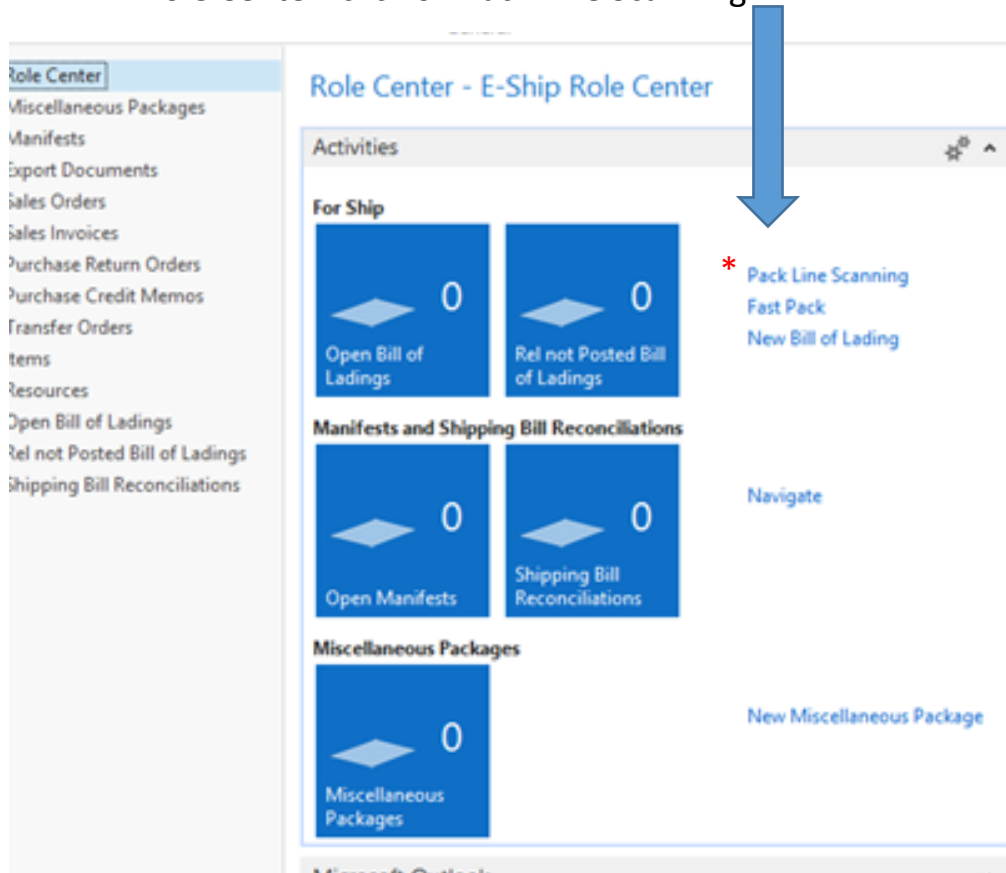
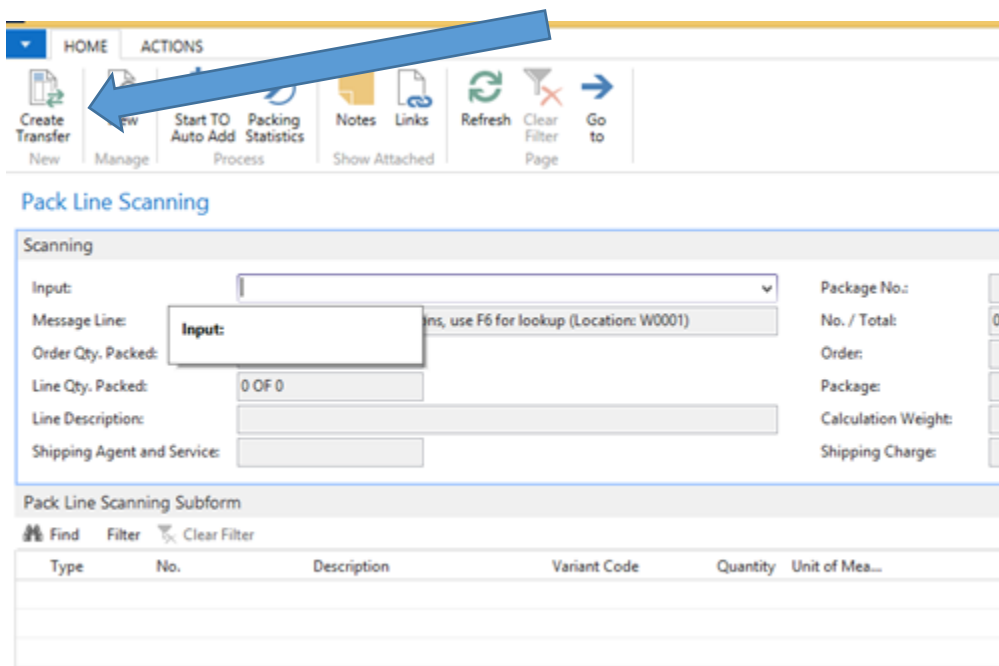


Store to Store or Store to Warehouse Transfers

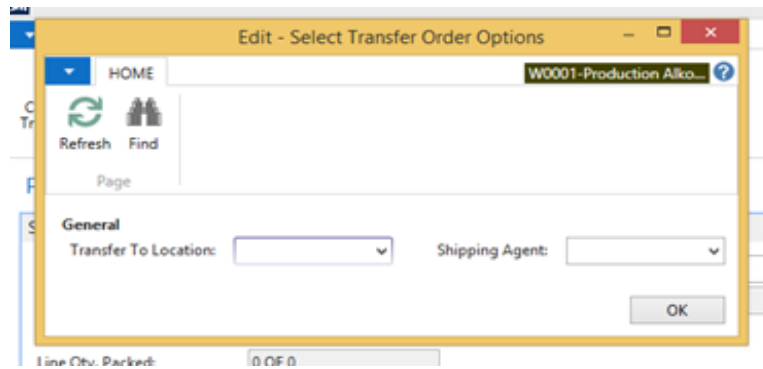
1. Open up Navision
2. In Role Center- click on Pack Line Scanning



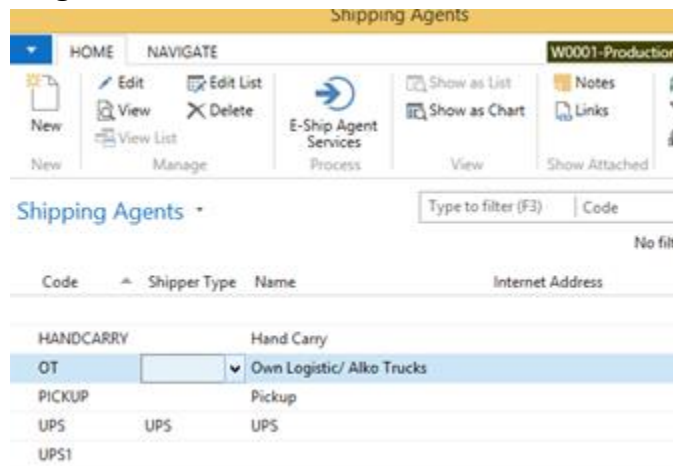
3. On the Pack Line Scanning Page- click on Create Transfer



4. A box will come up- this is where you will chose what store or warehouse you are sending the items to.

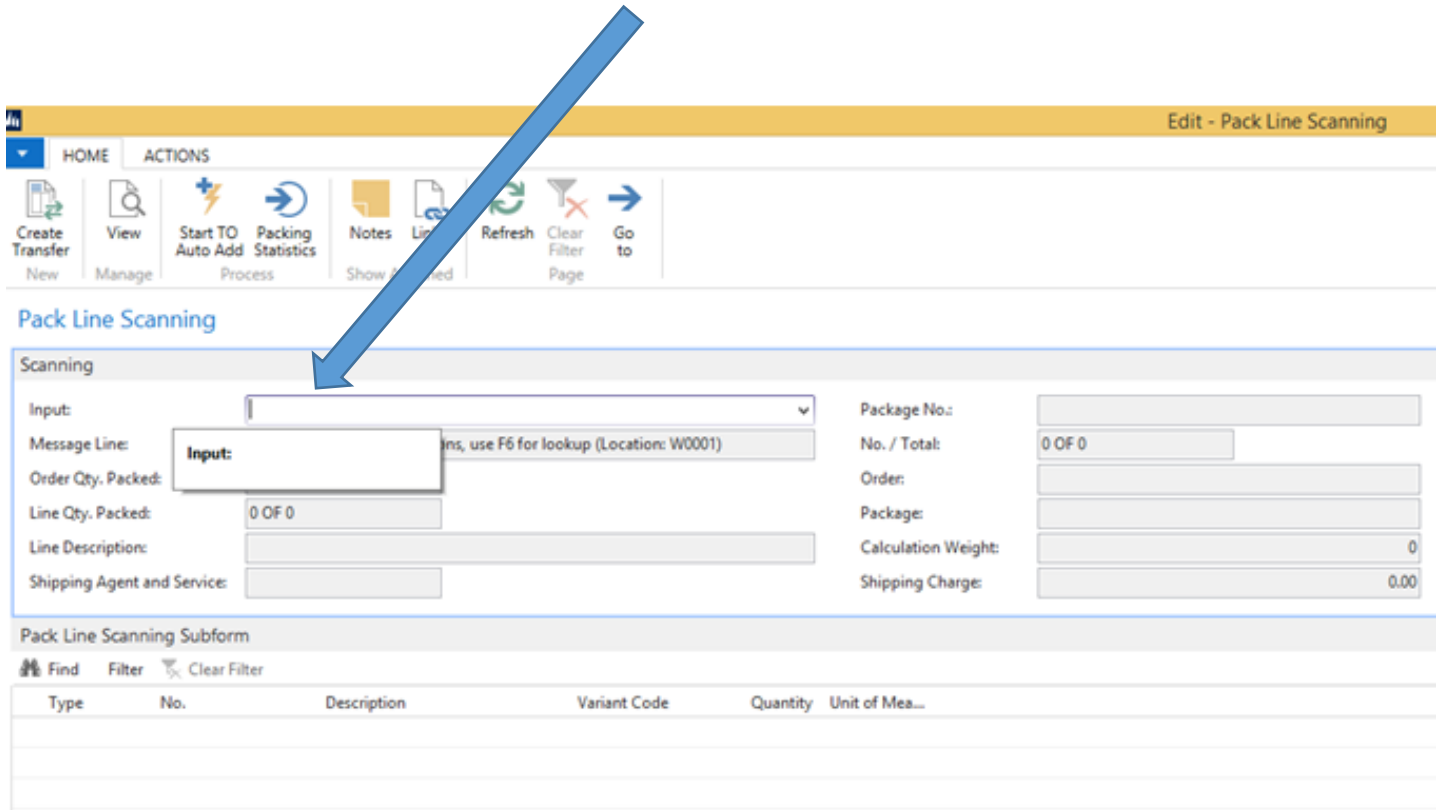


- a. In the Transfer to Location box, click on the down arrow, find the store or warehouse that you are sending the order to, then click ok
- b. It will bring you back to this box. Then you will select the shipping Agent
- c. In the Shipping Agent box, click the down arrow, then click on OT-own Logistic/Alko Trucks. Then click ok.



5. Once both the transfer to location and the shipping agents are filled out, then click –OK

6. This will bring you back to the Edit Pack line scanning page, and you can start scanning in your items to send out to the store or warehouse.
 - a. ****make sure the Input line is highlighted before you start scanning.**



7. When scanning out items make sure you are scanning the correct barcode. (Vendor barcode or Alko barcode)
8. As you scan all of the items make sure you look at your screen as you scan each item, to make sure that item is coming up correctly.
9. Once you are finished scanning all items then you need to close out your order.

10. First you will scan the Print Package lines without Inventory barcode:

Print Package Lines w/o Inventory



//PIR

Print Package Lines w/o Inventory

- a. This will give you a list of any items that you have insufficient quantity of- which means you have no inventory of these in your store. *(you should not have this if you are receiving and selling inventory properly)*. If you do have items on the list you will need to email your list to Beverly- Beverly@alkodistributors.com (refer to the “Print Package Lines Without Inventory” procedure).
- b. Once any insufficient items have been fixed, then you can continue to close the order (refer to the “Complete a Transfer When You Have Insufficient Quantities” procedure if you need to re-open your transfer).

11. Scan the Close Package Print Barcode

Close Package Print



//ICPP

- a. This will close the package and print out a sticky with a barcode on it. The sticky is what the store will use to scan the items into their store.

12. Scan the Close Order Print Barcode

Close Order Print

2



//ICOP

- a. This will close the order and print out the Transfer Shipment Paper, which will have all of the items that you scanned listed.

13. Put the sticky with the barcode on it, on the last page of the Transfer shipment paper. If there is not enough room, you can put the sticker on the back of the last page.

14. Put the Transfer Shipment paper in with the items being transferred.