




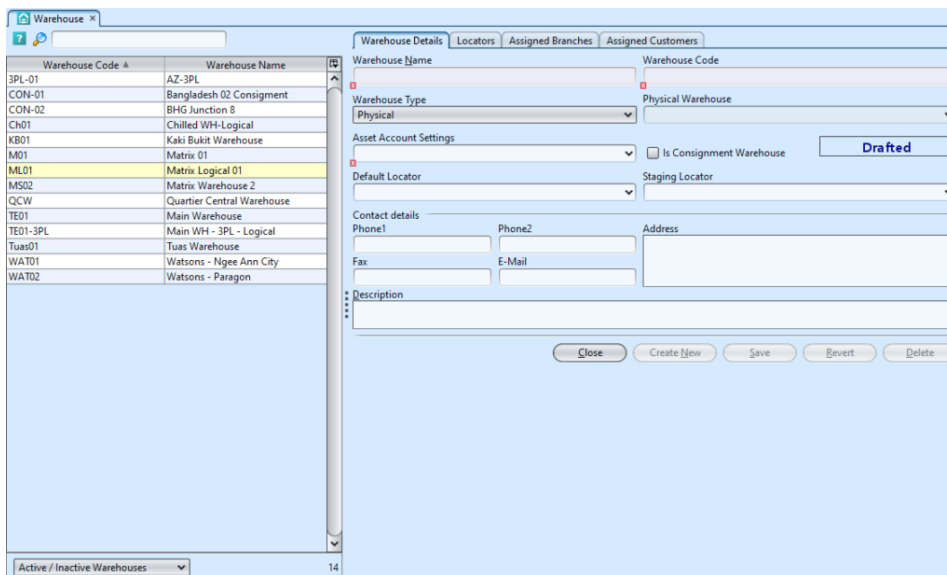


Warehouse Master

In the Warehouse Master the user is able to create and manage a warehouse. By selecting the Locator tab the user is able to create new locations in the racks; for locating products. Below are available actions for the user from **“Warehouse”** :

-  Create new, save, revert, delete, close and reopen a warehouse.
-  Create new, edit and delete the location in the racks; to help more efficiently locate products.
-  The **“Assigned Branches”** tab allow the user to assign branch (i.e. stores or sister companies) to a warehouse for separate branch’s access / operation.
-  The **“Assigned Customers”** tab allow the user to assign customer(s) to consignment warehouse for consignment related transactions.
-  Update product balances for the warehouse (after Stock Import)



Warehouse Code	Warehouse Name
3PL-01	AZ-3PL
CON-01	Bangladesh 02 Consignment
CON-02	BHG Junction 8
CH01	Chilled WH-Logical
KB01	Kaki Bukit Warehouse
M01	Matrix 01
ML01	Matrix Logical 01
MS02	Matrix Warehouse 2
QCW	Quarrier Central Warehouse
TE01	Main Warehouse
TE01-3PL	Main WH - 3PL - Logical
Tuas01	Tuas Warehouse
WAT01	Watsons - Ngee Ann City
WAT02	Watsons - Paragon

Warehouse Master

Warehouse Details | Locators | Assigned Branches | Assigned Customers

Warehouse Name

Warehouse Code

Warehouse Type

Physical Warehouse

Asset Account Settings

Is Consignment Warehouse

Default Locator

Staging Locator

Contact details

Phone1

Phone2

Address

Fax

E-Mail

Description

Close

Create New

Save

Revert

Delete

Warehouse

Warehouse Details

Locators

Assigned Branches

Assigned Customers

Warehouse Code

Warehouse Name

3PL-01

AZ-3PL

CON-01

Bangladesh 02 Consignment

CON-02

BHG Junction 8

CH01

Chilled WH-Logical

KB01

Kaki Bukit Warehouse

M01

Matrix 01

ML01

Matrix Logical 01

MS02

Matrix Warehouse 2

QCW

Quartier Central Warehouse

TE01

Main Warehouse

TE01-3PL

Main WH - 3PL - Logical

Tuas01

Tuas Warehouse

WAT01

Watsons - Ngee Ann City

WAT02

Watsons - Paragon

Active / Inactive Warehouses

14

Locators present under this warehouse

0

0

0

0

Default

Name

X axis (Aisle)

Y axis (Bin)

Z axis (Level)

Priority

Type

Search:

Warehouse

Warehouse Details

Locators

Assigned Branches

Assigned Customers

Warehouse Code

Warehouse Name

3PL-01

AZ-3PL

CON-01

Bangladesh 02 Consignment

CON-02

BHG Junction 8

CH01

Chilled WH-Logical

KB01

Kaki Bukit Warehouse

M01

Matrix 01

ML01

Matrix Logical 01

MS02

Matrix Warehouse 2

QCW

Quartier Central Warehouse

TE01

Main Warehouse

TE01-3PL

Main WH - 3PL - Logical

Tuas01

Tuas Warehouse

WAT01

Watsons - Ngee Ann City

WAT02

Watsons - Paragon

Active / Inactive Warehouses

14

Available Branches

Branch #

Branch Name

HQ

Head Office

SM-3PL

3PL Branch

Total 2 records.

Assigned Branches

Branch #

Branch Name

Warehouse

Warehouse Details

Locators

Assigned Branches

Assigned Customers

Warehouse Code

Warehouse Name

3PL-01

AZ-3PL

CON-01

Bangladesh 02 Consignment

CON-02

BHG Junction 8

CH01

Chilled WH-Logical

KB01

Kaki Bukit Warehouse

M01

Matrix 01

ML01

Matrix Logical 01

MS02

Matrix Warehouse 2

QCW

Quartier Central Warehouse

TE01

Main Warehouse

TE01-3PL

Main WH - 3PL - Logical

Tuas01

Tuas Warehouse

WAT01

Watsons - Ngee Ann City

WAT02

Watsons - Paragon

Active / Inactive Warehouses

14

List of Customers

Customer #

Customer Name

4110.011/ON001

Online Website

4110.011/BH001

BHG

4110.011/CA001

Cash Sales

4110.011/CO001

Cold Storage - HQ

4110.011/GU001

Guardian - HQ

4110.011/LU001

Luxola

4110.011/ME001

Metro

4110.011/MU001

Mustafa

4110.011/RO001

Robinson

4110.011/SA001

Sasa - HQ

4110.011/SA002

Sasa - Gateway

4110.011/SA003

Sasa - Changi

4110.011/SA004

Sasa - Bugis

4110.011/SA005

Sasa - Orchard

4110.011/SA006

Sasa - Jurong

4110.011/SE001

Sephora

4110.011/SE002

7-11 - HQ

4110.011/TA001

Tang's Department Store

4110.011/TA002

Takashimaya

4110.011/WA001

Watsons - HQ

4110.011/WA002

Watsons (Consignment) 101

4110.011/WA003

Watsons (Consignment) 102

4110.011/WA004

Watsons (Consignment) 103

4110.011/WA005

Watsons (Consignment) 104

4110.011/WA006

Watsons (Outright) 101

4110.011/WA007

Watsons (Outright) 102

4110.012/MA001

Marc Anthony Cosmetics Inc.

PR-BGD

Prime Stores Bangladesh

Assigned Customers

Customer #

Customer Name

Field Name	Description	Mandatory Information
Warehouse Name	Name given to the warehouse	Y
Warehouse Code	Alphanumeric Code	Y
Warehouse Type	Select the type of warehouse: Physical or Logical	Y
Physical Warehouse	Select the physical warehouse for Logical warehouse type	N
Asset Account Setting	Account for assets	Y
Is Consignment Warehouse	Tick if this is consignment warehouse type	Y
Status of the Warehouse	Drafted, Confirmed, or Closed	Y
Default Locator	Default locator code and name	Y
Staging Locator	Default staging locator code and name	Y
Phone 1 / 2	Contact number	N
Fax	Fax Number	N
Email	Email address of the contact person	N
Address	Address of the warehouse	N

Create New Warehouse:

1. Click ***“Create New”*** button at the right side of screen

Warehouse Details | Locators | Assigned Branches | Assigned Customers

Warehouse Name: Warehouse Code:

Warehouse Type: Physical Warehouse:

Asset Account Settings: ☐ Is Consignment Warehouse Drafted

Default Locator: Staging Locator:

Contact details

Phone1: Phone2: Address:

Fax: E-Mail:

Description:

Reopen
Create New
Save
Revert
Delete

2. Fill up the information on the form on the right side of the screen

3. If this warehouse is for consignment purpose (i.e. consignment store warehouse), tick on the “***Is Consignment Warehouse***” checkbox. This will allow user to assign consignment customer to this warehouse and enables the following for the warehouse:

- Consignment Order; for consignment transfer / return
- Sell Out Store; creation of store to manage and track store sales
- Sell Out Transactions module; to record store sales & returns, and track stores’ inventories

Note: user must assign at least one customer for consignment warehouse type, before they are able to save the warehouse master record (see step #4 below).

Warehouse Details | Locators | Assigned Branches | Assigned Customers


Warehouse Name: Warehouse Code:



Warehouse Type: Physical Warehouse:

Asset Account Settings: ☒ Is Consignment Warehouse Confirmed

Default Locator: Staging Locator:


4. On “***Assigned Customers***” tab, to assign a customer to the warehouse, select available customer from the

bottom left table list and click "  " button in middle of screen. In consignment related transactions, like Consignment Order and Store Sales, system will filter to show only consignment warehouse(s) assigned to the customer (plus non-consignment warehouses).

Warehouse Details		Locators	Assigned Branches	Assigned Customers
List of Customers				Assigned Customers
Customer # ▲	Customer Name		Customer # ▲	Customer Name
4110.011/ON001	Online Website		4110.011/BH001	BHG
4110.011/CA001	Cash Sales			
4110.011/CO001	Cold Storage - HQ			
4110.011/GU001	Guardian - HQ			
4110.011/LU001	Luxola			
4110.011/ME001	Metro			
4110.011/MU001	Mustafa			
4110.011/RO001	Robinson			
4110.011/SA001	Sasa - HQ			
4110.011/SA002	Sasa - Gateway			
4110.011/SA003	Sasa - Changi			
4110.011/SA004	Sasa - Bugis			
4110.011/SA005	Sasa - Orchard			
4110.011/SA006	Sasa - Jurong			
4110.011/SE001	Sephora			
4110.011/SE002	7-11 - HQ			
4110.011/TA001	Tang's Department Store			
4110.011/TA002	Takashimaya			
4110.011/WA001	Watsons - HQ			
4110.011/WA002	Watsons (Consignment) 101			
4110.011/WA003	Watsons (Consignment) 102			
4110.011/WA004	Watsons (Consignment) 103			
4110.011/WA005	Watsons (Consignment) 104			
4110.011/WA006	Watsons (Outright) 101			
4110.011/WA007	Watsons (Outright) 102			
4110.012/MA001	Marc Anthony Cosmetics Inc.			
PR-BGD	Prime Stores Bangladesh			

5. Click "**Save**" button at the right side of screen when done, it will automatically generate default locator and staging locator.

Warehouse Details		Locators	Assigned Branches	Assigned Customers
Warehouse Name		Warehouse Code		
Tuas Warehouse		Tuas01		
Warehouse Type		Physical Warehouse		
Physical				
Asset Account Settings		Is Consignment Warehouse		
Main WH - Stock		<input type="checkbox"/>		
		Confirmed		
Default Locator		Staging Locator		
Tuas01-Default1		Tuas01-Staging		
Contact details		Address		
Phone1	Phone2	Tuas Rd		
		Singapore		
Fax	E-Mail			
Description				
<div> Close Create New Save Revert Delete </div>				

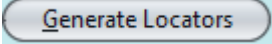
6. Click the **“Locators”** tab, enter the locator’s info and click “” button or **“Enter”** to add the information.

Warehouse Details Locators Assigned Branches Assigned Customers					
Locators present under this warehouse					
Tuas01-Default3	0	0	0	0	Default
Name ▲	X axis (Aisle)	Y axis (Bin)	Z axis (Level)	Priority	Type
Tuas01-Default1	0	0	0	0	Default
Tuas01-Default2	0	0	0	0	Default
Tuas01-Exp&Dmg	0	0	0	0	Expired or Damaged
Tuas01-Staging	0	0	0	0	Staging
Tuas01-WIP	0	0	0	0	Work-in-Progress

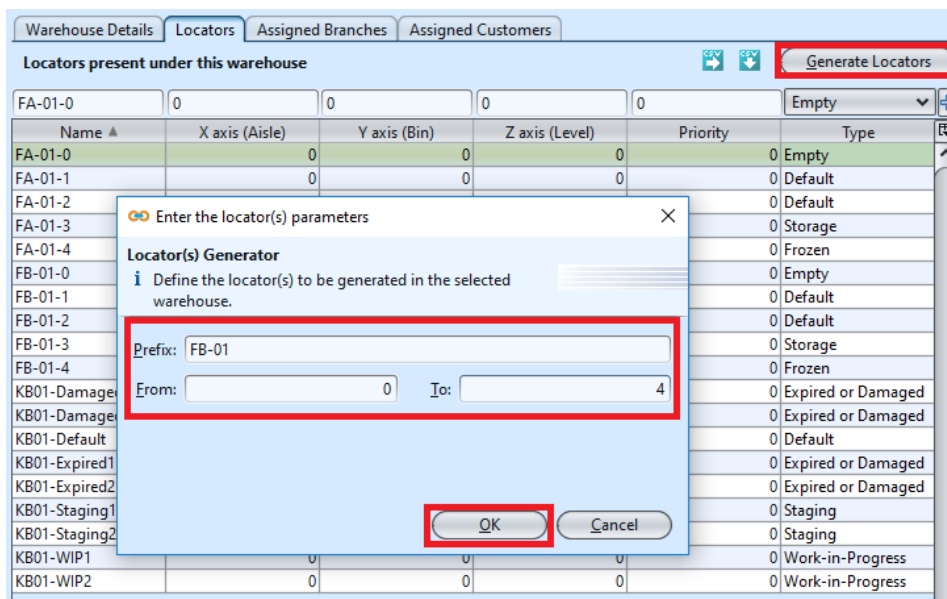
There are 7 types of locators in Samooaha Warehouse:



- Default: default locator type to store stock for distribution / logistics transactions
- Storage: stock stored / moved into this locator can only be move out using “Internal Transfer”
- Staging: stock in staging process (Picking / Packing / Putaway, etc.)
- Work-in-Progress
- Expired or Damaged: storage for stock that has expired or damaged, stock stored in this locator cannot be use, aside from Stock Adjustment (-Qty) transaction to discard the stock (see “Inventory module – (Transactions) Stock Adjustment”)
- Frozen: stock stored / moved into this locator can only be move out using “Internal Transfer”
- Empty: not to be use / reserved to be empty

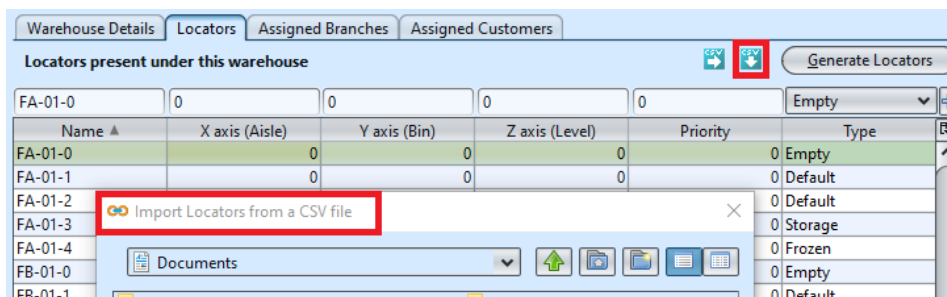
Warehouse Details Locators Assigned Branches Assigned Customers					
Locators present under this warehouse					
Tuas01-Default3	0	0	0	0	Default
Name ▲	X axis (Aisle)	Y axis (Bin)	Z axis (Level)	Priority	Type
Tuas01-Default1	0	0	0	0	Default
Tuas01-Default2	0	0	0	0	Default
Tuas01-Exp&Dmg	0	0	0	0	Expired or Damaged
Tuas01-Staging	0	0	0	0	Staging
Tuas01-WIP	0	0	0	0	Work-in-Progress


7. Click the “” button, enter the prefix and number of locators to generate in the pop

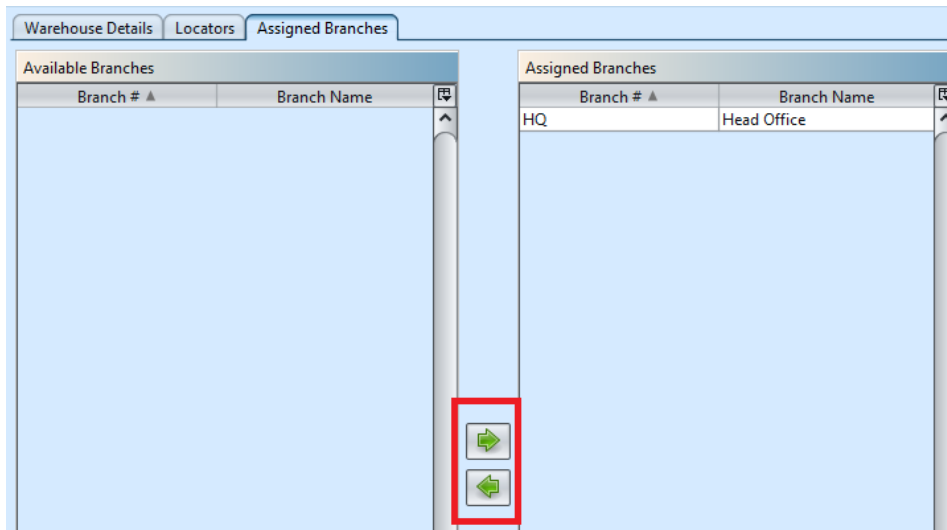
up window, click **"OK"** in order to generate the locator(s).



Alternatively, user can import the warehouse locators data by using "import locators from csv file"  feature. Use "export locators to csv file"  feature to export sample file to be use as the import template.



8. On **"Assigned Branches"** tab, a default branch (e.g. HQ) has been automatically assigned for the new customer. To assign another branch for the customer, select available branch from the bottom left table and click "  " button in middle of screen



Update Warehouse Details

1. Click on warehouse to be updated, it will bring up the selected warehouse details on the right side of the screen

Note: user must assign at least one customer if they are changing the warehouse type to consignment warehouse.

2. Click **“Save”** button at the right side of the screen when done with the update

3. Click **“Revert”** button at the right side of the screen to reverse any changes

The screenshot shows a 'Contact details' form. It has several input fields: 'Phone1', 'Phone2', 'Address', 'Fax', 'E-Mail', and a large 'Description' text area. The 'Address' field contains the text 'Tuas Rd Singapore'. At the bottom of the form, there is a row of five buttons: 'Close', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Revert' button is highlighted with a red rectangular box.

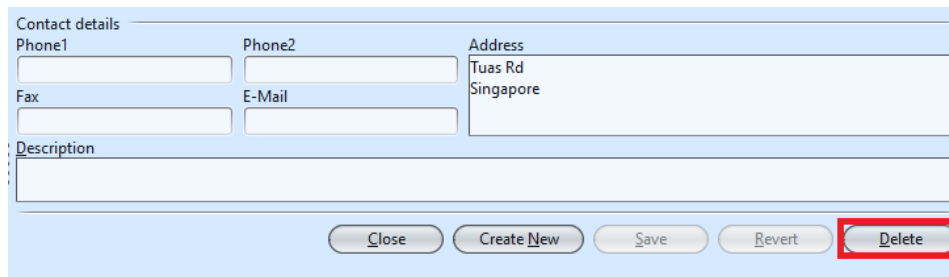
Delete Warehouse Details

1. Click on warehouse to be deleted, it will bring up the selected warehouse on the right side of the

screen

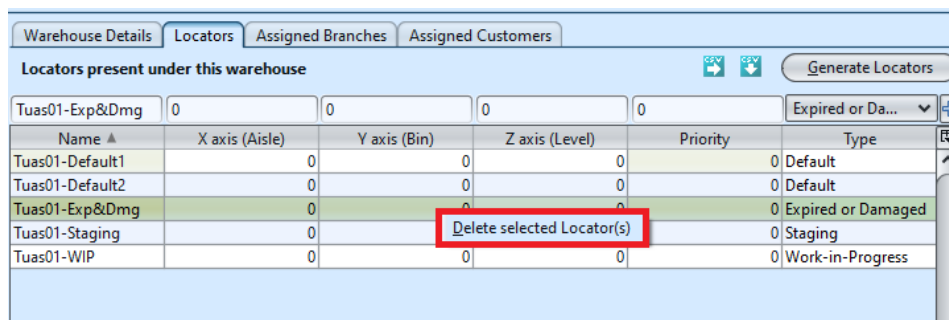
2. Click on **“Delete”** button at the right side of screen

3. Click on **“Yes”** button on the pop-up window to confirm warehouse deletion



The image shows a 'Contact details' form for a warehouse. It includes fields for Phone1, Phone2, Address, Fax, E-Mail, and Description. The Address field is populated with 'Tuas Rd Singapore'. At the bottom right, there is a 'Delete' button highlighted with a red rectangle. Other buttons include 'Close', 'Create New', 'Save', and 'Revert'.

4. On **“Locators”** tab, select a locator, right click on the mouse and select **“Delete Selected Locator(s)”**



The image shows the 'Locators' tab in the warehouse details. It displays a table of locators. The row 'Tuas01-Exp&Dmg' is selected, and a context menu is open over it, showing the option 'Delete selected Locator(s)' highlighted with a red rectangle.

Name ▲	X axis (Aisle)	Y axis (Bin)	Z axis (Level)	Priority	Type
Tuas01-Default1	0	0	0	0	Default
Tuas01-Default2	0	0	0	0	Default
Tuas01-Exp&Dmg	0	0	0	0	Expired or Damaged
Tuas01-Staging	0	0	0	0	Staging
Tuas01-WIP	0	0	0	0	Work-in-Progress

5. Click on **“Yes”** button on the pop-up window to confirm locator's record deletion

Close and Reopen Warehouse Details

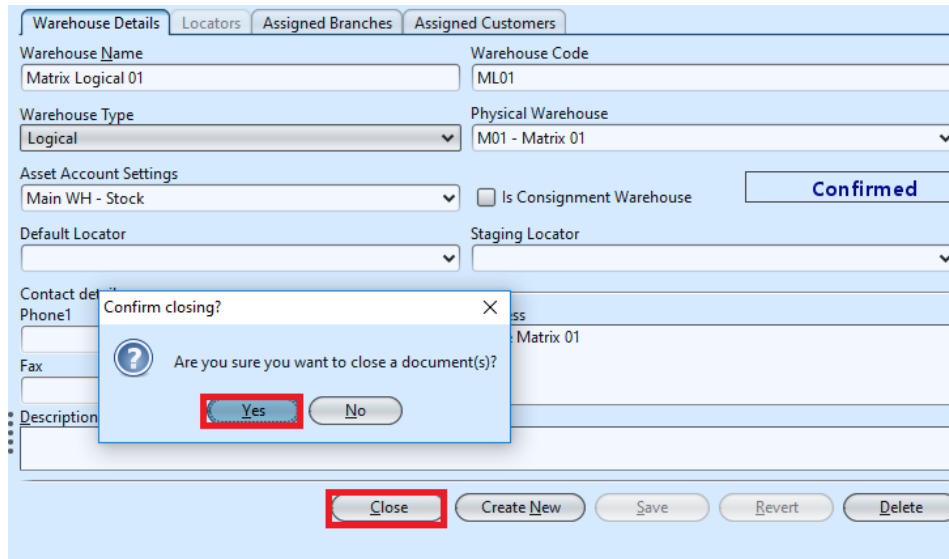
User able to close a warehouse to deactivate / suspend it from being use in transactions. To close a warehouse, it must not have any stock present in the warehouse. User able to reopen the warehouse to use it again.

1. Click on warehouse to be close, it will bring up the selected warehouse on the right side of the screen

2. Click on **“Close”** button at the right side of

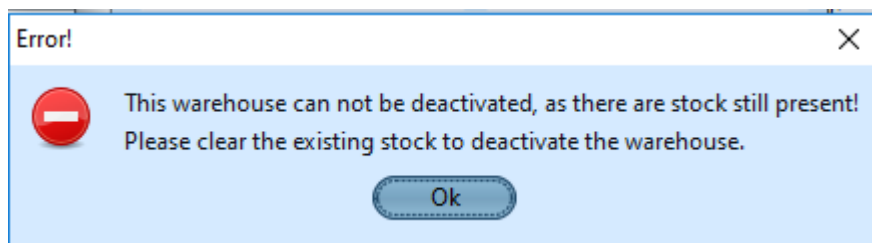
screen

3. Click on **“Yes”** button on the pop-up window to confirm warehouse closing. This will deactivate the warehouse.



The screenshot shows the 'Warehouse Details' form in a software application. The form has tabs for 'Warehouse Details', 'Locators', 'Assigned Branches', and 'Assigned Customers'. The 'Warehouse Details' tab is active. Fields include 'Warehouse Name' (Matrix Logical 01), 'Warehouse Code' (ML01), 'Warehouse Type' (Logical), 'Physical Warehouse' (M01 - Matrix 01), 'Asset Account Settings' (Main WH - Stock), 'Is Consignment Warehouse' (checkbox), 'Default Locator', 'Staging Locator', 'Contact details', 'Phone1', 'Fax', and 'Description'. A 'Confirmed' button is visible. A 'Confirm closing?' dialog box is overlaid on the form, asking 'Are you sure you want to close a document(s)?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. At the bottom of the form, there are buttons for 'Close', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Close' button is also highlighted with a red box.

NOTE: if user tries to close a warehouse which still have stock present inside, system will trigger error message to remind user to clear the existing stock from the warehouse first before deactivating it.



The screenshot shows an error message dialog box titled 'Error!'. It contains a red circle with a white minus sign icon. The text inside the dialog box reads: 'This warehouse can not be deactivated, as there are stock still present! Please clear the existing stock to deactivate the warehouse.' There is an 'Ok' button at the bottom of the dialog box.

4. Click on **“Reopen”** button at the right side of screen

5. Click on **“Yes”** button on the pop-up window to confirm warehouse reopening. This will re-activate the warehouse.

Warehouse Details Locators Assigned Branches Assigned Customers

Warehouse Name: Matrix Logical 01 Warehouse Code: ML01

Warehouse Type: Logical Physical Warehouse: M01 - Matrix 01

Asset Account Settings: Main WH - Stock Is Consignment Warehouse: ☐ Closed

Default Locator: Staging Locator:

Contact details

Phone1: Phone2: Address: Inside Matrix 01

Fax: E-Mail:

Description:

Reopen Create New Save Revert Delete

View and Search for Warehouse Details

1. Enter search parameter to filter the result, i.e. type in the warehouse name in the search textfield box at the top of the screen.

Warehouse x Search Engine

?

Warehouse Code ▲	Warehouse Name
SM01	Main Warehouse
SM02	Tuas Warehouse
TCS01	The Corner Shops 01
TCS02	The Corner Shops 02
TCS03	The Corner Shops 03
TCS04	The Corner Shops 04
WAT01	Watsons - Ngee Ann City
WAT02	Watsons - Paragon

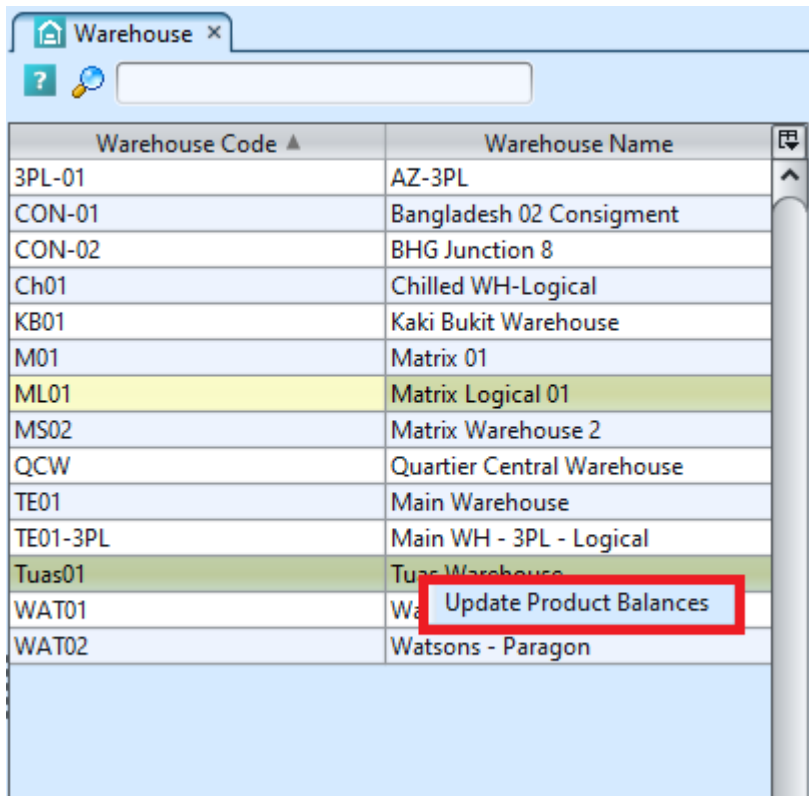
2. Click on warehouse to view, it will bring up the details on the right side of the screen.

Update Product Balances for the Warehouse

After Stock Import was completed for the warehouse, user will need to update opening balances for the

warehouse, to update the opening quantity and values in some of the inventory reports.

1. Open ***"Inventory – Warehouse (Master)"***.
2. Right-click on the warehouse (of the completed Stock Import) from the list of warehouse on the left, and select option ***"Update Product Balances"*** for the warehouse.



Warehouse Code ▲	Warehouse Name
3PL-01	AZ-3PL
CON-01	Bangladesh 02 Consigment
CON-02	BHG Junction 8
Ch01	Chilled WH-Logical
KB01	Kaki Bukit Warehouse
M01	Matrix 01
ML01	Matrix Logical 01
MS02	Matrix Warehouse 2
QCW	Quartier Central Warehouse
TE01	Main Warehouse
TE01-3PL	Main WH - 3PL - Logical
Tuas01	Tuas Warehouse
WAT01	WAT01
WAT02	Watsons - Paragon