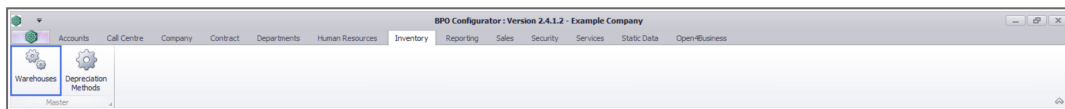


INVENTORY

WAREHOUSES – ADD A BIN LOCATION

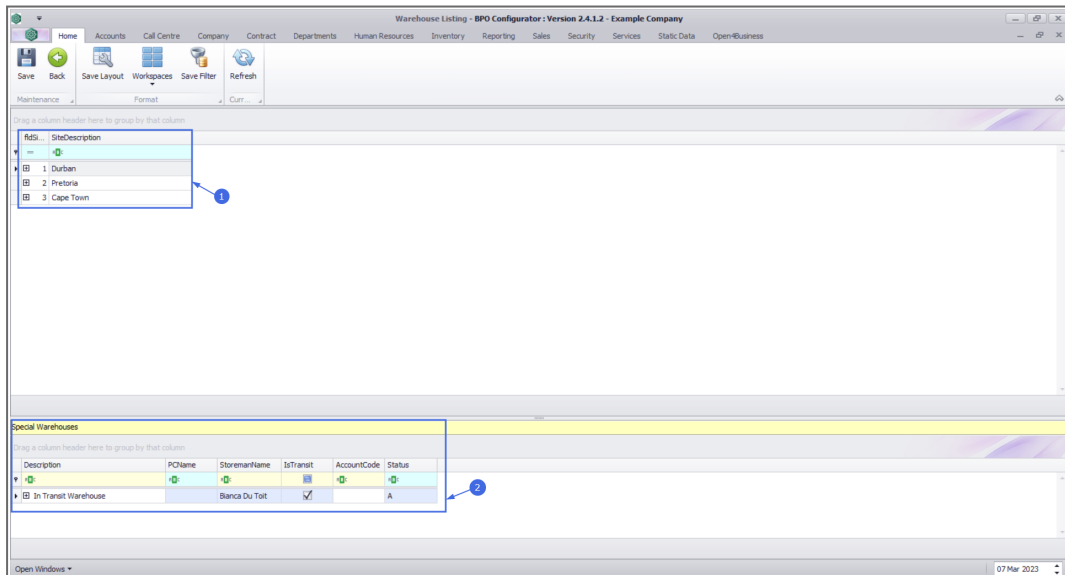
For a full breakdown of the types of warehouses and relevant bin requirements, please review the [Introduction to Warehouses](#) topic.

Ribbon Select *Inventory > Warehouses*

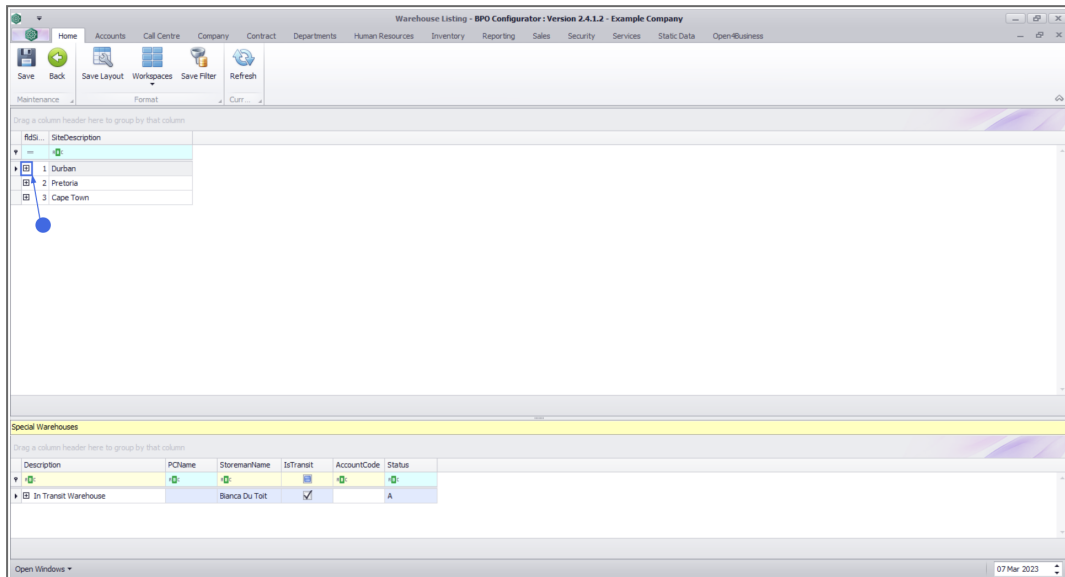


The *Inventory Warehouse Listing* screen will be displayed.

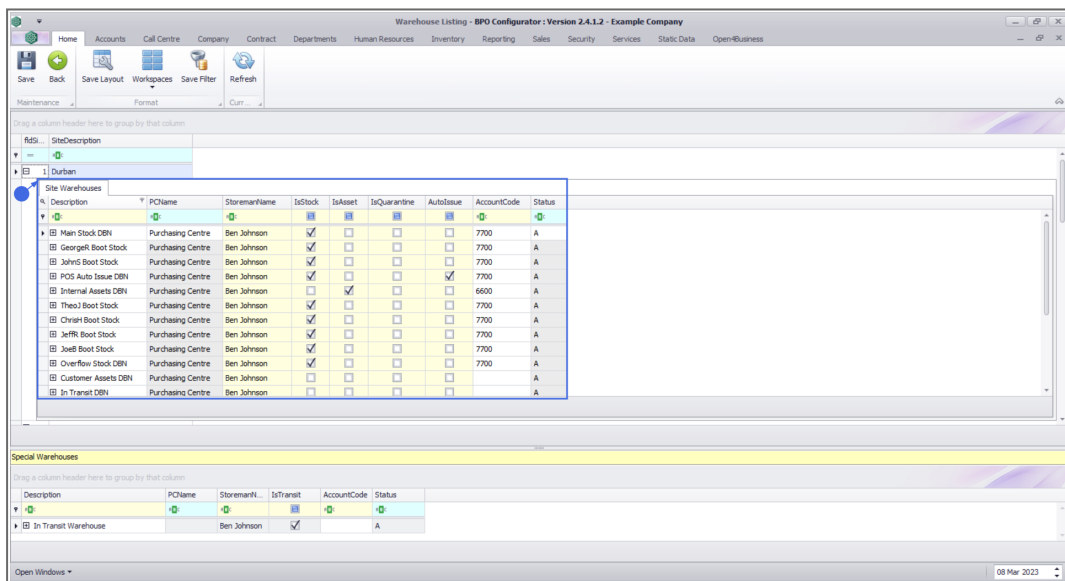
Upon opening, this screen will display a list of **Sites** (that are linked to a Purchasing Centre) with a **Site Warehouses** sub grid (listing all the warehouses that you have user right access to) in the top frame, and **Special Warehouses** in the bottom frame (refer to the [System Warehouses - In-transit](#)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



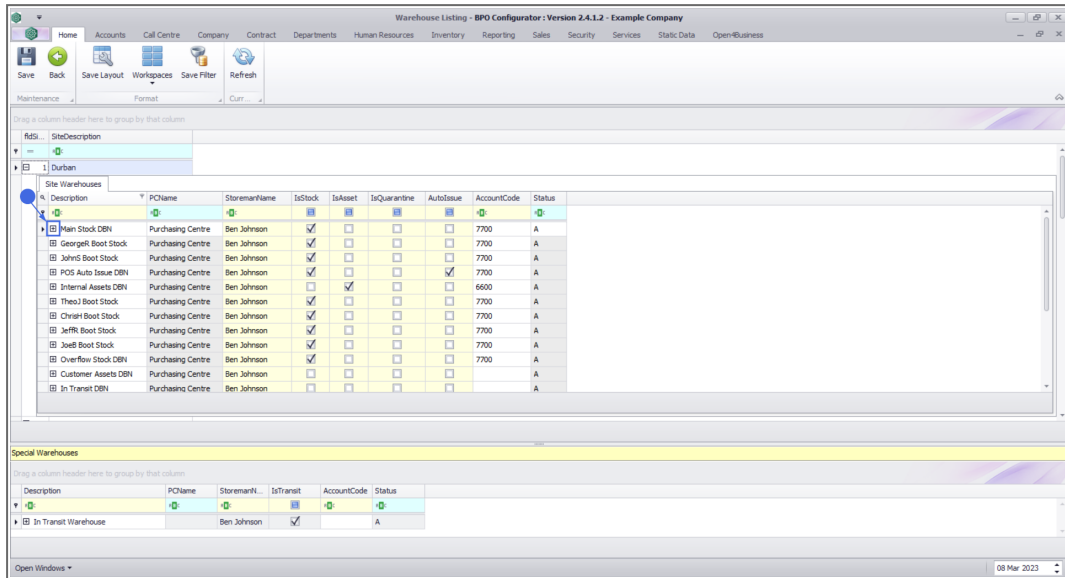
- Click on the **expand button** in front of the **site** where you wish to **view a warehouse**.
- In this example, **Durban** is selected.



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



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



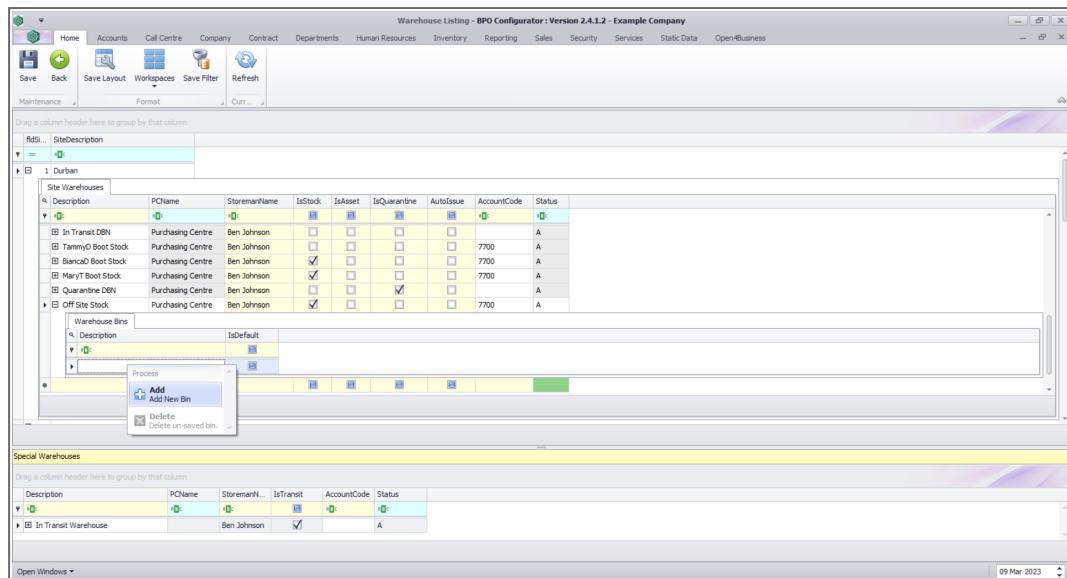
The screenshot shows the 'Warehouse Listing - BPO Configurator' interface. The 'Durban' site is selected, and the 'Warehouse Bins' sub-grid is expanded. The table displays the following data:

Description	PCName	StoremanName	IsStock	IsAsset	IsQuarantine	AutoIssue	AccountCode	Status
Main Stock DBN	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
GeorgeR Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
JohnR Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
POS Auto Issue DBN	Purchasing Centre	Ben Johnson	☒	☐	☐	☒	7700	A
Internal Assets DBN	Purchasing Centre	Ben Johnson	☐	☒	☐	☐	6600	A
TheoJ Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
Christi Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
JeffR Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
JoelB Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
OverFlow Stock DBN	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
Customer Assets DBN	Purchasing Centre	Ben Johnson	☐	☐	☐	☐	A	
In Transit DBN	Purchasing Centre	Ben Johnson	☐	☐	☐	☐	A	

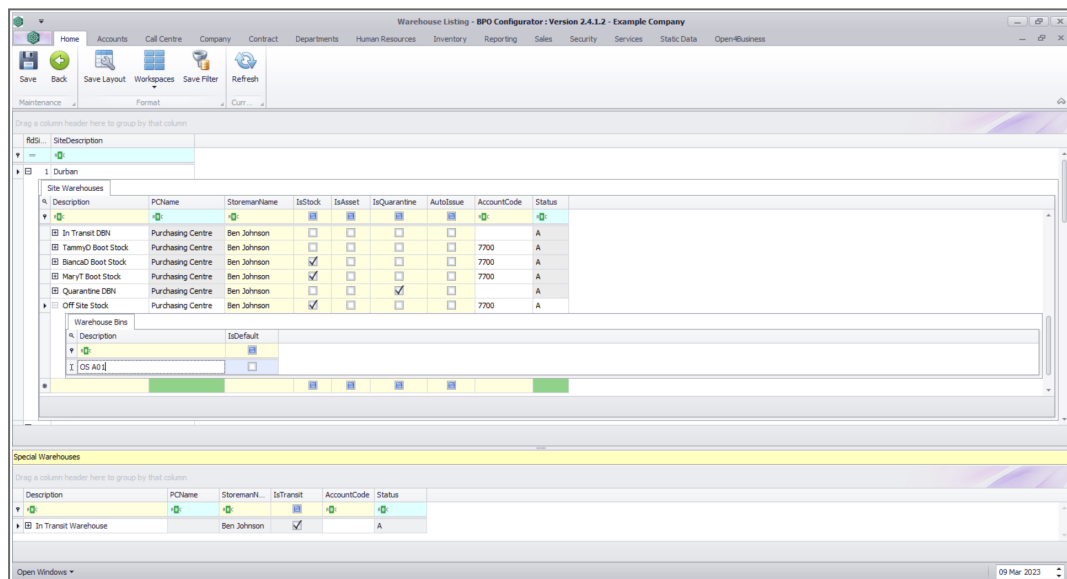
Below the main table, there is a 'Special Warehouses' section with a single row:

Description	PCName	StoremanName	IsTransit	AccountCode	Status
In Transit Warehouse		Ben Johnson	☒		A

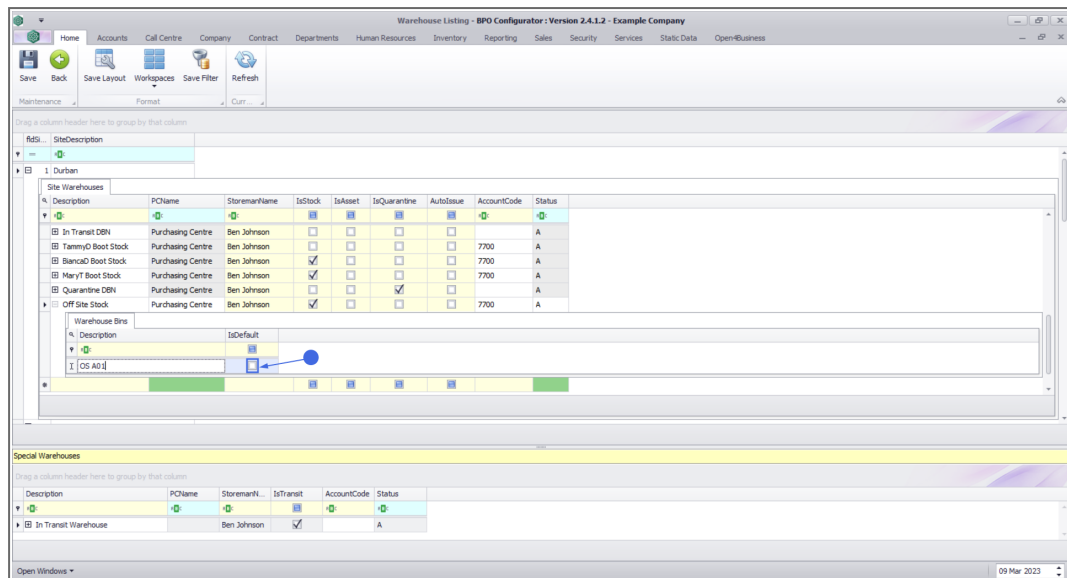
- The **Warehouse Bins** sub grid will open and display all the **Bin Locations** within the selected warehouse.
- Right-click** anywhere in a **row** of the Warehouse Bins frame.
- A **Process** menu will pop up.
- Click on **Add** - Add New Bin.



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



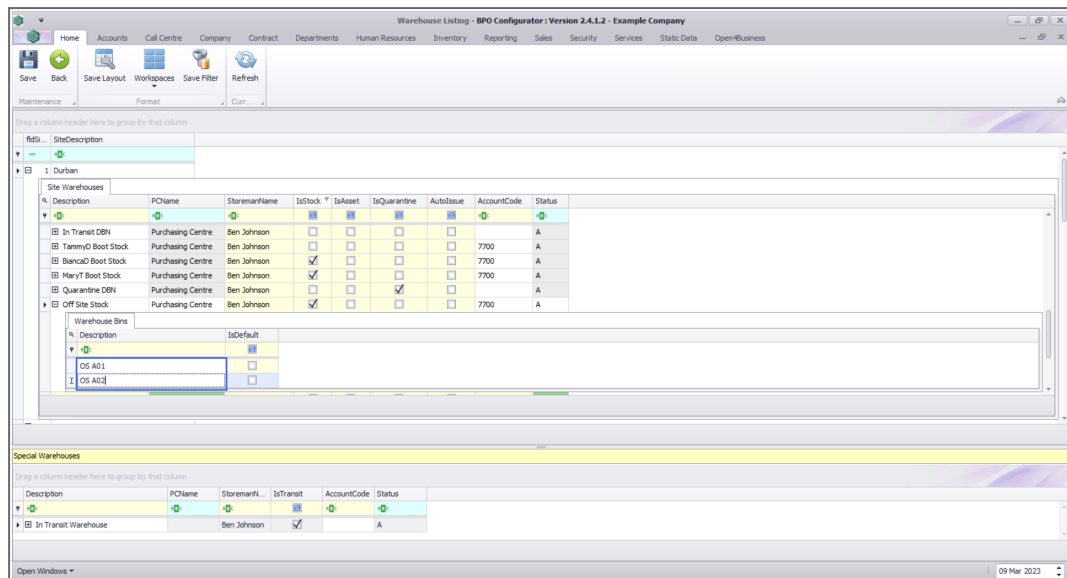
- **Is Default:** Select this option if you want this to be the **default** bin, however there should only be one default bin per site, located within a stock warehouse (generally the main stock warehouse).



The screenshot shows the 'Warehouse Listing - BPO Configurator' interface. The 'Warehouse Bins' section is expanded, showing a table with columns: Description, PName, StoremanName, IsStock, IsAsset, IsQuarantine, AutoIssue, AccountCode, and Status. A blue arrow points to the 'Add New Bin' button (a small square with a plus sign) in the 'Warehouse Bins' table.

Description	PName	StoremanName	IsStock	IsAsset	IsQuarantine	AutoIssue	AccountCode	Status
In Transit DBN	Purchasing Centre	Ben Johnson	☐	☐	☐	☐	7700	A
TammyO Boot Stock	Purchasing Centre	Ben Johnson	☐	☐	☐	☐	7700	A
BlancaO Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
MaryO Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
Quarantine DBN	Purchasing Centre	Ben Johnson	☐	☐	☒	☐	7700	A
Off Site Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A

- 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.



Warehouse Listing - BPO Configurator : Version 2.4.1.2 - Example Company

Save Back Save Layout Workspaces Save Filter Refresh

Maintenance Format Curr

Drag a column header here to group by that column

Add SiteDescription

1 Durban

Site Warehouses

Description	PName	StoremanName	IsStock	IsAsset	IsQuarantine	AutoIssue	AccountCode	Status
In Transit DBN	Purchasing Centre	Ben Johnson	☐	☐	☐	☐	7700	A
TammyO Boot Stock	Purchasing Centre	Ben Johnson	☐	☐	☐	☐	7700	A
BlancaO Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
MaryT Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
Quarantine DBN	Purchasing Centre	Ben Johnson	☐	☐	☒	☐	7700	A
Off Site Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A

Warehouse Bins

Description	IsDefault
OS AD1	☐
OS AD2	☐

Special Warehouses

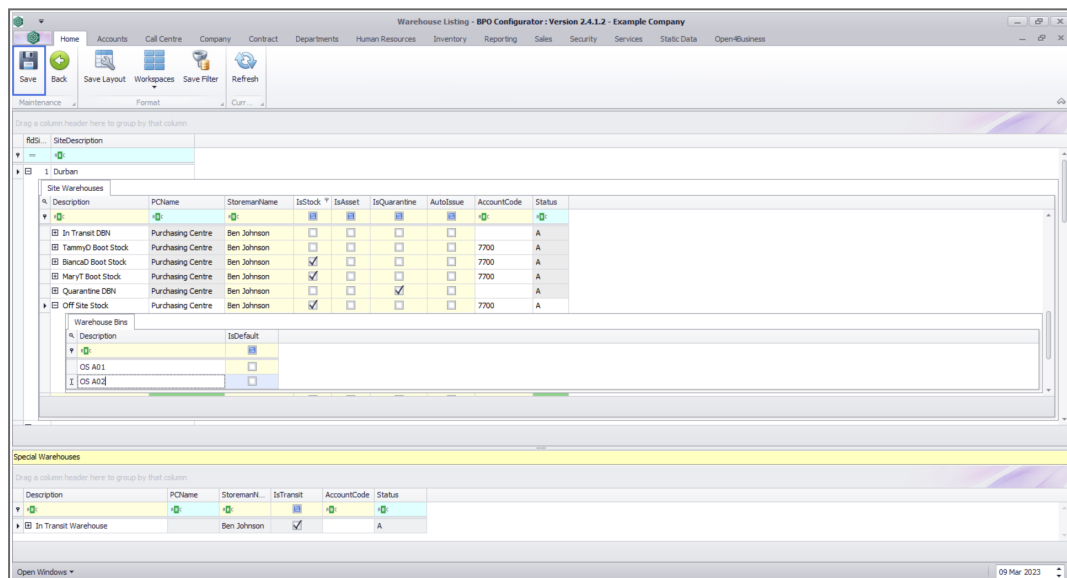
Drag a column header here to group by that column

Description	PName	StoremanName	IsTransit	AccountCode	Status
In Transit Warehouse	Ben Johnson	☒	☐	A	

Open Windows

09 Mar 2023

- Click on the **Save** button.



Warehouse Listing - BPO Configurator : Version 2.4.1.2 - Example Company

Save Back Save Layout Workspaces Save Filter Refresh

Maintenance Format Curr

Drag a column header here to group by that column

Add SiteDescription

1 Durban

Site Warehouses

Description	PName	StoremanName	IsStock	IsAsset	IsQuarantine	AutoIssue	AccountCode	Status
In Transit DBN	Purchasing Centre	Ben Johnson	☐	☐	☐	☐	7700	A
TammyO Boot Stock	Purchasing Centre	Ben Johnson	☐	☐	☐	☐	7700	A
BlancaO Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
MaryT Boot Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A
Quarantine DBN	Purchasing Centre	Ben Johnson	☐	☐	☒	☐	7700	A
Off Site Stock	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A

Warehouse Bins

Description	IsDefault
OS AD1	☐
OS AD2	☐

Special Warehouses

Drag a column header here to group by that column

Description	PName	StoremanName	IsTransit	AccountCode	Status
In Transit Warehouse	Ben Johnson	☒	☐	A	

Open Windows

09 Mar 2023

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

Warehouse Listing BPO Configurator : Version 2.4.1.2 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data OpenBusiness

Save Back Save Layout Workspaces Save Filter Refresh

Maintenance Format Curr...

Drop a column header here to group by that column

#Add SiteDescription

1 Durban

Site Warehouses

Description	PName	StoremanName	IsStock	IsAsset	IsQuarantine	AutoIssue	AccountCode	Status
Main Stock DBN	Purchasing Centre	Ben Johnson	☒	☐	☐	☐	7700	A

Warehouse Bins

Description	IsDefault
DEHN AD1	☒
DEHN BD1	☐
DEHN CD1	☐
DEHN DD1	☐

Georget Boot Stock Purchasing Centre Ben Johnson ☒ ☐ ☐ ☐ 7700 A

Johns Boot Stock Purchasing Centre Ben Johnson ☒ ☐ ☐ ☐ 7700 A

Special Warehouses

Drop a column header here to group by that column

Description	PName	StoremanName	IsTransit	AccountCode	Status
In Transit Warehouse		Ben Johnson	☒		A

Open Windows 09 Mar 2023

Process Validation

Save successful.

OK

MNU.096.002

