Warehouse Transfer Inbox

Module Guide: Warehouse Transfer Inbox

Module Location

Inventory > Warehouse Transfer > Warehouse Transfer Inbox

Module Objective

The **Warehouse Transfer Inbox** module serves as the approval center for all **Warehouse Transfer** (shipment) documents that have been submitted. After the source warehouse staff creates a shipment document, it must be reviewed and approved here by an authorized manager before the goods are officially issued from the system and their status changes to "in-transit".

1. Main View (Document List)

The main page of this module is an "inbox" that displays all transfer shipment documents requiring your action.

View Explanation

This page provides a summary of all shipment documents that are awaiting approval.

- **Filters**: You can search for a specific document by **Doc. Number**, a **Date** range, or **Item/Service Category**.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Doc. Number, Transfer Date, Data Source, Destination,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Warehouse Transfer Inbox** module to see the list of transactions that require approval.

Step 2: Review the Shipment Details

Click on one of the rows in the table to open the detail view of the shipment document. In the detail page, you can check the consistency between the shipment document and the original request document, including the items and their quantities.

Step 3: Provide Approval

After you review the shipment details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Warehouse Transfer document is created and confirmed by the source warehouse staff.
2. The document automatically enters the queue in this **Inbox**.
3. A manager (e.g., the Shipping Warehouse Head) reviews and approves it.
4. After approval, the goods are officially issued from the source warehouse's stock and their status changes to **"in-transit"**. The next step is the receipt at the destination warehouse.

Tips & Important Notes

- This approval process is an important control step to ensure that only the correct goods that match the request are shipped.
- This module is typically accessed by a **Warehouse Head or Logistics Manager**.

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