

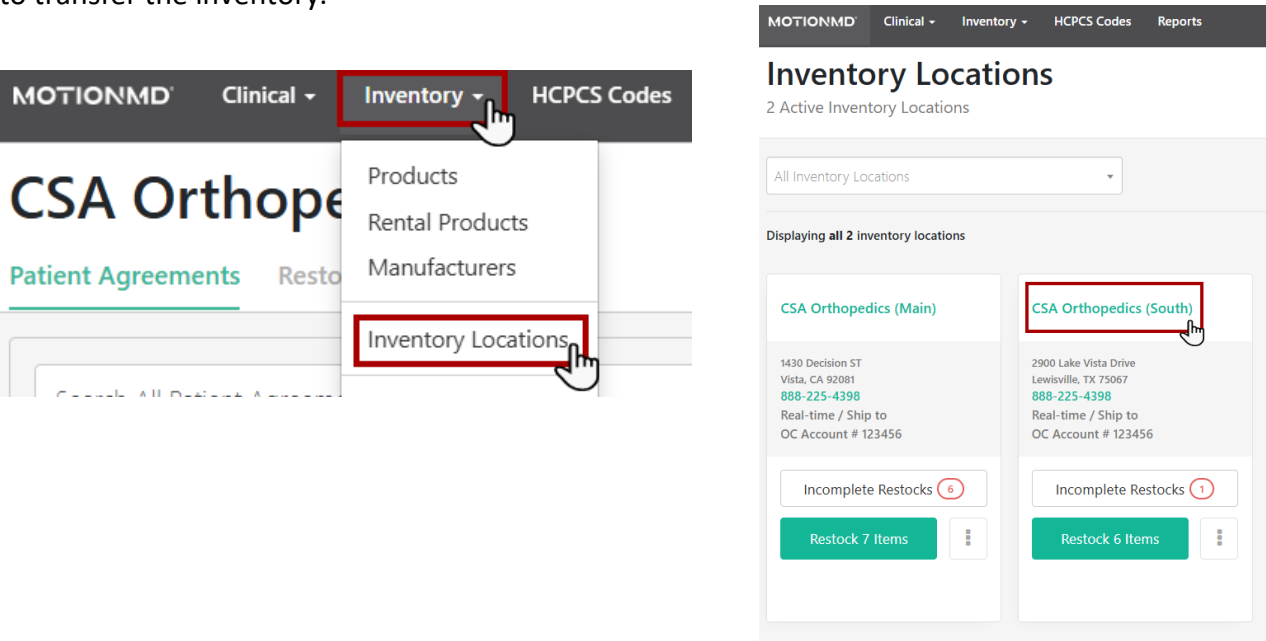
OFFICECARE - INVENTORY TRANSFER

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

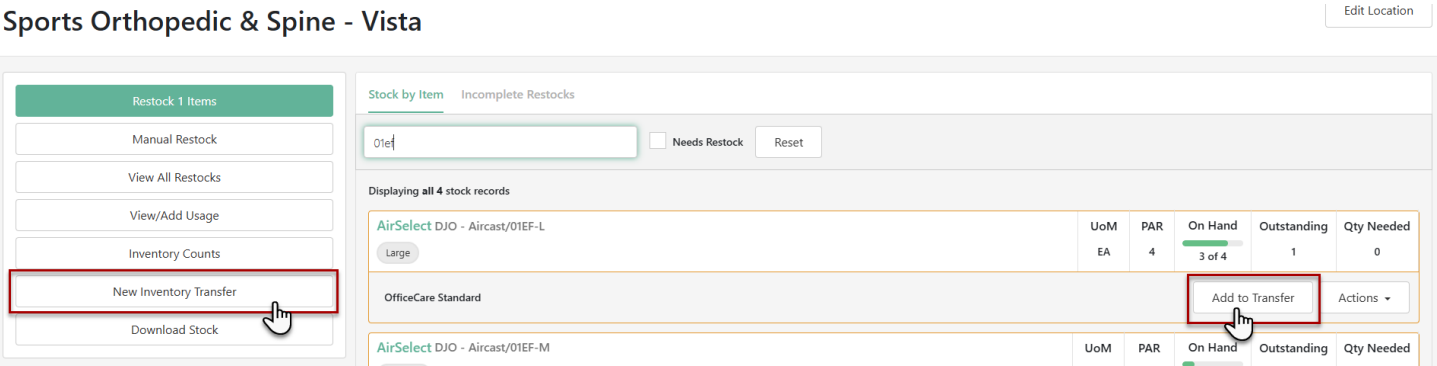
Inventory transfers can easily be completed between Inventory Locations under the same MotionMD account.

On the top menu bar, click **INVENTORY > INVENTORY LOCATIONS**. Click on the location from which you need to transfer the inventory.



Inventory 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

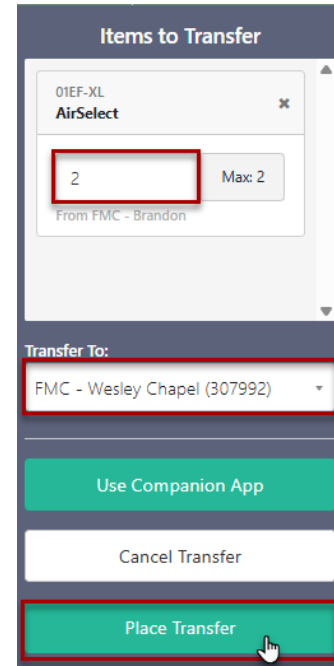


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On the side bar, set the quantity to be adjusted for each product.

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

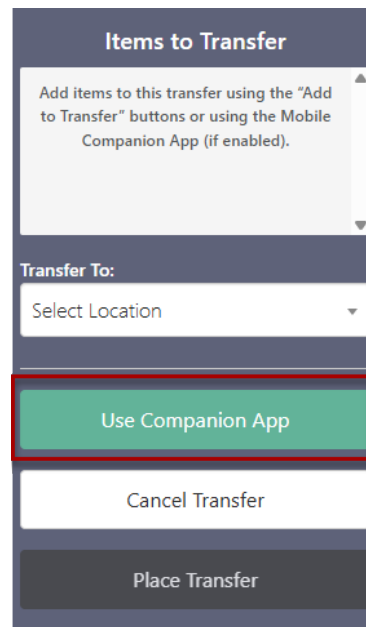
Select the destination location from the **TRANSFER TO** drop-down menu. Click **PLACE TRANSFER** to complete.



The screenshot shows a mobile application interface for inventory transfer. At the top, there's a header 'Items to Transfer'. Below it, a list of items is shown, with one item '01EF-XL AirSelect' highlighted. A red box highlights the quantity input field, which contains the number '2'. To the right of the input field, it says 'Max: 2'. Below the list, there's a 'Transfer To:' dropdown menu with 'FMC - Wesley Chapel (307992)' selected. At the bottom, there are three buttons: 'Use Companion App' (green), 'Cancel Transfer' (white), and 'Place Transfer' (green). A red box highlights the 'Place Transfer' button, and a hand icon is pointing at it.

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.



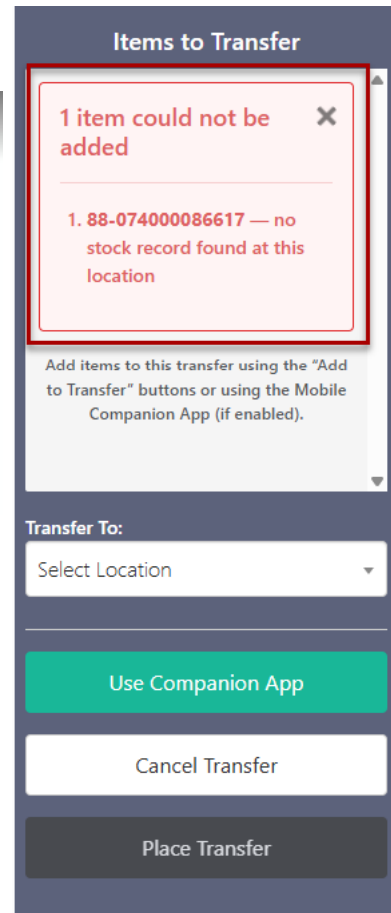
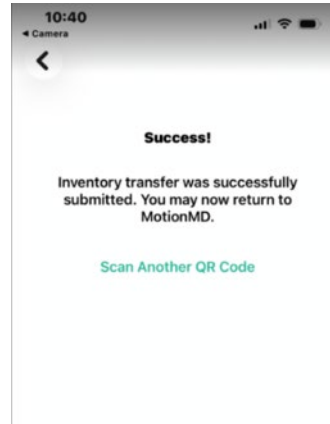
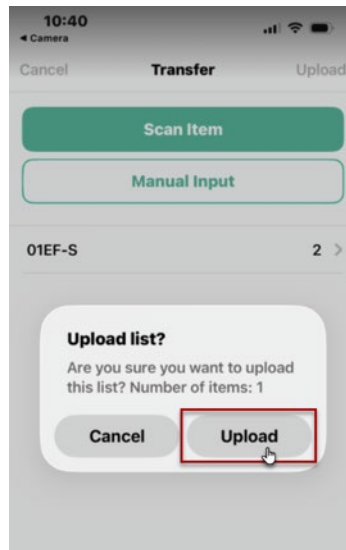
The screenshot shows a mobile application interface for inventory transfer. At the top, there's a header 'Items to Transfer'. Below it, there's a text box with instructions: 'Add items to this transfer using the "Add to Transfer" buttons or using the Mobile Companion App (if enabled)'. Below the text box, there's a 'Transfer To:' dropdown menu with 'Select Location' selected. At the bottom, there are three buttons: 'Use Companion App' (green), 'Cancel Transfer' (white), and 'Place Transfer' (grey). A red box highlights the 'Use Companion App' button.

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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 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.

OFFICECARE - INVENTORY TRANSFER**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