

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:

The screenshot shows the 'Edit location' window with the following details:

- Code: A22A
- Description: Aisle A, position 22, level A
- Location type: None
- Replenishment location type: None (highlighted with a red box)
- Parent: None
- Summary:
- Comment: [Empty text area]
- Total Volume: 1.8 m³
- Volume used: 0 m³
- Priority: 0
- Hold:

Buttons at the bottom: Delete, Cancel, OK, OK & Next

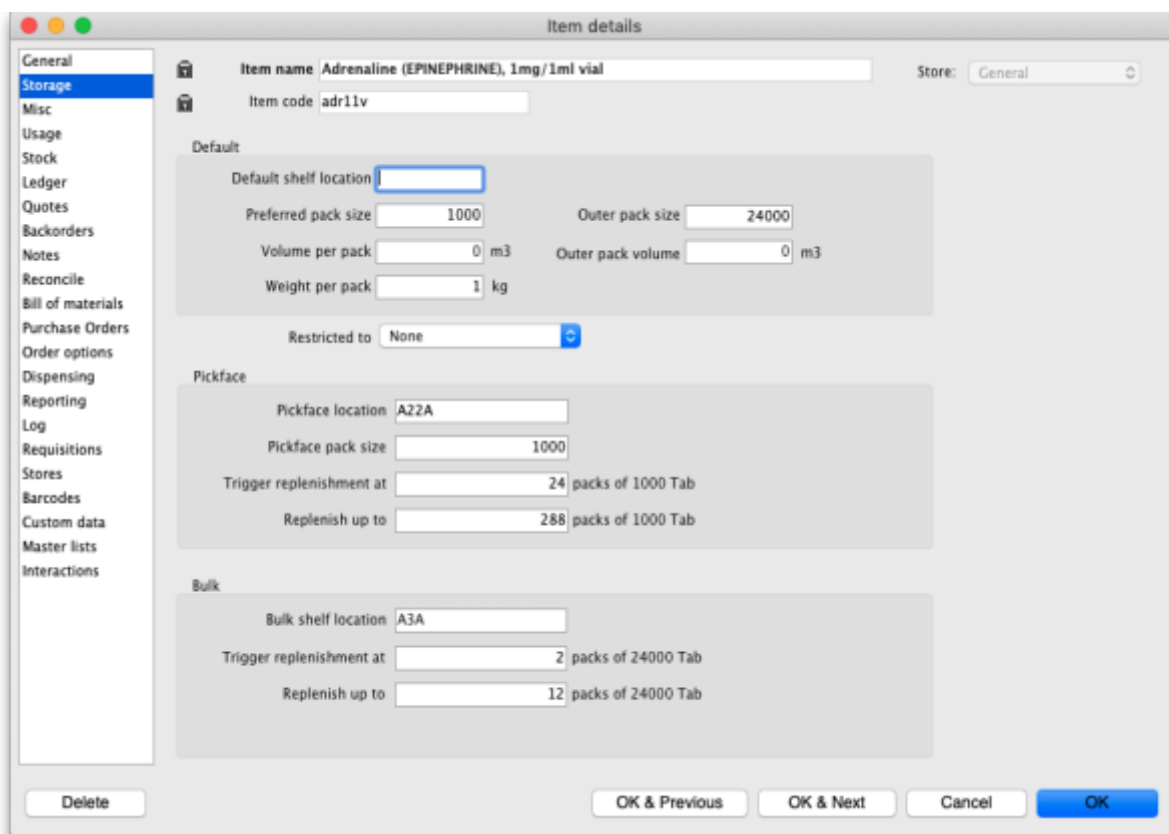
Click on the Replenishment location type drop down list and select the type this location will be:

- **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:

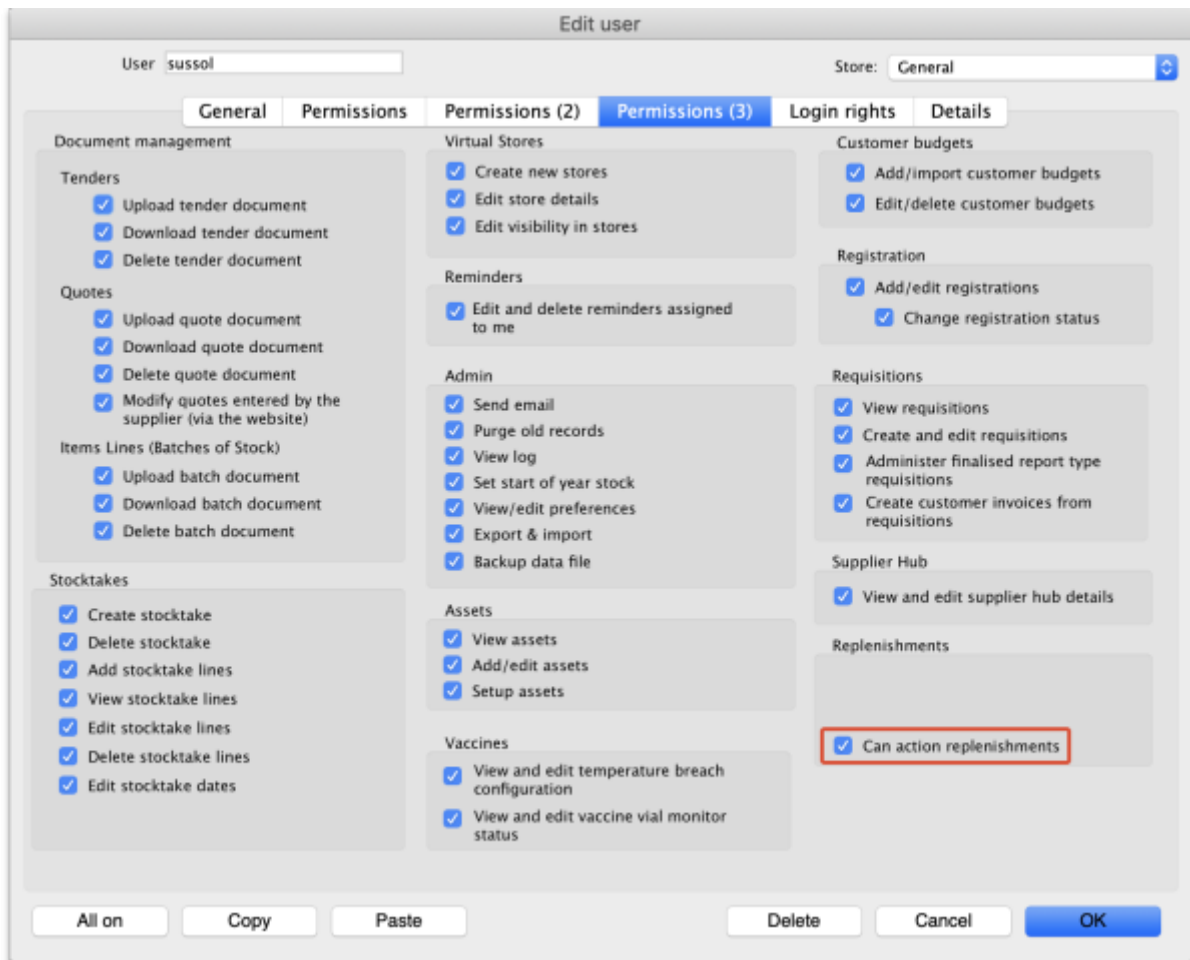


On this tab, enter details in the *Pickface* and *Bulk* sections. See the [4.01.02. Items - Storage tab](#) page for details on what the various values mean.

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' in the 'General' store. The 'Permissions (3)' tab is selected, showing various permissions for different categories. The 'Can action replenishments' checkbox is checked and highlighted with a red box.

Category	Permission	Checked	
Document management	Upload tender document	Yes	
	Download tender document	Yes	
	Delete tender document	Yes	
	Upload quote document	Yes	
	Download quote document	Yes	
	Delete quote document	Yes	
	Modify quotes entered by the supplier (via the website)	Yes	
	Upload batch document	Yes	
	Download batch document	Yes	
	Delete batch document	Yes	
	Stocktakes	Create stocktake	Yes
		Delete stocktake	Yes
Add stocktake lines		Yes	
View stocktake lines		Yes	
Edit stocktake lines		Yes	
Delete stocktake lines		Yes	
Edit stocktake dates		Yes	
Virtual Stores	Create new stores	Yes	
	Edit store details	Yes	
	Edit visibility in stores	Yes	
Reminders	Edit and delete reminders assigned to me	Yes	
Admin	Send email	Yes	
	Purge old records	Yes	
	View log	Yes	
	Set start of year stock	Yes	
	View/edit preferences	Yes	
	Export & import	Yes	
Backup data file	Backup data file	Yes	
Assets	View assets	Yes	
	Add/edit assets	Yes	
	Setup assets	Yes	
Vaccines	View and edit temperature breach configuration	Yes	
	View and edit vaccine vial monitor status	Yes	
Customer budgets	Add/import customer budgets	Yes	
	Edit/delete customer budgets	Yes	
Registration	Add/edit registrations	Yes	
	Change registration status	Yes	
Requisitions	View requisitions	Yes	
	Create and edit requisitions	Yes	
	Administer finalised report type requisitions	Yes	
	Create customer invoices from requisitions	Yes	
Supplier Hub	View and edit supplier hub details	Yes	
Replenishments	Can action replenishments	Yes	

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 page for details on turning this preference on.

2. Give the users who can authorise replenishments the permission to do so

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