

Warehouse Locations and Stations

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Overview

The term **Warehouse Location** refers to the physical warehouse where you ship your orders, while **Stations** correspond to the specific [Shipbridge](#) installations. This setup allows for more precise events-logging for your orders, as well as accurate inventory tracking. This article explains how to add new locations in Sellercloud and how to configure Shipbridge for this workflow.

We strongly recommend configuring locations and stations in Shipbridge if you ship orders from a bin-enabled warehouse. However, non-bin-enabled warehouses don't require this setup. Learn more about the [Shipbridge Configuration in Skustack](#).

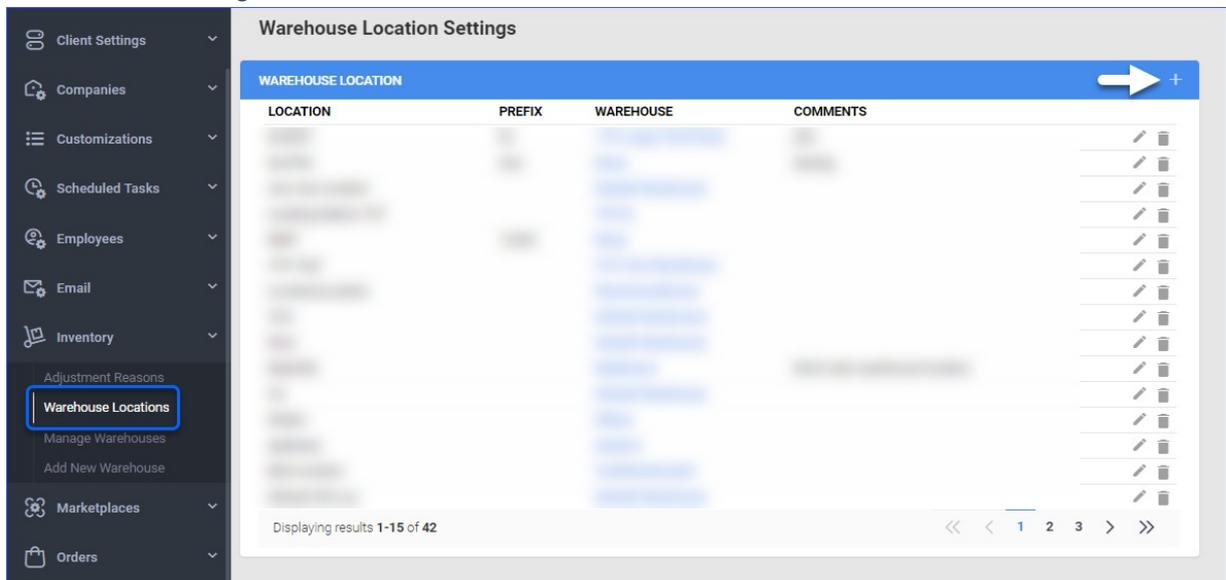
Configure Locations and Stations in Sellercloud

You can add and manage your Warehouse Locations and Stations only within Sellercloud. Once created, you can edit their details at any time. If you no longer need a warehouse location, you can delete it.

Create Warehouse Locations

To add a new **Warehouse Location**:

1. Go to **Settings > Inventory** and select **Warehouse Locations**.
2. Click the **+** icon in the grid to add a new location.



3. Enter a **Location Name**.
 - a. You can also type a **Prefix** if needed.
4. Select a **Warehouse** from the dropdown.
5. Add **Comments** if applicable.

6. Click Next.

ADD NEW WAREHOUSE LOCATION

Location Name * New Jersey

Prefix N

Warehouse Default Warehouse

Comments

CANCEL  NEXT

7. Click on **Add New Station** and fill in a Name. This will correspond to a specific Shipbridge installation in your warehouse. During this step, you can create as many Stations as necessary. Alternatively, you can just create your location and then add stations at a later time.

8. Click Save.

ADD NEW WAREHOUSE LOCATION

Stations 

ID	STATION NAME
	01 - NJ Station 

CANCEL PREVIOUS 

Manage Warehouse Locations

To edit a **Warehouse Location**:

1. Go to **Settings > Inventory** and select **Warehouse Locations**.
2. Click the **pen button** next to a location in the grid to edit an existing location.

3. Apply your changes and click **Save**.

EDIT WAREHOUSE LOCATION

Location Name * New Jersey

Prefix N

Warehouse Default Warehouse

Comments

Stations 

ID	STATION NAME
64	01 - NJ Station 

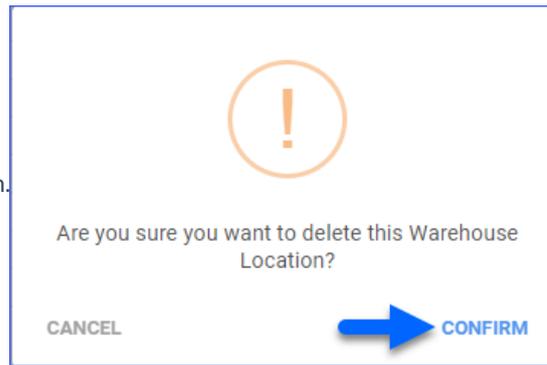
CANCEL  SAVE

To delete a **Warehouse Location**:

1. Go to **Settings > Inventory** and select **Warehouse Locations**.

2. Click the **trash can** next to a location in the grid to delete an existing location.

3. Confirm the deletion.



Deleting Warehouse Locations is irreversible and it will permanently remove them from Sellercloud.

Configure Locations and Stations in Shipbridge

When you create **Warehouse Locations** in Sellercloud, you can configure each Shipbridge installation in order to associate inventory reductions from a station to a specific warehouse. When shipping orders through Shipbridge, the inventory will always be deducted from the location Shipbridge is set to. This workflow can help prevent discrepancies if, for example, the Ship From warehouse on the order is different from the actual shipping location. Shipbridge setting **When using multiple warehouses, deduct inv qty from proper warehouse (based on location)** must be enabled for this workflow. To enable this setting, navigate to **Menu > Options > Shipping**.

Assign Locations and Stations

To assign **Locations** and **Stations**:

1. Open Shipbridge and click on **Menu > Options**.
2. In the **General** tab, find the **Location** and **Station** fields and configure your preferences.
3. Click **Save**.

Options

General Connection Invoice Shipping Batches Customs Carriers Shipsurance Scan and Ship Rates Admin Scale

Domestic Domestic Rush International International Rush

When no shipping method assigned ship via: USPS FedEx UPS USPS

Default service per shipper:

	Generic orders	Rush orders	International Generic	International Rush
USPS:	USPS Ground Advantage	USPS Priority	USPS Intl First Class	USPS Intl Priority
UPS:	UPS 2nd Day Air A.M.®	UPS 3 Day Select®	UPS International® Economy	UPS International® Standard
FedEx:	FedEx Ground®	FedEx 2Day®	FedEx International Economy®	FedEx International Priority®
DHL Global:			Not supported	
DHL Express:			DHL Express Worldwide	DHL Express Worldwide

Always use the default shipping services

Always show all relevant services in the grid

Use upper-case mode in customer information

Use strict order ID filtering

Enable multi-package support

Notify of new/hidden orders

Require login at startup

Enable 'Shipped Tab'

Hide the customer note tab

Auto download new orders every 17 minutes

Only update the shipping status of orders loaded in the grid

Refresh the orders loaded in the grid

Preserve weights

When changing customer service status of orders, ask user to enter a merchant note

Allow use of replacement SKUs for order items

Save order download status

Suppress "Corrupted order" error message

Location: 10606 - New Jersey

Station: 64 - 01 - NJ Station

Bin: 0

Show address validation PIN error

Show "Mark Order as Pending Address Correction" option

Enable invoice counter

Display item condition

Use filter scrollbar when necessary

Run Configuration Wizard Find setting... Find Next Apply Save Cancel

Each order shipped from a Shipbridge with a configured **Location** and **Station** will have this information reflected in the **Change Log** page and the **Shipping Panel** of the **Order Details Page**.

Order #5198207

Processing Fully Shipped No Payment Not Rush NoActionNeeded Not Backorder ITEMS ella's candles sofia, Bulgaria

Shipping

SHIPPING ADDRESS

Saved Addresses Select

First Name * Ella

Middle Name M

Last Name * ella

Business test

Country * Bulgaria

Address * sofia

Address Line 2 (Optional)

Postal Code * 1000

City * sofia

Region Region

Phone Phone number

Fax Fax number XXX - XXX - XXXX

SHIPPING DETAILS

Shipping Status FullyShipped

Carrier DHL

Service Other

Other Service Name Select

Is Rush Order

Promise Date 04/24/2024 6:59 AM

Shipped On 04/23/2024 04:55 PM

Customer Shipping Fee \$0.00

Customer Shipping Discount \$0.00

Your Shipping Cost \$0.00

Est. Ship Weight 0 lbs 0 oz

Shipped By

Shipping Location New Jersey

Shipping Station 1

Require PIN Code To Ship

Allow Shipping Without Payment

Require Signature Confirmation

Related Settings

You can enable the following related Shipbridge settings:

- **When using multiple warehouses, deduct inv qty from proper warehouse (based on location)**
 - Enable this setting to ensure all related inventory movements are associated with the selected warehouse.
- **Only load orders from specific warehouse**
 - Enable this setting to prevent showing orders set to ship from a different warehouse/location.
- **Use Warehouse Address (based on Location and Station)**
 - Enable this setting to configure Shipbridge to use the Warehouse address as the Ship From/Return address on related orders based on the set location. If disabled, Shipbridge will use the default address from the Order Company.

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Adding a New Location

Locations and stations are added (and edited) in Sellercloud:

1. Click **Settings > Locations > Add New Location**.
2. Enter a location name; for example, New Jersey.
3. If you want to associate the warehouse with inventory reductions, select a warehouse from the **Warehouse** dropdown. **Note:** This requires enabling the setting **When using multiple warehouses, deduct inv qty from the proper warehouse (based on location)** in Shipbridge.
4. Add an optional comment.
5. **Save**.
6. Select the new location, and in the **Station Name** field, enter as many station names as needed, clicking **Add Station** after each one. Each station will be assigned an ID that can be used for identification, along with the station name.

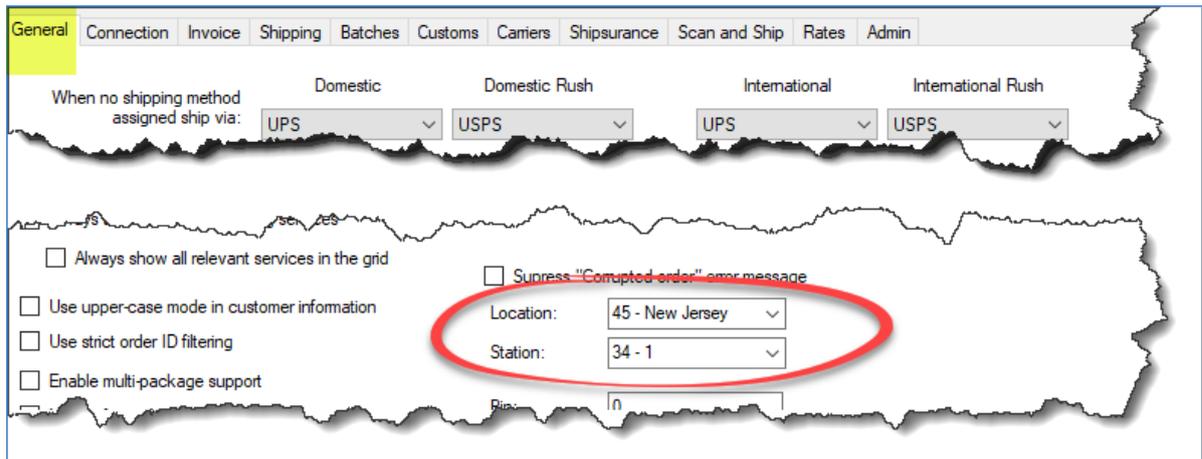
ID	Station Name
16	1

Assigning Each Location To a Shipping Station

To assign each new or existing location and station to a different computer:

1. In ShipBridge, click Menu > **Options**.

2. On the **General** tab, find the **Location** and **Station** fields and select the desired values.



The screenshot shows the 'General' tab of the ShipBridge Options page. The 'When no shipping method assigned ship via:' section has four dropdown menus: Domestic (UPS), Domestic Rush (USPS), International (UPS), and International Rush (USPS). Below this are several checkboxes: 'Always show all relevant services in the grid', 'Use upper-case mode in customer information', 'Use strict order ID filtering', 'Enable multi-package support', and 'Supress "Comupted order" error message'. The 'Location' dropdown is set to '45 - New Jersey' and the 'Station' dropdown is set to '34 - 1'. These two dropdowns are circled in red.

• Configure the following as desired:

1. To only load orders into ShipBridge that are set to ship from this location – On the **General** tab, select **Only load orders from specific warehouse**
2. To associate inventory reductions from a station to a specific warehouse, select the setting **When using multiple warehouses, deduct inv qty from the proper warehouse (based on location)** on the **Shipping** tab
3. To print the warehouse address as the return address, select the setting **Use Warehouse Address** on the **Shipping** tab

Every order that is shipped from an assigned computer will have the location and station referenced on the Order Detail page.

Order History

All orders have a **Show History** button at the bottom of the page. Clicking it opens the Order Change History, logging every action applied to the order, including the employee login and timestamp.