

# Warehouse Inventory Transfer (WITR)

04/30/2025 3:22 pm CDT

## Overview

With Sellercloud, you can create a Warehouse Inventory Transfer (WITR) and keep track of your product inventory along the way. The most common scenarios for this feature include seasonal demand, expanding your operations, and space optimizations. Warehouse transfers differ from [SKU to SKU Transfers](#), [Physical Inventory Imports](#), and [Product Inventory Adjustments](#).

Warehouse Inventory Transfers are also part of the [FBA Removal](#) and [WFS Import Removal](#) workflows.

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## Manage Warehouse Inventory Transfers

Sellercloud enables you to easily search for existing Warehouse Transfers, as well as create new ones.

## Search WITR

To search Warehouse Transfers, follow the steps below:

1. Navigate to **Inventory > Tools > Warehouse Inventory Transfer**.
2. Configure your **Default filters** to make sure that the results display exactly what you need. The available **Default filters** are:
  - a. **ID**
  - b. **Status**
  - c. **Created By**
  - d. **From Warehouse**
  - e. **To Warehouse**
  - f. **Fba Removal**
3. Optionally, you can add the following **Custom filters**:
  - a. **Company**
  - b. **Created On**
  - c. **Created On Date**
  - d. **Open Status**
  - e. **Purchaser**
  - f. **Received On Date**
  - g. **Requested On Date**
  - h. **SKU**

i. **Shipped On Date**

j. **Title**

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

5. 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**.

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

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

8. Access the **Actions** menu to:

- a. **Create New Transfer Request**
- b. **Delete Selected**
- c. **Export To Excel**
- d. **Export To Excel With Products**
- e. **Clear In-Transit Warehouse Inventory**
- f. **Mark Transfer Requests Cancelled**

The screenshot displays the 'WAREHOUSE INVENTORY TRANSFERS' interface. At the top, there are 'Default filters' (ID, Status, Created By, From Warehouse, To Warehouse, Fba Removal) and 'Custom filters' (Add filter +). Below the filters are 'SEARCH', 'CLEAR', and 'SAVE VIEW' buttons. A 'Sort by' dropdown is set to 'Created On'. The main area contains a table with columns: ID, TITLE, STATUS, CREATED BY, CREATED ON, FROM WAREHOUSE, INTERIM WAREHOUSE, TO WAREHOUSE, TOTAL PRODUCTS, and TOTAL QTY. The table lists several transfer requests, with the first one (ID 3495) selected. On the right side, an 'Actions' menu is open, showing options: Create New Transfer Request..., Delete Selected, Export To Excel, Export To Excel With Products, Clear In-Transit Warehouse Inventory, and Mark Transfer Requests Cancelled. A blue arrow points to the 'Actions' menu.

## Create WITR

You have 3 options to create WITR requests.

### From a Product

To transfer inventory between warehouses for a single product:

1. Navigate to **Catalog > Manage Catalog > Open a Product.**
2. Open the **Toolbox > Warehouse.**
3. In the green dialog box, click **Transfers > press the Pencil icon at the top right to Edit.**
4. Click + to add a transfer. Fill in the following fields in the additional window:
  - a. **Transfer From** and **Transfer To** warehouse.
  - b. **Qty to Transfer.**
  - c. **Transfer Reason.**
  - d. Optionally, add **Inventory Cost.**

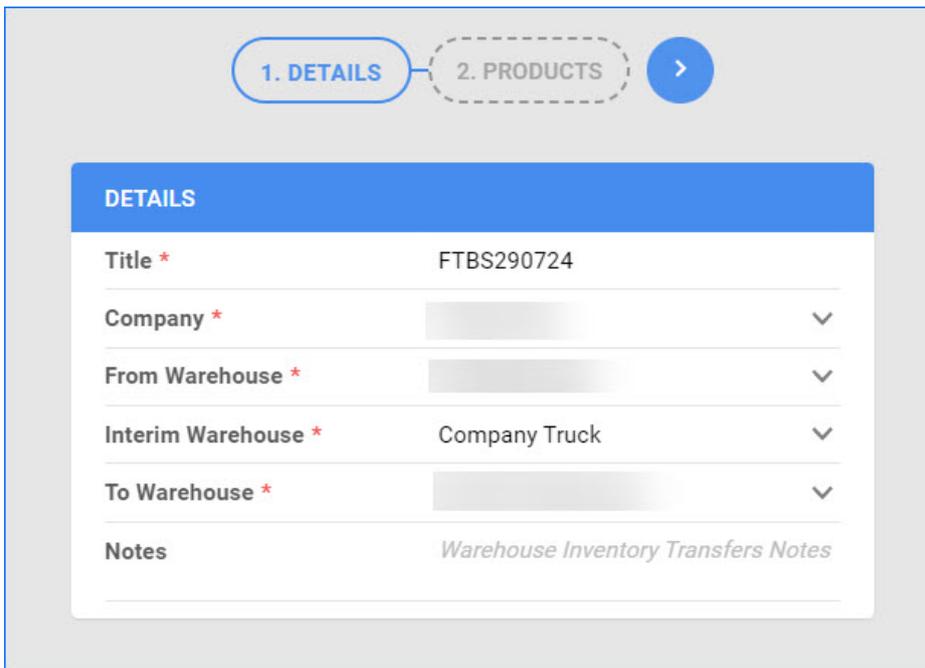
e. Once filled in, click **Transfer.**

TRANSFER INVENTORY		X
Transfer From *	test	▼
Transfer To *	Test Warehouse 01	▼
Qty To Transfer *	1	
Transfer Reason *	Test	
Inventory Cost	\$0	
CANCEL		TRANSFER

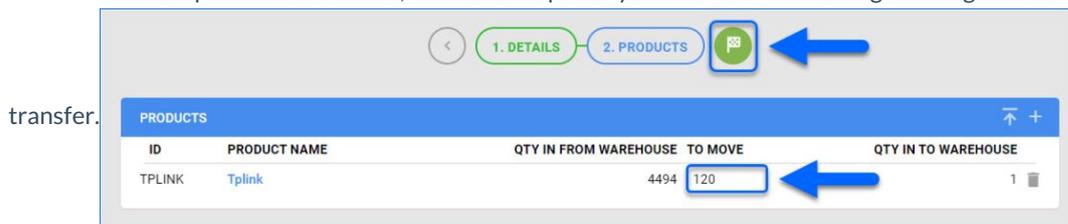
## WITR Page

You can also create a transfer from the **Warehouse Inventory Transfer** page:

1. Navigate to **Inventory > Tools > Warehouse Inventory Transfer.**
2. Access the **Actions** menu at the bottom right of the page and select **Create New Transfer Request...**
3. On the **Details** page, populate the following fields and click the blue arrow to proceed:
  - a. **Title** – Name the transfer.
  - b. **Company** – Select the applicable company.
  - c. **From Warehouse** – The warehouse from which the products will be shipped.
  - d. **Interim Warehouse** – An interim location through which the products will be transferred.
  - e. **To Warehouse** – A destination warehouse where the products will be stored.
  - f. Optionally, add **Notes.**



4. On the **Products** page, click the + icon to add products manually or the [Upload Products](#) icon to use a file upload. You can also add products and modify quantities later when the request already exists.
5. Once the desired products are added, indicate the quantity **To move** and click the green flag icon to create the

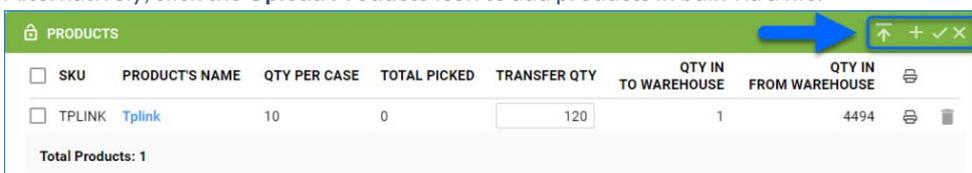


A pop-up will notify you that the request has been processed successfully. Click **View Transfer Details** to review it.

## Add Products

You can easily search for and add products to a Warehouse Transfer Request:

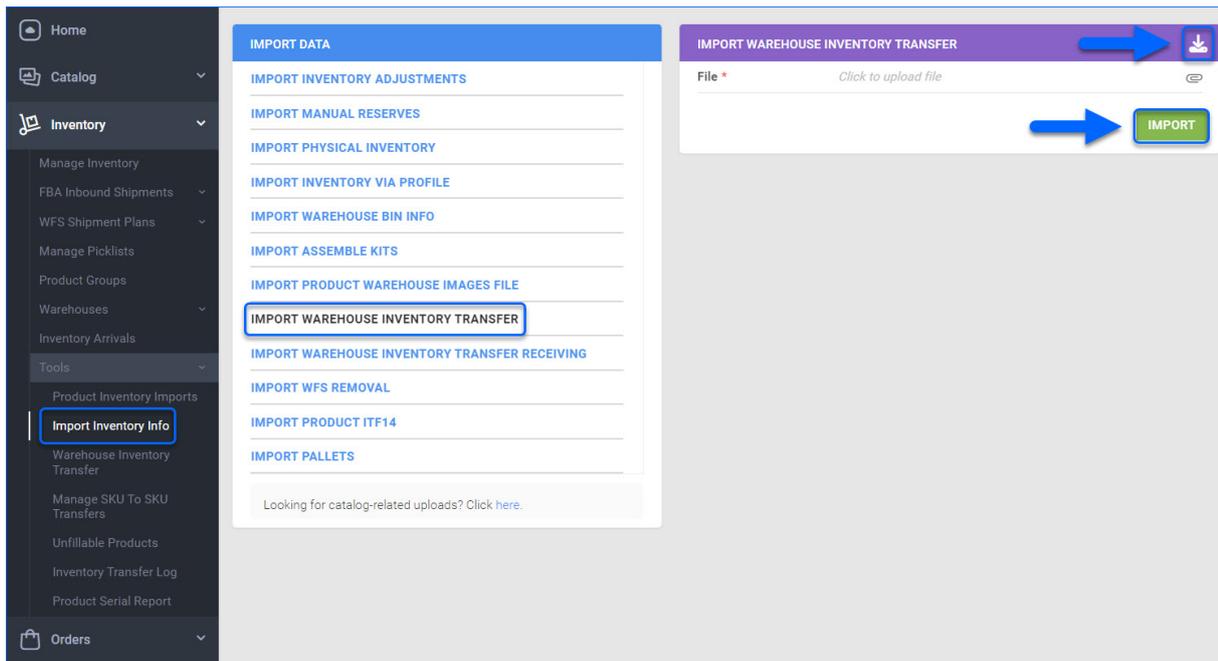
1. Open the desired WITR, and click the **Edit** icon in its **Products** panel.
2. To search for single products, click the + icon and add one or more products separated by a comma in the additional window. Check the box next to each product and click **Add Selected** to add and continue with the search or **Add & Close** to add the products and close the window simultaneously.
3. When ready, click the **Check** icon to save the changes.
4. Alternatively, click the **Upload Products** icon to add products in bulk via a file.



## File Import

To upload a WITR import file:

1. Go to **Inventory > Tools > Import Inventory Info**.
2. From the import options, select **Import Warehouse Inventory Transfer**.
3. Click the **Down Arrow** to download the **Sample Format**.
4. Fill in the sheet columns.
5. Click the **Paper Clip** icon to upload a file.
6. Click **Import**.



## Process WITR

To complete the workflow and successfully move inventory across warehouses for multiple products at a time, follow the steps below:

1. Once you have added products to a WITR, open the **Actions** menu > Click **Set Requested**. This will change the status from **Pending** to **Requested**. At this stage, we will not move any inventory, but we can reserve it based on a **Client Setting**. Status **Requested** will notify your warehouse teams that your inventory is packed and ready to ship.
2. Then, from the **Actions** Menu, click **Set Fully Picked**.
3. When your products ship out, open the **Actions** menu > Click **Set Shipped**. At this stage, we will move your inventory to the selected **Interim Warehouse**.
  - To edit transfer quantities, use the **Set Unshipped** action, update, and use **Set Shipped** again.
4. When products arrive at the destination warehouse, open the **Actions** menu > Click **Set Received**. We will transfer the inventory from the interim warehouse to the **Final Warehouse** you have selected to reflect the movement in Sellercloud.

**Transfer #3403** | Pending

Created on: 10/13/2023 09:03 AM | From: adf | To: Antonia

**DETAILS**

- Title
- Transfer Id: 3403
- Status: Pending
- Company
- From Warehouse: adf
- Interim Warehouse: Interim warehouse 1
- To Warehouse: Antonia
- Notes

**ADDITIONAL DETAILS**

- Created On: 10/13/2023 09:03 AM
- Updated On: 10/13/2023 09:03 AM

**NOTES**

- Test (38 minutes ago)
- New Note: Enter your note

**PRODUCTS**

SKU	PRODUCT'S NAME	QTY PER CASE	TOTAL PICKED	TRANSFER QTY	QTY IN TO WAREHOUSE	QTY IN FROM WAREHOUSE
<input type="checkbox"/> MX52	FBA Test Product	2	0	1	0	0

Total Products: 1

If the Ship From Warehouse is [Bin-Enabled](#), you must pick the products with [Skustack](#).

## Inventory Transfer Log

For additional visibility, we have a separate page where you can monitor all of your WITR history. We display information about the **Product**, the **Transfer Quantity**, and the **From** and **To Warehouses**. You can also generate a bulk export file with the action **Export to Excel** from the **Actions Menu** at the bottom right.

To reach the page, navigate to **Inventory > Tools > Inventory Transfer Log**.

**INVENTORY TRANSFER LOG**

Default filters: Transferred By, Date Range, SKU, From Warehouse, To Warehouse

SEARCH CLEAR SAVE VIEW

Sort by: Transferred On

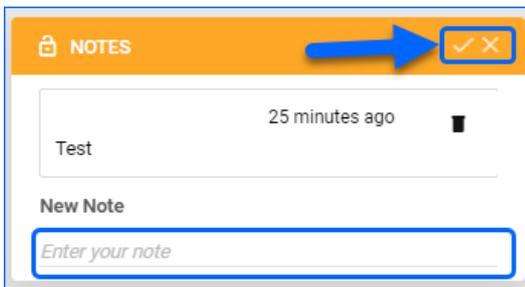
SKU	QTY	TRANSFERRED ON	TRANSFERRED BY	FROM WAREHOUSE	TO WAREHOUSE
<input type="checkbox"/> 00002-12	1	10/11/2023 12:58 PM			
<input type="checkbox"/> pr02	5	10/11/2023 10:30 AM			

## Warehouse Inventory Transfer – Additional Functionalities

The WITR workflow offers more functionalities that allow you to customize the process further:

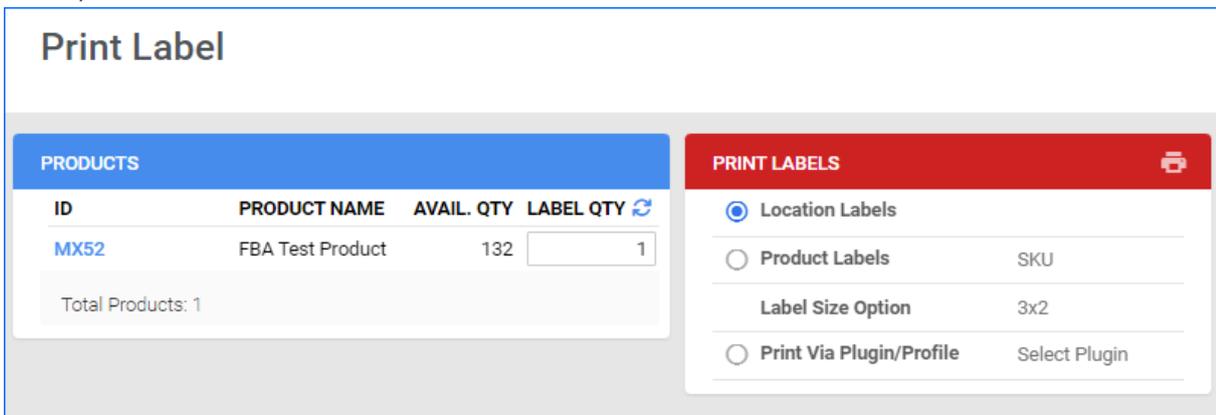
### Add Notes

You can keep important details for your warehouse team with notes directly within the transfer request. To add a note, click the **Pencil** icon in the orange dialog box, enter the information in the **New Note** field, and click the small **Message** icon to save the note. If a note is no longer relevant, simply click the **Trash Bin** icon right next to the message to remove it.



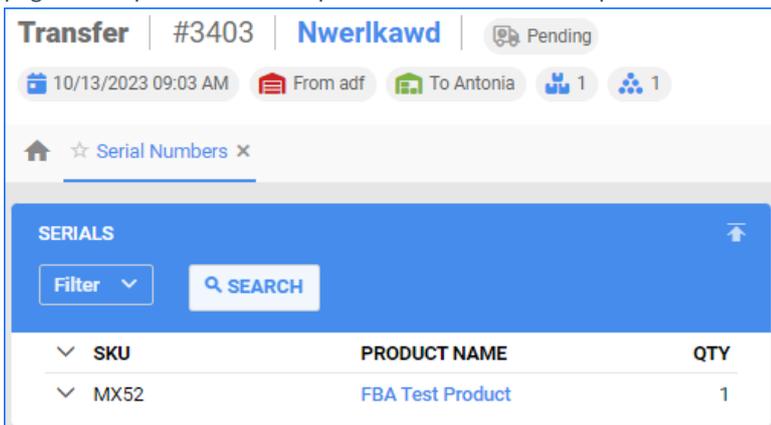
## Print Product Labels

To print [Product Labels](#) directly through the WITR page, go to **Inventory > Tools > Warehouse Inventory Transfer > Search Transfers > Open a Transfer >** from the **Actions** menu, click **Print Product Labels**. An additional page will appear where you can choose the label format.



## Add Serial Numbers

To add [Serial Numbers](#) to products in a WITR, go to **Inventory > Tools > Warehouse Inventory Transfer > Search Transfers > Open a Transfer >** from the **Actions** menu, click **Select Serial Numbers**. You will be redirected to an additional page where you can add multiple serial numbers to each product manually or via file import.

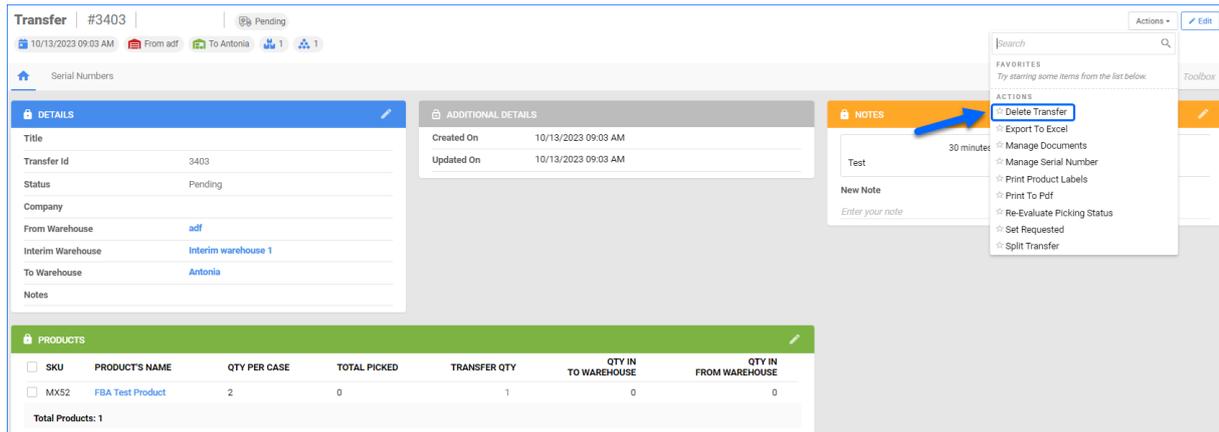


## Delete WITR

You can quickly delete WITRs with statuses **Pending** or **Requested**. If client settings **Enable Warehouse Inventory Transfer Request Reserves** and **Enable Warehouse Inventory Transfer Request Reserves Exclude Pending Transfer Status** are enabled, and you delete a transfer request, we will remove any Product Reserves via a Queued Job and return the inventory back into your aggregate quantity.

You can delete WITRs individually and in bulk:

To remove a single WITR, go to **Inventory > Warehouse Inventory Transfer > Open a Transfer >** from the **Actions** menu, click **Delete Transfer**.



To remove multiple WITRs, go to **Inventory > Warehouse Inventory Transfer > Search Transfers > Select Transfers >** from the **Actions** menu, click **Delete**.



## Related Settings

See all relevant WITR [Client Settings](#):

- **Allow multiple receivings for warehouse inventory transfer request**
  - If enabled, an additional page will appear when you use the action **Set Received**. On this page, you can add multiple transfer receivings and edit them at your convenience. If you receive less than the total qty, the transfer will obtain a **PartiallyReceived** status.
  - If disabled, you can enter a value in the **Total Received** field only once and it will not be editable after you use the action **Set Received**. To make changes, you must use the action **Set Unreceived**, change the quantity, and **Set Received**.
- **Allow warehouse inventory transfer from picklist** – If enabled, an action called **Transfer Between Warehouses** will appear in the actions menu of a picklist which will allow you to select products within the picklist and create a transfer request.
- **Enable Warehouse Inventory Transfer Request Reserves** – If enabled, we will reserve the inventory of products you have added to the request regardless of the transfer status.
  - **Enable Warehouse Inventory Transfer Request Reserves Exclude Pending Transfer Status** – If enabled, we will reserve the inventory of products you have added to the warehouse transfer for all statuses except for **Pending**. This setting requires **Enable Warehouse Inventory Transfer Request Reserves** to also be enabled.
- **Require PIN To Change Product Inventory Transfer Quantity** – If enabled, you will be asked to enter a PIN every time you try to change warehouse inventory transfer quantities.
- **Transfer Serial Numbers While Transferring Inventory Between Warehouses** – If enabled and you receive a

Warehouse Inventory Transfer Request (WITR) for a product, we will also transfer any added serial numbers from the **From Warehouse** to the **Destination Warehouse**. This setting can help you preserve the purchasing history.

## Overview

With Sellercloud, you can create Warehouse Inventory Transfers (WITR) and keep track of your product inventory along the way. The most common scenarios for this feature include seasonal demand, expanding your operations, and space optimizations. Warehouse transfers differ from [SKU to SKU Transfers](#), [Physical Inventory Imports](#), and [Product Inventory Adjustments](#).

Warehouse Inventory Transfers are also part of the [FBA Removal](#) and [WFS Import Removal](#) workflows.

## Create Inventory Transfer

Sellercloud gives you the flexibility to create WITR requests in multiple ways:

### From a Product

To transfer inventory between warehouses for a single product:

1. Navigate to **Inventory** > Search Products > Open a product > **Product Warehouse**.
2. Scroll down to the bottom of the page and open the **Transfer Inventory** dropdown.
3. Populate the following fields:
  - a. **Transfer From** and **Transfer To** warehouse.
  - b. **Quantity**.
  - c. **Transfer Reason**.
  - d. Optionally, add **Inventory Cost**.
4. Once filled in, click **Transfer Quantity**.

The screenshot shows the 'Adjust Inventory' page with the 'Transfer Inventory' form highlighted. The form contains the following fields:

- Transfer From: Select
- Transfer To: Select
- Quantity to Transfer: [input field]
- Transfer Reason: [input field]
- Inventory Cost: [input field]
- Transfer Quantity: [button]

Below the form is the 'Existing Transfers' section, which includes a table with the following headers: ID, Bulk Transfer ID, Transferred From, Transferred To, Quantity, Cost, Transferred On, Transferred By, Reason. The table currently displays 'No records to display'. A 'Search' button is located below the table, and a 'Go' button is in the top right corner of the page.

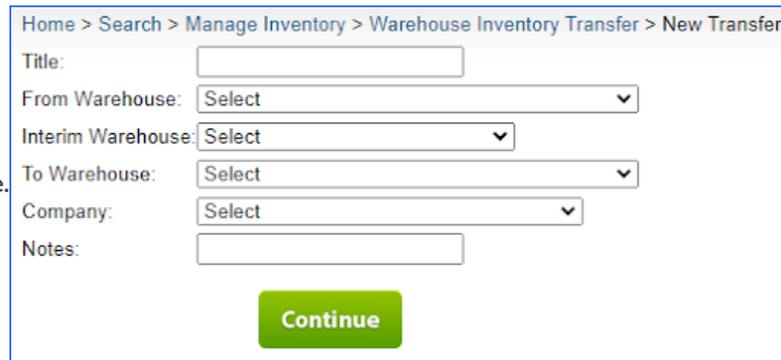
### WITR Page

You can also create a transfer from the **Warehouse Inventory Transfer** page:

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

2. To create a new transfer, click **New Request**.
3. On the **New Transfer** page, populate the following fields:
  - a. **Title**.
  - b. **Company**.
  - c. **From Warehouse, Interim Warehouse, and To Warehouse**.
  - d. Optionally, add **Notes**.

4. Once done, click **Continue**.



## File Import

To upload a WITR import file:

1. Go to **Inventory > Warehouse Inventory Transfer > Import Warehouse Inventory Transfer**.
2. Download the **Sample File**.
3. Fill in the sheet columns.
4. Click **Choose File** to upload the sheet.

5. Click **Continue**.



## Add Products

You can easily search for products within a WITR and add them to the request:

1. On the transfer request, click **Add Products**. Alternatively, you can upload a file after downloading the sample format and populating the fields.
2. In the **Add Products to Transfer** window, you can use the **Search For** filter or add multiple products from a sheet by pasting an **SKU list** and the quantity to add in the textbox.
3. Click **Add Products** or **Finish** when ready.

Home > Search > Manage Inventory > Warehouse Inventory Transfer > Transfer Request# 3375

**Warehouse Inventory Transfer** Select Action Go

**Notes**

No Notes available...

Create Note

[View Log](#)

Created On: 08/15/2023 03:06 AM  
Updated On: 09/01/2023 11:08 AM  
Requested On: 09/01/2023 11:08 AM

Transfer ID: 3375  
Status: Requested  
Title: transfer

From Warehouse: ZUO123123  
Interim Warehouse: In-Transit to FBA  
To Warehouse: Default Warehouse

Notes  
Company:

Total Products: 1  
Total Qty: 100

Upload SKU List: Choose File No file chosen Upload File  
[Download Sample](#)

**Products in Transfer Request** Add Products

<input type="checkbox"/>	SKU	Product Name	Qty Per Case	FBA SKU	Requested SKU	Requested FBA SKU	Total Qty	Total Picked	ZUO123123	Default Warehouse
<input type="checkbox"/>	00004j-1		3				100	0		

Save

## Process WITR

To complete the workflow and successfully move inventory across warehouses for multiple products at a time, follow the steps below:

1. Once you have added products to the request, open the **Actions** menu > Click **Set Requested** > **Go**. This will change the transfer status from **Pending** to **Requested**. At this stage, we will not move any inventory but can reserve it based on a **Client Setting**. Status **Requested** will notify your warehouse teams that your inventory is packed and ready to ship.
2. Then, open the **Action** menu and click **Set FullyPicked** > **Go**.
3. When your products ship out, open the **Actions** menu > Click **Set Shipped** > **Go**. At this stage, we will move your inventory to the selected **Interim Warehouse**.
  - To edit transfer quantities, use the **Set Unshipped** action, update, and use **Set Shipped** again.
4. When products arrive at the destination warehouse, open the **Actions** menu > Click **Set Received** > **Go**. We will transfer the inventory from the interim warehouse to the **Final Warehouse** you have selected to reflect the movement in Sellercloud.

Home > Search > Manage Inventory > Warehouse Inventory Transfer > Transfer Request# 3375

**Warehouse Inventory Transfer** Select Action Go

**Notes**

No Notes available...

Create Note

[View Log](#)

Created On: 08/15/2023 03:06 AM  
Updated On: 09/01/2023 11:08 AM  
Requested On: 09/01/2023 11:08 AM

Transfer ID: 3375  
Status: Requested  
Title: transfer

From Warehouse: ZUO123123  
Interim Warehouse: In-Transit to FBA  
To Warehouse: Default Warehouse

Notes  
Company:

Total Products: 1  
Total Qty: 100

Upload SKU List: Choose File No file chosen Upload File  
[Download Sample](#)

**Products in Transfer Request** Add Products

<input type="checkbox"/>	SKU	Product Name	Qty Per Case	FBA SKU	Requested SKU	Requested FBA SKU	Total Qty	Total Picked	ZUO123123	Default Warehouse
<input type="checkbox"/>	00004j-1		3				100	0		

Save

If the Ship From Warehouse is **Bin-Enabled**, you must pick the products with **Skustack**.

# Inventory Transfer Log

For additional visibility, we have a separate page where you can monitor all of your inventory transfer history. We display information about the **Product**, the **Transfer Quantity**, and the **From** and **To Warehouses**. You can also generate a bulk export file from the **Actions** menu, click **Export > Go**.

To access the page, navigate to **Inventory > Inventory Transfer Report**.

Home > Search > Manage Inventory > Inventory Transfer Report

Transferred By: ALL

Date Range: From: [ ] To: [ ]

SKU: [ ]

**Search**

Select Action **Go**

Page size: 100 260 items in 3 pages

ProductID	Transferred On	Qty	Transferred By	From Warehouse	To Warehouse
00002-12	10/11/2023 05:58 AM	1			
pr02	10/11/2023 03:30 AM	5			

## Warehouse Inventory Transfer – Additional Functionalities

### Add Notes

You can keep important details for your warehouse team with notes directly within the transfer request. To add a note, enter the message in the Warehouse Inventory Transfer Notes box and then click **Create Note**. If a note is no longer

relevant, simply click the red X icon right next to the message to remove it.

**Warehouse Inventory Transfer Notes**

Test  
By:  
On: 10/16/2023 05:22 AM **X**

[ ]

**Create Note**

### Print Product Labels

To print **Product Labels** directly through the inventory transfer page, go to **Inventory > Warehouse Inventory Transfer > Search Transfers > Open a Transfer >** from the **Actions** menu, click **Print Product Labels > Go**. An additional page will appear where you can choose the label format.

Home > Search > Manage Inventory > Print Product Labels

ProductID	Product Name	Avail. Qty	BarCode Qty
MX52	FBA Test Product	132	132

Note: Labels are designed to print properly on a printer with the print stock set to 3in x 1in.

Total Products: 1

Print Using Pre defined Methods

Print Labels Using:  SKU  UPC  FNSKU  ASIN  Detailed  Label Paper  EAN  GTIN

Print Location

Print using Plugin

**Print Barcode**

## Add Serial Numbers

To add [Serial Numbers](#) to products in a transfer, go to **Inventory > Warehouse Inventory Transfer > Open a Transfer >** from the **Actions** menu, click **Select Serial Numbers > Go**. You will be redirected to an additional page where you can add multiple serial numbers to each product manually or via a file import.

Home > Search > Manage Inventory > Warehouse Inventory Transfer > Transfer Request# 3403 > Enter Serial Numbers

Select File:  No file chosen

<input type="checkbox"/>	ProductId	Product Name	Total Qty	Serial Numbers
<input type="checkbox"/>	MX52	FBA Test Product	1	<div style="border: 1px solid black; padding: 5px; min-height: 100px;">Test Serial</div>

## Delete Transfer

You can quickly delete transfers with statuses **Pending** or **Requested**. If client settings **Enable Warehouse Inventory Transfer Request Reserves** and **Enable Warehouse Inventory Transfer Request Reserves Exclude Pending Transfer Status** are enabled, and you delete a transfer, we will remove any Product Reserves and return the inventory back into your aggregate quantity.

You can delete transfer requests individually and in bulk:

To remove a single transfer, go to **Inventory > Warehouse Inventory Transfer > Open a Transfer >** from the **Actions** menu, click **Delete Transfer > Go**.

View Log Created On: 10/13/2023 02:03 AM

Transfer ID: 3403 Updated On: 10/13/2023 02:03 AM

Status: Pending

Title:

From Warehouse:

Interim Warehouse:

To Warehouse:

Notes:

Company:

Total Products: 1

Total Qty: 1

Upload SKU List:  No file chosen

[Download Sample](#)

**Products in Transfer Request** [Add Products](#)

<input type="checkbox"/>	SKU	Product Name	Qty Per Case	FBA SKU	Requested SKU	Requested FBA SKU	Total Qty	Total Picked	adf	Antonia
<input type="checkbox"/>	MX52	FBA Test Product	2				<input type="text" value="1"/>	0	0	0

To remove multiple transfers, go to **Inventory > Warehouse Inventory Transfer > Search Transfers > Select Transfers >**

from the **Actions** menu, click **Delete** > **Go**.



## Related Settings

See all relevant WITR [Client Settings](#):

- **Allow multiple receivings for warehouse inventory transfer request**
  - If enabled, an additional page will appear when you use the action **Set Received**. On this page, you can add multiple transfer receivings and edit them at your convenience. If you receive less than the total qty, the transfer will obtain a **Partially Received** status.
  - If disabled, you can enter a value in the **Total Received** field only once and it will not be editable after you use the action **Set Received**. To make changes, you must use the action **Set Unreceived**, change the quantity, and **Set Received**.
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- **Enable Warehouse Inventory Transfer Request Reserves** – If enabled, we will reserve the inventory of products you have added to the request regardless of the transfer status.
  - **Enable Warehouse Inventory Transfer Request Reserves Exclude Pending Transfer Status** – If enabled, we will reserve the inventory of products you have added to the warehouse transfer for all statuses except for **Pending**. This setting requires **Enable Warehouse Inventory Transfer Request Reserves** to also be enabled.
- **Require PIN To Change Product Inventory Transfer Quantity** – If enabled, you will be asked to enter a PIN every time you try to change warehouse inventory transfer quantities.
- **Transfer Serial Numbers While Transferring Inventory Between Warehouses** – If enabled and you receive a **Warehouse Inventory Transfer Request (WITR)** for a product, we will also transfer any added serial numbers from the **From Warehouse** to the **Destination Warehouse**. This setting can help you preserve the purchasing history.