



UNIT TO UNIT TRANSFERS



If your unit is transferring product(s) to or from another unit follow the process below.

Trail's End[®]

TRANSFERRING UNIT

Log into your account at www.trails-end.com

Go to the Popcorn Orders tab.

Click "View" next to the approved unit order with the inventory to be transferred.

Click the "Transfer Inventory" button and select the District and Unit from the dropdowns that is receiving the inventory.

Enter the quantities (cases and containers) to be transferred.

Click the "Submit Transfer Request" to complete the form.

RECEIVING UNIT

After the transferring unit submits the transfer request the receiving unit will be notified via email.

Log into your www.trails-end.com account.

Go to the "Transfers & Returns" tab.

Review the pending product transfers. If correct, click the 'Approve' button, and the 'Reject' button if they are incorrect.

Once the receiving unit has accepted the transfers, each unit's account and invoice will be updated.

