To receive transfer orders from Covington or other plants, the receiving location would need to log into the SAM system to receive the inventory.

*Material Management/Shipping/Receiving/General Operations/Receive Transfer Order*

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1. You must be logged on to the plant you are receiving into (example to 29 Covington).
2. Go to Material Management, Inventory Management, General Operations and Double Click on Receive Transfer Order.

*Material Management/Shipping/Receiving/General Operations/Transfer Order Receipt*



1. Transfer Order Receipt screen comes up

*Material Management/Shipping/Receiving/General Operations/Transfer Order Receipt*



1. Can Key in Pack ID number - or –
2. Can search using Transfer Order Search drop down

*Material Management/Shipping/Receiving/General Operations/Transfer Order Receipt*



1. Lines Pending Receipt are displayed
2. Receiver is to process one line at a time
3. Transfer orders must be received in their entirety and any discrepancies reported to the origin plant or distribution center

*Material Management/Shipping/Receiving/General Operations/Transfer Order Receipt*

**

1. Choose a line to process
2. Click on Stock tab

*Material Management/Shipping/Receiving/General Operations/Transfer Order Receipt*

**

1. Stock Detail Screen will appear

*Material Management/Shipping/Receiving/General Operations/Transfer Order Receipt*



1. Either scan in receiving bin – or - type in – or -
2. Choose from drop down search listing.
3. Click OK
4. The Receiving warehouse will default to the receiving warehouse for your plant, can change if needed.

*Material Management/Shipping/Receiving/General Operations/Transfer Order Receipt*



1. Click Save.
2. Stock Detail Screen clears

*Material Management/Shipping/Receiving/General Operations/Transfer Order Receipt*



1. Click on Summary tab
2. Click on Received Lines tab
3. Parts received will be listed.
4. Click Save button