

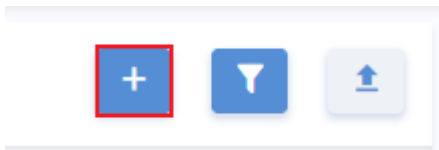
Transfer Order

Create Transfer Orders

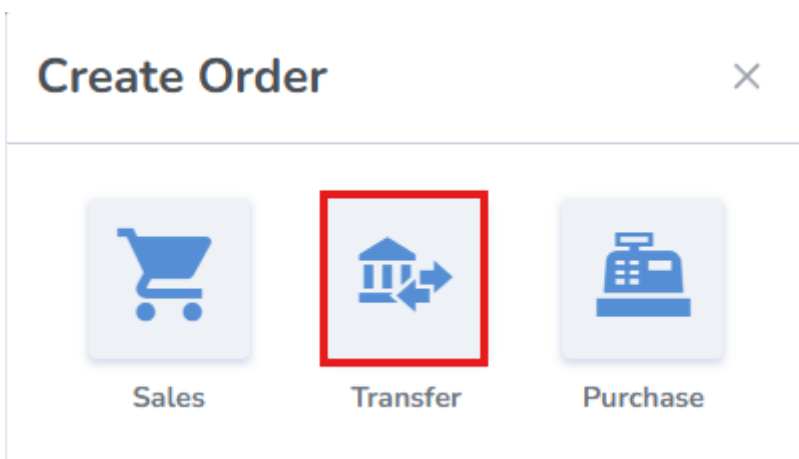
Orders can be created manually, one by one, or [in bulk via spreadsheet upload](#).

Create a Transfer Order manually

- Click the "+" button located on the Orders page



- From the pop-up window, select Transfer



Create Transfer Order

- Order Number - the system generates an order number, or enter your own
- Origin - select the location where the order is being fulfilled
- Destination - select the location where the order will be received
- Add Products & Quantities - search and add products manually, or upload them via spreadsheet upload

Orders > Create Transfer Support

Order #: **Transfer 42827** Status: Draft

Create Date: 08/06/2025 Shipping Method:

Origin: Demo Location 1 Destination: Demo Location 2

Customer notes:

Product Type to search products...

Title	SKU	Order*	IPC*	Items
2	2		2	
Shorts Neato Women's Shorts Blue 7	SOR-W58	1	1	1
Hat Shredder Knit Beanie Orange 8	BNI-K12	1	1	1

Create Order Close

- **Click Save**
- Once the Transfer order is updated to **Shipping status**, [labels can be printed for the order](#)
- The Transfer Order can also be verified for accuracy using [mobile Ship and Receive](#)
- Once the order has been verified on Ship or Receive, a corresponding progress bar will display the completeness of the order

Transfer Transfer order 42827 09/12/24 8:49 PM Demo Location 1 4/4 Demo Location 2 4/4 Completed

Revision #4

Created 14 May 2025 15:33:53 by Stan Andrus

Updated 17 September 2025 13:17:16 by Oleksandr Kozachenko