



UNIT TO UNIT TRANSFERS & PRODUCT RETURNS

UNIT TO UNIT PRODUCT TRANSFERS

Many units will exchange excess products they've ordered with other units in their area in lieu of returning products to the Council. The Popcorn System will facilitate these transfers by allowing units to transfer products from their popcorn orders to another unit within their council.

GIVING UNIT

1. On the Unit Orders tab, click the magnifying glass next to the popcorn order with the inventory to be transferred.
2. Click the Transfer Inventory button and select the District and Unit from the dropdowns menus of the unit that is receiving the inventory
3. Enter the quantities (cases and containers) to be transferred
4. Click the Submit Transfer Request to complete the form

RECEIVING UNIT

1. The primary contact of the receiving unit should receive an email notification of the transfer request
2. Go to the Unit Transfers tab
3. Review the pending products transfer. If correct, click the Approve button, or the Reject button if the transfer quantities are incorrect.

Once the receiving unit has accepted the product transfer, adjustments will be made to each unit's popcorn invoice to reflect the product transfer.

RETURNING UNSOLD PRODUCT TO COUNCIL

1. On the Unit Orders tab, click the magnifying glass next to the popcorn order with the inventory to be returned.
2. Click the Return Inventory to Council button
3. Enter the quantities (cases and containers) to be returned
4. Click the Submit Return Request to complete the form

Once the council has accepted the product return, adjustments will be made to your popcorn invoice to reflect the returned products.

ABOUT THE POPCORN SYSTEM

The Popcorn Sales System makes it easy for you to manage your Trail's End Popcorn Sale using a convenient, web-based platform. Using this platform, you can:

- Order popcorn from your Council to sell and earn needed funds for your Unit
- Create and manage Scout lists and sales records
- Track your Unit's online sales, print packing slips and invoices
- Transfer and return unsold products

If you have any questions, reach out to your Trail's End Sales Manager or send us an email at help@trails-end.com.

**LOG INTO THE POPCORN
SYSTEM AT
[SCOUTING.TRAILS-END.COM](https://scouting.trails-end.com)**