

Generating Store-to-Store Transfers

1. Access **XFSA**.
2. Enter the shipping and receiving location numbers and crossdock code (see page 64). Enter "p" in "Type."
3. Tab to "Comments" and enter information if needed.

4. Press **PF13** to begin scanning product UPCs.

5. Scan product. Items will appear from left to right, top to bottom.

Set aside unscannable items. You will hand-key those SKUs later.

When the screen is full, press **PF5** to update and continue. Continue this process until all items are scanned.

6. When all product has been scanned, press **PF13**.

7. If there was product that would not scan, type the SKU in the "SKU" column and press **PF5**.

8. Enter the carton count at the bottom of the XFSA screen.

9. Verify total items shipped and press **PF2**.

The Transfer Document prints.

10. Place the Transfer Document with the transfer product.

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XFSA                                00Yq 02/12/99 12:31:51
                                TRANSFER PROCESSING      I02T021 I02L021M
XF NBR:                                SHIP ADD
STATUS:                                DEF:                TYPE: P
SHIP LOC: 024                          RECEIVE LOC: 208      CROSSDOCK: W
                                VIA
COMMENTS: STOCK BALANCE
                                SKU   MFG NAME           MODEL   REQST  SHIP  RECV COMMENTS

                                TOTAL CUBE:           TOTAL ITEMS:
                                TOTAL WEIGHT:        LBS           CARTONS:

PF: 2=END PROCESS  3=PREV  4=XFP MENU  5=UPDATE  6=MOD XFR
   9=RESET        10=XFR MENU 11=HELP  12=BB MENU 13=SCAN
  
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XFUA                                00Cq 02/12/99 12:34:52
                                TRANSFER UPC SCANNING I02T031 I02L121M
XF NBR:                                SHIP ADD
STATUS:                                DEF: N              TYPE: P
SHIP LOC: 024                          RECEIVE LOC: 208      CROSSDOCK: W
NORTHTRIDGE                            WEST MADISON          VIA MILWAUKEE WAREHOUSE
COMMENTS: STOCK BALANCE
ROW  --COLUMN 1--  --COLUMN 2--  --COLUMN 3--  --COLUMN 4--  --COLUMN 5--
  1   027242486652  027242486652  027242486652  027242486652  027242486652
  2   027242486652  027242486652  027242486652  734646107891
  3
  4
  5
  6
  7
  8
  9
 10
 11
 12

PF: 3=PREV          4=XFP MENU      5=UPDATE      9=RESET
   10=XFR MENU      11=HELP         12=BB MENU    13=END SCAN
  
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XFSA                                00Cq 02/12/99 12:42:57
                                TRANSFER PROCESSING      I02T021 I02L021M
XF NBR: 152442                          SHIP ADD
STATUS: PENDING                          DEF: N              TYPE: P
SHIP LOC: 024                          RECEIVE LOC: 208      CROSSDOCK: W
NORTHTRIDGE                            WEST MADISON          VIA MILWAUKEE WAREHOUSE
COMMENTS: STOCK BALANCE
                                SKU   MFG NAME           MODEL   REQST  SHIP  RECV COMMENTS
                                2491271  SONY CORP OF AMER  D242CK  8
                                2599334  LEXMARK INTERNATIO 69G8500  1

                                TOTAL CUBE:           TOTAL ITEMS:           CROSSDOCK: W
                                TOTAL WEIGHT:        LBS           CARTONS:

PF: 2=END PROCESS  3=PREV  4=XFP MENU  5=UPDATE  6=MOD XFR
   9=RESET        10=XFR MENU 11=HELP  12=BB MENU 13=SCAN
  
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XFRR                                00Cq 02/12/99 12:45:14
                                I02T061 I02L060M

TRANSFER REPORTS
MENU

ENTER REPORT KEYS:

TRANSFER NBR: 152442
RECEIVE DATE:      THRU      TYPE:  SHIP DATE:      THRU
SHIP LOC:          RECV LOC:

PLEASE HIT APPROPRIATE PF KEY FOR REQUIRED FUNCTION
pikey function
(TRANSFER #)      PF1 = DUPLICATE TRANSFER DOCUMENT
(TRANSFER #)      PF2 = DUPLICATE TRANSFER LABELS
(RECV, TYPE, LOCS) PF5 = RECEIVED ACTIVITY (ONE SHIP-RECV SET)
(RECV RANGE, TYPE) PF6 = RECEIVED ACTIVITY REPORT (BY LOC/CLASS)
(RECV RANGE)       PF7 = RECEIVED TRANSFER SUMMARY (TO GL: )
(SHIP RANGE)       PF8 = INTRANSIT TRANSFER SUMMARY (TO GL: )

PF: 3=PREV 4=XFP MENU 9=REFRESH 10=XFR MENU 11= HELP 12=BB MENU
    
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11. Access XFRR.

Key the transfer number and press Enter.

Press **PF1** to print a duplicate Transfer Document.

Print two duplicate copies (one for your files and one for the driver).

12. Complete a Bill of Lading for the shipment. Include the following information.

| STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE | | BILL OF LADING NO. | |
|--|--|--|--|
| FROM: BEST BUY CO. INC. 004 | | D04 - 766814 | |
| AT: 13513 Ridgedale Dr. - Mpls, MN 55305 | | DATE SHIPPED: 1-6-99 | |
| CARRIER: Koch | | TERMS: <input type="checkbox"/> Freight is to be prepaid by shipper. <input type="checkbox"/> Check box if charges are to be collect. | |
| CONSIGNEE TO: Best Buy #007 1647 Cty Rd B2 Roseville, MN 55113 | | SHIPPER'S NO.: 104602 | |
| MANAGER: PLEASE USE ACTUAL DELIVERY DATE WHEN MAKING RECEIPT ENTRY | | BILL TO: FOR PREPAID FREIGHT, SEND FREIGHT BILL AND ONE COPY OF BILL TO: ATTN: FREIGHT PAYMENT BEST BUY CO. 7075 FLYING CLOUD DRIVE EDEN PRAIRIE, MN 55344 | |
| NO. OF PKGS: 2 | | KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS | |
| 2491271 | | SONY D242CK | |
| Qty: 8 | | Transfer # 270614 | |
| 1 | | 2599334 Lexmark 4049RA0 | |
| Qty: 1 | | Transfer # 296399 | |
| Trailer # 6123 | | Total Pallets 1 | |
| Seal # 1776 | | Total Cartons 3 | |
| | | Total Pieces 9 | |
| | | 1 pallet | |
| 3 TOTAL NO. OF CTNS. | | FAK | |
| | | TOTAL WEIGHT 87 | |
| SIGNED BY: James Smith - 104602 (Shipper) | | DATE: 1/6/99 | |
| SIGNED BY: Ron Miller | | DATE: 1/6/99 | |
| BEST BUY CO. 7075 FLYING CLOUD DR. EDEN PRAIRIE, MN 55344 | | RECEIVED DATE TIME | |

- A. Store Number (two As)
- B. Store Address
- C. Carrier Name
- D. Ship Date
- E. Employee Number
- F. Destination Address
- G. Account Number (Receiving Store Number)
- H. Number of Cartons
- I. Product Description
- J. Product Weight
- K. Transfer Number
- L. Trailer Number
- M. Trailer Seal Number
- N. PCP (Total Pallets, Total Cartons, Total Pieces)
- O. Total Cartons on Shipment
- P. Total Pallets on Shipment
- Q. Weight of Pallets (25 lbs. each)
- R. Total Weight (Product + Pallets)
- S. Signatures

13. Have the driver sign the Transfer Document and Bill of Lading. The driver keeps one Transfer Document and a copy of the Bill of Lading.

14. Ship the transfer on the DAW truck.

15. File the Transfer Document and the Bill of Lading in the "To (location number)" file.