

We are currently updating our site; thank you for your patience.

COMPANY

SYSTEM WAREHOUSES - QUARANTINE

System Warehouse set up is <u>only</u> required if you are going to use the **Intransit** 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 CostsIncluded flag not ticked.
- iv. The Include Shipping flag on the Purchasing Centre must be ticked.

QUARANTINE CONFIGURATION STEPS

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

CREATE A SYSTEM QUARANTINE WAREHOUSE STEPS

- 5. <u>Create a System Quarantine Warehouse</u>
 - Quarantine Warehouse Details
 - Entry Types
 - <u>Sites</u>
 - <u>Save Quarantine Warehouse Details</u>

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.

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- 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.



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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**:

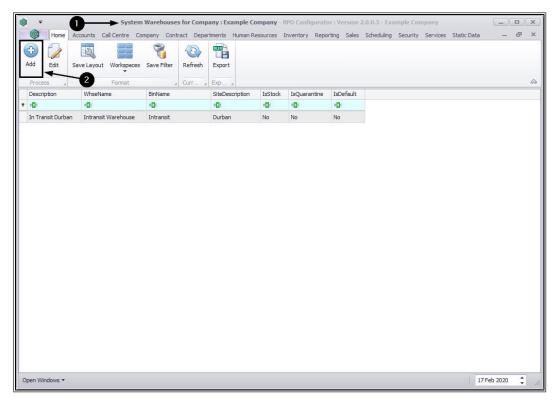


CREATE A SYSTEM QUARANTINE WAREHOUSE

Ribbon Access: Configurator > Company > System Warehouses

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



The Warehouse Config Maintenance screen will be displayed.



WAREHOUSE DETAILS

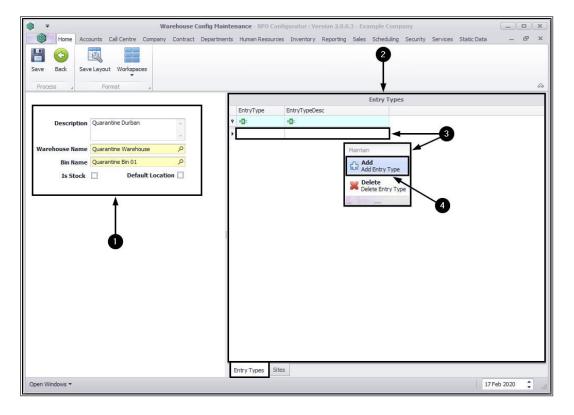
- 1. The Warehouse Config Maintenance screen will open.
- 2. Fill in the Quarantine Warehouse details:
 - **Description**: Type in a description that will make sense for you, e.g. **Quarantine**.
 - Warehouse Name: Search for the warehouse that you wish to use as your Quarantine Warehouse.
 - **Bin Name**: 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.

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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.



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- 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

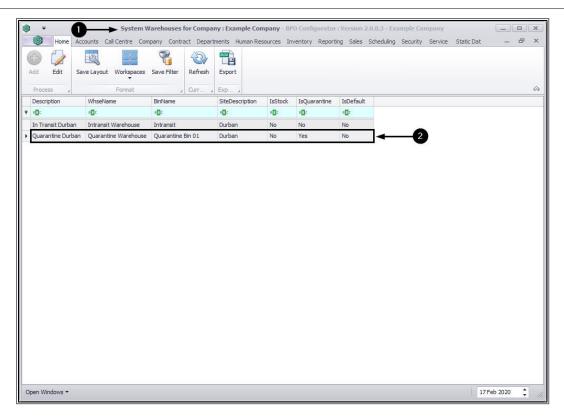
3. When you have finished adding all the Quarantine warehouse details, click on **Save**.



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- 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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