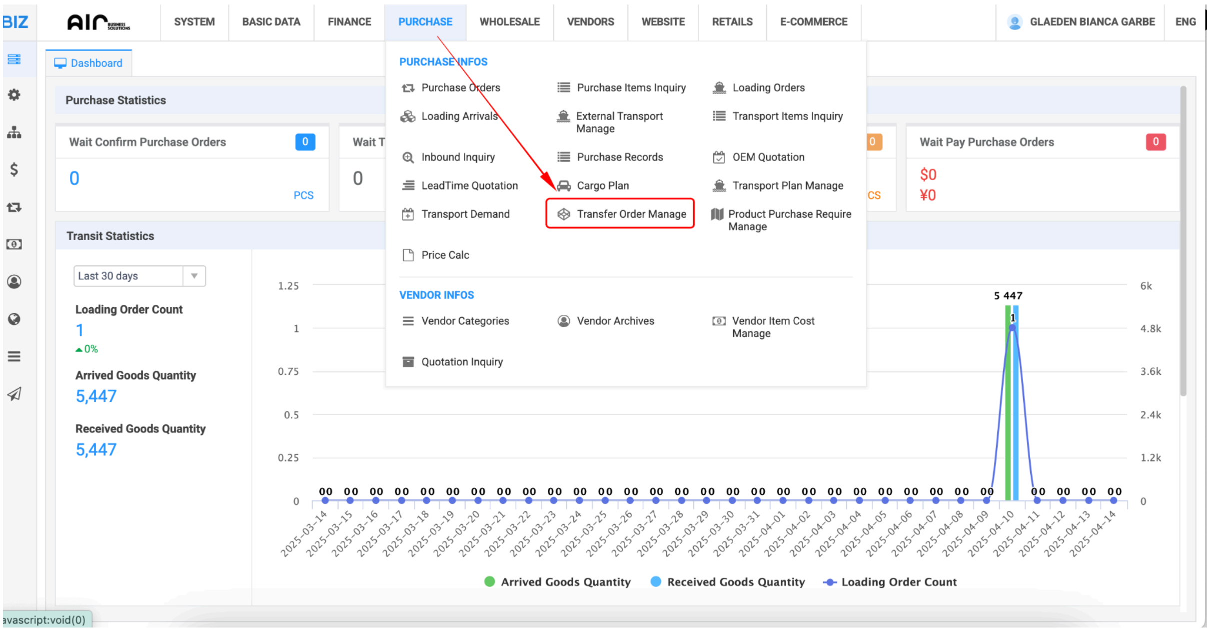
Purchase - Transfer Order Manage

The **Transfer Order Manage** tab in the **Purchase** module offers a comprehensive overview of all transfer activities—whether they are standard internal transfers, online returns, or cross-warehouse movements. This tool is essential for logistics, warehouse, and procurement teams to track item movements, monitor statuses, and ensure smooth supply chain operations.

Navigation

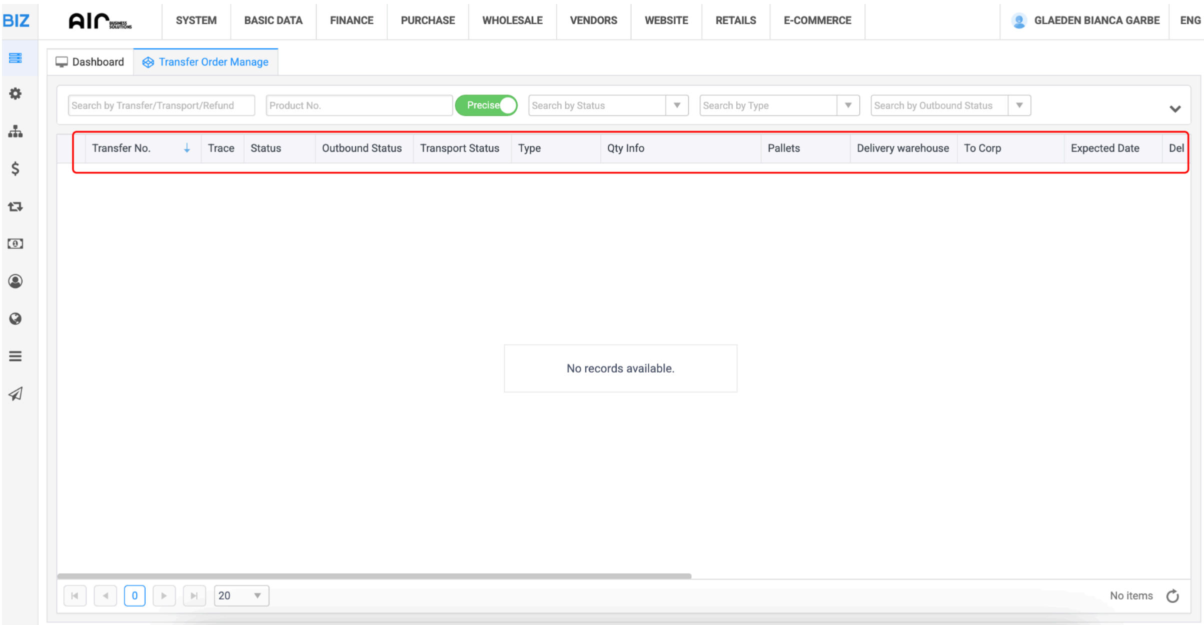


To access the **Transfer Order Manage** tab:

1. Navigate to the **ERP System Dashboard**.
2. Click on the **Purchase** module.
3. Select **Transfer Order Manage** from the dropdown or sidebar menu.

Transfer Order Overview

This section displays all key information related to transfer orders, helping users track statuses and logistics operations effectively.

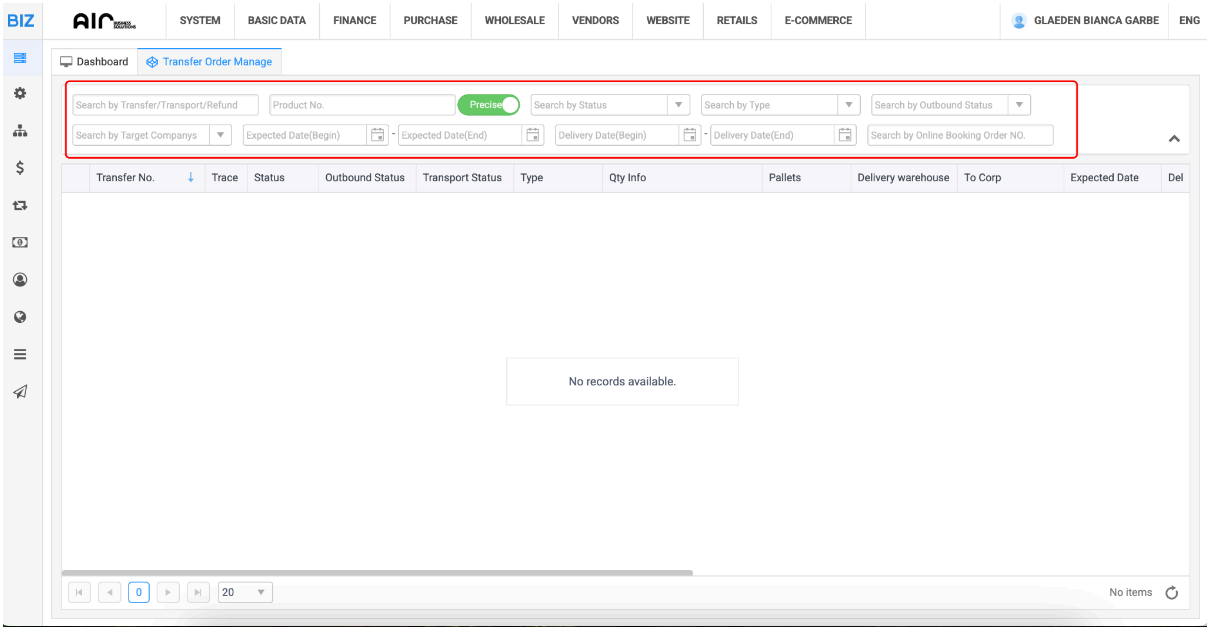


Key Fields Displayed:

- **Transfer No.** – Unique ID assigned to each transfer order.
- **Trace** – Option to track logistics or historical records.
- **Status** – Overall status of the transfer (e.g., New, Confirmed, Completed).
- **Outbound Status** – Status of goods allocation and dispatch:
  - Wait Allocate
  - Part Allocate
  - Allocated
  - Part Picked
  - Picked
  - Shipped
- **Transport Status** – Current logistics status.
- **Type** – Nature of the transfer:

    - Booking Transfer
    - Normal Transfer
    - Online Return Transfer
    - Refund Transfer
- **Qty Info** – Quantity details for the items being transferred.
- **Pallets** – Number of pallets involved.
- **Delivery Warehouse** – The warehouse dispatching the items.
- **To Corp** – Destination company or branch.
- **Expected Date** – Estimated delivery date.
- **Delivery Time** – Actual time goods were dispatched.
- **Transport No.** – Associated transport order number.
- **Customer** – Customer related to the transfer (if applicable).
- **Online** – Reference to any online booking system.
- **Transfer Order No.** – Official number used internally.
- **Refund No.** – If the transfer is linked to a return/refund process.
- **Created by** – ERP user who created the record.
- **Remark** – Notes or comments added during transfer processing.

Searching and Filtering Options



Use the following filters to quickly narrow down and locate specific transfer orders:

- **Search by Transfer/Transport/Refund** – Use any of these numbers to find a related order.
- **Product Number** – Locate transfers by SKU or item number.
- **Precise** – Enable exact matching when searching for numbers or items.
- **Search by Status**:
  - Cancelled
  - New
  - Confirmed
  - Completed
- **Search by Type**:
  - Booking Transfer
  - Normal Transfer

- Online Return Transfer
- Refund Transfer

- **Search by Outbound Status**:
  - Wait Allocate
  - Part Allocate
  - Allocated
  - Part Picked
  - Picked
  - Shipped
- **Search by Target Companies** – Identify transfers based on the recipient company/corporation.
- **Expected Date - Begin/End** – Filter by planned delivery date range.
- **Delivery Date - Begin/End** – Filter by actual delivery time.
- **Search by Online Booking Number** – Useful for returns or orders placed via integrated platforms.

Adding New Transfer Order Details

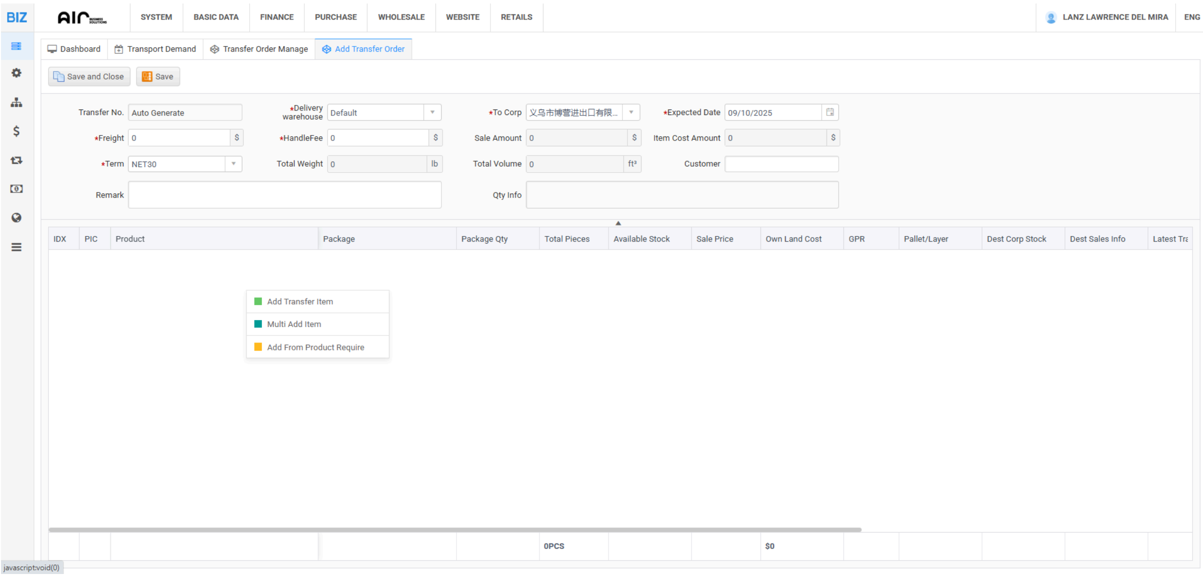
To add a new item or detail:

- **Right-click anywhere inside the Transfer Order Manage screen (in the lower item list area)**.
- A context menu will appear showing options like:
  - **Add Transfer Item (You search the item)**
  - **Multi Add Item (Can select multiple Item)**

- ○ **Add From Product Require (Product details)**

- Select the appropriate option to add new items or requirements to your transfer order.

- Fill in the necessary fields (product, quantity, package, cost, etc.) in the form that appears.



For a detailed walkthrough, please refer to the video guide.

The **Transfer Order Manage** tab gives your operations team the tools needed to monitor, update, and audit inter-warehouse or cross-corporate movements. With detailed quantity info, statuses, and powerful filtering capabilities, this tab streamlines internal logistics and minimizes delays. Always ensure transfer statuses are updated in real-time to maintain an efficient supply chain.

Need help? Contact your **Warehouse Manager** or **ERP Support Team**.