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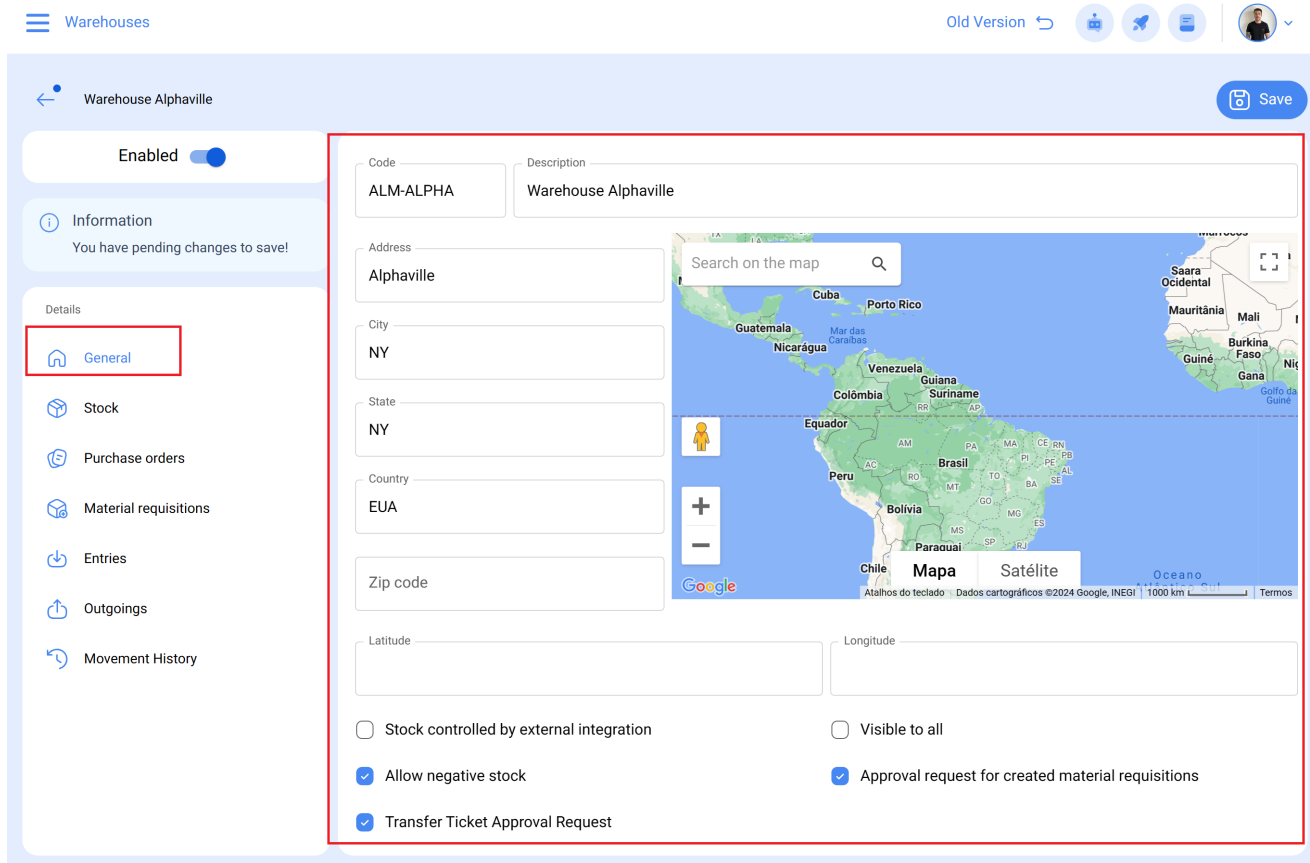
help2.fracttal.com/hc/en-us/articles/25163132771213-How-to-add-a-new-warehouse

To add a new warehouse, complete the following steps:

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

	Enabled	Code	Description	Movement ID	Purchase Order ID	Stock controlled by e
☐	Yes	Abotarm	Abot Armazem	MOV4820	OC1520	No
☐	Yes	ALM-L	ALM	MOV-207-22	OC-32-22	No
☐	Yes	21587425	Alm-0009	9	2	No
☐	Yes	Identifique su almacen	alm-001	6	2	No
☐	Yes	5225414	Alm002	1	1	No
☐	Yes	25521	Alm-006	3	2	No
☐	Yes	2174691	alm-008	3	2	No
☐	Yes	21221210	Alm-008	4	3	No
☐	Yes	21616	Alm-008	3	2	No
☐	Yes	52121	Alm-009	4	2	No
☐	Yes	lo90009	ALM 09090	1	1	No
☐	Yes	KKK	ALM 19394	1	1	No
☐	Yes	ASDA	ALMACEN 2 SANTIN	7	4	No
☐	Yes	ALM AENER	Almacen AENER	MOV 9 34	OC 3 34	No

Showing 50 of 281

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 Fracttal 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.