

Warehouse Transfer

1. Open the **NEW ENCORE**
2. Click on **LOGISTICS**
3. Select **WAREHOUSE**
4. Under **APPLICATIONS**, click on **WAREHOUSE TRANSFER REQUEST**
5. Select the **TRANSFER TYPE** you want by clicking on the **down arrow**
6. Enter in **LOCATION INFORMATION**
7. Enter **TRANSFER DATE**
8. Enter item(s) description(s)
9. Click the **RED ARROW** to **SUBMIT REQUEST**
10. If you want a paper copy of the transfer, press **PRINT** at the bottom of the screen