



LEADERS HOLDING CO.TM

Est. 1971

Transfer Merchandise

Merchandise linked to a Sales Order will automatically move within the company to where it needs to be fulfilled based on the deliver from location and date set. To transfer merchandise not related to a Sales Order please contact your territory leader.

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When and why will an item transfer?

1. To refill stock sold off the floor

- a. This is called refilling a “minimum stock level.” A minimum stock level is a defined number of a SKU that will be kept at a location. If you reserve the item off your floor and it has a minimum stock level a new item will automatically transfer to your store on the next transfer to refill the meet the minimum level.

2. To fulfill a Sales Order

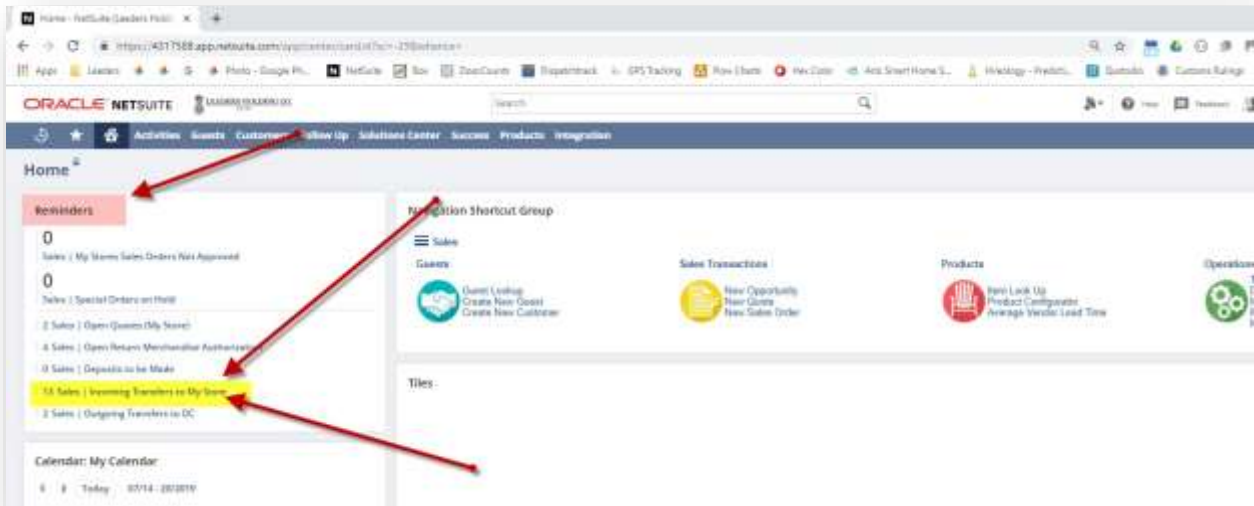
- a. A customer order will transfer to the correct destination for it to fulfill from.

3. If manually directed to do so by through a request to your territory leader

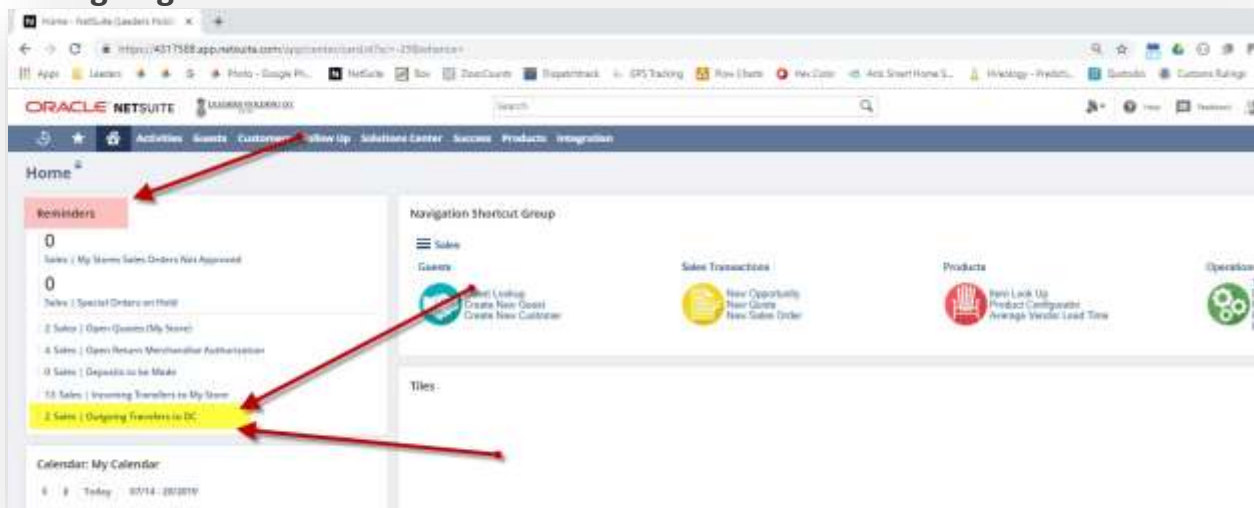
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NOTE: Overstock items or items that have a quantity greater than the minimum stock level will not automatically transfer out. If your floor becomes crowded with canceled stock orders or random merchandise transferred in, it is the store team’s responsibility to work with their territory leader to get the surplus product transferred out.

View Incoming Transfers to My Store



View Outgoing Transfers



Place Merchandise on Transfer

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Preparing for a Transfer Day

To make your transfer day as easy as possible and to make sure every customer is 100% satisfied, follow these steps to prepare for your weekly transfer. The more prepared you are the shorter the interruption will be to the selling floor and you will be able to utilize the shuttle teams help to set heavy items on your floor.

Day Prior To Transfer

Task	When	How
Print your transfers going to and from the warehouse	11am the day before your transfer	Click on the appropriate report in the reminders
Resolve concerns you may have	Immediately	If an item has a customer reservation and is damaged or missing, please contact the salesperson whose ticket it is immediately to let them know.
Locate all outgoing merchandise	As time permits the day prior	Divide the work up among the team. Bring all transferring items to a common location in the backroom
Make room for all incoming merchandise	As time permits the day prior	If you have made the space and are prepared, the delivery team will be able to carry the furniture in and set it.

Day of Transfer

Task	When	How
Have all paperwork printed and prepared	Before the driver arrives	
Who is in charge? The store manager is in charge of the driver team when they are on the property. Respect the driver's time, treat the driver teams with respect. Follow through and make sure the driver teams complete all responsibilities including touch-up and 100% complete trash removal. The driver teams will not take any merchandise on their truck that is not on a transfer unless special permission is received from the Inventory Department or Logistics Manager.		
Assist the driver team in an accurate scan of all items coming in and out of the store.	During active unloading and loading	Stand present or assist with the scan gun
Transfer out items that are received damaged.	Immediately	
View the transfer lists to make sure nothing was missed	Before the transfer team leaves	

Transfer Correction Request

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Use the Transfer Correction Request email template for any kind of correction needed to Transfers into or out of your store.