

Warehouse Transfer Request

Module Guide: Warehouse Transfer Request

Module Location

Inventory > Warehouse Transfer > Warehouse Transfer Request

Module Objective

The **Warehouse Transfer Request** module is used to create an official request document to move goods from one warehouse location to another. This is the initial or planning stage in the internal stock transfer process, for example, to send raw materials to a subcontractor, move finished goods between branch warehouses, or supply goods to the production floor.

1. Main View (Request List)

The main page of this module displays a list of all warehouse transfer request documents that have been created.

View Explanation

- **View:** This page is a history of all transfer requests. You can monitor the **Doc. Number**, **Destination**, **Shipping Status**, and **Goods Receipt Status**.
- **Filters:** You can search for a specific document by **Doc. Number** or a date range.

Button Functions

- **[New]**: The primary button to create a new warehouse transfer request document.

2. Steps to Create a Warehouse Transfer Request

Step 1: Create a New Request

From the Main View, click the **[New]** button to open the **New Document** form.

Step 2: Fill in Header Information

- Select the request's destination in the **Request To** column (e.g., UMS - SUBCON (Subcontractor)).
- Define the **Request Date** and the **Date needed** for the goods.
- Fill in the **Memo** if there are additional remarks.

Step 3: Detail the Requested Items

1. In the **Item/Service List** table, click the **[+]** icon to add a row and select the item to be moved.
2. Enter the required quantity in the **Quantity** column.

Step 4: Save the Request

After all the requested items have been entered, click the **[Save]** button to save the request draft. This document will then need to be processed further (for example, approved) before the goods can be prepared for shipment.

Workflow & Integrated Business Process

- This module is the **first step** in the workflow for moving goods between warehouses.
- After this request is created and approved, this document will become the basis for the source warehouse to create a **Goods Shipment Document**.

Tips & Important Notes

- Use this module to manage the movement of raw materials to subcontractors or the transfer of finished goods between branches in a structured way.
- Ensure the **Date needed** is filled in correctly to help the source warehouse team in prioritizing shipments.

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