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 dropdown actions menu to the right of an existing location to edit, duplicate, or disable it.

■ Locations	Ø Search				Ŧ	Create New Location
Code	Name		Location Types	Address	Status	
www	Willy V	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	Wareh	houseNew4	Warehouse	1820 W. Braker Lane Austin, TX 78759 US	Active	÷
WHN3	Wareh	houseNew3	Warehouse	1819 W. Braker Lane Austin, TX 78759 US	Active	÷
WHN2	Wareh	houseNew2	Warehouse	1818 W. Braker Lane Austin, TX 78759 US	Active	÷
WHN1	Wareh	houseNew1	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	3	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		
Location		
Location		
Location Types *		Fulfillment Types
Warehouse × Search		Direct Ship × Search
Status *		Name *
Active		
Description		Code
Description		00000
Address *		Shipping Origin Contact *
Miami Beach, Florida 33139 US		Company: Willy Wonka's Warehouse
		Phone Number: (789) 456-1111
		Email: willy.worka@warehouse.com
Latitude *	Longitude *	Phone
78.896	-89.486	5126659166
Ferr		Notes
Fax		NOIES

- 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.

Supports Inventory Cacation supports Inventory Allow fulfillment without stock on hand Express Can fulfill Express Orders Transfer Transfer Transfer Transfer Enabled			Processing Time Receive Processing Time • Fulfillment Processing Time • Direct Ship / Transfers In Store Pickup					
Transfer time Transfer time	Transfer time unit	~	Fulfillment Capacity 🖲 Limit fulfillment to	50	shipments p	per Ho	our	~
Include Include In Location Export Include In Location Export Warehouse Integration Warehouse Enabled Exposure Monifest								
Requires Manifest								

- 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				
Time Zone Eastern Sta	andard Time	~			
					Select All
	from		to		
Monday	09:30 am	~	06:00 pm	~	Apply hours to all checked
Tuesday	from		to		
Tuesuay	09:30 am	~	06:00 pm	~	Apply hours to all checked
	from		to		
Wednesday	00.20		04.00		

- 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 × Search	Canada Post Account No Carrier Credentials Selected × Search
Purolator Account No Carrier Credentials Selected × 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.

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-		

	Code	Name	Fulfillment Type	Assign to Location	Time	Target Time	Target SLA Percentage	
			Select Fulfillment Type 🗸					
>	1	Example SLA	All		0 hours, 5 minutes	0 hours, 5 minutes	100	▲▲▲
>	2	SLA 2	All	✓	5 hours	5 hours, 15 minutes	105	▲✓
>	3	Pickup SLA	Pickup	✓	120 hours	162 hours	135	^ ▼

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**:

Status		÷
Active		:
	Edit	•
	Duplicate	
	Disable	•

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.

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.