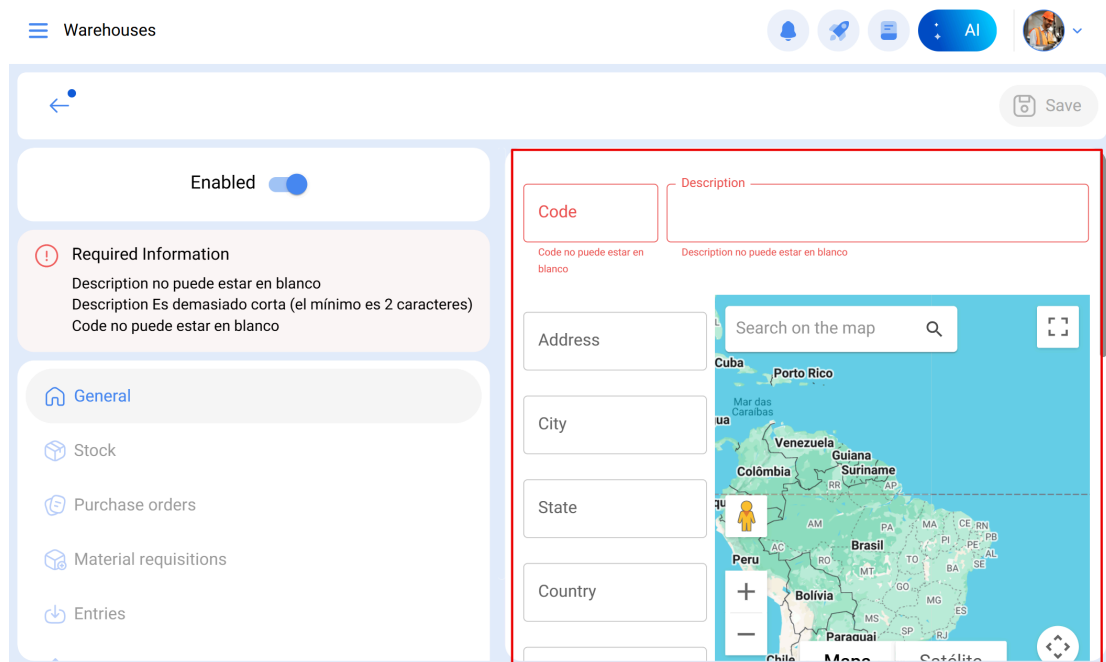
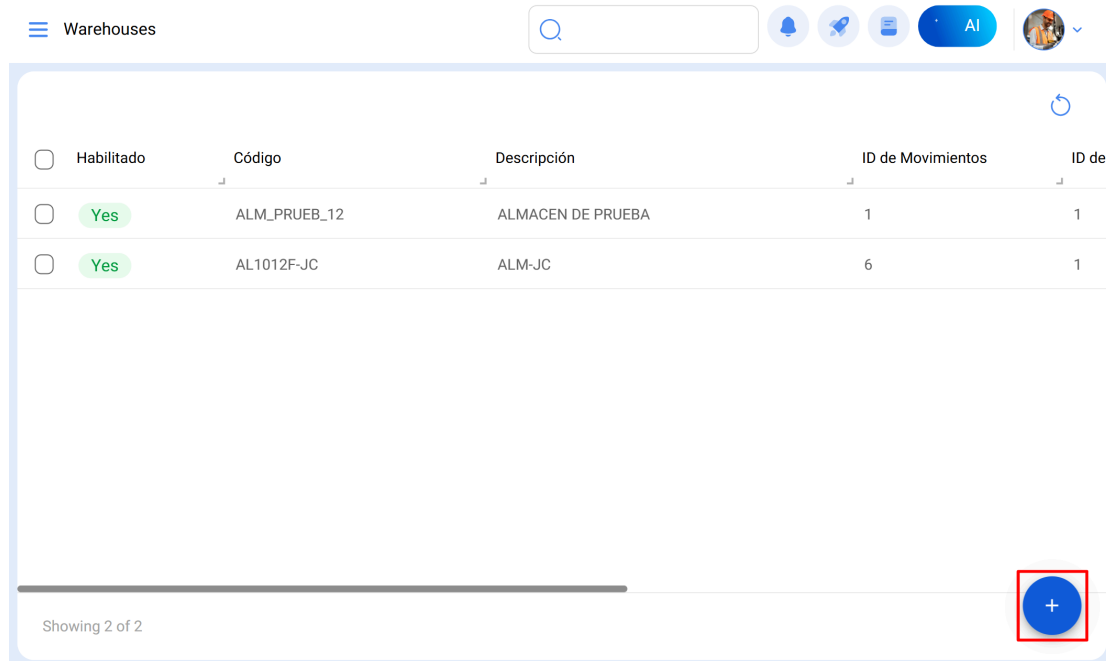


How to add a new warehouse?

 help.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.



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 a web application interface for managing warehouses. At the top, there is a navigation bar with a hamburger menu icon, the text "Warehouses", and several utility icons including a bell, a location pin, a document, an AI icon, and a user profile. Below the navigation bar, the main content area is titled "ALM-JC" and features a "Save" button in the top right corner, which is highlighted with a red rectangular box. On the left side, there is a sidebar with a toggle switch for "Enabled" (currently turned on) and an "Information" section with a message: "You have pending changes to save!". Below this, there is a list of menu items: "General" (selected), "Stock", "Purchase orders", "Material requisitions", "Entries", and "Outgoings". The main form area contains several input fields: "Code" (AL1012F-JC), "Description" (ALM-JC), "Address" (Paulista Avenue), "City" (SP), "State" (São Paulo), "Country" (Brazil), and "Zip code" (000121000). To the right of these fields is a map of South America with a search bar and a location pin icon. The map shows various countries and states, with a red location pin placed in the state of São Paulo, Brazil. The map interface includes a search bar, a location pin icon, and a scale bar at the bottom.