How to create a new warehouse

Steps on how to create a warehouse

1. Navigate to the **Warehouses** page using the three-line menu
2. Select **Add Warehouse**
3. Enter **Code** and **Description**
4. Select **Next** to save

Guidance for naming your warehouse:

- **Code** will be the main name displayed in bold on the **Warehouses** screen and within other screens of VMS
- **Description** displays in light gray below the **Code** on the main **Warehouses** screen

[Video: How to create a new warehouse]