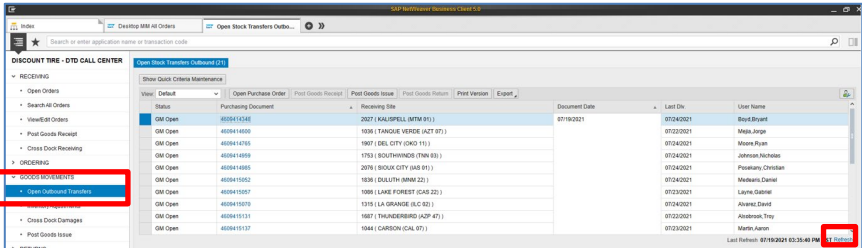
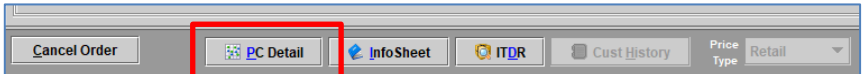
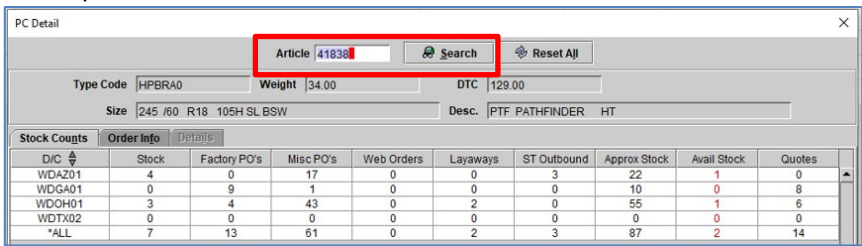


DC – Processing Outgoing Stock Transfer Orders

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

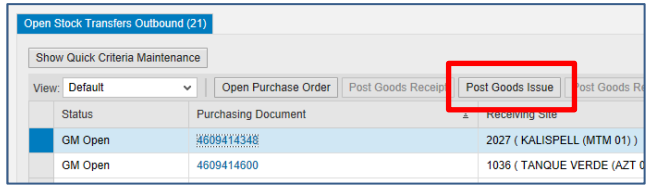
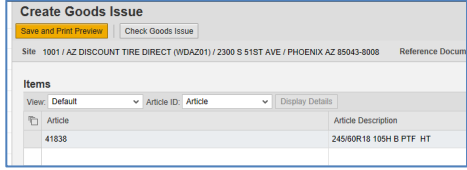
Processing tickets Follow these steps to process outgoing STOs:

Step	Action
1	<p>Open SAP NetWeaver:</p> <ol style="list-style-type: none"> 1) Select Goods Movements > Open Outbound Transfers. 2) 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"> 1) Key in the article. 2) Select Search. 3) Check Available Stock and verify you have enough for the order. 4) 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. 

Continued on next page

Continued from previous page

Contact

Step	Action	
5	If	Then
	Enough stock,	 <ol style="list-style-type: none"> 1) Select the store from the list in POS. 2) Select Post Goods Issue button to open Create Goods Issue screen.  <ol style="list-style-type: none"> 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.
	Not enough stock,	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.
6	Repeat steps 3 through 5 for each order on the screen.	

Contact

Please see your manager if you have additional questions.