

Etail Systems Tip Sheet

Objective: To create a warehouse with aisles, bays & bins.

The following tells you how to achieve this;-

Warehousing 4 main elements: -

Warehouse – a warehouse made up of aisles, bays & bins. You can have more than one warehouse.

Aisle – the numbers below in **red** are separate aisles.

Bay – the numbers below in **green** are separate bays.

Bin – each bay is made up of several bins (e.g. each pallet on a shelf could be a separate bin OR each shelf could be a separate bin – it's personal preference)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
2													
3													
4													
5													
6													
7													
8													
9													

Once you've decided how you're going to set up your warehouse, you can create them in COMS by going to Admin > Warehousing.

Orders	Products	Members	Sites	Site Admin	New Site	Admin	Reports	Home	Partner	Sign out
Details	Contacts	Defaults	Financial	Product Defaults	Suppliers	POs	Stockists	Affiliates	Warehousing	

Adding a warehouse

You'll see these boxes:

New Warehouse			
Test	Test Warehouse	Yes	Add

Both boxes can have the Warehouse name in, or the first box could have a short name in, then the full name in second box for example. If you're wanting to let COMS 'pick' items from a warehouse when an order comes in, then select 'Yes' from the dropdown box. If you don't want items to be picked from that







particular warehouse, select 'No'. You can then click the 'Add' button.

Adding an aisle

Test	Test Warehouse		Pickable: Yes	4	 
Aisle	Bay	Bin	Location	Route Order	
A1					   
					

You can now add an aisle to your warehouse – just type in the name/number/code & click 'Add Aisle'.

Repeat this process to add more aisles.

Test	Test Warehouse		Pickable: Yes	4	 
Aisle	Bay	Bin	Location	Route Order	
A1				1	 
New Bay:					
A2					




Adding a bay

Once you've created an aisle, the option to add a bay will appear. Again, type your reference into the box & click 'Add Bay'.

Test	Test Warehouse		Pickable: Yes	4	 
Aisle	Bay	Bin	Location	Route Order	
A1				1	 
New Bay:		Bay1			

Adding a bin & shelf

Once you've added a bay, the option to add a bin & shelf (aka Location) is available. Not everyone uses the 'Location' box, so you only need to do this if you have different bins on the same shelf.

Test	Test Warehouse		Pickable: Yes	4	 
Aisle	Bay	Bin	Location	Route Order	
A1				1	 
	Bay1			1	 
New Bin:		Bin1	Shelf1		

Once you've added that information, click 'Add Bin'.

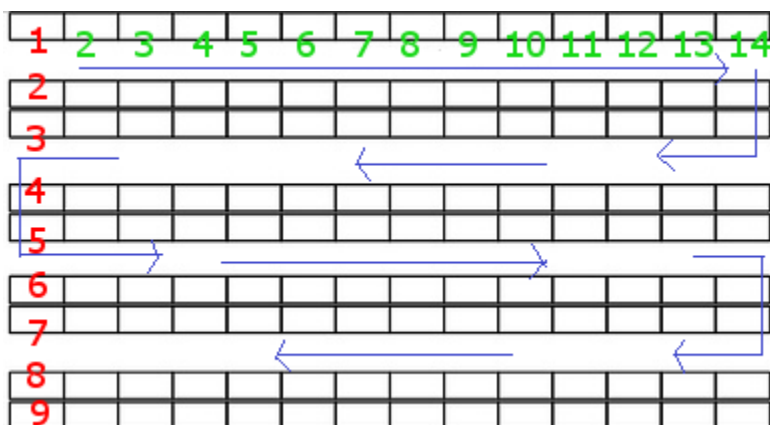
Bin1
786432

Once you've created your bin, COMS will give it a reference number which will appear underneath the Bin text box. It's this number you'll need if you're adding stock to bins via the Stock & Price CSV file (please ask for this walkthrough if needed).

Editing your warehouse information

You can edit the names & orders of your warehouses, bays, aisles, bins & shelves at any time – just make your changes & click the green 'update' button. To delete a warehouse or bay, click the red 'delete' button.

Test	Test Warehouse		Pickable: Yes	4	 
Aisle	Bay	Bin	Location	Route Order	
A1				1	 
	Bay1			1	 
		Bin1 786432	Shelf1		 



The 'Route Order' of a warehouse refers to the actual route you take when you're physically picking the items (see left).

If you order these so you can take your preferred route through the warehouse, then the pick list will generate the items to pick in order (please ask for a pick list walkthrough if required).

If you need any help with creating your warehouse, please call 0844 842 0908 or email support@etailsystems.com