

WHOLESALE - STOCK TRANSFER

What are Stock Transfers?

A Stock Transfer involves moving products from one location to another within an organisation. This process ensures that inventory levels are adjusted accurately in both the source and destination locations, maintaining proper stock records and facilitating efficient inventory management.

For Wholesale, we use stock transfers as the customers order.

Restricted Access

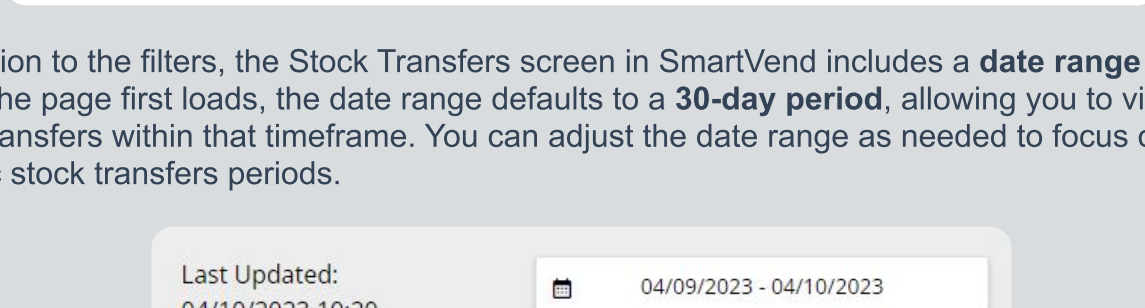
This area requires a **Stock, Finance** or **Wholesale** license to access.

Users, Super Users, Owners and **Internal Users** can view and update the data within this area.

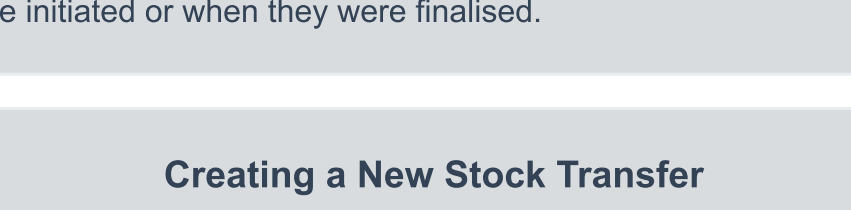
Navigating the Stock Transfer List

In SmartVend, under the **Stock** header in the main menu, you can find the **Stock Transfer** section.

On this screen, a set of filters allows you to narrow down the list of stock transfers based on specific **locations** or **users**. After applying the relevant filters, the list of stock transfers will automatically update to show results that match your selections. This helps in easily managing and tracking stock transfers for particular locations or individuals.



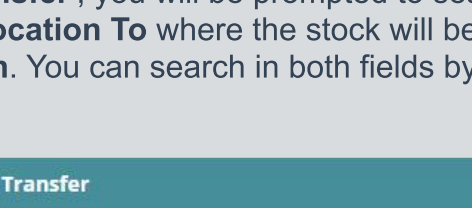
In addition to the filters, the Stock Transfers screen in SmartVend includes a **date range** option. When the page first loads, the date range defaults to a **30-day period**, allowing you to view stock transfers within that timeframe. You can adjust the date range as needed to focus on specific stock transfers periods.



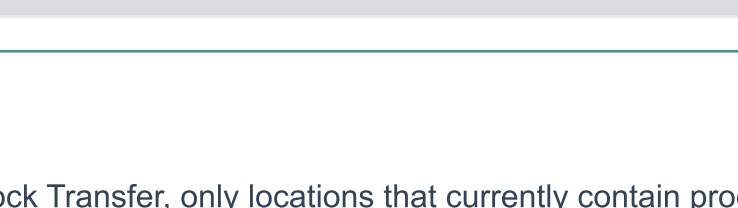
Underneath the date picker, you can choose to display stock transfers that were either **Created** or **Completed** within the selected date range. This allows you to filter the stock transfers based on when they were initiated or when they were finalised.

Creating a New Stock Transfer

To create a new Stock Transfer, you will need to select **'Menu'**, then **'Add Stock Transfer'**.

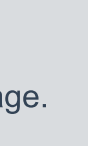


After selecting **'Add Stock Transfer'**, you will be prompted to search for a **Location** from where the stock will originate and a **Location To** where the stock will be transferred. The **Location To** will be the **Wholesale Location**. You can search in both fields by **Location Reference, Name, or Type**.



Training Note

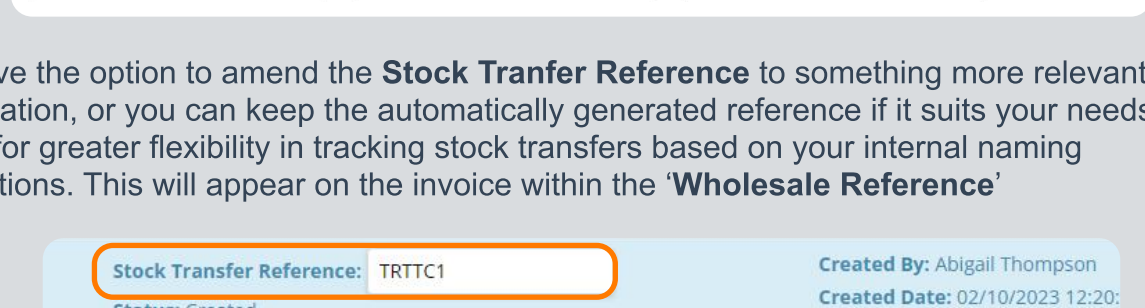
When initiating a Stock Transfer, only locations that currently contain products will appear in the search options. This ensures that you can only transfer stock between locations with existing inventory.



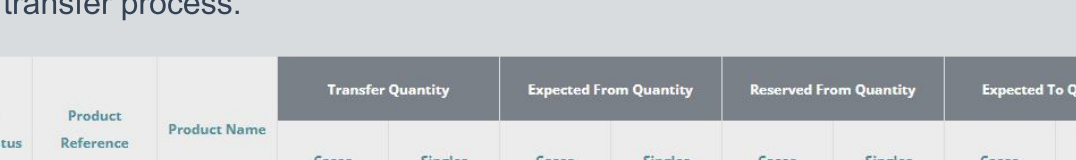
Stock Transfer Details

When you create a new Stock Transfer, you will be taken into the Stock Transfer Details page.

If you have a large number of products within the location, you can use the filters to narrow down the products to individual products. Once you have applied any filters, the product table will update to reflect the filters applied.



You have the option to amend the **Stock Transfer Reference** to something more relevant to your organisation, or you can keep the automatically generated reference if it suits your needs. This allows for greater flexibility in tracking stock transfers based on your internal naming conventions. This will appear on the invoice within the **'Wholesale Reference'**



Initially, the **transfer quantity of all products** will be set to **0**. When viewing the products for a Stock Transfer, the list displayed will show products from the "From" location. If a product does not exist in the "To" location, it will have an icon indicating that it is not currently present at the destination location. This helps identify products that may need to be added to the "To" location during the transfer process.

Product Existing Status	Product Reference	Product Name	Transfer Quantity		Expected From Quantity		Reserved From Quantity		Expected To Quantity	
			Cases	Singles	Cases	Singles	Cases	Singles	Cases	Singles
	Product SKU 10	Product Name 10	<input type="text" value="0"/>	<input type="text" value="0"/>	5	0	0	0	0	0
	Product SKU 1	Product Name 1	<input type="text" value="0"/>	<input type="text" value="0"/>	3	0	0	0	2	0

You can enter the transfer quantity in both **Cases** and **Singles**.

If you amend a field, the corresponding row will highlight in blue to indicate that there are unsaved changes.

Product Existing Status	Product Reference	Product Name	Transfer Quantity		Expected From Quantity		Reserved From Quantity		Expected To Quantity	
			Cases	Singles	Cases	Singles	Cases	Singles	Cases	Singles
	Product SKU 10	Product Name 10	<input type="text" value="2"/>	<input type="text" value="0"/>	5	0	0	0	0	0
	Product SKU 1	Product Name 1	<input type="text" value="0"/>	<input type="text" value="0"/>	3	0	0	0	2	0

Training Note

The **Expected From Quantity** in a Stock Transfer represents the current stock level of the product at the "From" Location at the time the Stock Transfer is created. To ensure accuracy if there are any Stock Transfers, Stocktakes, or Visits completed before submitting the Stock Transfer, you should:

- 1. Save the Stock Transfer:** To keep your progress secure.
- 2. Refresh the Page:** After saving, refresh the page to update the Stock Transfer with the most current stock levels.

This approach ensures that the Stock Transfer reflects the latest inventory levels and maintains accuracy.



Cost and Retail Valuation

Within the Stock Transfer details, you can view both the Cost Valuation and Retail Valuation for each product which comes from the **To Location**.

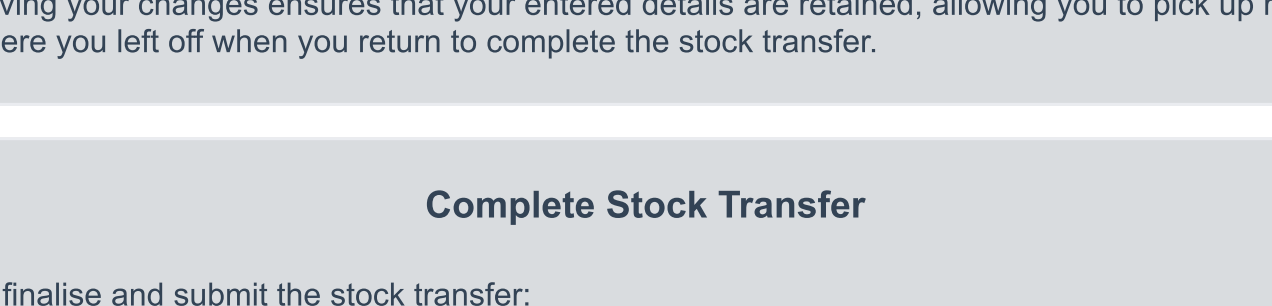
Product Existing Status	Product Reference	Product Name	Transfer Quantity		Expected From Quantity		Reserved From Quantity		Expected To Quantity		Case Size	Layout Order	Product Label	Product Sub-Label	Product Category	Product Manufacturer / Brand	Product Cost Valuation	Product Retail Valuation
			Cases	Singles	Cases	Singles	Cases	Singles	Cases	Singles								
	Product SKU 10	Product Name 10	<input type="text" value="2"/>	<input type="text" value="0"/>	5	0	0	0	0	0	32		Limited Edition Christmas Opening 2023	Confectionery	Brand 2	£156.04	£112.00	
	Product SKU 1	Product Name 1	<input type="text" value="0"/>	<input type="text" value="0"/>	3	0	0	0	2	0	48	1	Limited Edition Christmas Opening 2023	Confectionery	Brand 1	£0.00	£0.00	

- Cost Valuation:** This represents the amount your organisation paid to acquire the product. It reflects the cost price of the product, including any purchase costs or expenses associated with obtaining it.
- Retail Valuation:** This represents the potential selling price of the product. It indicates how much you could sell the product for, based on its recommended retail price (RRP) or current selling price.

These valuations help in assessing both the investment in stock and the potential revenue that can be generated from it.

Save Stock Transfer

If you need to navigate away from the stock transfer page while entering values, make sure to select **"Save Changes"** to ensure your updates are preserved.



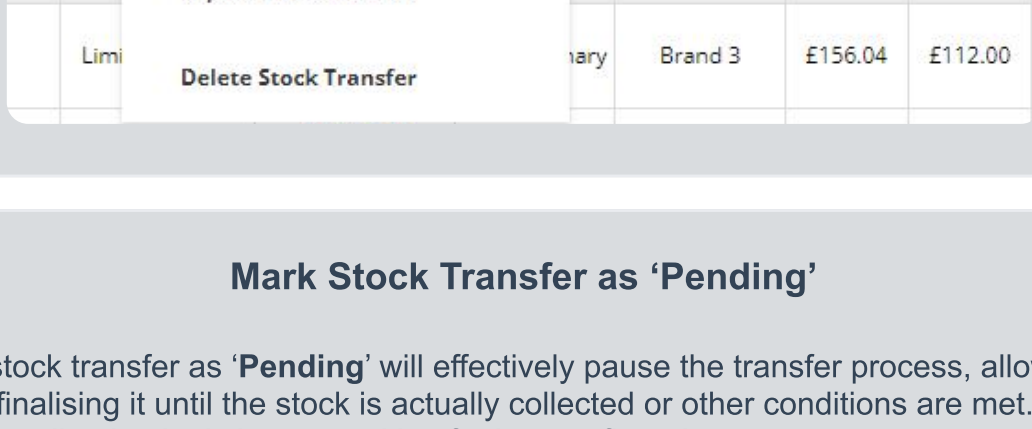
Saving your changes ensures that your entered details are retained, allowing you to pick up right where you left off when you return to complete the stock transfer.

Complete Stock Transfer

To finalise and submit the stock transfer:

- 1. Review Values:** Ensure all quantities and valuations are correctly entered.
- 2. Complete Stock Transfer:** Navigate to the **'Menu'** and select **'Complete Stock Transfer'**.

This action will submit the stock transfer and update the system accordingly.

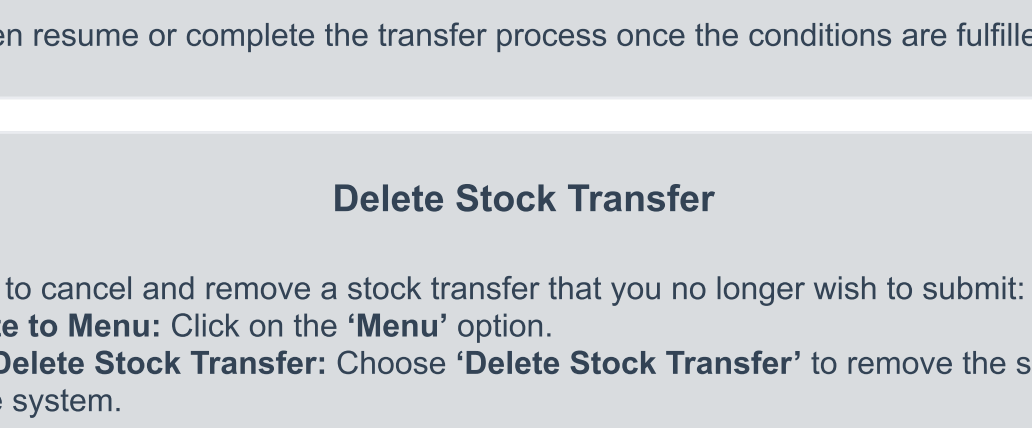


Mark Stock Transfer as 'Pending'

Marking a stock transfer as **'Pending'** will effectively pause the transfer process, allowing you to hold off on finalising it until the stock is actually collected or other conditions are met. This can be useful for coordinating logistics or awaiting further confirmation.

To do this:

- 1. Select 'Menu':** This will reveal additional options.
- 2. Choose 'Mark Stock Transfer as Pending':** This action will set the stock transfer status to 'Pending'.

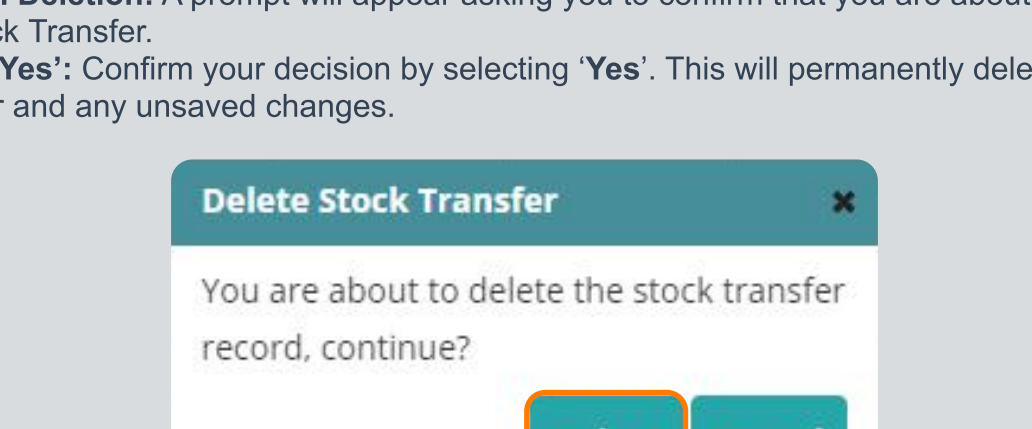


You can then resume or complete the transfer process once the conditions are fulfilled.

Delete Stock Transfer

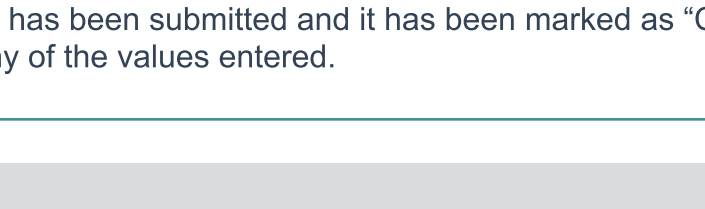
If you need to cancel and remove a stock transfer that you no longer wish to submit:

- 1. Navigate to Menu:** Click on the **'Menu'** option.
- 2. Select Delete Stock Transfer:** Choose **'Delete Stock Transfer'** to remove the stock transfer from the system.



When you select **Delete Stock Transfer**:

- 1. Confirm Deletion:** A prompt will appear asking you to confirm that you are about to delete the Stock Transfer.
- 2. Select 'Yes':** Confirm your decision by selecting **'Yes'**. This will permanently delete the Stock Transfer and any unsaved changes.



Training Note

Once a stock transfer has been submitted and it has been marked as "Completed", you cannot amend any of the values entered.

