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
Reviewer (s)	Jolien Sleeckx	D365 Key User	Click or tap to enter a date.
Approver (s)	Kurt Braspenninckx Marc Vandenhove	Teamleader Supply Chain Supply Chain Manager	Click or tap to enter a date.

Document history:

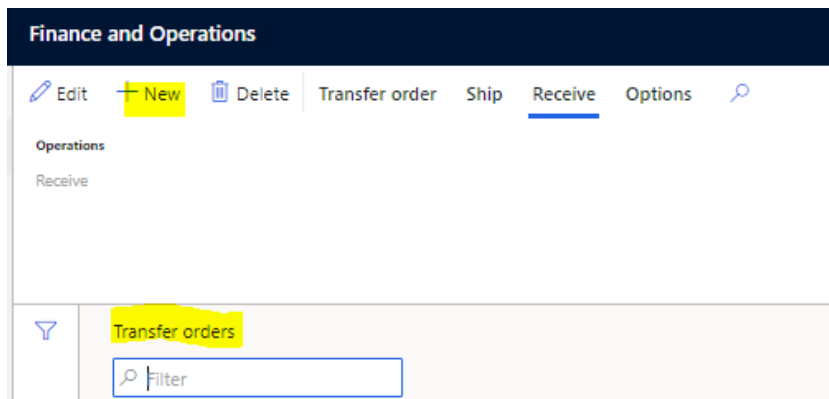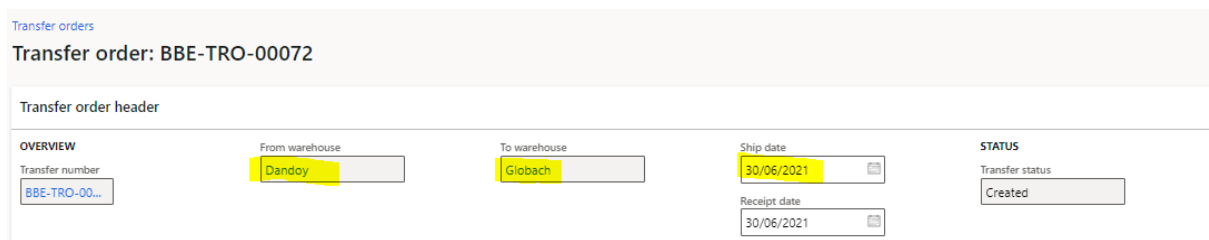| Version	Reason for change	Date effective
01	NEW	28/06/2021

I

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
  - (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.
  - Choose "on-hand" & check range inventory dimensions

Manage Transfer – Version 01

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

<u>Result</u>: Transfer order BBE-TRO-00072 is created

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
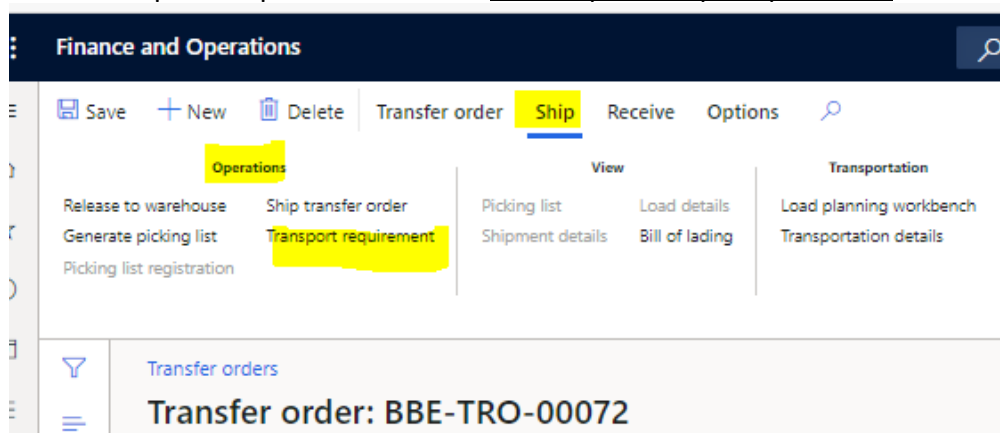
Choose the mode of delivery "Truck" when this transport needs to be organized by the
transport planner.
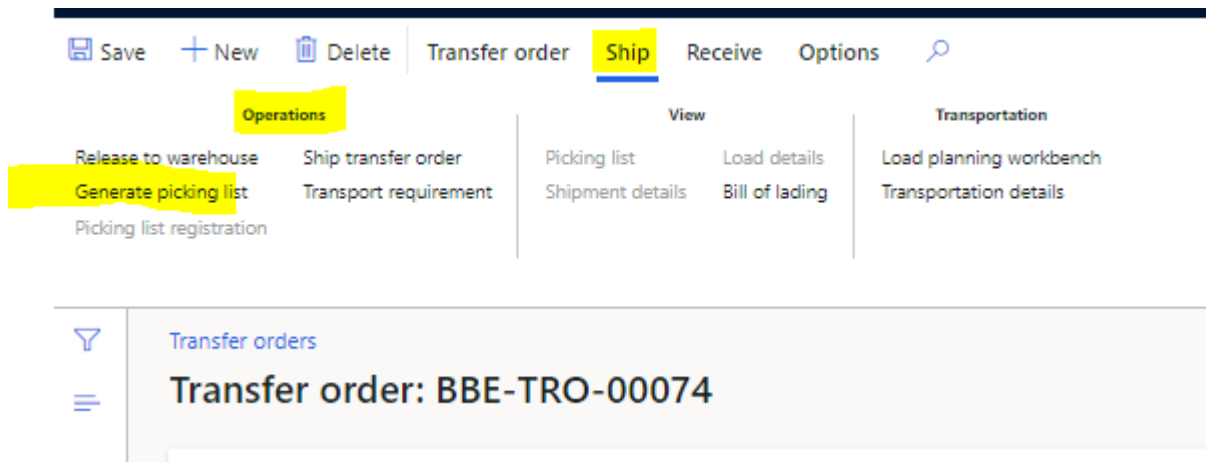
Describe process step
Check "Generate picking list" & choose OK.

Step 3: Picking of the Transfer Order

    1. <u>Generate Picking list</u>

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

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

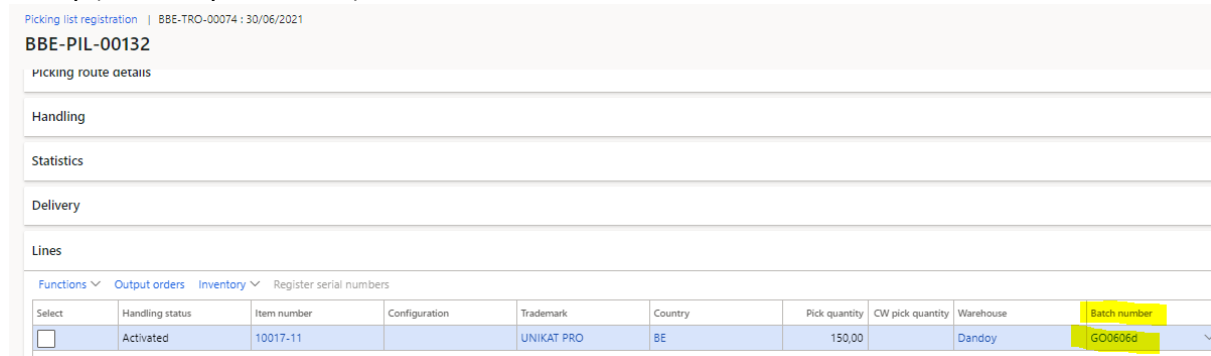Manage Transfer – Version 01
   2.   Execute the picking

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

Choose "Picking List registration" on the <u>header pane Ship > Operations</u>
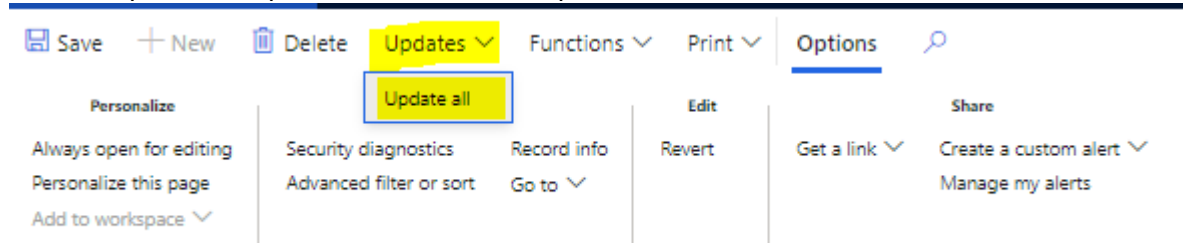

Verify (& modify if needed) the batch number that will be transferred on the line section

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

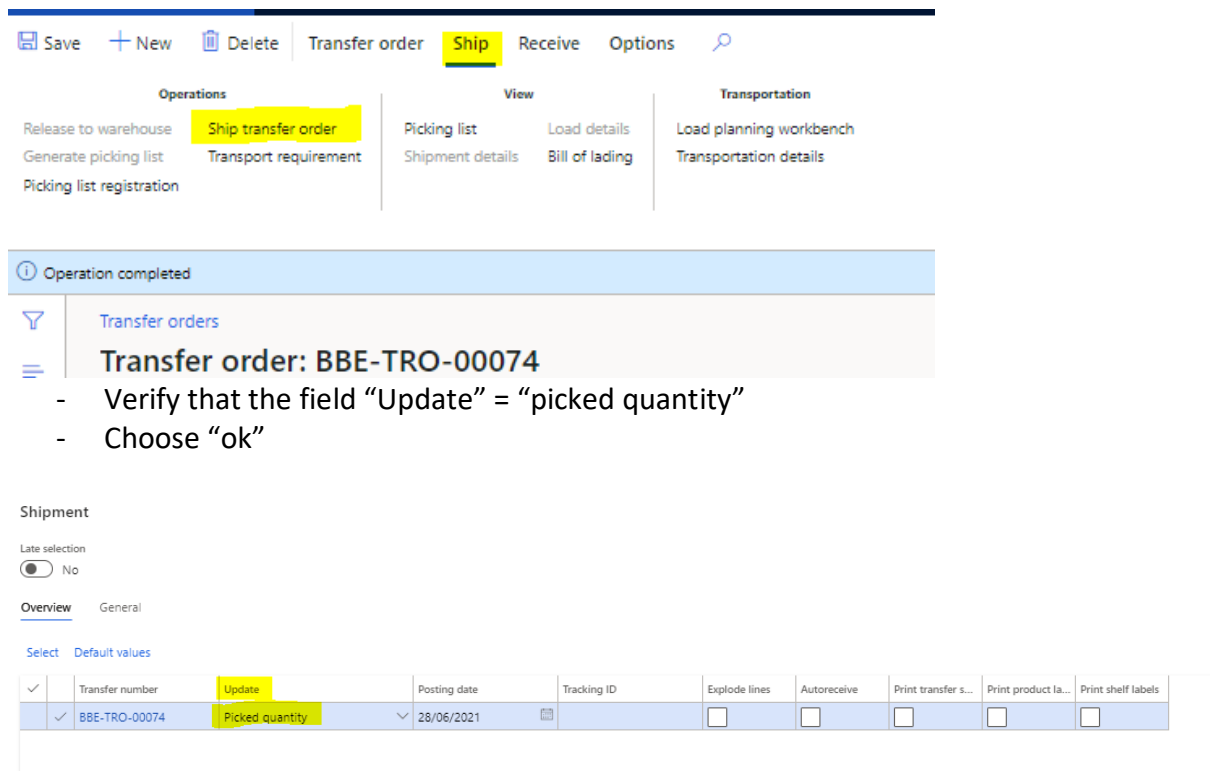choose Updates > Update all in the action pane

Step 4: Shipping of the Transfer order

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

Close the picking list registration (1 step back)
Choose "Ship Transfer order" on the <u>header pane Ship > Operations</u>

- Verify that the field "Update" = "picked quantity"
- Choose "ok"

➔ 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.
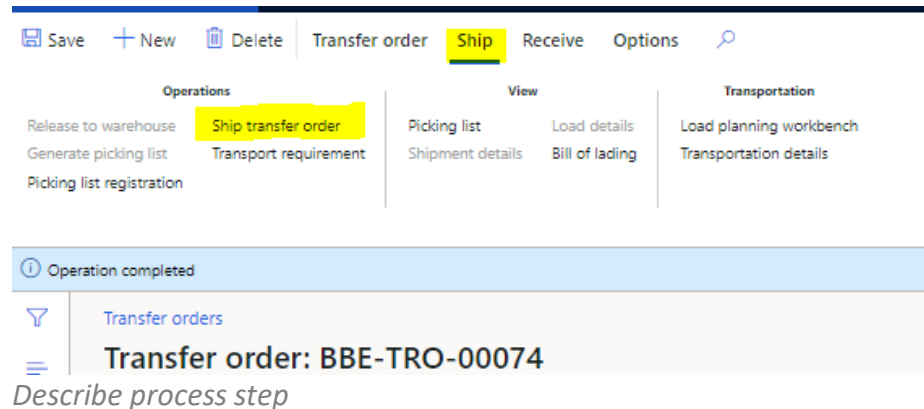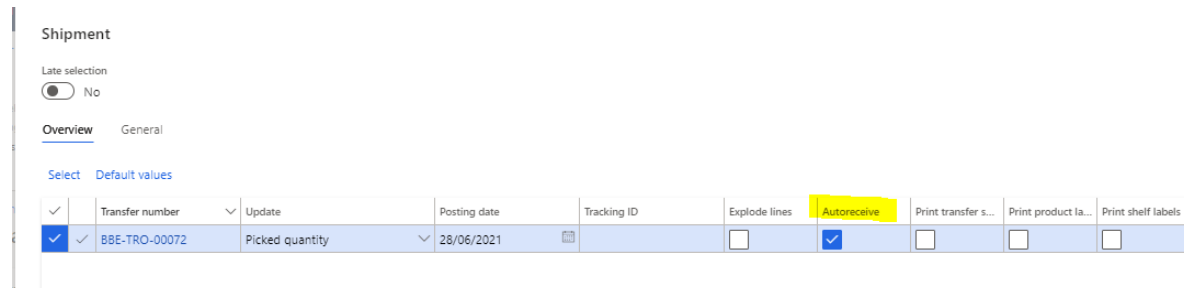
Exception
Transfer order linking to stock that stays in the same physical location
The shipment can be received in the same transaction as the shipment
choose "Ship transfer order" is from <u>the action pane Ship > Operations</u>

Describe process step

Check "Autoreceive" field in the overview section & choose OK.

## 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 <u>header pane Receive > Operations</u>
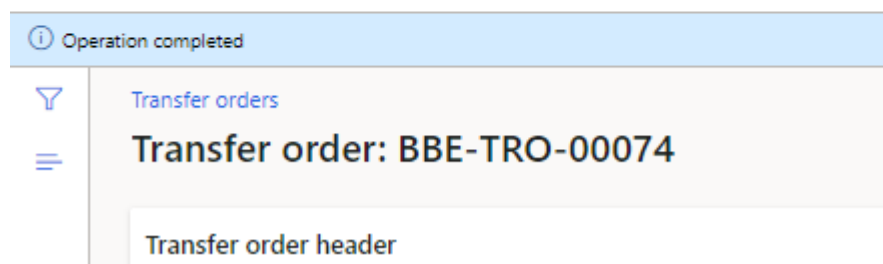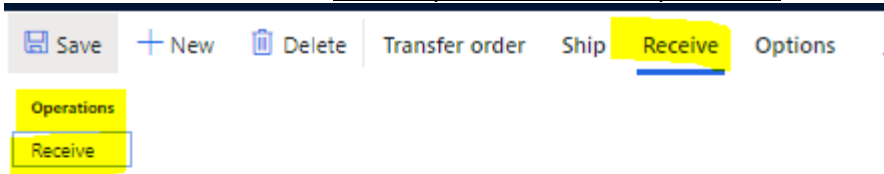
Verify that the field "Update" = "Shipment"
Choose the Shipment voucher that needs to be received (multiple shipments for 1 Transfer order are possible) & click OK
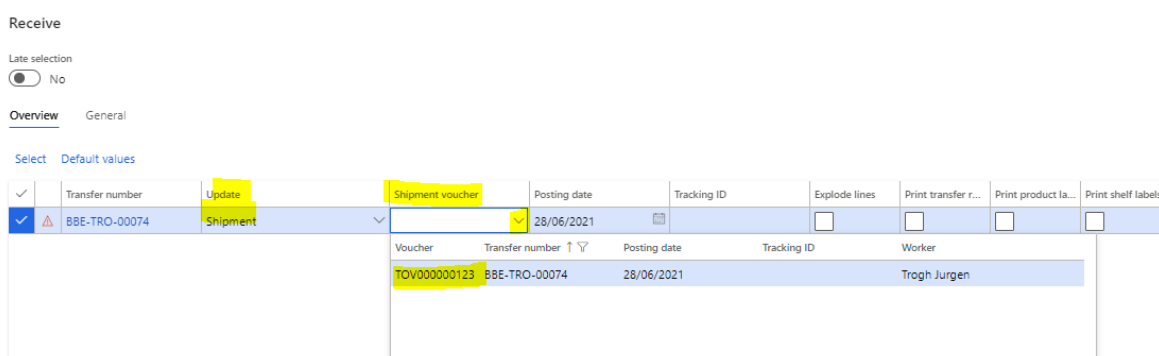
➔ The status of the transfer order will change to "Received."
➔ The stock is booked on the final location & the stock on the transit location is deducted

Manage Transfer – Version 01

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;]