

How to create Storage Locations

1. Go to Inventory --> Storage Locations
2. Click on New

Storage Location -

New Save Search Delete Undo Close

Unit Detail Measurement Item Categories Allowed Container SKU

Name:

Description:

Storage Unit Type:

Location:

Sub Location:

Parent Unit:

Restriction Type:

Aisle:

Min Batch Size:

Batch Size:

Batch Size UOM:

Capacity:

Commodity:

Pack Factor:

Effective Depth:

Units Per Foot:

Residual Units:

Position:

Sequence:

Active: ☐

X Position:

Y Position:

Z Position:

Options

Allow Consume: ☐ Merge on Move: ☐

Allow Multiple Items: ☐ Cycle Counted: ☐

Allow Multiple Lots: ☐ Default Warehouse Staging Units: ☐

Ready Page 1 of 1

3. Enter the Storage Location Name
4. Enter the Description of Storage Location
5. Select the Sub Location
6. Select the Batch Size UOM
7. Check Allow Consume check box (If this storage location is allowing to consume)
8. Check Allow Multiple Items check box (this setting will allow the storage location to accommodate multiple item)
9. Check Allow Multiple Lots check box (This setting will allow to accommodate multiple lots)
10. Click on Save