

# Unit-to-Unit Transfers

Below are the instructions for Unit-to-Unit product transfers:

## Giving Unit

1. On the Popcorn Orders page, click 'View' next to the unit order with the inventory to be transferred
2. Click the 'Transfer Inventory' button.
3. Select the district and unit from the drop-down menus for the unit receiving the inventory.
4. Enter the quantities (cases and containers) to be transferred.
5. Complete the form by clicking the 'Submit Transfer Request' button.

## Receiving Unit

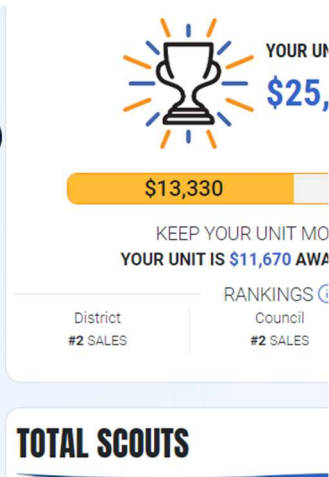
1. The primary contact of the receiving unit will receive an email notification of the transfer request.
2. Go to the Transfers & Returns page on the left navigation menu.
3. Review the pending product transfer.
4. If correct, click the 'Approve' button  
or  
If incorrect, click the 'Reject' button.

Once the receiving unit has accepted the product transfer, adjustments will be reflected on the invoice statement.

**Tip:** Only approved orders can be transferred.

**Tip:** Until the receiving unit accepts the product transfer, the giving unit can cancel the product transfer by clicking the 'Cancel' button next to the transfer request.

## For GIVING Unit:



### Show & Sell 2023-09-06

Invoice   Return Inventory to Council   **Transfer Inventory**   Post Order Adj. Log

Product	Total Need	Selling Units : Case	Unit Order	Post Or
Sea Salt Popcorn - Snack Box	cs: ct:	1:1	CS: ct:	CS: ct:

For RECEIVING Unit:

2023-08-17      Sn

**TRANSFERS**

Select a status...  
All

Dashboard  
Unit Info  
Training  
Storefront Management  
Storefront Reservations  
Popcorn  
Popcorn Orders and Returns  
**Transfers**  
Rewards  
Acct. Summary  
Reports  
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**TRANSFERS**

Select a status...  
Pending

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nd Returns