UNIT TO UNIT TRANSFERS

**If your unit is transferring product(s) to or from
another unit follow the process below.**

TRANSFERRING UNIT

Log into your account **at www.trails-end.com**

Go to the Popcorn Orders tab.

Click "**View**" next to the approved unit order with the inventory to be transferred.

Click the" **Transfer Inventory**" button and select the District and Unit from the dropdowns
that is receiving the inventory.

Enter the quantities (cases and containers) to be transferred.

Click the" **Submit Transfer Request**" to complete the form**.**

RECEIVING UNIT

After the transferring unit submits the transfer request, the
receiving unit will be notified via email.

Log into your www.trails-end.com account.

Go to the "Transfers & Returns" tab.

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 **COMPLETED BY 12.01.24.**
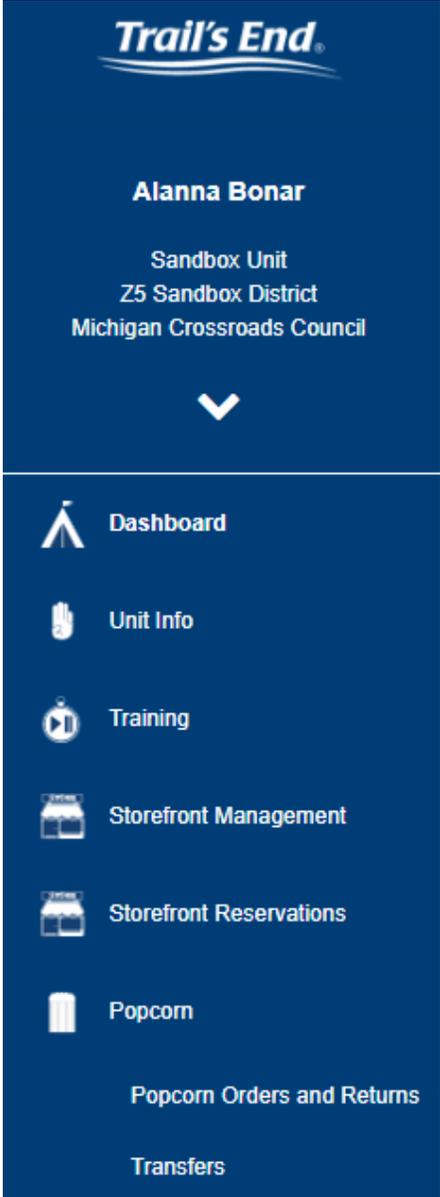
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Alanna Bonar

Sandbox Unit
Z5 Sandbox District
Michigan Crossroads Council

⌄

Å Dashboard

🖐 Unit Info

⏏ Training

🏪 Storefront Management

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🗄 Popcorn

Popcorn Orders and Returns

Transfers