

Location Notes

04/30/2025 3:21 pm CDT

Overview

Location Notes in Sellercloud facilitate order and inventory management by providing essential product and warehouse bin details. This article demonstrates how to add and utilize them for more efficient warehouse operations and improved order processing across various workflows.

Location Note Types

There are two types of location notes: **Product Location Notes** and **Bin Location Notes**.

Product Location Notes

You assign these notes to products. You can use **Product Location Notes** to:

- Provide product location details to your warehouse teams
- Filter products and orders
- Display additional information on invoices
- Ensure up-to-date information via exports and bulk updates

You can add them individually, in bulk, during PO receiving, or using Skustack. In addition, you can control some of their functionality through [Related Client Settings](#).

Bin Location Notes

You assign these notes to warehouse bins. You can use **Bin Location Notes** to store bin location details internally – only users with Sellercloud or Skustack Admin permissions can see these notes on the [Bin Details](#) page. You can add them individually per bin in Sellercloud or Skustack Admin.

Add Product Location Notes

There are several ways to add Product Location Notes:

- [Individually per product](#)
- [In bulk for multiple products at once](#)
- [While receiving POs](#)
- [With Skustack](#)

The [Client Setting Display Location Notes on Order Items Grid](#) allows you to show product location notes in the **Items** panel on the [Order Details Page](#).

The Client Setting **Don't Allow Duplicate Location Notes** prevents adding one location note to multiple products, meaning each location note must be unique. If you try to add a location note that already exists on another product, the following message will appear: **Invalid value for location notes. There is already another product that has the same location notes.**

Individually

To add location notes to a single product:

1. Open the [Product Details Page](#).
2. Click **Edit**.

3. Update the **Location Notes** field in the **Details** panel.

DETAILS	
Manufacturer	Select
Brand	Sellercloud
Short Description	Change
Long Description	Change
Priority	2
Rating	10
<input type="checkbox"/> Has Proposition 65 Warning	
Proposition 65 Warning Message	Not Set
<input type="checkbox"/> Expirable	
Custom Specifics	Not Set
Item Includes	Not Set
Location Notes	Notes about the product's location
Tax Code	PC040111
<input type="checkbox"/> Key Product Features	

4. Click **Save**.

In Bulk

To add location notes to multiple products at once, do a [Bulk Product Update](#) with the **LocationNotes** column in your spreadsheet.

Bulk Update Template

Add Columns To Template * LocationNotes

* First column will always be ProductID

Add Sample Row

CANCEL PREVIOUS NEXT

While Receiving POs

While [Receiving POs](#), you can enter product location notes into the **Loc** field. The **Loc** field is pre-populated from the product's **Location Notes** field on the [Product Details Page](#), and any changes here will overwrite the previous value.

CANCEL RECEIVE ITEMS

SESSION DETAILS

Shipping Cost: \$0.00

Receive Invoice# (optional)

Vendor Order ID (optional)

SKU	VEND. SKU	PRODUCT NAME	QTY ORDERED	QTY RECEIVED	QTY TO RECEIVE	WAREHOUSE	LOC	LOCAL NOTES	UNIT PRICE	DISCOUNT	LIST PRICE	WEIGHT	UPC
SC-Tees	SC-TEE	Sellercloud T-Shirt	100	100	0	Default Warehouse	Location Notes		\$5.00	0%	\$22.00	2 lbs 0 oz	30114296
SC-Socks		Sellercloud Socks	50	20	0	Default Warehouse	Location Notes		\$3.00	0%	\$10.00	1 lbs 0 oz	132213231213
SC-Hat		Sellercloud Hat	80	20	0	Default Warehouse	Location Notes		\$5.00	0%	\$15.00	1 lbs 0 oz	

In addition, if you use [Receivebridge](#), you can configure its [Settings](#) to prompt employees to enter product location notes when receiving POs:

1. Click **Menu > Options**.
2. Select the **General** tab.
3. Enable **Show a Prompt for entering product information** and **Require location notes**.
4. Click **Save**.

Options ✕

Connection General Enhancements

Test USB Scale

Could not load Location/Station records from CWA!

Automatically hit Enter after input Recognize scanner type

Restrict warehouse selection to the current warehouse (based on Location setting)

Show a prompt for entering product information
 Require location notes

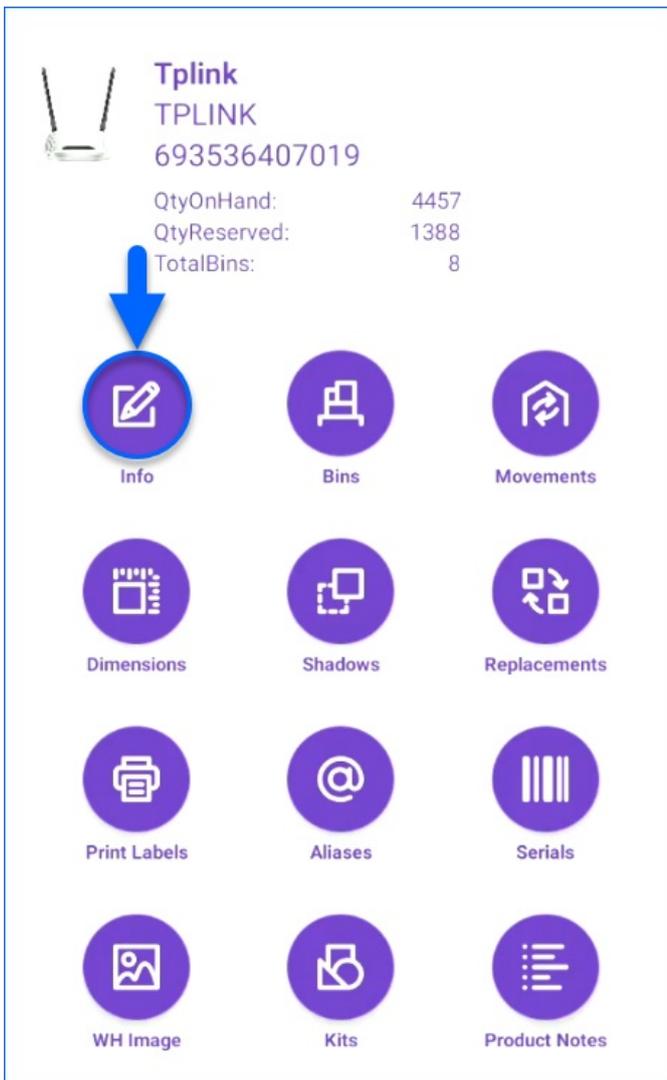
Require serial number input
 Reset receive count when deleting serials
 Validate all product serial #s for duplicates
 Skip serial number prompt for vendor:

Require dimensions
 Require weights
 Requires Bin

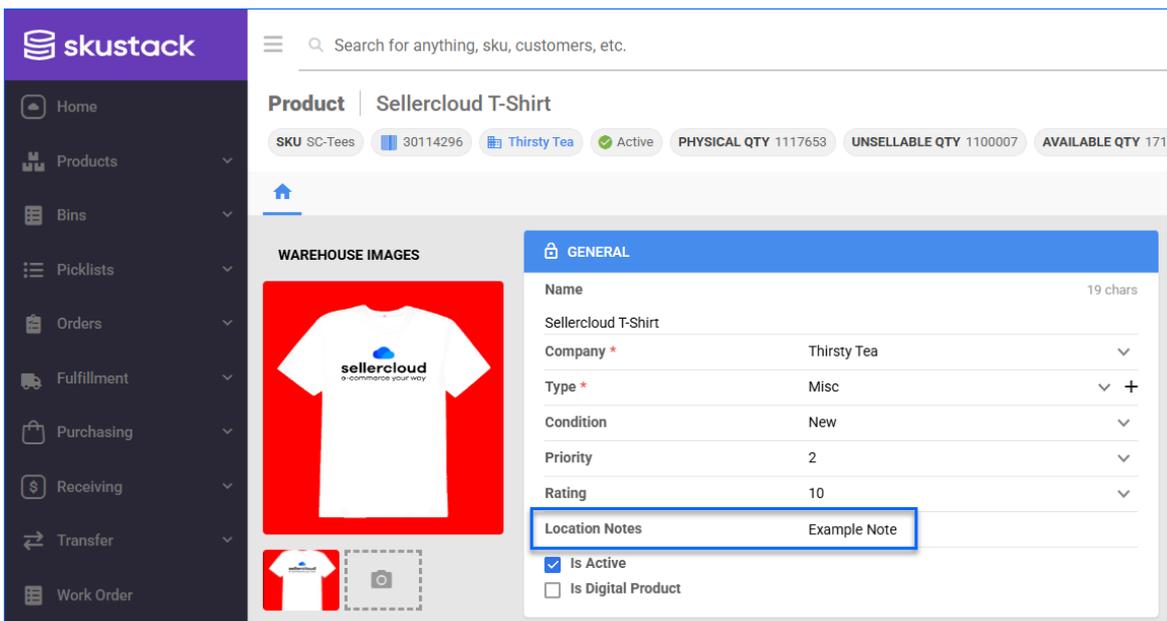
Save Cancel

With Skustack

The [Product Info Module](#) within the Skustack app allows you to enter product location notes through the **Info** action.



The Product Details page within the Skustack Admin also includes the **Location Notes** field in the **General** panel.



Use Product Location Notes

There are various ways to use product location notes:

- [View Notes](#)
- [Filter Products by Notes](#)
- [Filter Orders by Notes](#)
- [Add Notes to Invoices](#)
- [Export Notes](#)

View Notes

You can view product location notes in Sellercloud, Shipbridge, and even Skublox:

- In Sellercloud, you can view product location notes on the [Product Details Page](#) > **Details** panel.

The screenshot shows the 'DETAILS' panel in Sellercloud. The 'Location Notes' field is highlighted with a blue border. The field contains the text 'Notes about the product's location'. Other fields include Manufacturer (Select), Brand (Sellercloud), Short Description (Change), Long Description (Change), Priority (2), Rating (10), Has Proposition 65 Warning (checkbox), Proposition 65 Warning Message (Not Set), Expirable (checkbox), Custom Specifics (Not Set), Item Includes (Not Set), and Tax Code (PC040111).

- Shipbridge shows product location notes in the **Unshipped** and **Attention** tabs' orders grid.

The screenshot shows the Shipbridge orders grid. The 'LocationNotes' column is highlighted with a blue border. The grid displays 35 results with columns for Order ID, Order Date, Customer, SKU, LocationNotes, CountryName, and Carrier. The 'LocationNotes' column contains the text 'Notes about the product's location...' for each order.

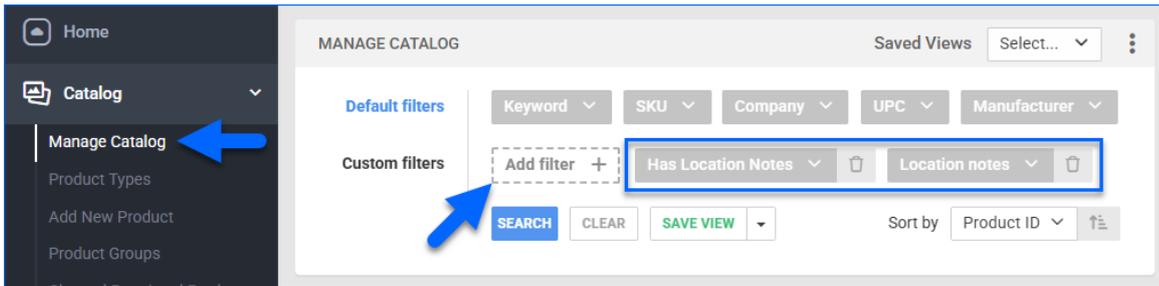
Order ID	Order Date	Customer	SKU	LocationNotes	CountryName	Carrier
5150346	12/15/2023 12:00 AM	Colin C	SC-Tees	Notes about the product's location...	United States	UPS® Ground
5150347	12/15/2023 12:00 AM	Colin C	SC-Tees	Notes about the product's location...	United States	UPS® Ground
5150368	12/15/2023 12:00 AM	Colin C	SC-Tees	Notes about the product's location...	United States	UPS® Ground
5150369	12/15/2023 12:00 AM	Colin C	SC-Tees	Notes about the product's location...	United States	UPS® Ground
5150370	12/15/2023 12:00 AM	Colin C	SC-Tees	Notes about the product's location...	United States	UPS® Ground

- In Skublox, product location notes may appear in [Product Suggestions](#) to assist in your sorting operations.

Filter Products by Notes

To filter products on the [Manage Catalog Page](#) or the [Manage Inventory Page](#) by their location notes:

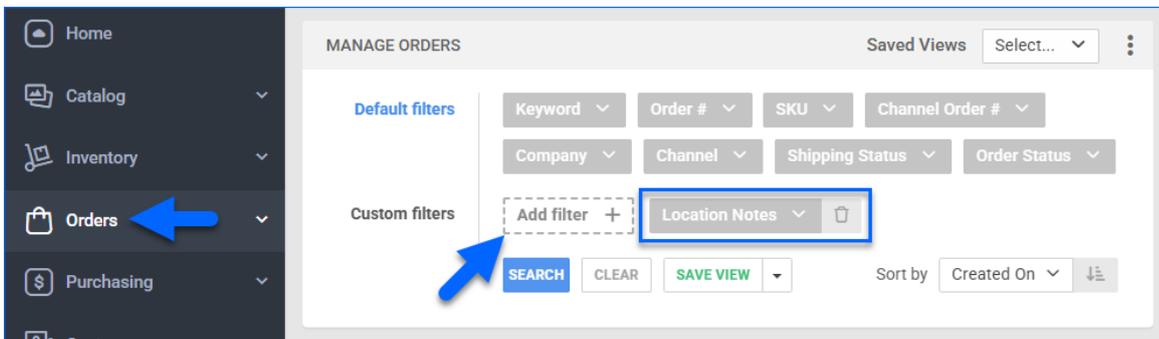
1. Go to **Catalog > Manage Catalog** or **Inventory > Manage Inventory**.
2. Click **Add filter**. The following filters are available:
 - a. **Location Notes** – Enter text to filter products based on their location notes. The filter's **Contains** option lets you search for specific text, whereas the **Does not contain** option lets you exclude notes with specific text.
 - b. **Has Location Notes** – Choose to show only products with or without location notes.



Filter Orders by Notes

To filter orders on the [Manage Orders Page](#) by product location notes:

1. Go to **Orders > Manage Orders**.
2. Click **Add filter** and select **Location Notes**. This filter allows you to enter text to filter products based on their location notes. The filter's **Contains** option lets you search for specific text, whereas the **Does not contain** option lets you exclude notes with specific text.



Add Notes to Invoices

You can add product location notes to your invoices:

- **Standard Invoices** – Enable the **Show Location Notes** option in the **Packing Slip Options** panel.

STANDARD PACKING SLIP

Standard

Html 2 PDF

Custom Plugin

Word 2 PDF

Channel Preferences: [Per Channel Preferences](#)

PACKING SLIP OPTIONS

Do Not Print Invoices

Print 2 Invoice Copies When Shipping Orders

Use Queue:

Invoice Per Chunk: 0

Include Insurance Line

Include Original Insurance Line Even When Insurance Is Disabled

Include Handline Line

Include Shipping Method Requested

Include Order ID

Include Discount Line

Show Product Images

Show Prices And \$ Total

Show Customer Message

Show Total Qty If > 1

Show 'R' If Rush Order

Show Gift Message

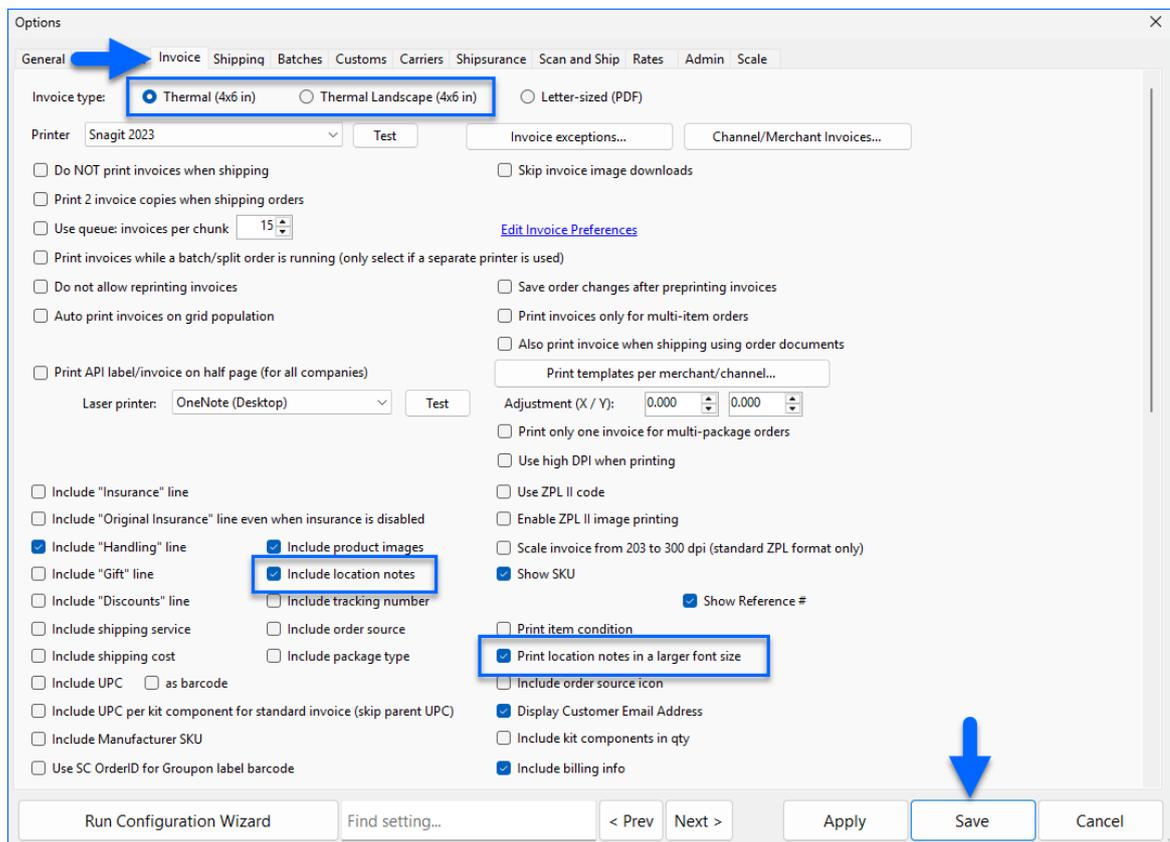
Show Location Notes

Show Company Address

Print UPC

Print Inventory Available Qty

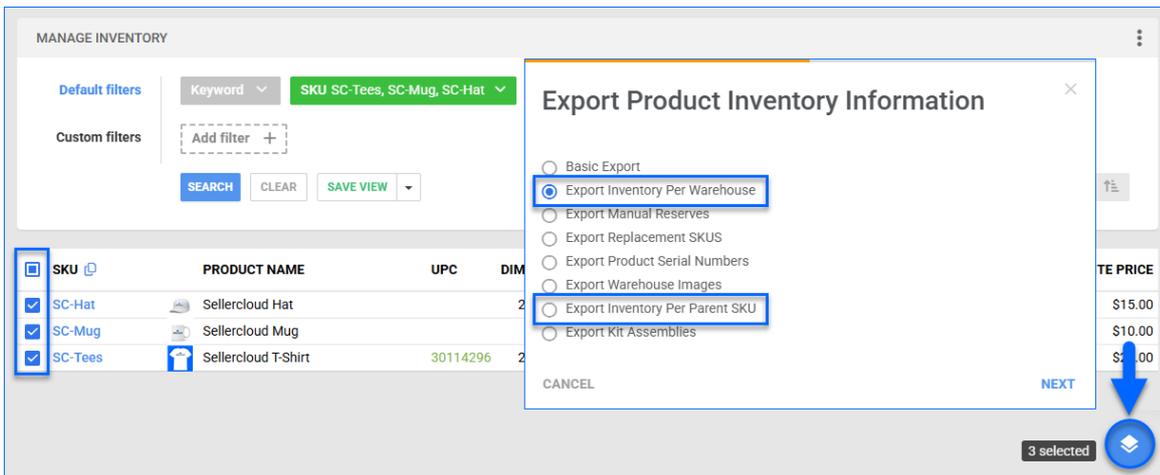
- **Word2PDF Invoices** - Use the **#?LocationNotes?#** placeholder in the file you upload.
- **4x6 Invoices** - Shipbridge allows you to include product location notes when printing 4x6 invoices. Go to **Menu > Options > Invoice > Thermal (4x6 in) or Thermal Landscape (4x6 in)** and enable these settings:
 - **Include location notes**
 - *(Optional)* **Print location notes in a larger font size**



Export Product Location Notes

To export product location notes to a spreadsheet:

1. Go to **Inventory > Manage Inventory**.
2. **Search** for products and then select the ones you want to export.
3. Click the blue **Actions** icon at the bottom right and select **Export Products (Inventory)**.
4. Select one of these options and click **Next**:
 - a. **Export Inventory Per Warehouse**
 - b. **Export Inventory Per Parent SKU**
5. Select an **Export Type** format and click **Export**.
6. This action creates a **Queued Job**. You will receive a **Notification** when it finishes processing. Go to the **Queued Job** page to download the spreadsheet.



Add Bin Location Notes

To add bin location notes:

1. Go to **Inventory > Warehouses > Manage Warehouse Bins**.
2. Search for the bin and click its **Name** or **ID**.
3. Click **Edit**.
4. Update the **Location Notes** field.

DETAILS

Bin Name	0003
<input checked="" type="checkbox"/> Bin Is Sellable	
Bin Id	8321
Warehouse	binny
Location Region	None ▼
Location Type	Known ▼
Bin Type	Normal ▼
Location Notes	This bin contains hazardous materials
<input checked="" type="checkbox"/> Primary Bin	
Unit Capacity	0
Dimensions (L/W/H)	<input type="text" value="21"/> in <input type="text" value="21"/> in <input type="text" value="21"/> in
Volume	9261 in ³ / 5.36 ft ³

5. Click **Save**.

You can follow similar steps to manage bin location notes using the [Skustack Admin](#) portal.

Related Client Settings

The following [Client Settings](#) related to product location notes are available:

- **Don't Allow Duplicate Location Notes** – Prevents the same location note from being used on multiple products, meaning

all product location notes must be unique. If you try to add a location note already existing on another product, the following message will appear: **Invalid value for location notes. There is already another product that has the same location notes.**

- **Display Location Notes on Order Items Grid** – Show product location notes in the **Items** panel on the [Order Details Page](#).

In addition, there is the following [Skustack Client Setting](#) for bin location notes:

- **Sort Picklists By Warehouse Bin Location Notes** – Sort picklists by the chronological creation of their location notes, displaying picklists with the oldest location notes at the top.
-
-