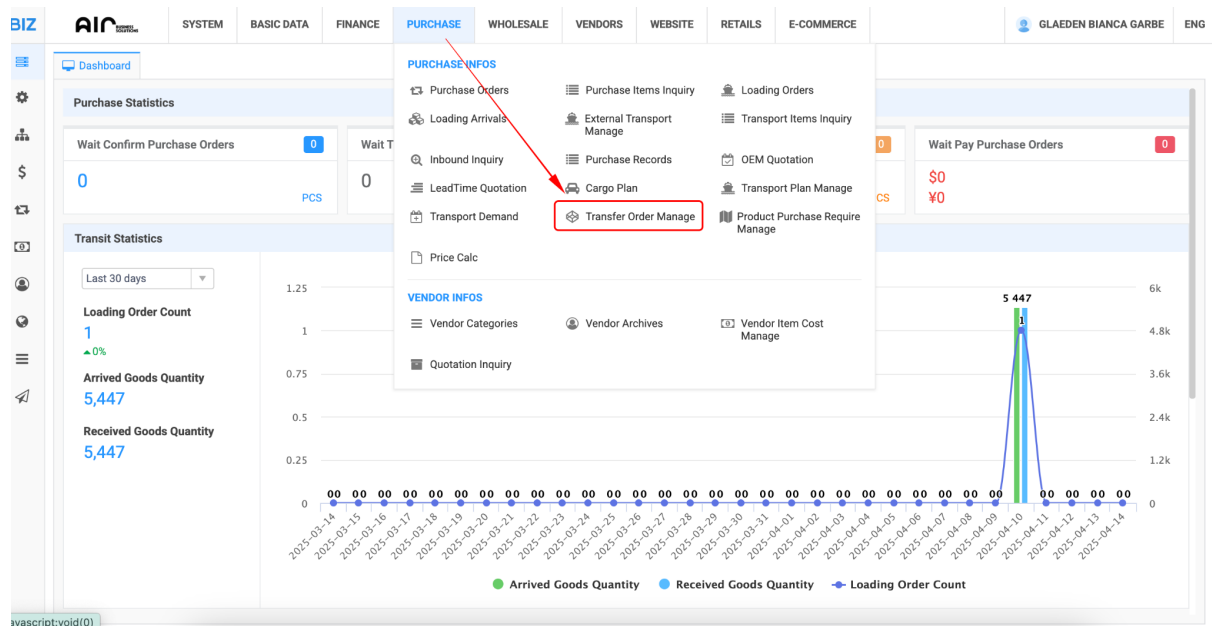


Purchase - Transfer Order Manage

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

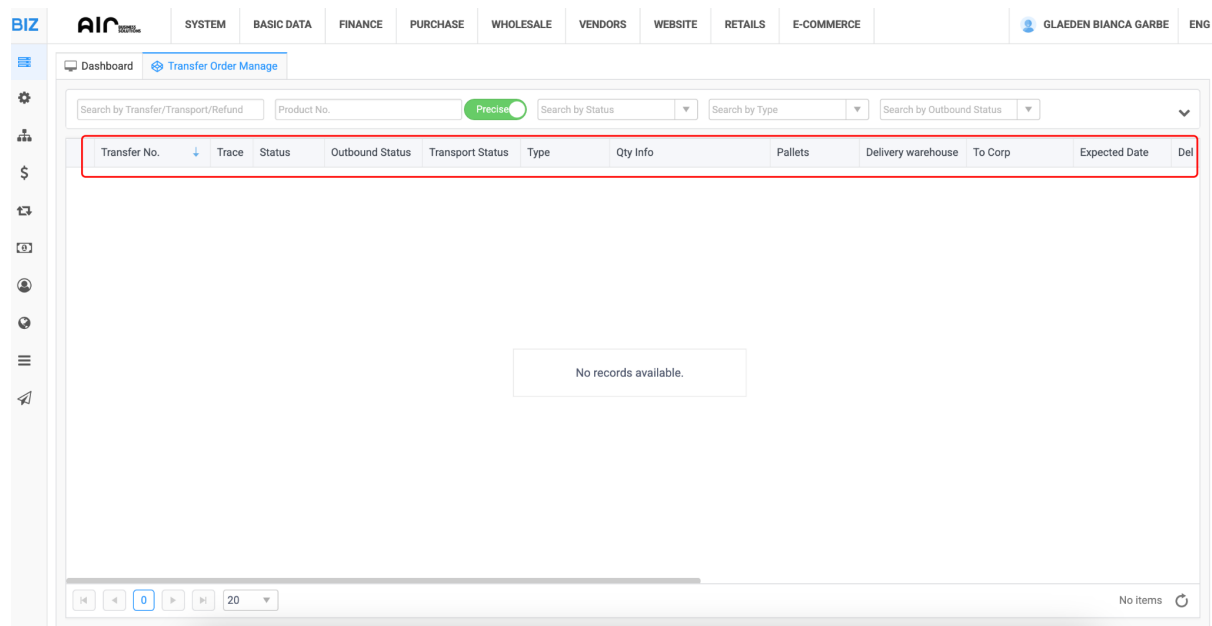


To access the **Transfer Order Manage** tab:

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

The screenshot displays the 'Transfer Order Manage' interface. At the top, there is a navigation bar with tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The user is logged in as GLAEDEN BIANCA GARBE. The main search area is highlighted with a red box and contains the following fields:

- Search by Transfer/Transport/Refund (text input)
- Product No. (text input)
- Precise (toggle switch, currently on)
- Search by Status (dropdown menu)
- Search by Type (dropdown menu)
- Search by Outbound Status (dropdown menu)
- Search by Target Companies (dropdown menu)
- Expected Date(Begin) (date picker)
- Expected Date(End) (date picker)
- Delivery Date(Begin) (date picker)
- Delivery Date(End) (date picker)
- Search by Online Booking Order NO. (text input)

Below the search fields is a table with the following columns: Transfer No., Trace, Status, Outbound Status, Transport Status, Type, Qty Info, Pallets, Delivery warehouse, To Corp, Expected Date, and Del. The table is currently empty, displaying 'No records available.' at the bottom. At the bottom of the interface, there is a pagination bar showing '0' items and a 'No items' status.

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.

The screenshot displays the 'Transfer Order Manage' interface in the AIC system. The top navigation bar includes tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, WEBSITE, and RETAILS. The user is logged in as LANZ LAWRENCE DEL MIRA.

The main form contains the following fields:

- Transfer No.:** Auto Generate
- Delivery warehouse:** Default
- *To Corp:** 义乌市博雪进出口有限...
- *Expected Date:** 09/10/2025
- *Freight:** 0 \$
- *HandleFee:** 0 \$
- Sale Amount:** 0 \$
- Item Cost Amount:** 0 \$
- *Term:** NET30
- Total Weight:** 0 lb
- Total Volume:** 0 ft³
- Customer:**
- Remark:**
- Qty Info:**

Below the form is a table with the following columns: IDX, PIC, Product, Package, Package Qty, Total Pieces, Available Stock, Sale Price, Own Land Cost, GPR, Pallet/Layer, Dest Corp Stock, Dest Sales Info, Latest Tr.

A dropdown menu is visible with the following options:

- Add Transfer Item
- Multi Add Item
- Add From Product Require

The table shows a single row with the following data:

IDX	PIC	Product	Package	Package Qty	Total Pieces	Available Stock	Sale Price	Own Land Cost	GPR	Pallet/Layer	Dest Corp Stock	Dest Sales Info	Latest Tr
					8PCS		\$0						

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**.