How to Create an Inventory Transfer in NetSuite
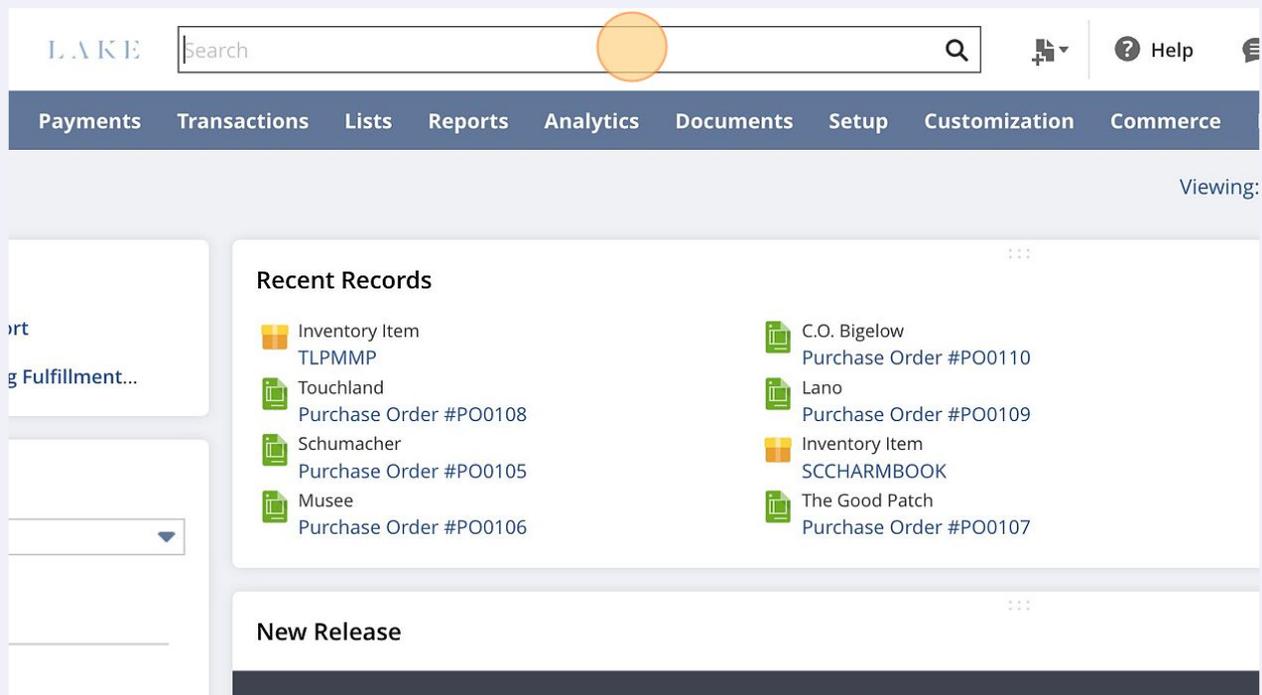
Inventory Transfers is used when you want to consolidate inventory into one place.

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

2 Click the "Search" field.

Recent Records	
Inventory Item **TLPMMP**	C.O. Bigelow Purchase Order #PO0110
Touchland Purchase Order #PO0108	Lano Purchase Order #PO0109
Schumacher Purchase Order #PO0105	Inventory Item **SCCHARMBOOK**
Musee Purchase Order #PO0106	The Good Patch Purchase Order #PO0107

LAKE   Search   Help

Payments   Transactions   Lists   Reports   Analytics   Documents   Setup   Customization   Commerce

Viewing:

New Release

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   Customizatio

rs

| Daily Backorder Report

rtially Fulfilled/Pending Fulfillment...

ms By Qty Sold

Recent Records

📦 Inventory Item
TLPMMP

📄 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

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5   Click "New Transaction".

TSUITE   LAKE

Search

Activities   **Payments**   **Transactions**   Lists   Reports   Analytics   Documents   Setup   Customization   Com

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.
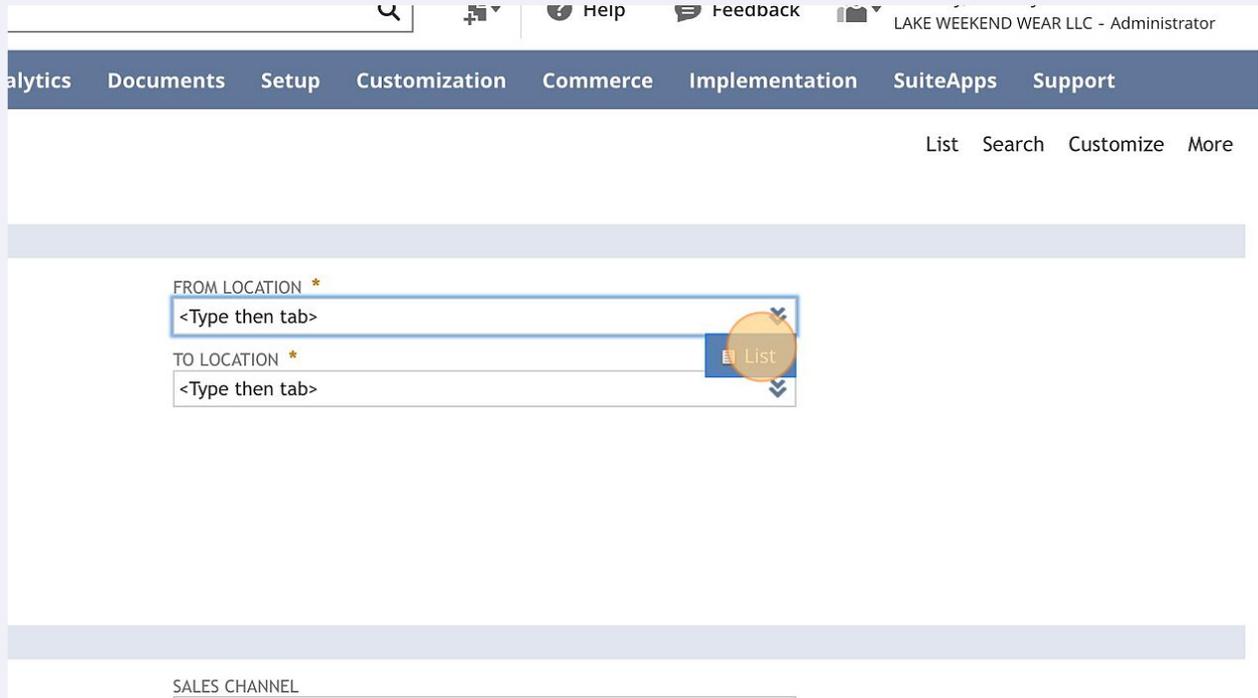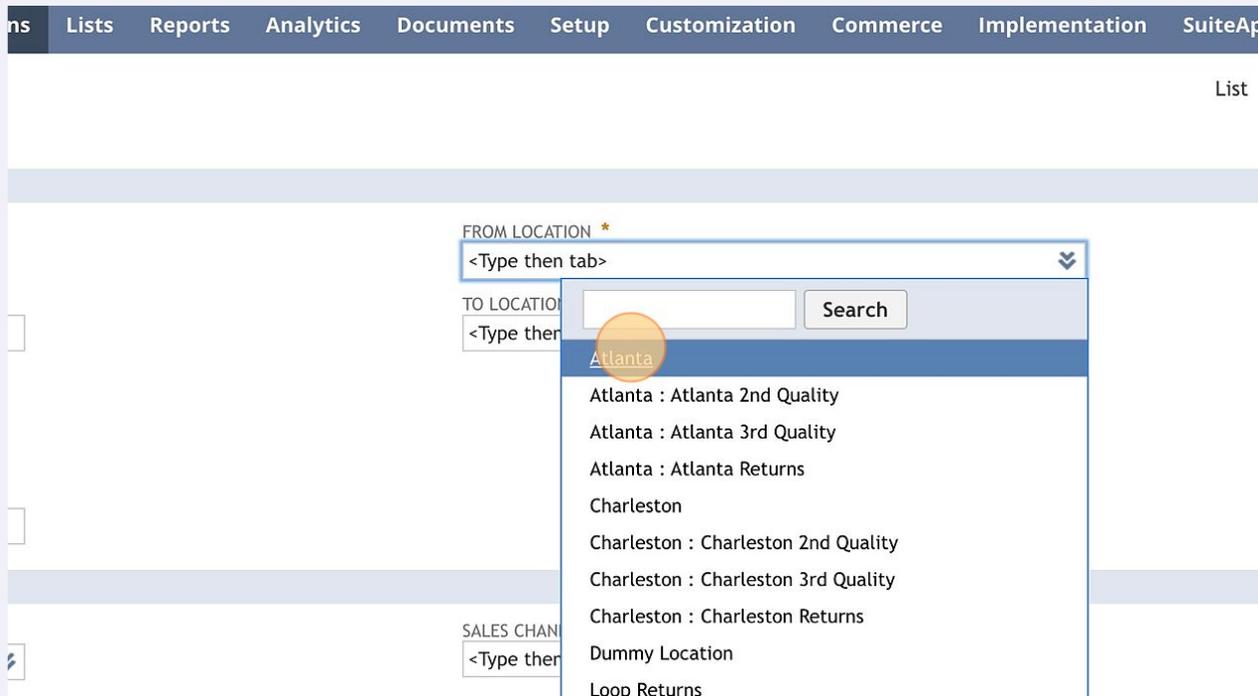

For this example, we are going to be moving our "damaged" item (TLPMAY) from our Primary Location (Atlanta) to our 2nd Quality Location (Atlanta : Atlanta 2nd Quality"

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.

alytics   Documents   Setup   Customization   Commerce   Implementation   SuiteApps   Support

List   Search   Customize   More

FROM LOCATION *
Atlanta

TO LOCATION *
<Type then tab>

List

SALES CHANNEL
<Type then tab>

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10   Click "Atlanta : Atlanta 2nd Quality".

FROM LOCATION *
Atlanta

TO LOCATION *
<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

SALES CHAN
<Type then

CURREN...
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.

SUBSIDIARY
LAKE

SALES CHANNEL
<Type then tab>

DEPARTMENT
<Type then tab>

TRANSACTION NUMBER
To Be Generated
☑ GENERATE DOCUMENT NUMBER ON SAVE
☐ INCLUDE RETURN LABEL

☐ CURRENT VERSIO
☐ LOOP EXCHANG
☐ DELETE CM

RETURN CARRIER
<Type then tab>

Items	Communication	Custom	EFT	eTail

ITEM *	DESCRIPTION	UNITS	QTY. ON HAND	QTY. TO TRANSFER	INVEN DETA
<Type then tab>					

✔ Add   ✖ Cancel   + Insert   🗑 Remove

Cancel

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

ORACLE NETSUITE   LAKE   Search

🕐 ★ 🏠   Activities   Payments   **Transactions**   Lists   Reports   Analytics   Documents   Setup

- All -

tlp   Search

ITEM	TYPE
TLPMAY TL Power Mist Aloe You	Inventory Item
TLPMLLS TL Power Mist Lemon Lime Spritz	Inventory Item
TLPMMP TL Power Mist Mango Passion	Inventory Item
TLPMPL TL Power Mist Pure Lavender	Inventory Item
TLPMRAIN TL Power Mist Rainwater	Inventory Item
TLPMUN TL Power Mist Unscented	Inventory Item

SALES CHANNEL
<Type then tab>

☐ CURRENT VERSIC
☐ LOOP EXCHANG
☐ DELETE CM

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

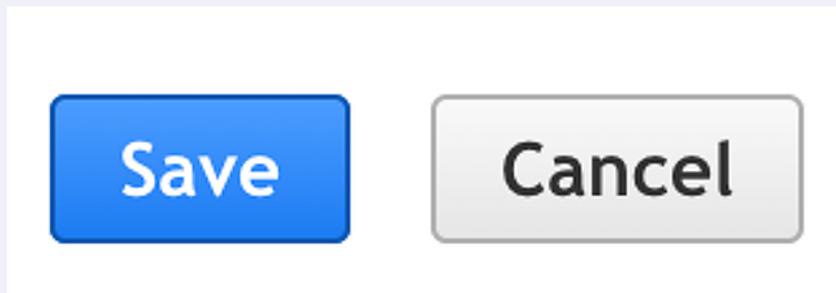| Items	Communication	Custom	EFT	eTail			
ITEM *	DESCRIPTION				UNITS	QTY. ON HAND	QTY. TO TRANSFER
TLPMAY TL Power Mist Aloe You					Eas	2	

✔ Add   ✖ Cancel   + Insert   🗑 Remove

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

Save   Cancel

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