

TRANSFERS

In an effort to maintain tight control of our company's inventory, when merchandise is moved around the Daniel's chain, a TRANSFER accompanies it.

All outgoing store Transfers are created from the POS.

*A Sample of the POS Merchandise Transfer *OUT* that is filled in the sending store and the Transfer *IN* that is sent to a store are displayed below.*

*** TRANSFER *OUT* STORE COPY** ----- Merchandise Transfer -----
Daniel's Jewelers (260) TRANSFER ID 2600000017
Westfield Palm Desert RECEIPT # 2600087147
72-840 Highway #111, Suite #317 JOURNAL # 2600087147
Palm Desert, CA 92260 TRANS DATE 08/02/2015
PHONE: (760) 346-4157 ENTERED 03:09 PM BY 1645 ART R
TRANSFER FROM: 260 Daniel's Jewelers (260)
TRANSFER TO: 100 Sherwood Management Co. Inc.
NOTES/INFORMATION: SPECIAL RECALL (AR:RCPT:RPT@1050)

TRANSACTION	PRODUCT #	ITEM TRANSFER DESCRIPTION	QTY	PRICE PRINTED ON TICKET
Merch Transfer	311-00134	10Y W/1-.01 DIA	2	\$54.95
Merch Transfer	202-01281	Y BEZ RND CHAMP DIAL W/VERT LI	1	\$165.00
Merch Transfer	302-00406	10Y GTS NUGGET RING	1	\$229.95
TOTAL/NET QUANTITIES			4	

Sending Store Transfer PREPARED By (Associate Number/Signature): _____
Sending Store Transfer VERIFIED By (Associate Number/Signature): _____
Shipping Method (Must Check One):
☐ Sent to SMC in "A" Box ☐ Sent to SMC via UPS ☐ Sent to *TO* Store via UPS
☐ Hand Delivered/Picked Up By (Associate Number/Signature): _____
Sending Store Instructions: (AR:RCPT:RPT@1054)

- One associate should prepare and another associate should verify the transfer and mark their employee numbers and sign in the spaces above.
- The *TRANSFER *OUT* STORE COPY* of the transfer (this document) should be filed in the store transfer drawer pending file #4.
- The merchandise being transferred and the *TRANSFER *IN* STORE COPY* form should be shipped as marked above (hand carried transfers subject to current policy).

Entered Transfer into POS

Verified each SKU is Accurate

Check one and associate signs if hand carrying to another store.

*** TRANSFER *IN* STORE COPY *** ----- Merchandise Transfer -----
Daniel's Jewelers (260) TRANSFER ID 2600000017
Westfield Palm Desert RECEIPT # 2600087147
72-840 Highway #111, Suite #317 JOURNAL # 2600087147
Palm Desert, CA 92260 TRANS DATE 03/17/2016
PHONE: (760) 346-4157 ENTERED 03:09 PM BY 9999 ASSOC A
TRANSFER FROM: 260 Daniel's Jewelers (260)
TRANSFER TO: 100 Sherwood Management Co. Inc.
NOTES/INFORMATION: SPECIAL RECALL (AR:RCPT:RPT@A050)

TRANSACTION	PRODUCT #	ITEM TRANSFER DESCRIPTION	QTY	PRICE PRINTED ON TICKET
Merch Transfer	311-00134	10Y W/1-.01 DIA	2	\$54.95
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TOTAL/NET QUANTITIES			4	

Receiving Store Transfer Received by: (Associate Number/Signature): _____
Transfer Processed by (SMC): _____
Receiving Store Instructions: (AR:RCPT:RPT@A054)

- Verify that the merchandise received matches this transfer document.
- Mark your associate number and sign in the space above.
- FAX this completed document to SMC Distribution (310 665 2161).
- File this transfer document in the store transfer drawer.

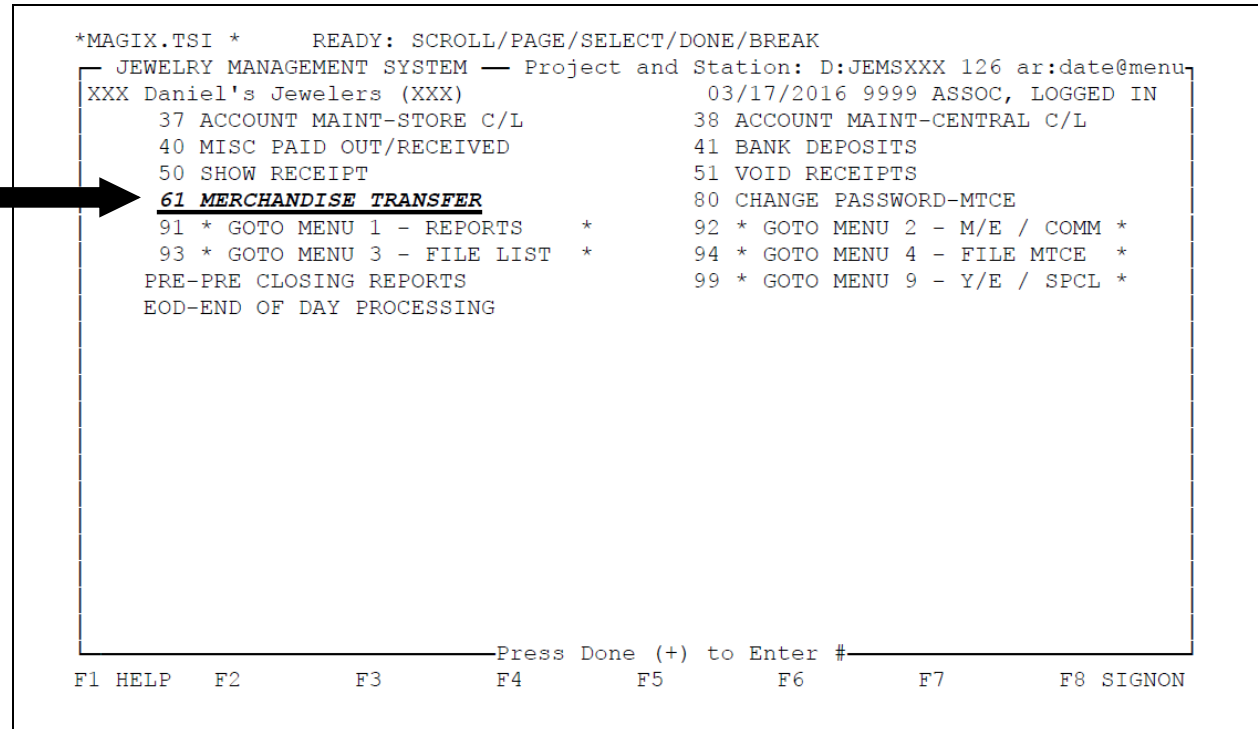
Receiving Associate signs after verifying each SKU.

Distribution Dept. signs if sent to store in A-Box to SMC

POS TRANSFERS INSTRUCTIONS

Pictured below are the POS Merchandise Transfer Instructions.

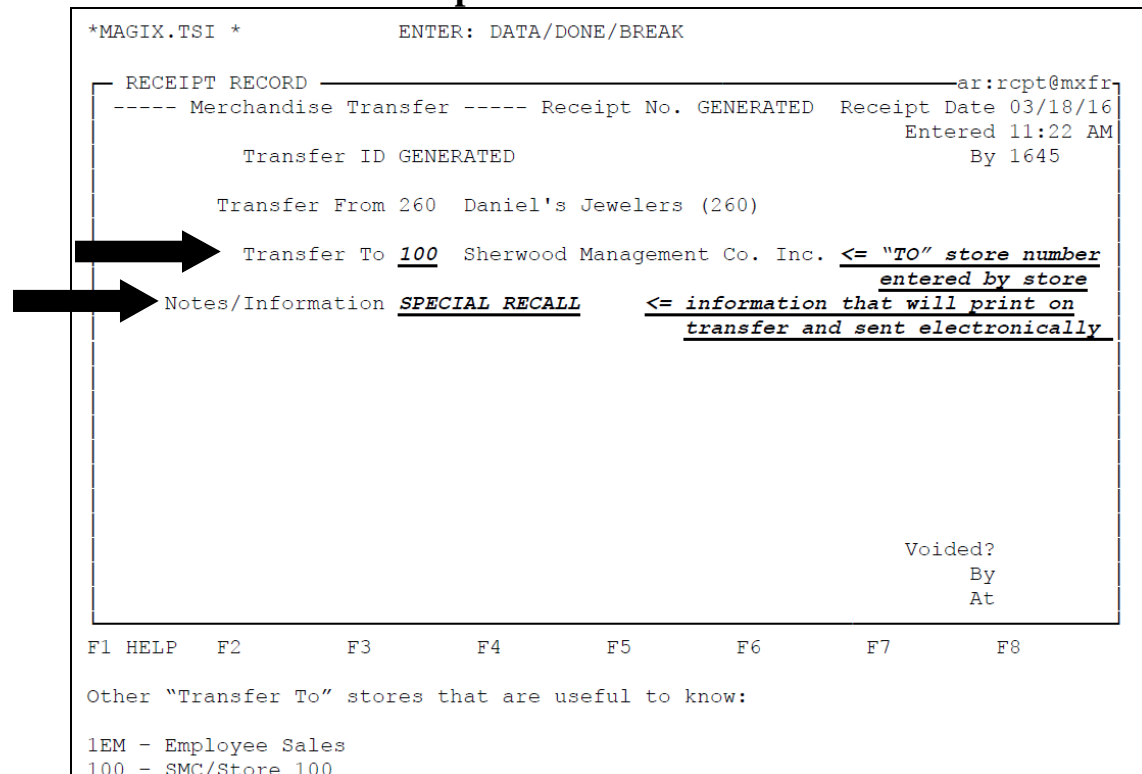
1. Select 61 Merchandise Transfer on POS screen



```
*MAGIX.TSI *      READY: SCROLL/PAGE/SELECT/DONE/BREAK
JEWELRY MANAGEMENT SYSTEM — Project and Station: D:JEMSXXX 126 ar:date@menu-
XXX Daniel's Jewelers (XXX)      03/17/2016 9999 ASSOC, LOGGED IN
37 ACCOUNT MAINT-STORE C/L      38 ACCOUNT MAINT-CENTRAL C/L
40 MISC PAID OUT/RECEIVED      41 BANK DEPOSITS
50 SHOW RECEIPT      51 VOID RECEIPTS
61 MERCHANDISE TRANSFER      80 CHANGE PASSWORD-MTCE
91 * GOTO MENU 1 - REPORTS *      92 * GOTO MENU 2 - M/E / COMM *
93 * GOTO MENU 3 - FILE LIST *      94 * GOTO MENU 4 - FILE MTCE *
PRE-PRE CLOSING REPORTS      99 * GOTO MENU 9 - Y/E / SPCL *
EOD-END OF DAY PROCESSING

Press Done (+) to Enter #
F1 HELP  F2      F3      F4      F5      F6      F7      F8 SIGNON
```

2. Enter Store or SMC Department Number



```
*MAGIX.TSI *      ENTER: DATA/DONE/BREAK

RECEIPT RECORD ————— ar:rcpt@mxfr
----- Merchandise Transfer ----- Receipt No. GENERATED Receipt Date 03/18/16
                                           Entered 11:22 AM
                                           By 1645

Transfer ID GENERATED

Transfer From 260 Daniel's Jewelers (260)

Transfer To 100 Sherwood Management Co. Inc. <= "TO" store number
                                           entered by store
Notes/Information SPECIAL RECALL <= information that will print on
                                           transfer and sent electronically

Voided?
By
At

F1 HELP  F2      F3      F4      F5      F6      F7      F8

Other "Transfer To" stores that are useful to know:
1EM - Employee Sales
100 - SMC/Store 100
```

POS TRANSFERS INSTRUCTIONS (Cont.)

3. Enter 'Type' code (T for transfer or RT for a transfer correction)

```
*MAGIX.TSI *          ENTER: DATA/DONE/BREAK
RECEIPT RECORD -----ar:rcpt@mxfr
----- Merchandise Transfer ----- Receipt No. GENERATED  Receipt Date 03/18/16
                                     Entered 11:22 AM
                                     By 1645

      Transfer ID GENERATED

      Transfer From 260  Daniel's Jewelers (260)

TRANSACTION SELECTION -----ar:rcpt_tran:hold@pick-
Transaction Cat.      Description      Product #      Qty  Amount
-                    -                -                -

ENTER TRANSACTION TYPE -----ar:rcpt_tran_type:sel@mxfr
Type T  <= enter T for transfers *AND* RT for transfer corrections

F1 HELP  F2      F3      F4      F5      F6      F7      F8
```

4. Enter each SKU number and the Quantity being transferred

```
*MAGIX.TSI *          ENTER: DATA/DONE/BREAK
RECEIPT RECORD -----ar:rcpt@mxfr
----- Merchandise Transfer ----- Receipt No. GENERATED  Receipt Date 03/18/16
                                     Entered 11:22 AM
                                     By 1645

      Transfer ID GENERATED

      Transfer From 260  Daniel's Jewelers (260)

      Transfer To 100  Sherwood Management Co. Inc.

      Notes/Information SPECIAL RECALL

TRANSACTION RECORD -----ar:rcpt_tran:hold@r021
Merch Transfer

Category-Product ID:  → 311-00134  <= SKU being transferred
Current Retail Price:      $54.95

Description (can be edited): 10Y W/1-.01 DIA  <= this field can be edited
Transfer Quantity:          → 10          <= quantity being transferred
Price Printed On Ticket:    $54.95          <= correct if necessary

F1 HELP  F2      F3      F4 PROD  F5      F6      F7      F8
```

STORE-TO-STORE TRANSFER OF MERCHANDISE

A Store-to-Store Transfer of merchandise can be done by one of the following methods. When received, a transfer should always be checked in, signed, and faxed to (310) 665-2161 (Vault).

1. **PREFERRED** – Send in store's regular weekly A-box to the main office – 1 –2 weeks.
 - a. Write transfer number in appropriate space on Shipping Manifest form.
 - b. Send completed TRANSFER *IN* with merchandise in plastic bag inside A-box.
 - c. Main office will open and ship transfer to receiving store in their next A-box.
2. **RUSH** – Send directly to the store via UPS – 2-4 days. UPS is expensive. This option is **ONLY** available for items with a Ticket price of \$1500 or more or with an RDM approval.
 - a. Fax completed Transfer and Manifest form to (310) 846-6318 to obtain UPS shipping label.
 - i. Request must be fax to SMC by 1:00pm for same day UPS pick up. Labels will be faxed to the store by 3PM.
 - ii. Request faxed to SMC after 1:00pm will get UPS pick up the next day.
 - b. Write UPS Tracking number on store copy of Manifest.
 - c. Pack TRANSFER *IN* with merchandise into an extra A-box tub with the UPS label on it. If an extra A-Box is not available, contact distribution (ext. 5284 or 5669) to get one sent to your store. Call Clive (ext. 5292), Gil (ext. 5284), or Sandra (ext. 5669) to order more UPS padded envelopes.
 - d. Make sure UPS driver scans the label when they pick it up.
3. **URGENT TO MAKE/SAVE A SALE**–Hand Carry Store to Store – Mgr/RDM approval.
 - a. Obtain Store Manager or RDM approval to do this.
 - b. Receiving/Sending store employee or jeweler may transport transfer.
 - c. Sending store must fax completed transfer to (310) 846-6317 and obtain a *FAX AUTHORIZATION* to release the hand carried transfer.
 - i. If authorization is not received, the transfer cannot be released. Contact your Regional/District manager for further direction.
 - ii. Report if an authorization is not received by calling Sandra at (310) 665-2100 extension # 5669 on Monday through Friday until 3:30pm or after hours and on the weekend leave a detailed message including the date/time when the transfer authorization was requested and not received.
 - d. Read the release authorization closely as sending store employee must properly complete each procedure on this release authorization fax.
 - e. Transporting person must drive directly to receiving store with transfer.
 - f. At the receiving store, an employee other than the one that carried the transfer must check it in, sign it with their employee number, and fax it to (310) 665-2161.
 - g. Then the original TRANSFER *IN* page should be sent to SMC in next A-box.

MONTHLY VERIFICATION OF TRANSFERS SENT FROM STORE

At the beginning of each month, the store manager should verify that each transfer sent from the store was recorded properly by comparing each TRANSFER *OUT* filed at the store with the information listed on the “Open Transfer Report” that is sent to the store each month along with a Merchandise/Spiff Control Report.

*The procedure for verifying the TRANSFER *OUT* document to the information on the “Open Transfer Report” is to:*

1. Verify that you have the TRANSFER *OUT* document for each transfer on the Transfer Report; and
2. Verify that each SKU and quantity on the report matches what is on the TRANSFER *OUT* document; and

RUN:01-16-08 15:17		Sherwood Management Co., Inc. (UV)		D E F L T		PAGE 48
POSTED TRANSFER CONFIRMATION REPORT (IC093/1) BY STORE (NO SMC LOCS), BY DATE POSTED (01-16-2008)						
TSF POSTING DATE (MM/DD/YY) FROM 12-01-07 TO 12-31-07						
LAKEWOOD						
THE TRANSFERS LISTED ON THIS REPORT HAVE BEEN RECEIVED AND POSTED BY SMC. YOU SHOULD MATCH THE OPEN TRANSFERS THAT YOU HAVE IN YOUR OPERATIONS DRAWER AND COMPARE TO THIS REPORT. FILE CONFIRMED TRANSFERS WITH THIS REPORT. RETURN REMAINING OPEN TRANSFERS TO THE OPERATIONS DRAWER.						
FROM...	TO...	TRAN.....	POSTING...	TSF.....	TSF. ITEM.....	
STORE	STORE	DATE.....	DATE.....	NUMBER	QTY. ID.....	
109	102	10-24-2007	12/06/2007	216619	1	111-06895
109	100	11-15-2007	12/10/2007	216626	5	105-23249
109	102	11-17-2007	12/06/2007	216628	1	150-12289
109	107	12-03-2007	12/05/2007	216632	3	103-08328
ATTENTION AVELINA						

Verify SKU & Qty matches what is on the Transfer *OUT* document.

3. Report to Gil (main office extension 5284)
 - i. the number of each TRANSFER *OUT* document in the store that is dated two months or older and is not on this Transfer Report; or
 - ii. the number of any TRANSFER *OUT* document on this Transfer Report if the transfer document is not in the store; and
4. Check the appropriate box on the Merchandise/Spiff Control Report when steps 1-3 are done; and
5. Staple each matched TRANSFER *OUT* document to the Transfer Report and put it into the Transfer Maintenance Drawer file number 20-23 (see next page).

TRANSFER MAINTENANCE DRAWER

Each Daniel's store has a TRANSFER MAINTENANCE DRAWER complete with all transfer and related materials. Each store is responsible for maintaining their own transfers, including matching and filing confirmations when received, and filing all SMC transfers when received.

Transfer Maintenance Drawers are to be arranged in the following order:

- File 1 - LOSS REPORT FORMS – Unused
- File 2 -
- File 3 -
- File 4 - OUTGOING TRANSFER HOLDING FILE (TRANSFER *OUT* document from this store) Holding until stapled on Open Transfer Report that has the transfer number listed on it. Move to files 20-23 when matched.
- File 5 - PINK SHIPPING MANIFESTS (*sent to store/SMC*) Holding until stapled on SMC CONFIRMATION form that has Manifest number listed on it. Move to File #19 after stapling to SMC Confirmation form.
- File 6 - SMC MANIFEST RECEIVED– For storage of all incoming Shipping Manifest forms for the current year.
- Files 7-18 - MONTHLY FILES OF YELLOW INCOMING TRANSFERS – SMC and Store transfers are filed by month in separate folders in this hanging file. Each should have transfers filed in order chronologically.
- File 19 - CONFIRMED PINK & YELLOW SHIPPING MANIFESTS (*from Store to Store or SMC*) – Matched (already confirmed) Shipping Manifests filed in date order.
- Files 20-23 - QUARTERLY FILES OF MATCHED OPEN TRANSFER REPORT & OUTGOING TRANSFERS – Filed in order by date for each month.

Each file contains individual monthly manila folders.
- File 24 - GREY PLASTIC BAGS FOR SHIPPING A TRANSFER DIRECTLY TO A STORE VIA UPS – New Unused Bags
- File 25 - STORE SHIPPING MANIFEST – New Unused Forms