

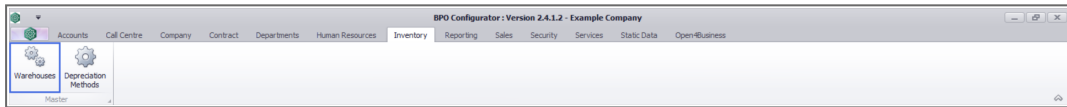
We are currently updating our site; thank you for your patience.

INVENTORY

WAREHOUSES – ADD A WAREHOUSE

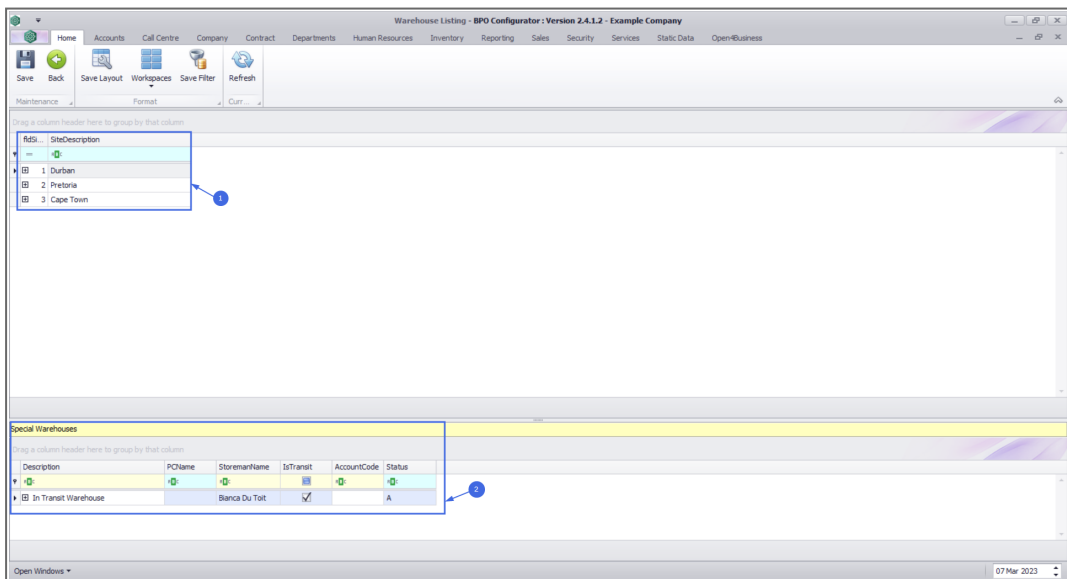
For a full breakdown of the types of warehouses and relevant configuration, please review the [Introduction to Warehouses](#) topic.

Ribbon Select **Inventory > Warehouses**



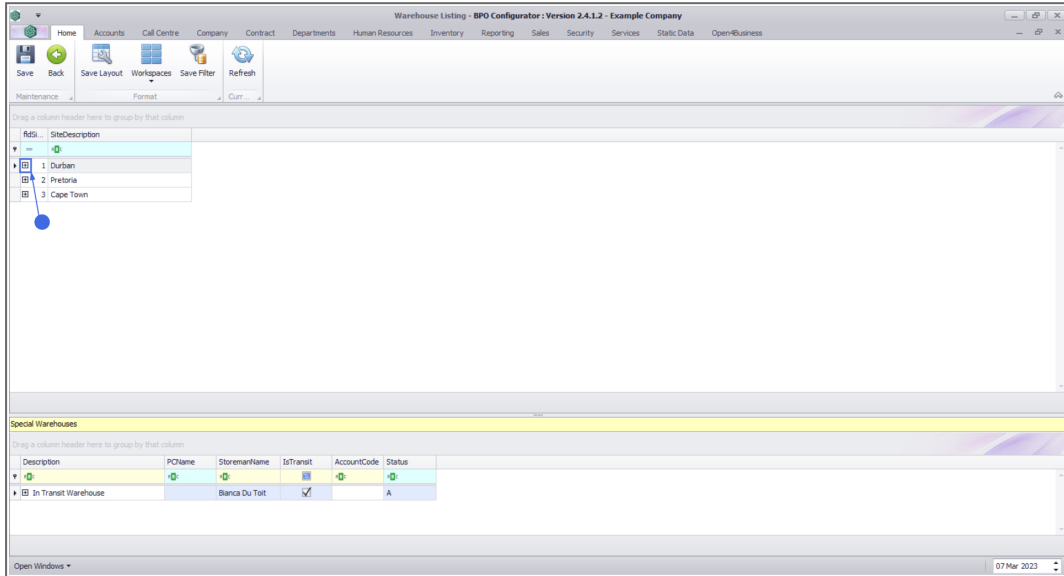
The **Inventory Warehouse Listing** screen will be displayed.

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).

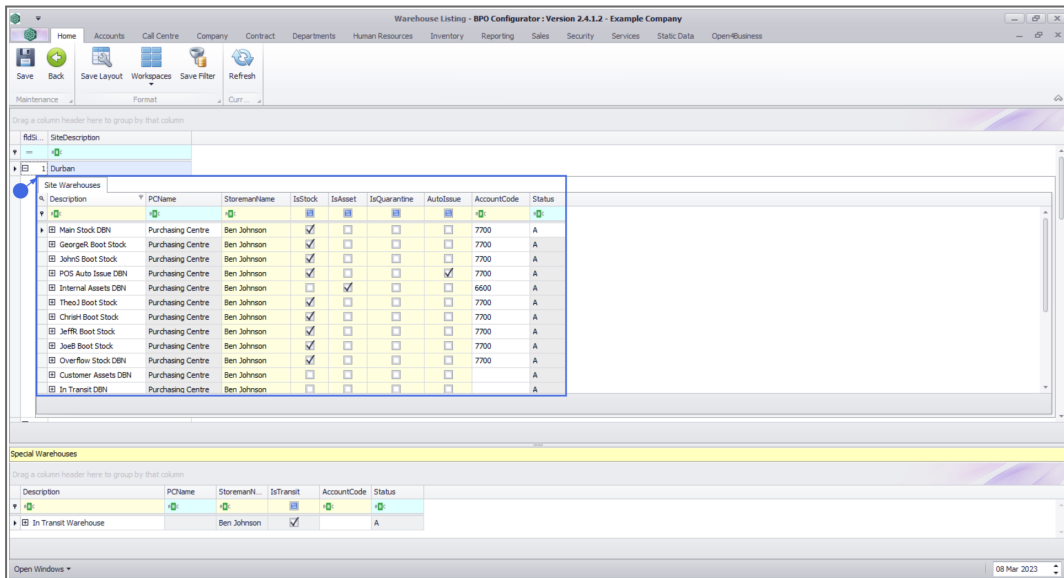


VIEW WAREHOUSES

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

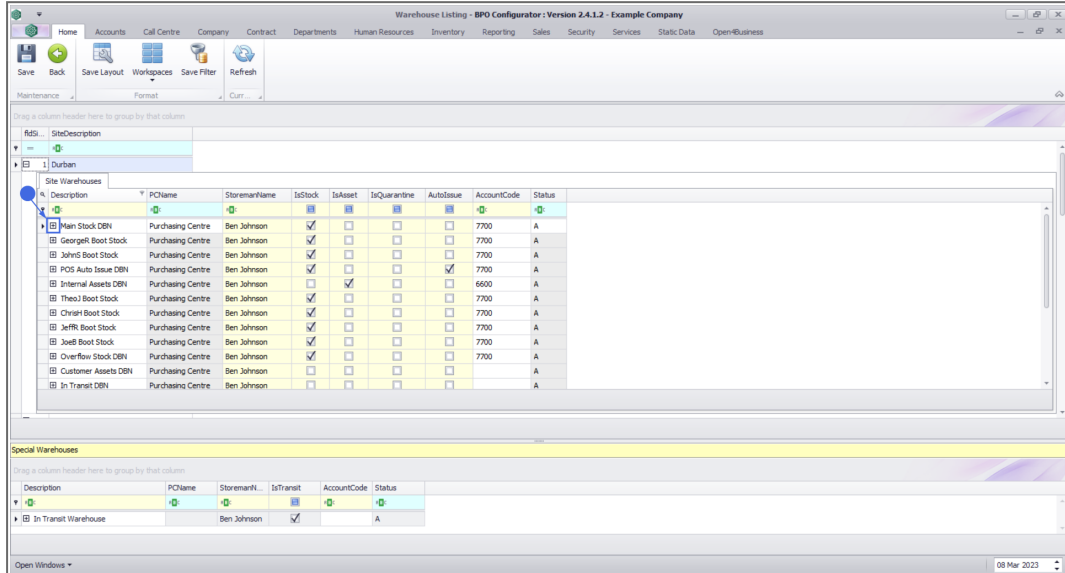


The **Site Warehouses** sub grid will open, listing all warehouses in the selected site that you have user right access to.

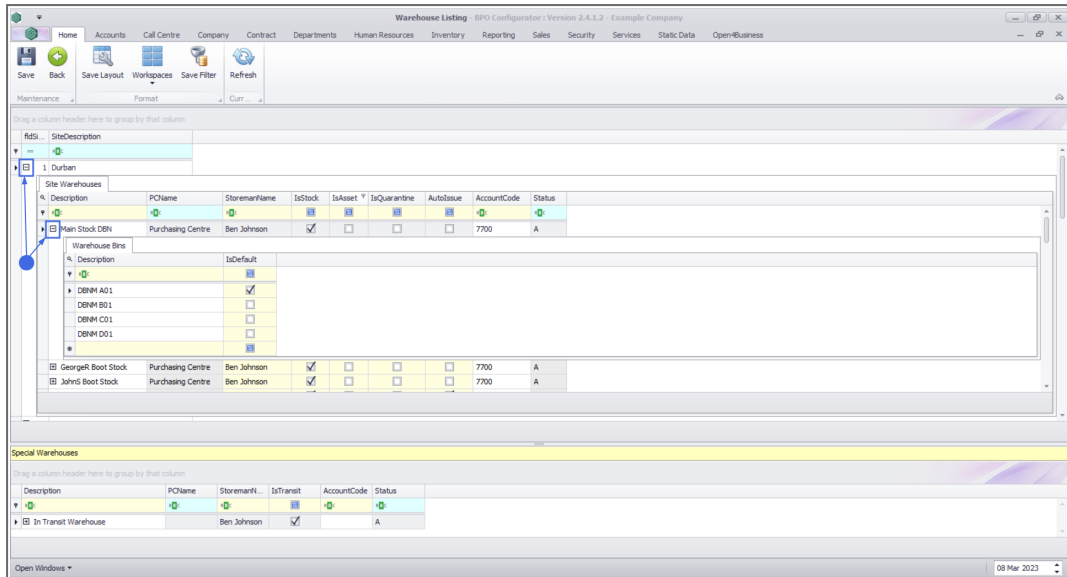


VIEW WAREHOUSE BINS

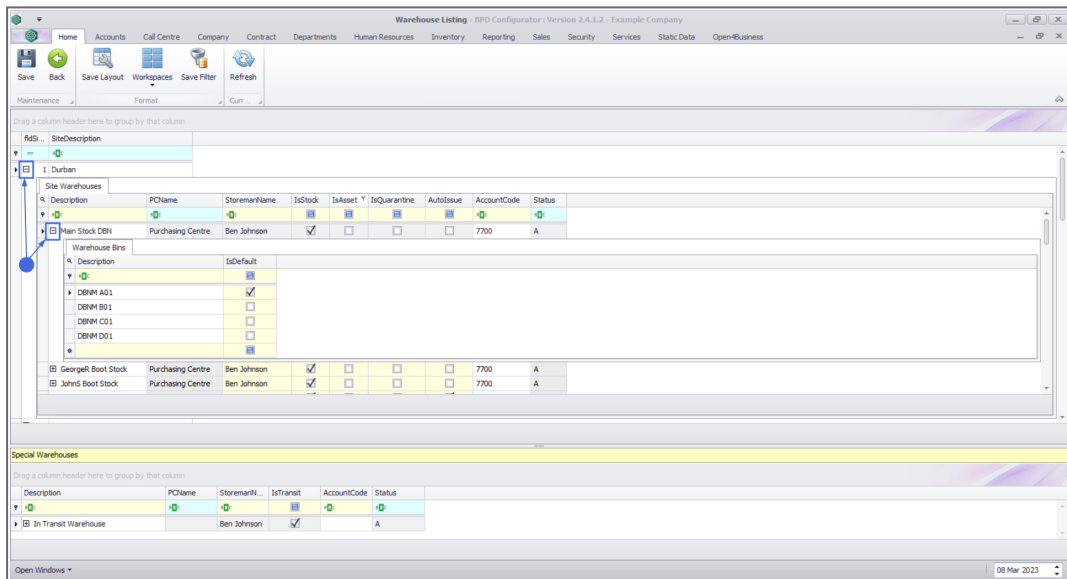
- Click on the **expand** button in front of the Warehouse where you wish to view or add the bin(s).



- The **Warehouse Bins** sub grid will open and display all the **Bin Locations** within the selected warehouse.
- In this example, there are **4** bins set up in the selected warehouse.
 - DBNM A01
 - DBNM B01
 - DBNM C01
 - DBNM D01
- Note that there is only one **Is Default** check box marked as there must be only one, **default** bin location set up, per site, within a **stock** warehouse.

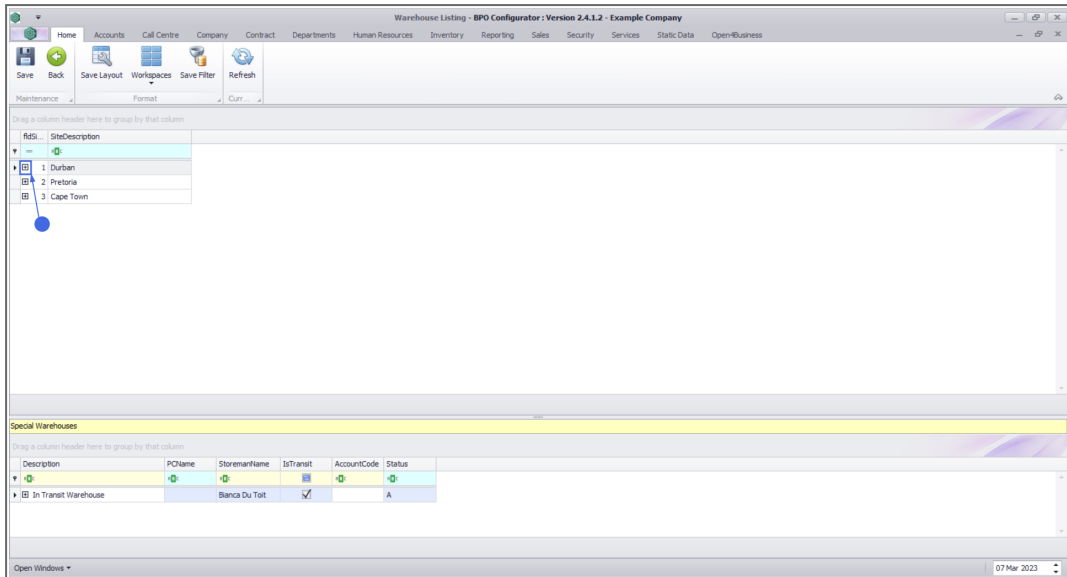


- **Collapse** the **Warehouse Bins** sub grid and the **Site Warehouses** sub grid to return to the **Sites** data grid.

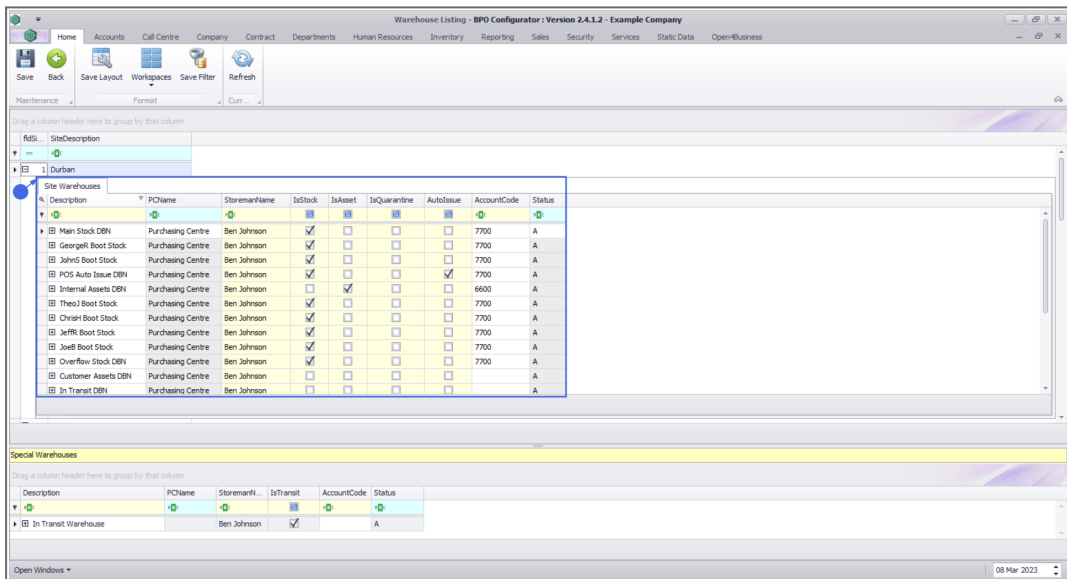


ADD A WAREHOUSE

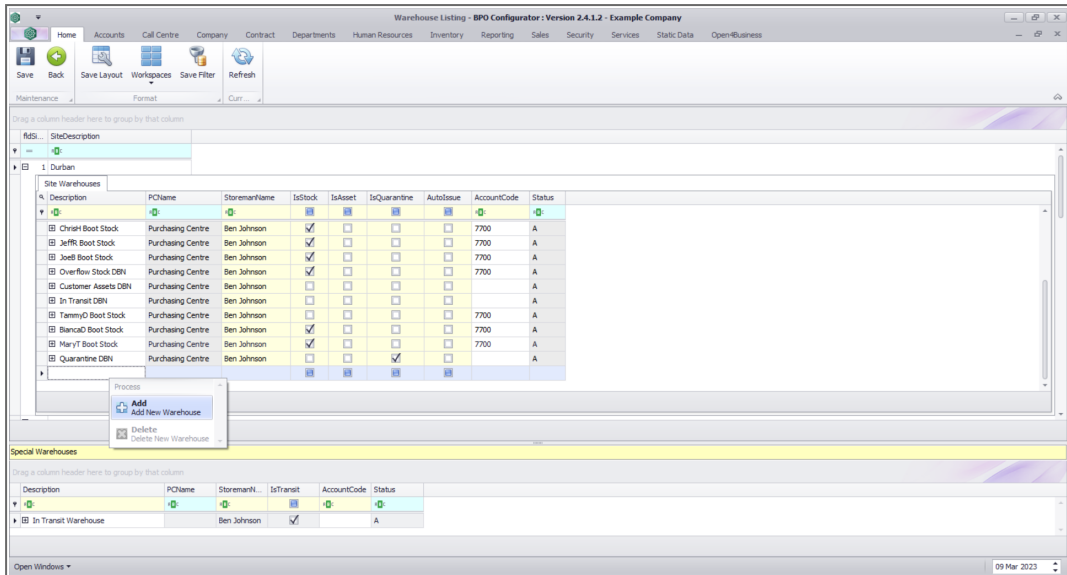
- Click on the **expand button** in front of the **site** where you wish to **view** a warehouse.
 - In this example, **Durban** is selected.



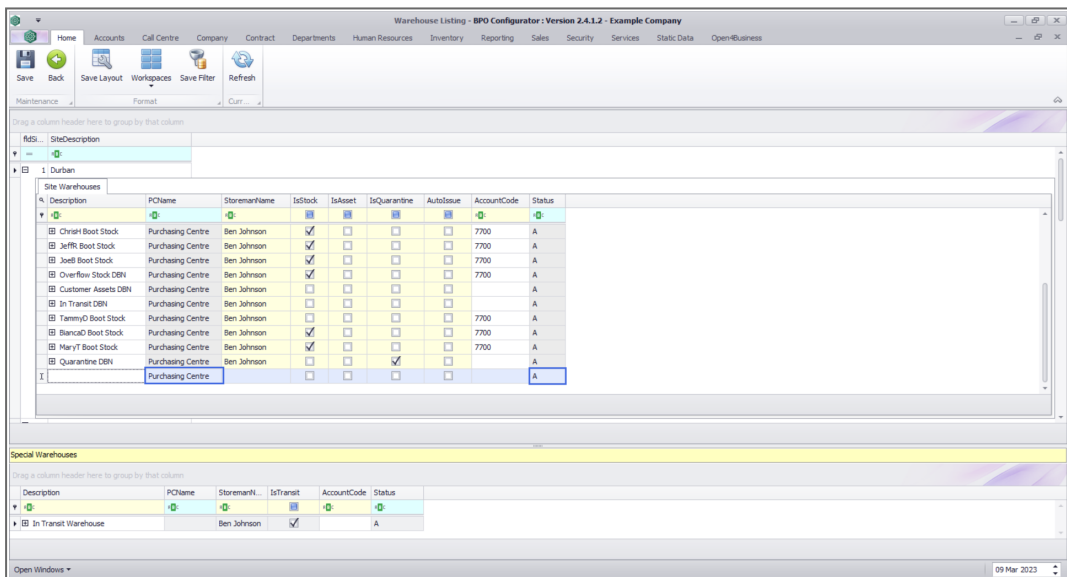
The **Site Warehouses** sub grid will open, listing all warehouses in the selected site that you have user right access to.



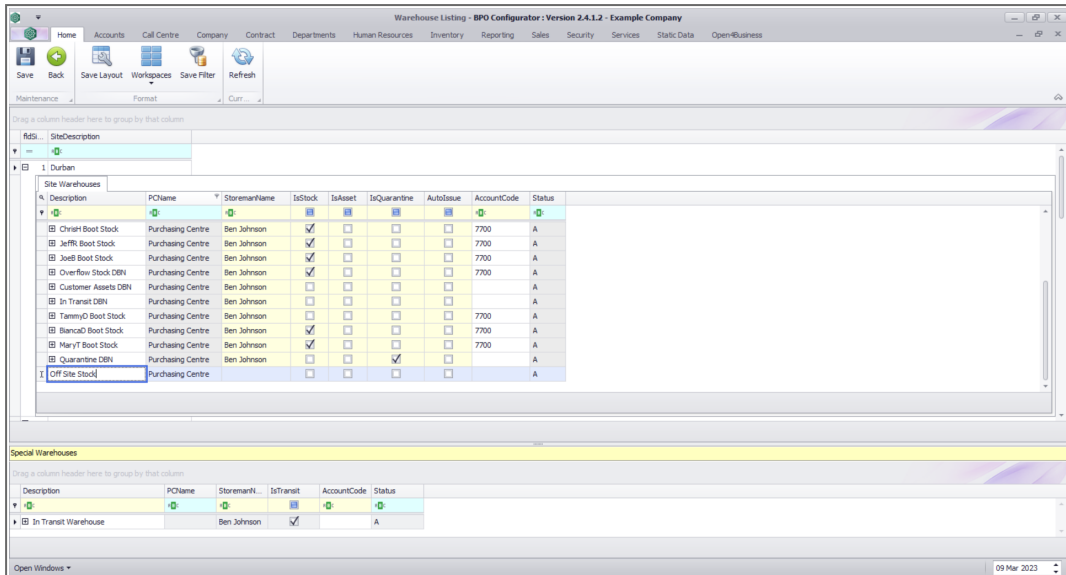
- **Right-click** anywhere in a **row** of the Site Warehouses frame.
- A **Process** menu will pop up.
- Click on **Add** - Add New Warehouse.



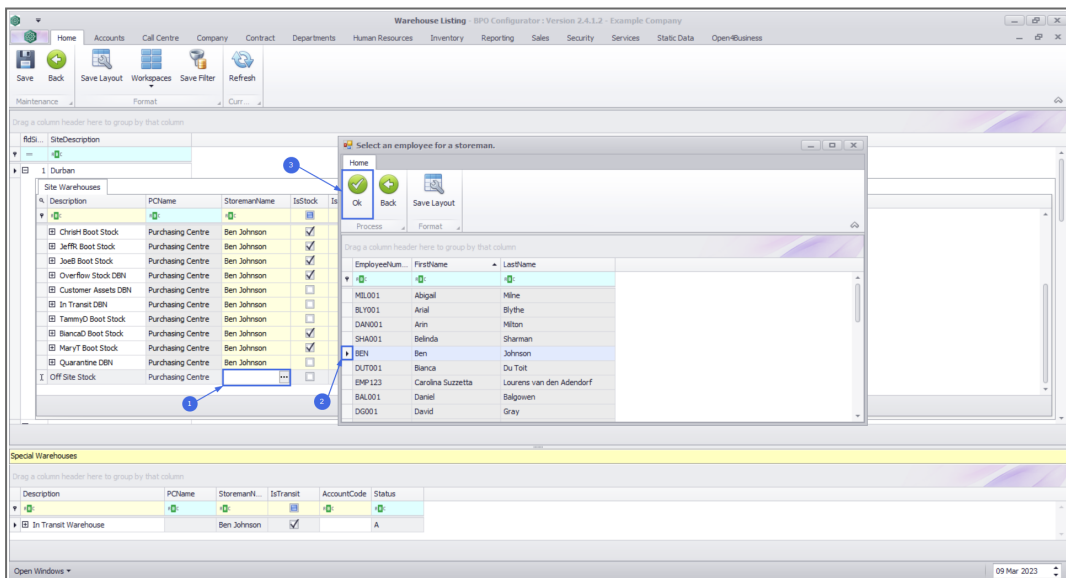
- The **PC Name** column will auto populate depending on the **purchasing centre** that the selected warehouse is linked to in [Company Purchasing Centre Configuration](#). The **Status** column will automatically be set to **A - Active**.



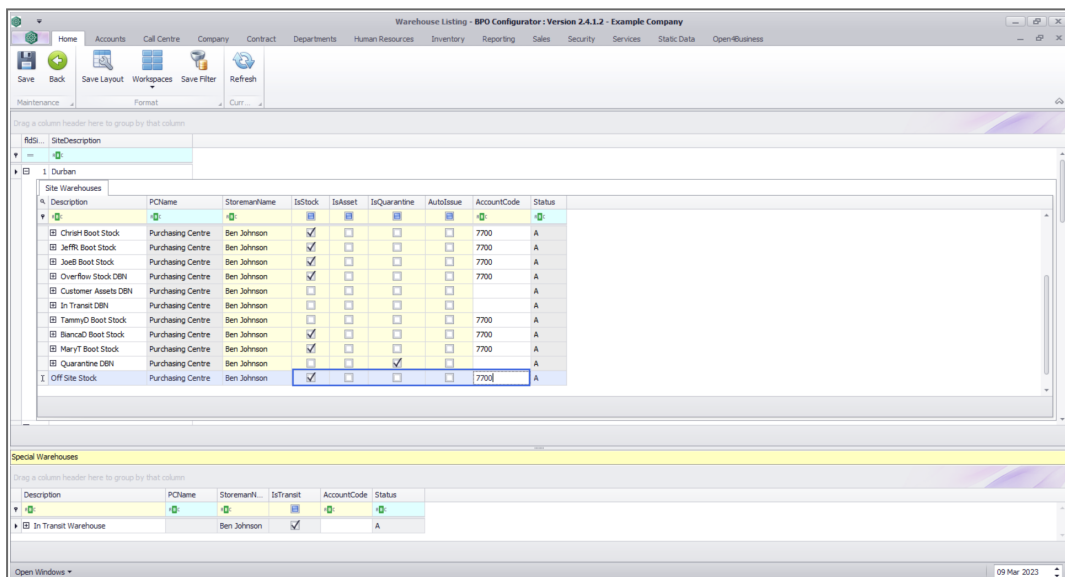
- **Description:** Type in the **Warehouse Name**, e.g. In this example, **CPT Customer Equipment Warehouse** has been typed in.



- Click in the **Storeman Name** text box.
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select an employee for a storeman** pop up screen.
- Click on the **row selector** in front of the **Employee** that you wish to **link** to this **warehouse**
- Click on **Ok**.

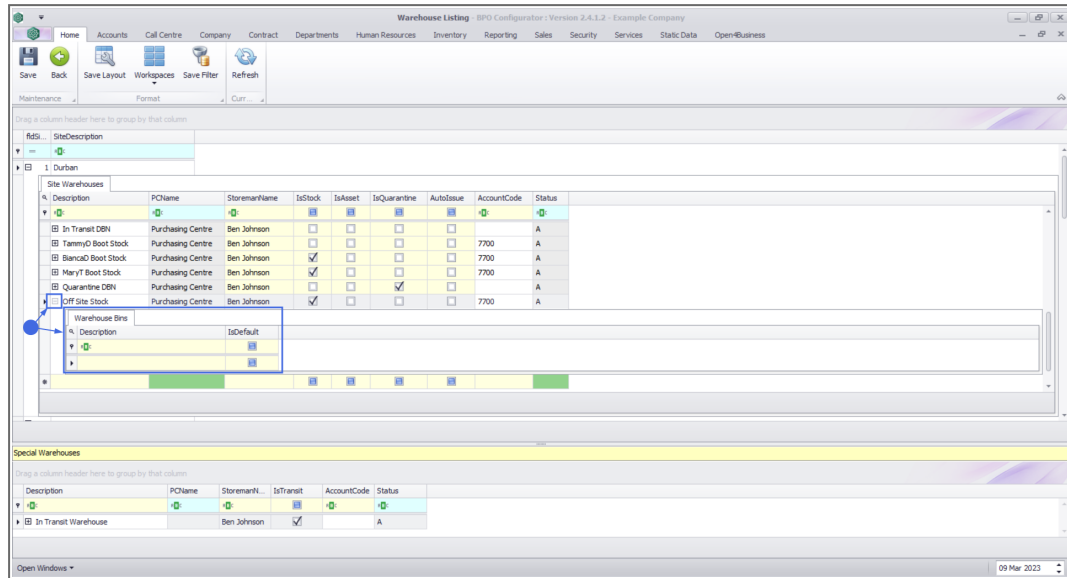


- Select whether this will be a
 - **Stock**
 - **Asset**
 - **Customer Asset**
 - **Auto Asset**
 - **Quarantine***or*
 - **In-transit**
 site warehouse as explained in the [Introduction to Warehouses](#) topic.
- In this image, the **IsStock** check box has been marked which indicates that the new warehouse will be a **Stock Warehouse**.
- **Account Code:** Type in this text box the **General Ledger account code** where all these warehouse transactions should be posted to.



- When you have finished adding the details to the **Site Warehouses frame**, click **outside** of the frame.
- You will notice a light grey expand button appear in front of the Warehouse **Description**.

- Click on the expand button to display the **Warehouse Bins** sub grid.



Next: You can now follow the process to **add a new bin location**, as there must be at least **1** bin in each warehouse.

MNU.096.001

