

3. Warehouses

A **warehouse** is a building or site that holds stock. Open **Warehouses** to manage them.

Column	Shows
Code / Name	The short identifier and full name; click to edit.
Stores	How many stores the warehouse serves.
Locations	How many bins it contains.
Status	Active or inactive.
Updated	Last change.
Actions	Edit, Print Barcode, Print QR Code.

Choose **Create Warehouse** and complete the form: **Code** and **Name** (required); an optional **Description**; the delivery details used on purchase-order exports (**Warehouse Address for Deliveries, Phone Number, Primary Contacts** and **Special Instructions included on Purchase Orders**); an **Active** toggle; and the **Stores** it serves. Saving a warehouse automatically ensures it has a default location (named *Primary Location* on first save, marked as both default and default-receive).