

UNIT-TO-UNIT TRANSFERS

If your unit is going to transfer products to or from another unit, follow the process below.

TRANSFERRING UNIT

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

Go to the Popcorn Orders tab

Click "View" next to the 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 invoice will be updated.