

UNIT-TO-UNIT TRANSFERS

If your unit is going to be transferring products with another unit, make sure you are following the process outlined below.

TRANSFERRING UNIT

1. Log into your www.trails-end.com account
2. Go to the Popcorn Orders tab
3. Click "View" next to the order with the inventory to be transferred
4. Click the Transfer Inventory button and select the District and Unit (from the dropdowns) that is receiving the inventory
5. Enter the quantities (cases and containers) to be transferred
6. Click Submit Transfer Request to complete the form

RECEIVING UNIT

1. After the transferring unit submits the transfer request, the receiving unit will be notified via email.
2. Log into your www.trails-end.com account
3. Go to the Transfers & Returns tab
4. Review the pending product transfer(s). 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 statement will be updated.

The last day to complete Unit-to-Unit Transfers on www.trails-end.com is **October 31st!!**