

How to transfer inventory between locations

In this guide: Move itemized or serialized inventory while preserving location ownership and history.

Before you start

- Confirm the source and destination locations.
- Verify the stock is available at the source.
- Use the exact IMEI or serial number for serialized devices.

Steps

1. Open **Inventory > Transfers**.
2. Select **New Transfer**.
3. Choose the destination location or transfer endpoint.
4. Add itemized products and quantities.
5. Add each serialized device by its exact IMEI or serial number.
6. Review the transfer and submit it.
7. Complete any required sending and receiving steps.
8. Open the transfer record to confirm its final status.
9. Verify the stock left the source and is available at the destination.

Important

Do not use a stock adjustment to simulate a transfer. A transfer keeps an auditable movement record and prevents the same serialized device from appearing available in two locations.

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