INVENTORY

STOCK - INTER WAREHOUSE REQUEST

This process is used when stock is required at branches and is requested from head office. Head office will purchase stock if required and complete the transfer to the branch.

Ribbon Access: *Inventory > Stock*

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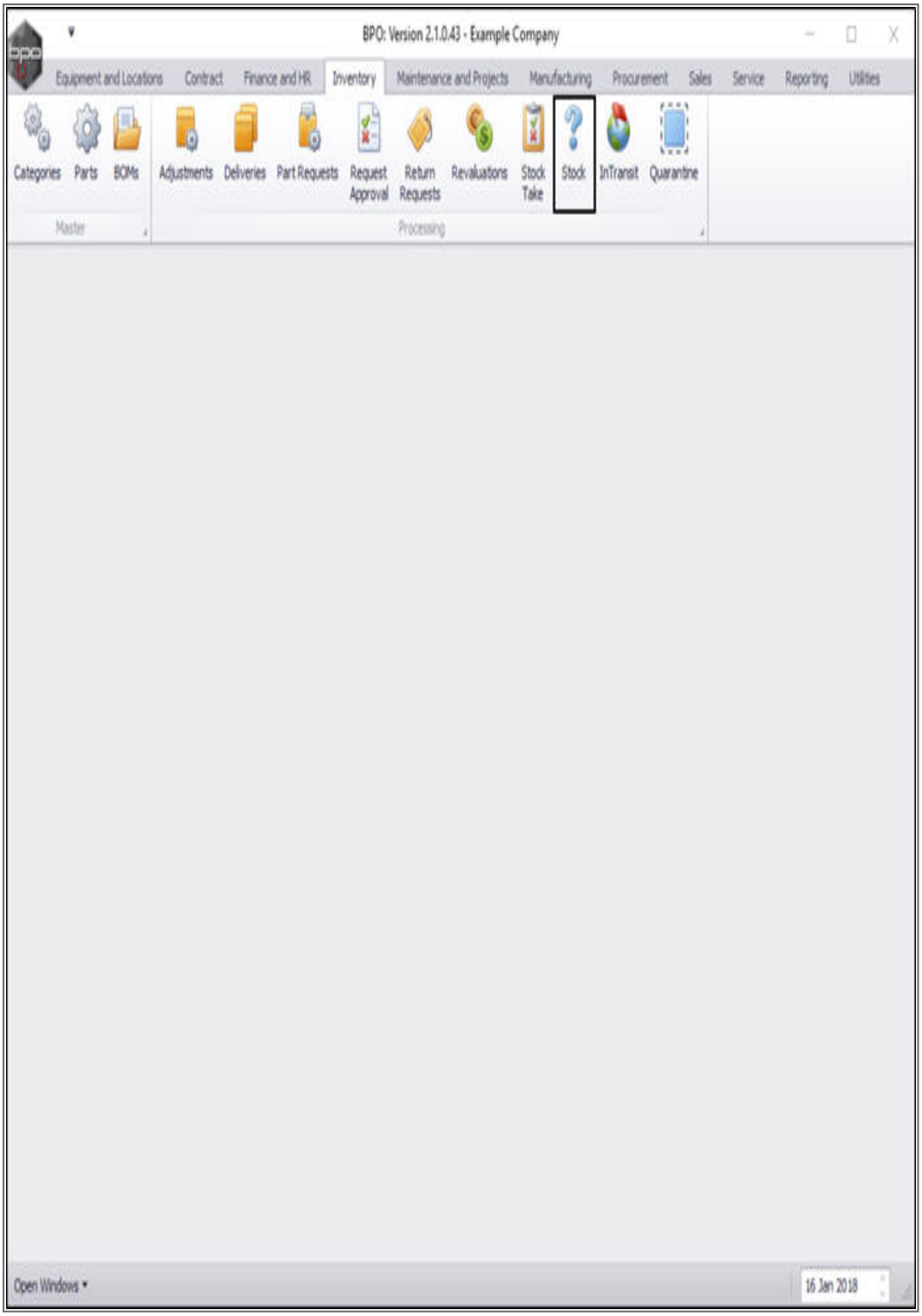

Select the Site and Status

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- The ***Stock Status*** screen will be displayed.
- Select the ***site***.
    - In this image ***Durban*** has been selected.

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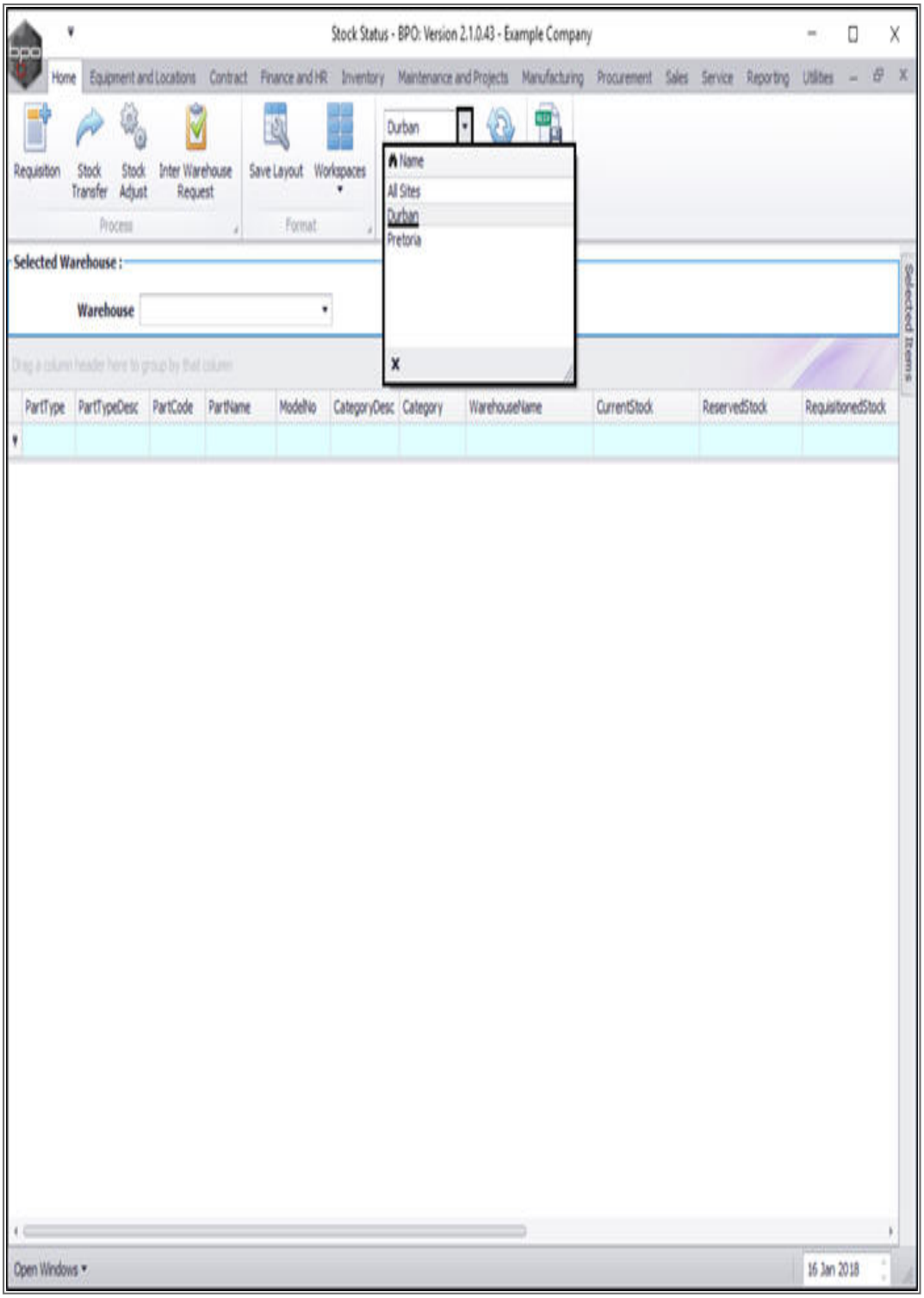

- Select the ***status***.
    - In this image ***In Stock Only*** has been selected.

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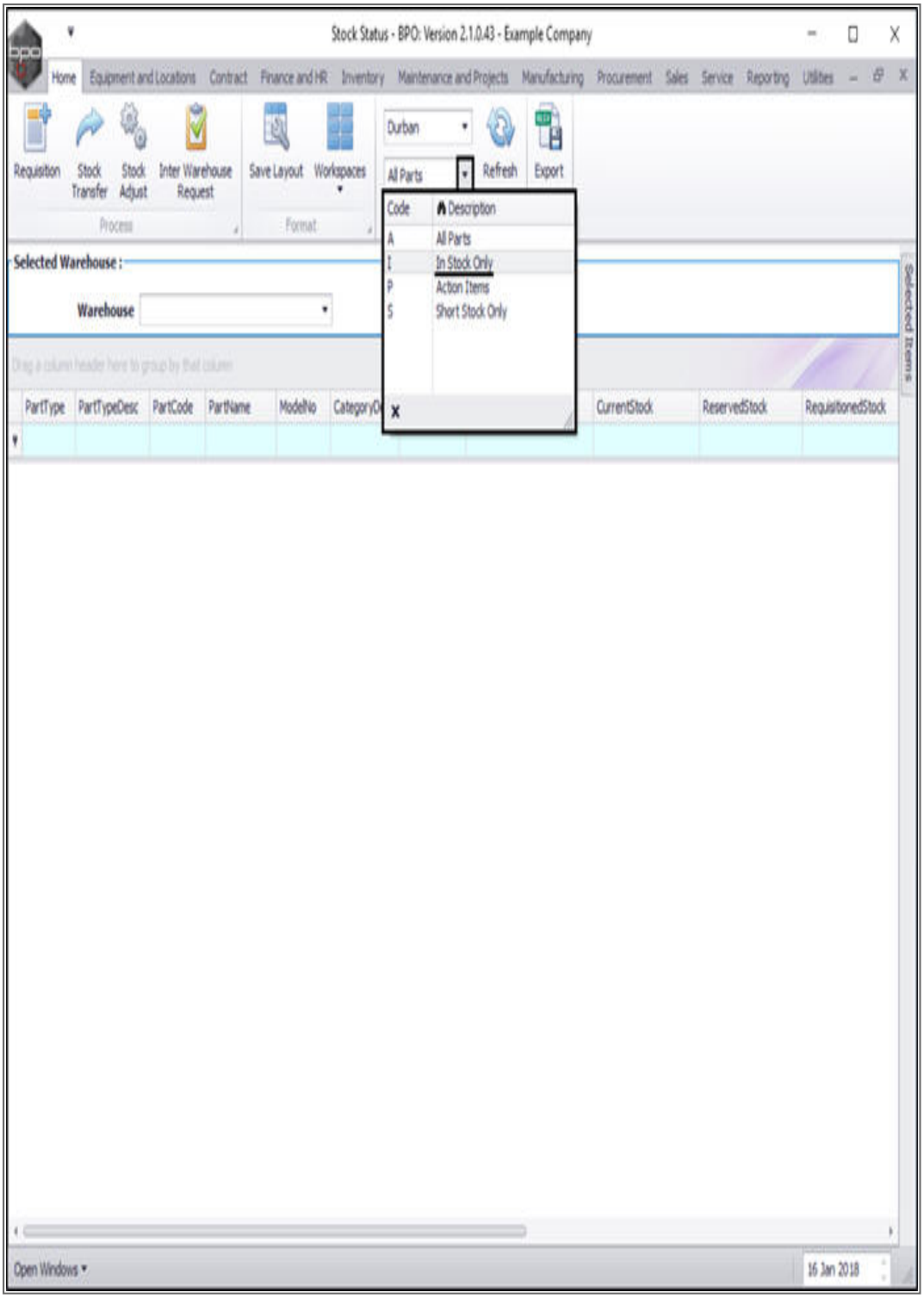

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SELECTED ITEMS PANEL

- Click on the ***Selected Items*** tab.

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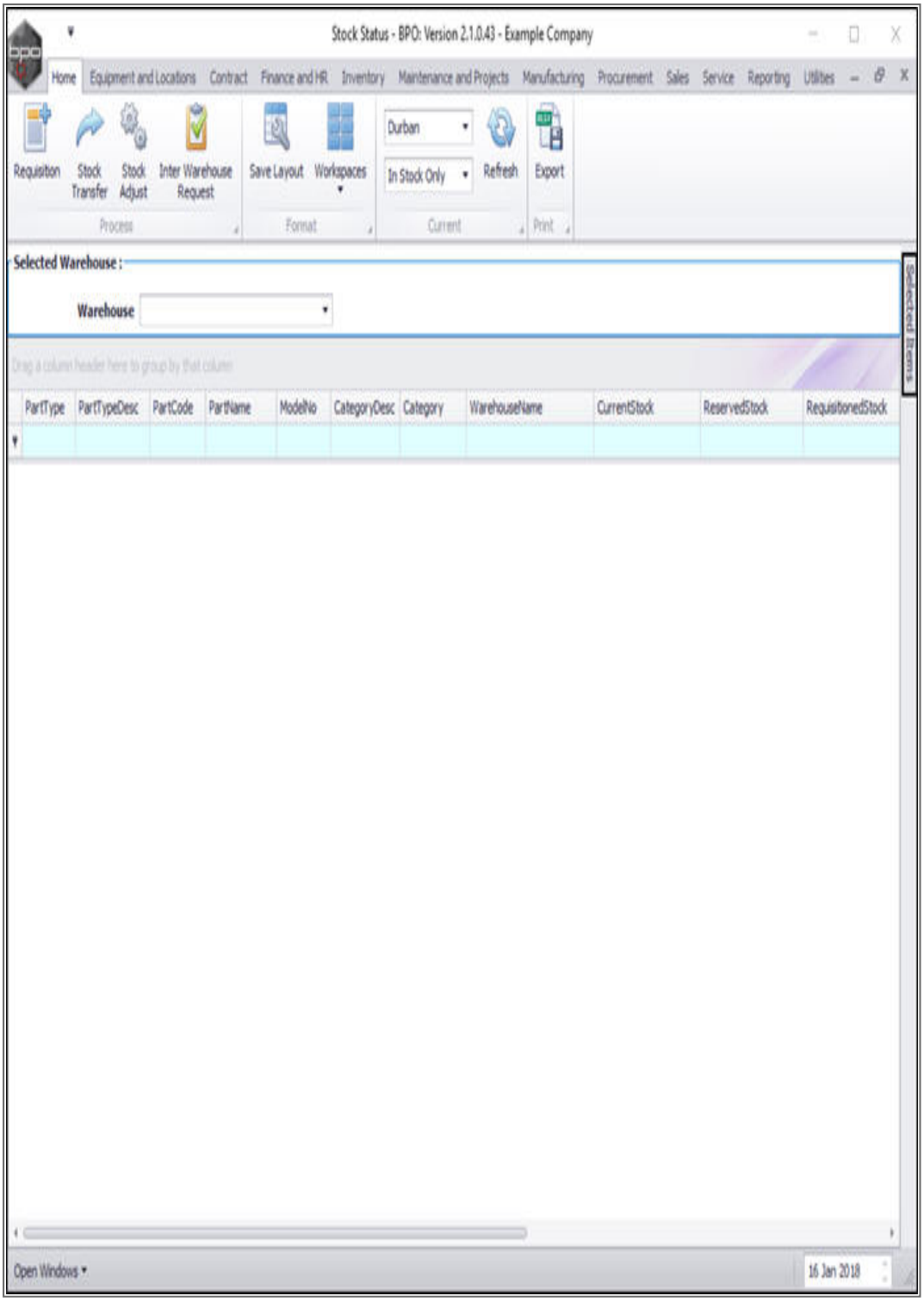

- The Selected Items panel will be ***expanded***.
- ***Dock*** this panel to make it easier to work in.

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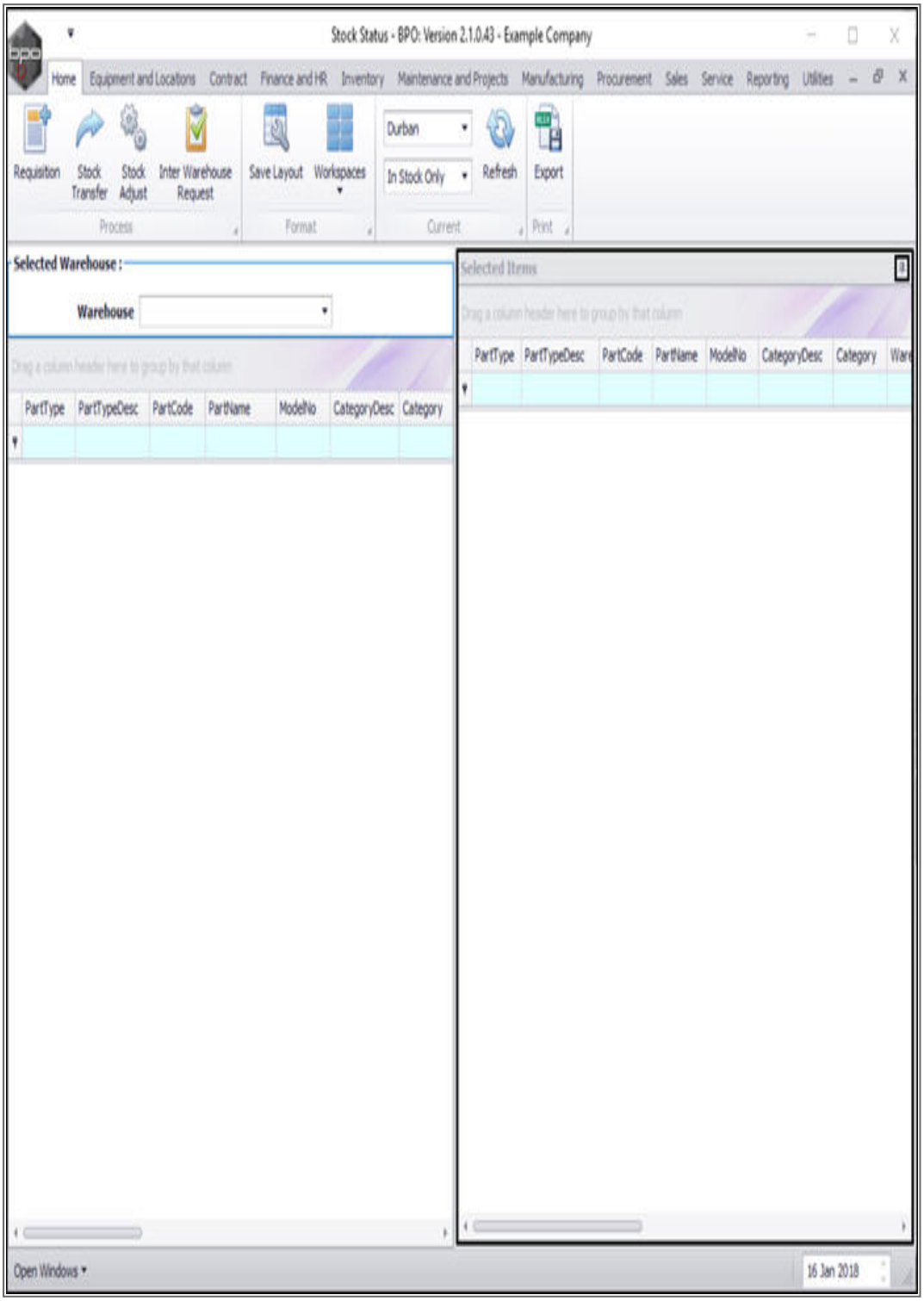
Note: You will see that this ***Selected Items*** panel contains exactly the same column details as the ***Selected Warehouse*** panel.



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WAREHOUSE FOR STOCK TRANSFER

- Click on the drop-down ***arrow*** in the ***Warehouse*** field to display the Warehouse ***Name*** menu.
- Click on the name of Warehouse that contains the stock that you wish to transfer.
    - In this image ***Main Warehouse*** has been selected.

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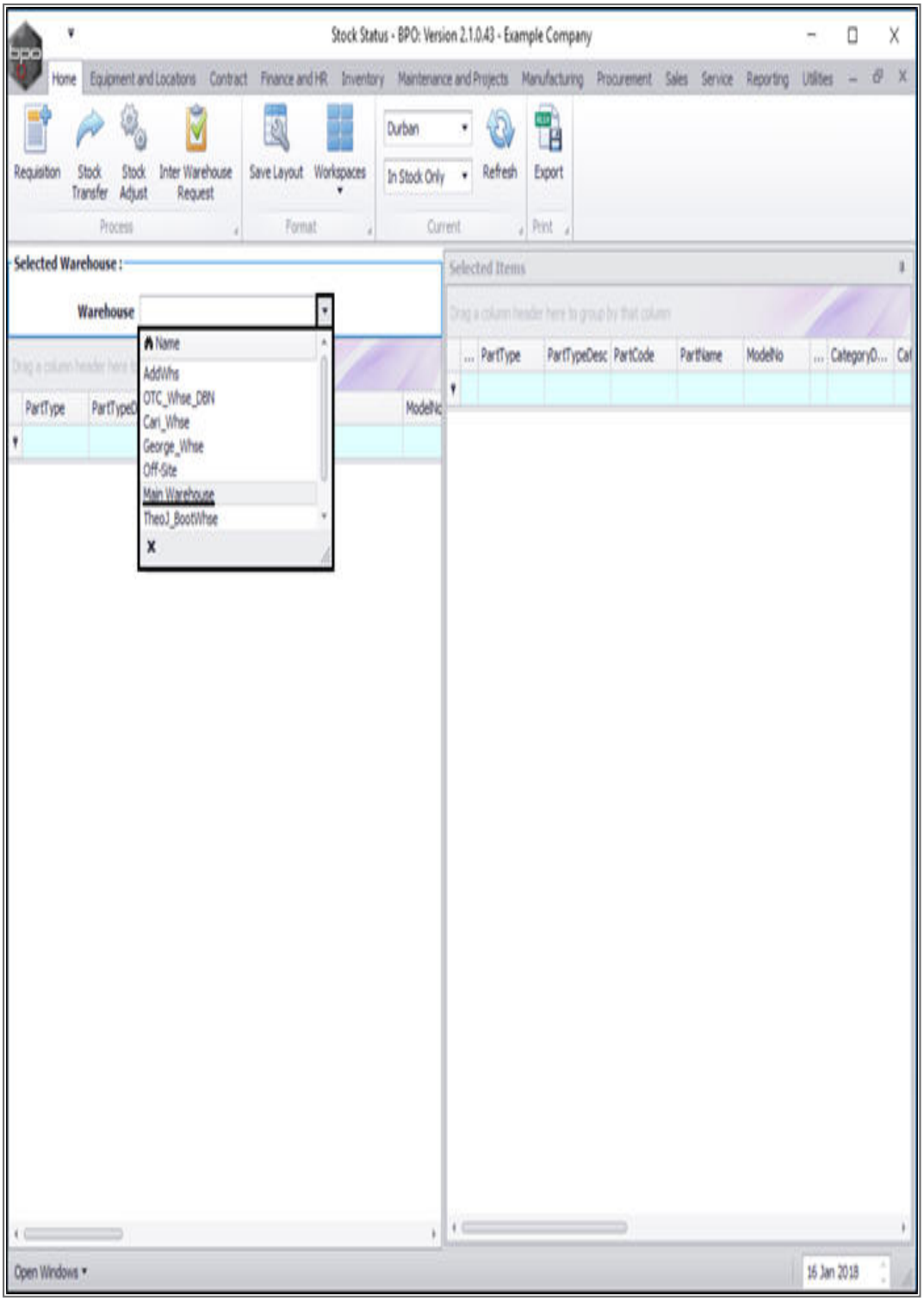

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- The left hand ***Selected Warehouse*** panel will now populate with a list of all the stock items in that warehouse.

STOCK ITEMS FOR TRANSFER

- ***Click*** and ***hold*** on the ***stock item*** that you wish to ***transfer***.
- ***Drag*** and ***drop*** the selected item into the right hand ***Selected Items*** panel.

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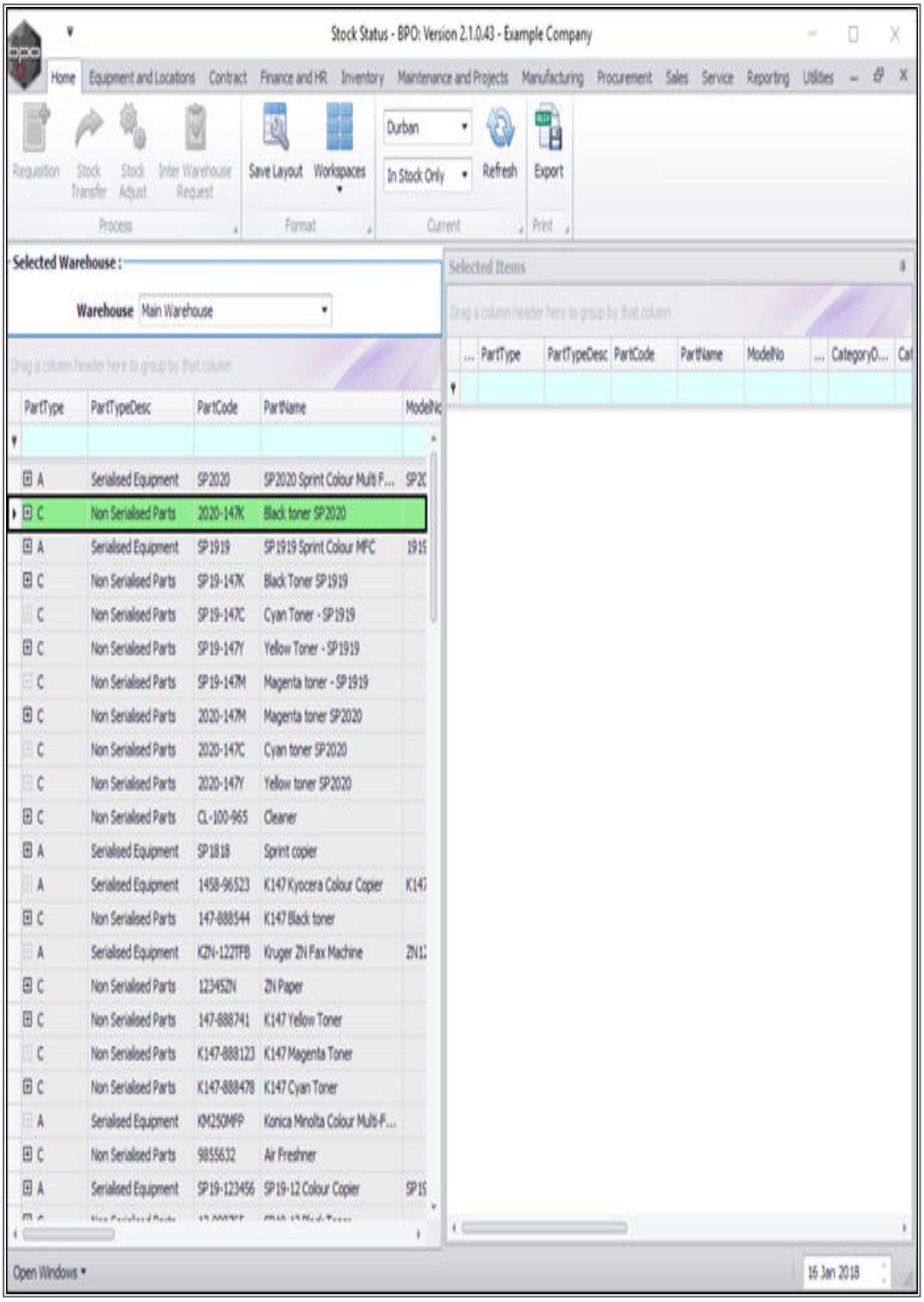

- The ***Selected Items*** panel will now contain the item details.
- Click on ***Inter Warehouse Request***.

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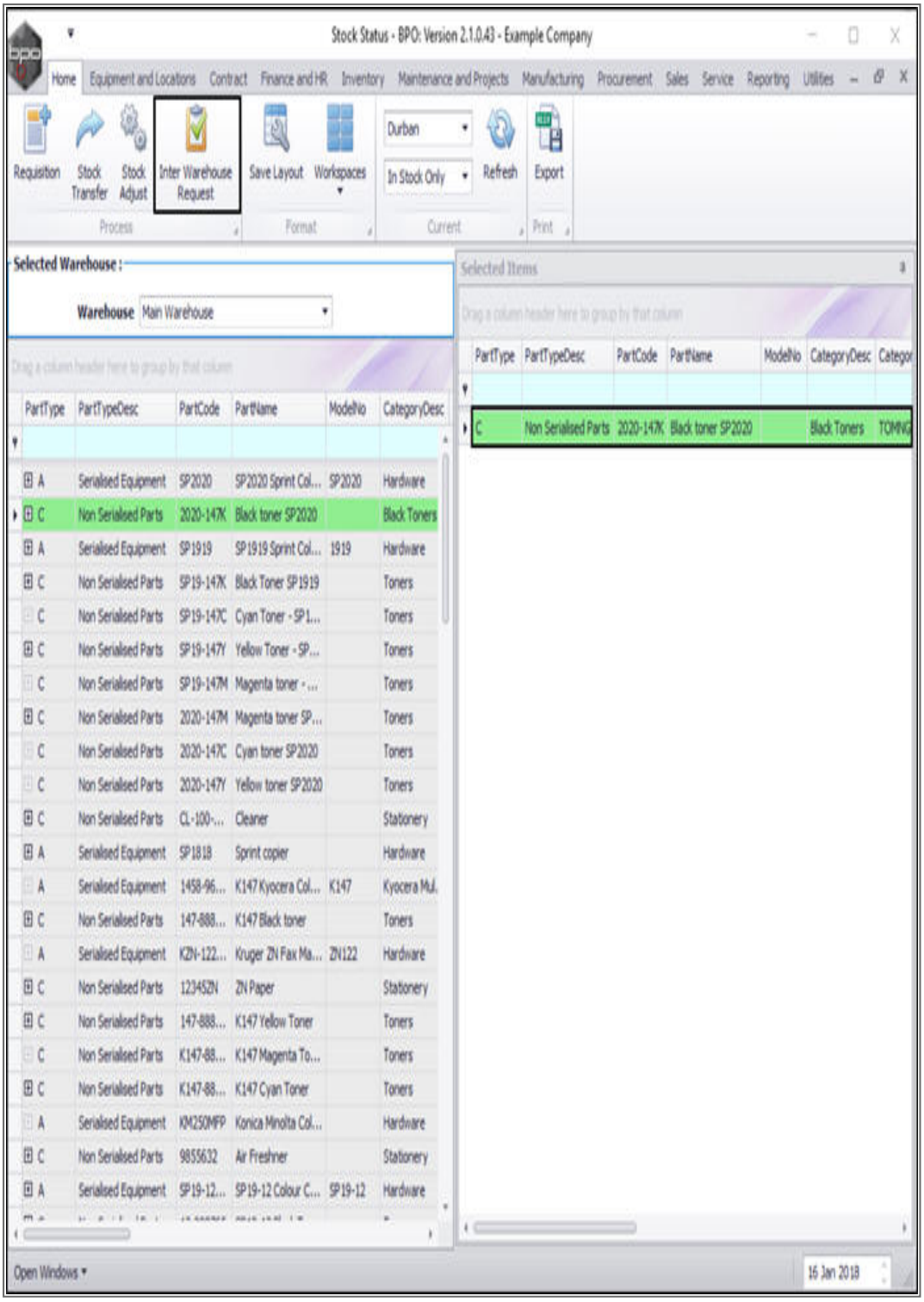

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ADD PART REQUEST

The ***Add new Part Request*** screen will be displayed.

- **Type:** Click on the drop-down arrow and select the part request type.
- **Destination Type:** Click on the drop-down arrow and select the destination type.
- **Destination Warehouse:** This will auto populate with the originally selected warehouse but you can click on the search icon and select an alternative warehouse if required.
- **Assigned To:** This will auto populate with the person currently logged on to the system but you can click on the drop-down arrow and select an alternative person responsible for the stock transfer if required.
- **Source Warehouse:** Click on the search icon and select the warehouse where the stock will be transferred from.
- **Request Date:** This will auto populate with the current date but you can click on the drop-down arrow and use the calendar function to select an alternative date. Either type in or use the directional arrows to select the time.

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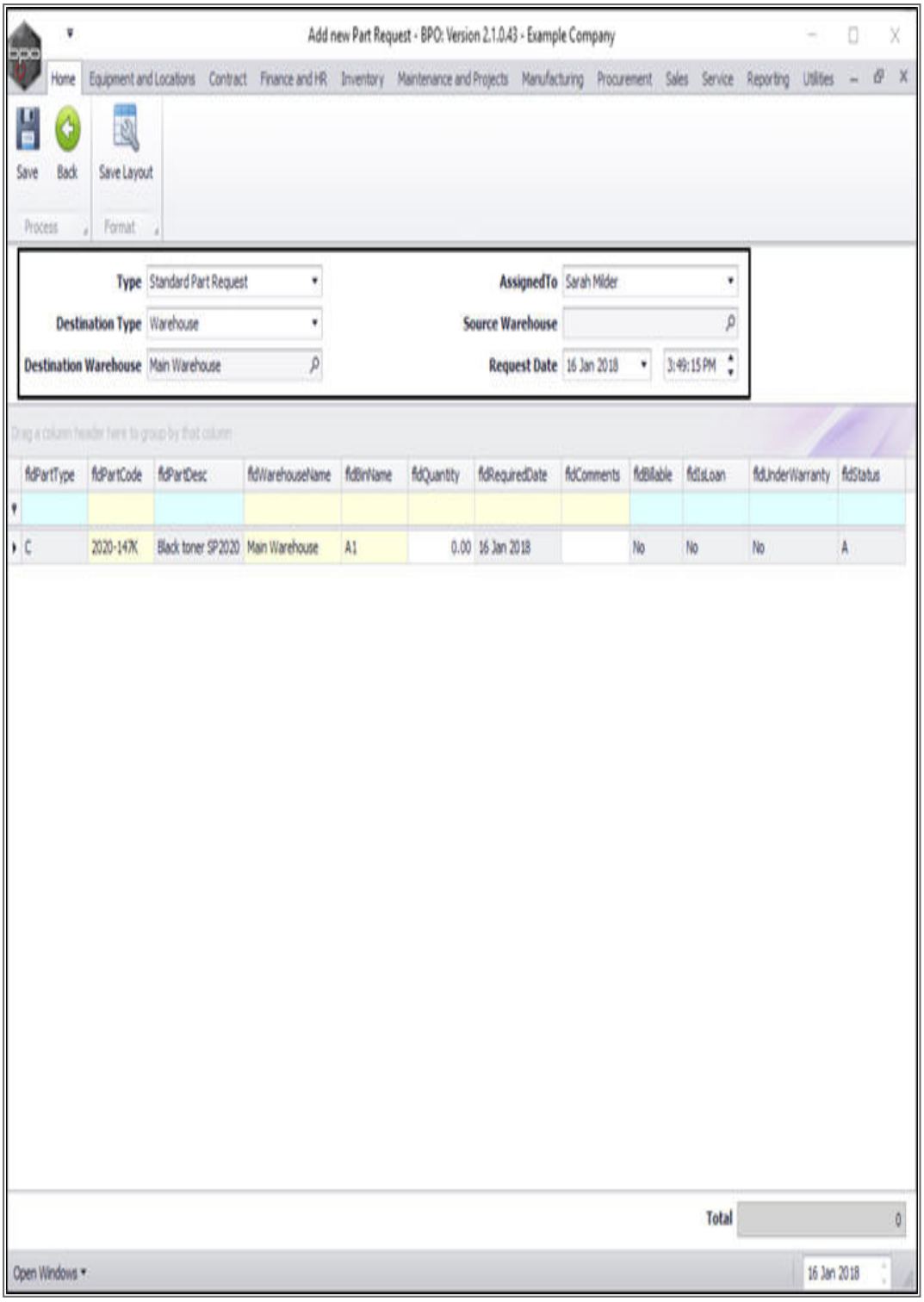

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PARTS DATA GRID

- You will see that the details of the items selected in the previous ***Stock Status*** screen have auto populated in this frame.

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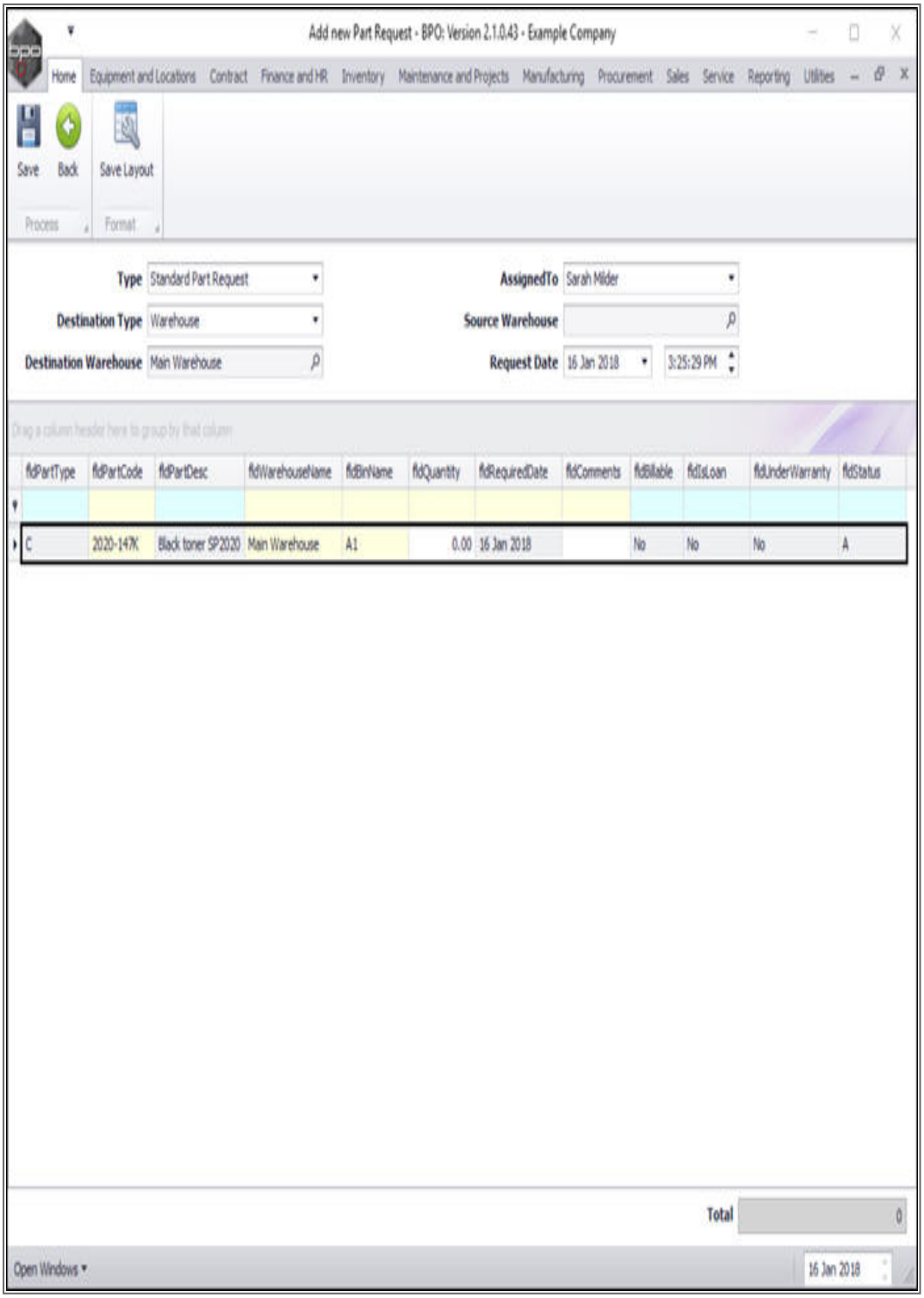

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Select Quantity

- **Quantity**: Either ***type in*** or use the ***arrow indicators*** to select the stock ***Quantity*** required.

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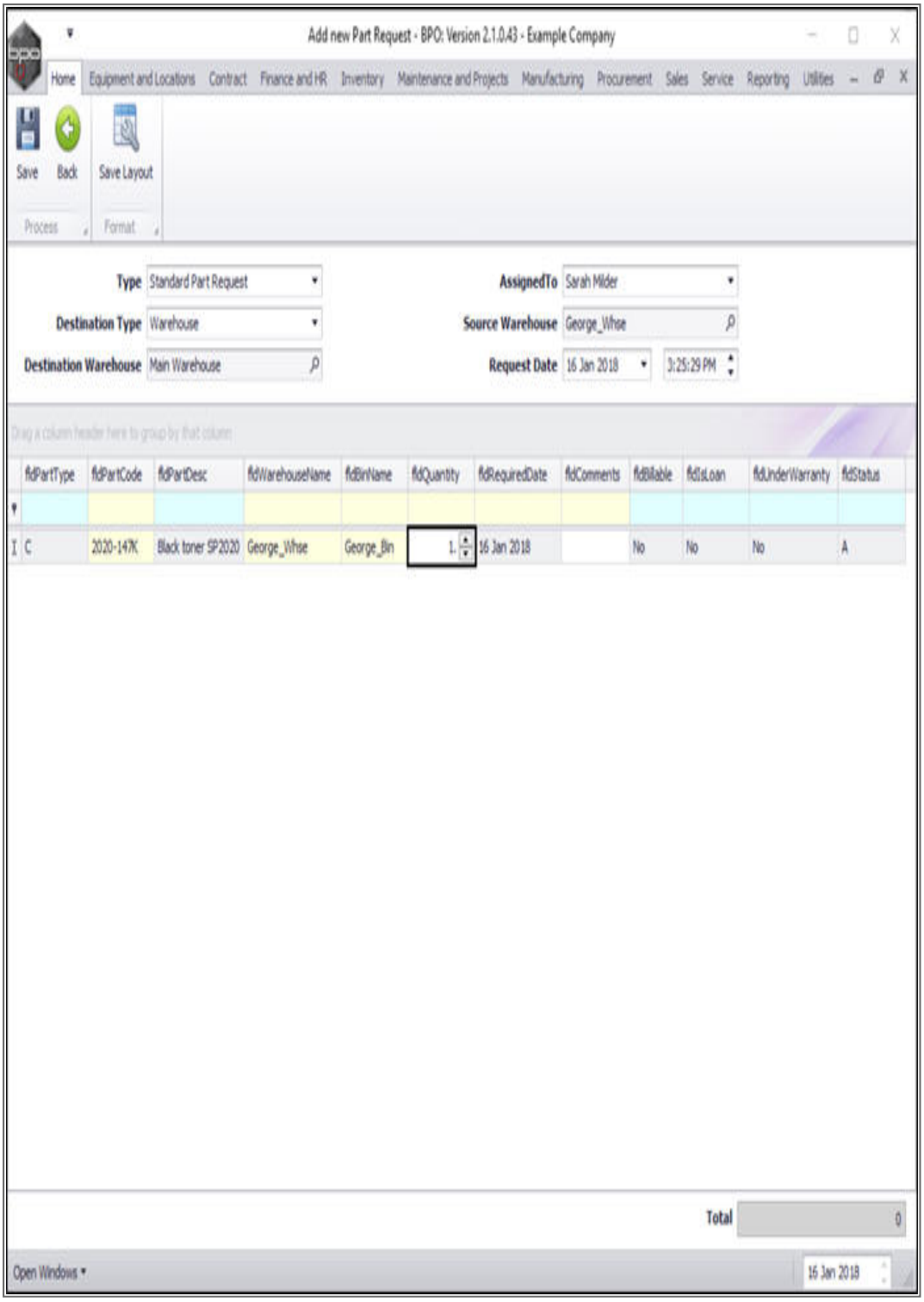

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ADD COMMENTS

- **Comments**: Type in any ***comments*** relevant to this part transfer request if required.

SAVE PART REQUEST

- When you have finished editing the details in this screen, click on ***Save***.

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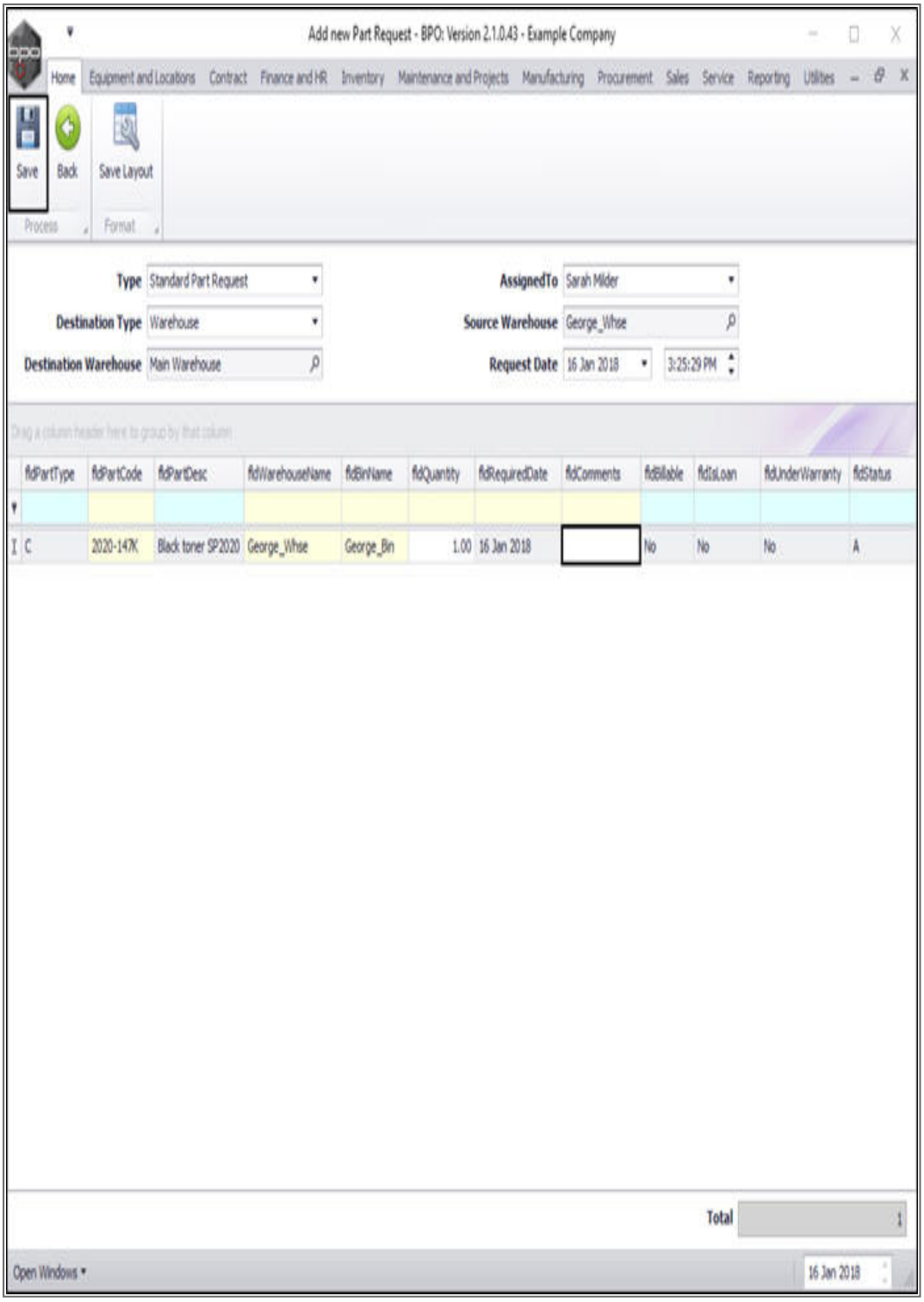

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- You will return to the ***Stock Status*** screen.
- A ***Part Request*** processing message box will pop up informing you that;
    - ***Part Request No. [ ] saved successfully.***
- Click on ***OK***.

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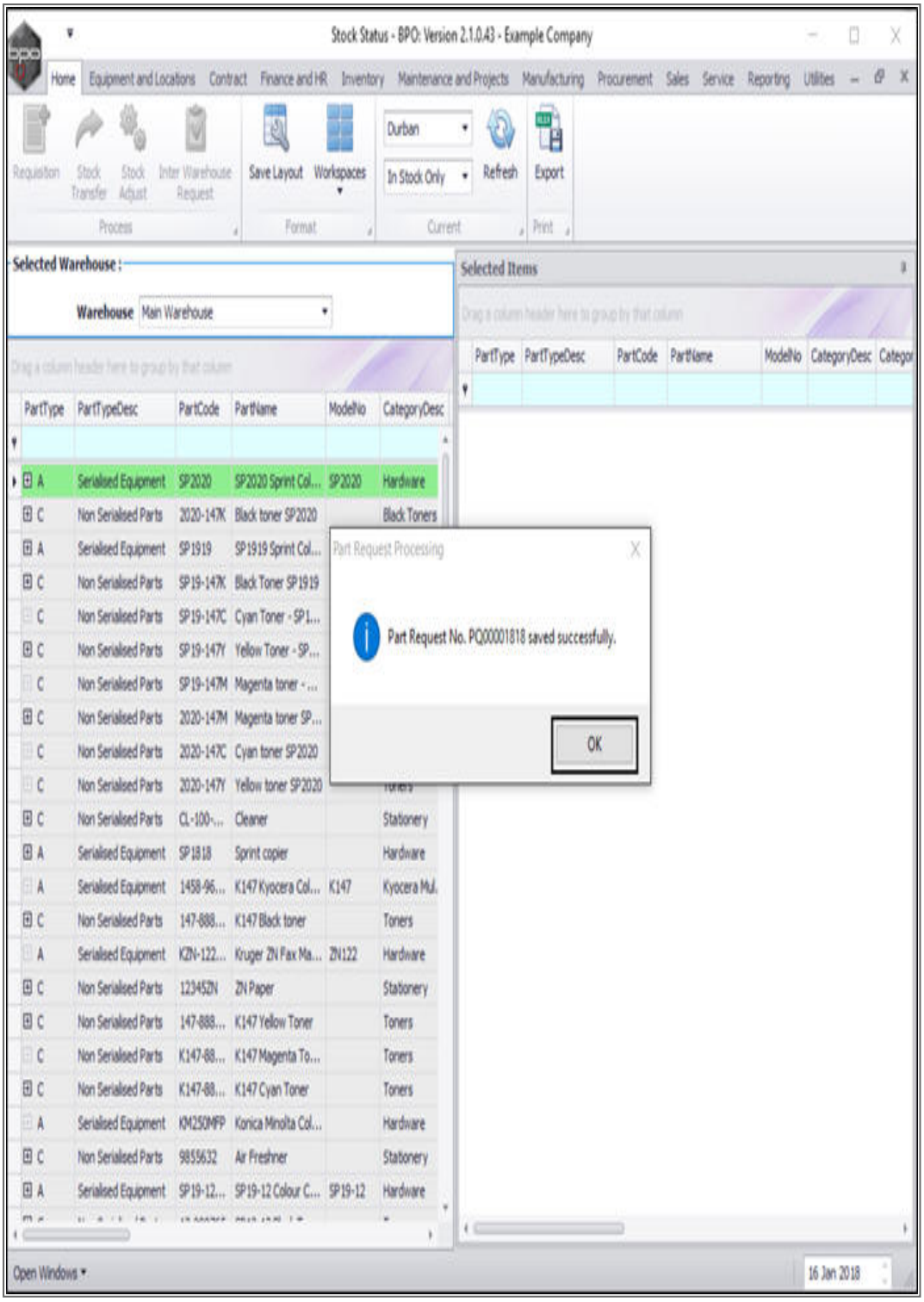

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- The part request is now logged, noting the requestor warehouse as the 'Reference', e.g. JHB_Main.
- The source branch, can now action the stock transfer.
- ***Close*** the Stock Status screen when you are finished.

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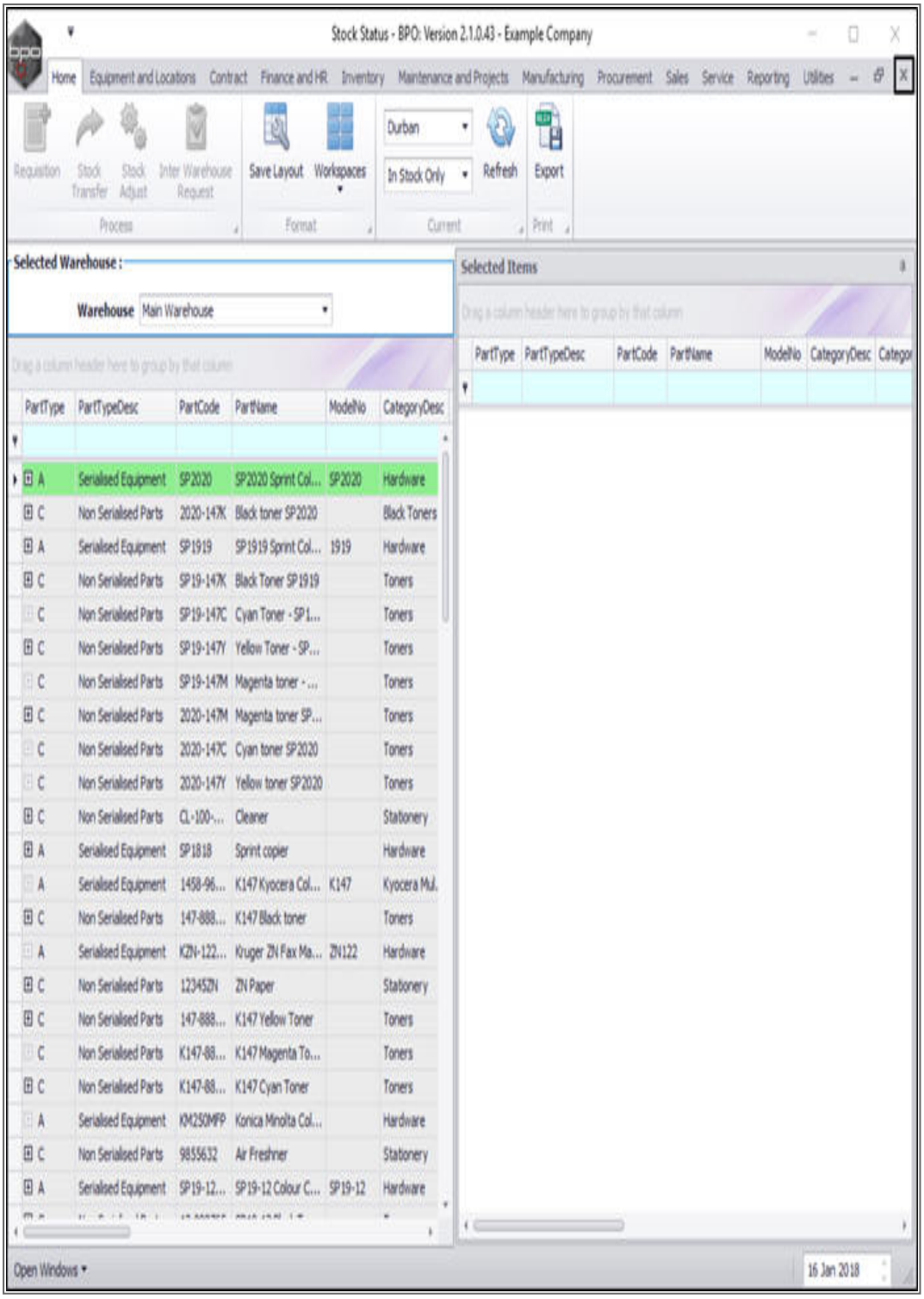

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