

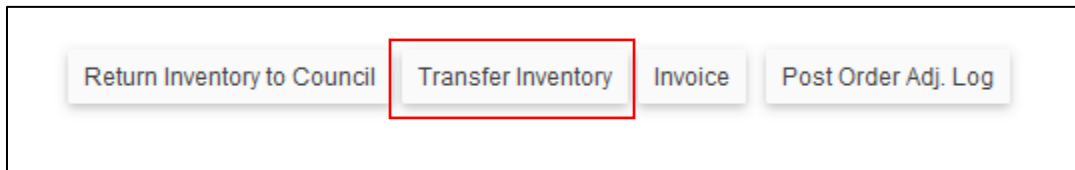
Unit to Unit Product Transfers & Product Returns

Unit to Unit Product Transfers

Many units will exchange excess products they've ordered with other units in their area in lieu of returning products to the Council. The Trail's End System will facilitate these transfers by allowing units to transfer products from their popcorn orders to another unit within their council.

Giving Unit

1. Under the **Popcorn Orders** page, click **View** next to your approved unit order with the inventory to be transferred.
2. Click the Transfer Inventory button and select the District and Unit from the dropdowns menus of the unit that is receiving the inventory



Product Transfer

Instructions: To transfer inventory to another Unit. Select the Unit you would like to send inventory to and enter the quantity for each line item you would like to send. Once the form is complete, click "Submit Transfer Request" Click the "Cancel Transfer" to clear the transfer request.

Select District ▼

Select Unit ▼

Cancel Ok

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

Pending Qty	Transfer Qty Available	Transfer Qty
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 0 ct: 0	cs: 0 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>
cs: 7 ct: 0	cs: 190 ct: 0	cs: <input type="text" value="0"/> ct: <input type="text" value="0"/>

4. Click the Submit Transfer Request to complete the form
5. If the receiving unit has not accepted the product transfer, the giving unit can cancel the product transfer by going to the **Transfers & Returns** page on the left navigation menu and clicking the Cancel button next to the transfer request.

Receiving Unit

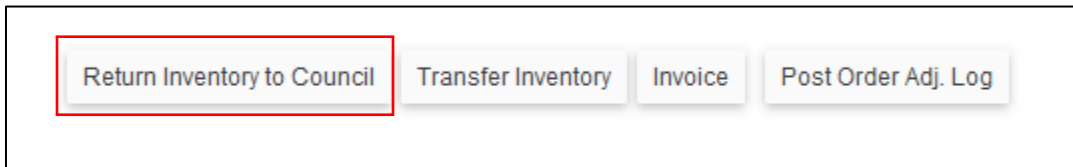
1. The primary contact of the receiving unit will be emailed a notification of the transfer request
2. Go to the **Transfers & Returns** page on the left navigation menu.
3. Review the pending products transfer. If correct, click the **Approve** button, or the **Reject** button if the transfer quantities are incorrect.

Once the receiving unit has accepted the product transfer, adjustments will be made to each unit's popcorn invoice statement to reflect the product transfer.

Returning Unsold Product to Council

Not all councils allow for product returns or only allow returns on certain products. Please refer to your council's product return policy before placing any returns.

1. Under the **Popcorn Orders** page, click **View** next to your approved unit order with the inventory to be returned.
2. Click the **Return Inventory to Council** button



3. Enter the quantities (cases and containers) to be returned

A screenshot of a return request form. At the top right are two buttons: 'Cancel Return' and 'Submit Return Request'. Below them is a table with three columns: 'Pending Qty', 'Transfer Qty Available', and 'Transfer Qty'. The 'Transfer Qty' column is highlighted with a red border. Each row in the table has input fields for 'cs' (cases) and 'ct' (containers).

Pending Qty	Transfer Qty Available	Transfer Qty
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 0 ct: 0	cs: 0 ct: 0	cs: 0 ct: 0
cs: 7 ct: 0	cs: 190 ct: 0	cs: 0 ct: 0

4. Click the **Submit Return Request** to complete the form

Once the council has accepted the product return, adjustments will be made to your popcorn invoice statement to reflect the returned products.