4.21. Pickfaces and Replenishments setup

In a large, busy warehouse it is sometimes useful to designate some shelf locations as pickfaces. These locations are easily accessible for pickers, usually at floor level or the next level up in the racking. These pickfaces are then replenished from other, harder to reach locations somewhere in the warehouse.

Typically, these replenishments take place at a time when the activity does not get in the way of the busy pickers; at the beginning of the day or lunch time. A forklift driver will fetch the stock from the bulk location and place it in or near the pickface so that others can place it or open the cartons ready for picking.

Deciding which locations to replenish when can be hard to keep track of so mSupply has functionality to help and this is what is described here. There is quite a lot of setup involved so that's detailed on this page. The next page (4.23. Pickfaces and Replenishments) describes the actual functionality and how you use it.

Create pickface and bulk locations

The first thing you need to do is tell mSupply which locations can be used as pickfaces and which are used to store the bulk stock to replenish them with.

If the location doesn't exist in your system create it, if it does then open it for editing (see 4.06. Stock locations and location types for details). You will see this window:

•••		Edit locat	tion		
Code A22A		Description Aisle A, position 22, level A			
		General Layout	Stock		
Location type	None	0			
Replenishment location type	None				
Parent	None	0			
Summary					
Comment					
Total Volume	1.8 m3				
Volume used	0 m3				
Priority	0				
Hold					
			Delate	Cancel	OK 8 Next
			Delete	Canter	

Click on the Replenishment location type drop down list and select the type this location will be:

- **None:** The default for all locations and means that the location won't be selectable as a pickface and won't take part in replenishments.
- **Pickface:** means that this location can be selected as a pickface for an item and will be replenished.
- **Bulk:** means this location stores bulk stock that can be used to replenish pickfaces. Note that mSupply will **only** use stock in locations with a replenishment type of *Bulk* to replenish other locations. Any other stock in locations not set as *Bulk* type will be ignored in the automatic replenishment process. This means it is possible to protect stock that should not take part in the replenishment process by making sure its location has a replenishment type of *None*.

When you have finished assigning the replenishment type click on the **OK** or **OK & Next** button to save the changes. Repeat this process for all the locations that will be used as pickfaces or that will hold bulk stock that can be used to replenish the pickfaces.

Assign pickfaces to items

The next step is to assign pickfaces to items. To do this, find the item you want to set a pickface for and open its details window (see 4.01. About items for details). Then click on the storage tab:

•••	Item details
General Storage Misc Usage Stock Ledger Quotes Backorders Notes Reconcile Bill of materials Purchase Orders Order options Dispensing Reporting Log Requisitions Stores Barcodes Custom data	Item name Amoxycillin 500mg Tablets Store: General 0
	Default shelf location Mone Preferred pack size 1000 Volume per pack 0 Weight per pack 1 kg
	Restricted to None Pickface Pickface location A22A Pickface pack size 1000 Trigger replenishment at 24 packs of 1000 Tablets
	Replenish up to 288 packs of 1000 Tablets Bulk
	Bulk shelf location a3 Trigger replenishment at 2 packs of 24000 Tablets Replenish up to 12 packs of 24000 Tablets
Delete	OK & Previous OK & Next Cancel OK

In the *Pickface* section set these fields:

- **Pickface location:** The location that will be used as a pickface for this item. This location will then be replenished with stock in Bulk type locations when replenishments are automatically generated by mSupply.
- **Pickface pack size:** The pack size that will be used in this location. mSupply uses this to determine how many bulk packs should be moved into the location and whether a repack needs

to be automatically carried out at the same time.

- **Trigger replenishments at:** If there are this number of packs (of *Pickface pack size*) or less in the pickface a replenishment will be generated for it when the "generate replenishments" function is run.
- **Replenish up to:** This is the maximum number of packs (of *Pickface pack size*) that fit in the location. mSupply will try to put enough stock into the location to bring it up to this number of packs. It will never put more than this number of packs in the location.

In the *Bulk* section set these fields:

- **Bulk shelf location:** The preferred bulk location for this item. If set, this is the first location that mSupply will try to take stock from to replenish this item's pickface (defined in the *Pickface* section described above). When running the automatic replenishment process, mSupply will work out the replenishment of the pickface first and then the replenishment for the preferred bulk location.
 - The pack size used in this preferred bulk location is the *Outer pack size* entered in the *Default* section.
 - Setting a preferred bulk location turns it into a two stage replenishment process; first, bulk stock is moved from the preferred bulk location into the pickface and second, stock is moved into the preferred bulk location from bulk stock. There might be a repack involved with the pickface replenishment but there will never be a repack with the preferred bulk location replenishment.
 - If you don't want this two-stage replenishment process simply leave the preferred bulk location empty.
- **Trigger replenishment at:** If there are this number of packs (of *Outer pack size*) or less in the bulk location a replenishment will be generated for it when the "generate replenishments" function is run.
- **Replenish up to:** This is the maximum number of packs (of *Outer pack size*) that fit in the location. mSupply will try to put enough stock into the location to bring it up to this number of packs. It will never put more than this number of packs in the location.

Define the users who can action replenishments

The final setup step is to tell mSupply which users can action replenishments. These are the users you can assign replenishmnets to.

Open a user for editing (see 25.15. Managing users for details) and go to the *Permissions (3)* tab on the user's details window:

Edit user							
User sussol			Store: G	eneral 📀			
General Permissions	Permissions (2)	Permissions (3)	Login rights	Details			
Document management	Virtual Stores		Customer	budgets			
Tenders Upload tender document Download tender document Delete tender document Upload quote document Download quote document Download quote document Delete quote document Modify quotes entered by the supplier (via the website) Items Lines (Batches of Stock) Upload batch document Download batch document Download batch document	 Create new stores Edit store details Edit visibility in stores Reminders Edit and delete reminders assigned to me Admin Send email Purge old records View log Set start of year stock View/edit preferences Export & import Backup data file 		 Add/import customer budgets Edit/delete customer budgets Registration Add/edit registrations Change registration status Requisitions View requisitions Create and edit requisitions Administer finalised report type requisitions Create customer invoices from 				
Delete batch document			requisitions Supplier Hub				
Stocktakes	Assets		🗹 View a	nd edit supplier hub details			
Delete stocktake Add stocktake lines View stocktake lines	 View assets Add/edit assets Setup assets 		Replenishr	nents			
 Edit stocktake lines Delete stocktake lines Edit stocktake dates 	Vaccines View and edit temperature breach configuration View and edit vaccine vial monitor status		Can action replenishments				
All on Copy Paste			Delete	Cancel OK			

Check the *Can action replenishments* checkbox and click on the *OK* button to save the changes.

Repeat this for every user who can be assigned to action replenishments.

This now completes the setup and you're ready to use the functionality. See the 4.23. Pickfaces and Replenishments page for details on that.

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