

Warehouse Transfer

Module Guide: Warehouse Transfer Shipment

Module Location

Inventory > Warehouse Transfer > Warehouse Transfer

Module Objective

The **Warehouse Transfer** module is the primary transactional module for executing the shipment of goods in an internal stock transfer process. After a Warehouse Transfer Request is approved, this module is used by the source warehouse to record the **Goods Issue**, change the stock status to "**in-transit**", and print the **Delivery Order (DO)**.

1. Main View (Transfer Shipment List)

The main page of this module displays a list of all shipment documents for warehouse transfers that have been created.

View and Key Button Functions

- **View:** This page is a history of all transfer shipment activities. You can monitor the **Doc. Number**, **Data Source**, **Destination**, and shipping **Status**.
- **Action Buttons:**

- **[New]**: To create a new transfer shipment document, usually based on an approved request.
- **[Print DO]**: To print the Delivery Order (DO) document that will accompany the goods during shipment to the destination warehouse.

2. Steps to Perform a Transfer Shipment (Conceptual)

1. **Create a New Document**: From the main page, click the **[New]** button.
2. **Reference the Request**: On the form that appears (not shown), you will be prompted to select or reference the approved **Warehouse Transfer Request Number**. The system will then automatically load the details of the items and the quantity that must be shipped.
3. **Verify and Confirm**: Verify the quantity that you will physically ship, then **Confirm** the document. This action will reduce the stock from your warehouse (the source warehouse) and place it in an "In-Transit" status.
4. **Print the Shipping Document**: Return to the list page, select the document you just created, then click the **[Print DO]** button to print the delivery order that will be sent with the goods.

Workflow & Integrated Business Process

- This module is the **second step** in the warehouse transfer workflow, executed after the **Warehouse Transfer Request** is approved.
- The next step after this shipment process is the **Goods Receipt** process at the destination warehouse to complete the transfer.

Tips & Important Notes

- Ensure you only process shipments for requests that have an **approved status**.
- The Delivery Order (DO) document printed from here is a crucial control document that must **physically accompany the goods** while they are in transit.
- This is a daily work module for the **Logistics and Shipping Warehouse teams**.

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