

**How to do a Transfer Request  
Click on Inventory Transfers in  
the black task bar area to the  
left.**



### Unit Inventory Transfer Requests

Drive: [2021 Fall Popcorn Sale] Council: Ramsey Training Council

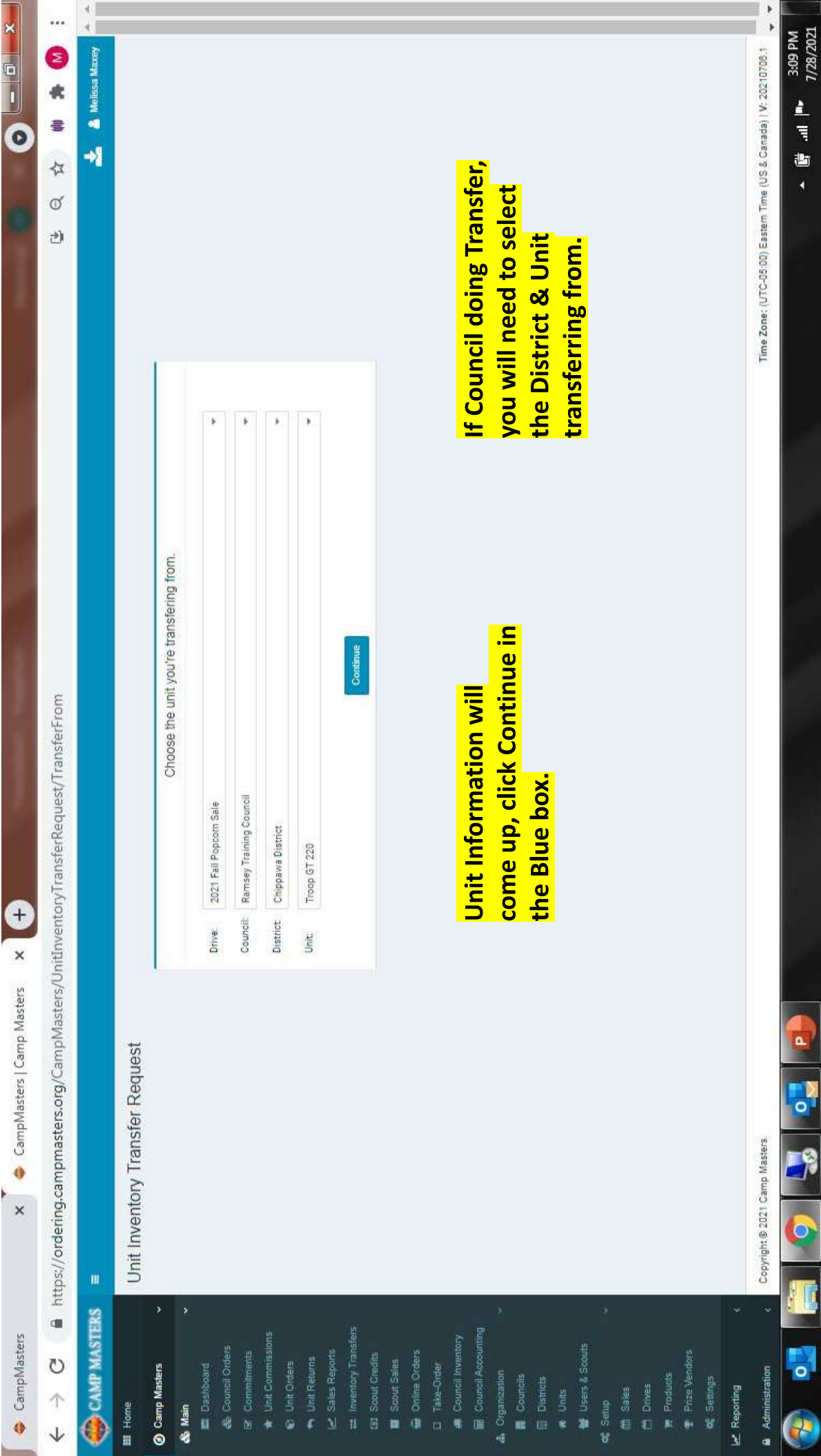
+ Create Inventory Transfer Request | Layouts | Export to Excel | Export to PDF

Request #	Transfer From	Transfer To	Requested	Approved
1	Crew 15   Danae Smith   Chippawa District	Troop 231   Melissa Maxey   Chippawa District	7/2/2021 9:19:16 AM	7/2/2021 9:20:36 AM

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Click on +Create Inventory Transfer Request in top left



Unit Inventory Transfer Request

Choose the unit you're transferring from.

Drive:	2021 Fall Popcorn Sale
Council:	Ramsey Training Council
District:	Chippewa District
Unit:	Troop GT 220

[Continue](#)

Unit Information will come up, click Continue in the Blue box.

If Council doing Transfer, you will need to select the District & Unit transferring from.

### Unit Inventory Transfer Request

Choose the unit you're transferring to.

Transferring From: Troop6T 220 | Gina Mirk | Chippawa District

Transfer To:  Continue

Select the Unit you are transferring Product to from the Transfer To dropdown

### Unit Inventory Transfer Request

Transferring From: Troop6T 220 | Gina Mirk | Chippawa District

Transfer To: **Troop 231 | Melissa Maxey | Chippawa District**

Choose the unit you're transferring to.

[Continue](#)

**Click Continue in the Blue Box**



### Unit Inventory Transfer Request

Specify the products you're transferring.

Transferring From: Troop 231 | Melissa Maxey | Chippawa District  
Transferring To: TroopGT: 220 | Gina Mirk | Chippawa District

DD - Caramel Popcorn Bag:	<input type="text"/>
E - Supreme Caramel w/Alm, Pec, & Cashews Tin:	<input type="text"/>
G - 14pk Extra Btr-Roasted Summer Corn:	<input type="text"/>
KK - 13oz Cinn Crunch Popcorn Tin:	<input type="text"/>
MM - 22 Pk Movie Theater Extra Butter MW:	<input type="text"/>
NN - White Cheddar Cheese Tin:	<input type="text"/>
P - 3 Way Cheesy Cheese Tin:	<input type="text"/>
U - 6pk Butter MW:	<input type="text"/>
V - Purple Popping Corn Jar:	<input type="text"/>
X - Classic Trail Mix:	<input type="text"/>
YI - 12 pk Sweet & Salty Kettle Corn MW:	<input type="text"/>
ZG - 12oz Salted Jumbo Cashews:	<input type="text"/>
ZH - 12oz Honey Roasted Peanuts:	<input type="text"/>

[Submit Inventory Transfer Request](#)

**Note: Council will have to approve the Request before the changes will be reflected on your Unit Invoice.**

**Use the box with up and down arrows to enter quantities in each's for each item you are transferring. Click on Submit Inventory Transfer Request when finished.**