

How to add items to a warehouse?

help2.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. A search bar and 'Old Version' link are also present. Below the navigation bar, a 'Tools' dropdown menu is highlighted with a red box. The main area displays a table of assets with columns: Enabled, Out of Service, Description, Name, Part Number, and Make. The table contains 15 rows of data. The row for 'Amp 200 Volt Wheel Charger Duralast { AMPT00122 }' is highlighted with a red box. At the bottom left, it says 'Showing 50 of 263'. At the bottom right, there is a blue circular button with a white plus sign.

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


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

The screenshot shows a software interface for managing stock items. The main header displays the item name: "Amp 200 Volt Wheel Charger Duralast { AMPT00122 }". On the left, there is a sidebar with navigation options: "General", "Custom Form", "Warehouses" (highlighted with a red box), "Third Parties", "Historical", "Attachments", and "Document Management". The main content area is divided into two sections. The top section, titled "Statistics", contains four input fields: "Last Unit Cost" (R\$ BRL 10), "Average Cost" (R\$ BRL 18,75), "Last date Recieved:" (2023-12-14), and "Last date Shipped:" (2023-08-04). Below this is a table with columns: "Warehouse", "Location", "Stock", "Maximum stock leve...", and "Minimum stock". The table lists seven entries, each with a radio button for selection. The "Warehouses" tab in the sidebar and the table are both highlighted with red boxes. At the bottom right of the table area, there is a blue circular button with a white plus sign. The bottom of the interface shows "Showing 7 of 7" and a blue circular button with a white plus sign.

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

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.

← Amp 200 Volt Wheel Charger Duralast { AMPT00122 } Save



Out of Service: No
Enabled








Statistics

Last Unit Cost: R\$ BRL 10 Average Cost: R\$ BRL 18,75 Last date Recieved: 2023-12-14 Last date Shipped: 2023-08-04

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

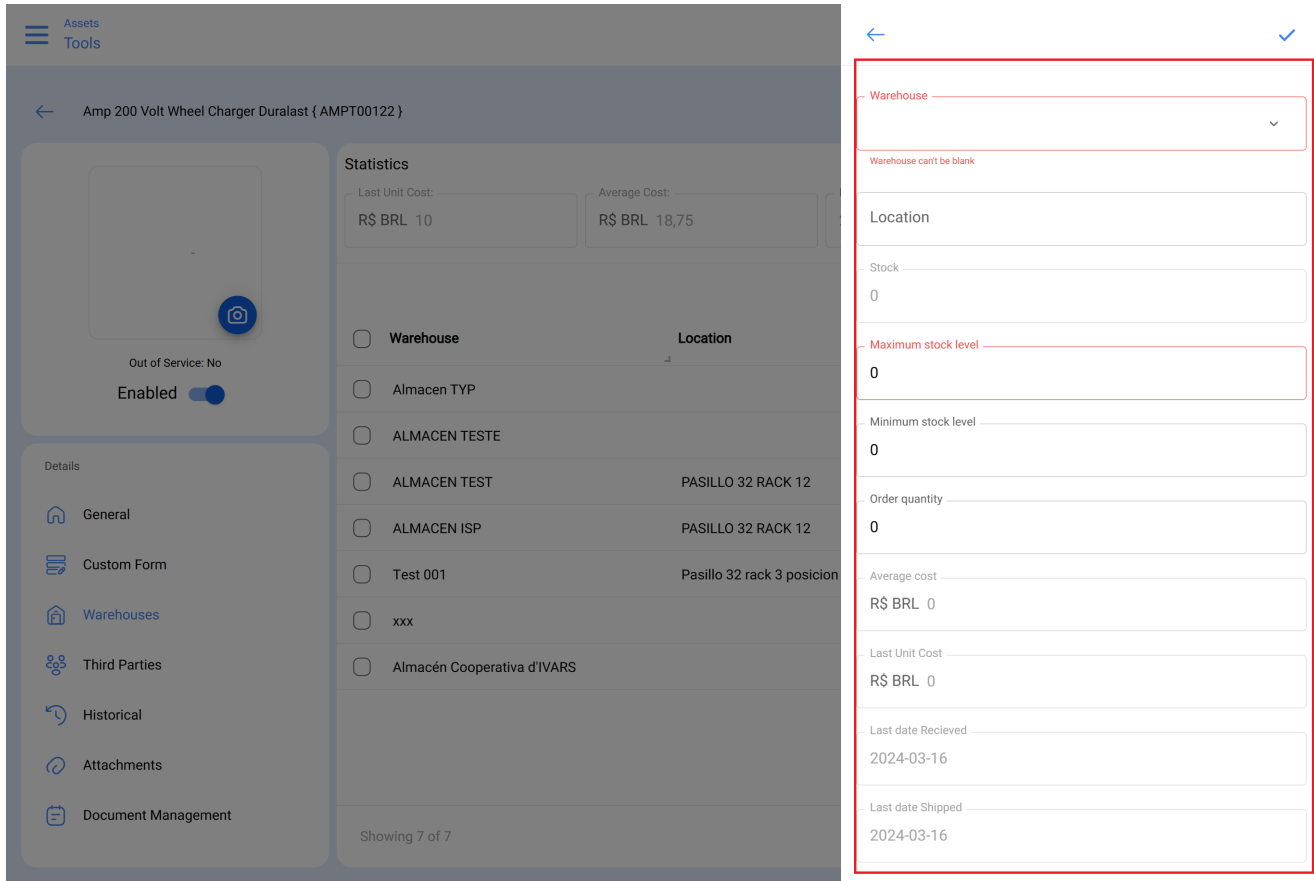
Showing 7 of 7 +

Details

-  General
-  Custom Form
-  Warehouses
-  Third Parties
-  Historical
-  Attachments
-  Document Management

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.



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

























Entrepot Alphaville Save

Enabled


Details

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

Total cost: R\$ BRL 163.758,31

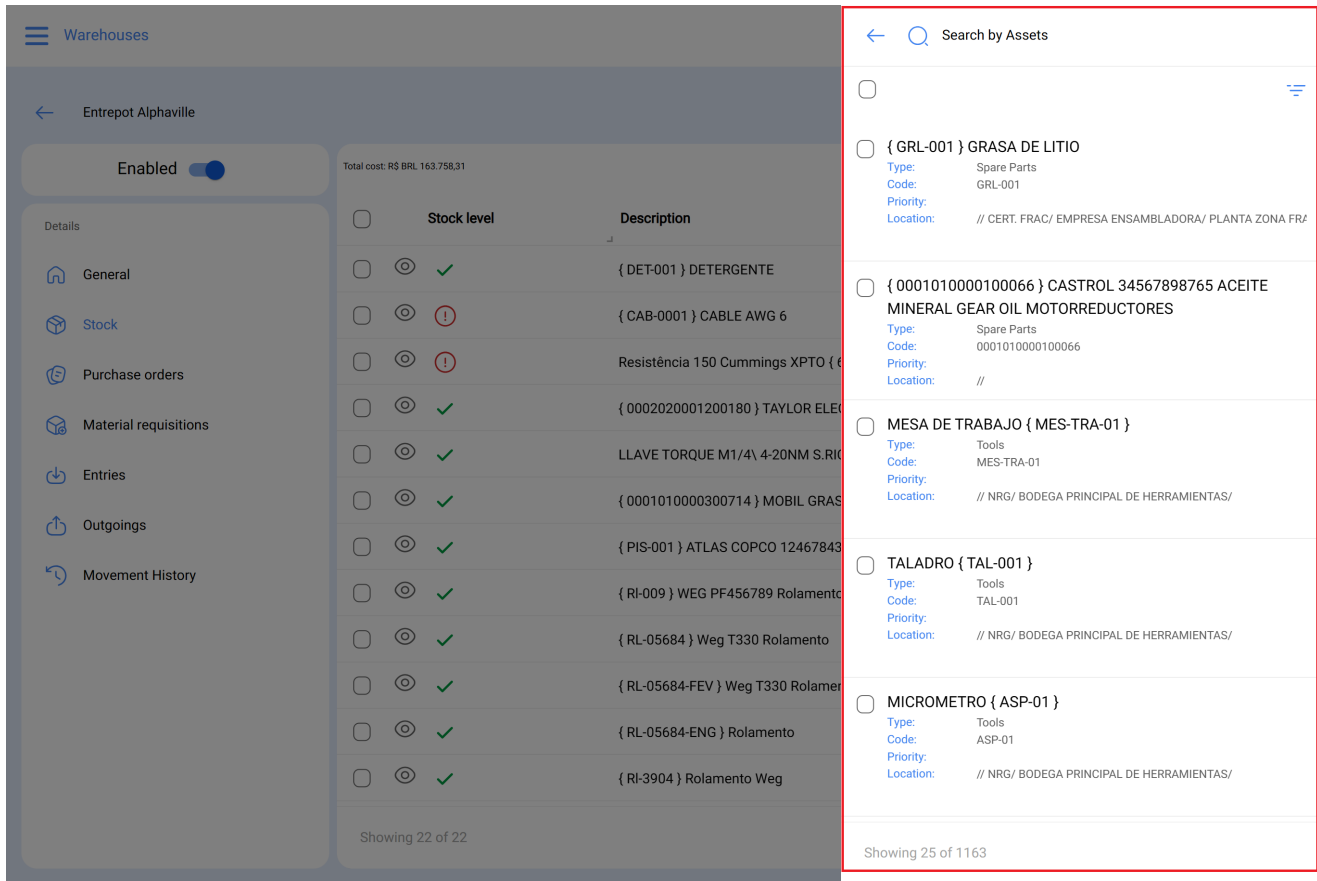
<input type="checkbox"/>	Stock level	Description	Code	Stock
<input type="checkbox"/>	 	{ DET-001 } DETERGENTE	DET-001	1,00
<input type="checkbox"/>	 	{ CAB-0001 } CABLE AWG 6	CAB-0001	16,00
<input type="checkbox"/>	 	Resistência 150 Cummings XPTO { 638 }	638	0,00
<input type="checkbox"/>	 	{ 0002020001200180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



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

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

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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

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

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3. Select "Import".

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
<input type="checkbox"/> <input checked="" type="checkbox"/>	{ RI-3904 } Rolamento Weg	RI-3904	
<input type="checkbox"/> <input checked="" type="checkbox"/>	{ RL-05684-NUB } Rolamento	RL-05684-NUB	
<input type="checkbox"/> <input checked="" type="checkbox"/>	{ RL-05684-RTH } Rolamento	RL-05684-RTH	
<input type="checkbox"/> <input checked="" type="checkbox"/>	{ RL-05684-3L } Rolamento	RL-05684-3L	
<input type="checkbox"/> <input checked="" type="checkbox"/>	{ RL-05684-RIO } Weg T330 Rolamento	RL-05684-RIO	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	{ RL-05684-NE } Rolamento	RL-05684-NE	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	{ 6546854654 } Hidra H54545454 2555 Válvula hidra	6546854654	21,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	{ ACE-001 } MOBIL 4T43G34F4 ACEITE 20 W 50	ACE-001	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	{ C190 } Cilindro de gás Nitrógeno	C190	5,00
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	ALICATE DE PUNTA 1 TRUPER { CH-BC-02 }	CH-BC-02	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	Alicates Makita 2023 { D5F1T9Z0 }	D5F1T9Z0	0,00
<input type="checkbox"/> <input checked="" type="checkbox"/>	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

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