

RECEIVING SPAREPARTS ARRIVAL FROM OTHER BRANCH

1. For the receiving branch, take note of the transfer order number:

desmark corporation | SANDBOX

TO-DDF1

Transfer Order: TO-DDF1 (null)

Type the transfer order number in the search box

Item Fulfillment

IF-68 SHIPPED

Primary Information

RES NO: IF-68

CREATED FROM: Transfer Order #TO-DDF1

DATE: 10/16/2023

MEMO:

INCOTERM: DAP

POI PERSONNEL: Marie Chris Bragat

PRE DELIVERY INSPECTION NOTES: COMPLETE

Classification

DESTINATION LOCATION: Desmark Matina 35

VENDOR:

STATUS: Shipped

ITEM	DESCRIPTION	LOCATION	ON HAND	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS
S3109-KS9-A71	LEVER SPRING	DAVAO 1 : Desmark Davao Flagship	6	5	Pc		
S1490-MFL-003	FRONT FORK SEAL SET	DAVAO 1 : Desmark Davao Flagship	0	1	Pc		
S3165-KWB-600	LEFT HANDLE GRIP	DAVAO 1 : Desmark Davao Flagship	0	1	Pc		

2. After searching for the transfer order, we will now proceed in receiving the arrivals from branch

desmark corporation | SANDBOX

Search

Transfer Order

TO-DDF1 PENDING RECEIPT

Receive

After checking everything, you will now click the receive button and the item transferred will be added to your inventory

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 35

INSPECTED BY Zainao S

EMPLOYEE Marie Chris Bragat

☒ RIMMED

MEMO

☒ USE ITEM COST AS TRANSFER COST

INCOTERM DAP

Summary

TOTAL 0.00

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	CLASS	CLOSED	UPC CODE
S3109-KS9-A71	0	5	5	5	0	0	5	0.00	Pc	0.00	LEVER SPRING			Available Qty	Yes			Spare Parts : REGULAR		S3109-KS9-A71
S1490-MFL-003	0	1	1	1	0	0	1	0.00	Pc	0.00	FRONT FORK SEAL SET			Available Qty	Yes			Spare Parts : REGULAR		S1490-MFL-003
S3165-KWB-600	0	1	1	1	0	0	1	0.00	Pc	0.00	LEFT HANDLE GRIP			Available Qty	Yes			Spare Parts : REGULAR		S3165-KWB-600

3. After clicking “receive”, it will then proceed to this:

The screenshot shows the 'RECEIVE' form in the Desmark Corporation system. The form is divided into several sections: Primary Information, Classification, and Items. Red boxes and arrows highlight specific areas with instructions:

- Primary Information:** A red box encloses the top section. A callout box says "Fill up this fields".
- Classification:** A red box highlights the 'TO LOCATION' dropdown menu, which is set to 'DAVAO 1 - Desmark Marina 35'. A callout box says "Check if the receiving branch is correct".
- Items:** A table lists items being received. Red boxes highlight the 'ITEM', 'QUANTITY', and 'REMARKS' columns.
 - Instruction 1: "Verify if the items transferred match the actual received items." points to the 'ITEM' column.
 - Instruction 2: "Input the qty you actually received" points to the 'QUANTITY' column.
 - Instruction 3: "Select bin where the items will be placed and input qty you received" points to the 'BIN' dropdown in the 'Inventory Detail' section.
 - Instruction 4: "Put remarks for any discrepancy" points to the 'REMARKS' column.
 - Instruction 5: "CLICK SAVE" points to the 'Save' button.

The 'Inventory Detail' section shows a table with columns: BIN, STATUS, QUANTITY. The first row is highlighted with a red box: BOX-01, Good, 4.

NOTE: Please keep in mind that if there is an issue with the branch's arrival, such as "lacking" or "damage,"

FOR LACKING: Inform the transferring branch so that the in-charged will be aware and will send additional item. Once you received the additional item, you will repeat the process of receiving again with the lacking item.

FOR DAMAGE: You will still receive the item transferred and will subsequently transfer back to them the items that are damaged.

4. After clicking save, you will be redirected to this page and finally click the icon “print”

Item Receipt
IR-271

Primary Information

DELIVERY RECEIPT NUMBER	DATE	SUPPLIER DATE INVOICE
DR ATTACHMENT	MEMO	INSPECTED BY
REFERENCE #	ITEM FULFILLMENT	FORWARDER
CREATED FROM	INCOTERM	
Transfer Order #TO-DDF1	DAP	

Classification

SUBSIDIARY	TO LOCATION	FROM LOCATION
Desmark Corporation	DAVAO 1 : Desmark Matina 35	Desmark Davao Flagnip

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

EXCHANGE RATE: 1.00

ITEM	DESCRIPTION	ON HAND	TO LOCATION	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	UNIT REMARKS
S3199-KS9-A71	LEVER SPRING	4	DAVAO 1 : Desmark Matina 35	4	Pc			LACKING 1PIECE
S1490-MFL-003	FRONT FORK SEAL SET	1	DAVAO 1 : Desmark Matina 35	1	Pc			DAMAGE
S3166-KWB-600	LEFT HANDLE GRIP	1	DAVAO 1 : Desmark Matina 35	1	Pc			

Actions | **PRINT**

5. How to check your inventory status after receiving transferred items from other branch

Transfer Order
TO-DDF1

Primary Information

ORDER #	DATE	EMPLOYEE
TO-DDF1	9/29/2023	Marie Chris Bragat
SUBSIDIARY	FROM LOCATION	TO LOCATION
Desmark Corporation	DAVAO 1 : Desmark Davao Flagnip	DAVAO 1 : Desmark Matina 35

Summary

TOTAL	0.00
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Items | Shipping | Communication | Related Records | System Information | Custom

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	CLASS	CLOSED	UPC CODE
S3199-KS9-A71	0	5	5	5	4	0	5	0.00	Pc	0.00	LEVER SPRING	Available Qty		Yes				Spare Parts : REGULAR		S3199-KS9-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 just like checking your arrivals from supplier

Locations | In Numbers | Vendors | Additional Inventory Details

As you can see, you already have a qty onhand as well as qty available

If you noticed, the transferring branch still has item in transit, while the receiving branch has item on order because we only received 4pcs due to lacking upon arrival.

#	Duplicate	LOCATION	CURRENCY	QUANTITY ON HAND	QUANTITY ON ORDER	QUANTITY AVAILABLE	QUANTITY ON ORDER	QUANTITY AVAILABLE	QUANTITY ON ORDER	QUANTITY AVAILABLE
1	Duplicate	Desmark Davao Flagnip	Philippine Peso	5	5	27.5	5	5	5	5
2	Duplicate	Desmark Matina 35	Philippine Peso	4	4	22	4	4	4	4

6. Once the receiving branch has received the transferred items, the transferring branch will then close the TRANSFER ORDER.

- The Transfer order will appear as follows if there are no issues with the received items:

Transfer Order TO-DDF2 **RECEIVED**

Primary Information

ORDER # TO-DDF2
DATE 10/2/2023
SUBSIDIARY Desmark Corporation
FROM LOCATION DAVAO 1 : Desmark Davao Flagship
TO LOCATION DAVAO 1 : Desmark Matina 35
INSPECTED BY

EMPLOYEE Alasm c
☒ FIRMED
MEMO
☐ USE ITEM COST AS TRANSFER COST
INCOTERM DAP

Summary
TOTAL 0.00

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	CLASS	CLOSED	UPC CODE
S3199-KS9-A71	0	1	1	1	1	0	1	0.00	Pc	0.00	LEVER SPRING			Available Qty	Yes			Spare Parts: REGULAR		S3199-KS9-A71

Actions

- The Transfer order will appear like this if there are issues with the received items:

Transfer Order TO-DDF1 **PENDING RECEIPT**

Primary Information

ORDER # TO-DDF1
DATE 9/25/2023
SUBSIDIARY Desmark Corporation
FROM LOCATION DAVAO 1 : Desmark Davao Flagship
TO LOCATION DAVAO 1 : Desmark Matina 35
INSPECTED BY Zainab S

Marie Chris Bragat
☒ FIRMED
MEMO
☒ USE ITEM COST
INCOTERM DAP

Summary
TOTAL 0.00

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	CLASS	CLOSED	UPC CODE
S3199-KS9-A71	0	5	5	5	4	0	5	0.00	Pc	0.00	LEVER SPRING			Available Qty	Yes			Spare Parts: REGULAR		S3199-KS9-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

Receive Actions