TRANSFERS

Perpetual &
Financial
Inventory

Reference
Guide

Table of Contents

Administrative Transfers 1

This section has the steps to create, verify, submit and hand off an *administrative* transfer.

A: Receive the initial request and collect the information

A BP will contact you to send merchandise from the DCs to a *non-DC*, *non-store* entity. They must provide:

- Requested delivery date (Expected DC date)
- RCN
- Destination delivery address
- Legacy SKU/PPK numbers (if known)
- Sizes and quantities of each item
- Reason (e.g., charity)

The following you will need or may need; obtain as necessary from the appropriate Distribution/Merchandising BPs:

- From location (virtual warehouse)
- To location (dummy warehouse)
- Authorization to transfer the merchandise
- Legacy SKU/PPK numbers (if not previously given)
- Cost of the items (from IPR)

B: Determine the transfer method: WIA or RMS Transfer

After receiving notification of the requirement for an administrative transfer, use this table to determine the appropriate method, RMS Transfer or WIA:

RMS Transfer	WIA	Either: depending on urgency, quantities
▪ Merch request: Destruction ▪ Merch request: NRC ▪ Return to vendor ▪ Sell off to jobber	▪ Samples	▪ Charity ▪ Employee giveaways*

*Requires prior authorization from the appropriate Brand Finance Executive (see list below).

Employee Giveaway Authorizers		
Group		Authorizer
▪ Banana Republic ▪ Gap Brand ▪ International	▪ Old Navy ▪ Outlet ▪ Gap Inc Direct (GID)	Brand CFO
▪ Gap International Sourcing (GIS) ▪ Distribution Centers		VP Supply Chain Financing
Any group not listed above (e.g., HR, IT)		SVP Planning, Control and Shared Services

C: Process a WIA

If the decision is to process as an RMS Transfer, skip to part D: Translate Legacy PPK and SKUs to RMS PPK and SKUs.

If the decision is to process as a WIA, perform the instructions that follow.

Section I: Administrative Transfers

Email the following information to the appropriate DC (see the list of email mailboxes below).

- Requested delivery date (Expected DC date)
- RCN
- Destination delivery address
- Legacy SKU/PPK numbers (if known)
- Sizes and quantities of each item
- Reason (e.g., charity)

DC Contact Mailboxes			
Facility	**Mailbox**	**Facility**	**Mailbox**
ADC	N/A – closing	ODC	ODC Inventory Control
CDC	CDC IC Management	OFC	OFC Receiving Department
FDC	FDC IMS	ONO	ONO IC
GDC	DC-GDC-IMS-DG	PDC	PDC Inventory Control
GUK	*To Be Determined*	SCD	SCD Inventory Control
JDC	Send to: Kaz Michizuki	SDC	SDC Inventory
MDC	MDC Stock Transfer	TDC	TDC Inventory
NDC	NDC Admin	TON	TON IC Team

Stop here: this is all that is required to process a transfer as a WIA.

D: Translate Legacy PPK and SKUs to RMS PPK and SKUs

You must translate all legacy PPKs and styles in the transfer request to RMS item numbers to process a transfer in RMS.

NOTE: The URL for the production version of Crystal Reports is:

http://rcclcrp5w/crystal/enterprise9/launchpad/en/default.htm.

	Steps
1	Log onto *Crystal Reports* and locate the *RMS-Legacy Cross Reference Report - Style Cross Reference* – referred to as the translation tool.
2	Schedule the report.
3	Use the table below to help you enter the appropriate information to get the desired translation output.
4	Export the report to Excel using the Excel 97-2000 data-only format.
5	Delete the first 12 rows and the blank row between the header row and the data.
6	Hide/delete extraneous columns/rows so that only the critical information is displayed.
7	Print the result for reference.

Rules for Entering Legacy Numbers into the Translation Tool

Single SKU or PPK:

To Translate:	Enter the Legacy:	In this field:
All the colors/sizes and PPKs for a given program	*6-digit program number*	*Legacy Style*
All SKUs for a given style/color	*9-digit style number*	*Legacy Style-Color-Market*
A specific item SKU	*9-digit style-color + 4 digit size*	*Legacy SKU*
A PPK with all component SKUs	*PPK number*	*Legacy pre-pack*
Only specific sizes for a given style/color	*9-digit style number*	*Legacy Style-Color-Market*
	Size numbers separated by commas	*Legacy Size*

Multiple SKUs or PPKs at the same time: Follow the above rules; separate SKU/PPK numbers with commas.

Specific sizes for more than one style/color: Enter each 9-digit style number (separated by commas) and the set of sizes (separated by commas): *the same set of sizes applies to each style number*.

E: Create a new administrative transfer and enter the header information

NOTE: The URL for the production version of RMS is: **http://rms-production.gap.com**.

Important: You don't have to complete the transfer in one session. After you create the transfer And enter the header information, you can save your work and return to it later.

	Steps
1	In the *RMS Enterprise Start* window, click the Inventory folder, then double-click the Transfer form to open the *Transfer Search* window.
2	In the *Action* field, select New to create a new transfer.
3	In the *Type* field, select Administrative.
4	To open the *Transfer Maintenance* window, click OK.
5	Record the transfer number for later reference.
6	From the *Transfer Maintenance* window, in the *Expected DC (In DC) date* field, type the In DC Date.
7	In the *Inventory Status* field, select EITHER: Available (the default) OR Unavailable.
8	In the *Comments* field, enter the RCN.
9	In the *From Location Type* field, select Warehouse.
10	In the *From Location* field, EITHER: type the shipping virtual warehouse number OR click  and select it from the list.
11	In the *To Location Type* field, select Warehouse.

	Steps
12	In the *To Location* field, EITHER: enter the virtual warehouse number of the receiving warehouse OR click and select it from the list.
13	To go on to entering items, click Items to open the *Transfer Detail* window.
Warning:	Once items have been entered, the only header information that can be changed is the Expected Date (In DC date). If you need to change other header information, you need to remove all items and create a new transfer.

F: Enter the items

	Steps
1	In the *Item Type* field, select Item, then enter the RMS SKU/PPK number in the field to the right.
2	In the *From Qty Type* field, select EITHER Manual (the default) OR Stock on Hand. Select Manual if specifying less than the total stock on hand.
Important:	Stock on Hand in RMS is not the same as the take all functionality in STO. Stock on Hand only specifies the total amount at the time the transfer is approved – it does not automatically include additional stock received after this. If you want to include all stock available on the shipping date, you may need to create additional transfers.
3	If you selected Manual in Step 2, in the *Transfer Quantity* field, enter the quantity you are transferring: the number of bulk items or the number of packs.
4	Click Apply to enter the item.
5	If there are additional items: a. Click Add. b. Repeat Steps 1 through 5.
6	a. Click OK in the *Transfer Detail* and *Transfer Maintenance* windows to save the data and close them. b. Select the *RMS Enterprise Start* window; then in the *Action* menu, select Close to exit RMS. c. Verify the transfer the following business day: see part G: Verify the Transfer.

G: Verify the transfer

	Steps
1	Sequentially schedule both views of the *Transfer Verification Report - Summary and Imploded Export version*: **Summary** view & **Detail Imploded** view.
2	On the *Schedule* page: a. Select the appropriate view name: Summary or Detail Imploded. b. Enter the RMS Transfer number in the *RMS Transfer number* field. c. Click Schedule to run the report.

	Steps
3	On the *Reports* page: a. Click Refresh until the Status column reads "Success." b. Launch the report for viewing by clicking the date/time stamp.
4	Export the report to Excel using the Excel 97-2000 data only format.
5	Format the report to display the columns listed below:

***Transfer Verification Report*: Summary-Imploded Export Version** **DATA TO VERIFY**	
Summary View Exploded Transfer Unit	**Detail Imploded View** ▪ Legacy Transfer Number ▪ RMS Transfer Number ▪ Sending Style Color ID/Prepack Nbr ▪ Sending Legacy Size ▪ Shipping Pack Factor ▪ Sending Style Desc ▪ Transfer Units

6	Compare the data in the report to your source documentation.
7	If there are errors, correct them and then repeat Steps 1 through 6 the following business day.
8	If there are no errors in this report, go on to part H: Submit and approve the transfer.

H: Submit and approve the transfer

	Steps
1	If the transfer is not currently open: In the *RMS Enterprise Start* window, click the Inventory folder, then double-click the Transfer form to open the *Transfer Search* window. In the *Action* field, select Edit. In the *Transfer* field, enter the transfer number, and then click OK.
2	From the *Transfer Maintenance* window: a. In the *Options* menu, select Submit. b. In the *Options* menu, select Approve. c. Click OK to capture the change and close the window.

I: Hand off the transfer to the appropriate DC for final processing

	Steps
1	Contact the appropriate DC (see list of email mailboxes that follows) with the following information: ▪ RMS Transfer number ▪ Legacy Transfer number (from SCAN) ▪ Destination delivery address ▪ RCN ▪ Reason (e.g., charity)

DC Contact Mailboxes			
Facility	**Mailbox**	**Facility**	**Mailbox**
ADC	N/A – closing	ODC	ODC Inventory Control
CDC	CDC IC Management	OFC	OFC Receiving Department
FDC	FDC IMS	ONO	ONO IC
GDC	DC-GDC-IMS-DG	PDC	PDC Inventory Control
GUK	*To Be Determined*	SCD	SCD Inventory Control
JDC	Send to: Kaz Michizuki	SDC	SDC Inventory
MDC	MDC Stock Transfer	TDC	TDC Inventory
NDC	NDC Admin	TON	TON IC Team

INTRA-Company Transfers 2

This section has the steps to create, verify, submit and hand off an *intra-company* (within Brand, within Outlet) transfer.

A: Receive the initial request and collect the information

Use traditional methods for selecting the source locations and packaging for the items to be transferred.

B: Translate Legacy PPK and SKUs to RMS PPK and SKUs

To process a transfer in RMS, you must translate all legacy PPK and styles specified in the transfer request to RMS item numbers.

NOTE: The URL for the production version of Crystal Reports is:

http://rcclcrp5w/crystal/enterprise9/eportfolio/en/logonform.csp.

	Steps
1	Log onto *Crystal Reports* and locate the *RMS-Legacy Cross Reference Report - Style Cross Reference* – referred to as the translation tool.
2	Schedule the report.
3	Use the table below to help you enter the appropriate information to get the desired translation output.
4	Export the report to Excel using the Excel 97-2000 data-only format.
5	Delete the first 12 rows and the blank row between the header row and the data.
6	Hide/delete extraneous columns/rows so that only the critical information is displayed.
7	Print the result for reference.

Rules for Entering Legacy Numbers into the Translation Tool

Single SKU or PPK:

To Translate:	Enter the Legacy:	In this field:
All the colors/sizes and PPKs for a given program	*6-digit program number*	*Legacy Style*
All SKUs for a given style/color	*9-digit style number*	*Legacy Style-Color-Market*
A specific item SKU	*9-digit style-color + 4 digit size*	*Legacy SKU*
A PPK with all component SKUs	*PPK number*	*Legacy pre-pack*
Only specific sizes for a given style/color	*9-digit style number*	*Legacy Style-Color-Market*
	Size numbers separated by commas	*Legacy Size*

Multiple SKUs or PPKs at the same time: Follow the above rules; separate SKU/PPK numbers with commas.

Specific sizes for more than one style/color: Enter each 9-digit style number separated by commas and the set of sizes separated by commas: *the same set of sizes applies to each style number*.

C: Create a new intra-company transfer and enter the header information

NOTE: The URL for the production version of RMS is: **http://rms-production.gap.com**.

Important: You don't have to complete the transfer in one session. After you create the transfer and enter the header information, you can save your work and return to it later.

	Steps
1	In the *RMS Enterprise Start* window, click the Inventory folder, then double-click the Transfer form to open the *Transfer Search* window.
2	In the *Action* field, select New to create a new transfer.
3	In the *Type* field, select Manual Requisition.
4	To open the *Transfer Maintenance* window, click OK.
5	Record the transfer number for later reference.
6	From the *Transfer Maintenance* window, in the *Expected DC (In DC) date* field, type the In DC Date.
7	In the *Inventory Status* field, select EITHER: Available (the default) OR Unavailable.
8	In the *From Location Type* field, select Warehouse.
9	In the *From Location* field, EITHER: type the shipping virtual warehouse number OR click and select it from the list.
10	In the *To Location Type* field, select Warehouse.
11	In the *To Location* field, EITHER: enter the virtual warehouse number of the receiving warehouse OR click and select it from the list.
12	To go on to entering items, click Items to open the *Transfer Detail* window.

Warning: Once items have been entered, the only header information that can be changed is the Expected Date (In DC date). If you need to change other header information, you need to remove all items and create a new transfer.

D: Enter the items

	Steps
1	In the *Item Type* field, select Item, and then enter the RMS SKU/PPK number in the field to the right.
2	In the *From Qty Type* field, select EITHER Manual (the default) OR Stock on Hand. Select Manual if specifying less than the total stock on hand.

	Steps
	Important: Stock on Hand in RMS is not the same as the take all functionality in STO. Stock on Hand only specifies the total amount at the time the transfer is approved – it does not automatically include additional stock received after this. If you want to include all stock available on the shipping date, you may need to create additional transfers.
3	If you selected Manual in Step 2, in the *Transfer Quantity* field, enter the quantity you are transferring: the number of bulk items or the number of packs.
4	Click Apply to enter the item.
5	If there are additional items: a. Click Add. b. Repeat Steps 1 through 5.
6	In the rare instance where a finisher is involved, click Work Order to open the *Transfer Work Order Maintenance* window. Follow the instructions in *Section IV The Outlet Part of Inter-company Transfers, Step D*, to enter the finisher work order information.
7	a. Click OK in the *Transfer Detail* and *Transfer Maintenance* windows, to save the data and close them. b. Select the *RMS Enterprise Start* window, then in the *Action* menu, select Close to exit RMS. c. Verify the transfer the following business day: see part G: Verify the Transfer.

E: Verify the transfer

	Steps
1	Sequentially schedule both views of the *Transfer Verification Report - Summary and Imploded Export version*: **Summary** view & **Detail Imploded** view.
2	On the *Schedule* page: a. Select the appropriate view name: Summary or Detail Imploded. b. Enter the RMS Transfer number in the *RMS Transfer number* field. c. Click Schedule to run the report.
3	On the *Reports* page: a. Click Refresh until the Status column reads "Success." b. Launch the report for viewing by clicking the date/time stamp.
4	Export the report to Excel using the Excel 97-2000 data only format.
5	Format the report to display the columns listed in the table that follows.

<table>
<tr><th colspan="2">*Transfer Verification Report*: Summary-Imploded Export Version
DATA TO VERIFY</th></tr>
<tr><td>Summary View
RMS Transfer Number
Finisher Entity (if transformation)
Finisher Type (if transformation)
Sending Location
Receiving Location
Transfer Type: MR
Expected In DC Date
Exploded Transfer Unit</td><td>Detail Imploded View
Shipping Section:
Legacy Transfer Number
RMS Transfer Number
Sending Style Color Id/Prepack Nbr
Sending Legacy Size
Shipping Pack Factor
Sending Style Desc
Transfer Units
Receiving Section:
Receiving Style Color Id/Prepack Nbr
Receiving Legacy Size
Receiving Pack Factor
Receiving Style Desc
Unit Transfer</td></tr>
</table>

6	Compare the data in the report to your source documentation.
7	If there are errors, correct them and then repeat Steps 1 through 6 the following business day.
8	If there are no errors in this report, go on to part F: Submit the transfer.

F: Submit the transfer

After you submit the transfer, a supervisor will approve it.

	Steps
1	If the transfer is not currently open: a. In the *RMS Enterprise Start* window, click the Inventory folder, then double-click the Transfer form to open the *Transfer Search* window. b. In the *Action* field, select Edit. c. In the *Transfer* field, enter the transfer number, and then click OK.
2	From the *Transfer Maintenance* window: a. In the *Options* menu, select Submit. b. Click OK to capture the change and close the window.

The Brand Part of INTER-Company Transfers 3

This section has the steps required to create, verify and handoff the Brand part of an *inter-company* transfer to Outlet.

A: Receive the initial request and collect the information

As in the past, the inter-company transfer is negotiated in STT. One change is that the Outlet Merchant will enter the expected IN-DC date in the *Comments* field in STT.

Collect the following from the STT *View Offer* screen:

Information	Source
Requested delivery date (Expected DC date)	*Comments* field
External Reference Code	*Offer Number* field
Style	*Style* field
Item color code and description	*Color Code and Description* column
Transfer quantity for each style/color	*Outlet Accepted Units* column
Cost per unit for each style/color	*Outlet Unit Cost* column

Use existing methods to collect the following information. If it is necessary to pick items from multiple locations, you will have to create a separate transfer for each shipping location:

Information	Source
From location (virtual warehouse number)	For virtual numbers see Appendix B in the User Manual
Finisher location (virtual warehouse number)	
To location (virtual warehouse number)	
Items/PPKs in the from location(s)	IPR
Available or Unavailable inventory for each item/PPK	If you need to transfer from unavailable inventory you will need to contact the DC for details

B: Translate Legacy PPK and SKUs to RMS PPK and SKUs

You must translate all legacy PPKs and styles in the transfer request to RMS item numbers to process a transfer in RMS.

NOTE: The URL for the **production** version of Crystal Reports is:

http://rcclcrp5w/crystal/enterprise9/launchpad/en/default.htm.

	Steps
1	Log onto *Crystal Reports* and locate the *RMS-Legacy Cross Reference Report - Style Cross Reference* – referred to as the translation tool.
2	Schedule the report.
3	Use the table below to help you enter the appropriate information to get the desired translation output.
4	Export the report to Excel using the **Excel 97-2000 data-only** format.

	Steps
5	Delete the first 12 rows and the blank row between the header row and the data.
6	Hide/delete extraneous columns **EXCEPT** the following: ▪ RMS Dept ▪ Legacy Style Id/Legacy Style Color ▪ Legacy Size ▪ Legacy Prepack Nbr ▪ RMS Prepack Nbr ▪ Item ID ▪ Legacy Style Desc
7	Sort the worksheet: a. First by Legacy Prepack Nbr. b. Second by Legacy Size.
8	***Only If this is an online to outlet transfer:*** a. Edit each subsequent worksheet to contain only those SKUs and PPKs that will be on the transfer from that DC. b Save the workbook. c. Skip to part D: Create a new inter-company transfer and enter the header information.
9	Save the file.

Rules for Entering Legacy Numbers into the Translation Tool

Single SKU or PPK:

To Translate:	Enter the Legacy:	In this field:
All the colors/sizes and PPKs for a given program	*6-digit program number*	*Legacy Style*
All SKUs for a given style/color	*9-digit style number*	*Legacy Style-Color-Market*
A specific item SKU	*9-digit style-color + 4 digit size*	*Legacy SKU*
A PPK with all component SKUs	*PPK number*	*Legacy pre-pack*
Only specific sizes for a given style/color	*9-digit style number*	*Legacy Style-Color-Market*
	Size numbers separated by commas	*Legacy Size*

Multiple SKUs or PPKs at the same time: Follow the above rules; separate SKU/PPK numbers with commas.

Specific sizes for more than one style/color: Enter each 9-digit style number separated by commas and the set of sizes separated by commas: *the same set of sizes applies to each style number*.

C: Format the translation spreadsheet for Outlet

If you have created multiple transfers from different locations to move the total quantity of items to Outlet:
Complete the steps in the table that follows.
*Complete parts D through F for **each** transfer you create.*

Outlet will need additional information about any PPKs you are transferring. In this part, you will add columns and enter this information in addition to creating separate worksheets for each transfer.

After exporting to Excel, Outlet will just delete SKUs not on the transfer and save the workbook.

	Steps
1	In the initial translation worksheet created in Step 2, insert a column between Legacy Size and Legacy Prepack Nbr and title it "units in ppk."
2	In this new column, enter the number of units for each size in each prepack. NOTE: Bulk SKUs will not have a PPK # in the Legacy Prepack Nbr column.
3	Insert a column between Legacy Prepack Nbr and RMS Ppk Nbr and title it "ppk type."
4	In this column, provide the prepack type: "M" for multiple – "S" for single – "A" for assorted.
5	Insert a column between 'Ppk type' and RMS Ppk Nbr and title it "full carton?"
6	In this column, enter: "y" for full carton ppks OR "n" if not a full carton ppk.
7	Rename this worksheet "skus & ppks."
8	Make one copy of the "skus & ppks" worksheet for each DC you will be transferring from. Rename the tab with the DC number.
9	Edit each subsequent worksheet to contain only those SKUs and PPKs that will be on the transfer from that DC.
10	Save the workbook.

D: Create a new inter-company transfer and enter the header information

NOTE: The URL for the **production** version of RMS is: **http://rms-production.gap.com**.

ⓘ ***Important:*** You don't have to complete the transfer in one session. After you create the transfer and enter the header information, you can save your work and return to it later.

	Steps
1	In the *RMS Enterprise Start* window, click the Inventory folder, then double-click the Transfer form to open the *Transfer Search* window.
2	In the *Action* field, select New to create a new transfer.
3	In the *Type* field, select Intercompany.
4	To open the *Transfer Maintenance* window, click OK.
5	Record the transfer number for later reference.
6	From the *Transfer Maintenance* window, in the *Expected DC date* field, type the In DC Date.
7	In the *Inventory Status* field, select EITHER: Available (the default) OR Unavailable.
8	In the *Ext. Reference Code* field, type the STT Offer Number.
9	In the *From Location Type* field, select Warehouse.

	Steps
10	In the *From Location* field, EITHER: type the shipping virtual warehouse number OR click and select it from the list.
11	In the *Finisher Type* field, select EITHER: Internal OR External. **NOTE:** Select *External* only if specified by the Outlet MA.
12	In the *Finisher* field, EITHER: type the virtual finisher number for the finisher OR click and select it from the list.
13	In the *To Location Type* field, select Warehouse.
14	In the *To Location* field, EITHER: type the virtual warehouse number of the receiving warehouse OR click and select it from the list.
15	To go on to entering items, click Items to open the *Transfer Detail* window.
Warning: Once items have been entered, the only header information that can be changed is the Expected Date (In DC date). If you need to change other header information, you need to remove all items and create a new transfer.	

E: Enter the items

	Steps
1	In the *Item Type* field, select Item, and then enter the RMS SKU/PPK number in the field to the right.
2	In the *From Qty Type* field, select EITHER: Manual (the default) OR Stock on Hand. **NOTE:** Select Manual if specifying less than the total stock on hand.
Important: Stock on Hand in RMS is not the same as the take all functionality in STO. Stock on Hand only specifies the total amount at the time the transfer is approved – it does not automatically include additional stock received after this. If you want to include all stock available on the shipping date, you may need to create additional transfers.	
3	If you selected Manual in Step 2, in the *Transfer Quantity* field, enter the quantity you are transferring: the number of bulk items or the number of packs.
4	In the *Transfer Price Adjustment Type* field, always select Set Price.
5	In the *Adjustment Value* field, enter the Outlet Unit Cost. **NOTE: For pre-packs**, the Adjustment Value equals the component item value multiplied by the number of component items in the pack.
6	Click Apply to enter the item.

	Steps
7	If there are additional items: a. Click Add. b. Repeat Steps 1 through 5.
8	a. In the *Transfer Detail* and *Transfer Maintenance* windows, click OK to close them and save the data. b. Select the *RMS Enterprise Start* window, then in the *Action* menu, select Close to exit RMS. c. Verify the transfer the following business day: see F: Verify the Transfer.

F: Verify the transfer

You will need to repeat this part for each transfer. Verify each transfer using the steps given for the following reports:

First: Verify using the *Transfer Verification Report*

	Steps	
1	Sequentially schedule both views of the *Transfer Verification Report - Summary and Imploded Export version*: **Summary** view & **Detail Imploded** view.	
2	On the *Schedule* page: a. Select the appropriate view name: Summary or Detail Imploded. b. Enter the RMS Transfer number in the *RMS Transfer number* field. c. Click Schedule to run the report.	
3	On the *Reports* page: a. Click Refresh until the Status column reads "Success." b. Launch the report for viewing by clicking the date/time stamp.	
4	Export the report to Excel using the Excel 97-2000 data only format.	
5	Format the report to display the columns listed below.	
***Transfer Verification Report*: Summary-Imploded Export Version** **DATA TO VERIFY**		
Summary View ▪ RMS Transfer Number ▪ Sending Location ▪ Finisher Location ▪ Receiving Location ▪ Transfer Type (▪ Expected In DC Date ▪ Exploded Transfer Unit ▪ External Reference Code		**Detail Imploded View** **Shipping Section:** ▪ RMS Transfer Number ▪ External Reference Code ▪ Expected In DC Date ▪ Receiving Style Color Id/Prepack Nbr ▪ Receiving Legacy Size ▪ Shipping Pack Factor ▪ Receiving Style Desc
6	Compare the data in the report to your source documentation.	
7	If there are errors, correct them and then repeat Steps 1 through 6 the following business day.	
8	If there are no errors in this report, go on to the *RMS-to-STT Transfers Error Report* verification that follows.	

Second: Verify using the *RMS-to-STT Transfers Error Report*

	Steps
1	In Crystal Reports, select List Reports for the *RMS-to STT Transfer Error Report*, and then open the most current instance.
2	Search the report for the transfer number. If the transfer is not found, there are no errors.
3	If there are errors, correct them and then repeat Steps 1 and 2 the next day.
4	If there are no current errors in this report and no errors in the *Transfer Verification Report*, go on to part *G: Hand off the transfer(s) to Outlet for final processing*.

G: Hand off the transfer(s) to Outlet for final processing

	Step
1	Notify Outlet via email. The email must contain the RMS Transfer number(s) and associated Brand DC number(s). Attach the modified translation spreadsheet.

The Outlet Part of INTER-Company Transfers 4

This section has the steps for Outlet to receive the handoff from Brand and complete an *inter-company* transfer. There is one change for Outlet Merchants in the STT offer process. **Merchants**, see section H on page 23 for details.

A: Receive the handoff from Brand and verify the transfer

Here's what's involved in this first part: after receiving the email handoff from Brand, verify the transfer to make sure it's correct before you invest effort completing the transfer.

Review the spreadsheet attached to the email to identify multiple transfers. Each transfer is listed on a separate tab labeled with the sending DC number. You will need to perform this verification procedure for each transfer.

NOTE: The URL for the production version of Crystal Reports is:

http://rcclcrp5w/crystal/enterprise9/launchpad/en/default.htm

Verify each transfer using the steps given for the following reports:

First: Verify using the *Transfer Verification Report*

	Steps
1	Schedule the Detail Imploded view of the *Transfer Verification Report - Summary and Imploded Export version.*
2	On the *Schedule* page: a. Select Detail Imploded in the *view name* field. b. Enter the RMS Transfer number in the *RMS Transfer number* field. c. Click Schedule to run the report.
3	On the *Reports* page: a. Click Refresh until the Status column reads "Success." b. Launch the report for viewing by clicking the date/time stamp.
4	Export the report to Excel using the Excel 97-2000 data only format.
5	Format the report to display the columns listed below.
	***Transfer Verification Report*: Summary-Imploded Export Version** **Detail Imploded View** **DATA TO VERIFY**
	Shipping Section ▪ RMS Transfer Number ▪ External Reference Code ▪ Expected In DC Date ▪ Sending Style Color Id/Prepack Nbr ▪ Sending Legacy Size ▪ Shipping Pack Factor ▪ Sending Style Desc **Receiving Section** ▪ Receiving Style Color Id ▪ Receiving Legacy Size ▪ Receiving Style Desc ▪ Transfer Units
6	Compare the data in the report to your source documentation.
7	If there are errors, correct them and then repeat Steps 1 through 6 the following business day.

	Steps
8	If there are no errors in this report, go on to the *RMS-to-STT Transfers Error Report* verification that follows.

Second: Verify using the *RMS-to-STT Transfers Error Report*

	Steps
1	In Crystal Reports, select List Reports for the *RMS-to STT Transfer Error Report*, then open the most current instance.
2	Search the report for the transfer number. **If the transfer is not found, there are no errors**.
3	If there are errors, correct them and then repeat Steps 1 and 2 the next day.
4	If there are no current errors in this report and no errors in the *Transfer Verification Report*, go on to part B: Create Outlet PPKs and update the cross reference report from Brand.

B: Create Outlet PPKs and update the cross reference report from Brand

Use PK30 to create Outlet PPKs that match those transferred from Brand. Record the legacy PPK numbers in an additional column in the translation spreadsheet you received from Brand.

	Steps
1	Open the Brand handoff spreadsheet.
2	In the skus & ppks worksheet, insert/add a column and title it "Outlet ppk."
3	Using the PPK information you receive from Brand, create the corresponding Outlet prepacks in PK30. See *PK30 Prepack Maintenance: Creating (Adding) a Prepack* for instructions.
4	Enter the PPK numbers you just created in the Outlet ppk column of the "skus & ppks" worksheet.

C: Translate the Legacy PPKs to RMS PPKs

Now you must enter the legacy Outlet PPK and Outlet SKU information into the translation tool so that all of your Outlet RMS items are together in the same spreadsheet.

Note: The URL for the production version of Crystal Reports is:

http://rcclcrp5w/crystal/enterprise9/launchpad/en/default.htm.

	Steps
1	Refer to the list of Outlet SKUs that correspond to the Brand SKUs for the transfer.
2	Log onto *Crystal Reports* and locate the *RMS-Legacy Cross Reference Report - Style Cross Reference* – referred to as the translation tool.
3	Schedule the report.
4	On the Schedule page, enter the 9-digit style in the *Style-Color-Market* field.
5	Run the report.
6	Export the report to Excel using the Excel 97-2000 data-only format.
7	Delete the first 12 rows and the blank row between the header row and the data.

	Steps
8	Format the spreadsheet so that only rows with PPKs or SKUs on the transfer are visible.
9	Sort by Legacy Prepack Nbr and then by Legacy Size.
10	Print the results for reference.

Rules for Entering Legacy Numbers into the Translation Tool

Single SKU or PPK:

To Translate:	Enter the Legacy:	In this field:
All the colors/sizes and PPKs for a given program	*6-digit program number*	*Legacy Style*
All SKUs for a given style/color	*9-digit style number*	*Legacy Style-Color-Market*
A specific item SKU	*9-digit style-color + 4 digit size*	*Legacy SKU*
A PPK with all component SKUs	*PPK number*	*Legacy pre-pack*
Only specific sizes for a given style/color	*9-digit style number*	*Legacy Style-Color-Market*
	Size numbers separated by commas	*Legacy Size*

Multiple SKUs or PPKs at the same time: Follow the above rules; separate SKU/PPK numbers with commas.

Specific sizes for more than one style/color: Enter each 9-digit style number separated by commas and the set of sizes separated by commas: *the same set of sizes applies to each style number*.

D: Enter the Finisher information

Note: The URL for the production version of RMS is: **http://rms-production.gap.com**.

ⓘ ***Important:*** You don't have to complete the transfer in one session. After you create the transfer and enter the header information, you can save your work and return to it later.

ⓘ ***Important:*** For a transfer with a finisher, there must be at least one work order activity for each item.

	Steps
1	In the *RMS Enterprise Start* window, click the Inventory folder, then double-click the Transfer form to open the *Transfer Search* window.
2	In the *Action* field, select Edit.
3	In the *Transfer* field, enter the transfer number supplied by Brand, then click OK.
4	In the *Transfer Maintenance* window, click Items.
5	In the *Transfer Detail* window, click Work Order to open the *Transfer Work Order Maintenance* window.

	Steps
6	If you want to add the same activity to all items: a. Click Add to select to a blank row. b. In the *Item Type* field, select All Items (the typical choice). c. Skip to Step 8.
7	If you want to add the activity to each item individually, select the item in the table.
8	In the *Activity Type* field, select Activity.
9	In the *Activity* field, click and then select the work order activity from the list.
10	Click Apply.
11	If you are assigning activities to items individually, repeat Steps 7-10.
12	When finished, click OK to close the *Transfer Work Order Maintenance* window.
13	If SKU transformation is required, in the *Transfer Detail* window, click Transformation. See part E: Transform the items from Brand to Outlet.

E: Transform the items from Brand to Outlet

In the transform step, you establish the correspondence between an existing SKU for an item and a new SKU for the same item. Typically this is the existing Brand SKU and the new Outlet SKU in an inter-company transfer.

	Steps
1	In the *From Item* field, enter the Brand SKU number. NOTE: If you enter a SKU in the *From Item* field that you didn't previously enter in the *Transfer Detail* window, an error message will be displayed. NOTE: If completing a "many-to-one" transformation, enter all the Brand SKUs that become the one Outlet SKU.
2	In the *Action* field, select Edit.
3	In the *To Item* field, enter the corresponding Outlet SKU number.
4	If more items need to be transformed: a. Click OK + Repeat. b. Repeat Steps 1-3.
5	Check that all items have been transformed by doing the following: a. In the *From Item* field, type %. b. Click the associated . c. If the displayed list is empty, click OK to close the *Item Transformation* window. d. If there are still items in the list, return to step 1.
6	Click Apply to enter the item.
7	If packing/repacking is involved, in the *Transfer Detail* window, click Packing to display the *Item Packing* window.

F: Enter the packing information

If Brand has included PPKs in the transfer, you are required to complete the Packing screen. Each pack can either be burst (pack to bulk) or "transformed" to the corresponding Outlet prepack you created (pack to pack).

	Steps
1	In the *Item* field, enter the Brand PPK number.
2	If the Brand pack is to be burst: a. Click Explode Pack. b. Skip to Step 4.
3	If the Brand pack is being "transformed" to the corresponding Outlet pack: a. In the *Pack No.* field, enter the Outlet pre-pack number. b. Click Build Pack. **NOTE:** The "from" PPK definition must match the "to" definition.
4	If there are more packs: a. Click OK + Repeat. b. Repeat Steps 1 – 3.
5	When all pack information has been entered, close the open windows and exit RMS. The following business day, you will verify the transfer: see part G: Verify the Transfer.

G: Verify the transfer

Perform the final verification of the transfer using the steps given for the following reports:

First: Verify using the *Transfer Verification Report - Summary and Imploded Export Version*

	Steps
1	Schedule the Detail Imploded view of the *Transfer Verification Report - Summary and Imploded Export version.*
2	On the *Schedule* page: a. Select Detail Imploded in the view name field. b. Enter the RMS Transfer number in the *RMS Transfer number* field. c. Click Schedule to run the report.
3	On the *Reports* page: a. Click Refresh until the Status column reads "Success." b. Launch the report for viewing by clicking the date/time stamp.
4	Export the report to Excel using the Excel 97-2000 data only format.
5	Format the report to display the columns listed below.

	Steps
	***Transfer Verification Report*: Summary-Imploded Export Version** **Detail Imploded View** **DATA TO VERIFY**
	Receiving Section: ▪ Receiving Style Color ID/Prepack Nbr ▪ Receiving Legacy Size ▪ Receiving Pack Factor ▪ Receiving Style Desc
6	Compare the data in the report to your source documentation.
7	If there are errors, correct them and then repeat Steps 1 through 6 the following business day.
8	If there are no errors, go on to the *Transfer Verification Report -Exploded Export Version* verification that follows.

Second: Verify using the *Transfer Verification Report - Exploded Export Version*

	Steps
1	Schedule the *Transfer Verification Report - Exploded Export version*.
2	On the *Schedule* page: a. Enter the RMS Transfer number in the *RMS Transfer number* field. b. Click Schedule to run the report.
3	On the *Reports* page: a. Click Refresh until the Status column reads "Success." b. Launch the report for viewing by clicking the date/time stamp.
4	Export the report to Excel, selecting the Excel 97-2000 data only format.
5	Format the report to display the columns listed below.
	***Transfer Verification Report:* Summary-Imploded Export Version** **Exploded Version** **DATA TO VERIFY**
	Shipping Section: ▪ RMS Transfer Number ▪ External Reference Code ▪ Expected In DC Date ▪ Transfer Units **Receiving Section:** ▪ Receiving Style Color Id ▪ Receiving Legacy Size ▪ Receiving Style Desc ▪ Receiving Season Code Yr ▪ Unit Transfer
6	Compare the data in the report to your source documentation.
7	If there are errors, correct them and then repeat Steps 1 through 6 the following business day.
8	If there are no errors, go on to the *RMS-to-STT Transfer Errors Report* verification that follows.

Third: Verify using the *RMS-to-STT Transfer Errors Report*

	Steps
1	In Crystal Reports, select List Reports for the *RMS-to-STT Transfer Error Report*, then schedule the most current instance.
2	Search the report for the transfer number. **If the transfer is not found, there are no errors**.
3	If there are errors, correct them and then repeat steps 1 and 2 the next day.
4	If there are no current errors in this report and no errors in the *Transfer Verification Report*, go on to part H: The Merchant reviews the transfer.

H: The Merchant reviews the transfer

Merchant: you also have a change in the STT offer process, which of course happens much sooner than this point. But we wanted to put all the information you need about your steps for a transfer on the same page. **In the offer process:**

Enter the expected IN-DC date in the *Comments* field on the STT *View Offer* screen. Make every attempt to avoid crossing fiscal months when shipping and receiving a transfer. This will make the transfer receipt reconciliation process much easier. Transfers from sending DCs to the Outlet DCs are expected to take one week or less. **A good rule of thumb is that an expected IN-DC date for a transfer should not be in the first week of a fiscal month.**

If there is a need to change the IN-DC date to an earlier date:

a. Check with Outlet Logistics Planning to discuss the proposed change.
b. Have your MA enter the new expected IN-DC date in RMS.
c. Notify the sending Merchant of the change.

If there is a need to change the IN-DC date to a later date (rare occurrence, perhaps from a lost shipment, etc.): First confirm the date change and reason with the sending Merchant, then follow the above steps a.- c.

Reviewing the Transfer:

MA: email or deliver a printed copy of the Transfer Verification Form – Exploded Export version to the Merchant.

Merchant: review the report to validate the following fields:

Fields to Validate	
Transfer Verification Report Field:	**Compare:**
1. RMS Transfer Number	1. N/A
2. External Reference Code	2. STT Offer Number
3. Sending Style Color ID	3. STT
4. Receiving Style Color ID	4. New Style to Sending Style on TVR
5. Sending Style Description	5. STT
6. Receiving Style Description	6. New Style to Sending Style on TVR
7. Unit Transfer	7. Sum of Units by Style/Color to Quantities under Outlet Accepted Units in STT
8. Item Transfer Price	8. Outlet Unit Cost in STT

I: Submit and approve the transfer

Once the Merchant has reviewed the transfer, then the transfer can be submitted and approved. The Merchant may perform this step or ask the MA to do it.

	Steps
1	If the transfer is not currently open: a. In the *RMS Enterprise Start* window, click the Inventory folder, and then double-click the Transfer form to open the *Transfer Search* window. b. In the *Action* field, select Edit. c. In the *Transfer* field, enter the transfer number, and then click OK.

	Steps
2	From the *Transfer Maintenance* window: a. In the *Options* menu, select Submit. b. In the *Options* menu, select Approve. c. Click OK to capture the change and close the window.