



UNIT TO UNIT TRANSFERS

If your unit is transferring product(s) to or from another unit follow the process 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 approved unit 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 the "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 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 account and invoice will be updated. Transfers must be done before either unit has 'paid in full'.