



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		Condition Code	All 
Stock Number		Materiel Owner	
Item Description		Mfr Part Nbr	



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 >  Search >  (desired record) >  >
Request {request number} slide-out window

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  button appears.
2. Select  next to the desired entry. The **Request {request number}** slide-out window 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

	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

 

3. Select . The **Request {request number}** slide-out window closes, and the revised Request record appears in the Search Results grid.





View a Materiel Return Details

Navigation

MATERIEL MGMT > Materiel Returns >  Search > Request Number hyperlink > View Materiel Return slide-out window

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** slide-out window 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

Priority Code

Advice Code

Demand Code

Media and Status Code

Fund Code

Signal Code

2. Select . The **View Materiel Return** slide-out window closes.

