

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 > INVENTORY LOCATIONS**. Click on the location from which you need to transfer the inventory.

Inventory Locations

2 Active Inventory Locations

Inventory Location	Address	Phone	Real-time / Ship to
CSA Orthopedics (Main)	1430 Decision ST Vista, CA 92081 888-225-4398		OC Account # 123456
CSA Orthopedics (South)	2900 Lake Vista Drive Lewisville, TX 75067 888-225-4398		Real-time / Ship to OC Account # 123456

Restock

Incomplete Restocks

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In the search bar, unselect **NEEDS RESTOCK** to search all inventory in stock, then type the SKU of the product that is being transferred. Click **ADD TO TRANSFER**, and a sidebar will open.

Active

CSA Orthopedics (South)

Stock by Item Incomplete Restocks

01EF Needs Restock Reset

Displaying all 4 stock records

Product	UoM	PAR	On Hand	Outstanding	Qty Needed
AirSelect Standard DJO - Aircast/01EF-L	EA 1	15	4 of 15	8	3
AirSelect Standard DJO - Aircast/01EF-M	EA 1	5	4 of 5	0	1

Needs Restocked OfficeCare Standard Add to Transfer Actions

Needs Restocked OfficeCare Standard Add to Transfer Actions

On the sidebar, set the quantity to be adjusted for each product. For additional SKUs, continue to search the SKU and click **ADD TO TRANSFER**. 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 transfer.

Items to Transfer

01EF-L AirSelect Standard

1 Max: 4

From CSA Orthopedics (South)

Transfer To: CSA Orthopedics (Main)

Cancel Transfer

Place Transfer

Items to Transfer

01EF-L AirSelect Standard

1 Max: 4

From CSA Orthopedics (South)

01EF-M AirSelect Standard

2 Max: 4

From CSA Orthopedics (South)

01EF-XL AirSelect Standard

1 Max: 2

From CSA Orthopedics (South)

Transfer To: CSA Orthopedics (Main)

Cancel Transfer

Place Transfer

OFFICECARE - INVENTORY TRANSFER IN MOTIONMD®**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 the item did not exist previously. However, the Stock Record setup will need to be completed by the Customer Success Team. Submit a Help Ticket requesting that the Item setup be completed.
- All Inventory Transfers between Inventory Locations in MotionMD will automatically be submitted from MotionMD to OC Logistics at the end of each business day to process the transfer in Oracle. There is no need to contact OC Logistics directly if both Inventory Locations are in MotionMD.

Inventory Transfers between two different MotionMD Accounts:

Please contact the MotionMD help desk for assistance and provide the detailed information listed.

- OC Account #'s for the Transfer FROM and Transfer TO locations
- SKU #'s for all products being transferred
- Quantity of all products being transferred

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

Please contact the MotionMD help desk for assistance and provide the detailed information listed.

- OC Account #'s for the Transfer FROM and Transfer TO locations
- SKU #'s for all products being transferred
- Quantity of all products being transferred