INVENTORY

RECEIVE STOCK TRANSFER FROM IN-TRANSIT WAREHOUSE

Stock must be transferred to the In-Transit warehouse before the goods can be received into the Destination Warehouse. Refer to In-Transit Inter-Warehouse Transfer or Action Stock Transfer Request.

- You can transfer and receive items from warehouse to warehouse in the ***same*** site e.g.
    - the Main Warehouse in Durban to the In-Transit Warehouse to the George Warehouse in Durban.
- Or you can transfer and receive items warehouse to warehouse in ***different*** sites e.g.
    - the Main Warehouse in Durban to the In-Transit Warehouse to the PTA Warehouse in Pretoria.

You will need to ensure that the Company Configuration Enforce In-transit flag is set to **'Yes'** to be able to complete this process.

Ribbon Access: *Inventory > Stock*

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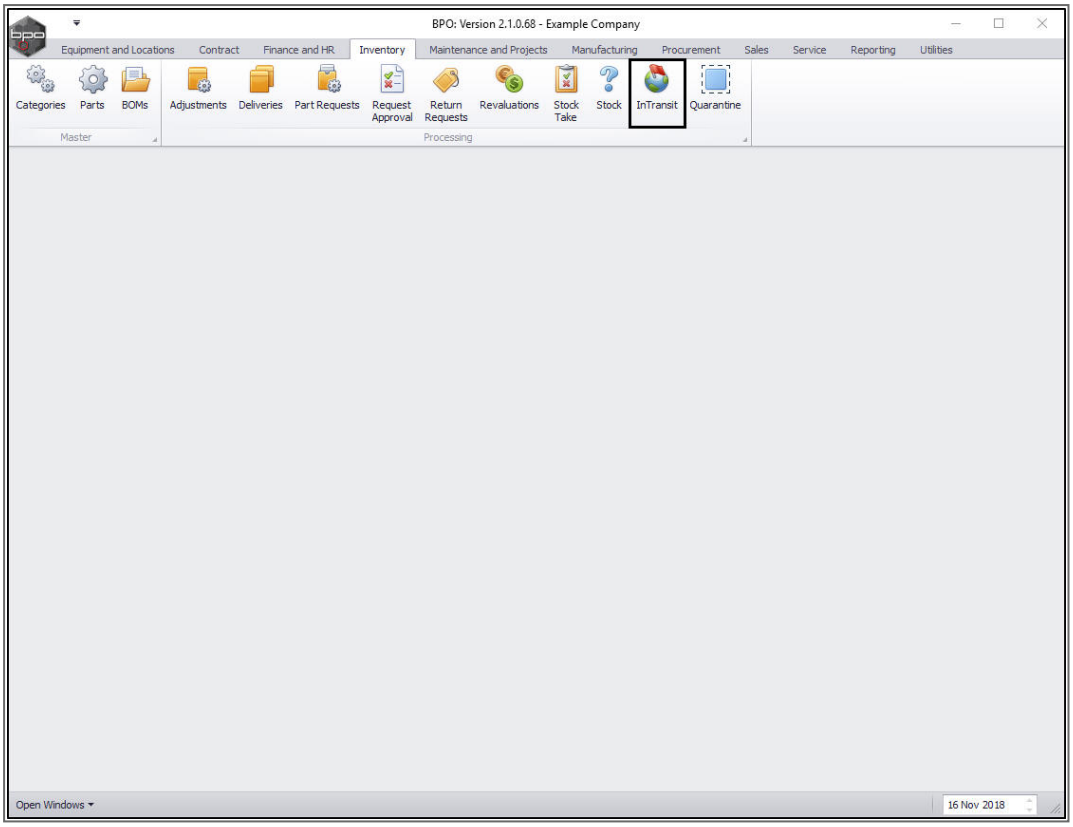

The ***Parts In-Transit*** listing screen will be displayed.

Select the Site

- Select the ***site*** where the item(s) are being received.
    - In this image ***Durban*** has been selected.

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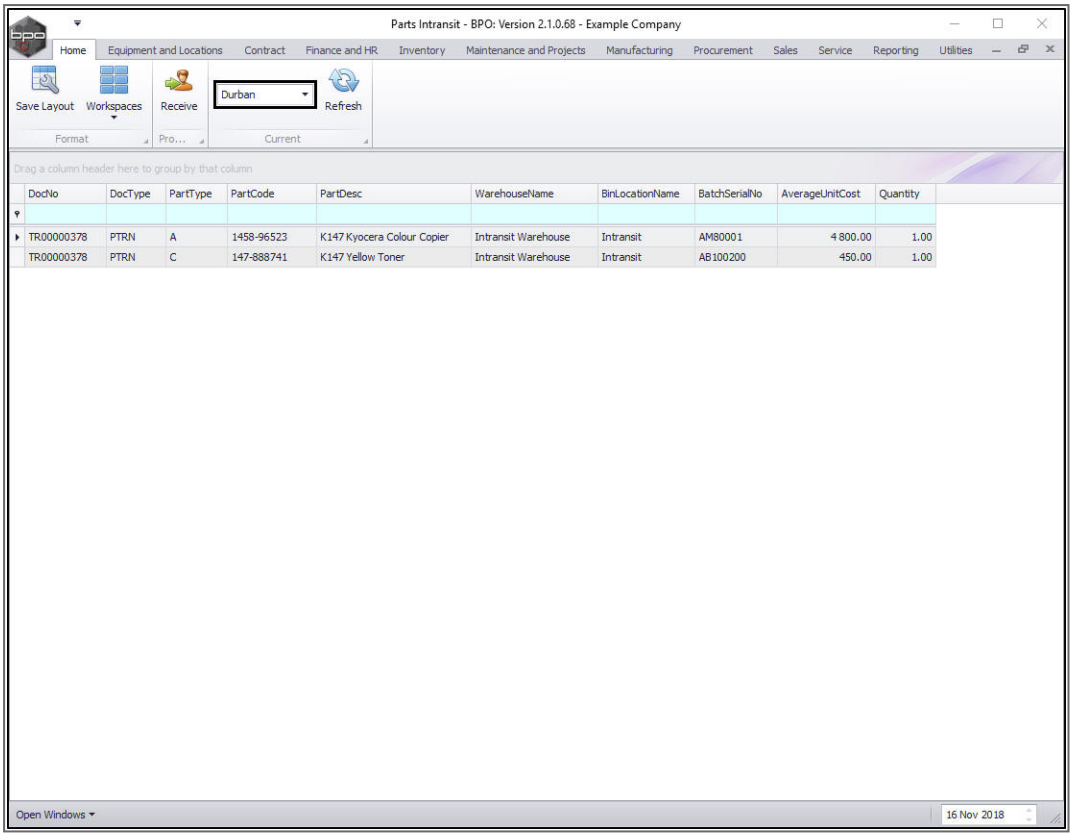

SELECT ITEMS TO RECEIVE

1. Click on the ***row selector*** in front of the ***document number*** that contains detail(s) of the items that you wish to receive from 'In Transit'.
2. If there is more than **1** item linked to the transfer document then ***all*** of these items will be pulled across to the ***Parts Intransit*** screen.
3. Click on ***Receive***.

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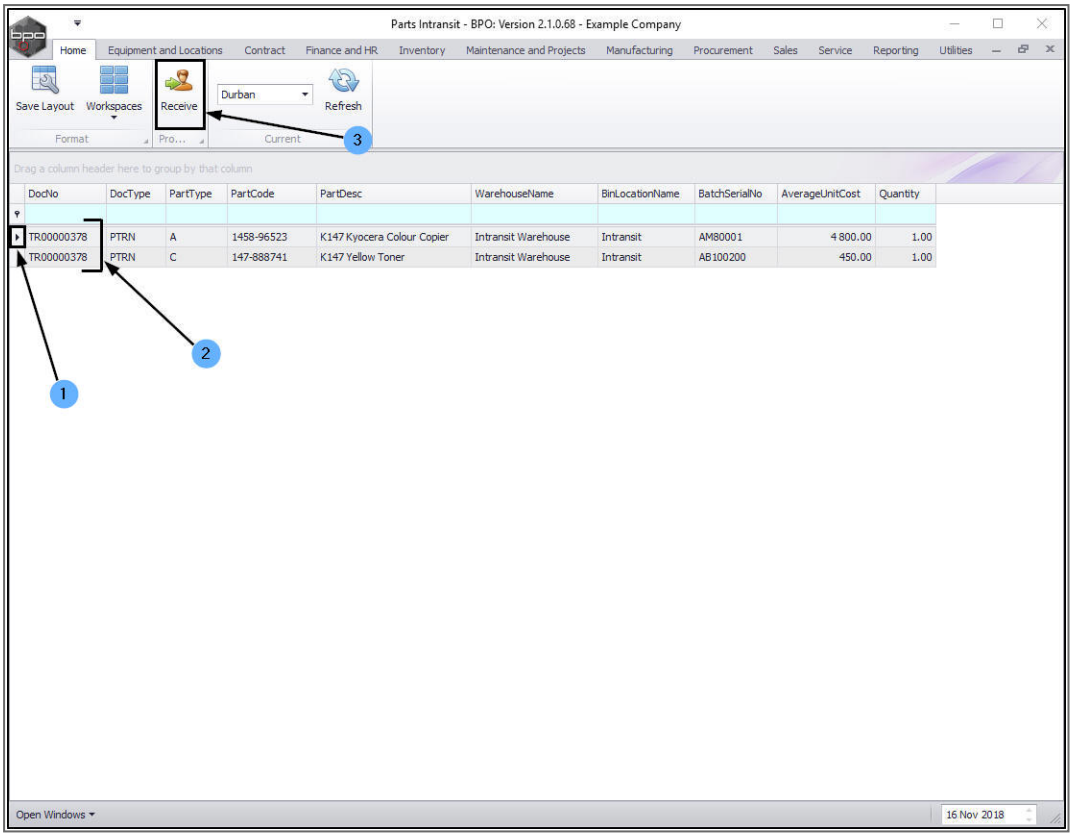

- An ***Inventory - Part Transfer*** message box will pop up asking;
    - ***Are you sure you want to warehouse the part transfer [ ]?***
- Click on ***Yes***.

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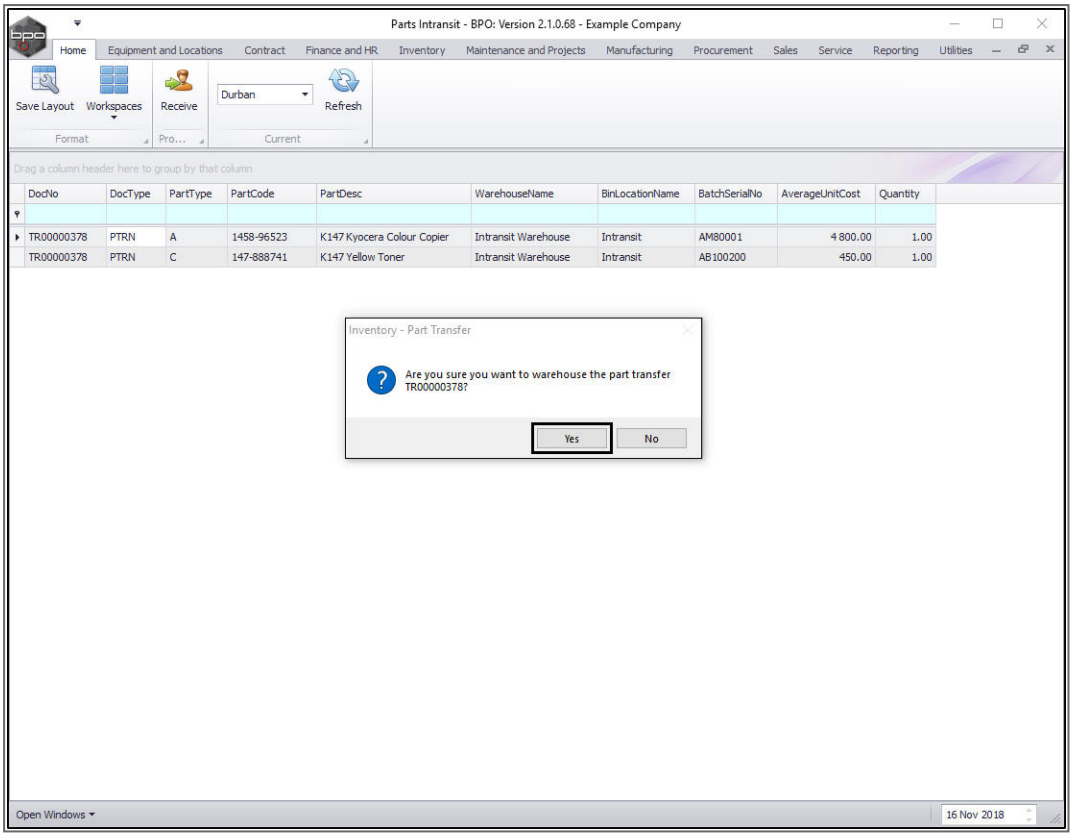

The ***Stock Transfer*** screen will be displayed.

STOCK TRANSFER DETAILS

- **Reference Type:** This will auto populate with Adhoc.
- **Reference:** Type in a reference for this transfer.
- **Final Warehouse:** This will populate with the final warehouse as selected in the In-Transit Inter-Warehouse Transfer process.
- **Requestor:** This will populate with the person currently logged on to the system but you can click on the drop-down arrow and select an alternative employee if required.
- **Transfer Date and Time:** This will populate with the current date and time.

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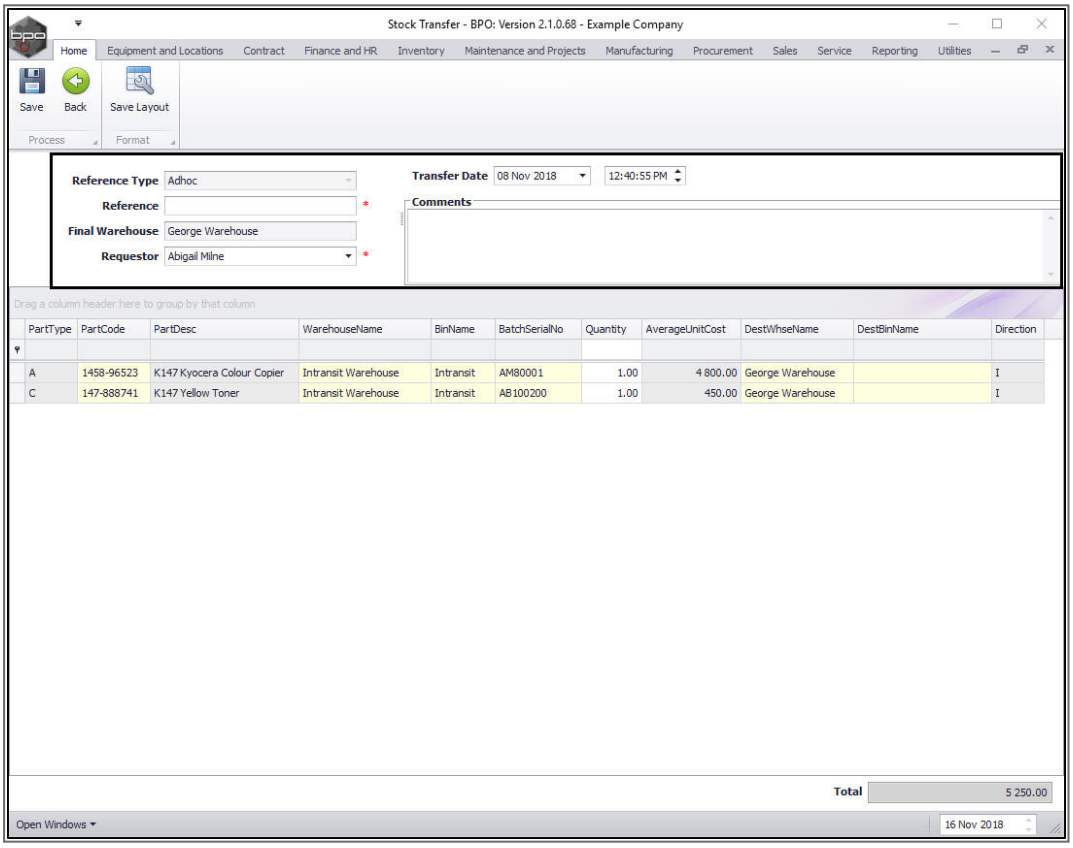
- **Transfer Date:**
  You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
- **Transfer Time:**
  You can either type in or use the directional arrows to select an alternative time if required.

- **Comments:** Type in a comment relevant to this transfer, if required.



DESTINATION WAREHOUSE

1. The ***Parts*** data grid will display all the information of the parts to be transferred including the ***Destination Warehouse Name***.

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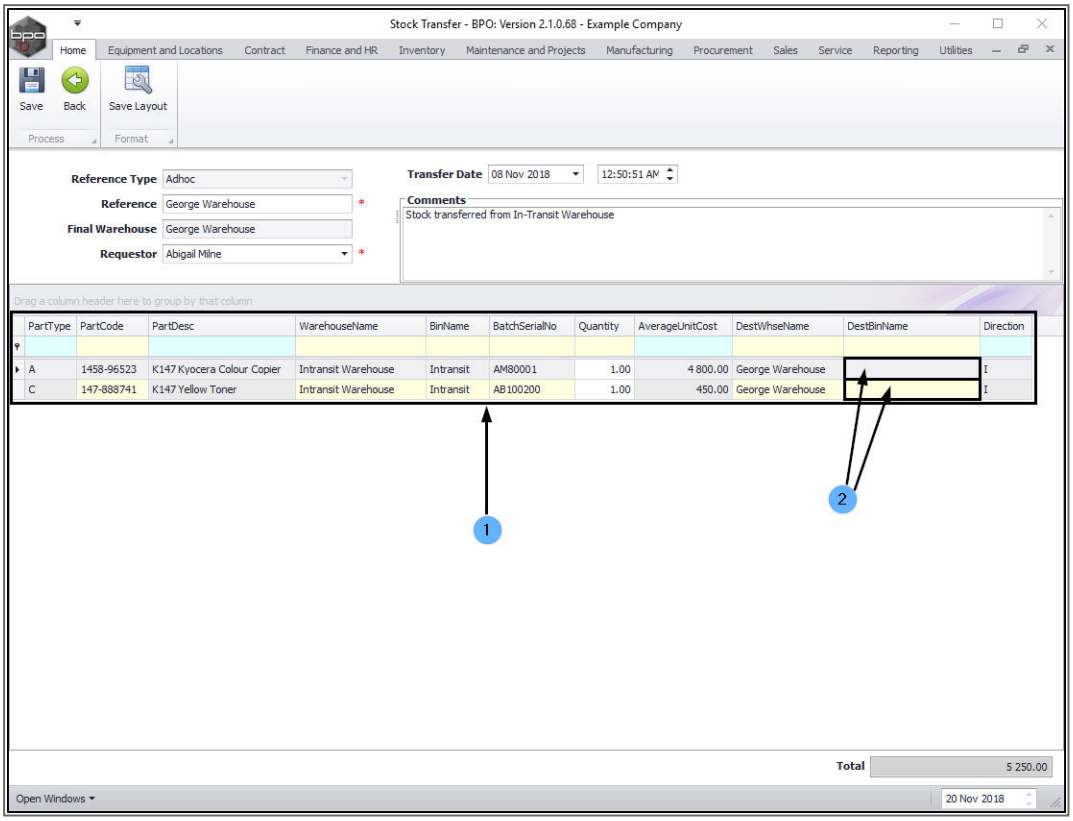
2. If there is more than one warehouse ***bin*** linked to the destination warehouse then the system will leave this field(s) ***blank*** for you to select the bin.



SELECT DESTINATION BIN

1. Click in the ***Destination Bin Name*** field of one of the items to be transferred. An ***ellipsis*** button will be displayed.
2. Click on this button to bring up the ***Select a destination bin for this part transfer*** screen.
3. Click on the ***row selector*** in front of the ***bin*** you wish to receive this item into.
    - In this image, ***George_Bin*** has been selected.
4. Click on ***Ok***.

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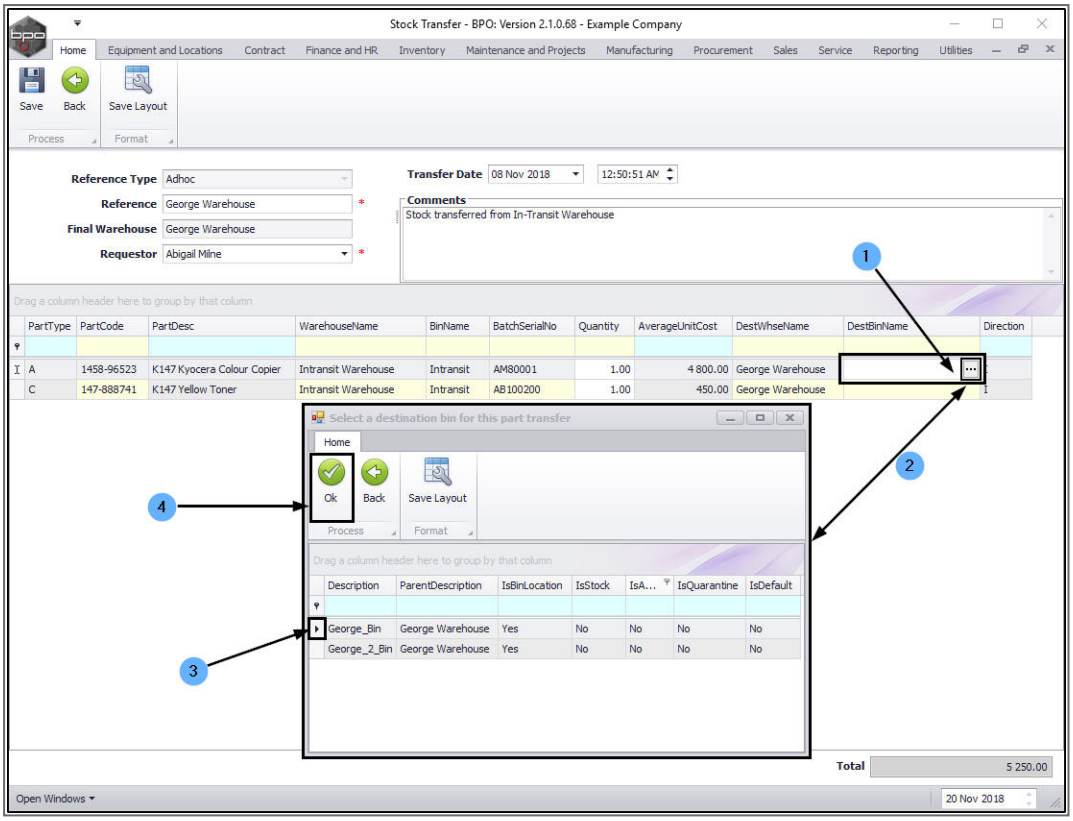

- The selected bin will populate the ***Destination Bin Name*** field.

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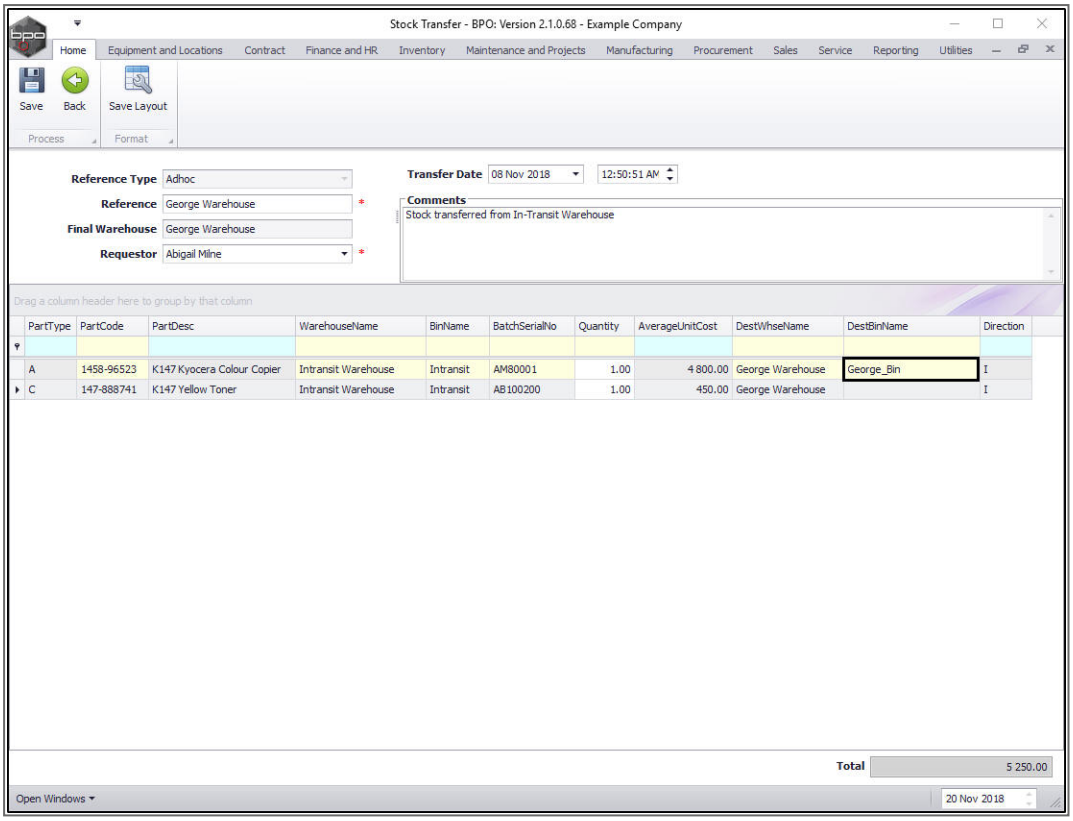

1. Follow the same process to bring up the ***Select*** screen again
2. and ***select a bin*** for each item in the ***Stock Transfer*** screen.
    - In this image, a different bin: ***George_2_Bin*** has been selected.

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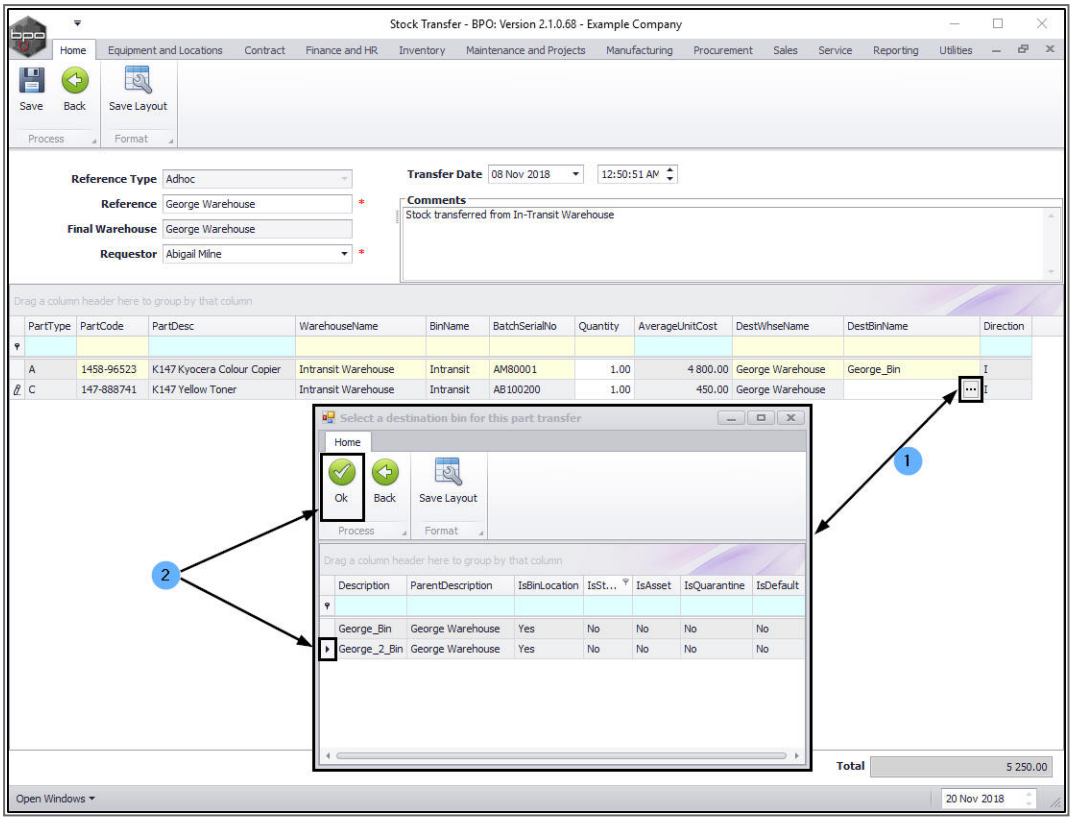

1. When you are finished with your selection(s)

SAVE TRANSFER DETAILS

2. Click on ***Save***.

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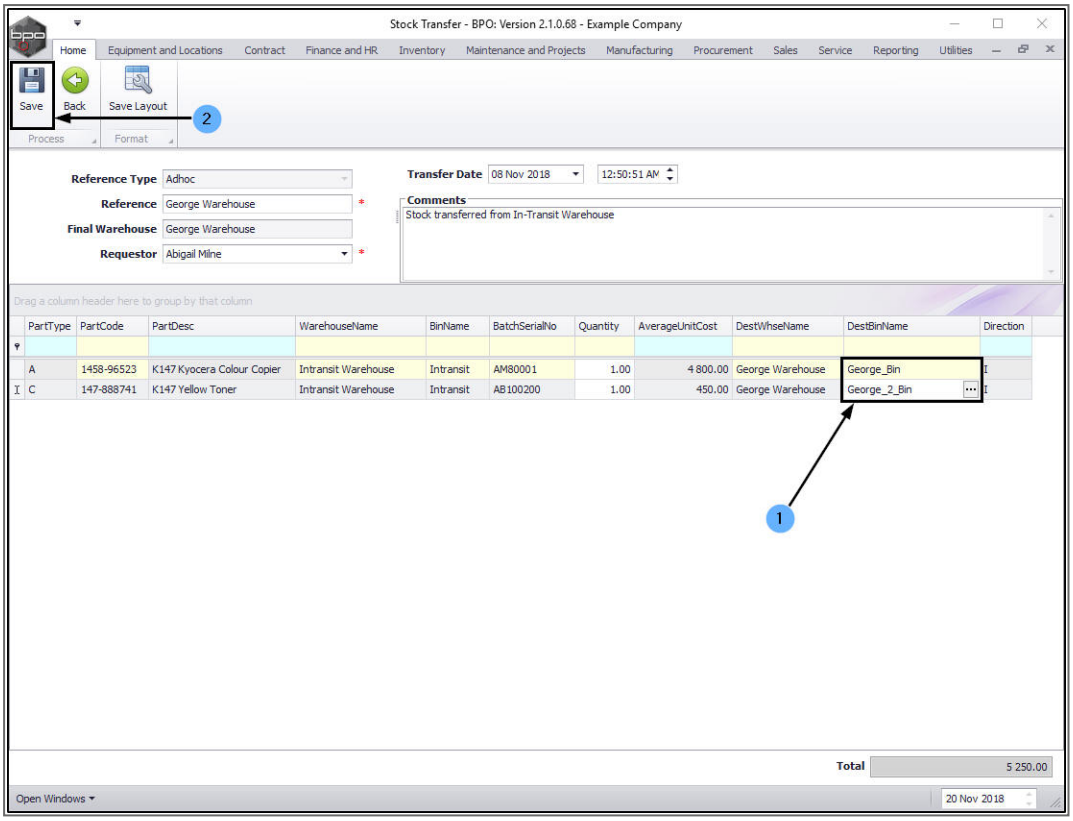

- A ***Part Transfer Processing*** message box will pop up informing you that;
    - ***Part Transfer NO. [ ] has been saved successfully.***
- Click on ***OK***.

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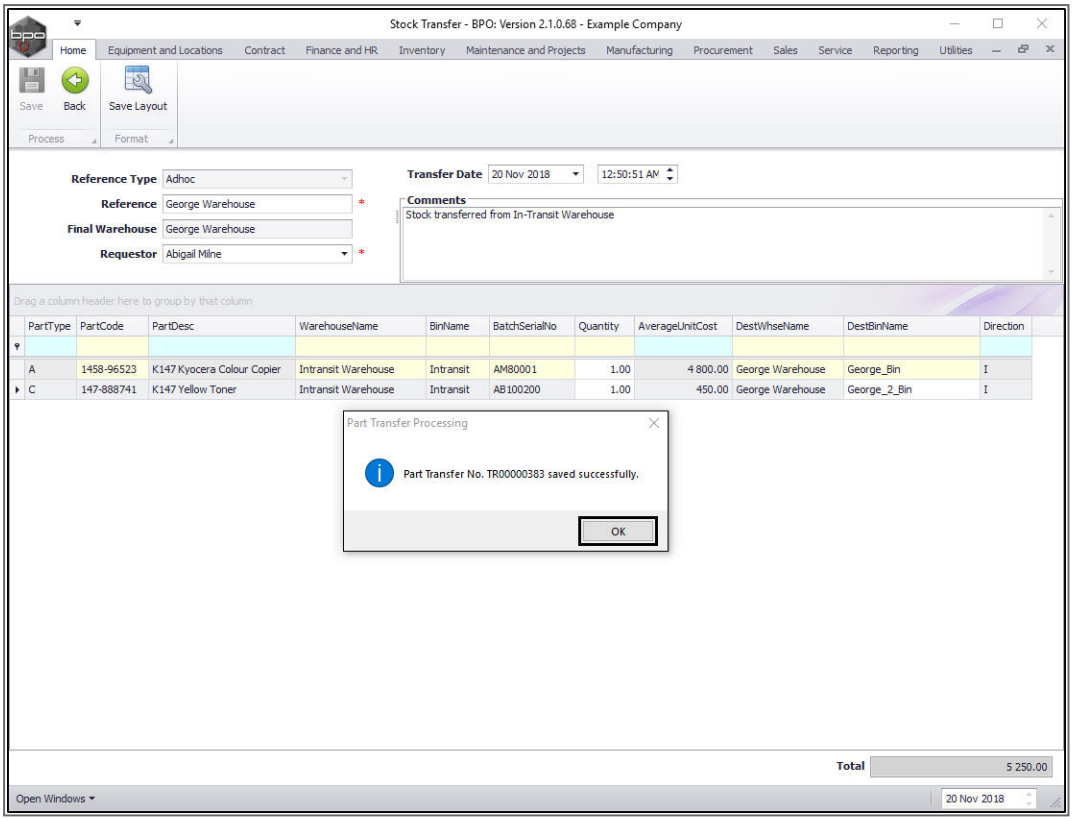

PRINT TRANSFER NOTE

- A ***Report Generation*** message box will pop up, asking:
    - ***Do you wish to print the transfer [ ]?***
- Click on ***Yes***.

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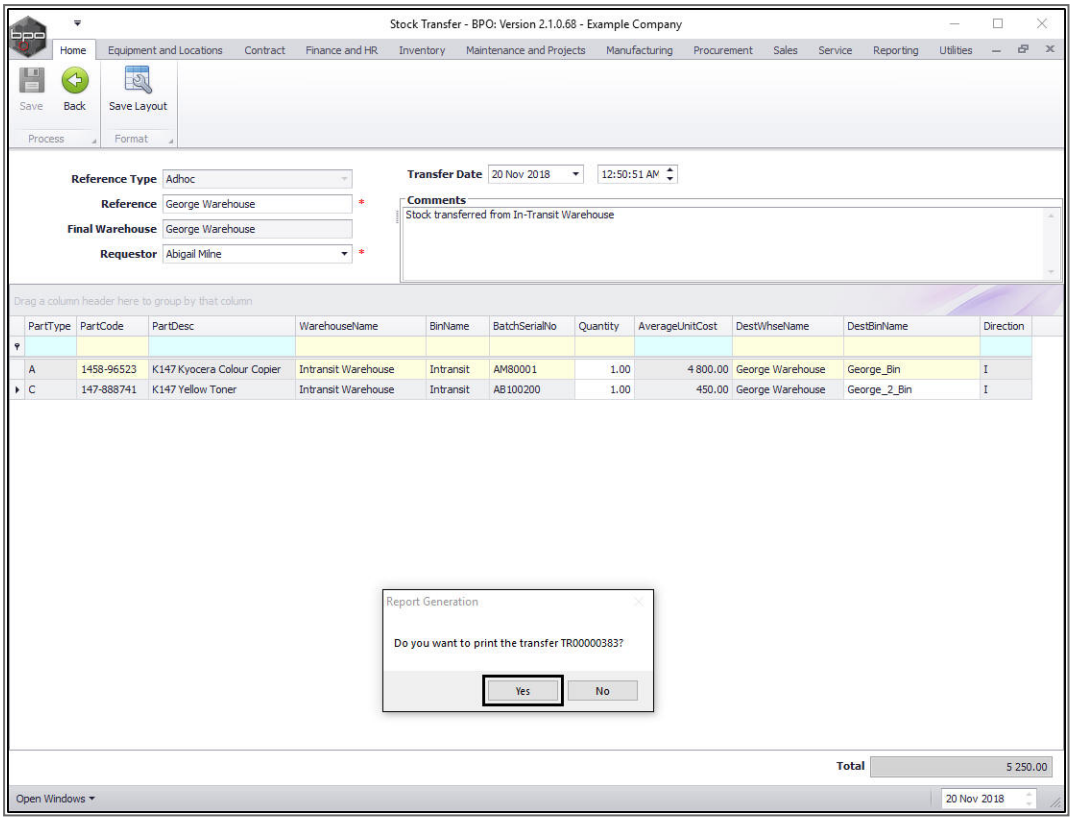

The ***Report Preview*** screen for the ***Part Transfer Note*** will be displayed.

1. You can see that the items have been transferred from the ***Intransit Warehouse*** and ***Intransit Bin*** to
2. the destination ***George Warehouse***
3. and to the **2** different ***destination bins***.
4. From here you can ***View***, ***Print***, ***Export*** or ***Email*** the Part Transfer Note.

5. ***Close*** the Report Preview screen when you are done.

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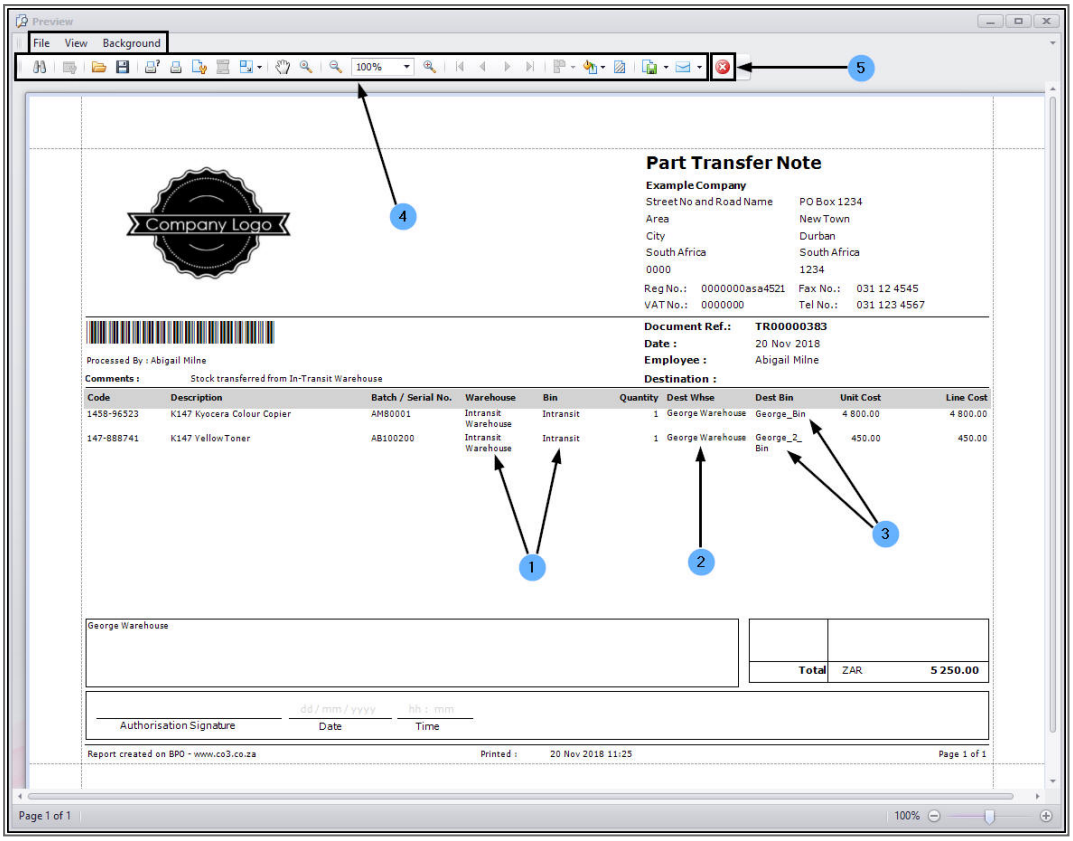

- You will return to the ***Parts Intransit*** screen, where you can see the items selected for transfer have now been ***removed*** from this screen.

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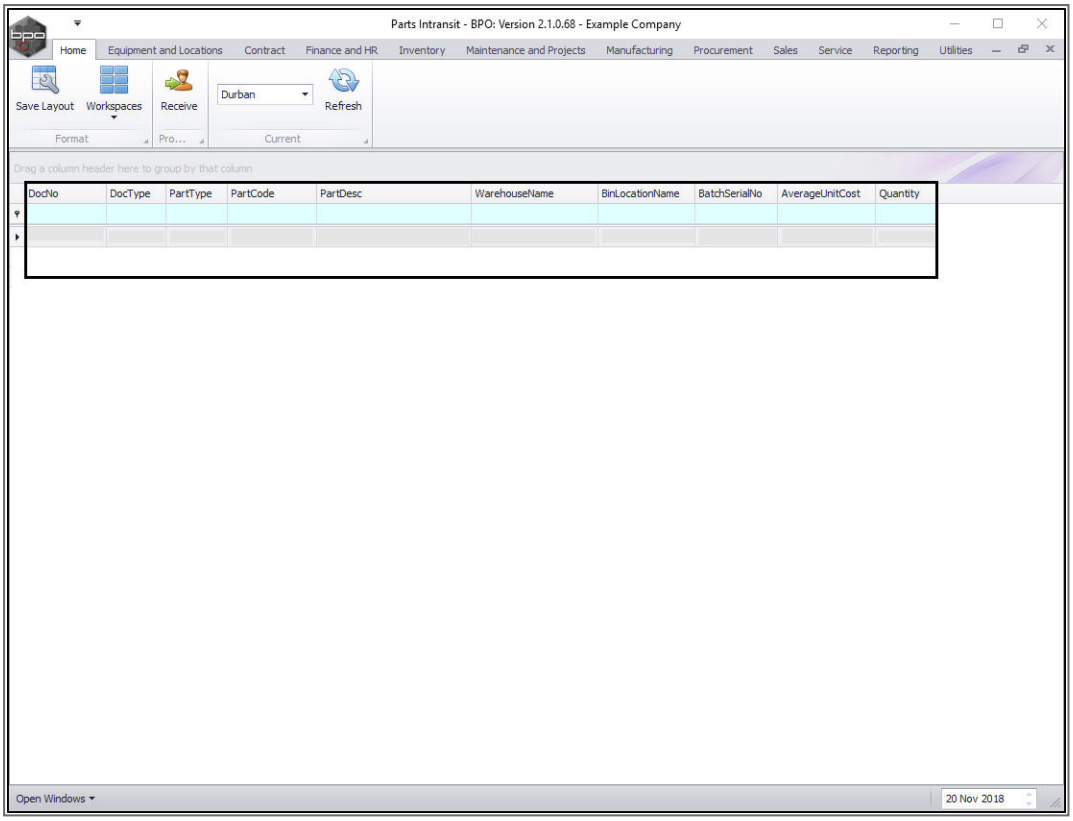

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