

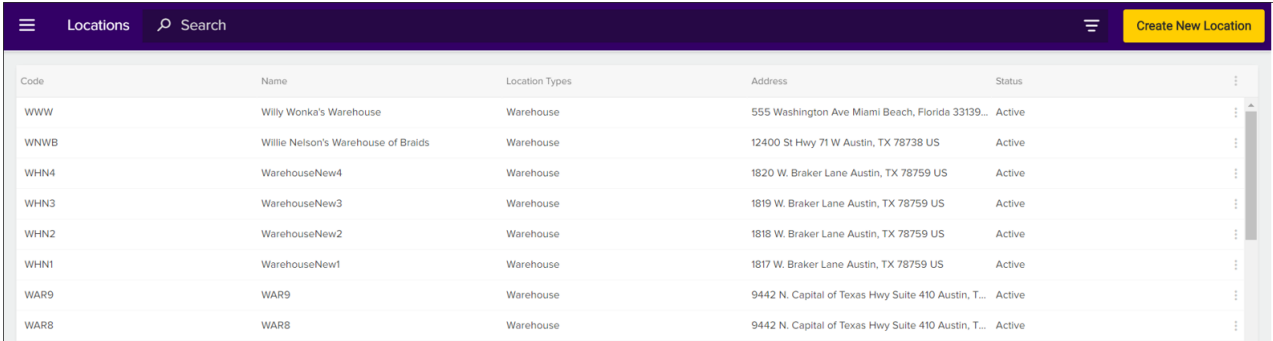
Manage Locations

After creating a [location type](#), you can create a location and associate it with the location type(s) you defined.

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.



The screenshot shows the 'Locations' page in a web application. The page has a dark purple header with a search bar and a 'Create New Location' button. Below the header is a table with the following columns: Code, Name, Location Types, Address, and Status. The table contains eight rows of location data.

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.

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

3. From the **Location Types** drop-down menu, select one or more location types.
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 [Accurate Fulfillment Dates](#), enter the **Processing Time** settings for this 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 panel with the following sections and options:

- Supports Inventory:**
 - Location supports inventory
 - Allow fulfillment without stock on hand
- Express:**
 - Can fulfill Express Orders
- Transfer:**
 - Transfer Enabled
 - Transfer time: Transfer time unit:
 - Ship to Home Consolidation
- Include In Inventory Aggregate:**
 - Include In Inventory Aggregate
- Include In Location Export:**
 - Include In Location Export
- Warehouse Integration:**
 - Warehouse Enabled
- Requires Manifest:**
 - Requires Manifest
- Processing Time:**
 - Receive Processing Time:
 - Fulfillment Processing Time:
 - Direct Ship / Transfers:
 - In Store Pickup:
- Fulfillment Capacity:**
 - Limit fulfillment to: 50 shipments per Hour

- In the **Attributes** section of the configurations, enter values for any [location attributes](#) that you have created.
- 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.

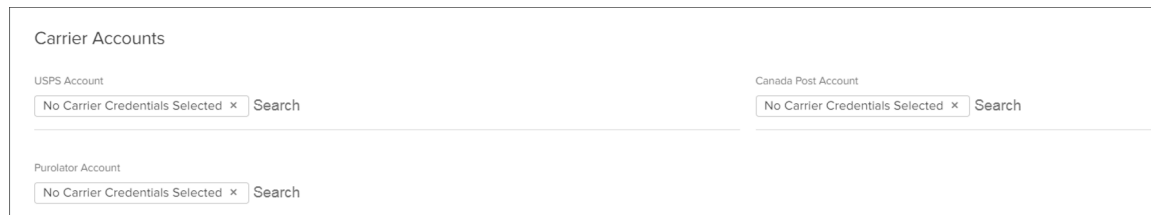
Hours of Operation

The screenshot shows the 'Hours of Operation' configuration interface with the following details:

- Time Zone:** Eastern Standard Time (dropdown menu)
- Monday:** from 09:30 am to 06:00 pm. Includes a 'Select All' checkbox and an 'Apply hours to all checked' button.
- Tuesday:** from 09:30 am to 06:00 pm. Includes a 'Select All' checkbox and an 'Apply hours to all checked' button.
- Wednesday:** from 09:30 am to 06:00 pm. Includes a 'Select All' checkbox and an 'Apply hours to all checked' button.

- 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

17. 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		
>	1	Example SLA	All	<input type="checkbox"/>	0 hours, 5 minutes	0 hours, 5 minutes	100	⬆️⬇️⬆️
>	2	SLA 2	All	<input checked="" type="checkbox"/>	5 hours	5 hours, 15 minutes	105	⬆️⬇️⬆️
>	3	Pickup SLA	Pickup	<input checked="" type="checkbox"/>	120 hours	162 hours	135	⬆️⬇️⬆️

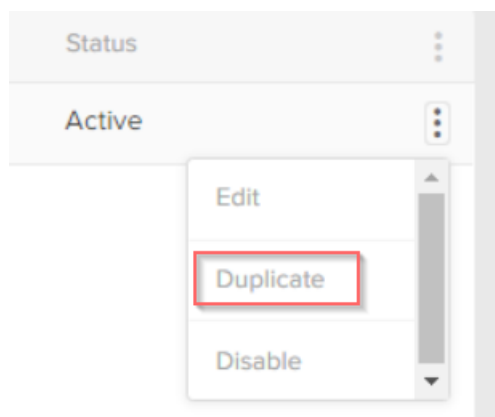
18. Click **Save**.

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.