[Purpose: 1](#_Toc378944161)

[Related Documents: 1](#_Toc378944162)

[Responsible: 1](#_Toc378944163)

[Instructions: 1](#_Toc378944164)

Purpose:To provide instruction on how to set up new Inventory locations in Buisness System Database (BSD). A physical inventory location needs to exist that corresponds to the system location.

Related Documents:None

Responsible:Maintained by Inventory Supervisor. Carried out by designated Inventory representative.

# Instructions:

1. Open form Locations
	1. Forms
	2. Open
	3. Locations



1. Click new and populate the form as follows.
	1. **Location:** Enter the new location to be created. (Following existing location logic)
	2. **Description:** Enter a description of the location that describes where the location is.
	3. **Non-Nettable Stock:** Click if location is to be Non-Nettable
	4. **WC:** Leave blank
	5. **Type:** Defaults to “Stock” leave as is.
	6. **Click Save.**