

HOW TO: CREATE MULTIPLE WAREHOUSES

1. Go to Warehouse >> **Manage Warehouses**
2. Fill out the information and click **Add**

AdvancePro 10.00.0.1008* - Admin

Admin Customers Vendors Products Warehouse Sales Rep Returns Reports QuickBooks Web MFG MCR

Customers

- Place New Order
- POS
- All Customer Orders
- View All Customers
- Add New Customer

Vendors

- Place New Order
- All Vendor Orders
- View All Vendors

Products

- Add New Product
- Manage Inventory
- View All Products

Quick Search

Open Windows

Manage Warehouses

Logout

Manage Warehouses

Manage warehouse details

Warehouse Warehouse 3

Contact Mr. John Johns

Mr/Ms/... First Name M.I. Last Name

☐ Warehouse is Inactive

Address Info

Phone 987-6543 2 Fax

Code Number Ext. Code Number Ext.

Email john@yahoo.com Notes

Address 8th Street

City Boston

State MA State Other

Zip Code 02111

Country USA

Fill out the necessary info

Add New Add Delete

Select warehouse to edit or delete

No	Wareho...	Contact	Phone	Fax	Email
<input type="checkbox"/> 1	Wareho...	Admin Admin	1-800-970-9071		
<input type="checkbox"/> 2	Wareho...	-1	-	1	

Done

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3. After adding, the warehouse will be part of the list. It will have no products upon creation.

To add products to the new warehouse, you can perform an [INDIVIDUAL/MULTIPLE WAREHOUSE TRANSFER](#) or if you want ALL products to exist on the warehouse, see this [article](#).

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Warehouse

Contact Mr./Mrs. First Name M.I. Last Name

☐ Warehouse is Inactive

Address Info

Phone Fax

Code Number Ext. Code Number Ext.

Email Notes

Address

City

State MA State Other

Zip Code

Country

Add New Add Delete

Select warehouse to edit or delete

No	Warehouse	Contact	Phone	Fax	Email
<input type="checkbox"/> 1	Warehouse 1	Admin Ad...	1-800-970-9071		
<input type="checkbox"/> 2	Warehouse 2	-1	-	1	
<input type="checkbox"/> 3	Warehouse 3	John Johns	-987-6543-2	-	john@yahoo.com

Done

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NOTE: If you are prompted that you have reached maximum limit of warehouses, please contact Sales at 1800-970-9071