

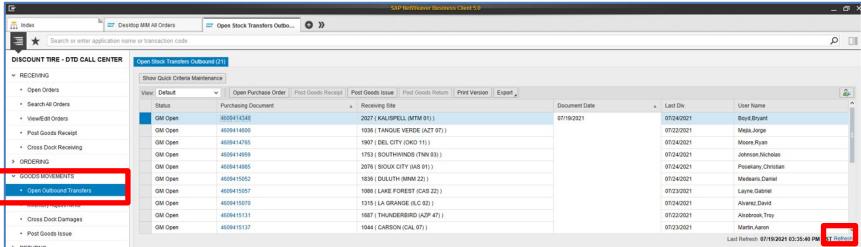
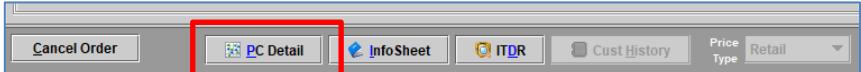
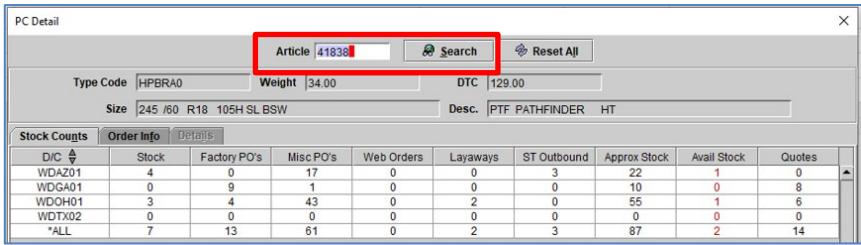
DC – Processing Outgoing Stock Transfer Orders

Introduction

Check for outgoing store transfer orders (STOs) frequently throughout the day.

Processing tickets

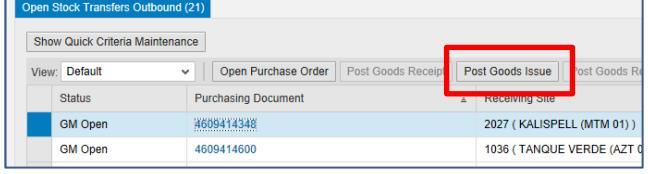
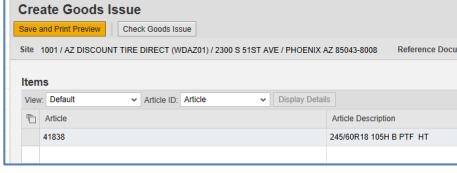
Follow these steps to process outgoing STOs:

Step	Action
1	<p>Open SAP NetWeaver:</p> <ol style="list-style-type: none"> Select Goods Movements > Open Outbound Transfers. Click the Refresh link on the far right side of the screen. This uploads STOs that have arrived since the previous Refresh. 
2	<p>Log in to the POS and select the PC Detail button at the bottom of the screen to open the PC Detail screen.</p> 
3	<p>For each order on the NetWeaver list, click the order to select it and display the requested product(s).</p>
4	<p>On the PC Details screen, for each product ordered:</p> <ol style="list-style-type: none"> Key in the article. Select Search. Check Available Stock and verify you have enough for the order. Verify stock on hand is not in a layaway for another customer. If it is in layaway do not post, contact DTDPending to reverse the STO request. 

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Step	Action	
5	If	Then
	Enough stock,	 <p>1) Select the store from the list in POS. 2) Select Post Goods Issue button to open Create Goods Issue screen.</p>  <p>3) Verify and save Save and Print Preview button. 4) The order will print out. 5) Select X in upper right corner to close the screen.</p>
	Not enough stock,	<p>Email DTD Pending with the STO number, store number, article, quantity, and reason why, e.g. store is requesting too many. DTD Pending can change the order for you.</p>
6		Repeat steps 3 through 5 for each order on the screen.

Contact

Please see your manager if you have additional questions.