

Entering Warehouse Addresses for Shipping Labels

Accurate warehouse addresses are critical when generating shipping labels. Entering the warehouse addresses correctly in the platform will help ensure your shipping labels are printed correctly.

Step 1: Click the navigation menu and select **Settings > Warehouse Manager**.

Step 2: If you included warehouse information when you created or updated your inventory, then you will see the warehouses automatically listed on the next page. You can edit any existing warehouse using the **gear** icon or add a new warehouse by clicking the **ADD WAREHOUSE** button.

Step 3: Fill in the required information to add/update the address for the warehouse.

Add Warehouse

Code Warehouse1	Name Contacto Principal
Address Av Tlalnepantla 8 Col. El Olivo	Postal Code 54110
City Tlalnepantla	Country Mexico
Latitude	State/Region Estado de México
Longitude	Label File Type Full
Notes	

SAVE

Refer to these field descriptions to make entering the address easier:

Code: Enter the unique reference code used in inventory allocation.

Name: Enter the unique name used to identify this warehouse.

Address: Enter the exterior number, street name and other address related information, including:

- The road type and name
- The external number
- The settlement type and name
- The interior number

Do NOT enter the city, postal code, country, or state in this field.

City: Enter the name of the city or town for this warehouse.

Postal Code: Enter the postal code (or ZIP code) for this warehouse.

Country: Select the name of the country for this warehouse location.

State/Region: Select the name of the state, region, or providence for this warehouse.

Latitude/Longitude: Enter the latitude and longitude of this warehouse location, if known. This is an optional field.

Notes: Use this for any additional information. Do NOT enter address information here. This information will NOT appear on the shipping label. This is an optional field.

Label File Type: Select the type of shipping label used for this warehouse. This is an optional field

Step 4: Click **Save**.