Define Warehouse Locations

Overview

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

Navigation

NIS State of Nebraska > Dist & Mfg – CSI > Inventory > Inventory Setup > Define Warehouse Locations.
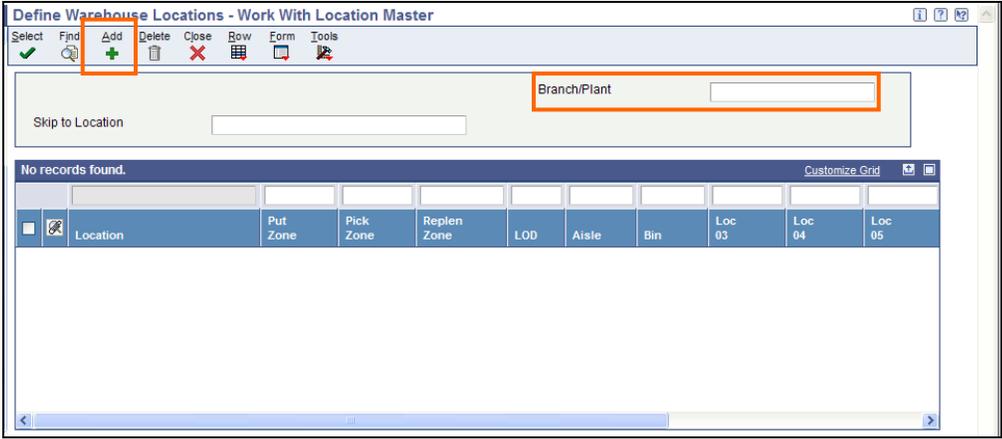
Steps

This creates new locations in the brand plants.

1. Enter the value for the branch plant (46070025).

    ✎ You can search locations currently set up to verify the location you want to add has not already been added. To search click the Find button after entering the value for the branch plant. If the location is not found continue to step 2.

2. Click on the **"ADD"** button at the top.

3. Enter the appropriate values in the Location and LOD fields. For example, 1E0707 for Location and 9 for LOD.

4. The rest of the fields, Aisle, Bin, Loc 03, and Loc 04 will auto-populate.

📝 There is no need to enter the separator for the location. For example:

- if you need to create the location **1.E.07.07** enter 1E0707

- If you need to create the location **1.E.** enter 1E

- If you need to create the location **1.E.01.** enter 1E01

5. Click on the OK button once you are done adding the locations.

📝 You can delete locations any time, especially if there is no inventory located in that location. To do so choose the line/row you want to delete and click "DELETE." This should remove any unwanted locations from your Branch/Plant.