OFFICECARE - INVENTORY TRANSFER IN MOTIONMD®

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

In the search bar type the SKU(s) of the product(s) that are being transferred and unselect **NEEDS RESTOCK** to search all inventory in stock. Once SKU(s) are selected, click **ADD TO TRANSFER** and a side bar will open up.
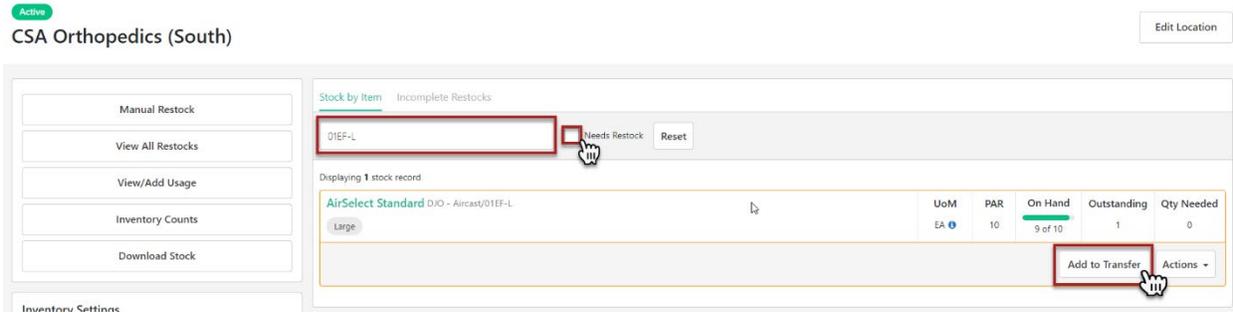
On the side bar, set the quanity to be adjusted for each product. To remove an item from the transfer click the **X**. Select the destination location from the **TRANSFER TO** drop-down menu. Click **PLACE TRANSFER** to complete.
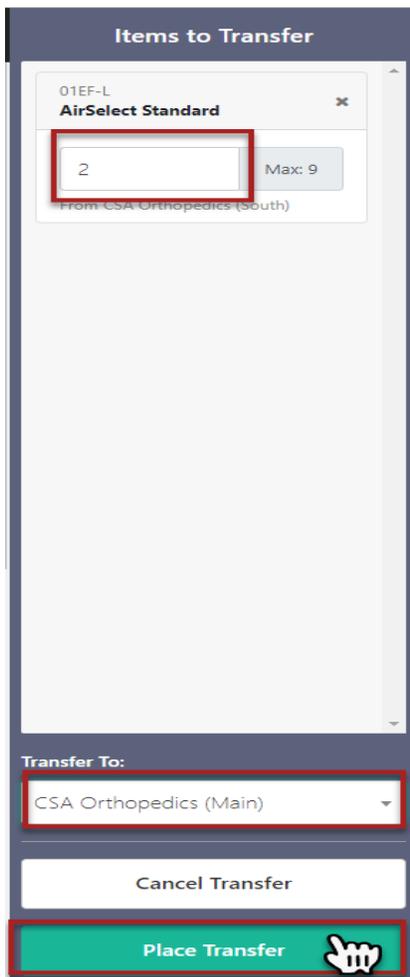
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Helpful Information:

- 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 completed by the Customer Success Team, submit a Help Ticket requesting the Item setup be completed.
- All Inventory Transfers between Inventory Locations in MotionMD will automatically be submitted to OC Logistics at the end of each business day to process the transfer in Oracle. No need to contact them if both Inventory Locations are in MotionMD.

Inventory Transfers between two different MotionMD Accounts:

Complete an inventory transfer in Beacons OR email an inventory transfer request to: OfficeCareLogistics@djoglobal.com
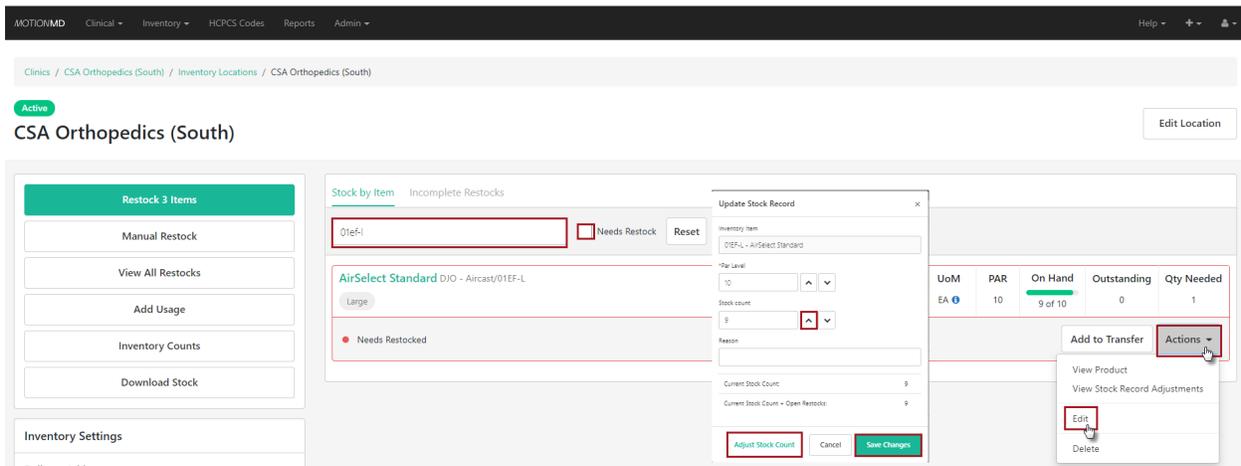
In MotionMD Account Transferring FROM:

Log into MotionMD Account to transfer product FROM. Select the appropriate Inventory Location to complete the transfer. Utilize the Stock by Item tab and search for SKU(s) that were transferred to adjust. Unselect **Needs Restock** to search all inventory in stock. Once the SKU(s) is chosen select **Actions** > **Edit** > **Adjust Stock Count** and manually **decrement** the On-hand count by the quantity to transfer out of the location.   Once complete select **Save Changes**.
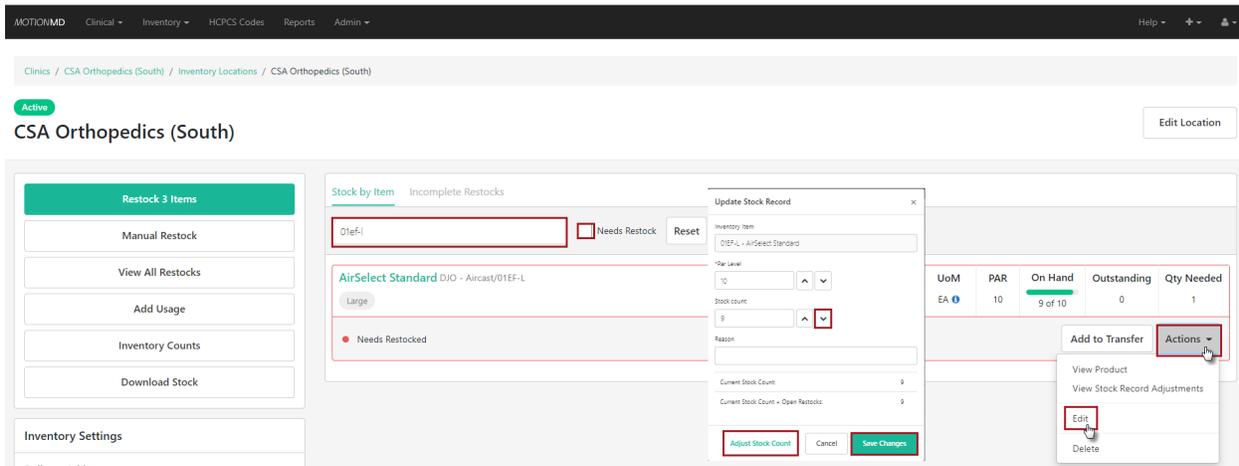
In MotionMD Account Transferring TO:

Log into the MotionMD Account to transfer product TO. Select the appropriate Inventory Location to complete the transfer. Utilize the Stock by Item tab and search for SKU(s) that were transferred to adjust. Unselect **Needs Restock** to search all inventory in stock. Once the SKU(s) is chosen select **Actions** > **Edit** > **Adjust Stock Count** and manually **increase** the On-hand count by the quantity that is being transferred into the location.   Once complete select **Save Changes**.

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Inventory Transfer from a NON-MotionMD Account to a MotionMD Account or vice versa:

Complete an inventory transfer on Beacons OR email an inventory transfer request to:
OfficeCareLogistics@djoglobal.com

On the top menu bar, click on the **Inventory** > **Inventory Locations** and Select the Inventory location to Transfer product(s) FROM <u>OR</u> TO:
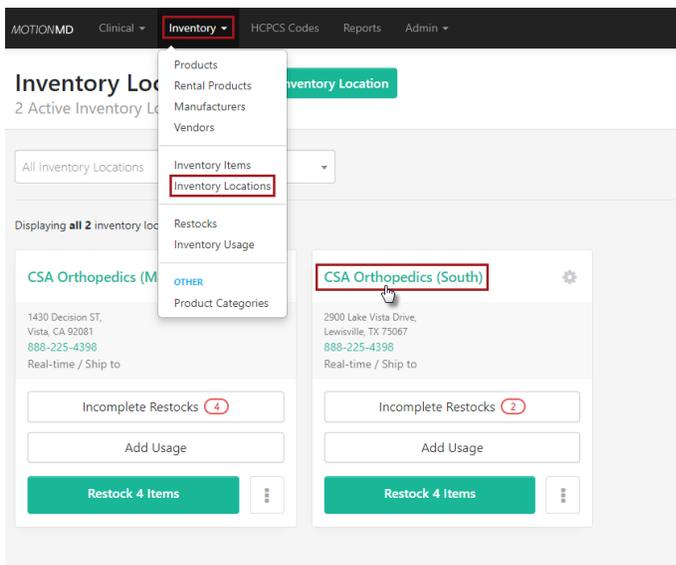
Utilize the Stock by Item tab and search for SKU(s) that were transferred **TO/FROM** and adjust. Unselect **Needs Restock** to search all inventory in stock. Once the SKU(s) is chosen select **Actions** > **Edit** > **Adjust Stock Count** and manually **INCREASE/DECREMENT** the On-hand count by the quantity that is being transferred **TO/FROM** the location. Once complete select **Save Changes**.

NOTE: If the Inventory Location the SKU is transferred TO is a MotionMD account that did not have an existing Stock Record for that product please contact the MotionMD help desk for further assistance to set up stock record.