

How to add a new warehouse?

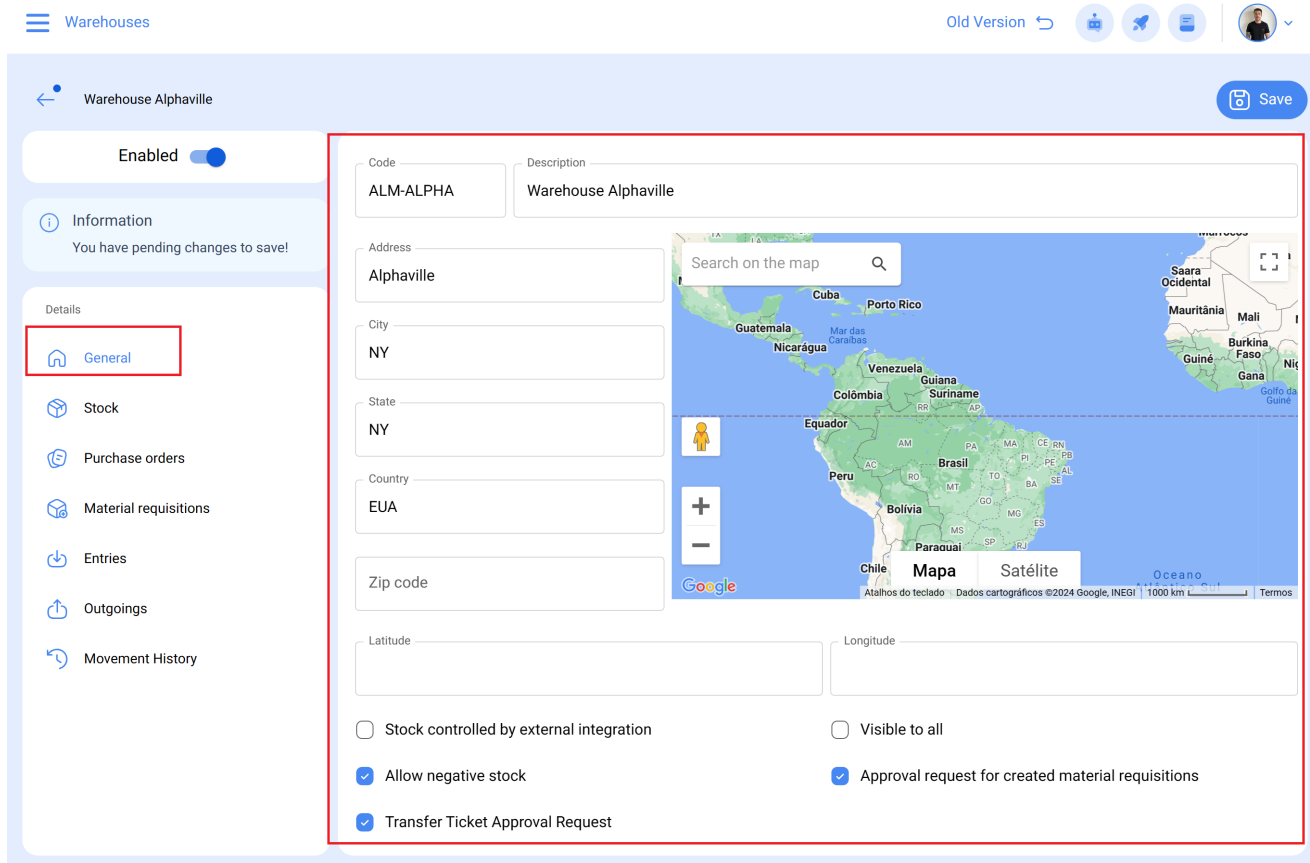
help2.fractal.com/hc/en-us/articles/25163132771213-How-to-add-a-new-warehouse

To add a new warehouse, complete the following steps:

1. Click the “Add” button located in the lower right part of the warehouse module.

The screenshot shows the 'Warehouses' module interface. At the top, there is a search bar and a navigation menu. Below the search bar is a table with the following columns: Enabled, Code, Description, Movement ID, Purchase Order ID, and Stock controlled by e. The table contains 15 rows of data. In the bottom right corner, there is a blue circular button with a white plus sign, which is highlighted with a red box. The text 'Showing 50 of 281' is visible at the bottom left of the table area.

Enabled	Code	Description	Movement ID	Purchase Order ID	Stock controlled by e
<input type="checkbox"/> Yes	Abotarm	Abot Armazem	MOV4820	OC1520	No
<input type="checkbox"/> Yes	ALM-L	ALM	MOV-207-22	OC-32-22	No
<input type="checkbox"/> Yes	21587425	Alm-0009	9	2	No
<input type="checkbox"/> Yes	Identifique su almacén	alm-001	6	2	No
<input type="checkbox"/> Yes	5225414	Alm002	1	1	No
<input type="checkbox"/> Yes	25521	Alm-006	3	2	No
<input type="checkbox"/> Yes	2174691	alm-008	3	2	No
<input type="checkbox"/> Yes	21221210	Alm-008	4	3	No
<input type="checkbox"/> Yes	21616	Alm-008	3	2	No
<input type="checkbox"/> Yes	52121	Alm-009	4	2	No
<input type="checkbox"/> Yes	lo90009	ALM 09090	1	1	No
<input type="checkbox"/> Yes	KKK	ALM 19394	1	1	No
<input type="checkbox"/> Yes	ASDA	ALMACEN 2 SANTIN	7	4	No
<input type="checkbox"/> Yes	ALM AFNER	ALMACEN AFNER	MOV-0-24	OC-0-24	No



2. An add new warehouse window will open, in the “General” tab complete all the required information relating to the new warehouse that you want to add.

The descriptions of the required data are as follows:

- **Code:** The warehouse identification code.
- **Description:** The name assigned to the warehouse.
- **City, Address, Department / State / Region, Country, Area, Zip Code:** Information corresponding to the location of the warehouse.
- **Latitude, longitude:** These fields are automatically added when using the “Search on the map” function or when adding the warehouse address.
- **Allow negative stock:** The inventory count allows the user to have less than zero of an item in stock (i.e. negative stock).
- **Request approval for material requisitions created:** Approval required before stock is released from warehouse
- **Stock controlled by external integration:** Advanced option to integrate Fractal with other warehouse systems.

- **Visible to all:** Allows users to view the store regardless of the location of their platform access account.
- **Limit Access to This Location:** The warehouse profile can only be accessed by users who have user access rights to the parent location where the warehouse is located within the system.
- **Movement ID:** Refers to the corresponding ID that is generated for each movement made within the warehouse. The user can customise the ID prefix, sequence and suffix (wherein each movement, only the sequence varies).
- **Purchase Order ID:** Refers to the corresponding ID that is generated for each purchase order created in the warehouse. The user can customise the ID prefix, sequence and suffix (wherein each movement, only the sequence varies).

3. After completing all the required information corresponding to the general tab, simply click the “Save” button located in the upper right-hand side of the window, this saves all the added information and registers the warehouse in the system.

The screenshot shows the 'Warehouse Alphaville' configuration page. At the top right, there is a 'Save' button highlighted with a red box. The page is divided into several sections:

- Header:** 'Warehouses' menu, 'Old Version' link, and user profile.
- Warehouse Info:** 'Warehouse Alphaville' with a 'Save' button.
- Enabled:** A toggle switch is turned on.
- Information:** A red-bordered box containing an information icon and the text 'You have pending changes to save!'.
- Details:** A sidebar with options: General (selected), Stock, Purchase orders, Material requisitions, Entries, Outgoings, and Movement History.
- Form Fields:**
 - Code: ALM-ALPHA
 - Description: Warehouse Alphaville
 - Address: Alphaville
 - City: NY
 - State: NY
 - Country: EUA
 - Zip code: (empty)
 - Latitude: (empty)
 - Longitude: (empty)
- Map:** A Google Map showing the location of Alphaville, Brazil.
- Settings:**
 - Stock controlled by external integration
 - Allow negative stock
 - Transfer Ticket Approval Request
 - Visible to all
 - Approval request for created material requisitions