How Bin Management Works in 1place

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Overview

Bin Management helps you track **where inventory is stored** and **how many units are in each location**. A bin is a named location within a warehouse, such as a shelf, a floor space, or a staging location.

An item can have stock in more than one bin. For example, if 10 units are in a picking bin and 30 are in an overflow bin in the same warehouse, the warehouse has 40 units in stock. The bin quantities tell warehouse staff where to find those units.

How bins are set up

Go to **Warehouse > Bin Management**, select a warehouse, and check **Enable Bin Management** if it is not already enabled. From this screen, you can set up and maintain the locations used by that warehouse.

- **Bin Location** identifies a physical location. For example, `02-04-03` could mean aisle 2, rack 4, shelf 3.
- **Zone** groups bins within a warehouse area. You can assign pickers to zones so picking work can be distributed by area.
- **Picking Order** determines the sequence in which bins should be visited during picking. Set it to match the route your pickers follow through the warehouse.
- **Staging Bin** is a temporary location where picked items can be placed before the next fulfillment step, such as dispatch.

The **Bin Management** screen also lets you review how many items and units are associated with each bin. For configuration steps, see Bin Management – How to's.

Default bins and stock locations

A **default bin** identifies a designated location for an item in a warehouse. The same item can have different default bins in different warehouses. In **1place Scan**, the displayed default bin reflects the warehouse you are working in.

Stock by bin tells you where the units are currently recorded. For example, an item's default bin may be `02-04-03`, while some of its stock is recorded in an overflow bin. Check the bin quantities to see where the stock is available. To review an item's inventory and warehouse default bins, open **Item Details** and go to the **Stock** tab.

How bins are used in daily warehouse work

Workflow	How bins are used in 1place
Receive stock	Use **Receive PO to Bins** in 1place Scan to record incoming purchase order items directly in the bins where you put them away.
Move stock	Use **Bin Transfer** in 1place Scan to move some or all of an item's units from one bin to another. A move within the same warehouse changes the quantities in the two bins while keeping the warehouse total the same.
Count stock	Use **Count by Bin** in 1place Scan to count the items in a specific location and reconcile the recorded bin quantities with what is physically there.

Pick an order	In **Pick to Cart**, scan the bin you are picking from, then scan the item. Repeat for each bin and item combination on the pick.
Stage an order	In **Cart to Staging**, scan the staging bin indicated by 1place Scan, then scan the item you are placing there.

For scanner steps, see 1place Scan setup and workflows and How to assign and pick sales orders using a scanner.