

# Manage Locations

After creating a [location type](#), you can create a location and associate it with the location type(s) you defined. A location should only belong to one location type. You can also manage locations via Kibo's [Location Administration APIs](#).

## The Locations Page

A list of all locations is displayed on the initial Locations view at **Main > Orders > Locations**. Click **Create New Location** in the top right to add a new location to the list, or expand the drop-down actions menu to the right of an existing location to edit, duplicate, or disable it.

<div><div><div></div></div><div>Locations</div><div><div></div> Search</div></div>					
Code	Name	Location Types	Address	Status	
WWW	Willy Wonka's Warehouse	Warehouse	555 Washington Ave Miami Beach, Florida 33139...	Active	
WNWB	Willie Nelson's Warehouse of Braids	Warehouse	12400 St Hwy 71 W Austin, TX 78738 US	Active	
WHN4	WarehouseNew4	Warehouse	1820 W. Braker Lane Austin, TX 78759 US	Active	
WHN3	WarehouseNew3	Warehouse	1819 W. Braker Lane Austin, TX 78759 US	Active	
WHN2	WarehouseNew2	Warehouse	1818 W. Braker Lane Austin, TX 78759 US	Active	
WHN1	WarehouseNew1	Warehouse	1817 W. Braker Lane Austin, TX 78759 US	Active	
WAR9	WAR9	Warehouse	9442 N. Capital of Texas Hwy Suite 410 Austin, T...	Active	
WAR8	WAR8	Warehouse	9442 N. Capital of Texas Hwy Suite 410 Austin, T...	Active	

## Configure a Location

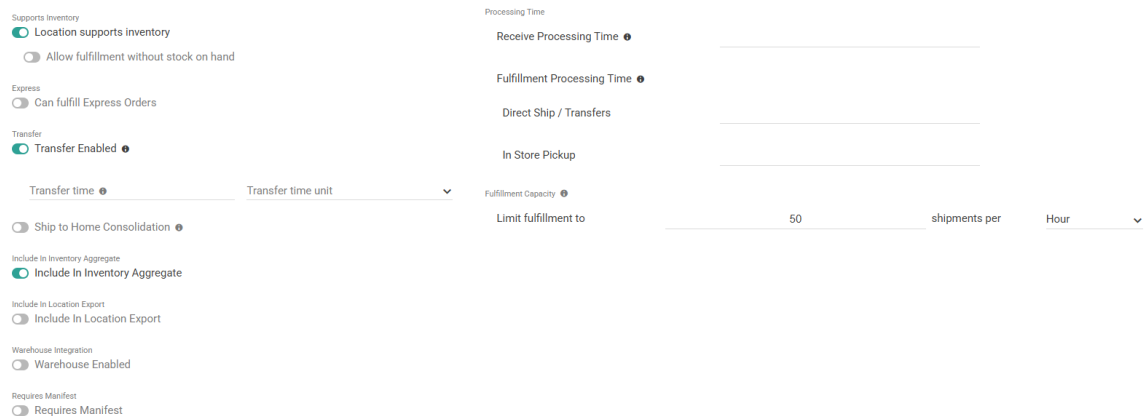
To configure a location:

1. Go to **Main > Orders > Locations**.
2. Either click **Create New Location** or select an existing one from the table.
3. Select the **Location Type**. Locations should only be set to one location type on most implementations.

Location			Attributes			Hours of Operation		
<b>Location</b> Location Types * <div>Warehouse x Search</div>			<b>Fulfillment Types</b> <div>Direct Ship x Search</div>					
Status * Active			Name * ▼ Willy Wonka's Warehouse					
Description			Code WWW					
Address * 555 Washington Ave Miami Beach, Florida 33139 US			Shipping Origin Contact * Name: Willy Wonka Company: Willy Wonka's Warehouse Phone Number: (789) 456-1111 Email: willy.wonka@warehouse.com					
Latitude * 78.896		Longitude * -89.486		Phone 5126659166				
Fax				Notes				

4. From the **Fulfillment Types** drop-down menu, select one or more fulfillment types the location supports.
5. Select a **Status** for the location.
6. Enter a **Name**.
7. Enter a **Code**.
8. Enter a physical **Address**.
9. Enter a **Shipping Origin Contact** and contact **Phone**.
10. Enter the **Latitude** and **Longitude** of the location.
11. Enter an optional **Fax** number.
12. Enter any internal **Notes** about this location as needed.
13. Fill out any other optional details that are appropriate for your location:
  - Enable inventory tracking, express orders, and [transfer shipments and/or consolidation](#) as desired.
  - Toggle whether you want to include this location in [aggregate inventory levels](#) and location exports.
  - Indicate whether the location is integrated with a warehouse or requires [a shipping manifest](#).
  - If you are using [Estimated Delivery Dates](#), enter the **Time Zone** and **Processing Time** settings for each fulfillment type used by location.
  - If you enter a number of shipments and unit of time (hours, days, weeks, or months) for **Fulfillment Capacity**, then Order Routing will use this as a constraint when assigning shipments. Once the limit is reached, Order Routing will exclude the location from

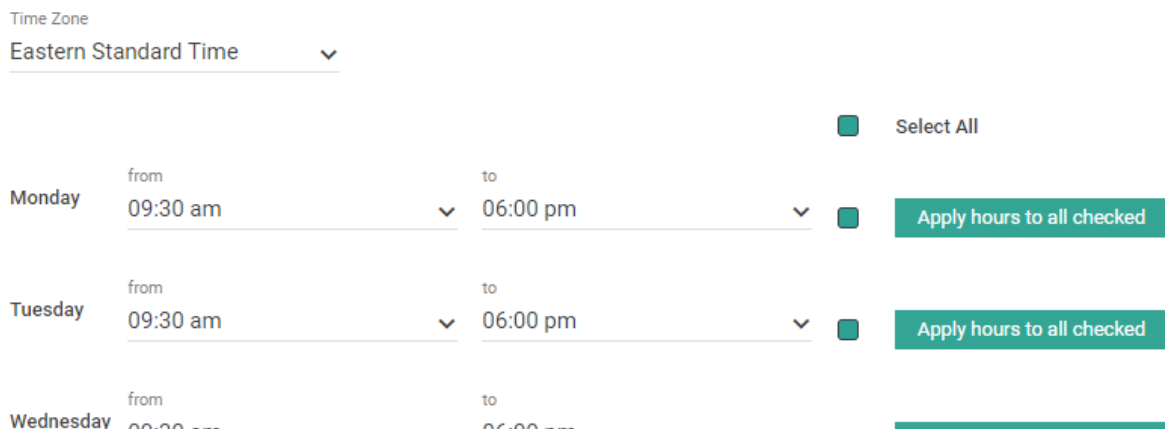
assignment when evaluating orders for the time period. This does not apply to returns.



The screenshot shows a configuration interface for a location. It is divided into several sections: 'Supports Inventory' with options for 'Location supports inventory' (checked) and 'Allow fulfillment without stock on hand'; 'Express' with 'Can fulfill Express Orders'; 'Transfer' with 'Transfer Enabled' (checked); 'Transfer time' and 'Transfer time unit' fields; 'Ship to Home Consolidation'; 'Include In Inventory Aggregate' (checked), 'Include In Location Export', and 'Include In Location Export'; 'Warehouse Integration' with 'Warehouse Enabled'; 'Requires Manifest' (checked); 'Processing Time' with 'Receive Processing Time', 'Fulfillment Processing Time', 'Direct Ship / Transfers', and 'In Store Pickup'; and 'Fulfillment Capacity' with 'Limit fulfillment to' set to 50 shipments per hour.

14. In the **Attributes** section of the configurations, enter values for any [location attributes](#) that you have created.
15. In the **Hours of Operation** section, define the time zone that this location operates in and set its opening and closing hours. Your site's theme controls whether this information is exposed on the site storefront.

### Hours of Operation



The screenshot shows the 'Hours of Operation' configuration. It starts with a 'Time Zone' dropdown set to 'Eastern Standard Time'. Below is a table for setting hours for each day of the week. Each row has a day label, a 'from' time field, a 'to' time field, a checkbox, and an 'Apply hours to all checked' button. The 'Monday' row shows '09:30 am' to '06:00 pm' with the checkbox checked. The 'Tuesday' row shows '09:30 am' to '06:00 pm' with the checkbox checked. The 'Wednesday' row is partially visible at the bottom. A 'Select All' checkbox is at the top right of the table.

	from	to		
Monday	09:30 am	06:00 pm	<input checked="" type="checkbox"/>	Apply hours to all checked
Tuesday	09:30 am	06:00 pm	<input checked="" type="checkbox"/>	Apply hours to all checked
Wednesday	00:00 am	06:00 pm	<input type="checkbox"/>	

16. If you are using [Estimated Delivery Dates](#), enter the **Fulfillment Cutoff Time** settings for each fulfillment type used by location. See the linked guide for the full details of these settings.
17. In the **Carrier Accounts** section, identify which account credentials should be used when that location is fulfilling a shipment with that carrier. Type the account name for each listed carrier and select it from the results that appear.
  - This is useful when there are multiple accounts for one carrier that are dependent on location. However, note that more extensive carrier settings such as a default carrier and supported shipping methods are configured at the [location group](#) level.

- When shipping labels are being generated, carrier account credentials are automatically inherited from a higher level if not specified in the priority of location, then location group, and then site. The "No Carrier Credentials Selected" option here means that this location will fall back to [the location group credentials](#), and then [the default site credentials](#) if no location group credentials are specified.

Carrier Accounts

USPS Account

No Carrier Credentials Selected x Search

Canada Post Account

No Carrier Credentials Selected x Search

Purolator Account

No Carrier Credentials Selected x Search

18. If [Fulfillment SLAs](#) are enabled for your implementation, then the **SLAs** section will be displayed at the bottom of the page. Use the checkboxes to assign one or more SLAs to this location, and use the up and down arrows to adjust the target percentage for each assigned SLA.

SLA

Code	Name	Fulfillment Type	Assign to Location	Time	Target Time	Target SLA Percentage		
		<div>Select Fulfillment Type</div>						
>	1	Example SLA	All	<input type="checkbox"/>	0 hours, 5 minutes	0 hours, 5 minutes	100	<div><div></div><div></div></div>
>	2	SLA 2	All	<input checked="" type="checkbox"/>	5 hours	5 hours, 15 minutes	105	<div><div></div><div></div></div>
>	3	Pickup SLA	Pickup	<input checked="" type="checkbox"/>	120 hours	162 hours	135	<div><div></div><div></div></div>

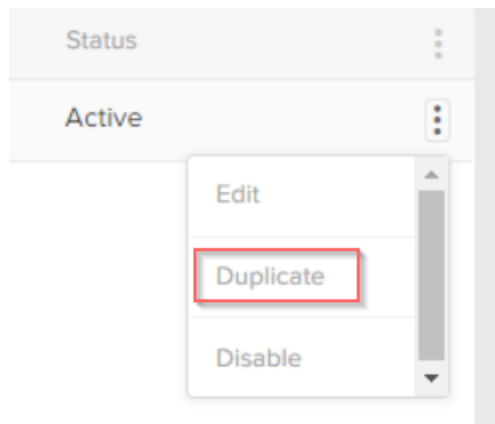
19. Click **Save**.

## Duplicate a Location

You can duplicate a location to quickly create new locations that are based off of existing locations.

To duplicate a location:

1. Go **Main > Orders > Locations**.
2. Expand the actions menu next to the location you want to duplicate, and select **Duplicate**:



3. In the new location, complete all required fields according to the [Create a Location](#) steps.

## Disable a Location

You can disable locations from the same More Actions menu shown above. At this time, there is no way to disable locations in bulk or via an automatic process—you should manually disable each location individually.



If you want to disable a location that happens to be set as the default Shipping From location in your site settings, then an error message will be displayed. You should first go to your [Shipping Carrier settings](#) and change the Shipping From option to a different location, after which you will be able to successfully disable the original location.

Then, you should go to Order Routing and [deactivate the location there](#). The Admin and Order Routing location statuses are separate, so disabling a location in one UI will not update its status in the other. This can cause discrepancies such as when a location is deactivated in the Admin but still active in Order Routing, where shipments will still be assigned but the location will not be displayed in the Admin's order shipment details. It is recommended to keep your Order Routing and Admin location statuses in sync, though this is currently a manual process.

If a location is fully disabled then it will impact your inventory reporting (such as your exports) and it will not be accessible in the Fulfiller UI, which will prevent any unfulfilled shipments from being processed by your fulfillers. Keep this in mind when choosing to disable a location status. If you wish to temporarily stop assigning to a location but still fulfill any currently-assigned shipments, then you can [place the location on hold in Order Routing instead](#). However, the location must be manually placed on hold for each individual group it is a part of within each route.

## Best Practices

- You can select more than one location type if more than one type applies.
- You can select more than one fulfillment type if your location supports both direct ship and in-store pick up.

- Create a unique code for each location.
- Enter latitude and longitude coordinates in numerical format.  
For example, latitude = 38.8897 and longitude = 77.0089.
- Select the **Location supports inventory** checkbox if the location maintains merchandise.  
Optionally, if you want to be able to fulfill items from the location without sufficient on hand stock select **Allow fulfillment without stock on hand**. Refer to [Inventory Management](#) for more information.