

How to Create an Inventory Transfer in NetSuite

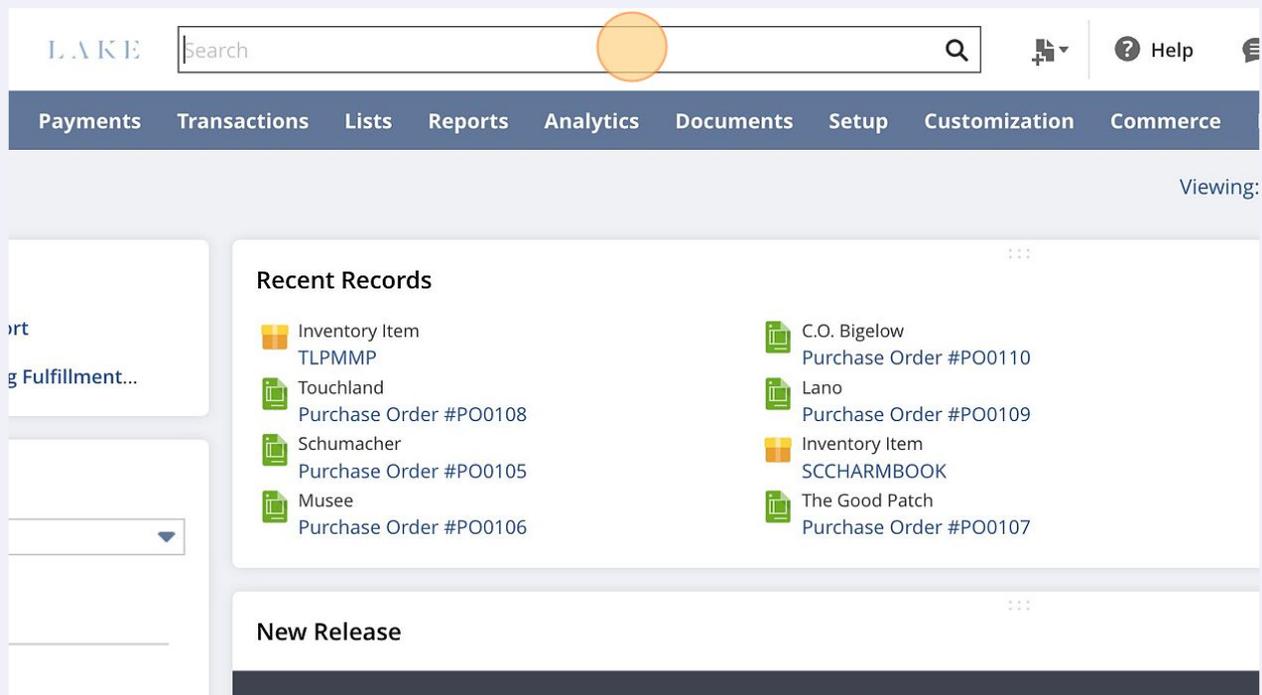
Inventory Transfers is used when you want to consolidate inventory into one place.

1

Navigate to NetSuite
(<https://4816234.app.netsuite.com/app/center/card.nl?sc=-29&whence=>)

2

Click the "Search" field.



The screenshot shows the NetSuite user interface. At the top left, the text "LAKE" is visible. A search bar is located at the top center, with the word "Search" inside it. An orange circle highlights the search bar. To the right of the search bar are icons for a dropdown menu, a help icon, and a menu icon. Below the search bar is a dark blue navigation bar with the following items: Payments, Transactions, Lists, Reports, Analytics, Documents, Setup, Customization, and Commerce. On the right side of the page, the text "Viewing:" is visible. The main content area is divided into two sections: "Recent Records" and "New Release". The "Recent Records" section contains a list of items with icons and text: Inventory Item TLPMP, Touchland Purchase Order #PO0108, Schumacher Purchase Order #PO0105, Musee Purchase Order #PO0106, C.O. Bigelow Purchase Order #PO0110, Lano Purchase Order #PO0109, Inventory Item SCCHARMBOOK, and The Good Patch Purchase Order #PO0107. The "New Release" section is currently empty.

3

In the Search field, type "page: inventory transfers".

4 Click "Inventory Transfers"

NETSUITE LAKE

page: inventory transfers

Page: Inventory Transfers

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization

Recent Records

- Inventory Item TLPMP
- Touchland Purchase Order #PO0108
- Schumacher Purchase Order #PO0105
- Musee Purchase Order #PO0106
- C.O. Bigelow Purchase Order #PO0110
- Lano Purchase Order #PO0109
- Inventory Item SCCHARMBOOK
- The Good Patch Purchase Order #PO0107

New Release

5 Click "New Transaction".

NETSUITE LAKE

Search

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization Com

Inventory Transfers

Customize View New Transaction

EMPLOYEE - All - STYLE Normal

EDIT QUICK SORT

DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	MX OPERATION TYPE	IMPORT
IT0030534				USD	\$0.00	0.00		
IT0030535				USD	\$0.00	0.00		
IT0030536				USD	\$0.00	0.00		
IT0030537				USD	\$0.00	0.00		
IT0030538				USD	\$0.00	0.00		

6

You will then be brought to your Inventory Transfer screen. Make sure you have (1) the "Date", (2) "From Location", and (3) "To Location" filled out.

ORACLE NETSUITE LAKE Search

Help Feedback Ramsey, Lindsey LAKE WEEKEND WEAR LLC - Administrator

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization Commerce Implementation SuiteApps Support

Inventory Transfer List Search Customize More

Save Cancel

Primary Information

CUSTOM FORM *
LAKE Inventory Transfer Form

DATE *
4/20/2023

POSTING PERIOD
Apr 2023

REF. NO.
To Be Generated

MEMO

FROM LOCATION *
<Type then tab>

TO LOCATION *
<Type then tab>

Classification

SUBSIDIARY *
LAKE

DEPARTMENT
<Type then tab>

SALES CHANNEL
<Type then tab>

TRANSACTION NUMBER
To Be Generated

GENERATE DOCUMENT NUMBER ON SAVE

GENERATE RETURN LABEL

CURRENT VERSION IN DEPOSITO?

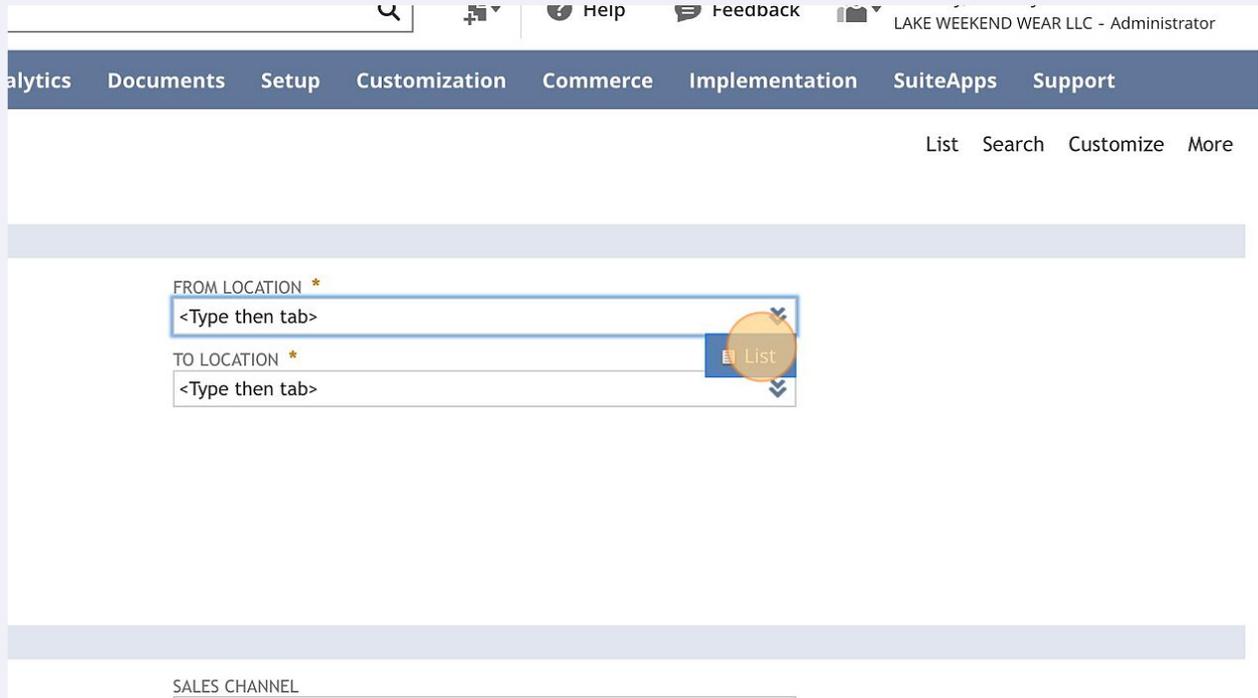
LOOP EXCHANGE

DELETE CM

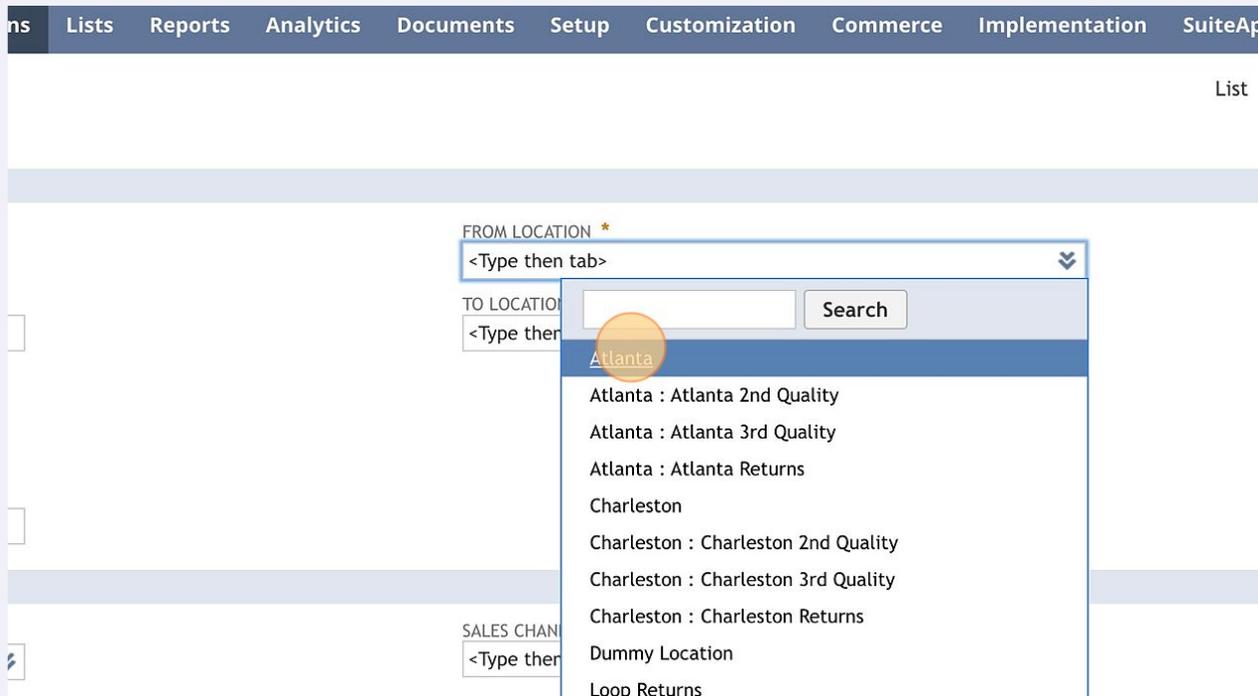
CARRIER
<Type then tab>

For this example, we are going to be moving our "damaged" item (TLP MAY) from our Primary Location (Atlanta) to our 2nd Quality Location (Atlanta : Atlanta 2nd Quality"

7 Click "List" to pull all of locations within LAKE.



8 Select the location you are wanting to move inventory from. Click "Atlanta".



9 Click "List" again to pull up all of the locations within LAKE.

Analytics Documents Setup Customization Commerce Implementation SuiteApps Support

List Search Customize More

FROM LOCATION *
Atlanta

TO LOCATION *
<Type then tab>

SALES CHANNEL
<Type then tab>

List

10 Click "Atlanta : Atlanta 2nd Quality".

FROM LOCATION *
Atlanta

TO LOCATION *
<Type then tab>

SALES CHANNEL
<Type then tab>

Search

- Atlanta
- Atlanta : Atlanta 2nd Quality
- Atlanta : Atlanta 3rd Quality
- Atlanta : Atlanta Returns
- Charleston
- Charleston : Charleston 2nd Quality
- Charleston : Charleston 3rd Quality
- Charleston : Charleston Returns
- Dummy Location
- Loop Returns

CURRENT VERSION IN PROCESS

LOOP EXCHANGE

11

After filling out the Date, From Location, and To Location, you can starting adding your inventory. Click into the "<Type then tab>" box.

The screenshot shows the Oracle NetSuite interface for adding inventory. The 'SUBSIDIARY' dropdown is set to 'LAKE'. The 'DEPARTMENT' dropdown is set to '<Type then tab>'. The 'TRANSACTION NUMBER' field is 'To Be Generated'. The 'GENERATE DOCUMENT NUMBER ON SAVE' checkbox is checked. The 'INCLUDE RETURN LABEL' checkbox is unchecked. The 'RETURN CARRIER' dropdown is set to '<Type then tab>'. The 'SALES CHANNEL' dropdown is set to '<Type then tab>'. The 'CURRENT VERSION', 'LOOP EXCHANGE', and 'DELETE CM' checkboxes are unchecked. The 'Items' section is active, showing a table with columns: ITEM*, DESCRIPTION, UNITS, QTY. ON HAND, QTY. TO TRANSFER, and INVENTORY DETAIL. The 'ITEM*' dropdown is highlighted with an orange circle and contains the text '<Type then tab>'. Below the table are buttons for 'Add', 'Cancel', 'Insert', and 'Remove'. A 'Cancel' button is also visible at the bottom left.

12

Start by typing in the Sku of the item and select the item once it pulls up. Click "Add".

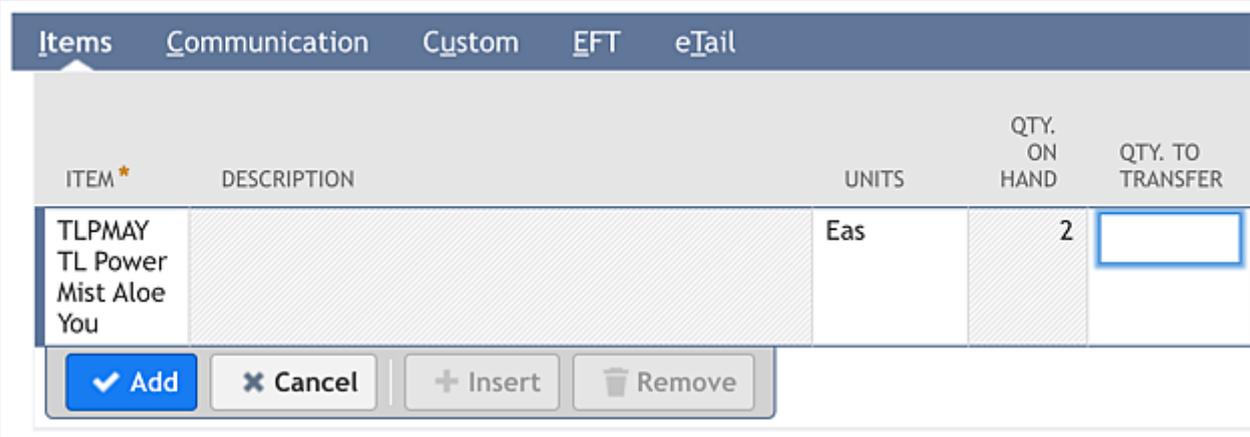
The screenshot shows the Oracle NetSuite interface with the search dropdown open. The search input field contains 'tjp' and the 'Search' button is visible. The dropdown list shows the following items:

ITEM	TYPE
TLPMAJ TL Power Mist Aloe You	Inventory Item
TLPMLS TL Power Mist Lemon Lime Spritz	Inventory Item
TLPMMP TL Power Mist Mango Passion	Inventory Item
TLPMLP TL Power Mist Pure Lavender	Inventory Item
TLPMRAIN TL Power Mist Rainwater	Inventory Item
TLPMUN TL Power Mist Unscented	Inventory Item

The first item, 'TLPMAJ TL Power Mist Aloe You', is highlighted with an orange circle. The 'SALES CHANNEL' dropdown is set to '<Type then tab>'. The 'CURRENT VERSION', 'LOOP EXCHANGE', and 'DELETE CM' checkboxes are unchecked.

13

Once your item is in, tab over until you reach the "Qty. To Transfer" box. Type in the quantity you want to move.



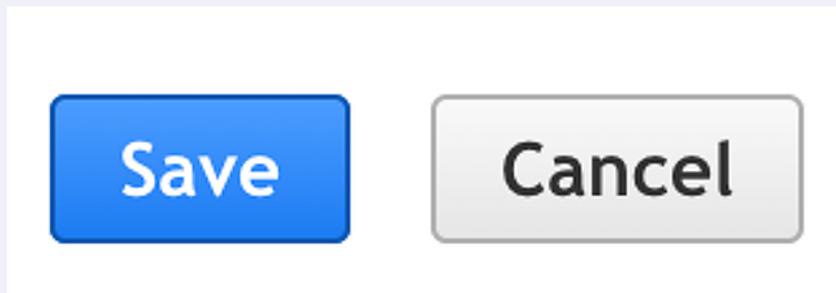
The screenshot shows a NetSuite interface with a dark blue header containing tabs: Items, Communication, Custom, EFT, and eTail. Below the header is a table with the following columns: ITEM*, DESCRIPTION, UNITS, QTY. ON HAND, and QTY. TO TRANSFER. The first row contains the item 'TLP MAY TL Power Mist Aloe You' with units 'Eas' and a quantity on hand of '2'. The 'QTY. TO TRANSFER' cell is empty and highlighted with a blue border. Below the table is a control bar with four buttons: 'Add' (blue with a checkmark), 'Cancel' (grey with an X), 'Insert' (grey with a plus sign), and 'Remove' (grey with a trash icon).

ITEM*	DESCRIPTION	UNITS	QTY. ON HAND	QTY. TO TRANSFER
TLP MAY TL Power Mist Aloe You		Eas	2	

Buttons: Add, Cancel, Insert, Remove

14

Once you have added in all of your items, Click "Save".



15

Congratulations! You have successfully created an Inventory Transfer in NetSuite.