

# User guide transfer INTERCOMPANY TRANSFERS

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# 1 Intercompany transfer

## 1.1 Create the IC PO

In the receiving legal entity, go to procurement and sourcing > Purchase orders > all purchase orders. Create a new purchase order for the intercompany vendor where the stock will come from.

Define the warehouse where the delivery will be done, define the delivery date and click OK to create the PO.

### Create purchase order

Vendor

One-time supplier  
☒ No

Vendor account  
BFR-IC-V0001

Name  
BELCHIM CROP PROTECTION NV

Contact

ADDRESS

Delivery name  
Phyteurop

Address  
Z.I. de champagne  
49260 Montreuil-bellay  
France

Delivery address  
Phyteurop

General

PURCHASE ORDER

Purchase order  
BFR-PO-00101

Purchase type  
Purchase order

STORAGE DIMENSIONS

Site  
OP

Warehouse  
Phyteur

OK

Cancel

When the desired lines are added, confirm the IC PO. Approval workflow is not needed for IC vendors.

Save

New

Delete

Workflow

Purchase order

Purchase

Manage

Receive

Invoice

Retail

Warehouse

Transportation

General

Options

Create

Charges

Tax

Calculate

Prepay

Generate

Actions

Accounting

Journals

Vendor collaboration

Credit note

Maintain charges

Sales tax

Multiline discount

Prepayment

Purchase inquiry

Confirm

Distribute amounts

Purchase inquiry

Send for confirmation

View response on latest sent order

Allocate charges

Total discount

Remove prepayment

Confirmation

Initiate

View distributions

Purchase order confirmations

Purchase orders sent for confirmation

Purchase order vendor confirmation history

Supplementary items

Pro forma confirmation

Transport requirement

Purchase order confirmations

All purchase orders

BFR-PO-00101 : BFR-IC-V0001 - BELCHIM CROP PROTECTION NV

Lines

Header

Open order

Approved

Purchase order header

DELIVERY

Load date

10/06/2021

Delivery date

10/06/2021

Earliest confirmed delivery

DISCOUNTS

Total discount %

0.00

VENDOR

Contact

REPLENISHMENT

Service category

Location

CROSS DOCKING DATES

Delivery date

10/06/2021

Cross docking date

Local delivery date

Sales date

PRODUCT/ORDER CREATION

Auto created

No

Origin

Purchase

Purchase order lines

+ Add line

+ Add lines

Add products

Remove

Purchase order line

Financials

Inventory

Product and supply

Update line

Work details

	T...	Budget check r...	Line number	Product number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit
✓			1	10009:ONYXFR4 x 5 LT	10009-02	ONYX 600 EC 4 x 5 LT / ONYX 4...		VAR000013			20.00	LT

## 1.2 Pick the IC SO

Navigate to the sales order in the shipping legal entity. This can be done the normal way, or starting from the IC PO under Manage > Intercompany sales order.

Save + New Delete Workflow Purchase order Purchase Manage Receive Invoice Retail Warehouse Transportation General Options

View Budget Intercompany tracing History  
Line amounts Budget Intercompany sales order Packing slip journal Compare to recent version  
Original sales order Invoice journal View purchase order versions

All purchase orders  
BFR-PO-00101 : BFR-IC-V0001 - BELCHIM CROP PROTECTION NV Lines Head

Purchase order header

DELIVERY	DISCOUNTS	REPLENISHMENT	CROSS DOCKING DATES	Local delivery date
Load date	Total discount %	Service category	Delivery date	

On the IC SO, make sure that the warehouse is defined correctly as the warehouse where the goods will be shipped from:

Save + New Delete Sales order Sell Manage Pick and pack Invoice Retail General Warehouse Transportation Credit management Options

Create Charges Tax Calculate Generate Process Apply Journals Prepayment  
Credit note Maintain charges Sales tax Confirmed delivery dates Supplementary items Confirm sales order Event kanbans Service agreement Sales order confirmation  
Multiline discount Tied charges Pro forma confirmation Quotation confirmation Prepayment

Sales order  
BBE-SO-00483 : BELCHIM CROP PROTECTION SA Lines Header Open order

Variant number	Product number	External	Item number	Product name	Sales category	CW quantity	CW unit	Quantity	Unit	Deliv
	10009-ONYX-FR4 x 5 LT		10009-02	ONYX 600 EC 4 x 5 LT / ONYX 4 ...				20.00	LT	Stoc

Line details

General	Setup	Address	Product	Packing	Delivery	Sourcing	Price and discount	Project	Foreign trade	Financial dimensions	Loads
<b>PRODUCT DIMENSIONS</b> Configuration Trademark ONYX Country FR			<b>TRACKING DIMENSIONS</b> Batch number Serial number Owner		<b>STORAGE DIMENSIONS</b> Site Warehouse Dandoy Location		Inventory status License plate PRODUCT ATTRIBUTES Installment eligible		<b>ITEM REFERENCE</b> Reference type Reference number Reference lot		<b>BOM/ROUTE</b> Sub-BOM Subroute

Confirm the sales order under Sell > Generate > Confirm sales order.

Save + New Delete Sales order Sell Manage Pick and pack Invoice Retail General Warehouse Transportation Credit management Options

Create Charges Tax Calculate Generate Process Apply Journals Prepayment

Credit note Maintain charges Sales tax Confirmed delivery dates Multiline discount Total discount Supplementary items Tiered charges Recalculate Confirm sales order Pro forma confirmation Event karbars Service agreement Sales order confirmation Quotation confirmation Prepayment

Sales order

BBE-SO-00483 : BELCHIM CROP PROTECTION SA

Lines Header Open order

✓	T...	Variant number	Product number	External	Item number	Product name	Sales category	CW quantity	CW unit	Quantity	Unit	Deliv
			10009ONVXFR4 x 5 LT		10009-02	ONVX 600 EC 4 x 5 LT / ONVX 4 ...				20.00	LT	Stoc

Line details

General Setup Address Product Packing Delivery Sourcing Price and discount Project Foreign trade Financial dimensions Loads

PRODUCT DIMENSIONS

Configuration

Trademark

ONVX

Country

FR

TRACKING DIMENSIONS

Batch number

Serial number

Owner

STORAGE DIMENSIONS

Site

Warehouse

Dandoy

Location

Inventory status

License plate

PRODUCT ATTRIBUTES

Installment eligible

ITEM REFERENCE

Reference type

Reference number

Reference lot

BOM/ROUTE

Sub-BOM

Subroute

Generate the picking list under the 'Pick and pack' tab. This can be done in two ways.

1. If a transport needs to be arranged for this transfer, click Transport requirement.

Save + New Delete Sales order Sell Manage Pick and pack Invoice Retail General Warehouse Transportation

Generate

Generate picking list Post packing slip Picking list registration Pro forma packing slip Intercompany picking list Transport requirement

Delivery

Transportation details

Journals

Picking list Packing slip

Operation completed

Sales order

BBE-SO-00483 : BELCHIM CROP PROTECTION SA

Define the mode of delivery and check the generate picking list check in the popup screen. Click OK. The picking list is generated and a transport requirement is added in the transport module.

?

### Create transport requirements

Sales order: BBE-SO-00483, BELCHIM CROP PROTECTION SA

Mode of delivery

Truck

Generate picking list

Yes

OK

Cancel

2. If no transport needs to be arranged, click "Generate picking list".

Save + New Delete Sales order Sell Manage **Pick and pack** Invoice Retail General Warehouse Transportation

**Generate** **Delivery** **Journals**

Generate picking list (highlighted) Post packing slip  
Picking list registration Pro forma packing slip  
Intercompany picking list Transport requirement  
Transportation details  
Picking list  
Packing slip

Operation completed

Sales order

BBE-SO-00483 : BELCHIM CROP PROTECTION SA

Set quantity to "all". Click OK. The picking list is generated.

Posting picking list

Arrange Select Printer setup

Parameters

**PARAMETER**

Quantity: All (highlighted)

Posting: Yes

Late selection: No

Reduce quantity: No

**PRINT OPTIONS**

Print: Current

Print picking list: No

Use print management destination: No

Print COD: No

Print shipping labels: No

**SETUP**

Check credit limit: Balance+All

Reservation: No

**SUMMARY ORDER**

Summary update for: None

Overview

Update	Customer pack...	Sales order	Site	Name	Currency
Picking list		BBE-SO-00483	OP	BELCHIM CROP PROTECTION SA	EUR

OK Cancel Batch

To execute the picking, click "Picking list registration" in the action pane.

Save + New Delete Sales order Sell Manage **Pick and pack** Invoice Retail General Warehouse Transportation Credit management Options

**Generate** **Delivery** **Journals**

Generate picking list (highlighted) Post packing slip  
Picking list registration Pro forma packing slip  
Intercompany picking list Transport requirement  
Transportation details  
Picking list  
Packing slip

Operation completed

Sales order

BBE-SO-00483 : BELCHIM CROP PROTECTION SA

+ Add line + Add lines Add products Remove Sales order line Financials Inventory Product and supply Update line Warehouse Retail

Variant number	Product number	External	Item number	Product name	Sales category
	10009:ONYX:FR:4 x 5 LT		10009-02	ONYX 600 EC 4 x 5 LT / ONYX 4 ...	

On the lines, update the batch number that will be transferred (if some inventory dimensions are not shown add them through inventory > display dimensions). When the batch number is defined, update the picking through Update > update all.

The screenshot shows the SAP Finance and Operations interface. The top navigation bar includes 'Save', '+ New', 'Delete', 'Updates', 'Functions', 'Print', and 'Options'. The 'Updates' menu is open, showing 'Update all' as an option. The main content area displays 'Picking list registration' for 'BBE-TRO-00005 : 31/05/2021' and 'BBE-PIL-00003'. Below this, there are sections for 'Identification', 'Picking route details', 'Handling', 'Statistics', 'Delivery', and 'Lines'. The 'Lines' section contains a table with columns: Select, Handling status, Item number, Trademark, Country, Pick quantity, CW pick quantity, Warehouse, and Batch number. The 'Batch number' column for the first line is highlighted with a red box, showing the value 'B2505a'.

Select	Handling status	Item number	Trademark	Country	Pick quantity	CW pick quantity	Warehouse	Batch number
<input type="checkbox"/>	Activated	10010-03	NARITA	NL	360,00		Dandoy	B2505a

Exception: when multiple batch numbers need to be transferred for one line, split the picking list line using functions > split, before defining the batch number.

The IC sales order is now picked.

## 1.3 Ship the IC SO

Click 'Post packing slip' to ship the order.

The screenshot shows the SAP 'Pick and pack' menu. The 'Generate' sub-menu is open, and 'Post packing slip' is highlighted with a red rectangle. Other options in the 'Generate' sub-menu include 'Generate picking list', 'Picking list registration', 'Intercompany picking list', 'Pro forma packing slip', and 'Transport requirement'. The 'Delivery' sub-menu contains 'Transportation details', and the 'Journals' sub-menu contains 'Picking list' and 'Packing slip'. Below the menu, a status bar indicates 'Operation completed'. The main area shows the 'Sales order' BBE-SO-00483 : BELCHIM CROP PROTECTION SA. A table below lists the order lines:

✓	T...	Variant number	Product number	External	Item number	Product name	Sales category	CI
			10009:ONYX:FR:4 x 5 LT		10009-02	ONYX 600 EC 4 x 5 LT / ONYX 4 ...		

The field quantity should be set to "Picked".

The screenshot shows the 'Packing slip posting' dialog box. The 'Parameters' section has the 'Quantity' dropdown set to 'Picked'. The 'COMPLIANCE DOCUMENTS' section has 'Prevent sales pack slip/invoice post...' and 'Print product safety data sheet' both set to 'No'. The 'PRINT OPTIONS' section has 'Print' set to 'Current', 'Print packing slip' set to 'No', 'Use print management destination' set to 'No', 'Print COD' set to 'No', and 'Print shipping labels' set to 'No'. The 'SETUP' section has 'Check credit limit' set to 'Balance+All' and 'SUMMARY ORDER' set to 'None'. The 'Overview' section shows a table with the following data:

✓	Update	Customer packi...	Sales order	Site	Name	Currency
			BBE-SO-00483	OP	BELCHIM CROP PROTECTION SA	EUR

At the bottom right, there are buttons for 'OK', 'Cancel', and 'Batch'.

Click OK, the stock is shipped from the shipping legal entity. In the same step, the inventory is received in the receiving legal entity on a transit warehouse and a transfer order is prepared in the receiving legal entity to transfer the goods form the transit location to the destination warehouse upon physical arrival.

The screenshot shows the SAP 'Posting' message. The message text is: 'Posting IC purchase order 'BFR-PO-00101' - IC sales order packing slip 'BBE-PAS-00141' - Transfer order 'BFR-TRO-00021' created'. Below the message, there is a 'Sales order' field.



## 1.4 Receive IC PO

On physical receipt of the goods, the IC product receipt can be posted. (for confirmed and received IC PO's).

Save + New Delete Workflow Purchase order Purchase Manage **Receive** Invoice Retail Warehouse Transportation General Options

Generate  
Receipts list  
Product receipt  
Intercompany picking list  
Pro forma receipts list  
Pro forma product receipt  
Intercompany product receipts

Delivery  
Transportation details  
Receipts list  
Product receipt

Journals  
IC receipt automation  
Intercompany receipt automation orders

Purchase order  
BFR-PO-00101 : BFR-IC-V0001 - BELCHIM CROP PROTECTION NV

Lines Header Received Confirmed

Purchase order header

**DELIVERY**  
Load date  
Delivery date  
Earliest confirmed delivery

**DISCOUNTS**  
Total discount %  
0.00

**REPLENISHMENT**  
Service category  
Location

**CROSS DOCKING DATES**  
Delivery date  
Cross docking date

Local delivery date  
Sales date

**PRODUCT/ORDER CREATION**  
Auto created  
No  
Origin  
Purchase

Purchase order lines

+ Add line + Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Work details

✓	T...	Budget check r...	Line number	Product number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit
			1	10009:ONYXFR4 x 5 LT	10009-02	ONYX 600 EC 4 x 5 LT / ONYX 4 ...		VAR000013			20.00	LT

The transfer order with reference to the packing slip can be chosen for arrival. Define the posting date and click OK.

Select the transfer orders to ship from the IC transit warehouse to destination warehouse

Intercompany purchase order  
BFR-PO-00101

Intercompany sales order  
BBE-SO-00483

✓	Transfer number	Packing slip	Posting date	Transfer status
	BFR-TRO-0002	BBE-PAS-001...		Created

OK Cancel

The transfer order from the transit location to the destination warehouse is shipped and received, the stock has arrived at the destination warehouse.

Save

New

Delete

Workflow

Purchase order

Purchase

Manage

Receive

Invoice

Retail

Warehouse

Transportation

General

Options

Generate

Receipts list

Product receipt

Intercompany picking list

Pro forma receipts list

Pro forma product receipt

Intercompany product receipts

Delivery

Transportation details

Journals

Receipts list

Product receipt

IC receipt automation

Intercompany receipt automation orders

IC purchase order 'BFR-PO-00101' - IC sales order packing slip 'BBE-PAS-00141' - Tranfer order 'BFR-TRO-00021' has been shipped