

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:



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:

The screenshot shows the 'Item details' window with the 'Storage' tab selected. The left sidebar lists various tabs: 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, Master lists, and Interactions. The 'Storage' tab is highlighted. The main content area shows the following fields:

- Item name:** Adrenaline (EPINEPHRINE), 1mg/1ml vial
- Item code:** adr1lv
- Store:** General
- Default:**
 - Default shelf location: [empty]
 - Preferred pack size: 1000
 - Outer pack size: 24000
 - Volume per pack: 0 m3
 - Outer pack volume: 0 m3
 - Weight per pack: 1 kg
 - Restricted to: None
- Pickface:**
 - Pickface location: A22A
 - Pickface pack size: 1000
 - Trigger replenishment at: 24 packs of 1000 Tab
 - Replenish up to: 288 packs of 1000 Tab
- Bulk:**
 - Bulk shelf location: A3A
 - Trigger replenishment at: 2 packs of 24000 Tab
 - Replenish up to: 12 packs of 24000 Tab

At the bottom, there are buttons: Delete, OK & Previous, OK & Next, Cancel, and OK.

On this tab, enter details in the *Pickface* and *Bulk* sections. See the [4.01.02. Items - Storage tab](#) page for details on what the various values mean.

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 replenishments 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:

The screenshot shows the 'Edit user' window for user 'sussol'. The 'Permissions (3)' tab is selected. The window is divided into several sections with checkboxes for permissions:

- Document management:**
 - Tenders: Upload tender document, Download tender document, Delete tender document
 - Quotes: Upload 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, Delete batch document
 - Stocktakes: Create stocktake, Delete stocktake, Add stocktake lines, View stocktake lines, Edit stocktake lines, Delete stocktake lines, Edit stocktake dates
- Virtual Stores:** 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
- Assets:** View assets, Add/edit assets, Setup assets
- Vaccines:** View and edit temperature breach configuration, View and edit vaccine vial monitor status
- Customer budgets:** 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 requisitions
- Supplier Hub:** View and edit supplier hub details
- Replenishments:** Can action replenishments (highlighted with a red box)

At the bottom, there are buttons for 'All on', 'Copy', 'Paste', 'Delete', 'Cancel', and '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.

Authorisation of replenishments

If you want replenishments to be authorised before they can be finalised then follow these steps:

1. **Turn on Pickface replenishment authorisation:** This is a store preference. See the [26.07. Virtual stores](#) page for details on turning this preference on.
2. **Give the users who can authorise replenishments the permission to do so:** See the [25.15. Managing users](#) page for details on setting user permissions, including the **Authorise replenishments** permission.

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Last update: **2022/09/02 12:11**

