

## TRANSFER SPAREPARTS TO OTHER BRANCH

Where to locate Transfer order:

1. Go to Transactions ➡ Inventory ➡ Enter Transfer order

desmark corporation | SANDBOX

Search

Transactions Lists Reports Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

Transfer Order

Save Cancel

Primary Information

CUSTOM FORM \*  
Desmark Transfer Order

ORDER #  
To Be Generated

DATE \*  
9/28/2023

SUBSIDIARY \*  
Desmark Corporation

FROM LOCATION

TO LOCATION \*

INSPECTED BY

EMPLOYEE  
Marie Chris Bragat

STATUS \*  
Pending Fulfillment

☒ FIRMED

MEMO

☐ USE ITEM COST AS TRANSFER COST

Summary

TOTAL 0.00

Items Shipping Communication Custom

Add Multiple Clear All Lines

2. Create Transfer order – Fill in all the necessary fields then click save.

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Search

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Transfer Order

Save Cancel

Primary Information

CUSTOM FORM \*  
Desmark Transfer Order

ORDER #  
To Be Generated

DATE \*  
9/28/2023

SUBSIDIARY \*  
Desmark Corporation

FROM LOCATION  
DAVAO 1: Desmark Davao Flagship

TO LOCATION \*  
DAVAO 1: Desmark Matina 3S

INSPECTED BY  
Zainab S

EMPLOYEE  
Marie Chris Bragat

STATUS \*  
Pending Fulfillment

☒ FIRMED

MEMO

☒ USE ITEM COST AS TRANSFER COST

INCOTERM \*  
DAP

Summary

TOTAL 0.00

Items Shipping Communication Custom

Add Multiple Clear All Lines

ITEM *	QUANTITY	TRANSFER PRICE	UNITS	AMOUNT	DESCRIPTION	INVENTORY DETAIL	EXPECTED RECEIPT DATE	COMMIT	COMMITMENT CONFIRMED	ORDER PRIORITY	OPTIONS	CLASS	CLOSED	UPC CODE
53199-K59-A71	5	0.00	PC	0.00	LEVER SPRING			Available Qty	Yes			Spare Parts : REGULAR		53199-K59-A71
51490-MFL-003	1	0.00	PC	0.00	FRONT FORK SEAL SET			Available Qty	Yes			Spare Parts : REGULAR		51490-MFL-003
53166-KWB-600	1	0.00	PC	0.00	LEFT HANDLE GRIP			Available Qty	Yes			Spare Parts : REGULAR		53166-KWB-600

3. After the transaction saved, we will now proceed to fulfill the Transfer order.

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Transactions Lists Reports Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

Transfer Order

Save Cancel

Primary Information

ORDER #  
TO-DDF1

DATE \*  
9/28/2023

SUBSIDIARY \*  
Desmark Corporation

FROM LOCATION  
DAVAO 1: Desmark Davao Flagship

TO LOCATION  
DAVAO 1: Desmark Matina 3S

INSPECTED BY  
Zainab S

EMPLOYEE  
Marie Chris Bragat

STATUS \*  
Pending Fulfillment

☒ FIRMED

MEMO

☒ USE ITEM COST AS TRANSFER COST

INCOTERM \*  
DAP

Summary

TOTAL 0.00

Items Shipping Communication Related Records System Information Custom

Add Multiple Clear All Lines

ITEM	COMMITTED	PICKED	PACKED	FULFILLED	RECEIVED	BACK ORDERED	QUANTITY	TRANSFER PRICE	UNITS	AMOUNT	DESCRIPTION	INVENTORY DETAIL	EXPECTED RECEIPT DATE	COMMIT	COMMITMENT CONFIRMED	ORDER PRIORITY	OPTIONS
53199-K59-A71	0	0	0	0	0	0	5	0.00	PC	0.00	LEVER SPRING			Available Qty	Yes		
51490-MFL-003	0	0	0	0	0	0	1	0.00	PC	0.00	FRONT FORK SEAL SET			Available Qty	Yes		
53166-KWB-600	0	0	0	0	0	0	1	0.00	PC	0.00	LEFT HANDLE GRIP			Available Qty	Yes		

4. Right after click the fulfill button, fill in all the necessary fields and click the inventory detail

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Help 62 Elysa D  
Desmark Corporation - Desmark - All Access - Clerk

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**Item Fulfillment** To Be Generated

Save Cancel

Primary Information

CUSTOM FORM \*  
Desmark Item Fulfillment

DATE \*  
9/28/2023

POI PERSONNEL  
PRE-DELIVERY INSPECTION NOTES

REF. NO.  
To Be Generated

MEMO

CREATED FROM  
Transfer Order #TO-DDP1

INCOTERM  
DAP

Classification

DESTINATION LOCATION  
Desmark Marina 35



VENDOR

STATUS \*  
Shipped

Items Shipping Packages Relationships Communication System Information Custom Barcoding

SELECT ITEM

Mark All Unmark All

FULFILL	ITEM	DESCRIPTION	LOCATION	ON HAND	REMAINING	COMMITTED	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	EXCLUDE ITEM FROM RATE REQUEST
<input checked="" type="checkbox"/>	S3199-K59-A71	LEVER SPRING	DAVAO 1 : Desmark Davao Flagship	10	5	0	5	Pc			<input type="checkbox"/>
<input checked="" type="checkbox"/>	S1490-MPL-003	FRONT FORK SEAL SET	DAVAO 1 : Desmark Davao Flagship	2	1	0	1	Pc			<input type="checkbox"/>
<input checked="" type="checkbox"/>	S3166-KWB-400	LEFT HANDLE GRIP	DAVAO 1 : Desmark Davao Flagship	2	1	0	1	Pc			<input type="checkbox"/>

Save Cancel

OK Close

ITEM  
53199-K59-A71

QUANTITY  
5.0

DESCRIPTION  
LEVER SPRING

UNITS  
Piece

Inventory Detail

Add Multiple

BIN *	STATUS *	AVAILABLE	QUANTITY *
BOX-01	Good	5	5

Add Cancel Insert Remove

OK Close

Choose the bin containing the item and enter the quantity to be transferred. Take note of the available quantity column; you cannot transfer more than what is available.

5. Check all the items you'll transfer, then click save and print.

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Search

Help 62 Elysa D  
Desmark Corporation - Desmark - All Access - Clerk

Transactions Lists Reports Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

**Item Fulfillment** To Be Generated

Save & Print Cancel

Primary Information

CUSTOM FORM \*  
Desmark Item Fulfillment

DATE \*  
10/2/2023

POI PERSONNEL  
PRE-DELIVERY INSPECTION NOTES

REF. NO.  
To Be Generated

MEMO

CREATED FROM  
Transfer Order #TO-DDP2

INCOTERM  
DAP

Classification

DESTINATION LOCATION  
Desmark Marina 35

## 6. How to check your inventory status after transferring items to other branch

**Transfer Order**  
TO-DDF1 PENDING RECEIPT

**Primary Information**

ORDER # TO-DDF1  
DATE 9/29/2023  
SUBSIDIARY Desmark Corporation  
FROM LOCATION DAVAO 1 : Desmark Davao Flagship  
TO LOCATION DAVAO 1 : Desmark Matina 35  
INSPECTED BY Zairao S

EMPLOYEE Marie Chris Bragat  
☒ RIMED  
MEMO  
☒ USE ITEM COST AS TRANSFER COST  
INCOTERM DAP

**Summary**  
TOTAL 0.00

ITEM	QUANTITY COMMITTED	PICKED	PACKED	FULFILLED	RECEIVED	BACK ORDERED	QUANTITY	TRANSFER PRICE	UNITS	AMOUNT	DESCRIPTION	INVENTORY DETAIL	EXPECTED RECEIPT DATE	COMMIT	COMMITMENT CONFIRMED	ORDER PRIORITY	OPTIONS	CLASS	CLOSED	UPC CODE
S3199-K39-A71	0	5	5	5	4	0	5	0.00	Pc	0.00	LEVER SPRING	Available Qty		Yes				Spare Parts: REGULAR		S3199-K39-A71
S1490-MFL-003	0	1	1	1	1	0	1	0.00	Pc	0.00	FRONT FORK SEAL SET	Available Qty		Yes				Spare Parts: REGULAR		S1490-MFL-003
S3166-KWB-600	0	1	1	1	1	0	1	0.00	Pc	0.00	LEFT HANDLE GRIP	Available Qty		Yes				Spare Parts: REGULAR		S3166-KWB-600

Right click then open link new tab, it will show your branch inventory item details

**Locations** Bin Numbers Vendors Additional Inventory Details

PREFERRED LOCATION

VIEW Inventory

SUBSIDIARY - All -  
- None -  
- Mine -  
- Mine and Descendants -

LOCATION

Add Location Duplicate Multiple Locations Customize View

#	DUPLICATE	LOCATION #	CURRENCY	QUANTITY ON HAND	QUANTITY ON HAND (BASE UNIT)	VALUE	QUANTITY COMMITTED	QUANTITY COMMITTED TO ORDER RESERVATION	QUANTITY AVAILABLE	QUANTITY AVAILABLE (BASE UNIT)	QUANTITY ON ORDER	QUANTITY IN TRANSIT	LOCATION EXTERNAL QUANTITY
1	Duplicate	Desmark Davao Flagship	Philippine Peso	5	5	27.5			5	5	2	1	
2		Desmark Matina 35	Philippine Peso	5	5	22			5	5	1		

The qty onhand of the transferring branch will be deducted

**Items & Expenses** Landed Cost Relationships Communication System Information Custom GL Impact Additional Inventory Details Barcoding

EXCHANGE RATE 1.00

☐ LANDED COST PER LINE

ITEM	VENDOR NAME	DESCRIPTION	QUANTITY ON HAND	TO LOCATION	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	RATE	CURRENCY	UNIT REMARKS
S1490-MFL-003		FRONT FORK SEAL SET	2	DAVAO 1 : Desmark Davao Flagship	2	Pc			495.055	Philippine Peso	
S3166-KWB-600		LEFT HANDLE GRIP	2	DAVAO 1 : Desmark Davao Flagship	2	Pc			35.205	Philippine Peso	
S3173-K39-A71		RIGHT STEERING LEVER HANDLE	2	DAVAO 1 : Desmark Davao Flagship	2	Pc			121.02	Philippine Peso	
S3178-K81-A30		LEFT STEERING LEVER HANDLE	2	DAVAO 1 : Desmark Davao Flagship	2	Pc			184.275	Philippine Peso	
S3199-K39-A71		LEVER SPRING	10	DAVAO 1 : Desmark Davao Flagship	10	Pc			5.50	Philippine Peso	LACKING 3 PIECES

Qty from the Supplier's arrival