

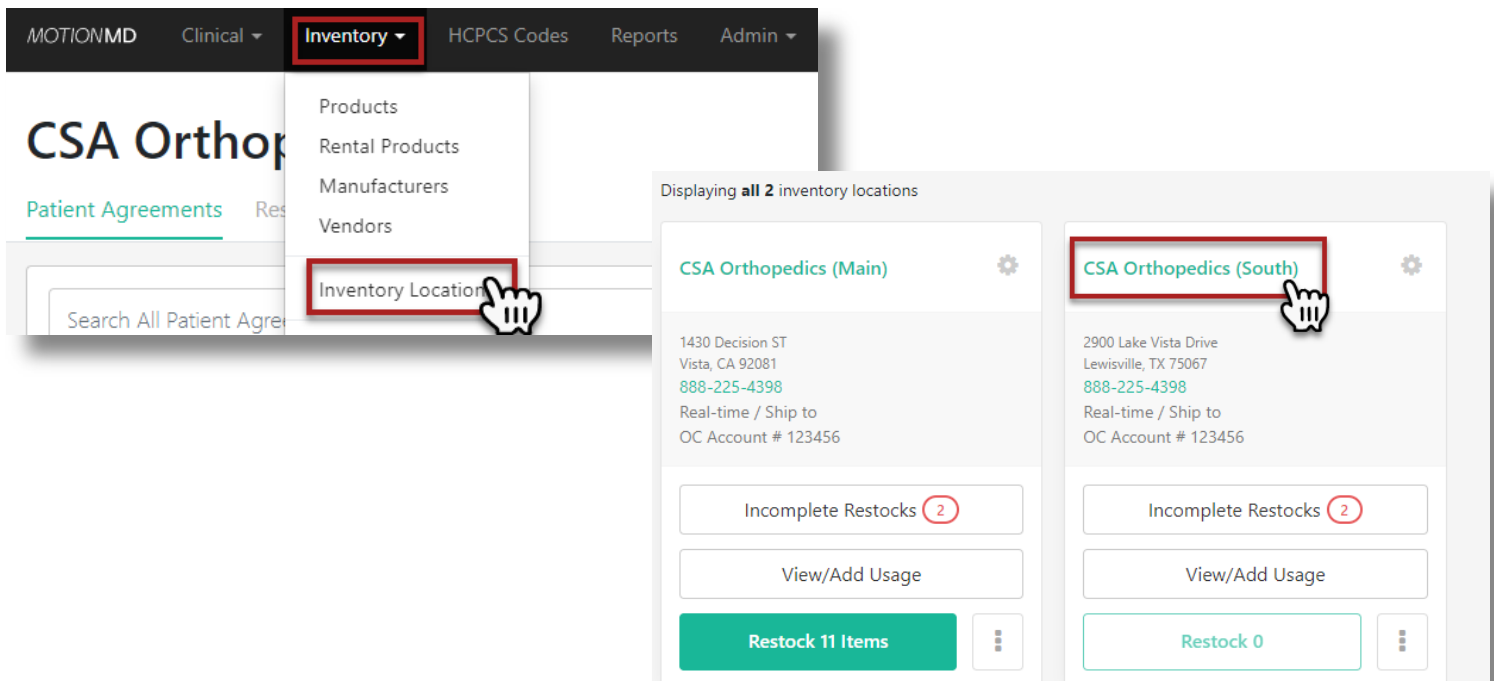
DIRECT - INVENTORY TRANSFER

This guide will provide the steps to transfer products between Inventory locations. Reference the appropriate scenario based on whether the account(s) are in MotionMD or Non-MotionMD for inventory management.

Inventory Transfers within a MotionMD Account

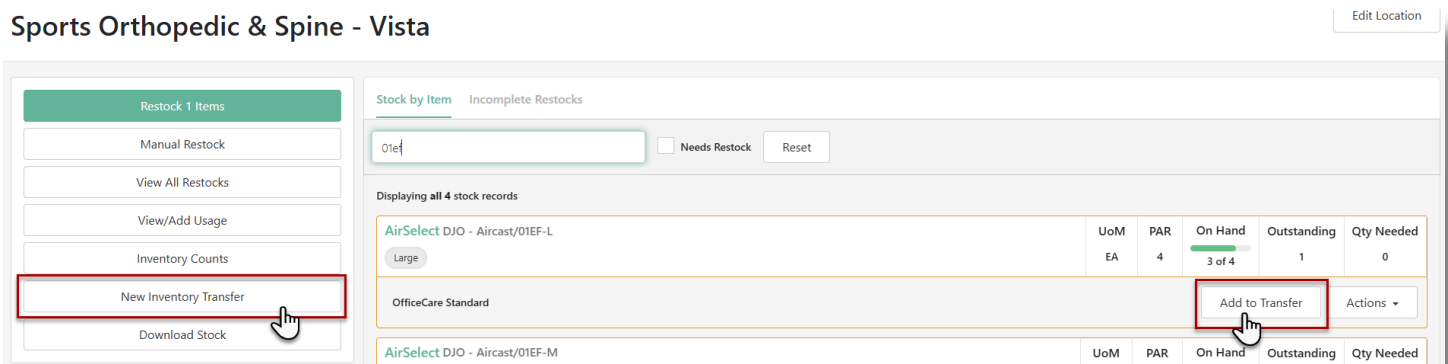
Inventory transfers can easily be completed between Inventory Locations under the same MotionMD account.

On the top navigation bar, click **INVENTORY LOCATIONS** from the **INVENTORY** drop-down. Click on the location you need to transfer inventory from.



Inventory Transfers can be completed on the Inventory Location page by clicking the New Inventory Transfer button under the actions section on the left or by clicking Add to Transfer button on a SKU. Once selected a side panel will open.

Sports Orthopedic & Spine - Vista

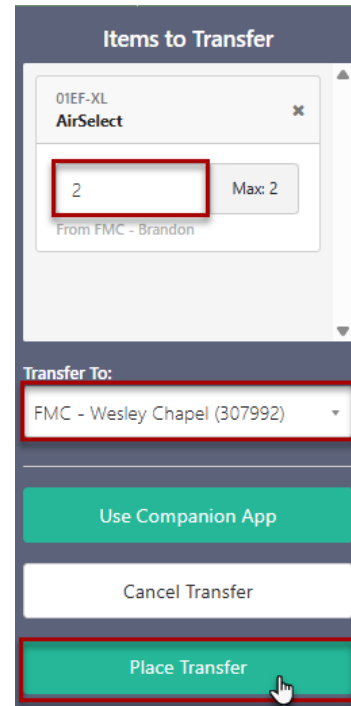


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On the side bar, set the quantity to be adjusted for each product.

To remove an item from the transfer click the **X**.

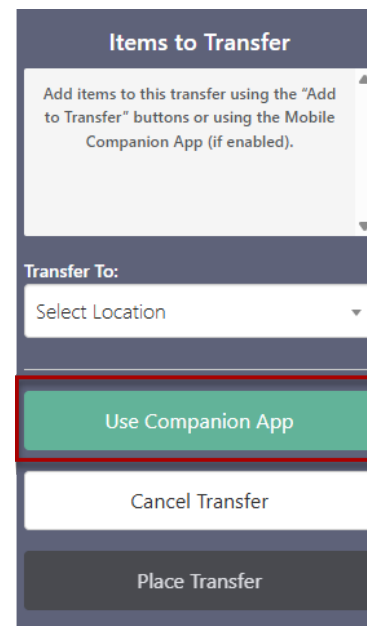
Select the destination location from the **TRANSFER TO** drop-down menu. Click **PLACE TRANSFER** to complete.



The screenshot shows a mobile application interface for inventory transfer. At the top, there's a section titled "Items to Transfer" which contains a list of items. One item is visible: "01EF-XL AirSelect" with a quantity of "2" (highlighted by a red box) and a "Max: 2" indicator. Below the list, there's a "Transfer To:" dropdown menu set to "FMC - Wesley Chapel (307992)". At the bottom, there are three buttons: "Use Companion App" (green), "Cancel Transfer" (white), and "Place Transfer" (green, highlighted by a red box with a cursor icon).

You are also able to use the Mobile Companion App to Transfer Inventory.

Once you open the transfer side bar, select **Use Companion App**. A modal with a QR code will open. Scan the QR code with your iPad or iPhone. If you are already on an iPad or iPhone, the app will open automatically.



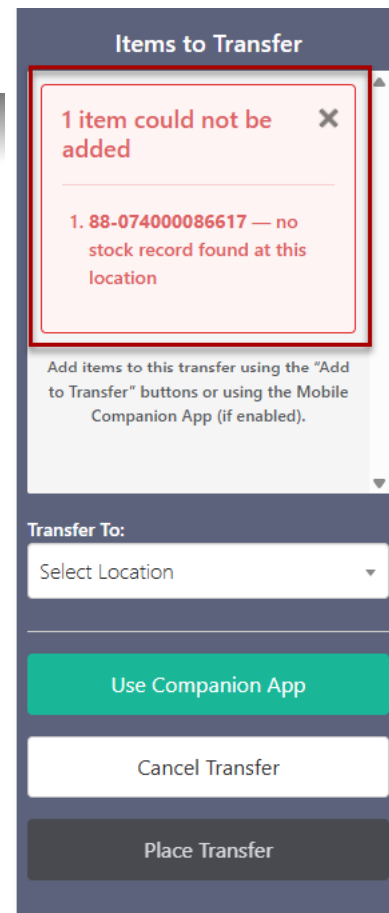
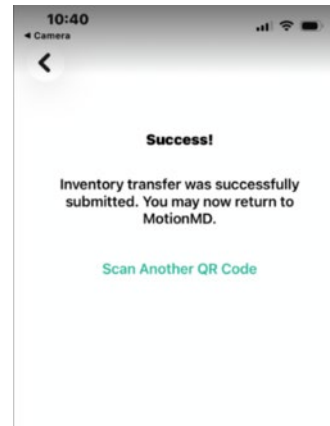
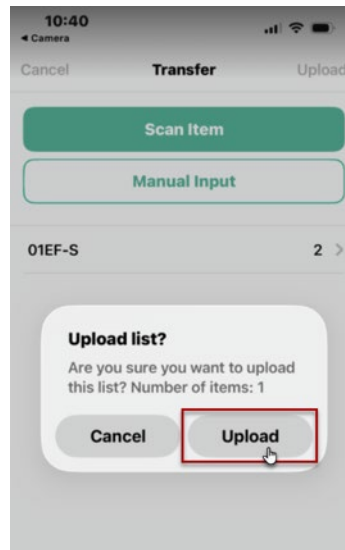
This screenshot shows the same "Items to Transfer" modal but in a different state. The list of items is empty, and the text inside says: "Add items to this transfer using the 'Add to Transfer' buttons or using the Mobile Companion App (if enabled)." Below this, the "Transfer To:" dropdown menu is set to "Select Location". The buttons at the bottom are "Use Companion App" (green, highlighted by a red box), "Cancel Transfer" (white), and "Place Transfer" (grey).

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On the Transfer Screen, click **Scan Item** or **Manual Input**. Barcode SKUs will show as a list with the quantities scanned.

Select **Upload** when complete. It will show a success screen when complete and the SKUs and quantities will show in the transfer panel.

If a SKU without a stock record is uploaded an Error Message will show after upload.



Helpful Information

- No check-in is required at the receiving Inventory Location. On-hand counts are automatically decremented and incremented on each Stock Record.
- Transfers to an Inventory Location will automatically create a new Stock Record if it did not exist previously. However, the Stock Record setup will need to be finished, if assistance is required submit a Help Ticket requesting the Item setup be completed.