



**M.A.T.E.S**  
Material for Advancement in  
Training for Excellence in Sales

## **STORE TO STORE STOCK TRANSFER POLICY OVERVIEW**

The information contained in this policy is designed to ensure that the guidelines are always adhered to by all persons employed by Toymate. The policy refers to all store to store stock transfers.

Any breach of company policy is investigated and there are harsh penalties, which may include termination of employment, for any person who has failed to adhere to this policy. Our policies are non-negotiable.

### **IN THIS POLICY**

- 1. Purpose**
- 2. Commencement of Policy**
- 3. Application of Policy**
- 4. Definition of a stock transfer**
- 5. Authorised personnel to transfer stock**
- 6. Store to store stock transfer procedure**
- 7. Discrepancies**

Document Title: Store to Store Stock Transfer Policy		Authorised by: Idan Levy	
Document #: POL018	Version #: 1	Issue Date: 11/7/2020	Revision Date: 11/7/2021
			Page 1 of 4

## **1. PURPOSE**

- 1.1 This Policy outlines the procedures and guidelines for business store to store stock transfer policy.
- 1.2 This Policy, where relevant, operates in conjunction with an employee's contract of employment.

## **2. COMMENCEMENT OF THE POLICY**

- 2.1 This Policy will commence from 11/7/2020. It replaces all other leave policies of Toymate ('Toymate') which deal relating to Store to store stock transfer.

## **3. APPLICATION OF THE POLICY**

- 3.1 This Policy applies to employees (including temporary employees) of Toymate.
- 3.2 This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

## **4. DEFINITION OF A STOCK TRANSFER**

- 4.1 Stock transfer is the act of moving stock from one Toymate store to another. The stock may be transferred in small or large quantities by mail, truck, courier or other means of transportation.
- 4.2 There are several reasons for moving stock between stores. For example, excess stock in one store can be moved to another store that can sell the stock faster; and stock transfers are necessary for online orders when the online store does not have the product available.
- 4.3 There are also stock transfers for customers or organisations who want to purchase stock that is not available in their local store. The stock is transferred to a closer store for the customer's convenience. This practice is strictly discretionary and would depend on the stock's location and quantity. For instance, a local hospital would like to purchase 30 LOL dolls. It would be the area manager's discretion whether the transfer is done.

## **5. AUTHORISED PERSONNEL TO TRANSFER STOCK**

- 5.1 Stock transfers are mostly from store to store. Any variation to this policy, whether it be transferring stock from the warehouse or from the store to head office, must be approved in writing by Idan. The approval must then be emailed to the Loss Prevention Manager before any transfer is to take place. All emphasis must always be placed on protecting the business assets.
- 5.2 The ONLY personnel authorised to transfer stock from store to store are as follows:
  - Danny Bloom
  - Idan Levy
  - State Manager
  - Area Managers
  - Loss Prevention Manager
- 5.3 No other employee is permitted to transfer stock or remove any stock from the business. In special circumstances, an unauthorised employee, such as a store manager, may complete a

Document Title: Business Expense & Travel Policy			Authorised by: Idan Levy	
Document #: POL041	Version #: 1	Issue Date: 11/7/2020	Revision Date: 11/7/2021	Page 2 of 4

stock transfer if they first have approval in writing by Idan and the approval has been emailed to the Loss Prevention Manager.

- 5.4 For customers who are requesting an item that is unavailable in their local store, we must inform them of the nearest store that has the item in stock. Keep in mind we must first check that the store does have the physical stock so as not to waste the customer's time. Alternatively, store employees can recommend our online website.
- 5.5 At present, it is not practical or safe for the business to allow an item to be taken from one store and then delivered to another store or to the customer's home on the customer's request. This type of removal of stock will be viewed as a serious breach of company policy.

## 6. STORE TO STORE STOCK TRANSFER PROCEDURE

- 6.1 Once it is established that a stock transfer will take place, the authorised person will complete in full the initiation section of the Store to Store Transfer form, as pictured below. The stock being transferred is not to be removed from the store until it has been correctly keyed into the form and then checked off by another manager. The person selecting and checking the stock for the transfer MUST NOT be the person completing the form.
- 6.2 The half-completed transfer form is then emailed to Marcelo([marcelo@toymate.com.au](mailto:marcelo@toymate.com.au)) Peter Condello ([peter.condello@toymate.com.au](mailto:peter.condello@toymate.com.au)) and Idan ([idan@toymate.com.au](mailto:idan@toymate.com.au)).
- 6.3 The stock is then transferred to its destination store. Upon receiving the stock, the manager on site must locate the transfer form that was emailed by the initiating store, to immediately complete the finalisation section, as pictured below. This ensures all stock is verified and validated. The fully completed Store to Store Transfer form is then emailed to Marcelo again by the receiving store Manager.
- 6.4 Marcelo will adjust the inventory for both stores to reflect the transfer. The stock being transferred is removed from the sending store's inventory and then added to the receiving store's inventory. The data entry ensures the sending store does not suffer an unknown shrinkage and the receiving store does not have an overage of stock. Adjusting both inventories ensures the accurate record-keeping of stock levels in the company, which is very important for all customers, stocktake and online orders.
- 6.5 In the event Marcelo is unavailable to action a stock transfer Marcelo will nominate another person to action the transfer.

Document Title: Business Expense & Travel Policy			Authorised by: Idan Levy	
Document #: POL041	Version #: 1	Issue Date: 11/7/2020	Revision Date: 11/7/2021	Page 3 of 4

