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.
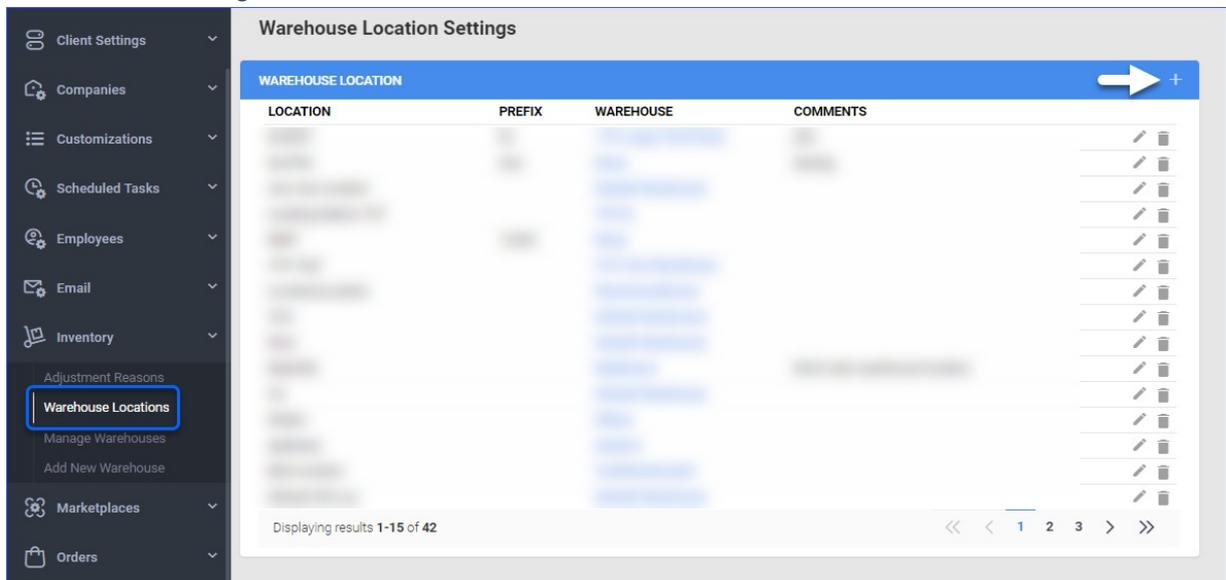
3. Enter a **Location Name**.

    a. You can also type a **Prefix** if needed.

4. Select a **Warehouse** from the dropdown.

5. Add **Comments** if applicable.

6. Click **Next.**

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.**

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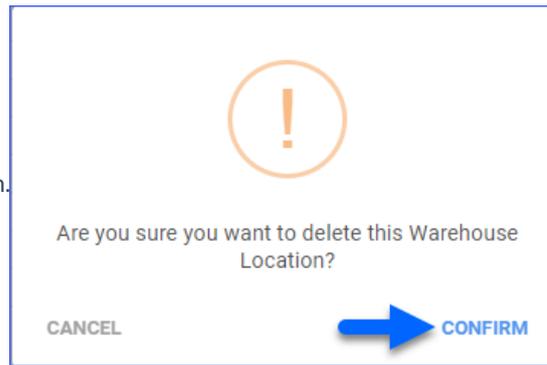
3. Apply your changes and click **Save.**

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.

!

Are you sure you want to delete this Warehouse
Location?

CANCEL   CONFIRM

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**.

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.

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.
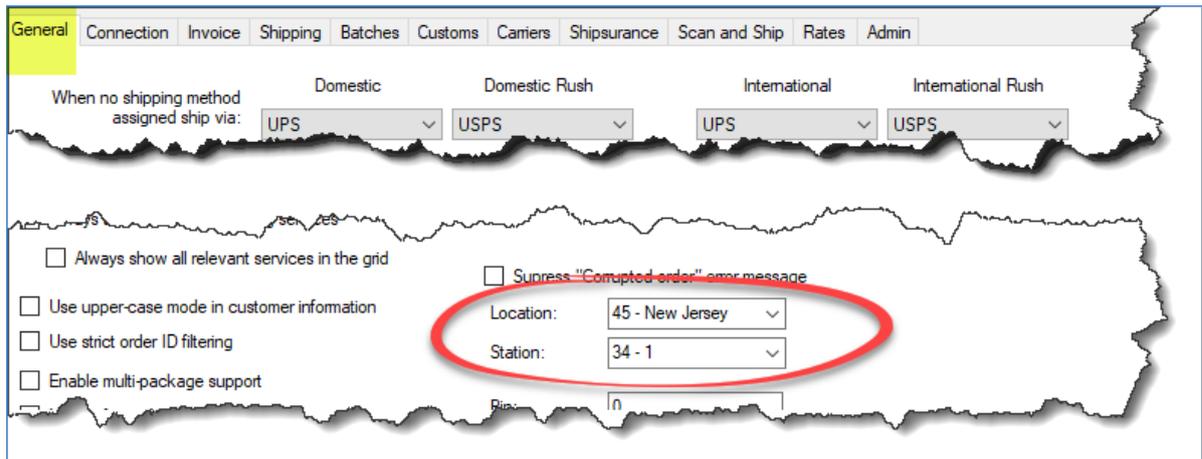

Assigning Each Location To a Shipping Station

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.

- 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.