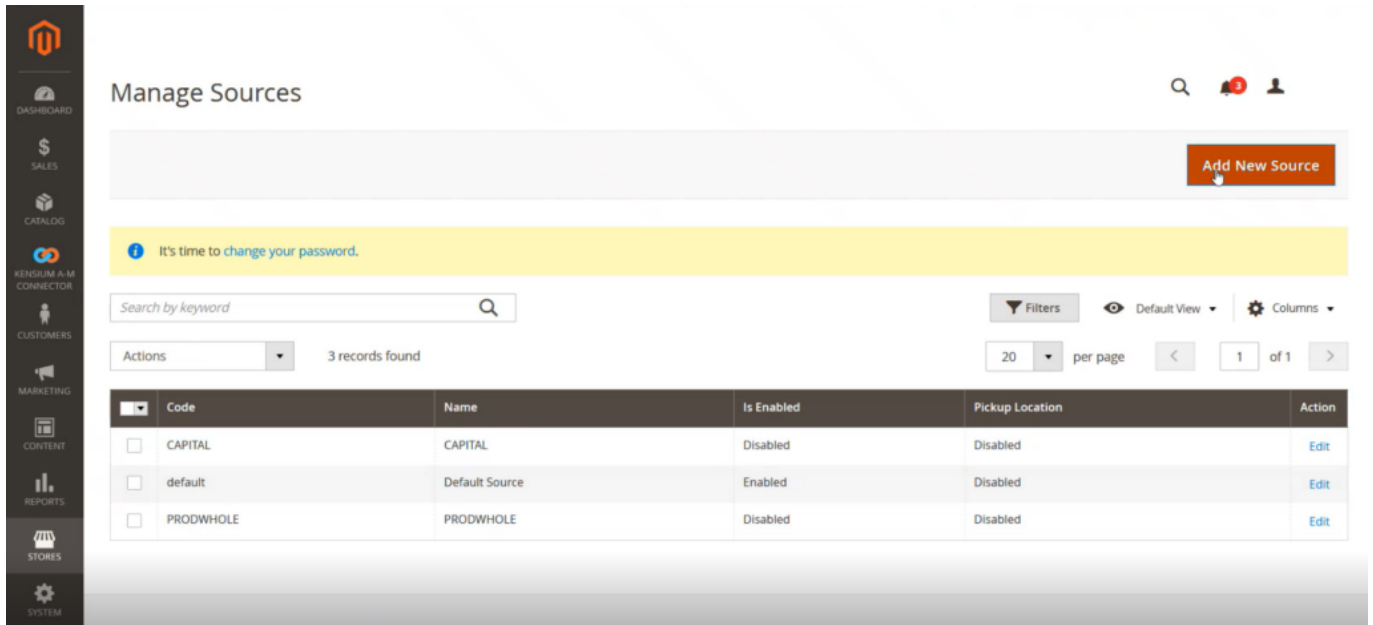


# Creating Sources in Magento



To access the Sources, click on the left panel of the and add new sources and new branches.



**Manage Sources**

It's time to [change your password](#).

Search by keyword

Filters Default View Columns

20 per page 1 of 1

| <input type="checkbox"/> | Code     | Name           | Is Enabled | Pickup Location | Action               |
|--------------------------|----------|----------------|------------|-----------------|----------------------|
| <input type="checkbox"/> | CAPITAL  | CAPITAL        | Disabled   | Disabled        | <a href="#">Edit</a> |
| <input type="checkbox"/> | default  | Default Source | Enabled    | Disabled        | <a href="#">Edit</a> |
| <input type="checkbox"/> | PRODWOLE | PRODWOLE       | Disabled   | Disabled        | <a href="#">Edit</a> |

To add a source, you need to follow these steps.

Step 1. Click on the [Add New Sources] The following screen will appear, and you need to fill up the required details.

General Details:

- Name [Mandatory Text Field]
- Code [Mandatory Text Field]
- Is Enable [Toggle button Checked].
- Description
- Latitude
- Longitude
- User Pick up location [Toggle to enable]

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## New Source

← BackResetSave & Continue ▾

Name \*

DREtail

Code \*

DRETAIL

Is Enabled

☒ Yes

The Default Source must be enabled. A default source is required for single source merchants and product migration.

Description

Latitude

Longitude

Use as Pickup Location

☐ No

The Default Source can not be used for In-Store Pickup Delivery.

Contact Info

### Contact Information:

- Contact Name
- Email
- Phone
- Fax

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## New Source

← Back   Reset   Save & Continue ▾

The Default Source can not be used for In-Store Pickup Delivery.

### Contact Info

Contact Name

Email

Phone

Fax

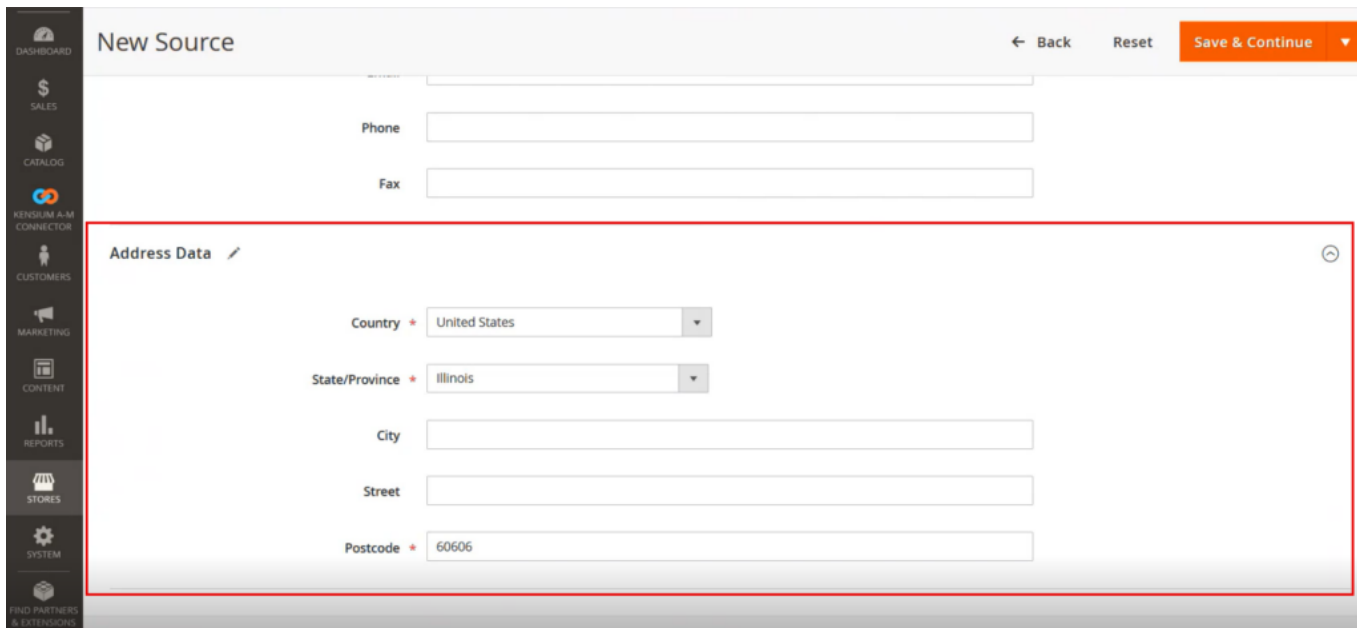
### Address Data

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#### Address Data:

- Country [mandatory drop-down Selection]
- State/ Province
- City
- Street
- Postcodes



**New Source** ← Back Reset Save & Continue

Phone

Fax

**Address Data** ✎

Country \*

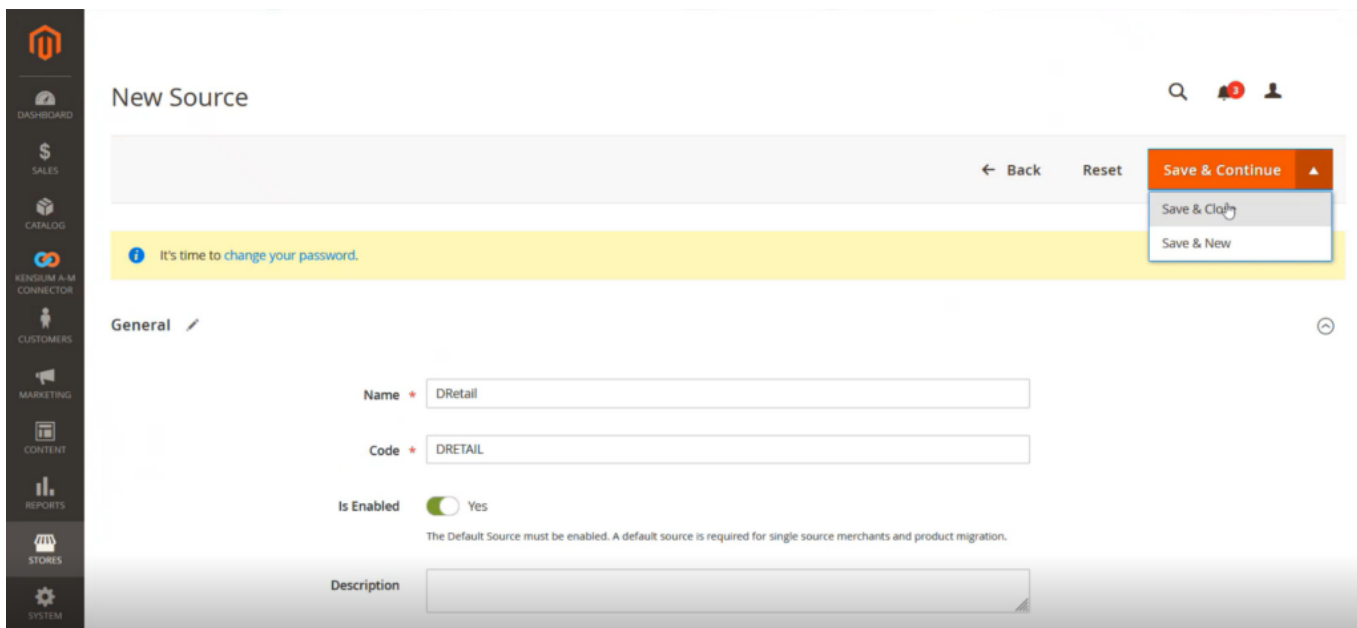
State/Province \*

City

Street

Postcode \*

Upon entering all the details, you must click [Save].



**New Source** 🔍 🔔 3 👤 ← Back Reset Save & Continue

📘 It's time to change your password.

**General** ✎

Name \*

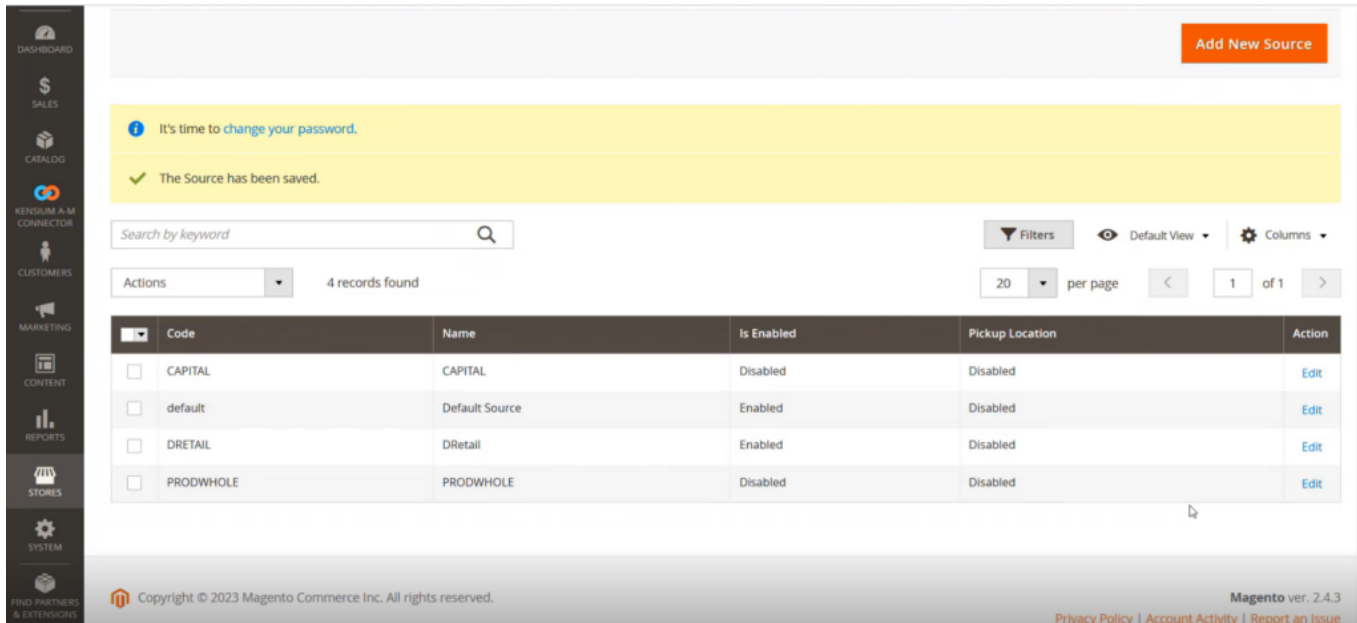
Code \*

Is Enabled ☒ Yes  
The Default Source must be enabled. A default source is required for single source merchants and product migration.

Description

Save & Close  
Save & New

After entering all the details click on Save.



**ADD NEW SOURCE**

It's time to change your password.

The Source has been saved.

Search by keyword

Filters Default View Columns

20 per page 1 of 1

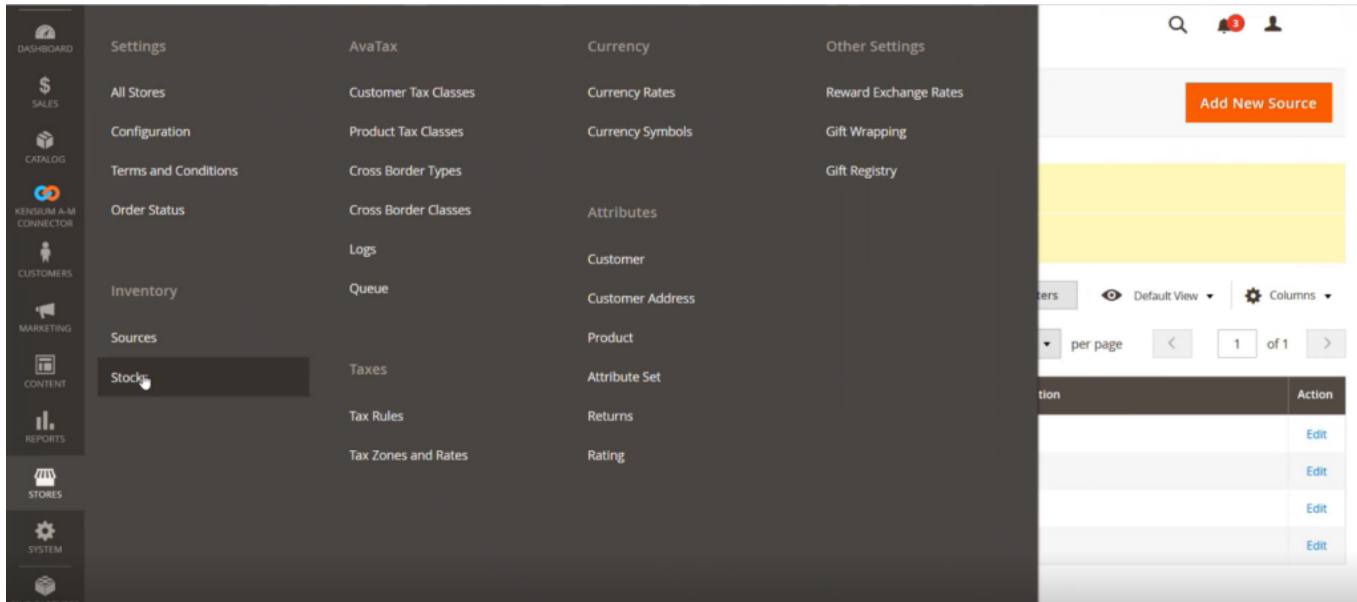
|                          | Code      | Name           | Is Enabled | Pickup Location | Action               |
|--------------------------|-----------|----------------|------------|-----------------|----------------------|
| <input type="checkbox"/> | CAPITAL   | CAPITAL        | Disabled   | Disabled        | <a href="#">Edit</a> |
| <input type="checkbox"/> | default   | Default Source | Enabled    | Disabled        | <a href="#">Edit</a> |
| <input type="checkbox"/> | DRETAIL   | DRetail        | Enabled    | Disabled        | <a href="#">Edit</a> |
| <input type="checkbox"/> | PRODWHOLE | PRODWHOLE      | Disabled   | Disabled        | <a href="#">Edit</a> |

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You need to map this to stock.

Step 2: Go back to the stock screen.



**ADD NEW SOURCE**

It's time to change your password.

The Source has been saved.

Search by keyword

Filters Default View Columns

20 per page 1 of 1

|                          | Code      | Name           | Is Enabled | Pickup Location | Action               |
|--------------------------|-----------|----------------|------------|-----------------|----------------------|
| <input type="checkbox"/> | CAPITAL   | CAPITAL        | Disabled   | Disabled        | <a href="#">Edit</a> |
| <input type="checkbox"/> | default   | Default Source | Enabled    | Disabled        | <a href="#">Edit</a> |
| <input type="checkbox"/> | DRETAIL   | DRetail        | Enabled    | Disabled        | <a href="#">Edit</a> |
| <input type="checkbox"/> | PRODWHOLE | PRODWHOLE      | Disabled   | Disabled        | <a href="#">Edit</a> |

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## Manage Stock

Add New Stock

It's time to change your password.

Search by keyword

Filters

Default View

Columns

Actions

1 records found

20 per page

1 of 1

|                          | ID | Name          | Sales Channels                 | Assigned Sources         | Action               |
|--------------------------|----|---------------|--------------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | 1  | Default Stock | website<br>Main Website (base) | Default Source (default) | <a href="#">Edit</a> |

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