# **User guide transfer INTERCOMPANY TRANSFERS**

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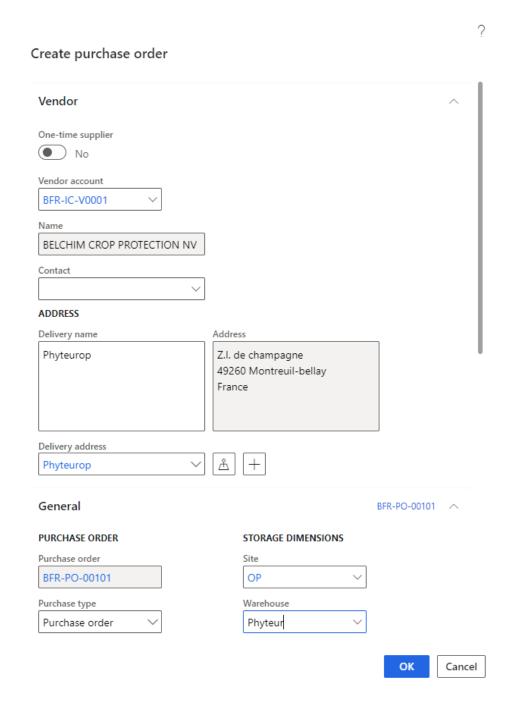


# 1 Intercompany transfer

#### 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.

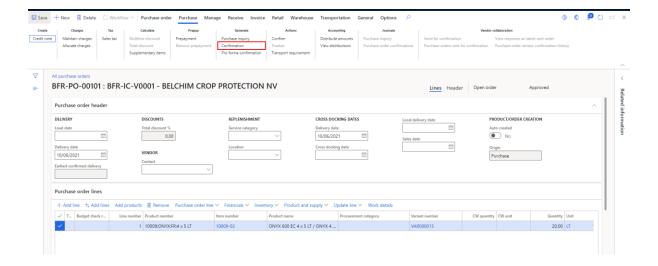
Define the warehouse where the delivery will be done, define the delivery date and click OK to create the PO.



On the purchase order lines, add the products that need to be transferred. Fill in the quantity. No price needs to be defined, at shipping, the average cost price will be assigned to the orders.



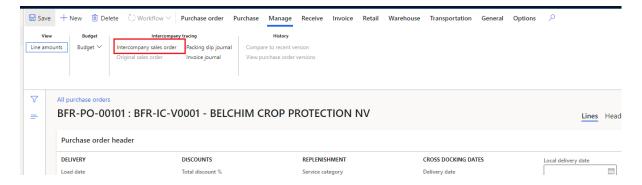
When the desired lines are added, confirm the IC PO. Approval workflow is not needed for IC vendors.



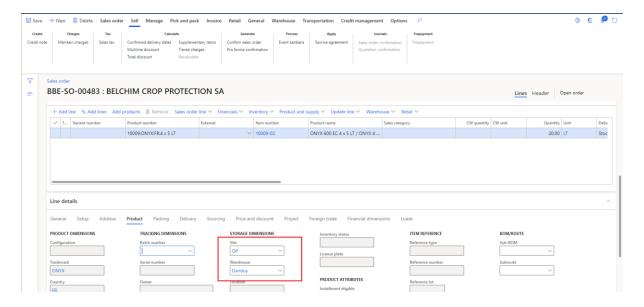


#### 1.2 Pick the IC SO

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.

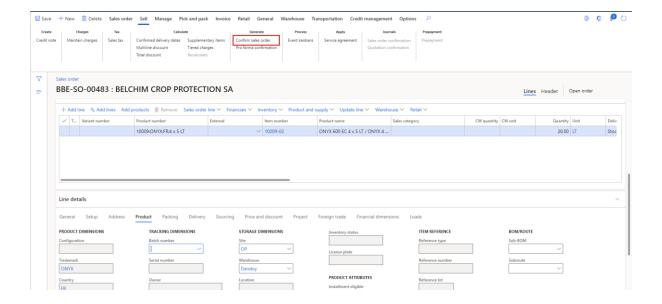


On the IC SO, make sure that the warehouse is defined correctly as the warehouse where the goods will be shipped from:



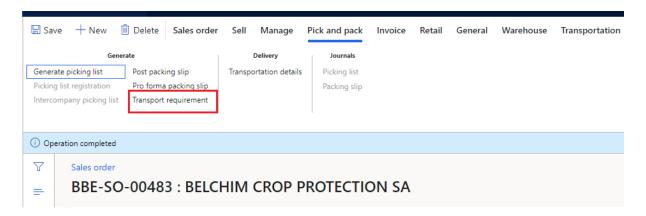
Confirm the sales order under Sell > Generate > Confirm sales order.



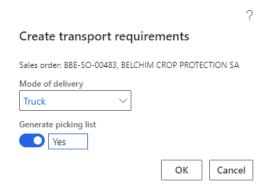


Generate the picking list under the 'Pick and pack' tab. This can be done in two ways.

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

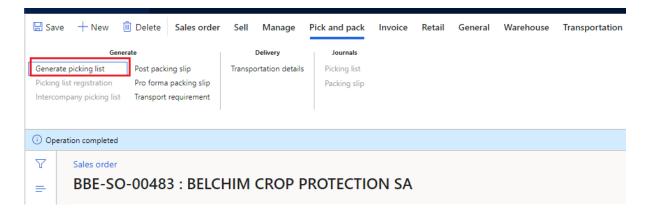


Define the mode of delivery and check the generate picking list check in the popup screen. Click OK. The picking list is generated and a transport requirement is added in the transport module.

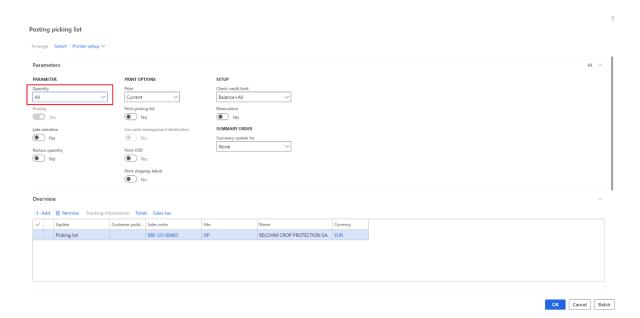




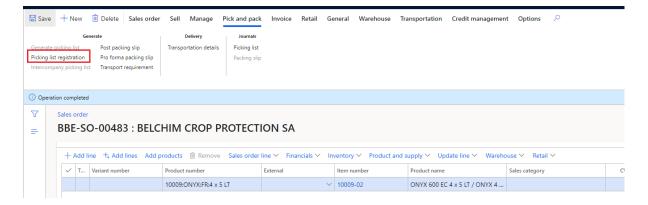
2. If no transport needs to be arranged, click "Generate picking list".



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

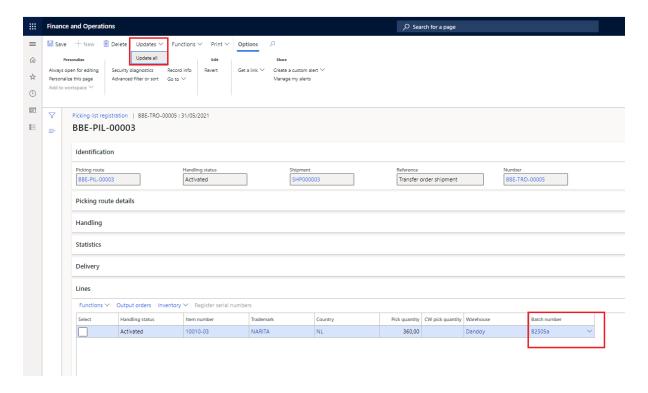


To execute the picking, click "Picking list registration" in the action pane.





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.



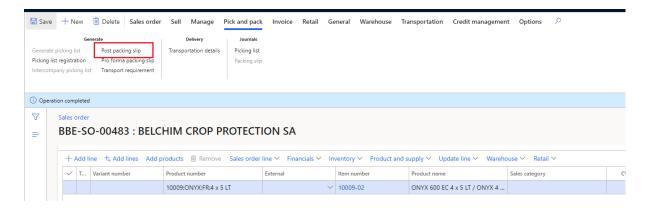
Exception: when multiple batch numbers need to be transferred for one line, split the picking list line using functions > split, before defining the batch number.

The IC sales order is now picked.

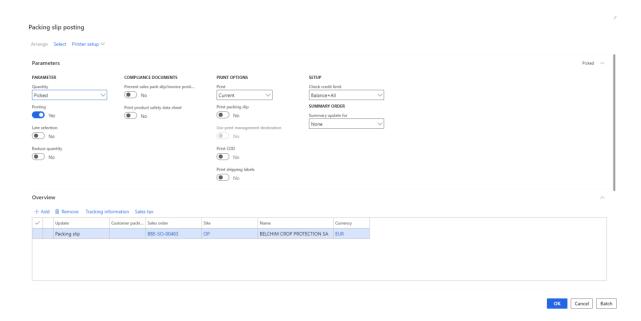


## 1.3 Ship the IC SO

Click 'Post packing slip' to ship the order.



The field quantity should be set to "Picked".



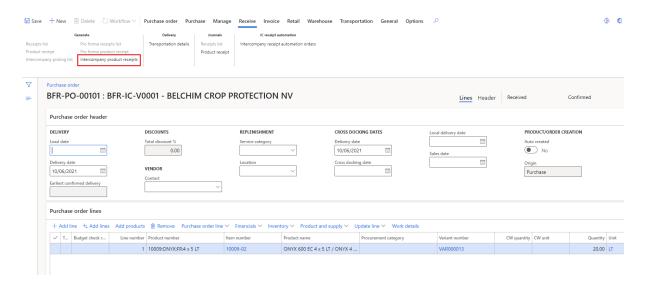
Click OK, the stock is shipped from the shipping legal entity. In the same step, the inventory is received in the receiving legal entity on a transit warehouse and a transfer order is prepared in the receiving legal entity to transfer the goods form the transit location to the destination warehouse upon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



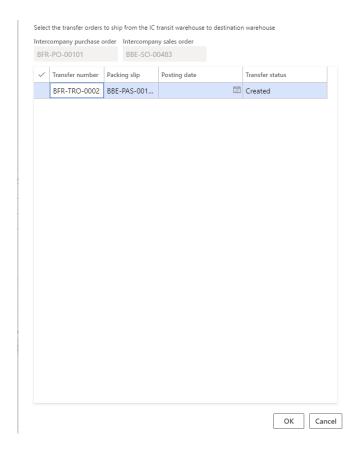


#### 1.4 Receive IC PO

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



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



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



