How to create Stock Transfer Request?

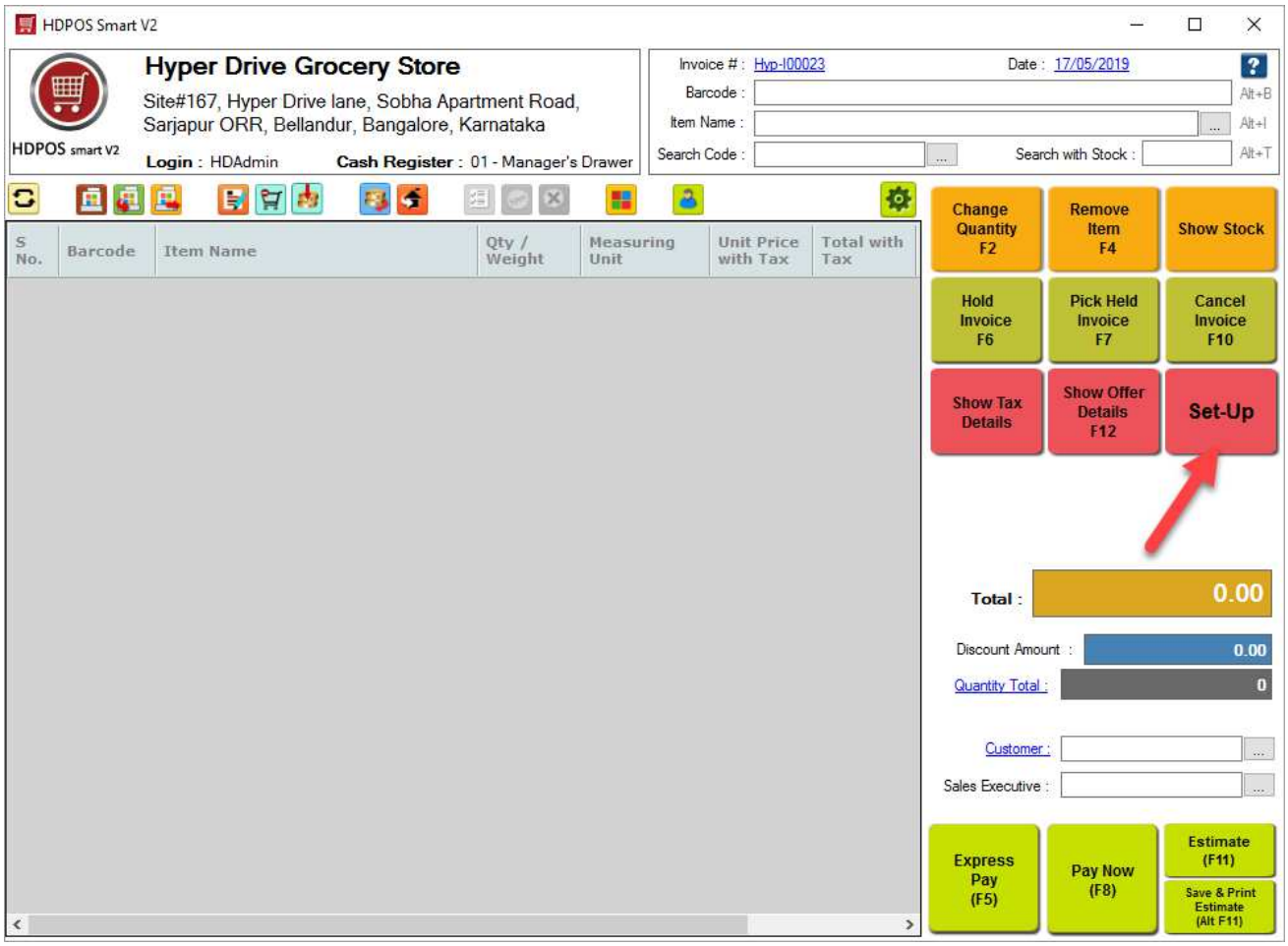
1. When you have multiple warehouse for a same business location, you will be doing stock transfer from one warehouse to another warehouse.
2. If you want to make a **stock transfer request** from one warehouse to another then you need to follow the steps given below :

- Step-1: Create Stock Transfer Request
- Step-2: Approve Stock Transfer Request

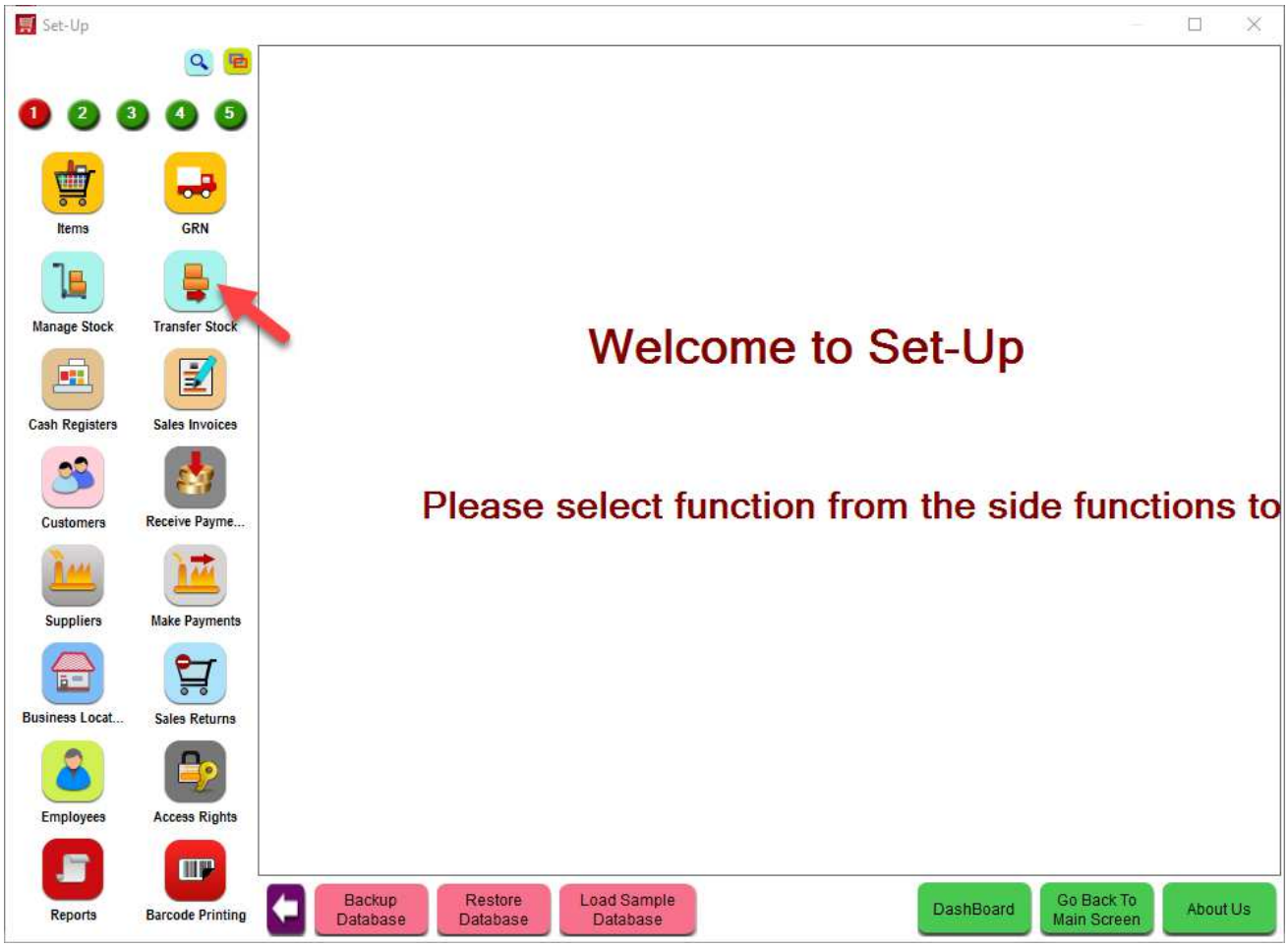
Step-1: Create Stock Transfer Request

1. Run **HDPOS smart**.

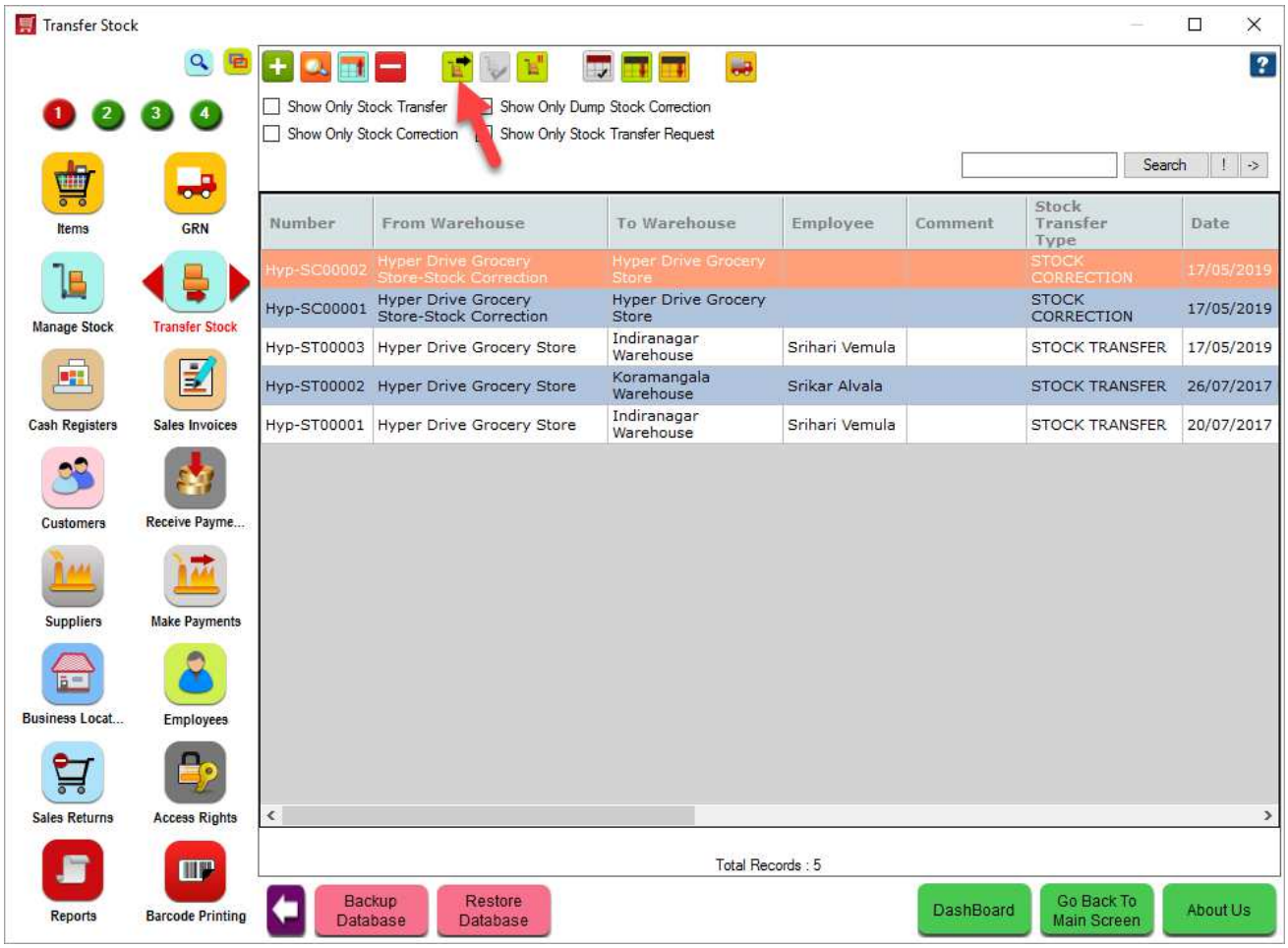
2. From **Main Invoice** Screen select **Set-Up**.



3. From 1st page of Set-Up select **Transfer Stock.**

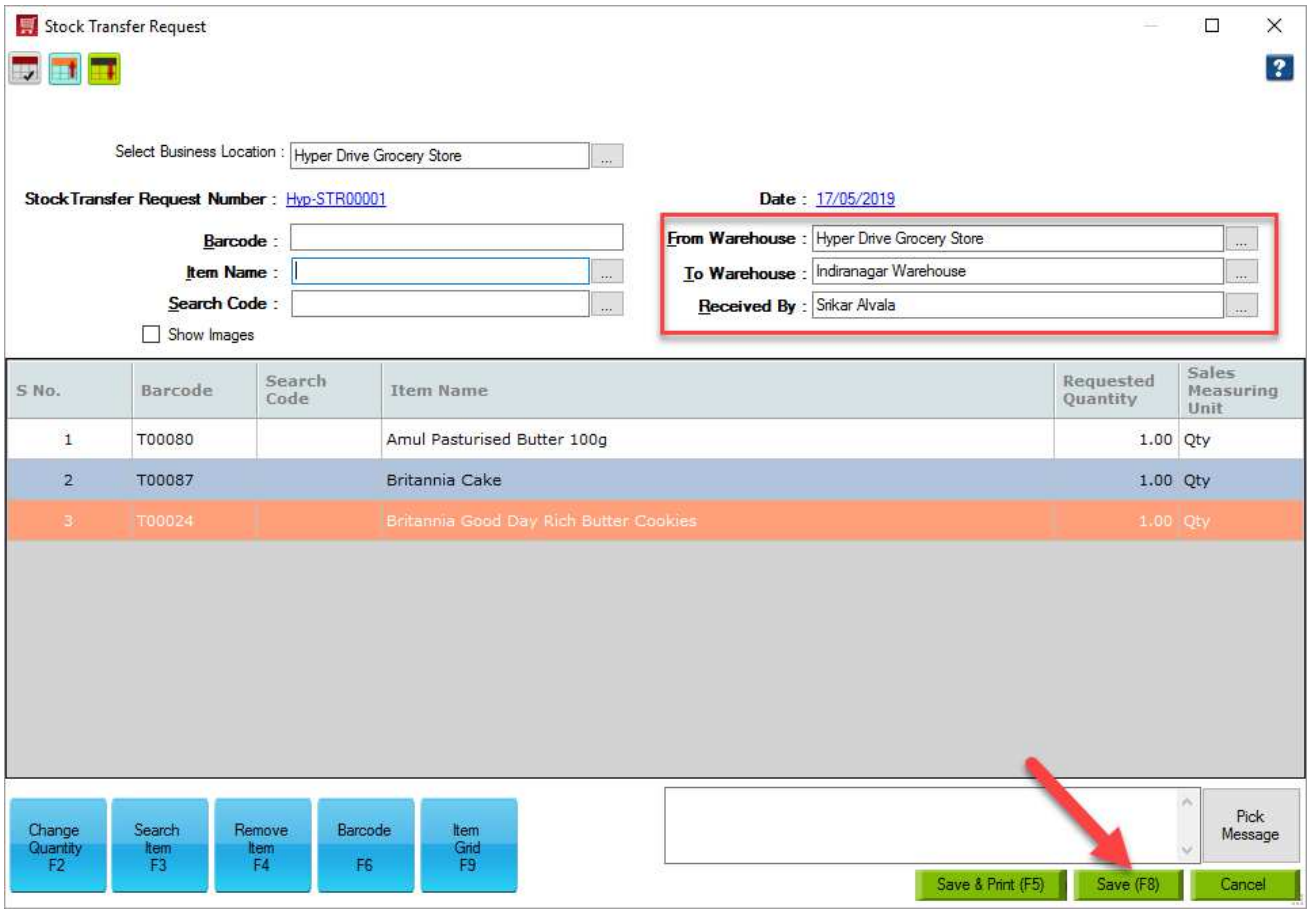


4. From **Transfer Stock** window, select **Add Stock Transfer Request** option in tool strip.



5. In Stock Transfer Request window that opens enter all required details i.e. From Warehouse To Warehouse, Receiver name and select the item with required quantity for which you want to make stock transfer request.

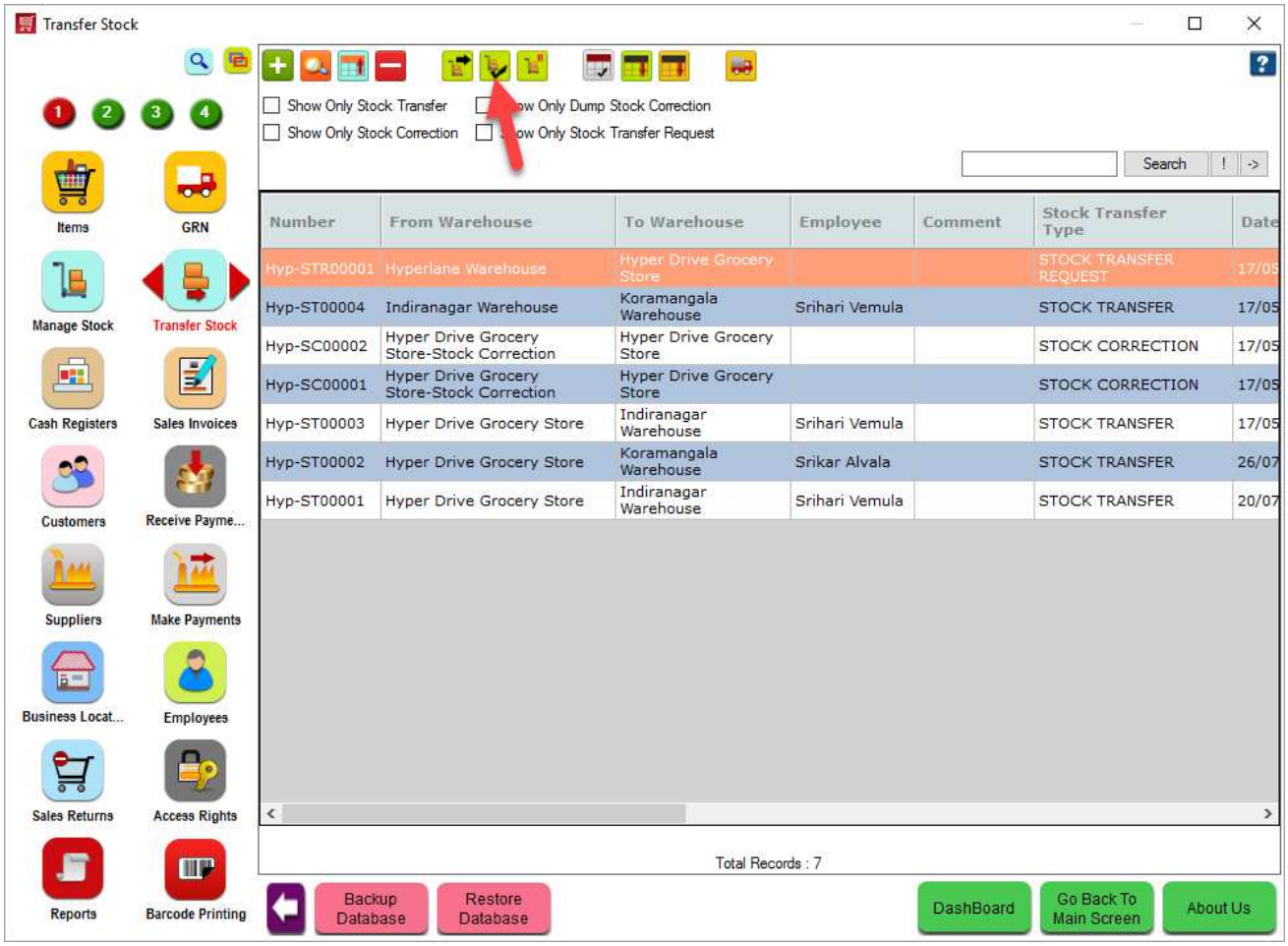
6. Click on **Save**.



Step-2: Approve Request

1. From 1st page of Set-Up select **Transfer Stock** .

2. Select the **Stock Transfer Request** document and click on **Complete Stock Transfer** Request from **Transfer Stock** tool strip.



3. **Warehouse to Warehouse Stock Transfer** window will open, click on **Save** to approve the request.

