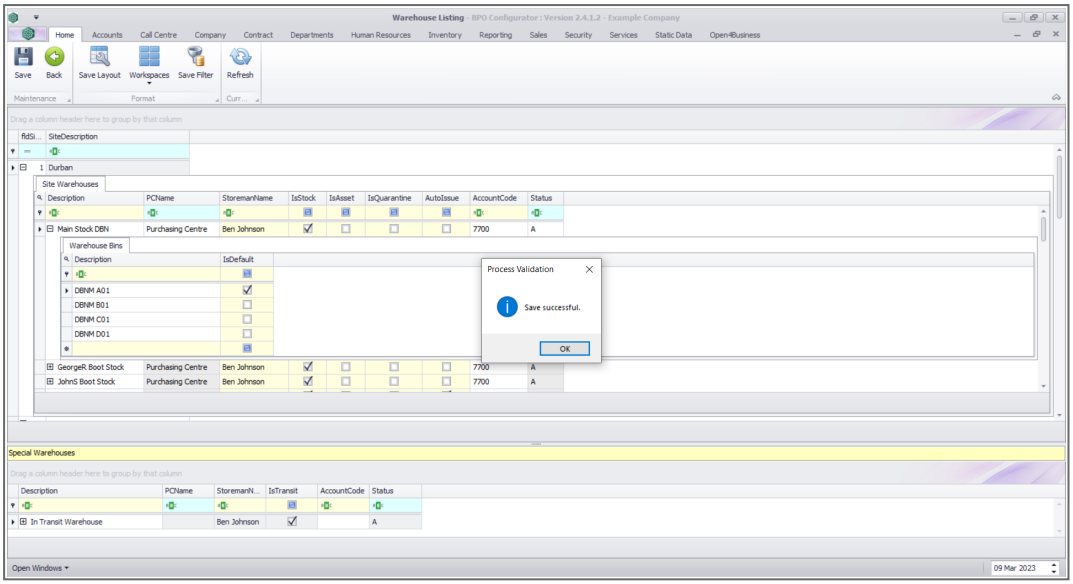

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