



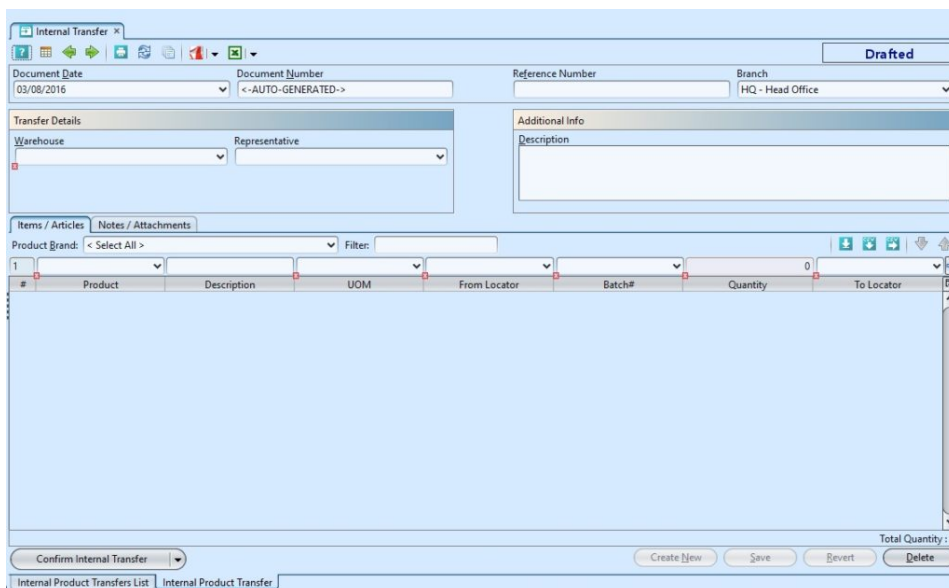
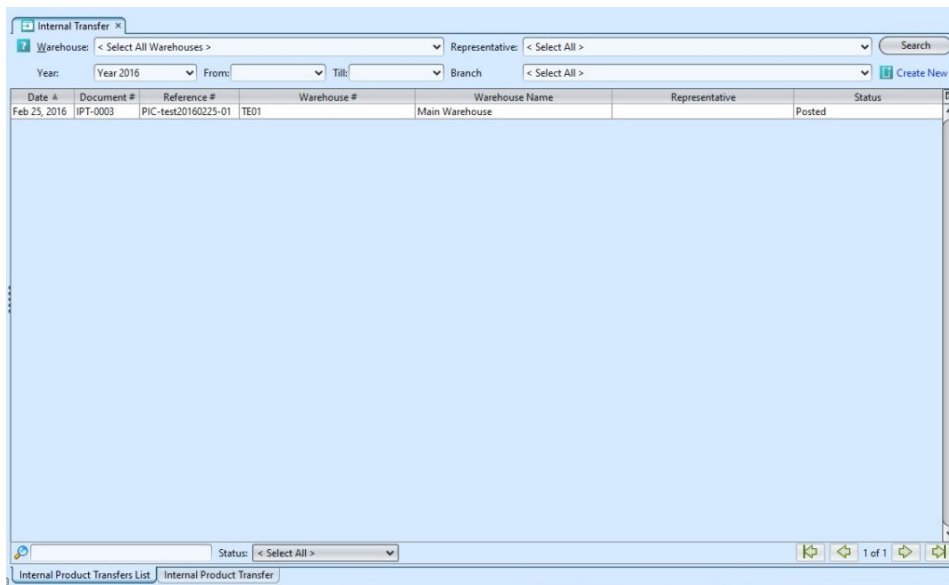
# Internal Transfer

The Internal Transfer allows the user to transfer products from one location to another within a warehouse, e.g. damaged / expired product is moved to an isolation area for proper disposal and deduction from stock inventory.

Below are available actions for the user from **“Internal Transfer”** view:

 Create new internal transfer

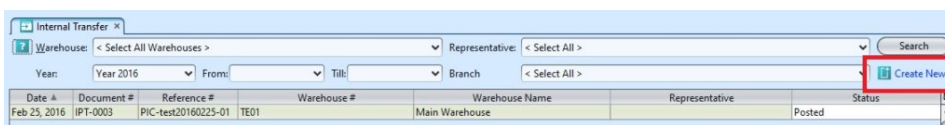
 View and search for internal transfer details



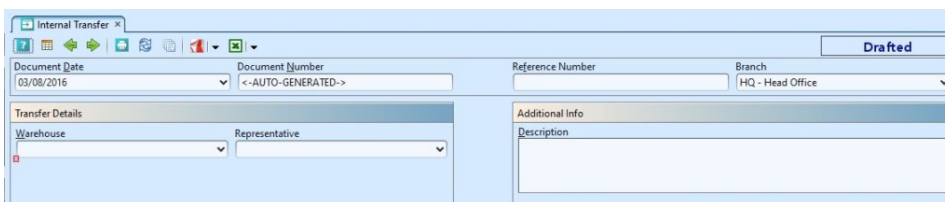
Field Name	Description	Mandatory Information
Document Date	Creation date of the document	Y
Document Number	Document number of the internal transfer	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which make the internal transfer	Y
Warehouse	Self-explanatory	Y
Representative	Person doing the transfer	Y
Description	Additional information in regard to the internal transfer document	N
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
UOM	Type of the item (Unit of Measure)	Y
From Locator	The source locator of the stock to be transfer	Y
Batch #	Batch number of the item to transfer	Y
Quantity	Number of quantity of the item to transfer	Y
To Locator	The destination locator of the stock to be transfer	Y
Total Quantity	Total quantity for all the items on the internal transfer	Y

## Create New Internal Transfer:

1. Click on **“Create New”** at the top right of screen of **“Internal Product Transfer List”** tab, it will open **“Internal Product Transfer”** tab with empty form




2. Fill up internal transfer information on the top half of screen

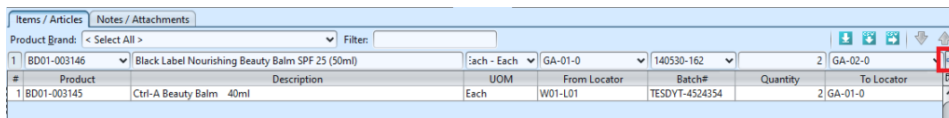


3. Click **“Save”** button at the bottom right side of screen


4. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the internal transfer by searching for the product from the product drop-down list in the table on **“Items /**

## Articles" tab

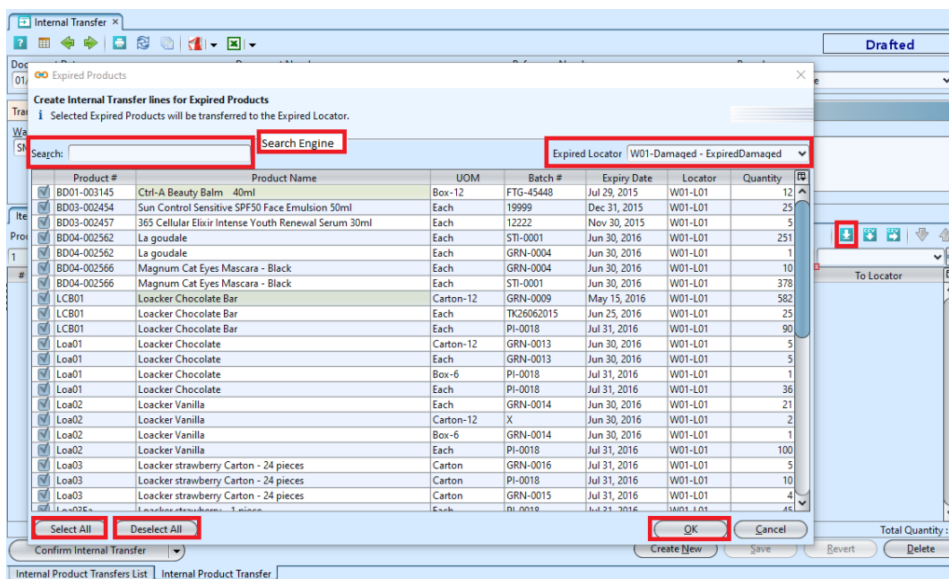
5. Enter the product's info and click  button to add the product into the internal transfer



#	Product	Description	UOM	From Locator	Batch#	Quantity	To Locator
1	BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each - Each	GA-01-0	140530-162	2	GA-02-0
1	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	W01-L01	TESDYT-4524354	2	GA-01-0

**Note:** user can click on  button to list all the expired stock in the selected warehouse. Select the expired stock to be transferred to expired locator for disposal. User can use the search engine to filter the list of expired products. Click **OK** button to add the selected list of product into the Internal Transfer document.

**Note:** to dispose stock in Expired / Damaged Locator please use Stock Adjustment or Stock Take



Product #	Product Name	UOM	Batch #	Expiry Date	Locator	Quantity
BD01-003145	Ctrl-A Beauty Balm 40ml	Box-12	FTG-45448	Jul 29, 2015	W01-L01	12
BD03-002454	Sun Control Sensitive SPF50 Face Emulsion 50ml	Each	19999	Dec 31, 2015	W01-L01	25
BD03-002457	365 Cellular Elixir Intense Youth Renewal Serum 30ml	Each	12222	Nov 30, 2015	W01-L01	5
BD04-002562	La goudale	Each	STI-0001	Jun 30, 2016	W01-L01	251
BD04-002562	La goudale	Each	GRN-0004	Jun 30, 2016	W01-L01	1
BD04-002566	Magnum Cat Eyes Mascara - Black	Each	GRN-0004	Jun 30, 2016	W01-L01	10
BD04-002566	Magnum Cat Eyes Mascara - Black	Each	STI-0001	Jun 30, 2016	W01-L01	378
LCB01	Loacker Chocolate Bar	Carton-12	GRN-0009	May 15, 2016	W01-L01	582
LCB01	Loacker Chocolate Bar	Each	TK26062015	Jun 25, 2016	W01-L01	25
LCB01	Loacker Chocolate Bar	Each	PI-0018	Jul 31, 2016	W01-L01	90
Loa01	Loacker Chocolate	Carton-12	GRN-0013	Jun 30, 2016	W01-L01	5
Loa01	Loacker Chocolate	Each	GRN-0013	Jun 30, 2016	W01-L01	5
Loa01	Loacker Chocolate	Box-6	PI-0018	Jul 31, 2016	W01-L01	1
Loa01	Loacker Chocolate	Each	PI-0018	Jul 31, 2016	W01-L01	36
Loa02	Loacker Vanilla	Each	GRN-0014	Jun 30, 2016	W01-L01	21
Loa02	Loacker Vanilla	Carton-12	X	Jun 30, 2016	W01-L01	2
Loa02	Loacker Vanilla	Box-6	GRN-0014	Jun 30, 2016	W01-L01	1
Loa02	Loacker Vanilla	Each	PI-0018	Jul 31, 2016	W01-L01	100
Loa03	Loacker strawberry Carton - 24 pieces	Carton	GRN-0016	Jul 31, 2016	W01-L01	5
Loa03	Loacker strawberry Carton - 24 pieces	Carton	PI-0018	Jul 31, 2016	W01-L01	10
Loa03	Loacker strawberry Carton - 24 pieces	Carton	GRN-0015	Jul 31, 2016	W01-L01	4
Loa03	Loacker strawberry Carton - 24 pieces	Each	PI-0018	Jul 31, 2016	W01-L01	16

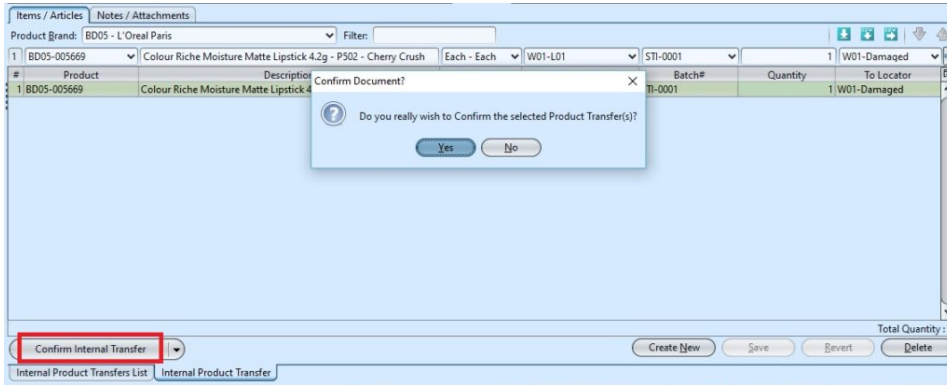
6. Repeat steps 4-5 to add more products into the internal transfer

7. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the internal transfer

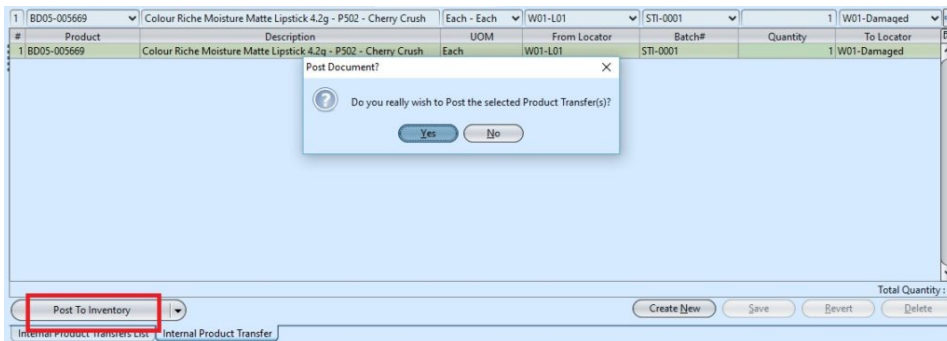
8. Click on **“Save”** button at the bottom right of screen to save

9. Click on **“Confirm Internal Transfer”** button at the

bottom of screen to confirm the internal transfer



10. Click on **“Post To Inventory”** button at the bottom of screen to post the internal transfer



11. Click on **“Generate Report”** button at the bottom of screen to generate the internal transfer report, a window will come up showing print report options. User can print report, export the report as pdf or excel, or preview the report

## View and Search for **Internal Transfer** Details:

1. Click on **“Internal Product Transfer List”** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which warehouse to search for in the **“Warehouse”** text field box or select from drop-down list

Internal Transfer

Warehouse: < Select All Warehouses > Representative: < Select All > Search

Year: Year 2016 From: Till: Branch: < Select All > Create New

Date	Document #	Reference #	Warehouse #	Warehouse Name	Representative	Status
Aug 3, 2016	IPT-0004		TE01	Main Warehouse		Confirmed
Feb 23, 2016	IPT-0003	PIC-test20160225-01	TE01	Main Warehouse		Posted

Search Engine

Status: < Select All > 1 of 1

Internal Product Transfers List Internal Product Transfer

3. Result can be sorted alphabetically by clicking the fields' columns

4. Double click on a internal transfer document to view full details of the document, it will bring up the details on **"Internal Product Transfer"** tab for the selected internal transfer