

How to add items to a warehouse?

help.fractal.com/hc/en-us/articles/25150283704973-How-to-add-items-to-a-warehouse

There are **three ways** to link a **stock item** to a **warehouse** in Fractal (the 3 methods will be explained below):

NOTE: In order to link a stock item to a warehouse, the destination warehouse as well as the item that you want to link to the warehouse, should have been previously created.

Method 1: From the Assets module

1. Firstly, open the “Assets” module found under Main Menu/Catalogs
2. Next, click the “All Assets” dropdown
3. Select “Spare Parts”
4. In the assets spare parts window, select and open the stock item (spare part) that you want to link to a warehouse.

The screenshot shows the Fractal Assets module interface. At the top, there is a navigation bar with 'Assets' and 'Tools' tabs. Below this, a search bar and 'Old Version' link are visible. The main area displays a table of assets. The 'Tools' dropdown is highlighted, and the 'Amp 200 Volt Wheel Charger Duralast' item is selected. The table has columns for 'Enabled', 'Out of Service', 'Description', 'Name', 'Part Number', and 'Make'.

Enabled	Out of Service	Description	Name	Part Number	Make	
☐	Yes	No	Aceite Hidraulico ISO68 Chevron Chevron { Huidr75...	Aceite Hidraulico	ISO68	Chev
☐	Yes	No	ACEITERA DE BOQUILLA PICO FLEXIBLE DE 500CC ...	ACEITERA DE BOQUILLA PICO FLEXIBLE DE...	1	STAI
☐	Yes	No	Afinador de guitarra 321321 Pepe 345 { 1212 }	Afinador de guitarra	321321	Pepe
☐	Yes	No	Air-hydraulic bottle jack	Air-hydraulic bottle jack		
☐	Yes	No	Air-hydraulic bottle jack Ford	Air-hydraulic bottle jack		Ford
☐	Yes	No	ALICATE DE PUNTA 1 TRUPER { CH-BC-02 }	ALICATE DE PUNTA	1	TRU
☐	Yes	No	ALICATE PRENSA TERMINALES TRUPER { CH-BC-03 }	ALICATE PRENSA TERMINALES		TRU
☐	Yes	No	Alicates Makita 2023 { D5F1T9Z0 }	Alicates		Mak
☐	Yes	No	Amp 200 Volt Wheel Charger Duralast { AMPT00122 }	Amp 200 Volt Wheel Charger		Dura
☐	Yes	No	Amp 200 Volt Wheel Charger Duralast { Insdbhgjhdfi...	Amp 200 Volt Wheel Charger		Dura
☐	Yes	No	AMPERIMETRO DE TENAZAS { AMP-TEN-01 }	AMPERIMETRO DE TENAZAS		
☐	Yes	No	ANALIZADOR VIBRACIONES AN-635985-9 FLUKE 8...	ANALIZADOR VIBRACIONES	AN-635985-9	FLUI
☐	Yes	No	ANEMOMETRO { ANE-01 }	ANEMOMETRO		
☐	Yes	No	ARROL DE CABLE { ARB-01 }	ARROL DE CABLE		

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5. A window displaying the details of the stock item (spare part) that you selected will open, in this window access the “Warehouses” tab.

AssetsTools

Old Version

Out of Service: No

Enabled

Details

General

Custom Form

Warehouses

Third Parties

Historical

Attachments

Document Management

Statistics

Last Unit Cost: R\$ BRL 10

Average Cost: R\$ BRL 18,75

Last date Received: 2023-12-14

Last date Shipped: 2023-08-04

☐ Warehouse	Location	Stock	Maximum stock leve...	Minimum stock
☐ Almacen TYP		7,00	5,00	1,00
☐ ALMACEN TESTE		16,00	1,00	0,00
☐ ALMACEN TEST	PASILLO 32 RACK 12	4,00	10,00	5,00
☐ ALMACEN ISP	PASILLO 32 RACK 12	5,00	10,00	5,00
☐ Test 001	Pasillo 32 rack 3 posicion 5A	12,00	20,00	10,00
☐ xxx		10,00	0,00	0,00
☐ Almacén Cooperativa d'IVARS		54,00	60,00	10,00

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6. The spare part warehouses tab will display all the warehouses that are currently linked to the spare part. Click the “Add” button to link the spare part to a new warehouse.

AssetsTools

Old Version

Out of Service: No

Enabled

Details

General

Custom Form

Warehouses

Third Parties

Historical

Attachments

Document Management

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☐ Almacen TYP		7,00	5,00	1,00
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☐ Test 001	Pasillo 32 rack 3 posicion 5A	12,00	20,00	10,00
☐ xxx		10,00	0,00	0,00
☐ Almacén Cooperativa d'IVARS		54,00	60,00	10,00

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7. Next, link the warehouse to the spare part by selecting the required warehouse from the list dropdown and complete form.

8. Finally, click the “Accept” button to accept changes. The Spare part is now linked to the warehouse.

The screenshot displays the 'Amp 200 Volt Wheel Charger Duralast (AMPT00122)' form. The left sidebar contains navigation links: Assets, Tools, General, Custom Form, Warehouses, Third Parties, Historical, Attachments, and Document Management. The main content area is divided into 'Statistics' and 'Details' sections. The 'Statistics' section shows 'Last Unit Cost: R\$ BRL 10' and 'Average Cost: R\$ BRL 18,75'. The 'Details' section shows 'Out of Service: No' and 'Enabled' toggle. The 'Warehouse' section is highlighted with a red border and contains the following fields: Warehouse (dropdown), Location (text), Stock (text), Maximum stock level (text), Minimum stock level (text), Order quantity (text), Average cost (text), Last Unit Cost (text), Last date Recieved (text), and Last date Shipped (text). The 'Warehouse' dropdown is currently empty, and the 'Location' field is empty. The 'Stock' field is set to 0. The 'Maximum stock level' field is set to 0. The 'Minimum stock level' field is set to 0. The 'Order quantity' field is set to 0. The 'Average cost' field is set to R\$ BRL 0. The 'Last Unit Cost' field is set to R\$ BRL 0. The 'Last date Recieved' field is set to 2024-03-16. The 'Last date Shipped' field is set to 2024-03-16.

Method 2: From the warehouse module (manually)

To add a stock item directly from the warehouse module, do the following:

1. Open the “Warehouses” module found in the Main Menu
2. In the “Warehouses” module, select and open the warehouse that you would like to link the stock item (spare part) to.
3. A window will open showing the details of the selected warehouse, in this window access the “Stock” tab.
4. Next, to add stock to the warehouse, click the “Add” button

Warehouses
Old Version

Entrepot Alphaville
Save

Enabled

Details

- General
- Stock
- Purchase orders
- Material requisitions
- Entries
- Outgoings
- Movement History

Total cost: R\$ BRL 163.758,31

Stock level	Description	Code	Stock
☐ ☒	{ DET-001 } DETERGENTE	DET-001	1,00
☐ ☒	{ CAB-0001 } CABLE AWG 6	CAB-0001	16,00
☐ ☒	Resistência 150 Cummings XPTO { 638 }	638	0,00
☐ ☒	{ 0002020001200180 } TAYLOR ELECTROVALVULA SMC 4V...	0002020001200180	1,00
☐ ☒	LLAVE TORQUE M1/4\ 4-20NM S.RICHMONT M1/4\ 4-20N...	ACT.HERR-0001	0,00
☐ ☒	{ 0001010000300714 } MOBIL GRASA MOLY LUBE 8626 EP...	0001010000300714	0,00
☐ ☒	{ PIS-001 } ATLAS COPCO 124678432111 PISTON DE COM...	PIS-001	0,00
☐ ☒	{ RI-009 } WEG PF456789 Rolamento - Fevereiro0	RI-009	0,00
☐ ☒	{ RL-05684 } Weg T330 Rolamento	RL-05684	0,00
☐ ☒	{ RL-05684-FEV } Weg T330 Rolamento	RL-05684-FEV	0,00
☐ ☒	{ RL-05684-ENG } Rolamento	RL-05684-ENG	0,00
☐ ☒	{ RI-3904 } Rolamento Weg	RI-3904	0,00

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5. A window will open showing all the available stock items (spare parts) that can be added to the warehouse.

6. Finally, add the desired item/items to the warehouse by selecting it from the dropdown list

Warehouses

Entrepot Alphaville

Enabled

Details

- General
- Stock
- Purchase orders
- Material requisitions
- Entries
- Outgoings
- Movement History

Total cost: R\$ BRL 163.758,31

Stock level	Description
☐ ☒	{ DET-001 } DETERGENTE
☐ ☒	{ CAB-0001 } CABLE AWG 6
☐ ☒	Resistência 150 Cummings XPTO { 638 }
☐ ☒	{ 0002020001200180 } TAYLOR ELE
☐ ☒	LLAVE TORQUE M1/4\ 4-20NM S.RK
☐ ☒	{ 0001010000300714 } MOBIL GRAS
☐ ☒	{ PIS-001 } ATLAS COPCO 12467843
☐ ☒	{ RI-009 } WEG PF456789 Rolament
☐ ☒	{ RL-05684 } Weg T330 Rolamento
☐ ☒	{ RL-05684-FEV } Weg T330 Rolame
☐ ☒	{ RL-05684-ENG } Rolamento
☐ ☒	{ RI-3904 } Rolamento Weg

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Search by Assets

- ☐ { GRL-001 } GRASA DE LITIO
Type: Spare Parts
Code: GRL-001
Priority:
Location: // CERT. FRAC/ EMPRESA ENSAMBLADORA/ PLANTA ZONA FR/
- ☐ { 0001010000100066 } CASTROL 34567898765 ACEITE MINERAL GEAR OIL MOTORREDUCTORES
Type: Spare Parts
Code: 0001010000100066
Priority:
Location: //
- ☐ MESA DE TRABAJO { MES-TRA-01 }
Type: Tools
Code: MES-TRA-01
Priority:
Location: // NRG/ BODEGA PRINCIPAL DE HERRAMIENTAS/
- ☐ TALADRO { TAL-001 }
Type: Tools
Code: TAL-001
Priority:
Location: // NRG/ BODEGA PRINCIPAL DE HERRAMIENTAS/
- ☐ MICROMETRO { ASP-01 }
Type: Tools
Code: ASP-01
Priority:
Location: // NRG/ BODEGA PRINCIPAL DE HERRAMIENTAS/

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Repeat Steps 4-5 to add multiple stock items to the warehouse

7. The added stock item is added and will now appear in the warehouse stock items list

Warehouses

Old Version

Warehouse Alphaville

Enabled

Information
You have pending changes to save!

Details

- General
- Stock**
- Purchase orders
- Material requisitions
- Entries
- Outgoings
- Movement History

Total cost: R\$ BRL 163.758,31

Stock level	Description	Code	Stock
☐ ☒ ☒	{ RI-3904 } Rolamento Weg	RI-3904	0,00
☐ ☒ ☒	{ RL-05684-NUB } Rolamento	RL-05684-NUB	0,00
☐ ☒ ☒	{ RL-05684-RTH } Rolamento	RL-05684-RTH	0,00
☐ ☒ ☒	{ RL-05684-3L } Rolamento	RL-05684-3L	0,00
☐ ☒ ☒	{ RL-05684-RIO } Weg T330 Rolamento	RL-05684-RIO	0,00
☐ ☒ ☒	{ RL-05684-NE } Rolamento	RL-05684-NE	0,00
☐ ☒ ☒	{ 6546854654 } Hidra H54545454 2555 Válvula hidra	6546854654	21,00
☐ ☒ ☒	{ ACE-001 } MOBIL 4T43G34F4 ACEITE 20 W 50	ACE-001	0,00
☐ ☒ ☒	{ C190 } Cilindro de gás Nitrógeno	C190	5,00
☐ ☒ ☒	ALICATE DE PUNTA 1 TRUPER { CH-BC-02 }	CH-BC-02	0,00
☐ ☒ ☒	Alicates Makita 2023 { D5F1T9Z0 }	D5F1T9Z0	0,00
☐ ☒ ☒	Amp 200 Volt Wheel Charger Duralast { AMPT00122 }	AMPT00122	0,00

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Save

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Note: Items that are added manually from the warehouse must be configured with an inventory adjustment to adjust their costs and stocks within the warehouse.

Method 3: From the warehouse module (bulk import)

This is the most recommended method of adding/linking stock items to a warehouse as it allows items to be bulk imported via Excel import sheets.

To add stock items to a warehouse using bulk imports, do the following:

1. In the warehouse module, select the “Stock” tab.
2. Open the “More options” menu

Warehouses

Old Version

Warehouse Alphaville

Save

Enabled

Information
You have pending changes to save!

Details

General

Stock

Purchase orders

Material requisitions

Entries

Outgoings

Movement History

Total cost: R\$ BRL 163.758,31

	Stock level	Description	Code	Stock
☐	☒	{ RI-3904 } Rolamento Weg	RI-3904	0,00
☐	☒	{ RL-05684-NUB } Rolamento	RL-05684-NUB	0,00
☐	☒	{ RL-05684-RTH } Rolamento	RL-05684-RTH	0,00
☐	☒	{ RL-05684-3L } Rolamento	RL-05684-3L	0,00
☐	☒	{ RL-05684-RIO } Weg T330 Rolamento	RL-05684-RIO	0,00
☐	☒	{ RL-05684-NE } Rolamento	RL-05684-NE	0,00
☐	☒	{ 6546854654 } Hidra H54545454 2555 Válvula hidra	6546854654	21,00
☐	☒	{ ACE-001 } MOBIL 4T43G34F4 ACEITE 20 W 50	ACE-001	0,00
☐	☒	{ C190 } Cilindro de gás Nitrógeno	C190	5,00
☐	☒	ALICATE DE PUNTA 1 TRUPER { CH-BC-02 }	CH-BC-02	0,00
☐	☒	Alicates Makita 2023 { D5F1T9Z0 }	D5F1T9Z0	0,00
☐	☒	Amp 200 Volt Wheel Charger Duralast { AMPT00122 }	AMPT00122	0,00

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3. Select "Import".

Warehouses

Old Version

Warehouse Alphaville

Save

Enabled

Information
You have pending changes to save!

Details

General

Stock

Purchase orders

Material requisitions

Entries

Outgoings

Movement History

Total cost: R\$ BRL 163.758,31

	Stock level	Description	Code	Stock
☐	☒	{ RI-3904 } Rolamento Weg	RI-3904	
☐	☒	{ RL-05684-NUB } Rolamento	RL-05684-NUB	
☐	☒	{ RL-05684-RTH } Rolamento	RL-05684-RTH	
☐	☒	{ RL-05684-3L } Rolamento	RL-05684-3L	
☐	☒	{ RL-05684-RIO } Weg T330 Rolamento	RL-05684-RIO	0,00
☐	☒	{ RL-05684-NE } Rolamento	RL-05684-NE	0,00
☐	☒	{ 6546854654 } Hidra H54545454 2555 Válvula hidra	6546854654	21,00
☐	☒	{ ACE-001 } MOBIL 4T43G34F4 ACEITE 20 W 50	ACE-001	0,00
☐	☒	{ C190 } Cilindro de gás Nitrógeno	C190	5,00
☐	☒	ALICATE DE PUNTA 1 TRUPER { CH-BC-02 }	CH-BC-02	0,00
☐	☒	Alicates Makita 2023 { D5F1T9Z0 }	D5F1T9Z0	0,00
☐	☒	Amp 200 Volt Wheel Charger Duralast { AMPT00122 }	AMPT00122	0,00

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- Initial inventory
- Inventory Adjustment
- Physical Inventory
- Export
- Bulk export data
- Import
- Delete Imported Data

The template import is done only once and is automatically integrated into an initial inventory.

Note: See the **Imports section** for more information on how to perform **bulk imports**.