Warehouse To Warehouse Transfer

Overview

The **Warehouse To Warehouse Transfer** helps you manage the transfer of inventory between warehouses. When such a transfer request is created, the **From Warehouse** is the warehouse you are transferring the items from. The **Destination Warehouse** is the warehouse you are transferring the items to. In contrast to the One Way Transfer, a Warehouse to Warehouse Transfer requires you to specify both an In and Out warehouse location. The Interim Warehouse will store your items while they are in transit until the transfer is complete.

Warehouse To Warehouse Transfer Module

The **Warehouse To Warehouse Transfer** module is located within Skustack's **Transfers** tab.

Search Transfers

There are three modes for searching transfers:
- **Search By ID** – Search for a specific **Transfer ID**.
- **Search By Tracking** – Search for a transfer by a specific **Tracking number**.
- **Search All** – Search for all transfers and filter by **Status**:
    - **All**
    - **Pending**
    - **Requested**
    - **Partially Picked**
    - **Fully Picked**
    - **Shipped**
    - **Partially Received**
    - **Received**
    - **Rejected**

To search for transfers, select any of the above filter methods and tap **Go**.

To filter out fully received transfers, enable the **Exclude fully received transfers** checkbox.

Create Transfers

To create a transfer request in the Skustack app, follow the steps below:

1. Navigate to **Transfers** > **Warehouse to Warehouse Transfer**.

2. Tap the **+** icon to initiate a new transfer.

3. Enter a **Title** for the transfer.

4. Select the **From Warehouse**, or the warehouse from which the product will be sent.

5. Select an **Interim Warehouse** where the inventory will be stored while in transit.

6. Select the **Destination Warehouse** where the inventory will be received.

7. Tap **Create**.

8. Tap the **+** icon to add products.

9. Scan the SKU/UPC/Serial to open the product dialog and tap **OK**.

10. Scan units to add to the quantity or enter your desired quantity manually.

11. Tap **Add**.

12. The transfer request will now be listed as **Pending**.

13. The three dots menu in the upper right corner of the screen leads to additional actions such as:

    - **Print Product Barcodes** – Triggers the printer connected to your device to print labels with the products barcodes.

    - **Take Photo** – Adds a photo of the item to the transfer documents.

    - **Notes** – Tap to add a custom entry for the transfer.

14. When the transfer request is ready to be confirmed, tap the **checkbox** icon at the top of the page and select **Set Requested**.

15. The transfer will now be listed as **Requested**.

Manage Transfers

To manage existing transfers to the **Destination Warehouse**, follow the steps below:

1. In the **Warehouse to Warehouse Transfer** module, tap the **Search** icon and set the **Mode** to **Search By ID, Search By Tracking,** or **Search All** (default).

2. Open the desired Transfer.

3. (*Optional*) To build a Pallet for all products in your **Requested** transfer, tap the **Pallet** icon. Once your pallet is generated, tap the same icon again to print its label.
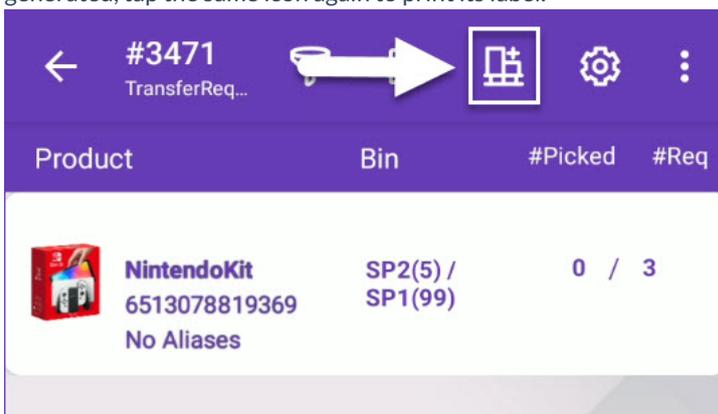
4. Tap or scan a product to pick it.

5. You can also select **Replace** to pick a replacement product.

6. Enter the **Bin From**. Note that the bin field will only be displayed if your **From** warehouse is bin-enabled.

7. Adjust the **Pick Qty** or scan a product.

8. Tap **Pick**.

9. Continue with all items in the transfer.

10. The transfer will now be listed as **Fully Picked**.

11. When all items have been picked, tap the checkbox icon at the top of the page and select **Set Shipped**. The **Set Shipped** status can be changed to **Set Unshipped** by selecting the enclosed **checkbox icon ✔**.

Receive a Transfer

To receive a transfer request in the Skustack app, follow the steps below:

1. On your device, log into the **Destination Warehouse**.

2. In the **Warehouse to Warehouse Transfer** module, tap the **Search** icon and set the **Mode** to **Search By ID, Search By Tracking,** or **Search All** (default).

3. Select the desired Transfer and then tap on the product.

4. Enter the **Bin To**. Note that the bin field will only be displayed if your **Destination warehouse** is bin-enabled.

5. Adjust the **Pick Qty** with the amount you are receiving.

6. Tap **Receive**.

Manage Warehouse Transfers

The Skustack Admin portal lets you easily search for existing Warehouse Transfers, as well as create new ones.

Search Warehouse Transfers

To search Warehouse Transfers, follow the steps below:

1. Navigate to the Skustack Admin portal at **https://xx.skustack.com** (replace "**xx**" with your **server ID** or **team name**).

2. Enter your login credentials.

3. On the left, select **Transfer > Manage Warehouse Transfers**.

4. Configure your **Default filters** to make sure that the results display exactly what you need.

5. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it's not active.

6. To manage the columns in the grid, click the three dots icon on the top right and select **Customize Columns**. You can:

   a. Reorder columns by dragging them up or down in the list;

   b. Hide columns by clicking the **Trash** icons;

   c. Add columns by clicking **Add column**.

7. To arrange the data in a different order, use the **Sort by** menu.

8. To save your filtering and sorting options, click **Save view**, enter a **Name,** and click **Save**.

9. Click the **+** icon at the lower right-hand corner to create a new transfer, or select a transfer from the grid and access the **Actions** menu to either **Export To Excel**, **Cancel**, or **Delete** it.

Create a Warehouse Transfer

Inventory transfers can be created per product or for multiple products simultaneously.
Warehouse Transfers are recorded in the Inventory Movement of the products and can always be checked for reference.

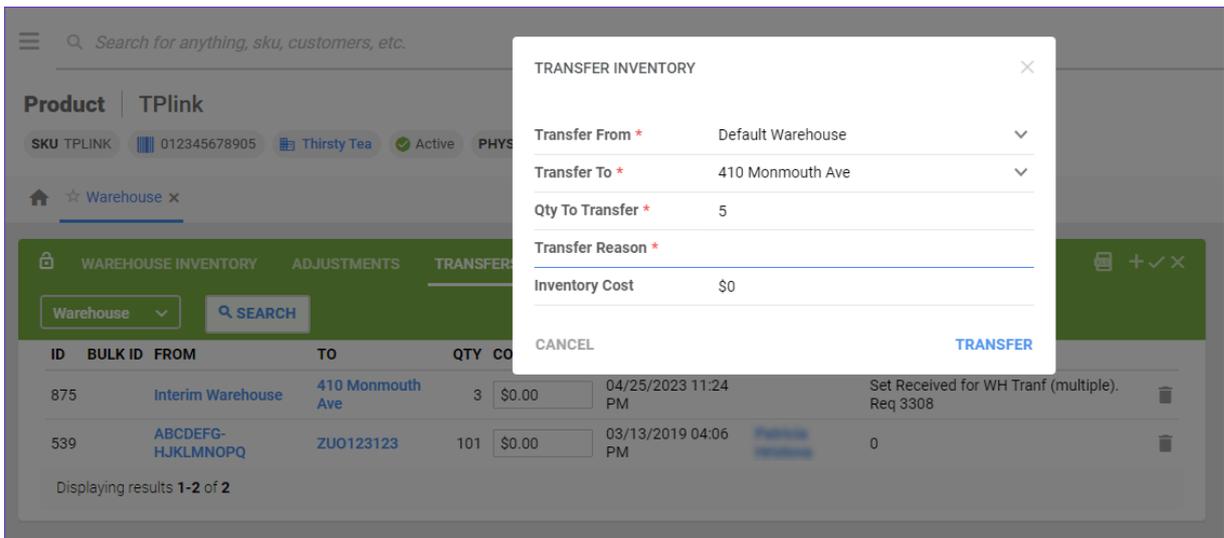## Individually

1. Navigate to **Products** > Open a product > **Toolbox** > **Warehouse** > **Transfers** > **Edit**.

2. Click the **+** icon (Show me where!).

3. Enter the warehouse you want to transfer from and the warehouse you want to transfer to. Then, enter the number of units to transfer, a transfer reason, inventory cost *(optional)*, and click **Transfer**.

This option is currently limited to warehouses that are not bin-enabled and changes are reflected immediately. Transfers for bin-enabled warehouses should be handled through the Skustack app or created In Bulk with a status **Pending**.

In bulk

1. Navigate to **Transfer > Manage Warehouse Transfers**.

2. Click on the green **+** icon in the lower right-hand corner.

3. Populate the **Title** and **Company** fields.

4. Select the warehouse from which the product will be shipped.

5. Select an interim warehouse through which the product will be transferred.

6. Select a destination warehouse where the product will be stored.
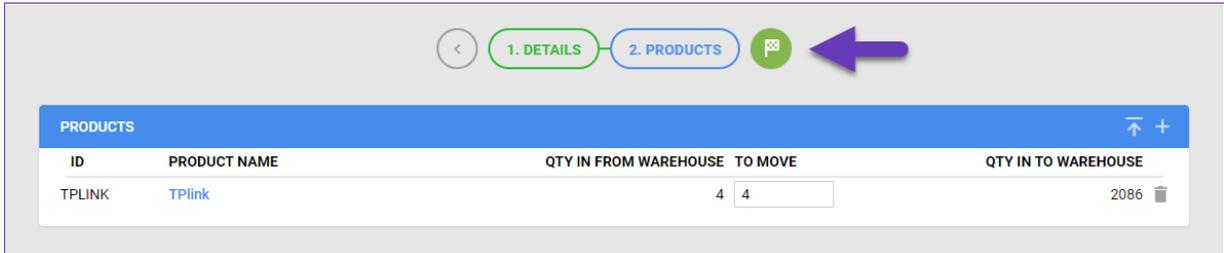
7. *(Optional)* Add **Notes**.

8. Click on the blue **arrow** icon to continue.

9. Add products to your request. This can either be done manually or through a file upload.
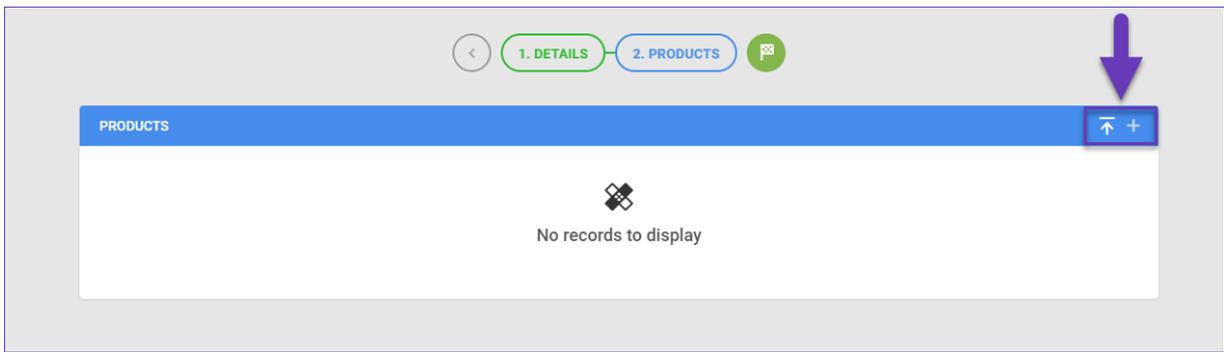
10. Add the desired quantities in the grid, and click **Finish**.

11. A success message will indicate that the transfer is created and the request will now be listed as **Pending**. Alternatively, you can create transfers with a **Pending** status using a file import.
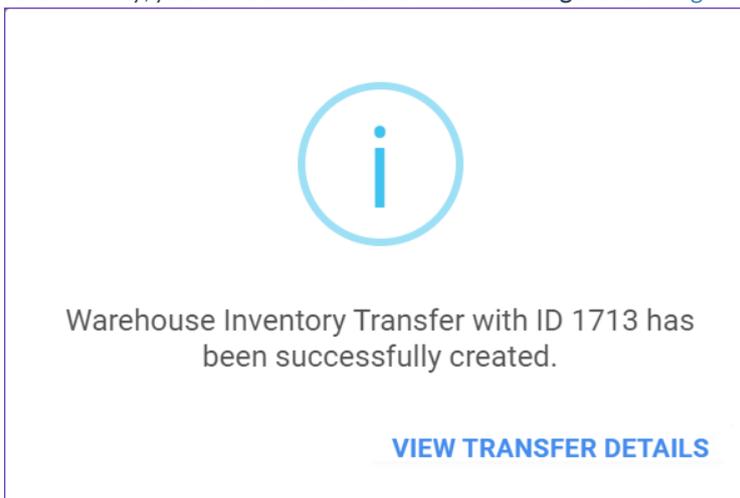
12. Click **View Transfer Details**.

13. When the transfer request is ready to be confirmed, access the **Actions** menu and click **Set Requested**.

14. When the items are ready to ship, access the **Actions** menu and click **Set Shipped**. The inventory will transfer over to the interim warehouse.

    ○ To edit the shipped quantity, set the transfer to **Unshipped,** edit the quantity, and set it as **Shipped** again.

15. When the transfer is ready to be received, access the **Actions** menu and select **Receive Shipment**. This will transfer the inventory quantities to the destination warehouse.

By utilizing the filters on the Warehouse Inventory Transfers page, various employees can be assigned to handle different stages of the transfer process. For instance, the employee responsible for shipping the items can navigate to the Status > Requested filter to specifically view transfer requests awaiting shipment. This filter will display all requests ready for shipping, allowing the employee to oversee the shipping process and update the transfer status accordingly.

Warehouse Transfers related to Amazon FBA Removals

FBA Removal transfers are received through a separate module within Skustack. Learn more about that[here](#).