

# How to add items to a warehouse?

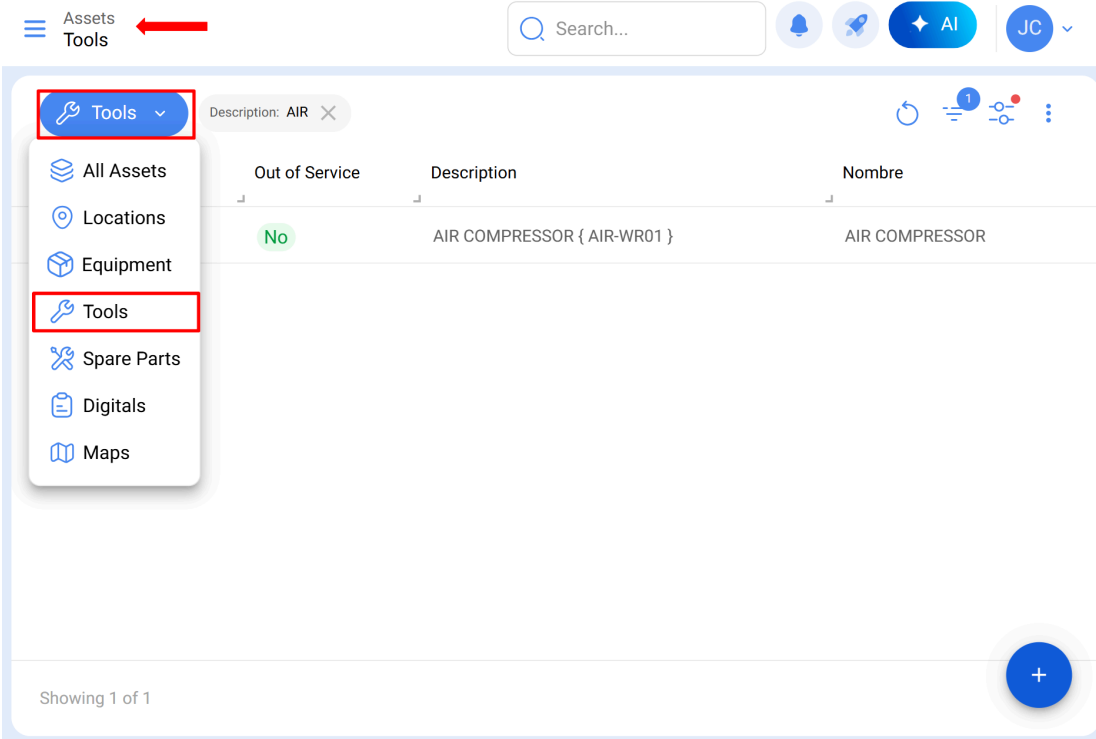
 [help.fractal.com/hc/en-us/articles/25150283704973-How-to-add-items-to-a-warehouse](https://help.fractal.com/hc/en-us/articles/25150283704973-How-to-add-items-to-a-warehouse)

In Fractal there are three ways to link an item to a warehouse, which are explained below:

**Note:** It should be considered that to add an item to a warehouse, the destination warehouse must be previously created, as well as the item that you want to link to that warehouse.

## From the Assets module

First, you must enter the assets module to locate the item you want to add to the warehouse.



The screenshot shows the Fractal Assets module interface. At the top left, there is a navigation menu with 'Assets' and 'Tools' options. A red arrow points to the 'Tools' option. To the right of the navigation menu is a search bar labeled 'Search...'. Further right are several icons: a bell, a rocket, a blue button with 'AI', and a user profile icon labeled 'JC'. Below the navigation menu, a dropdown menu is open, showing options: 'All Assets', 'Locations', 'Equipment', 'Tools' (highlighted with a red box), 'Spare Parts', 'Digitals', and 'Maps'. The main content area displays a table with the following data:

Out of Service	Description	Nombre
No	AIR COMPRESSOR { AIR-WR01 }	AIR COMPRESSOR

At the bottom left of the table, it says 'Showing 1 of 1'. At the bottom right, there is a blue circular button with a white plus sign.

Assets  
Tools

Search...

Tools Description: AIR X

Enabled	Out of Service	Description	Nombre
<input type="checkbox"/> Yes	<input type="checkbox"/> No	AIR COMPRESSOR { AIR-WR01 }	AIR COMPRESSOR

Showing 1 of 1

Then you must click on the asset and enter the "Warehouses" tab, where a list will appear with all the warehouses that contain that item among their stock as a resource.

Assets  
Tools

AIR COMPRESSOR { AIR-WR01 } Save

Out of Service: No  
Enabled

General  
Custom Form  
Warehouses  
Third Parties  
Historical  
Attachments  
Document Management

Statistics

Last Unit Cost: \$ CLP 0 Average Cost: \$ CLP 0 Last date Received: -- Last date Shipped: --

Warehouse	Location...	Stock	Maximum stock leve...	Minimum stock level...	Order quantity	Average cost
<input type="checkbox"/> ALM-JC		0,00	5,00	0,00	0,00	\$ CLP 0,00

Showing 1 of 1

Finally, to add the item among the stock of a warehouse, you just have to click on the add symbol located at the bottom right of the platform, then complete

and select the warehouse to which you want to add that item.

Assets Tools

← AIR COMPRESSOR (AIR-WR01) Save

Out of Service: No  
Enabled

General  
Custom Form  
Warehouses  
Third Parties  
Historical  
Attachments  
Document Management

Statistics

Last Unit Cost: \$ CLP 0 Average Cost: \$ CLP 0 Last date Received: -- Last date Shipped: --

Warehouse	Location...	Stock	Maximum stock level...	Minimum stock level...	Order quantity	Average cost
<input type="checkbox"/>		0,00	5,00	0,00	0,00	\$ CLP 0,00

Showing 1 of 1

Assets Tools

← AIR COMPRESSOR (AIR-WR01)

Out of Service: No  
Enabled

General  
Custom Form  
Warehouses  
Third Parties  
Historical  
Attachments  
Document Management

Statistics

Last Unit Cost: \$ CLP 0 Average Cost: \$ CLP 0

Warehouse	Location...	Stock	Maximum
<input type="checkbox"/>		0,00	5,00

Showing 1 of 1

Warehouse: ALM-JC

Location

Stock: 0

Maximum stock level: 10

Minimum stock level: 0

Order quantity: 0

Average cost: \$ CLP 0

Last Unit Cost: \$ CLP 0

Last date Received: 2026-03-10

Last date Shipped: 2026-03-10

## From the warehouse module (manual method)

To add an item directly from the warehouse module, you must enter the stock tab and then click on the add symbol located at the bottom right of the

platform.

Warehouses

ALM-JC

Enabled

Total cost: \$ CLP 0,00

Stock level	Description	Code	Stock
<input checked="" type="checkbox"/>	TERMINAL DIRECCIÓN { 911802 }	911802	0,00
<input checked="" type="checkbox"/>	Neumatico { B-007 }	B-007	0,00
<input checked="" type="checkbox"/>	1R-1804 FILTRO SEPARADOR E531371 CAT { REPOSS.1R-1...	REPOSS.1R-1804	0,00
<input checked="" type="checkbox"/>	AIR COMPRESSOR { AIR-WR01 }	AIR-WR01	0,00

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+

Then, by clicking, a window will open where all the items that can be added to the warehouse will be displayed. To do this, just select the item and it will be linked to the warehouse in question.

Warehouses

ALM-JC

Enabled

Total cost: \$ CLP 0,00

Search by Assets

0058 06369 130 ARO GUIA 63 X 69 X 13 { MXFC-005806369130 }
Type: Spare Parts
Code: MXFC-005806369130
Priority:
Location: // FRACTTAL CHILE/ PROJECT SPECIALIST D
Out of Service: No
00 - CINCHOS PLASTICOS, MEDIDAS Y COLORES VARIOS { MTF-00 - CINCHOS PLASTICOS, MEDIDAS Y COLORES VARIOS { MTF-300008 }
Type: // FRACTTAL CHILE/ PROJECT SPECIALIST DV/ CLIENTE OSSA/ OSSA OBRAS SUBTERRANEAS/ Mexico/ TALLER FRESNILLO/ ALMACEN TALLER DELEGACION/
Code: MTF-300008
Priority:
Location: // FRACTTAL CHILE/ PROJECT SPECIALIST D
Out of Service: No
0147 1415 03 TORNILLO CABEZA HEXAGONAL JUMBO { MXFC-147141503 }
Type: Spare Parts
Code: MXFC-147141503
Priority:

Showing 5 of 5

Showing 200 of 13606

Warehouses

ALM-JC

Enabled

Total cost: \$ CLP 0,00

Stock level	Description	Code	Stock
<input type="checkbox"/> <input checked="" type="checkbox"/>	TERMINAL DIRECCIÓN { 911802 }	911802	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	Neumatico { B-007 }	B-007	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	1R-1804 FILTRO SEPARADOR E531371 CAT { REPOSS.1R-1...	REPOSS.1R-1804	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	AIR COMPRESSOR { AIR-WR01 }	AIR-WR01	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	Aceite 1607022-20 { 117614 }	117614	0,00

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**Note:** Items that are manually added from the warehouse must be configured with an inventory adjustment to modify their costs and stock within the warehouse in question.

## From the warehouse module (mass import)

This is the most recommended method to add items to a warehouse that has not yet made movements, since in this way items can be linked massively through an Excel spreadsheet, as well as loading the stock and unit costs of each item.

To do this, simply enter the stock tab and click on the more menu to then click on the "Import" option.

Warehouses

ALM-JC

Enabled

Total cost: \$ CLP 0,00

General

Stock ←

Purchase orders

Material requisitions

Entries

Outgoings

Movement History

Stock level	Description
<input type="checkbox"/> <input checked="" type="checkbox"/>	TERMINAL DIRECCIÓN { 911802 }
<input type="checkbox"/> <input checked="" type="checkbox"/>	Neumatico { B-007 }
<input type="checkbox"/> <input checked="" type="checkbox"/>	1R-1804 FILTRO SEPARADOR E531371 CAT { REPOSS.1R-1...
<input type="checkbox"/> <input checked="" type="checkbox"/>	AIR COMPRESSOR { AIR-WR01 }
<input type="checkbox"/> <input checked="" type="checkbox"/>	Aceite 1607022-20 { 117614 }

Initial inventory

Inventory Adjustment

Physical Inventory

Export

Bulk export data

Import

Delete Imported Data

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

**Note:** For more information on how this process should be carried out, it is recommended to see the import section.