Transferring Inventory Records between Locations

1. From the Main Menu, click **Inventory Search**.

     Inventory Search

2. Select the location you'd like to move inventory from. This document will refer to this location as the source location.
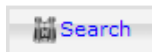
Facility		▼
Sub Location 1		
Sub Location 2		

3. If necessary, select the inventory period you'd like to use.

    Inventory Period

All Inventory Periods	▼
Current Inventory Period	
Previous Inventory Period	
All Inventory Periods	

4. Click the **Search** button.

     Search

5. Click the name of the product you wish to move inventory for. Note the inventory *Unit of Measure*, *Container Type*, and *Inventory Capture Type*.
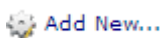
6. From the Inventory Detail page, click on **MSDS Detail** link at the top of the page.

    Menu > Bose MSDS Search > MSDS Detail > Inventory Detail

7. If it does not take you to the **Inventory** tab, click on it.

    Basic Information | Regulations | Hazards | PPE | **Inventory** | MSDS Labels | GHS

8. Near the bottom of the **Inventory** tab, **Add New…** button just above the product's inventory listing.

     Add New…

9. Fill in the following information you copied from the other record for the destination location:

a. Select the facility the product is located. Indicating sub locations is optional.
b. Enter the Unit of Measure and the Contain Type of the product.
c. There are two methods of entering inventory.
   i. The first is *Standard Inventory.* When this method is selected, you can enter the total Ending on Hand Quantity for the product. For example, you might have 100 gallons of this product.
   ii. The second method is to enter inventory using *Container Count Inventory.* This allows you to enter the number of containers you have on site (Ending On Hand Container Count) and the Container Size. The system will then calculate the total Ending on Hand Quantity. For example, you might have ten 10-gallon containers of the product, for which the system will calculate that you have 100 gallons.

10. After entering your inventory, click the **Save** button at the top of the page to add the inventory to the MSDS.

11. Click on the **Go Back** button at the top of the page.

12. At the bottom of the **Inventory** tab, click on the source inventory link.

Effective Date End	Product Name	Manufacturer	Facility	Quantity	UOM
12/31/2012	Electrode Cleaner	Ricca Chemical Co.	Park Place; Climatics Lab 2 (1530)	1	Plastic bottle(s) or jug(s) (500 Milliliter(s))

13. On the source location's Inventory Detail page, click the **Delete** button.

14. Process complete: you've moved one chemical's inventory information between two locations.