

Transfer forms

A properly filled out store merchandise transfer form must accompany all transferred merchandise. The home office uses this form to transfer ownership of the merchandise to the new shop. If a transfer form is not recorded by the home office then at inventory time you will be expected to still have this merchandise, since you will not, it will cause shrink in your shop.

Since each transfer form must be uniquely numbered you may not copy transfer forms or download them from the website, if you run out even if you change the numbers. Always make sure that you have a supply.

Use your store rubber stamp in the SENDING shop box on all three copies. Under that box fill in the "region no." boxes with 88. On the "FROM:" line fill in the "store no." box with the 4-digit version of your shop number, the first digit is always 2. For example if your shop is commonly known as shop 123 then you will fill in 2123 in the "store no." boxes. On the "TO:" line fill in the region no. Boxes with 88 and the "store number" boxes with the 4 digit number of the receiving store.

Date the form and sign it. Check the box for the appropriate "Method shipped."

Fill in the description, item number, and quantity for each item being transferred. Quantity is always in pieces.

HUGELY IMPORTANT!

1. The item numbers that are used to report merchandise CANNOT be the Sears numbers that you use to ring up that item on the register. You must use the TR numbers that you use to order the item from the home office.

EXCEPT!

2. Miscuts are reported using the Cole group number for keys.

Here they are...

DESCRIPTION	TR #	DESCRIPTION	TR #
BRASS 1 SIDE	55	RUBBER GRIP IMPORT	560650
BRASS 2 SIDE	39	RUBBER SPECIAL ORDER	590905
BRASS IMPORT	110	VATS	547738
BRASS SPECIAL ORDER	585884	TRANSPONDER \$29.99	221096
COLOR PLUS 1 SIDE	13	TRANSPONDER \$39.99	537405
COLOR PLUS 2 SIDE	68	KW1 FLASHLIGHT	614179
COLOR IMPORT	485337	SC1 FLASHLIGHT	614182
PERSONALI	519656	STEEL / BIT	217
TEAM	560647	MEDECO	246
ORIGINAL	460666	TUBULAR	259
RUBBER GRIP DOMESTIC	152		

If you are SENDING merchandise the original copy of the transfer form is mailed to the home office in the black and white prepaid envelope. The yellow copy is filed in your "Transfers out" folder. The pink copy is sent with the merchandise.

If you are RECEIVING merchandise check the merchandise in the box against the pink copy of the transfer form. File the pink copy in your "Packing slips / Transfers in" folder" If the merchandise in the box does not match the count on the pink slip of the transfer form call the sending shop. If there are additional boxes coming you must wait for them. If the count is wrong and you are SHORT you must make out an additional transfer form transferring the merchandise you did not get BACK TO the sending shop, even though you are not actually sending anything (you are sending only the ownership of the merchandise back). Treat these forms just like any other transfer, file yellow form properly and mail off the white copy to the home office and the pink copy to the "receiving" shop. Make sure that you call the "receiving" shop so that he knows why he is receiving a pink transfer form with no merchandise.

If there is too much merchandise in the box (compared to the pink transfer) then call the SENDING shop and tell them to make out an additional form to transfer the ownership of that merchandise to you. Since you already have the merchandise all he needs to send to you is the pink copy of the form. All other copies of the form are handled in the normal way.

All yellow and pink copies of transfer forms must be reconciled with you conformation reports. Go look at the "Conformation Report" section of this manual to find out how.

Since confirmed copies of the transfer form are removed from your "Transfers out" and "Packing slips / Transfers in" folders any transfer forms in those folders over 30 days old are to be considered lost by the home office. Since these lost forms will directly contribute to your shop's shrink you must call the home office at (800) 874-5326 X 5274 to inform them of the lost forms and find out what you need to do to get them "unlost".