



Transfer in

When product arrived the transfer in warehouse, users should prepare Transfer in.

To complete a transfer in: Go to Main Menu > Transfer in

Transfer in

Date: 30-May-2018 (1) Select transfer in date

Transfer in warehouse: Central Office (2) Select transfer in warehouse

Transfer out warehouse: All warehouse (3) System default select all warehouse, allow user to change

(4) Press <Submit> to display related transfer out



Transfer in

Prepared by: Ivy (beauty)
 Date: 30-May-2018
 Transfer in warehouse: Central
 Transfer out warehouse: (5) Select appropriate transfer out

Transfer out warehouse	Transfer out no	Date
Office	ITO-00017	30-May-2018

Date: 30-May-2018
 Transfer to: Central
 Transfer from: Office
 Prepared by: Ivy (beauty)
 Reference number: ITO-00017

Code	Item	Transfer in quantity
1111	Hydroelastin 彈性水份面霜, pcs	5

(6) Confirm the transfer in product and quantity

Std Remarks: (Maximum 200 characters)

Total item count: 1
 Total quantity : 5

PRINT & OK OK Cancel

(7) Press <Print & OK> or <OK> to issue transfer in

Close