

Work instruction **Manage Transfers**

Document information:

Parent Process	Manage Transfers
Date of creation	28/06/2021
Date of revision	Click or tap to enter a date.

Process Ownership	Name	Function	Date
Author	Jurgen Trogh	D365 Key User	28/06/2021
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Document history:

Version	Reason for change	Date effective
01	NEW	28/06/2021

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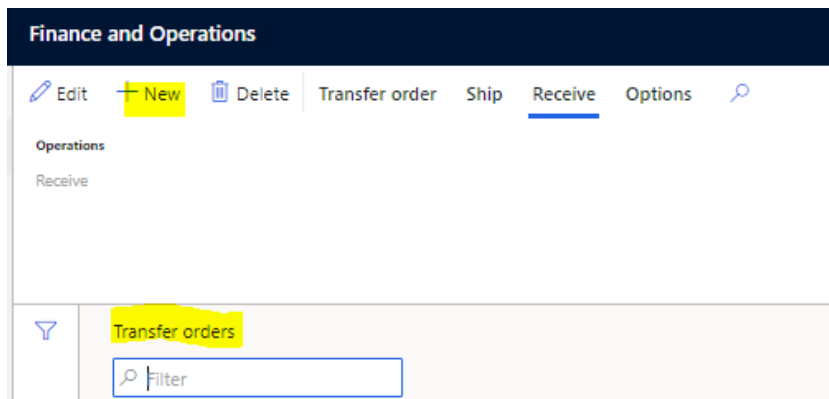
Process Visualization

N/A

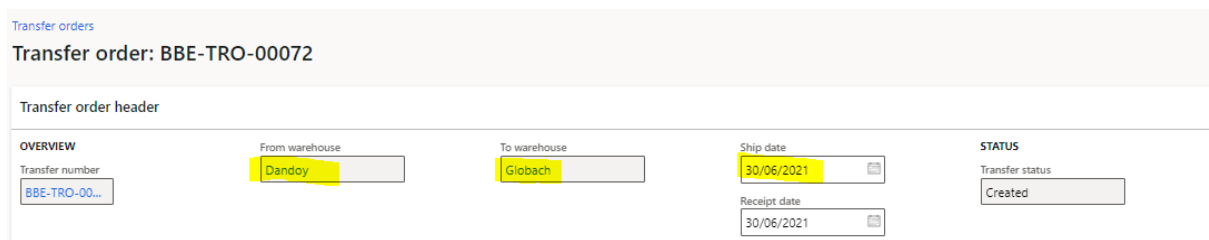
Process Steps

Step 1: Creation of the transfer Order

Go to: [Inventory Management > Inbound orders > Transfer Orders](#)



- Click New
- Enter the location from where the product needs to be shipped.
- & The location to where the product needs to be shipped
- Modify the ship date.



Click “Add” in the Transfer order Lines section

- Choose the product that you want to ship
 - o (Check stock availability on the screen [“on-hand list”](#))
- Fill in the country & trademark for this product.
- Choose the quantity that you want to ship.
- Add a batch number.
 - o Choose “on-hand” & check range inventory dimensions

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On-hand

☐

View available

☒

Range inventory dimensions

Batch number	Warehouse	Trademark	Country	Site
GO0606a	Dandoy	UNIKAT PRO	BE	OP
GO0606b	Dandoy	UNIKAT PRO	BE	OP
GO0606c	Dandoy	UNIKAT PRO	BE	OP
GO0606d	Dandoy	UNIKAT PRO	BE	OP

Result: Transfer order BBE-TRO-00072 is created

Transfer orders

Transfer order: BBE-TRO-00072 Lines Header Created

Transfer order header Dandoy Globach

OVERVIEW

Transfer number: BBE-TRO-00...

From warehouse: Dandoy To warehouse: Globach

Ship date: 30/06/2021

Receipt date: 30/06/2021

STATUS

Transfer status: Created

Transfer order lines

+ Add + Add products Remove Work details Charges Deliver remainder Inventory Document notes Transport order Functions Inquiries Setup

Item number	Trademark	Country	Batch number	Transfer quantity	CW transfer qty	Ship date	Receipt date	Product name	Reserve items a...	Packing qu
10017-11	UNIKAT PRO	BE	GO0606d	200,00		30/06/2021	30/06/2021	UNIKAT PRO 667-83 WG 1 x 10 ...	<input type="checkbox"/>	

Describe process step

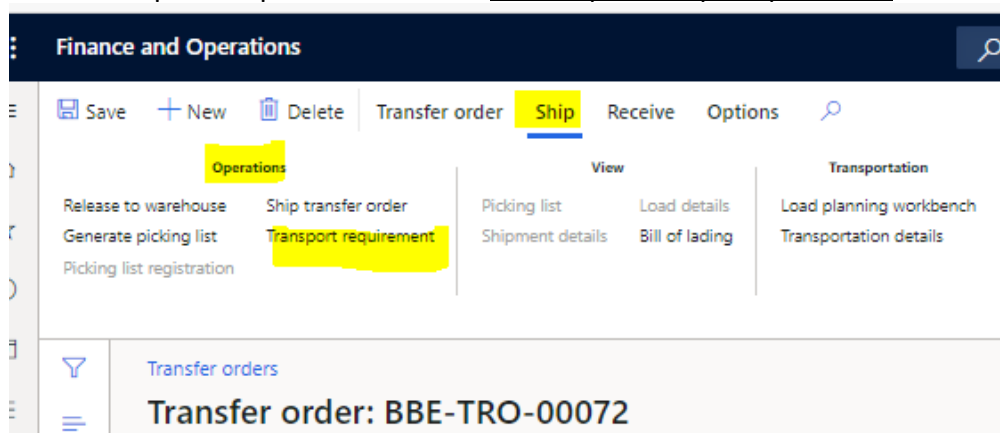
Step 2: Creation of a Transport Requirement

Once the Transfer order is created the picking list can be generated.

If you need a physical move of the products (fe. between 2 different warehouse /tollers) & BCP organize the transport; you need to create first a Transport requirement.

If there is only a move in the same warehouse (Saleable → Damaged/QI/Relabel/ Destruction sub location) then a transport requirement is not needed & you can generate straight away the picking list.

Click “Transport Requirement” in the header pane Ship > Operations



Choose the mode of delivery “Truck” when this transport needs to be organized by the transport planner.

Create transport requirements

Transfer number: BBE-TRO-00072, 30/06/2021

Mode of delivery

Mode of deli...	Description
Exp_Truck	Express Truck
Export	Export
Interco	Intercompany
Local	Locally managed
Pickup	Pickup by customer
Sea	Sea
Truck	Truck

Create transport requirements

Transfer number: BBE-TRO-00072, 30/06/2021

Mode of delivery

Truck

Generate picking list

☒ Yes

OK

Cancel

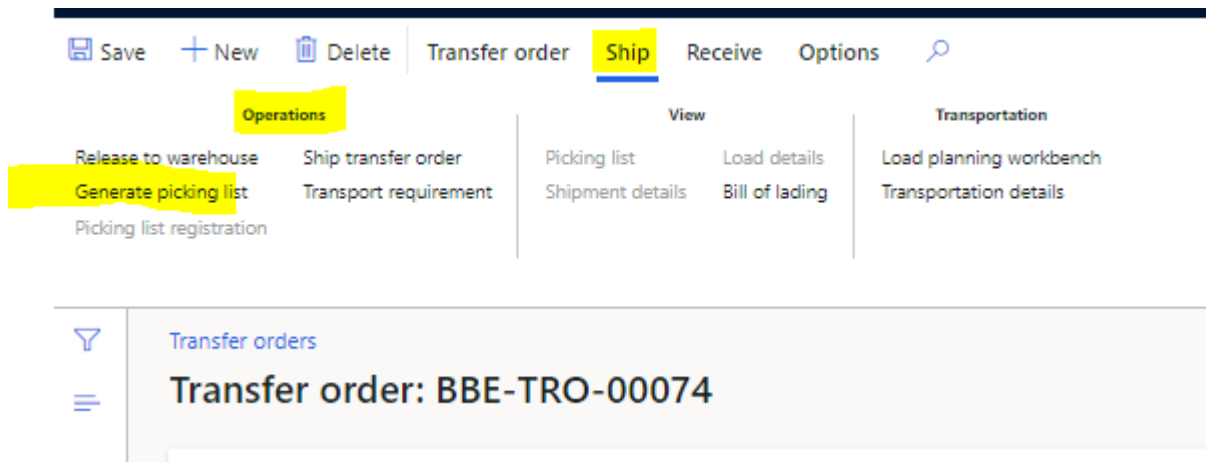
Describe process step

Check “Generate picking list” & choose OK.

Step 3: Picking of the Transfer Order

1. Generate Picking list

When a transport requirement isn't needed you can directly click on "Generate picking list" on the header pane Ship > Operations

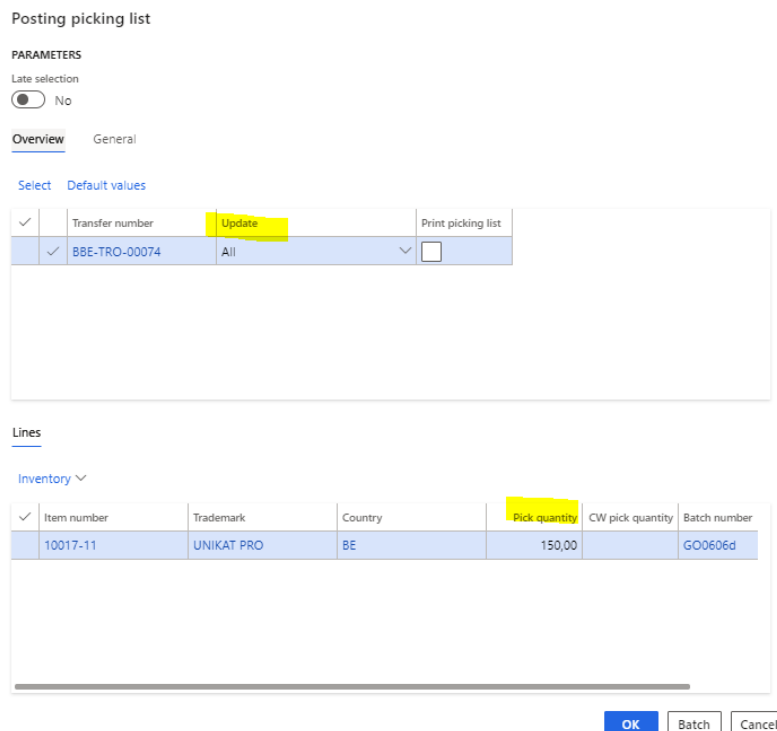


The screenshot shows the top navigation bar with tabs: Save, + New, Delete, Transfer order, **Ship**, Receive, and Options. Below the 'Ship' tab, there are three main sections: Operations, View, and Transportation. The 'Operations' section is highlighted in yellow and contains the following items: Release to warehouse, Ship transfer order, **Generate picking list** (highlighted in yellow), Transport requirement, and Picking list registration. The 'View' section contains: Picking list, Load details, Shipment details, and Bill of lading. The 'Transportation' section contains: Load planning workbench and Transportation details. Below this, a header pane displays 'Transfer orders' and 'Transfer order: BBE-TRO-00074'.

Verify that the field Update = "All"

Modify the pick quantity if another quantity needs to be picked (fe. For partial pickings of a transfer order)

Click ok



The screenshot shows the 'Posting picking list' dialog box. It has a 'PARAMETERS' section with a 'Late selection' toggle set to 'No'. Below this are two tabs: 'Overview' (selected) and 'General'. Under 'Overview', there are two sub-tabs: 'Select' and 'Default values'. The 'Select' sub-tab is active, showing a table with the following data:

✓	Transfer number	Update	Print picking list
✓	BBE-TRO-00074	All	<input type="checkbox"/>

Below the table is a 'Lines' section with an 'Inventory' dropdown. The 'Inventory' dropdown is expanded, showing a table with the following data:

✓	Item number	Trademark	Country	Pick quantity	CW pick quantity	Batch number
✓	10017-11	UNIKAT PRO	BE	150,00		GO0606d

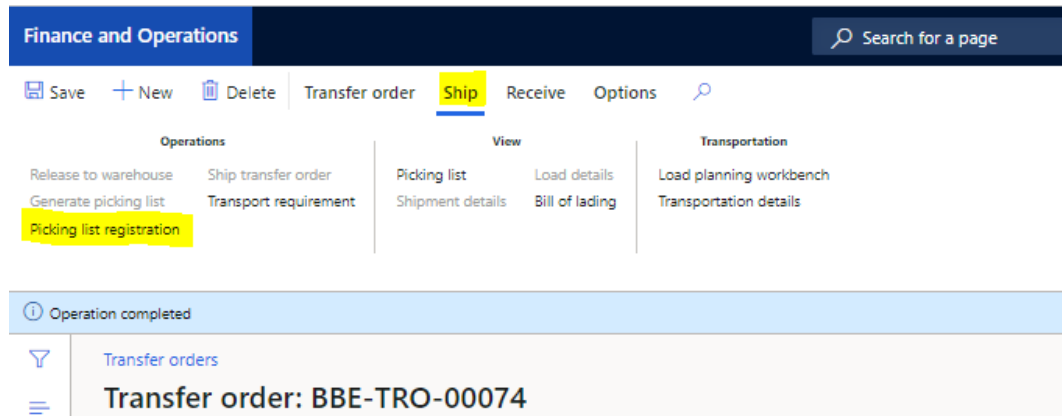
At the bottom right of the dialog box are three buttons: 'OK', 'Batch', and 'Cancel'.

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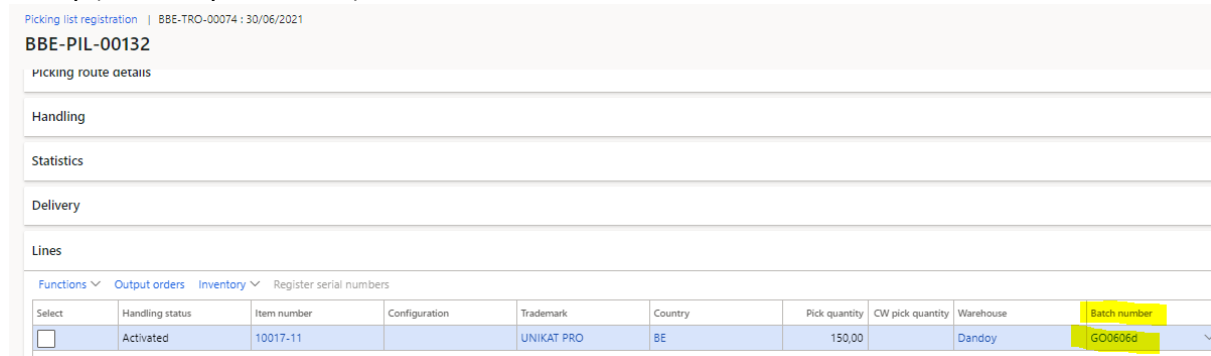
2. Execute the picking

[Transfer orders with Transport requirements will also follow the steps below]

Choose “Picking List registration” on the header pane Ship > Operations



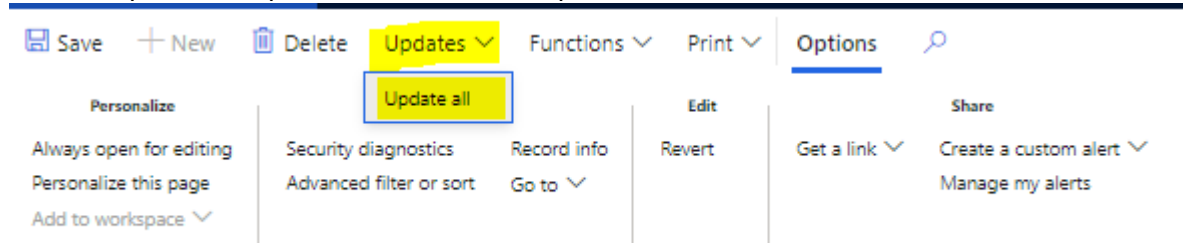
Verify (& modify if needed) the batch number that will be transferred on the line section



Select	Handling status	Item number	Configuration	Trademark	Country	Pick quantity	CW pick quantity	Warehouse	Batch number
<input type="checkbox"/>	Activated	10017-11		UNIKAT PRO	BE	150,00		Dandoy	GO0606d

- for multiple batch numbers in 1 transfer order
 - o choose “Function” > Split & enter the quantity that you need per batch number

choose Updates > Update all in the action pane

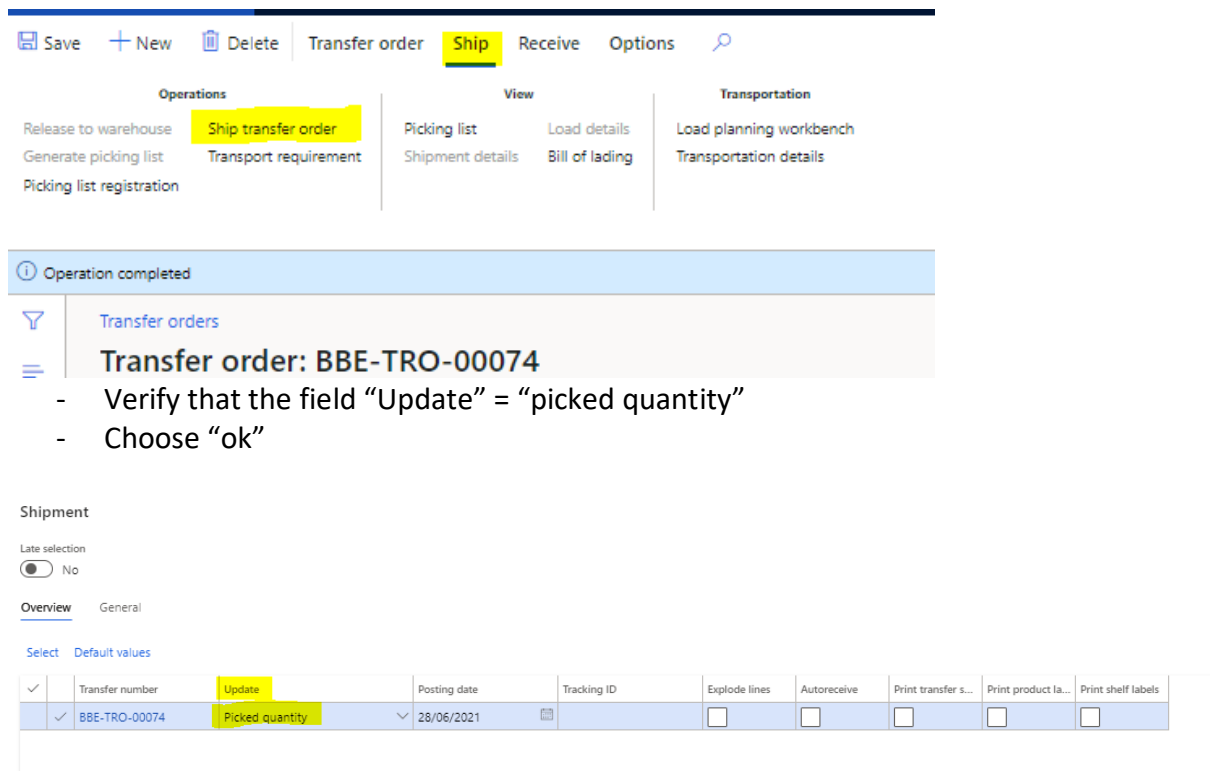


Step 4: Shipping of the Transfer order

Once the order is picked the goods can be shipped towards the destined location.

Close the picking list registration (1 step back)

Choose “Ship Transfer order” on the header pane Ship > Operations



The screenshot shows the 'Ship' tab selected in the top navigation bar. Under the 'Operations' section, 'Ship transfer order' is highlighted. Below this, a message states 'Operation completed'. The 'Transfer orders' section displays 'Transfer order: BBE-TRO-00074'. A list of actions is provided: 'Verify that the field “Update” = “picked quantity”' and 'Choose “ok”'. The 'Shipment' section shows 'Late selection' set to 'No'. The 'Overview' tab is active, displaying a table with columns: Transfer number, Update, Posting date, Tracking ID, Explode lines, Autoreceive, Print transfer s..., Print product la..., and Print shelf labels. The table contains one row for 'BBE-TRO-00074' with 'Update' set to 'Picked quantity' and 'Posting date' as '28/06/2021'.

➔ Status of the Transfer order changes to “Shipped”

➔ The stock will be booked temporarily on a transit warehouse of the location where the goods will be shipped from.

Filters: + Add

Item number begins with: 10017

Site: dandoy_tr

Warehouse contains: dandoy_tr

On-hand

Inventory quantities

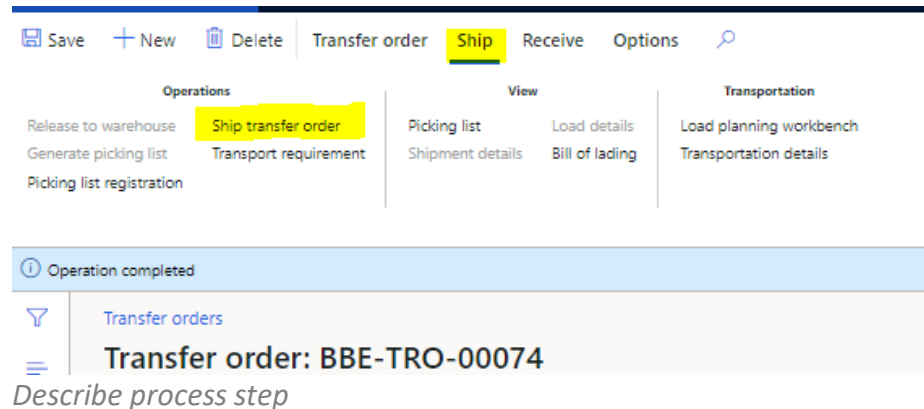
Item number	Product name	Search name	Configuration	Trademark	Country	Warehouse	Batch number	Physical invent...	Physical reserved	Available physil...
10017-11	UNIKAT PRO 667-83 WG 1 x 10...	UNIKAT PRO 667-83 WG		UNIKAT PRO	BE	Dandoy_tr	GO0606d	150.00	150.00	

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Exception

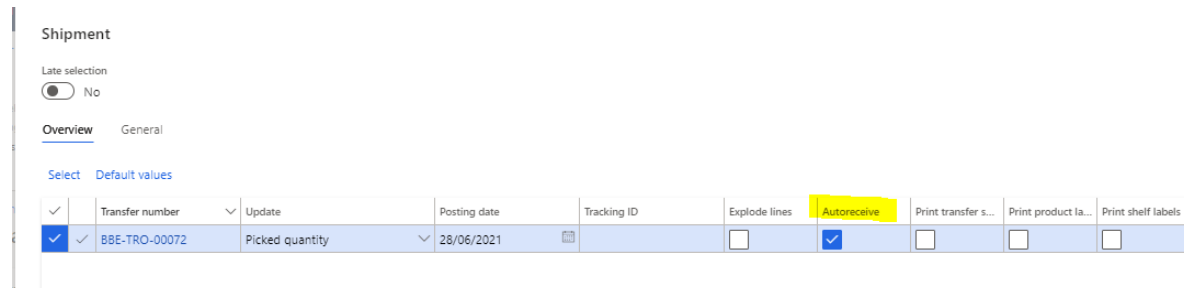
Transfer order linking to stock that stays in the same physical location

The shipment can be received in the same transaction as the shipment
choose “Ship transfer order” is from the action pane Ship > Operations



The screenshot shows the top navigation bar with 'Save', '+ New', 'Delete', 'Transfer order', 'Ship' (highlighted), 'Receive', and 'Options'. Below this, the 'Operations' sub-menu is open, showing 'Release to warehouse', 'Generate picking list', 'Picking list registration', 'Ship transfer order' (highlighted), and 'Transport requirement'. The 'View' sub-menu shows 'Picking list', 'Shipment details', 'Load details', and 'Bill of lading'. The 'Transportation' sub-menu shows 'Load planning workbench' and 'Transportation details'. Below the menu, a blue bar indicates 'Operation completed'. A filter icon is next to 'Transfer orders'. The main title is 'Transfer order: BBE-TRO-00074'. Below the title, the text 'Describe process step' is visible.

Check “Autoreceive” field in the overview section & choose OK.



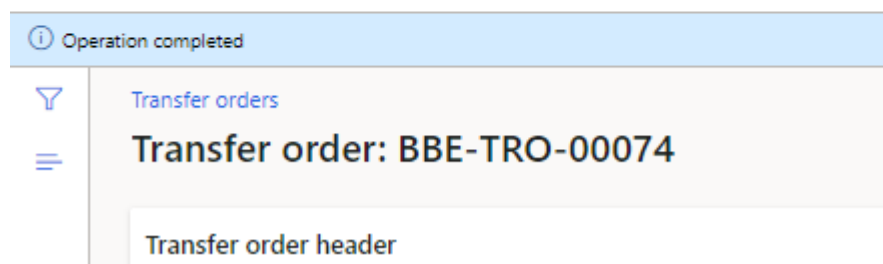
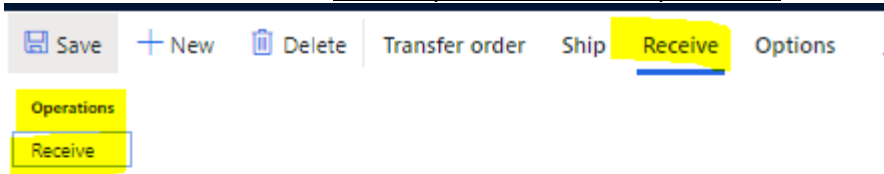
The screenshot shows the 'Overview' section for the transfer order BBE-TRO-00072. The 'Shipment' section has a 'Late selection' toggle set to 'No'. The 'Overview' tab is selected, and the 'Default values' sub-tab is active. A table lists the transfer order details:

Transfer number	Update	Posting date	Tracking ID	Explode lines	Autoreceive	Print transfer s...	Print product la...	Print shelf labels
BBE-TRO-00072	Picked quantity	28/06/2021		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 5: Receipt Transfer Order

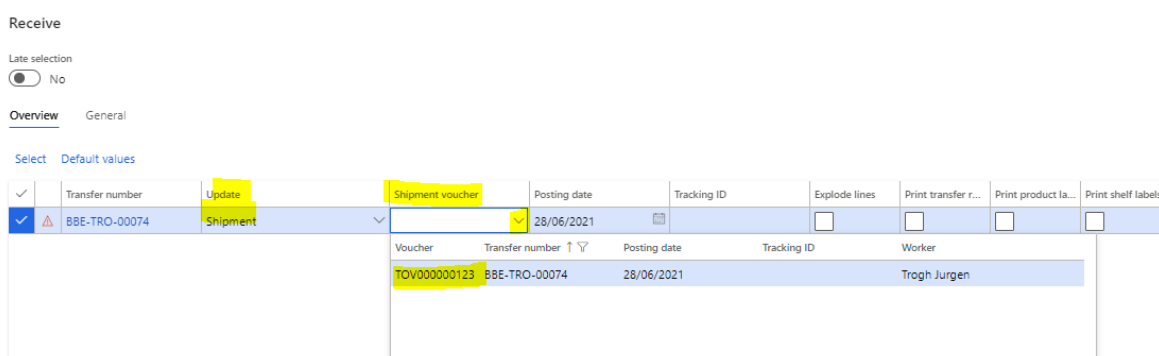
Once the stock is received on the receiving location the supply chain admin colleague will receive the inbound documents from warehouse/supplier that receives the goods. This transfer order will be booked in the system based on this information.

Choose “Receive” on the header pane Receive > Operations



Verify that the field “Update” = “Shipment”

Choose the Shipment voucher that needs to be received (multiple shipments for 1 Transfer order are possible) & click OK



- ➔ The status of the transfer order will change to “Received.”
- ➔ The stock is booked on the final location & the stock on the transit location is deducted

Manage Transfer – Version 01

Filters

+ Add

Item number

begins with

10017

Site

begins with

Warehouse

contains

glob

On-hand

Filter

Inventory quantities

Product name	Search name	Configuration	Trademark	Country	Warehouse	Batch number	Physical invent...	Physical reserved	Available phys...	Available phys...
UNIKAT PRO 667-83 WG 1 x 10	UNIKAT PRO 667-83 WG		UNIKAT PRO	BE	globach	GD06066	150,00		150,00	150,00

Describe process step

Control points

Are there any ways to check if the process is completed successfully?

- For every movement of goods (from location A to B) a batch number needs to be entered
- Stock shipped on location A but not yet received on location B during month end is covered by a temporary stock movement towards a “transit location”.
- Inbound documents from the receiving location need to be received before a transfer order can be booked on the stock location of the receiving location.

Definitions & Abbreviations

Explain any definition or abbreviation used in the document

Associated Tools & documents

[List references to any specific procedures, work instructions, documents and used tools which are required to comply with this document;]