



Transfer Order

When shop requests are approved, the system will add new transfer orders.

Staff will made delivery to shops according to products and quantities on the transfer orders. A transfer out will be created.

During delivery (after transfer out created), the product is deemed to be "In transit".

After the delivery is completed, a transfer-in will be needed to complete the transfer order.

To check the transfer orders, go to Inventory > Transfer Order > Search.

The system will show approved products that are waiting for delivery.

Transfer order

Transfer order							
Transfer order no	Date	Transfer in warehouse	Product code	Product name	Quantity	Status	Transfer out / Transfer in Select All
ITOR00006 Select	26-Nov-2018	Central Select	A01 Select	A01	Split 5 bottle (100ml)	Outstanding	<input type="checkbox"/>
ITOR00006 Select	26-Nov-2018	Central Select	A02 Select	A02	Split 10 bottle (100ml)	Outstanding	<input type="checkbox"/>

If products are packed and ready for delivery, please tick transfer out/ transfer in column and then press submit.



Select products for delivery.

After press submit, System will auto generate transfer out document. Transfer out no will display at transfer out column.

Transfer out no represent product is ready for delivery or in transit.

Transfer in no represent product is arrived transfer in warehouse.

Click <Submit> to add a transfer out.

Inventory quantities will be deducted from company warehouse.

Products that have been delivered will have a transfer order displayed.

Transfer order							
Transfer order no	Date	Transfer in warehouse	Product code	Product name	Quantity	Status	Transfer out / Transfer in Select All
ITOR00006 Select	26-Nov-2018	Central Select	P05 Select	眼部保潔精華素	Split 10 bottle (100ml)	Outstanding	<input type="checkbox"/>
ITOR00006	26-Nov-2018	Central	P1	Peeling Gommage 死皮膏	5 pcs	Outstanding	ITO-00014

To check product inventory status, go to Inventory > Inquiry > Inventory Status Inquiry

Inquiry

List

Inventory status inquiry					
Cut-off date	14-Aug-2019	Product code	p05	Product category	All
Brand	All	Division	All	Vendor	All
Warehouse	All				
All items	1				
Product name (Product code), Product description				Quantity	
眼部保潔精華素, bottle (100ml) (P05),					
Central				5	
Office				-30	
TST				0	
Stock in transit				30	
Total quantity				5	

After transfer out, company warehouse products quantity being deducted, quantity at Stock in transit will be increased.

After transfer in, shop products quantity will be increased and quantity at Stock in transit will be deducted.