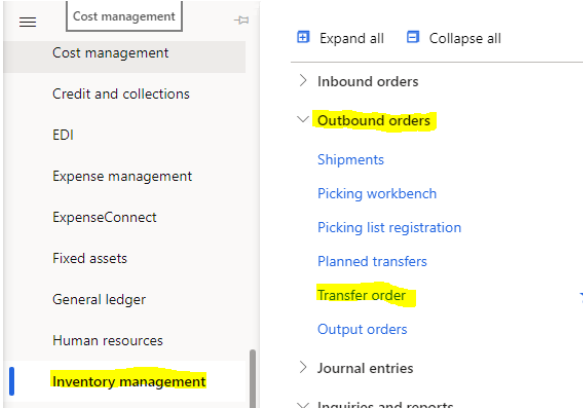# Sales Branch Work instructions

Contents

1. Sales

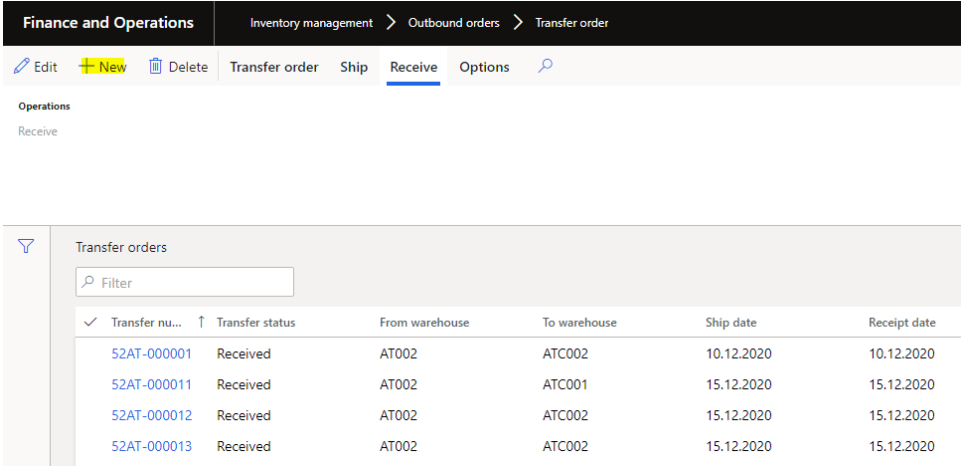## 1.1. Transfer Order

1.1.1. Create transfer order

To get stock to the transfer warehouse, those goods must be transferred from the main warehouse to the transfer warehouse.

To transfer goods from one warehouse to another, navigate to
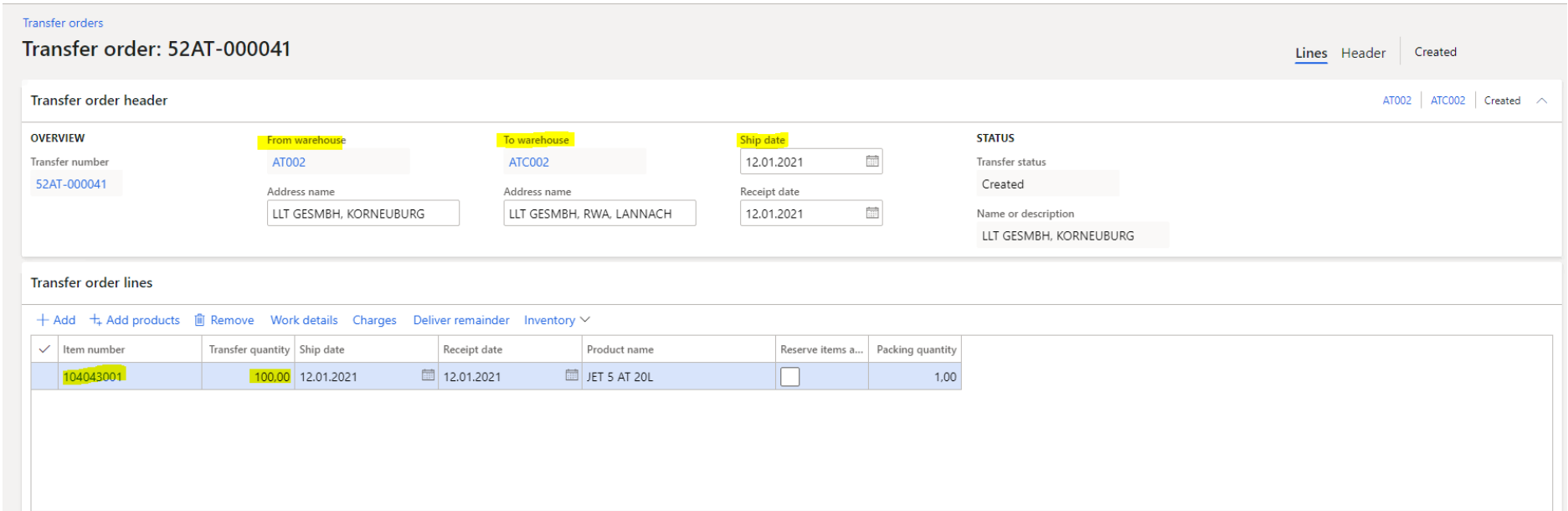
Inventory management -> outbound orders -> transfer orders

Select "+New" to create new transfer order

Fill the mandatory fields:

From warehouse	Warehouse from which the goods will be send
To Warehouse	Receiving warehouse / customers consignment warehouse
Ship date	date on which goods will transferred
Item Number	item to be transferred
Transfer quantity	

Generate Picking List to trigger delivery documents. Choose "Available Quantity" as update. You can set Available Quantity as default value by clicking on "Default values" and selecting it via drop down.

Click ok to post the picking list and release it to the warehouse.

After you've received the delivery documents back from your warehouse proceed with the picking list registration.
Ship – Operations – Picking list registration

Add the batch number on line level and click "Updates – Update all" on top ribbon to finalize the registration.

The handling status of the line changes from Activated to completed.

Close the picking list registration screen.

Click Save on top ribbon, then select "Ship Transfer order" (Ship – Operations – Ship transfer order)

Select "available quantity" and check the shipped quantity on line level, then click "OK" to ship the transfer order.

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The status of the transfer order is now "Shipped"

Receive Transfer Order

To receive the transfer order select Receive – Operations – receive
Choose Update "All" and click OK.
The Transfer order is now booked into the new warehouse.