

New warehouse

September 11, 2026

New warehouse

New warehouse at a glance

A warehouse configuration record stores the details PAMS uses to identify and administer a warehouse. The warehouse sits in the purchase chain between the goods receipt note and later warehouse work.

If you need to...	Go to
Enter a warehouse configuration	Before you start , then Enter and save warehouse details
Review the fields and available choices	Understand the warehouse form
Maintain a saved warehouse	Edit warehouse
Locate a warehouse configuration	Warehouses
Continue into operational warehouse work	Warehouse fulfillment flow

Before you start

The form is available when the Warehouse subscription is included and the page is not in its not-found state. Your create or edit permission determines whether the editable controls are available.

Prerequisites

- You have the warehouse name and description to enter in **Display Name** and **Description**.
- You know the warehouse's **Store type** and the responsible person for **Store Admin**.

- You know which branch choices belong to the warehouse.
- You have the address details for **Destination Title**, **Country**, **State**, **City**, **Street**, and **Zip-code**.

The saved-record tabs require an existing warehouse record. The area plus and edit actions also

require an editable saved record and the **Areas** tab.

When these conditions are in place, open the New warehouse page.

Open the New warehouse page

The New warehouse page is the form for entering a warehouse configuration.

Prerequisites

- You have access to Configuration.

Steps

1. Open `/configuration/warehouse/new` .

The screenshot shows the 'ams' (Shotec S.A.E) 'New warehouse' configuration page. The page has a dark sidebar on the left with navigation icons. The top bar shows the user 'Shotec S.A.E' and navigation buttons like '+', 'Refresh', 'Notifications', 'Logout', and 'RO'. The main content area is titled 'Configuration > Inventory >' and contains a form with the following fields:

- Display Name**: Text input field.
- Description**: Text input field.
- Store type**: Dropdown menu with 'Select...'.
- Store Admin**: Dropdown menu with 'Select...'.
- Warehouse belong to branch**: Radio button group with options:
 - ☐ Shotec S.A.E
 - ☐ Shotec Gulf
 - ☐ Shotec IP GmbH
 - ☐ Shotec GmbH
 - ☐ Cronitec
- Destination Title**: Text input field.
- Country**: Dropdown menu with 'Country'.
- State**: Dropdown menu with 'State'.
- City**: Text input field.
- Street**: Text input field.
- Zip-code**: Text input field.

At the bottom right, there is a 'Tickets' button.

Result: The page opens with **Display Name**, **Description**, **Store type**, and **Store Admin** available for entry.

Use the field table that follows to plan the entries.

Understand the warehouse form

The warehouse form identifies the warehouse, assigns its type and administrator, associates branches, and records its address.

Field	Type	Required	Available choices or use
Display Name	Text	Yes	Enter the warehouse name.
Description	Text	Yes	Enter a description.
Store type	Select	Yes	Choose Physical , Virtual , or Partner .
Store Admin	Select	Yes	Choose one of the available entries.
Warehouse belong to branch	Checkbox choices	No	Select the branches associated with the warehouse.
Destination Title	Text	Yes	Enter the destination title.
Country	Select	No	Choose the country shown by the picker.
State	Text	No	Enter the state.
City	Text	No	Enter the city.
Street	Text	No	Enter the street.
Zip-code	Text	No	Enter the postal code.

The page also provides **Save** and **Save and Close**. The saved-record tabs become available

for a saved warehouse record. The area popup uses **Name** and **Description**.

The **Store Admin** picker opens. It contains nine entries. The branch choices are displayed under

Warehouse belong to branch.

Configuration > Inventory

Display Name
Description

Store type Store Admin
Select... Select...

Warehouse belong to branch

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Destination Title Country State City
Destination Title Country State City

Street Zip-code
Street Zip Code

Tickets

Configuration > Inventory

Display Name
Description

Store type Store Admin
Select... Select...

Warehouse belong to branch

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☐ Shotec IP GmbH ☐ Cronitec

Destination Title Country State City
Destination Title Country State City

Street Zip-code
Street Zip Code

Tickets

When you know which values to enter, follow the procedure below.

Enter and save warehouse details

Use this procedure to create the warehouse configuration from the new-record form.

Prerequisites

- The new-record form is open.
- You have the warehouse identification, type, administrator, branch, and address details.

Steps

1. Enter the warehouse name in **Display Name**.
2. Enter the warehouse description in **Description**.
3. Select the warehouse type in **Store type**.

If the warehouse is...	Select
A physical storage location	Physical
A virtual warehouse	Virtual
A partner location	Partner

4. Select the responsible person in **Store Admin**.
5. Select the applicable branch choices under **Warehouse belong to branch**.
6. Enter the destination title in **Destination Title**.
7. Select the country in **Country**.
8. Enter the state in **State**.
9. Enter the city in **City**.
10. Enter the street in **Street**.
11. Enter the postal code in **Zip-code**.
12. Choose how to finish:

If you want to...	Select
Save and remain on the warehouse page	Save
Save and leave the page	Save and Close

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Configuration > Inventory

Save Save and Close X

Display Name
Display Name

Description
Description

Store type Store Admin
Select... Select...

Warehouse belong to branch

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Destination Title Country State City
Destination Title Country State City

Street Zip-code
Street Zip Code

Tickets

Result: The form contains the warehouse details and the selected save action has been used.

After the save completes, continue with the saved warehouse surfaces.

Use the saved warehouse surfaces

A saved warehouse record exposes related surfaces for warehouse areas, its inventory model, and modification history.

Prerequisites

- The warehouse record is saved.
- You have edit permission for area changes.

Steps

1. Select **Areas** to view the warehouse areas.
2. Select the plus icon in the **Areas** tab to prepare a new area.
3. Enter the area name in **Name**.
4. Enter the area description in **Description**.
5. Select **Inventory Model** to view the warehouse inventory model.
6. Select **Last Modifications** to view the warehouse's modification history.

Result: The saved warehouse's available related surfaces are open for review or maintenance.

If an action does not complete, use the message table below.

When saving or loading goes wrong

Use the message text to identify the response from a warehouse action.

What you see	What it means	What to do
Your request was completed successfully	The request completed successfully.	Continue with the saved warehouse or leave the page.
An error occurred while processing your request	The request could not be processed.	Check the entered values and your access, then try the action again.
You cannot change or delete records developed by Pams	The record is protected from change or deletion.	Do not attempt to change or delete that record.
'Validation_commonMessage' is used by the required validators for the warehouse and area forms; rendered text is not resolved in the parser output	A required value was not accepted.	Return to the required field and enter a value before saving.

Required-field validation applies to **Display Name**, **Description**, **Store type**, **Store Admin**, and **Name** in the area popup. If a required value is not accepted, return to that field before saving.

What to do next

After entering the warehouse configuration, use the pages that match your next task:

- Open [Warehouses](#) to locate a warehouse configuration.
- Open [Edit warehouse](#) to maintain a saved warehouse.
- Open [Warehouse product stages](#) for related warehouse configuration.
- Follow [Warehouse fulfillment flow](#) for operational warehouse work.

