

ORDER POWER!

Directed Putaway

User Guide



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Computer Solutions, Inc. 1991-2001

Directed Putaway

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Directed Putaway

Without **Directed Putaway**, P.O. receiving is a one-step process: as soon as the P.O. receipt is posted, the product is placed into its received location in the system, although it may not have physically arrived yet at that location. **Directed Putaway** breaks the Receiving and the Putaway functions into two separate steps so that an **Item** can be received, yet be made unavailable for picking and replenishment until it is actually put away.

The purpose of **Directed Putaway** is to use **ORDER POWER!** to figure out the most logical and effective locations for merchandise in your warehouses. Once product is received, **ORDER POWER!** automatically assigns a location in the warehouse based on all available locations and predefined storage attributes. These attributes help determine where the product can be placed, without anyone having to physically browse the warehouse. The end result of automating this process are greater capacity from a warehouse, and faster, less labor-intensive "dock-to-stock" movement.

Setting up Directed Putaway

ORDER POWER! requires that you set up **Units of Measure, Items, Locations, and Warehouse(s)**, with the information necessary to analyze and deliver the **Directed Putaway** instructions. **Storage Codes** match the characteristics of the **Item** to the intended **Warehouse, Location or Zone**.

Directed Putaway is an optional function turned on and off by **Warehouse**. If you choose not to use **Directed Putaway**, you don't need to set up the **Storage Codes, Item-Specific Units of Measure, weights, dimensions, etc.** described in the remainder of this document.

Storage Codes

ORDER POWER! uses **Storage Codes** to match the characteristics of an **Item** to its **Warehouse, Location or Zone**. **Storage Codes** helps you to Putaway **Items** in a location with the same code. For example you might want to set up all your frozen goods and your freezer with a location code "FREEZER" to prevent ice cream from being stored in a warm place. **Storage Codes** are assigned at the **Warehouse, Zone, Location and Item** level.

Storage Codes are an optional part of **Directed Putaway**. If no **Storage Codes** are defined, **ORDER POWER!** process **Directed Putaway** based on weights and dimensions, and the preferences you define at the **Warehouse** level.

To create Storage Codes

1. From the **ORDER POWER! Main Menu**, select **Work with Files → Storage Codes** to display the *Storage Code Inquiry panel (figure 1)*.

Position To : _____		OPI 4.0 DEVELOPMENT - CO# 001	Show Delete : N
		Storage Code Inquiry	
2=Change	Storage Code	Description	Del
-	DOG	Kennel	
-	FOOD	Perishables	
-	FREEZER	Freezer Requi red Top Shel f	
-	HAZARD	Hazardous Materi als	
-	HIGH\$\$	Hi gh Dol lar Merchandi se	
-	INNER	Inner pack	
-	INSIDE	Inside Storage	
-	JEWELRY	Jewel ry	
-	OUTSIDE	Outsi de Storage	
-	RACK A	Rack A	
-	RACK B	Rack B	
-	RACK C	Rack C	
-	RACK D	Rack D	
-	REF	Refri dgerated Foods	
-	SECURITY	Secured Merchandi se	
			More...
F1=Hel p F3=Exi t F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print			

Storage Code Inquiry panel (figure 1)

2. Press **F6** (Create) to display *Storage Code Prompt panel (figure 2)*.

OPI 4.0 DEVELOPMENT - CO# 001	
Storage Code Prompt	
Storage Code	

F1=Hel p F3=Exi t F12=Cancel	

Storage Code Prompt panel (figure 2)

3. Type a user-defined code to represent the characteristics of the storage you are defining, then press **Enter** to display the *Storage Code Update panel (figure 3)*.

```

OP! 4.0 DEVELOPMENT - CO# 001
Storage Code Update

Storage Code
DOG

Description _____

F1=Help F3=Exit F12=Cancel Delete _

```

Storage Code Update panel (figure 3)

4. Type a meaningful description of the **Storage Code** you are defining, then press **Enter** to update the record.

Setting up Warehouses

Directed Putaway is an optional function turned on and off by **Warehouse**. If you choose not to use **Directed Putaway**, you don't need to set up the **Storage codes**, weights, dimensions, etc. described in the remainder of this document.

To use **Directed Putaway**, you must set up warehouse-level preferences for **Directed Putaway** locations.

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Warehouses** to display the *Warehouse Inquiry panel*.
2. Type **2** (Change) beside the **Warehouse** you want to work with, then press **Enter** to display the *Warehouse Update panel 1* (figure 4).

```

OP! 4.0 DEVELOPMENT - CO# 001
Warehouse Update

Warehouse      CSI                ?Logistics Pro Warehouse ___
Description    CSI's Favorite Warehouse
Address        6187 NW 167 St.

City, ?State   Miami _____, FL
Zip, ?Country  33015 _____, US
Allow Customer Orders  N  Y/N
Allow Blank Location  Y  Y/N
Safety Stock in Days  000

Default Inventory Location _____
Default Receiving Location  RECEIVE
Override GL Department  Blank, 000-999
Replenishment Overfill %  000
Pick: Only from Preferred  Y  Y/N
      If Y, Drive Negative  N  Y/N
      Other Non-bulk Locns  N  Y/N
      Bulk Locations        N  Y/N
      Inner Packs           N  Y/N
      Outer Packs           N  Y/N
      Stocking Units        N  Y/N

F1=Help F3=Exit F4=?List F12=Cancel Delete _

```

Warehouse Update panel 1 (figure 4)

3. Complete these fields:

Default Inventory Location

Type the name of the **Location** you want **ORDER POWER!** to use when an **Item** does not have a **Preferred Putaway** or **Preferred Pick Location**.

Default Receiving Location

Type the name of the **Location** you want **ORDER POWER!** to use for any Purchase Order receiving transactions when no other **Receiving Location** is specified in the **Item** master file.



ORDER POWER!

adds the Replenishment Overfill % to the Maximum Quantity defined on *Item Quantities Update panel (figure 12)* to calculate the Location's capacity.

Replenishment Overfill %

Type the percentage over the maximum quantity that you want accept as permissible in the **Preferred Pick Location**.

4. Press **Enter** to display *Warehouse Update panel 2 (figure 5)*.

OPI 4.0 DEVELOPMENT - CO# 001		
Warehouse Update		
Warehouse Description	CSI	CSI's Favorite Warehouse
Directed Putaway	<u>Y</u>	Y/N
Confirm Putaway	<u>Y</u>	Y/N
Confirm Location	<u>N</u>	Y/N
Barcode License Plate	<u>N</u>	Y/N
In-transit Location	<u>INTRANS</u>	
Putaway Sequence:	1-4	
Preferred Pick.....	<u>1</u>	
Preferred Putaway...	<u>2</u>	
Like.....	<u>3</u>	
Empty.....	<u>4</u>	
F1=Help F3=Exit F12=Cancel		

Warehouse Update panel 2 (figure 5)

5. Complete these fields:

Directed Putaway

Type **Y(es)** or **N(o)** to indicate whether or not you want to use **Directed Putaway**.

Confirm Putaway

Type **Y(es)** or **N(o)** to indicate whether or not you want to require warehouse personnel to enter an **Item Number** or scan a bar code on the **Item** being put away to verify that it has been moved to its **Putaway Location**. If you type **Y(es)**, **ORDER POWER!** places **Items** into the In-transit Location you specify below. If you type **N(o)**, **ORDER POWER!** places **Items** directly into their **Putaway Location**.

Confirm Location

Type **Y**(es) or **N**(o) to indicate whether or not you want to require warehouse personnel to scan a bar code on the **Location** to verify that an **Item** has been moved to the correct **Location** .

Barcode License Plate

Type **Y**(es) or **N**(o) to indicate whether or not you want to print **Barcode License Plates** on the **Putaway** document which can be scanned to confirm **Putaway**.

In-transit Location

Type the name of a **Warehouse** location you want **ORDER POWER!** to use to describe the location of an **Item** that has been moved from its **Receiving** location, but not yet arrived at its **Putaway** location (while it's on the forklift). This must be a non-pickable **Location** . (This only applies if you typed **Y**(es) in the **Confirm Putaway** field above.



ORDER POWER! will always attempt to Putaway the full quantity received in a single location. This consideration takes precedence over the hierarchy you specify in the **Putaway Sequence** field.

Putaway Sequence

Type a sequence number beside each method to define the **Putaway Sequence** hierarchy. This prioritizes the locations which **ORDER POWER!** will suggest for **Directed Putaway**:

- Preferred Pick** The location specified in the **Preferred: Pick Location** field on the *Item Update panel 2 (figure 11)* or in the Item Warehouse record on *Item Quantities Update panel (figure 12)*.

- Preferred Putaway** The location specified in the **Preferred: Putaway Locn** field on the *Item Update panel 2 (figure 11)* or in the Item Warehouse record on *Item Quantities Update panel (figure 12)*.

- Like** A location that already contains, or has previously contained, some quantity of the **Item**. A **Location** can be “reserved” for an **Item** by choosing **N**(o) in the **Delete Empty QOH Locations** field on *Company Profile panel 3*.

- Empty** Any location that has sufficient capacity. Cannot be another **Item**'s **Preferred Pick** or **Putaway Location**.

6. Press **Enter** to update the **Warehouse** record.

To assign a Storage Code to a Warehouse

ORDER POWER! uses **Storage Codes** to match the characteristics of an **Item** to its **Warehouse, Location or Zone**. **Storage Codes** help you to Putaway **Items** in a location with the same code. You can assign multiple **Storage Codes** to an **Item** to its **Warehouse, Location or Zone**. If an **Item** has multiple **Storage Codes**, its eligible **Locations** must match them all.

A **Storage Code** applied at the **Warehouse** level implies that ALL **Locations** and **Zones** within that **Warehouse** have those characteristics. This means that if you have a freezer and also non-freezer space within your **Warehouse**, you should assign the freezer **Storage Code** only to that **Zone** or **Location**, not the entire **Warehouse**.

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Warehouses** to display the *Warehouse Inquiry panel*.
2. Type **9** (Storage Codes) beside the **Warehouse** you want to work with, then press **Enter** to display the *Warehouse Storage Code Inquiry window*.
3. Press **F6** (Create) to display *Warehouse Storage Code Prompt panel* (figure 6).

Warehouse	?Storage Code
AWB	

F1=Help F3=Exit F4=?List F12=Cancel

Warehouse Storage Code Prompt panel (figure 6)

4. Type the user-defined **Storage Code** that represents the storage characteristics applicable to the **Warehouse**, then press **Enter** twice to update the **Warehouse**.

Setting up Items

Directed Putaway is an optional function turned on and off by **Warehouse**. If you choose not to use **Directed Putaway**, you don't need to set up the **Item-specific Units of Measure**.

To create Item-specific Units of Measure

ORDER POWER! uses **Item-specific Units of Measure** to match the weight and dimensions of an **Item** to its **Location**. You must create **Item-specific Units of Measure** from within the **Item** record.

Be sure you completely understand this terminology:



It's also possible to set up **Item-specific Units of Measure** that are not **Stock, Sales or Purchase UOM**.

This would be necessary to calculate dimensions if you are putting away that arrives in unexpected packaging, for example if you order 2 cases of 24, but receive 4 cases of 12.

Stock UOM The **Unit of Measure** used to describe containers of merchandise that you put away in the warehouse. All **Quantities on Hand** are displayed in the stocking **Unit of Measure**.

Sales UOM The **Unit of Measure** used to describe a single **Item** that you sell from your catalog or *Web Store*. This is the unit of measure used on all Sales reports, in **Order Entry**, and **Customer Service**.

Purchase UOM The **Unit of Measure** used to describe containers of merchandise that you purchase from the manufacturer or **Vendor**. **Purchase Orders** can be received in unlimited different units of measure.

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Items** to display the *Item Selection panel*.
2. Type the **Item Code** in the **Item Code** search field, then press **Enter** to display the *Item Inquiry panel*, positioned at the **Item** that you entered.
3. On the *Item Inquiry panel*, type **2** (Change) beside the **Item** you want to work with, then press **Enter** to display the *Item Update panel* (figure 7).

Unit of Measure Indicator:
 *S(pecific)
 - or -
 *G(eneric)

```

OP! 4.0 DEVELOPMENT - CO# 001
Item Update

Item      PAPP1
Description  Blg Dog
Search Words DOG  PET
Start Date  _____ End Date  _____  Creation Date  2/07/01
?Primary Vendor _____ ?Style _____
Stock      Y ?Stock UOM  EA  *S  1.000 One puppy
Salable    Y ?Sales UOM  EA  *S  1.000 One puppy
           ?Purchase UOM LITTR *S  11.000 A litter of puppies
Manufactured N Drop Ship N
Phase Out   N Phase Out Date _____
Royalty Item N ?Royalty Vendor _____ Royalty .00 A/P
Kit Parent Item N List Components on Documents N On Invoice N
Assortment Item N Allow Partial Ship N Cost to Kit
Continuity Item N Serial/Lot/Gift Certificate S/L/G
Gift Certificate: Face Value _____ Fixed N Y/N
?Superseding Item _____
Check Superseding Available N
?Supersede Comment Code _____

F1=Help F3=Exit F4=?List F9=Retrieve F12=Cancel F23=User F24=More Keys
Delete _
  
```

Item Update panel (figure 7)

4. In the Stock UOM field, press **F4** (?List), then **F11** (*Item) to display *Item Specific Unit of Measure Inquiry window* (figure 8).

OPI 4.0 DEVELOPMENT - CO# 001
Item Update

Item Description Search Words Start Date ?Primary Vend Stock Y? Salable Y? ? Manufactured Phase Out Royalty Item Kit Parent I Assortment I Continuity I Gift Certifi ?Superseding Check Supers ?Supersede Co F1=Hel p F3=E	Pstn : Unit of Measure Inquiry Show Delete: N Unit of measures shown: *SPECIFIC For item: PAPP1 1=Select 2=Change 5=Display Unit of <table border="1"> <thead> <tr> <th>Measure Description</th> <th>Quantity</th> <th>Del</th> </tr> </thead> <tbody> <tr> <td>- EA One puppy</td> <td>1.000</td> <td></td> </tr> <tr> <td>- LITTR A litter of puppies</td> <td>11.000</td> <td></td> </tr> </tbody> </table> F1=Hel p F3=Exl t F6=Create F7=Bkwd F8=Fwd F10=Top F11=*Gen F12=Cancel F18=Bottom F21=Print	Measure Description	Quantity	Del	- EA One puppy	1.000		- LITTR A litter of puppies	11.000	
Measure Description	Quantity	Del								
- EA One puppy	1.000									
- LITTR A litter of puppies	11.000									

Item Specific Unit of Measure Inquiry window (figure 8)

5. Press **F6** (Create) to display *Item Specific Unit of Measure Prompt panel (figure 9)*.

OPI 4.0 DEVELOPMENT - CO# 001
Item Specific Unit of Measure Prompt

Unit of Measure

F1=Hel p F3=Exl t F12=Cancel

Item Specific Unit of Measure Prompt panel (figure 9)

6. In the **Unit of Measure** field, type a user-defined code that identifies the *Item-Specific Unit of Measure* used to stock the **Item** for which it is being defined, then press **Enter** to display the *Item Specific Unit of Measure Update panel (figure 10)*.

OPI 4.0 DEVELOPMENT - CO# 001	
Item Specific Unit of Measure Update	
Unit of Measure	
LITR	
Item	PAPPI
Description	A litter of puppies
Quantity	11.000
Height	3.00
Width	4.00
Depth	5.00
Weight	75.000
Volume	60.00
Pallet Count	
Storage Orientation	I (F=Fixed A=Any T=Top)
F1=Help F3=Exit F12=Cancel	
Delete _	

Item Specific Unit of Measure Update panel (figure 10)

- Complete these fields:

Description

Type a description of the **Unit of Measure** you are defining.

Quantity

Type the number of individual **Items** that comprise one of the **Unit of Measure** being defined.

Height / Width / Depth / Weight / Volume

Type the actual dimensions of the complete object (all the individual **Items** within, plus any packaging), or complete **Height**, **Width**, and **Depth** to have **ORDER POWER!** calculate **Volume** for you. The storage volume is not necessarily the same as height \times width \times depth for a nonrectangular object.

Pallet Count (informational only)

Type the number of **Items** in the **Stocking UOM** that are shipped on a pallet.

Storage Orientation

Type a code that indicates storage considerations for this **Item**:

- F**(ixed) The **Item** must be stored exactly as the dimensions indicate (you cannot rotate horizontally or vertically to store).
- A**(ny) The **Item** can be rotated horizontally or vertically to store.
- T**(op) The **Item** can be rotated horizontally, but not vertically to store, for example boxes that say "THIS SIDE UP").

- Press **Enter** to update the **UOM** record.
- Repeat steps 4 through 7 for the **Sales** and **Purchase Units of Measure**.

To assign Preferred Locations to an Item

You may assign **Preferred Locations** in the **Item** record. If you do not assign a **Preferred Putaway Location**, then **Directed Putaway** will suggest **Locations** based on the physical dimensions and characteristics of the **Item**. There are two possible methods:

- **Assign Preferred Locations to an Item in the Item record**
Use this method assign **Preferred Locations** to an **Item** when you stock the **Item** in only one **Warehouse**, if you have only one **Warehouse**, or if all of your **Warehouses** are set up identically (see below).
- **Assign Preferred Locations to an Item in the Item/Warehouse record**
Use this method assign **Preferred Locations** to an **Item** if you stock this **Item** in multiple **Warehouses** that are *not* set up identically (see page 11).

To assign Preferred Locations to an Item in the Item record

This method is normally used for a single **Warehouse** environment.

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Items** to display the *Item Selection panel*.
2. Type the **Item Code** in the **Item Code** search field, then press **Enter** to display the *Item Inquiry panel*, positioned at the **Item** that you entered.
3. On the *Item Inquiry panel*, type **2** (Change) beside the **Item** you want to work with, then press **Enter** twice to display the *Item Update panel 2* (figure 11).

OP! 4.0 DEVELOPMENT - CO# 001			
Item Update			
Item	A31		
Description	First Wives Club		
?GL Class	___	?Tax Class	001
?Product Group	___	?Product Sub-Group	___
?Pick Ticket Code	___	?Hold Code	___
?Buyer	CLA	?Cycle Count	B
		Lead Time	198
Preferred:		Replenishment Orders:	Min Max
Pick Location	___	Shipments Remaining	___
Putaway Locn	___	Period Between	___ M/D
Receiving Locn	___		
?Ship Via	___	Min Ord Qty	___
Stock Qty	___	Max Ord Qty	___
Average Cost	20.2721	Last Cost	25.0000
Replacement Cost	25.0000	Suggested Retail Price	___
Misc Charge	___	Commission Bonus Amt	___
Commission Bonus Percent	___		

F1=Help F3=Exit F4=?List F9=Retrieve F12=Cancel F23=User F24=More keys

Item Update panel 2 (figure 11)

6. Complete these fields:

Preferred: Pick Location

Type a user-defined code to identify the location associated with this **Item** for picking purposes.

Preferred: Putaway Locn

Type a user-defined code to identify the location where you want to put away P.O. receipts of this **Item** in a **Directed Putaway** environment. (This is not necessarily the **Pick Location**).

Receiving Locn

Type a user-defined code to identify a temporary location associated with this **Item** for **Purchase Order** receiving in a **Directed Putaway** environment. If you don't use **Directed Putaway**, P.O. receipts default to this location. **ORDER POWER!** assumes that a Receiving Location has unlimited capacity.

7. Press **Enter** to update the **Item Locations**.

To assign Preferred Locations to an Item in the Item/Warehouse record

This method is normally used for a multiple **Warehouse** environment.

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Items** to display the *Item Selection panel*.
2. Type the **Item Code** in the **Item Code** search field, then press **Enter** to display the *Item Inquiry panel*, positioned at the **Item** that you entered.
3. On the *Item Inquiry panel*, type **8** (Qtys) beside the **Item** you want to work with, then press **Enter** to display the *Item Quantities Inquiry panel*.
4. On the *Item Quantities Inquiry panel*, type **2** (Change) beside the **Warehouse** you want to work with, then press **Enter** to display the *Item Quantities Update panel* (figure 12).

BOBZILLA		OPI 4.0 DEVELOPMENT - CO# 001	
4' Galapagos Iguana		Item Quantities Update	
		?Warehouse	
		AWB	
Preferred:			
?Pick Location		_____	
?Put Away Location		_____	
?Receiving Location		_____	
?Ship Via		_____	
Stock Qty		_____	
Minimum Stock Level		_____	
Maximum Stock Level		_____	
E. O. Q. Level		_____	
Safety Stock In Days		_____	
Replenishment Overfill %		_____	
Quantity on Hand			3500.000
Quantity on Pick			10.000
Quantity on PO			
F1=Help F3=Exit F4=?List F12=Cancel			Delete _

Item Quantities Update panel (figure 12)

5. Complete these fields:

Preferred: Pick Location

Type a user-defined code to identify the **Location** in this **Warehouse** associated with this **Item** for picking purposes.

Preferred: Putaway Locn

Type a user-defined code to identify the **Location** in this **Warehouse** where you want to store this **Item**. (This is not necessarily the **Pick Location**).

Receiving Locn

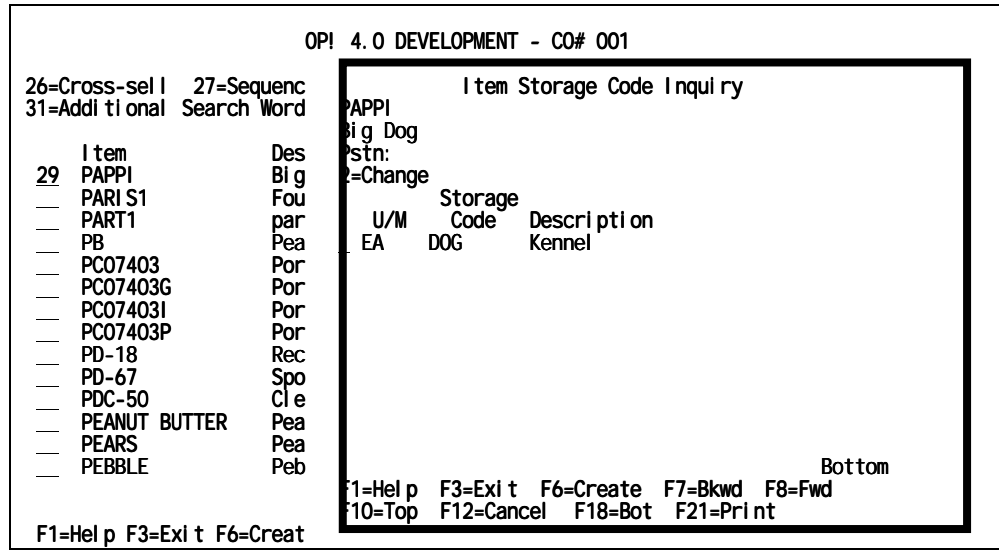
Type a user-defined code to identify the **Location** in this **Warehouse** associated with this **Item** for **Purchase Order** receiving.

- Press **Enter** to update the **Item/Warehouse Locations**.

To assign a Storage Code to an Item

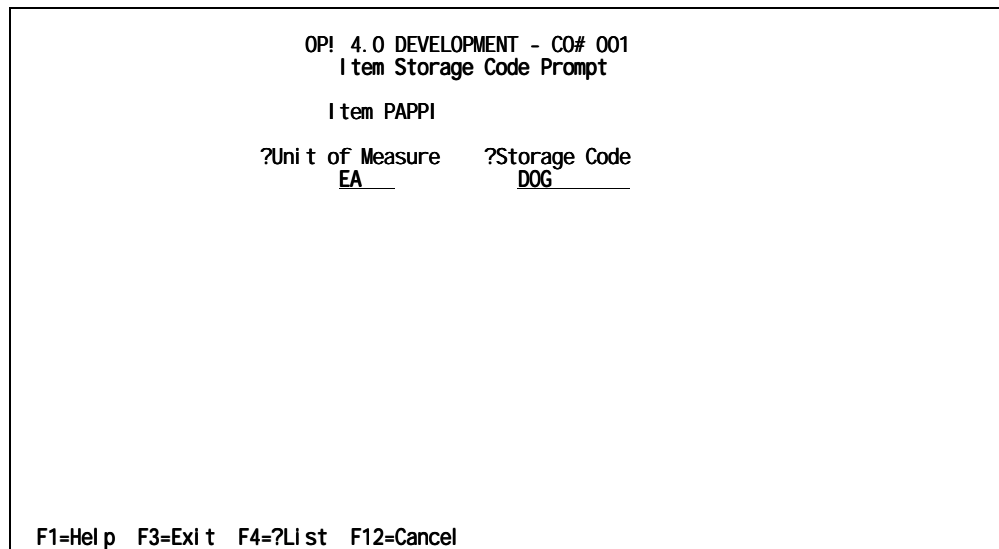
ORDER POWER! uses **Storage Codes** to match the characteristics of an **Item** to its **Warehouse, Location or Zone**. **Storage Codes** help you to Putaway **Items** in a location with the same code.

- From the **ORDER POWER! Main Menu**, select **Work with Files** → **Items** to display the *Item Selection panel*.
- Type the **Item Code** in the **Item Code** search field, then press **Enter** to display the *Item Inquiry panel*, positioned at the **Item** that you entered.
- On the *Item Inquiry panel*, type **29** (Storage) beside the **Item** you want to work with, then press **Enter** twice to display the *Item Update panel 2* (figure 11).



Item Storage Code Inquiry window (figure 13)

- Press **F6** (Create) to display *Item Storage Code Prompt panel* (figure 14).



Item Storage Code Prompt panel (figure 14)

2. Complete these fields:

Unit of Measure

Type the **Item-specific Unit of Measure** that this **Storage Code** applies to.

Storage Code

Type the user-defined **Storage Code** that represents the storage characteristics required for the **Item/Unit of Measure**.

3. Press **Enter** to update the record.

Setting up Zones

ORDER POWER! uses **Storage Codes** to match the characteristics of an **Item** to its **Warehouse, Location or Zone**. **Storage Codes** help you to Putaway **Items** in a location with the same code.

A **Storage Code** applied at the **Zone** level implies that ALL **Locations** within that **Zone** have those characteristics. This means that if you have a freezer and also non-freezer **Locations** within a **Zone**, you should assign the freezer **Storage Code** only to that Location, not the entire **Zone**.

To assign a Storage Code to a Zone

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Warehouses** to display the *Warehouse Inquiry panel*.
2. Type **8** (Zones) beside the **Warehouse** you want to work with, then press **Enter** to display the *Zone Inquiry window*.
3. Type **6** (Storage Codes) beside the **Zone** you want to work with, then press **Enter** to display the *Zone Storage Code Inquiry window*.
4. Press **F6** (Create) to display *Zone Storage Code Prompt panel* (figure 15).

Whs/Zone	?Storage Code
AWB LIVE	_____

F1=Help F3=Exit F4=?List F12=Cancel

Zone Storage Code Prompt panel (figure 15)

4. Type the user-defined **Storage Code** that represents the storage characteristics applicable to the **Zone**, then press **Enter** twice to update the **Zone**.

Setting up Locations

ORDER POWER! uses **Storage Codes** and dimensions to match the characteristics of an **Item** to its **Warehouse, Location** or **Zone**.

To assign a Dimensions to a Location

Storage Codes help you to Putaway **Items** in a location with the same code.

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Warehouses** to display the *Warehouse Inquiry panel*.
2. Type **6** (Locations) beside the **Warehouse** you want to work with, then press **Enter** to display the *Location Inquiry window*.
3. Type **2** (Change) beside the **Location** you want to work with, then press **Enter** to display the *Location Prompt panel* (figure 16).

AWB	OP! 4.0 DEVELOPMENT - CO# 001
Best Little Warehouse in Miami	Location Prompt
	Location REB
Description	Rare Exotic Birds and stuff
Type	
Bulk Location	N Y/N
?Zone	
Sequence in Zone	
Hold	N ?Hold Code
Allow Pick	Y Allow Putaway Y
Height	
Width	
Depth	
Usable Volume	
Weight Capacity	
F1=Help F3=Exit F4=?List F12=Cancel	
Delete _	

Location Prompt panel (figure 16)

4. Complete these fields, or leave them blank if you want **ORDER POWER!** to assume unlimited capacity in this **Location**:

Height / Width / Depth

Type the actual dimensions of the **Location**.

Usable Volume

If you enter **Height**, **Width**, and **Depth**, **ORDER POWER!** will calculate **Volume** for you. Enter the correct **Usable Volume** if, for any reason, the actual volume is not the same as height x width x depth (for example, a barrel).

Weight

Type the maximum weight that can be stored at this **Location**.

5. Press **Enter** to update the **Location**.

To assign a Storage Code to a Location

Storage Codes help you to Putaway **Items** in a location with the same code.

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Warehouses** to display the *Warehouse Inquiry panel*.
2. Type **6** (Locations) beside the **Warehouse** you want to work with, then press **Enter** to display the *Location Inquiry window*.
3. Type **7** (Storage Codes) beside the **Location** you want to work with, then press **Enter** to display the *Location Storage Code Inquiry window*.
4. Press **F6** (Create) to display *Location Storage Code Prompt panel* (figure 17).

```
OP! 4.0 DEVELOPMENT - CO# 001
Locati on Storage Code Prompt

Whs/Locati on  ?Storage Code
AWB I NTRANS  _____

F1=Hel p F3=Exi t F4=?Li st F12=Cancel
```

Location Storage Code Prompt panel (figure 17)

4. Type the user-defined **Storage Code** that represents the storage characteristics applicable to the **Location**, then press **Enter** twice to update the **Location**. You can assign multiple **Storage Codes** to a **Location**.

Using Directed Putaway

After you have completed setting up **Units of Measure**, **Items**, **Locations**, **Zones**, and **Warehouse(s)**, with the necessary information, you can use **Directed Putaway**.



For P.O. Receiving, **ORDER POWER!** assumes the **Default Receiving Location** has unlimited capacity. Dimensions and weight are not considered.

- If you receive **Items** on a **Purchase Order**, **ORDER POWER!** will store them in the **Default Receiving Location**, (either the **Item Default Receiving Location**, or if there is none defined for the **Item**, the **Warehouse Default Receiving Location**) if there is one.

If there is no **Receiving Location** defined anywhere, **Items** go either directly to the **Putaway Location**, or to the **Intransit Location**, depending on whether or not you are using **Confirm Putaway**.

- If **Items** enter inventory due to a transaction *other than Purchase Order Receiving*, **ORDER POWER!** will store those **Items** in the **Default Inventory Location** unless you override this while entering the transaction.

To use Directed Putaway (with a Receiving Location)

Use this procedure after **Items** are either received on a **Purchase Order** or entered into inventory using another type of transaction.

1. From the **ORDER POWER! Main Menu**, select **Purchase Orders** → **Request Putaway** to display the *Purchase Order Request Putaway panel* (figure 18).

OPI 4.0 DEVELOPMENT - 001
Purchase Order Request Putaway

?Purchase Order # 43924
Purchase Order Line ... _____ (Blanks=All)

OR

?Item Number _____
?Received U/M _____
Received Qty _____
?From Warehouse..... _____
?From Location..... _____

F1=Help F3=Exit F4=?List F12=Cancel

Purchase Order Request Putaway panel (figure 18)

2. You must complete the **Purchase Order #** field (and optionally **Purchase Order Line** field) if you are receiving a **Purchase Order**. Use all five fields on the bottom of the panel to put away anything that isn't on a P.O.

?Purchase Order

Type the **Purchase Order** number on which you received merchandise.

Purchase Order Line

Type the **Purchase Order Line** number on which you received merchandise, or leave it blank to receive all lines.

- or – complete all five fields below

?Item Number

Type the **Item Number** of the merchandise you want to put away.

?Received U/M

Type a user-defined code for the **Unit of Measure** that describes the **Item** you entered above.

Received Qty

Type the quantity of **Items** you want to put away.

?From Warehouse

Type a user-defined code that describes the **Warehouse** where the merchandise is currently located.

?From Location

Type a user-defined code that describes the **Location** where the merchandise is currently located within the **Warehouse** you entered above.

3. Press **Enter**.

- If you entered a Purchase Order number on *Purchase Order Request Putaway panel (figure 18)*, **ORDER POWER!** displays the *Purchase Order Putaway Request panel (figure 19)*.
- If you completed the fields at the bottom of *Purchase Order Request Putaway panel (figure 18)*, **ORDER POWER!** displays the *Confirm Palletized window (figure 20)*.

43924		OPI 4.0 DEVELOPMENT - 001				
Kreidman		Purchase Order Putaway Request				
1>Select						
Item/	Putaway	Unit of	Whse/	Line	Received	
Description	Qty	Measure	Location		Date/	
- BOBZILLA	1.000		AWB	1	2/23/01	
- 4' Galapagos Iguana			RECEIVE		15:20:02	
- PAPPY	22.000	EA	AWB	1	2/23/01	
- Big Dog			RECEIVE		14:17:44	
						Bottom
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F11>Select All F12=Cancel						
F18=Bottom						

Purchase Order Putaway Request panel (figure 19)

- If the **Item(s)** displayed are correct, type **1** (Select) beside each **Item** you want **ORDER POWER!** to process for **Directed Putaway**, then press **Enter** to display the *Confirm Palletized window* (figure 20).

```

OP! 4.0 DEVELOPMENT - 001
Purchase Order Putaway Request

43925
Kreidman

1=Select

Item/      Putaway  Uni t of  Whse/    Li ne    Recei ved
Descripti on Qty      Measure   Locati on
1 BOBZILLA 1.000    AWB      RECEI VE 1        2/23/01
4' Galapagos Iguana
1 PAPPI    2.000    EA       AWB      2        2/23/01
Big Dog

Item ... BOBZILLA
UDM ....

Is the Item Palletized? N (Y/N)

Height... _____
Width...  _____
Depth...  _____

F1=Help F3=Exit F7=Bkwd F8=Fwd F9=Help F10=Cancel
F12=Bottom

```

Confirm Palletized window (figure 20)

- If the **Item** is not palletized, type **N(o)** in the first field. If the **Item** is palletized, type **Y(es)** in that field, then enter the dimensions (**Height**, **Width**, and **Depth**) of the pallet.
- Press **Enter** to display *Putaway Location Update window* (figure 21).

```

OP! 4.0 DEVELOPMENT - 001

43926
Kreidman

1=Select

Item/      Putaway  Uni t of  Whse/    Li ne    Recei ved
Descripti on Qty      Measure   Locati on
1 PAPPI    4.000    EA       AWB RECEI VE 1
Big Dog
1 AWBPUTAWAY 4.000    EA       AWB RECEI VE 1
Big Dog

Putaway Location Update

Item : AWBPUTAWAY      Unit of Measure : EA
Recei ved :           4.000      Whse/Locn : AWB RECEI VE

Recei ved      ?Warehouse      ?Locati on
4.000          AWB              REB

Bottom

F1=Help F2=Unprotect F3=Exit F7=Bkwd F8=Fwd F10=Top
F12=Cancel F15=Post F18=Bottom

```

Putaway Location Update window (figure 21)

- If this is the correct **Quantity**, **Warehouse** and **Location** for the **Item**, press **F15** (Post) to complete the transaction. (If you entered **Y(es)** in the *Confirm Putaway* field on *Warehouse Update panel 2* (figure 5), you will see **F15** (Post to In-Transit Locn) instead. This moves inventory to the In-transit location you specified.)

– or –

Press **F2** (Unprotect) to change the **Quantity**, **Warehouse** or **Location**.

The *Confirm Palletized window (figure 20)* will reappear for each **Item** displayed on *Purchase Order Putaway Request panel (figure 19)* to determine the dimensions of the objects you want to put away.

8. Repeat steps five through seven for each **Items** shown. When the last **Item** is posted, **ORDER POWER!** prints a Putaway Document for each **Item**. See the sample on page 20.
9. If you are not using **Confirm Putaway** and/or **Confirm Location**, the process is complete. If you are using **Confirm Putaway** and/or **Confirm Location**, continue to step 1 of “Using Confirm Putaway” on page 21.

Putaway Document

User: CSIUSER
Wsid: DSP108S1
Prog: F001540 Putaway Document

COMPUTER SOLUTIONS, INC.

Purchase Order # 43926
PO Line # 1
Item PAPP1

Quantity 2.000
U/m EA

Received
Quantity 2.000
U/m EA

From
Whs AWB
Location RECEIVE

To
Whs AWB
Location REB

Placed
Date 2/23/2001
Time 15:49:57

In-transit
Order Type P
License Plate

Page: 1
Date: 2/23/01
Time: 15:49:57

Using Confirm Putaway and Location

Use this procedure to move inventory from the **In-Transit Location** to the **PutAway Location** after you have run **Request Putaway**.

1. From the **ORDER POWER! Main Menu**, select **Purchase Orders → Receive Items from In-transit Location** to display the *Receive From Intransit Location Prompt panel* (figure 22).

```
OPI 4.0 DEVELOPMENT - 001
Receive From Intransit Location Prompt

?License Plate ..... _____
OR
?Item Number ..... _____
?To Warehouse ..... _____
?To Location ..... _____

F1=Help F3=Exit F4=?List F12=Cancel
```

Receive From Intransit Location Prompt panel (figure 22)

2. You must complete the **License Plate** field by scanning or typing in the number if you are using bar codes. Use all three fields on the bottom of the panel if you aren't scanning bar codes.

License Plate

Type or scan the **License Plate** bar code number from the *Directed Putaway document*.

- or - complete all three fields below which can be found on the **PutAway** document

Item Number

Type the **Item Number** you are putting away.

To Warehouse

Type a user-defined code for the **Warehouse** where you are putting away inventory.

To Location

Type or scan a user-defined code for the Location where you are putting away inventory within the **Warehouse**.

3. Press **Enter**.

- If you specified **Y(es)** in the **Confirm Putaway** field on *Warehouse Update panel 2 (figure 5)*, **ORDER POWER!** displays *Confirm To Location window (figure 23)*.
- If you specified **N(o)** in the **Confirm Putaway** field on *Warehouse Update panel 2 (figure 5)*, **ORDER POWER!** displays *Receive From Intransit File Post window (figure 24)*.

```

OPI 4.0 DEVELOPMENT - 001
Receive From Intransit Location Prompt

?License Plate ..... 2394

OR

?Item Number .....
?To Warehouse .....
?To Location .....

?Confirm To Location: _____
F3=Exit F4=List F12=Cancel

F1=Help F3=Exit F4=?List F12=Cancel
  
```

Confirm To Location window (figure 23)

3a. Type or scan the Location where you are putting the merchandise, then press **Enter** to display the *Receive From Intransit File Post window (figure 24)*.

```

OPI 4.0 DEVELOPMENT - 001
Receive From Intransit Location Prompt

?License Plate .....

OR

?Item Number ..... P
?To Warehouse ..... A
?To Location ..... P

Receive From Intransit File Post

Item PAPP1
Big Dog

License Plate 0000000129

From: Whse AWB To: Whse AWB
Location RECEIVE Location PUTAWAY

Received U/M LITTR
Received Qty 18.000

Created by CSI USER
2/26/01 / 11:43:53

F1=Help F3=Exit F4=?List F12=Cancel F15=Post
  
```

Receive From Intransit File Post window (figure 24)

4. Press **F15** (Post) to complete the transaction.

Using a Receiving Location for specific Items only

If you want to use a **Receiving Location** for specific **Items** only, it is possible to do so. For example, this may be the case if you want to do Quality Control on a specific **Item**, but generally do not need the full functionality of **Directed Putaway**.

To set up a Warehouse to use a Receiving Location for a specific Item

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Warehouses** to display the *Warehouse Inquiry panel*.
2. Type **2** (Change) beside the **Warehouse** you want to work with, then press **Enter** to display the *Warehouse Update panel 1* (figure 4).
3. Confirm this setting:

Default Receiving Location
Leave this field blank.
4. Press **Enter** to display the *Warehouse Update panel 2* (figure 5).
5. Type **N(o)** in the **Directed Putaway** field, then press **Enter** to update the **Warehouse** record.

To set up a specific Item to use a Receiving Location

1. From the **ORDER POWER! Main Menu**, select **Work with Files** → **Items** to display the *Item Selection panel*.
2. Type the **Item Code** in the **Item Code** search field, then press **Enter** to display the *Item Inquiry panel*, positioned at the **Item** that you entered.
3. On the *Item Inquiry panel*, type **8** (Qtys) beside the **Item** you want to work with, then press **Enter** to display the *Item Quantities Inquiry panel*.
4. On the *Item Quantities Inquiry panel*, type **2** (Change) beside the **Warehouse** you want to work with, then press **Enter** to display the *Item Quantities Update panel* (figure 12).
5. In the **Receiving Locn** field, type a user-defined code to identify the location associated with this **Item** for **Purchase Order** receiving.
6. Press **Enter** to update the **Item/Warehouse Location**.



You can also define Receiving Location in the *Item Update panel 2*.

To receive Items to a Receiving Location

When you receive **Items** on a **Purchase Order** using the setup described above, **ORDER POWER!** will put the inventory into the **Receiving Location** specified in the **Item** or **Item/Warehouse Location**.

Predicting/Troubleshooting Directed Putaway (Location Capacity Inquiry)

ORDER POWER! will let you find out if you can put away inventory in a specific **Location** before you actually attempt to do so. If the **Location** you want to use is not acceptable, you will get diagnostic messages to explain. You can also use these messages to determine why **Directed Putaway** did not put inventory where you expected.

1. From the **ORDER POWER! Main Menu**, select **Purchase Orders → Location Capacity Inquiry** to display the *Location Capacity Inquiry panel (figure 25)*.

OP! 4.0 DEVELOPMENT - CO# 001
Locati on Capaci t y I nqui ry

?Item Number		
Recei ved Qty		
?Recei ved UOM		
?To Warehouse		(Requi red)
?To Locati on		(Requi red)

F1=Hel p F3=Exi t F4=?Li st F12=Cancel F9=Retri eve

Location Capacity Inquiry panel (figure 25)

2. Complete these fields:

?Item Number

Type the **Item Number** of the merchandise you want to put away.

?Received U/M

Type a user-defined code for the **Unit of Measure** that describes the **Item** you entered above.

Received UOM

Type the **Unit of Measure** of **Items** you want to put away.

?To Warehouse

Type a user-defined code that describes the **Warehouse** where you want to put away the merchandise.

?To Location

Type a user-defined code that describes the **Location** where you want to put away the merchandise.

3. Press **Enter** to display the *Confirm Palletized window (figure 20)*.

4. If the **Item** is not palletized, type **N(o)** in the first field. If the **Item** is palletized, type **Y(es)** in that field, then enter the dimensions (**Height, Width, and Depth**) of the pallet.
5. Press **Enter** to display the *Location Capacity Inquiry panel (figure 26)* if the **Location** is able to receive the merchandise, or a window similar to *Location Capacity Diagnostic window (figure 27)* if the **Location** is unacceptable.

OP! 4.0 DEVELOPMENT - CO# 001
Location Capacity Inquiry

Whse: AWB Location: PUTAWAY Location Type: Like

	Volume	Height	Width	Depth	Weight
Loc Capacity	2200.00	1.00	1.00	10.00	2200.000
Capacity Used:					
PAPPI	230.00	1.00	1.00	1.00	230.000
InTransit/In PO Receiving:					
PAPPI	1.00	1.00	1.00	1.00	1.000
Total Used	231.00				231.000
Available Capacity	1969.00				1969.000
Capacity Requested					
PAPPI	100.00	1.00	1.00	10.00	100.000

Bottom

F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F11=Qty F12=Cancel F18=Bottom

Location Capacity Inquiry panel (figure 26)

OP! 4.0 DEVELOPMENT - CO# 001
Location Capacity Inquiry

?Item Number PAPPI

 Received Qty 1.000

?Received UOM EA

?To Warehouse AWB (Required)

?To Location RECEIVE (Required)

This location does not allow putaway

F3=Exit F12=Cancel

F1=Help F3=Exit F4=?List F12=Cancel F9=Retrieve

Location Capacity Diagnostic window (figure 27)

Glossary

Aisles = Zones

The terminology for **Aisles** has been changed to **Zones** in all areas of **ORDER POWER!**

Directed Putaway

ORDER POWER! directs the putaway of merchandise to a location(s) based on pre-established criteria.

Random Putaway

Any location, which has the appropriate physical characteristics (sufficient weight, capacity, and matching storage codes), can be used to store a product. Storage locations are not normally "reserved" for a particular product with the exception of preferred picking locations.

In-transit

An interim location between receiving and putaway

New Codes

Storage Codes

Storage Codes are an 8 position alpha numeric code added to **ORDER POWER!** to use in conjunction with **Directed Putaway**. These codes match the characteristics of the item to the location(s)/zone(s). This allows you to direct the putaway of item with a **Storage Code** to a warehouse(s), zone and/or location(s) with the same **Storage Code**. Storage Codes are assigned at the warehouse, zone, location and item UOM level.

Inventory Hold Codes

Inventory Hold Codes are a 3 position alpha numeric code added to **ORDER POWER!** to assist in managing inventory. This code can be assigned at the Location level to hold inventory from Customer Orders and/or Forecasting.

New Process - Copy Warehouse Information

New function in Work With Files Option 57 – Warehouses to copy the following information from one warehouse to another:

- Location(s)
- Zone(s)
- Storage Code(s)
- Item/Location/Warehouse Record(PINQOH)
- Item/Warehouse Record(PINQTY)

Create Item/Location Warehouse Record(PINQOH) from Work With Files Option 19 Items – Option 13 QOH

This new function gives the user the ability to create an item QOH record from Item Inquiry Option 13 – QOH

Item Inquiry by Location

From the Location Inquiry screen there is a new option 6=Items which display Item Quantity On Hand records for that Location