

INTER BRANCH TRANSFERS

From another shop/branch for stock

1. Click on Purchase Order icon on front page
2. Click on New icon and select Inter-branch orders
3. Input the letter “i” followed by the Branch Number of the branch from which you are requesting the stock in the Account no field
4. Click on the Lines icon
5. Enter stock number in the Product field. Click OK to message saying “Your normal supplier is I0020...”
6. Enter quantity in the Quantity field – **DO NOT click OK to alternative quantity pop-up if you get one**
7. Click on the Activate icon – untick the Print Purchase Order tick box
8. Click OK to pop up
9. Select the printer of the branch you are requesting from - if there is stock, a pick note will be produced in the remote branch. If the supplying branch is showing no stock when you activate the order, the order line will change straight away to deleted.
10. When the remote confirms picking the products, an advice note will be printed on your Kerridge printer to inform you that it is on its way (and the quantity picked)

PROCESSING A TRANSFER REQUEST from another shop

1. Click on Sales Order Processing icon on front page
1. Enter the Order number from the centre top of the pick note
2. Click on Tools icon and select “Confirm Pick”
3. Click on empty left hand box of the line that you wish to confirm and a green tick will appear – **if you do not have the full amount (including zero), enter the amount you do have in the Picked field, set the To Follow field to 0, and select “C” in the R field at the end.** Now click in the same place at the left hand side to confirm the line and make a green tick appear
4. Click on Process icon in grey header panel and click on OK in pop-up (your stock will be adjusted at this stage)
5. An advice note will be printed on your printer - **attach this to the products as the IBT note to go on the van** (throw away the pick note)
6. An advice note will also be printed on the remote shop’s Kerridge printer to inform them that you have despatched the IBT

You can check if you have any outstanding requests from other shops:

1. Click on Sales Order Processing icon on front page
2. Click on Confirm Pick Notes icon below
3. Click on Refresh icon in grey header panel – any outstanding pick notes will appear on the left
4. Click on a particular pick note, find the stock, and process exactly as from point 3 above

This will make sure you never have any lost pick notes and you should do this every afternoon to check