

How to perform stock transfer with AGen data capturing solution?

What does the step involve in the stock transfer process in warehouse management.



Performing a stock transfer involves moving inventory or goods from one location to another within the same company or organization. This action can be done for a variety of reasons, such as reallocating stock to meet demand at different locations, optimizing warehouse storage, or transferring goods between departments.

### **Initiate the Transfer Request**



**Determine the Need:** Identify why the stock transfer is necessary. This could involve analysing inventory levels, fulfilling orders, or adjusting warehouse storage.

**Check Stock Availability:** Ensure that the stock is available at the source location and that the destination location has enough capacity to receive the goods.

**Create Transfer Request/Document (If necessary):** In AGen you just need to create a stock transfer document. This is a formal request that details the stock being transferred, the quantity, and the source and destination locations.

### **Approval (if necessary)**



In some cases, the stock transfer request may need to be approved by a supervisor or manager, especially for larger or more expensive inventory items.

Approval ensures that the transfer aligns with operational needs and budget constraints.

### **Prepare the Goods for Transfer**



**Pick and Pack:** In a physical warehouse, staff may need to pick the items from inventory and prepare them for transport. This includes packaging, labelling, and ensuring that the right goods are being moved.

## Update the System (Part of the pick and Pack)



Inventory Adjustments: Update AGen inventory management system. This includes:

Reducing stock in the source location.

Increasing stock in the transition location.

This ensures that inventory levels are accurate across all locations.

## Physically move Transfer the Goods



Physically move the stock from the source location to the destination. This could involve transporting it across different departments, warehouses, or even locations.

Shipping: If it's a large distance (such as between different facilities or locations), use appropriate shipping or transportation methods.

## Receipt and Confirmation at the Destination



Receive the Stock: Upon arrival at the destination location, the receiving team should verify that the goods match the stock transfer document in terms of quantity and quality.

Update the System: Once the stock has been received, the AGen system must be updated to reflect the stock at the destination.

Goods Inspection: Sometimes, a quality check or inspection may be required to ensure the goods are in good condition upon arrival.

## Summary

In the retail shop with its own POS system as inventory control system and ERP system at HQ, this action will update 2 system at the backend.

