




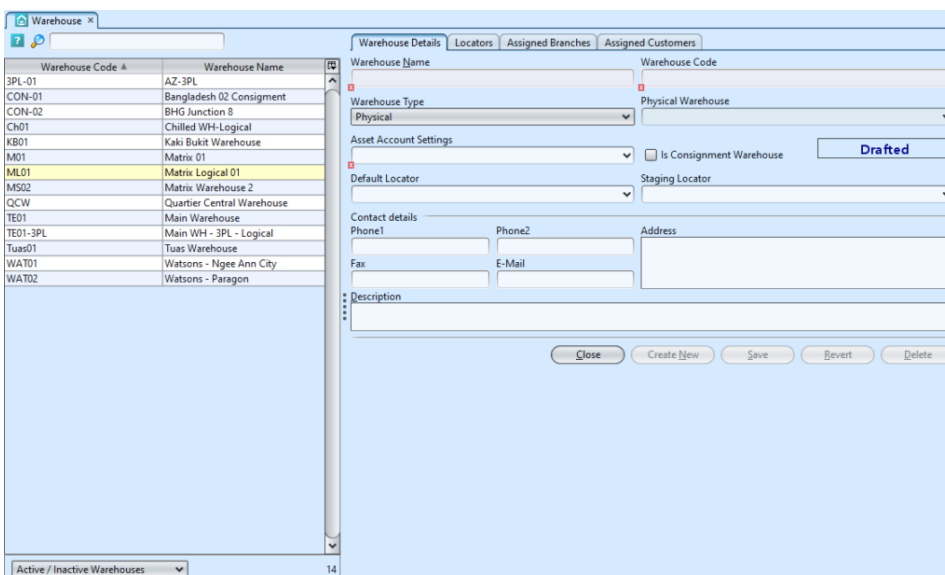


# Warehouse Master

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)



The screenshot displays the Warehouse Master application interface. On the left, there is a table listing various warehouses with columns for Warehouse Code and Warehouse Name. The table includes entries such as 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), TED1 (Main Warehouse), TED1-3PL (Main WH - 3PL - Logical), Tuas01 (Tuas Warehouse), WAT01 (Watsons - Ngee Ann City), and WAT02 (Watsons - Paragon). The ML01 entry is highlighted in yellow. Below the table, there is a dropdown menu for 'Active / Inactive Warehouses' and a page number '14'.

The main area of the interface shows the 'Warehouse Details' tab selected. The form includes fields for Warehouse Name, Warehouse Code, Warehouse Type (set to Physical Warehouse), Asset Account Settings, Default Locator, and Staging Locator. There is a checkbox for 'Is Consignment Warehouse' and a 'Drafted' button. Contact details are provided for Phone1, Phone2, Address, Fax, and E-Mail. A Description field is also present. At the bottom of the form, there are buttons for 'Close', 'Create New', 'Save', 'Revert', and '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

Locators present under this warehouse

Name	X axis (Aisle)	Y axis (Bin)	Z axis (Level)	Priority	Type
0	0	0	0	Default	

Generate Locators

Active / Inactive Warehouses 14 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

Available Branches

Branch #	Branch Name
HQ	Head Office
SM-3PL	3PL Branch

Assigned Branches

Branch #	Branch Name
----------	-------------

Active / Inactive Warehouses 14 Total 2 records.

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

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
------------	---------------

Active / Inactive Warehouses 14

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 Physical Warehouse: [ ]

Asset Account Settings: [ ]  Is Consignment Warehouse **Drafted**

Default Locator: [ ] Staging Locator: [ ]

Contact details

Phone1: [ ] Phone2: [ ] Address: [ ]

Fax: [ ] E-Mail: [ ]

Description: [ ]

Buttons: 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: BHG Junction 8 Warehouse Code: CON-02

Warehouse Type: Physical Physical Warehouse: [ ]

Asset Account Settings: Main WH - Stock  Is Consignment Warehouse **Confirmed**

Default Locator: CON-02-Default Staging Locator: CON-02-Staging

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).

Customer # ▲	Customer Name
410.011/ON001	Online Website
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

Customer # ▲	Customer Name
4110.011/BH001	BHG

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

Warehouse Name: Tuas Warehouse | Warehouse Code: Tuas01

Warehouse Type: Physical | Physical Warehouse: [Dropdown]


Asset Account Settings: Main WH - Stock |  Is Consignment Warehouse | Confirmed

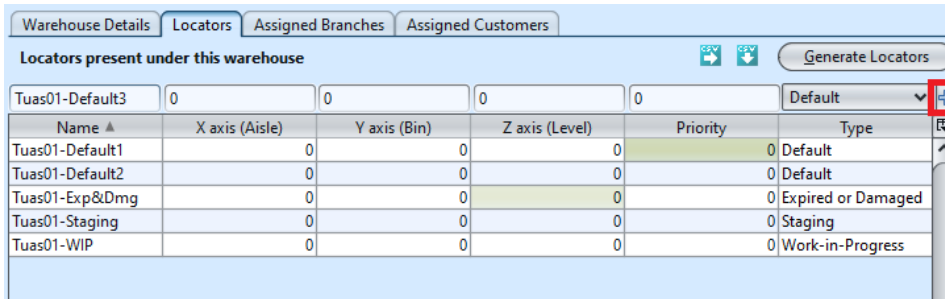
Default Locator: Tuas01-Default1 | Staging Locator: Tuas01-Staging

Contact details: Phone1, Phone2, Address: Tuas Rd, Singapore, Fax, E-Mail

Description: [Text Area]

Buttons: Close, Create New, Save, Revert, Delete

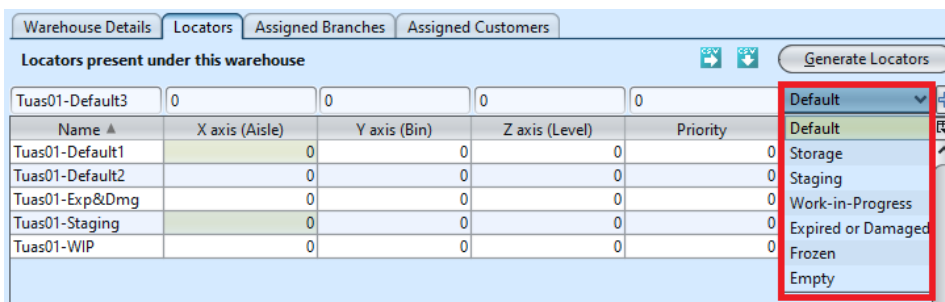
6. Click the **“Locators”** tab, enter the locator’s info and click “” button or **“Enter”** to add the information.



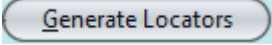
Name ▲	X axis (Aisle)	Y axis (Bin)	Z axis (Level)	Priority	Type
Tuas01-Default3	0	0	0	0	Default
Tuas01-Default1	0	0	0	0	Default
Tuas01-Default2	0	0	0	0	Default
Tuas01-Exp&Dmg	0	0	0	0	Expired or Damaged
Tuas01-Staging	0	0	0	0	Staging
Tuas01-WIP	0	0	0	0	Work-in-Progress

There are 7 types of locators in Samooha Warehouse:

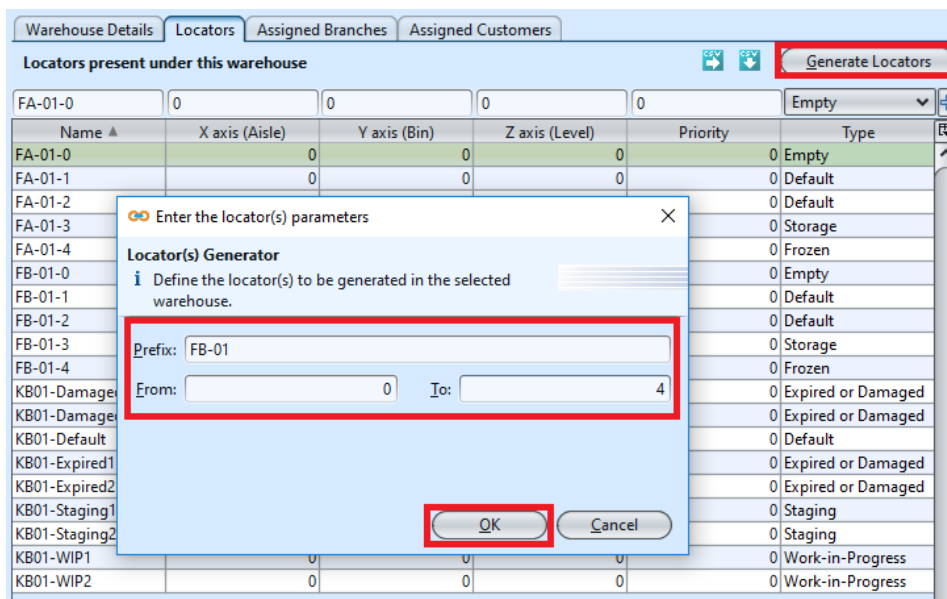
- Default: default locator type to store stock for distribution / logistics transactions
- Storage: stock stored / moved into this locator can only be move out using **“Internal Transfer”**
- Staging: stock in staging process (Picking / Packing / Putaway, etc.)
- Work-in-Progress
- Expired or Damaged: 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



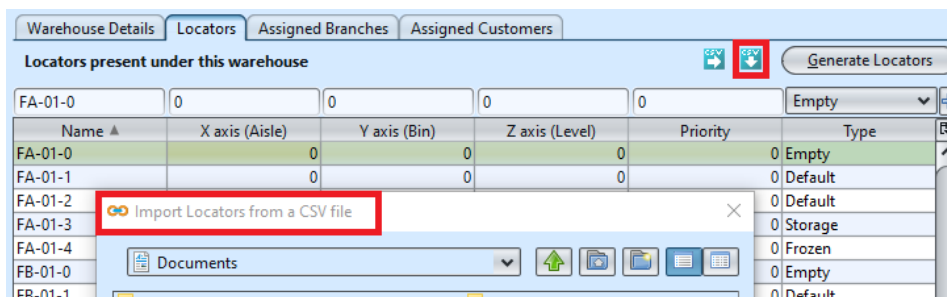
Name ▲	X axis (Aisle)	Y axis (Bin)	Z axis (Level)	Priority	Type
Tuas01-Default3	0	0	0	0	Default
Tuas01-Default1	0	0	0	0	Default
Tuas01-Default2	0	0	0	0	Default
Tuas01-Exp&Dmg	0	0	0	0	Expired or Damaged
Tuas01-Staging	0	0	0	0	Staging
Tuas01-WIP	0	0	0	0	Work-in-Progress

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

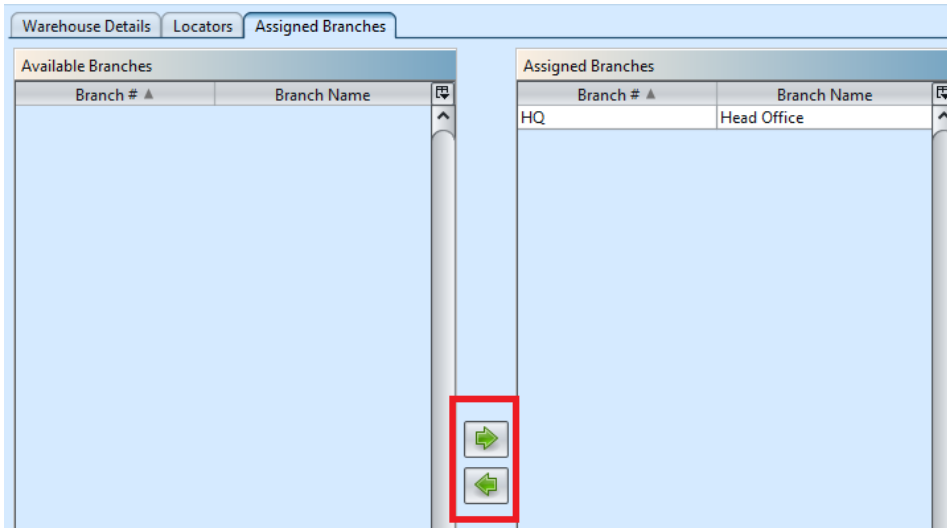
up window, click **“OK”** in order to generate the locator(s).



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

Contact details

Phone1	Phone2	Address Tuas Rd Singapore
<input type="text"/>	<input type="text"/>	
Fax	E-Mail	
<input type="text"/>	<input type="text"/>	
Description <input type="text"/>		

## Delete Warehouse Details

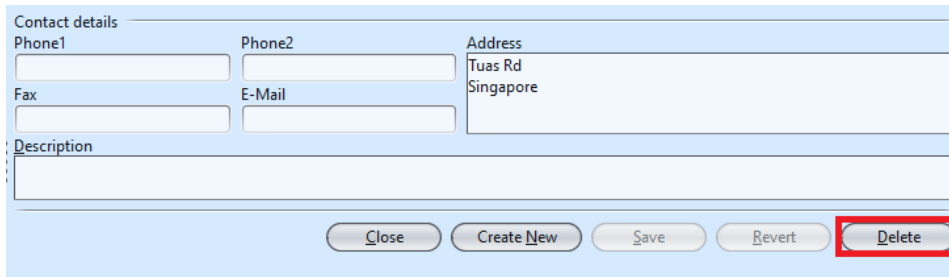
1. Click on warehouse to be deleted, it will bring up the selected warehouse on the right side of the



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

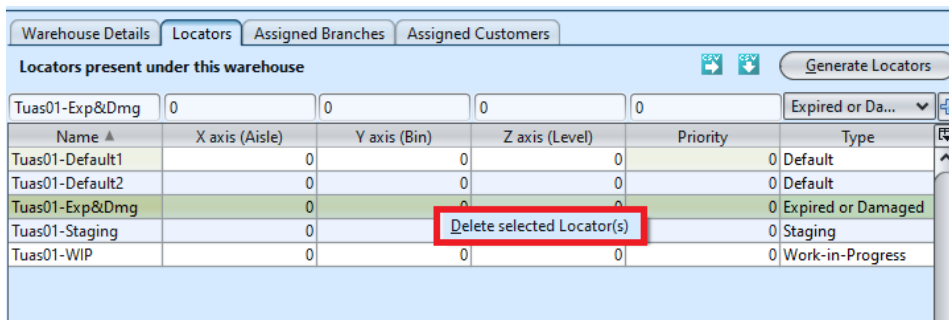


Contact details

Phone1	Phone2	Address
<input type="text"/>	<input type="text"/>	Tuas Rd
Fax	E-Mail	Singapore
<input type="text"/>	<input type="text"/>	

Description

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



Warehouse Details | Locators | Assigned Branches | Assigned Customers

Locators present under this warehouse

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

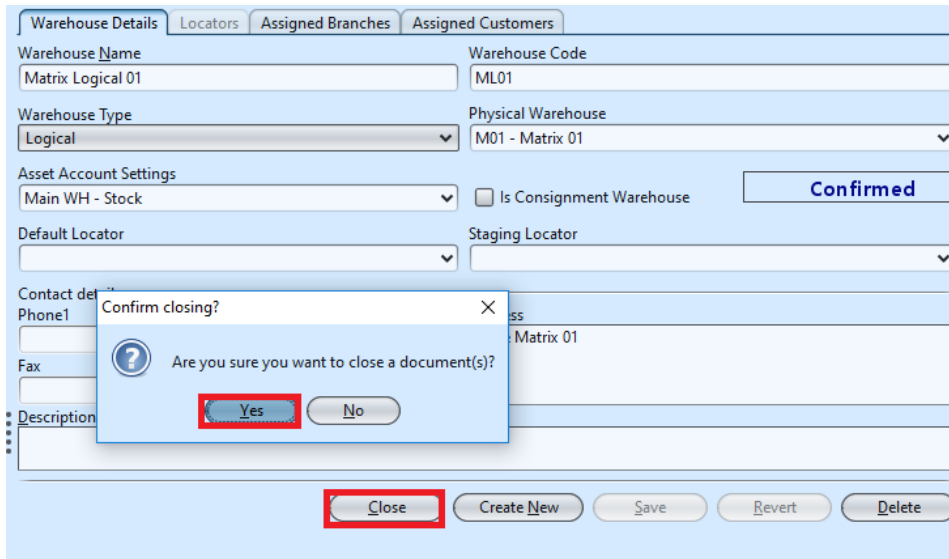
User able to close a warehouse to deactivate / suspend it from being use in transactions. To close a warehouse, it must not have any stock present in the warehouse. User able to reopen the warehouse to use it again.

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

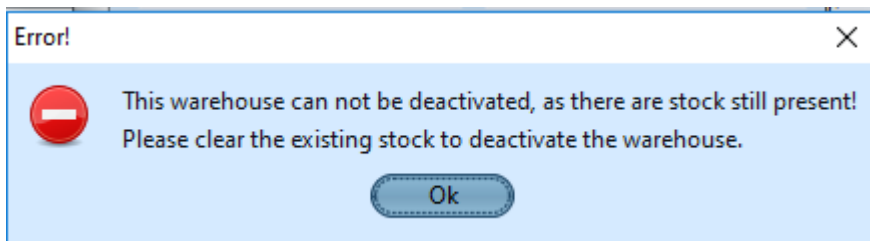
2. Click on **“Close”** button at the right side of

screen

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



**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.



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: |

Buttons: 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

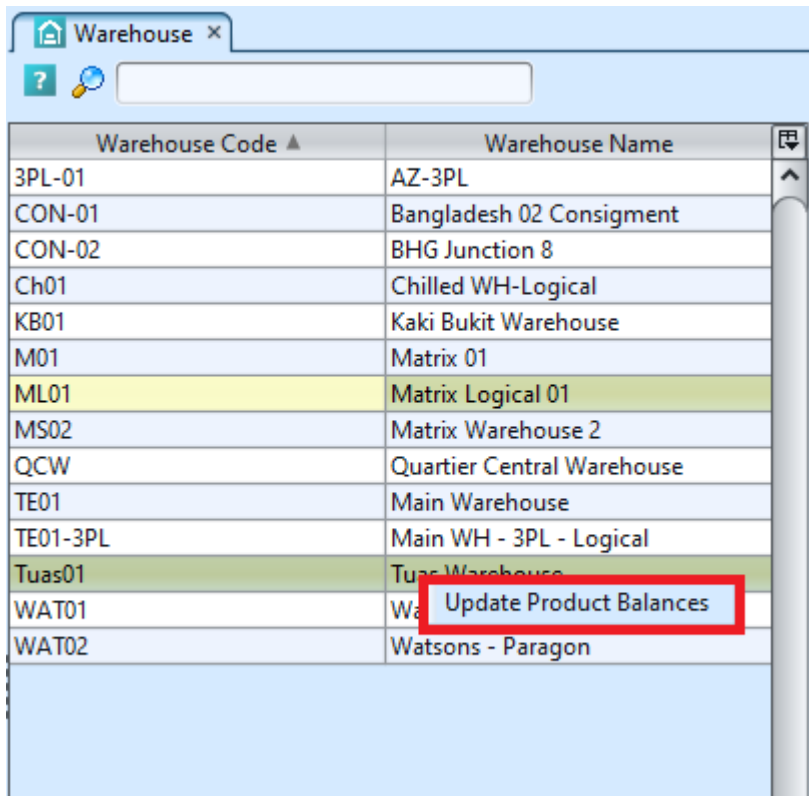
2. Click on warehouse to view, it will bring up the details on the right side of the screen.

## 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.



The screenshot shows a window titled "Warehouse" with a search bar and a list of warehouses. The list has two columns: "Warehouse Code" and "Warehouse Name". The "Update Product Balances" option is highlighted in a red box.

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	Watsons - Paragon
WAT02	Watsons - Paragon