

Warehouse Transfer Request Inbox

Module Guide: Warehouse Transfer Request Inbox (WTR Inbox)

Module Location

Inventory > Warehouse Transfer > Warehouse Transfer Request
Inbox

Module Objective

The **Warehouse Transfer Request Inbox** (or WTR Inbox) module serves as the approval center for all **Warehouse Transfer Requests**. Every internal stock transfer request must be reviewed and approved here by an authorized manager before the source warehouse can proceed with the shipping process.

1. Main View (Request List)

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

View Explanation

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

- **Filters:** You can search for a specific document by **WTR Number** (Request Number) or a **Period** date range.

- **Request List:** The table below will display all documents awaiting action, with columns such as **WHTRequisitionNum** (Request Number), **WHTRequisitionDate** (Request Date), and **Doc_Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

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

Step 2: Review the Request Details

Click on one of the rows in the table to open the detail view of that request. In the detail page, you can check all the information, such as what items are requested, their quantity, and when the goods are needed.

Step 3: Provide Approval

After you review the request 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 Request is created and submitted.
2. The request automatically enters the queue in this **WTR Inbox**.
3. A manager reviews and approves it.

4. After approval, the request's status will be updated and it becomes a **valid instruction for the source warehouse** to begin the goods shipment process.

Tips & Important Notes

- This approval process is an important control step to ensure that only valid and prioritized transfer requests will be processed further.
- This module is typically accessed by a **Logistics Manager, Warehouse Head, or PPIC Manager**.

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