



# Material Returns

## Overview


The Material Management/Inventory Control Point (MM/ICP) module Material Returns process provides the ability to create, edit, cancel, respond to, or view the request to return any materiel.

## Navigation

MATERIEL MGMT > Material Returns > Material Returns page


## Procedures



### Search for a Materiel Return

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

### Search Criteria

Request Number	<input type="text"/>	Condition Code	All 
Stock Number	<input type="text"/>	Materiel Owner	<input type="text"/>
Item Description	<input type="text"/>	Mfr Part Nbr	<input type="text"/>



2. Select . The results display in the Materiel Returns grid.





## Help Reference Guide

### Search Results

Options

Request Number	Status	Stock Number	Item Description	Mfr Part Nbr	Condition Code	Project Code	Material Owner	Quantity	Unit of Issue	Last Transaction DT/Tm
H9216840120001	CD - Canceled/Denied	1005016841906	RIFLE 11.5 INCH RIS II URG-I	-	H - Unsvcb(Condemned)	-	H92168	1	KT	01/12/2024 08:59 AM

Selected 0/1    1 2    10 items per page    1 - 10 of 17 Items







## Respond to a Materiel Returns

### Navigation

MATERIEL MGMT > Materiel Returns > Request {request number} drawer


 Search



>  (desired record) >

[Respond](#)

### Procedures

#### Respond to a Materiel Return

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired entry.  appears, and the [Respond](#) button appears.
2. Select [Respond](#) next to the desired entry. The **Request {request number}** drawer appears.
  - A. View the **Summary** grid.

Request M6775051417500 ✕

[Summary](#) ⬆

Request Status	Awaiting Approval	Next Approver	CSP ICP Approval
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- B. View the **Response History** grid.

Response History ⬆

[Options](#) [CSP](#) [ICP](#) [Cancel](#)

Date Received	Response	Ship To	Quantity	Status	Transaction Status	Warehouse Name / ID	Disposal Auth Code	Approval Group Name	Responder	Last Transaction Dt/Tm	Last Updated By
05/28/2025 06:42 PM	Approve		10	Approved				Quartermaster	BPROCE	05/28/2025 06:42 PM	BPROCE

Selected 0/1 ⏪ ⏩ 10 Items per page 1 of 1 items

[Cancel](#) [Complete](#)


3. Select [Complete](#). The **Request {request number}** drawer closes, and the revised Request record appears in the Search Results grid.






# View a Materiel Return Details

## Navigation

MATERIEL MGMT > Materiel Returns >  > Request Number hyperlink > View Materiel Return drawer

## Procedures

### Update a Materiel Return

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Request Number hyperlink. The **View Materiel Return** drawer appears.
  - A. View the Return Header Information.

View Materiel Return

Return Header Information

Request Number	M6775051417500	Unit of Issue	EA
Status	AA	Condition Code	A
Stock Number	0001000000555	Owning DoDAAC	M67750
Mfr Part Nbr	DLT0406	Reason For Disposal	C - Expired shelf-life
Item Description	COMPRESSOR AIR DLT0406 COMPAIR	DEMIL Code	A
Quantity	1	Remarks	BPG Test

- B. View the **Additional Fields Grid**.





## Help Reference Guide

### Additional Fields

Project Code

Advice Code

Media and Status Code

Signal Code

Priority Code

Demand Code

Fund Code

2. Select . The **View Materiel Return** drawer closes.

