Materiel Returns

Overview

The Warehouse Management module Materiel Returns process provides the ability to create, edit, cancel, respond to, or view the request to return any materiel.

Navigation

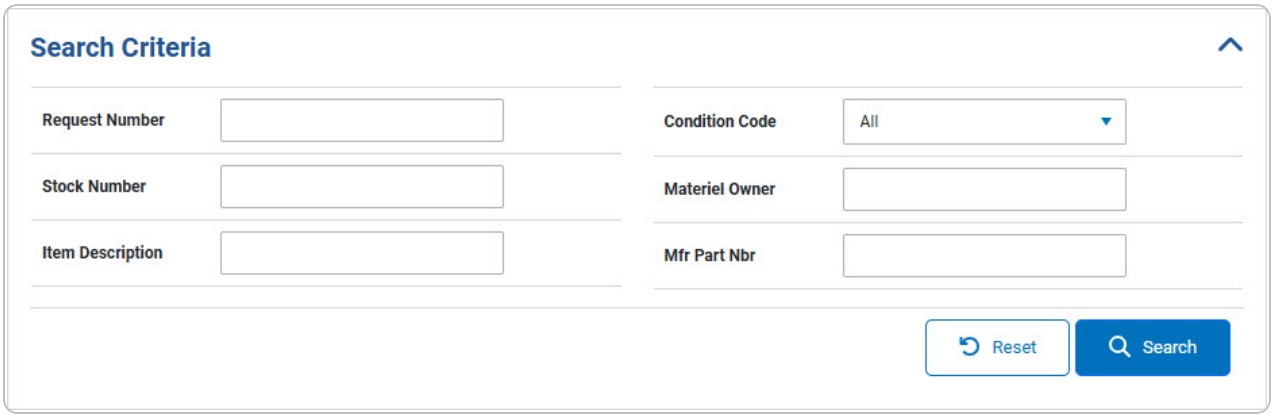
MATERIEL MGMT > Materiel Returns > Materiel Returns page

Procedures

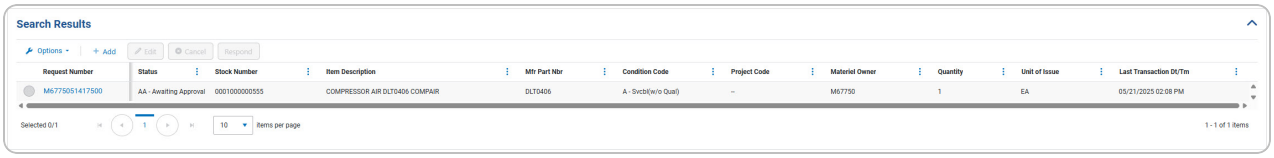
Search for a Materiel Return

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.



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



Add a Materiel Returns

Navigation

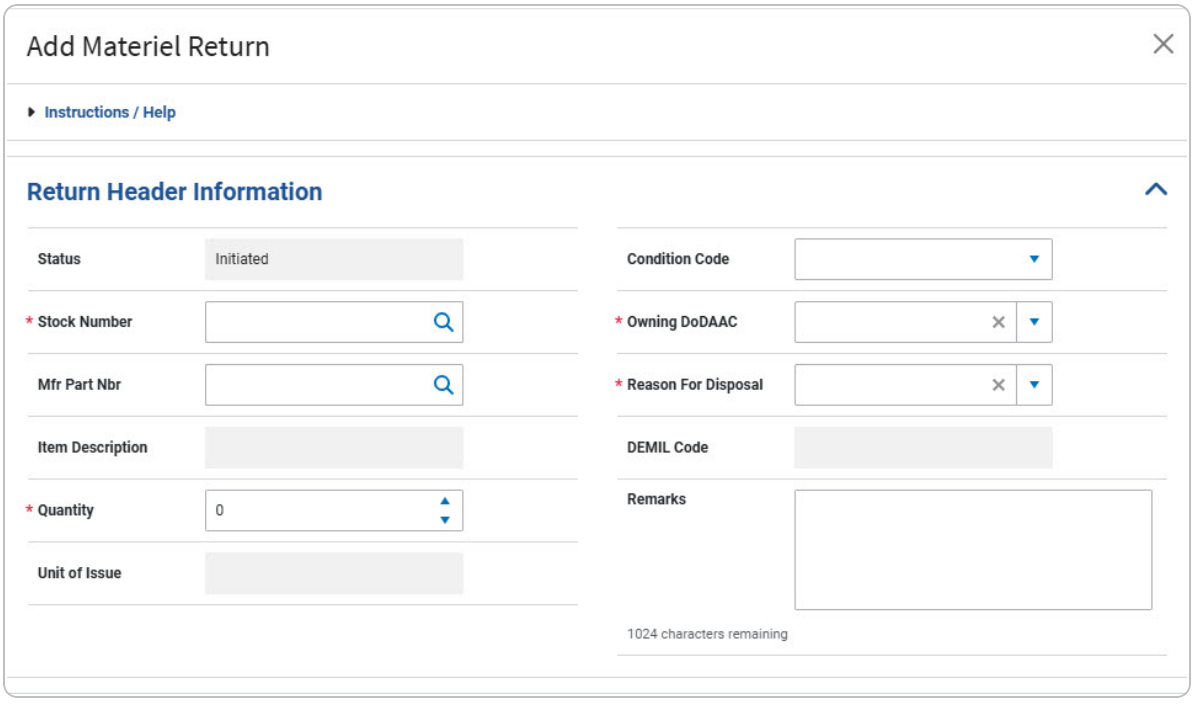
MATERIEL MGMT > Materiel Returns > + Add > Add a Materiel Return drawer

Procedures

Add a Materiel Return

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

1. Select + Add. *The* ***Add Materiel Return*** *drawer appears.*
   A. Enter the Return Header Information.



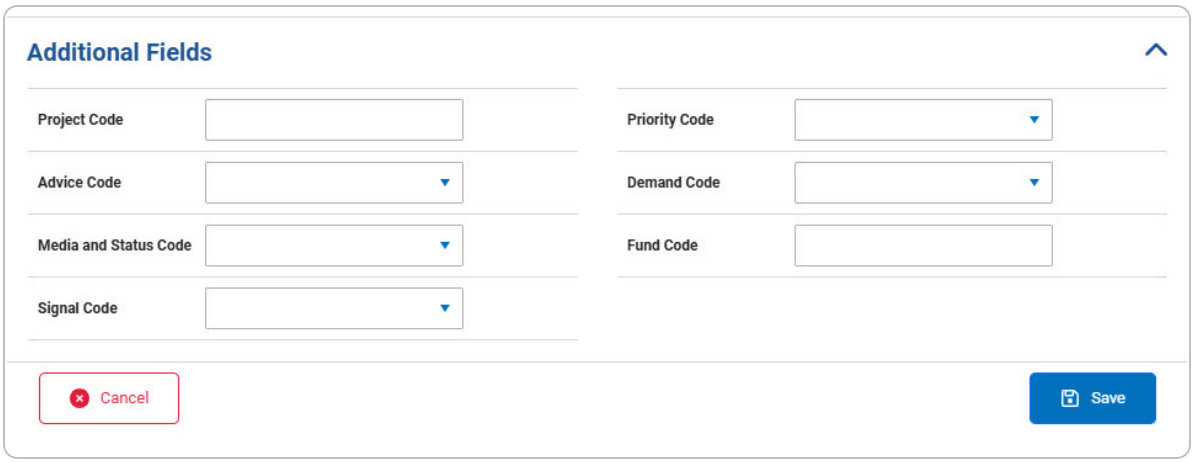
a. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

b. Use to choose the Quantity.

c. Use to select the Owning DoDAAC.

d. Use to select the Reason For Disposal.

B. Select the **Additional Fields Grid**.



2. Select Save. *The **Add Materiel Return** drawer closes, and the new Request record appears at the top of the Search Results grid, highlighted in green.*

Update a Materiel Returns

Navigation

MATERIEL MGMT > Materiel Returns > Search > (desired record) > Edit > Edit a Materiel Return drawer

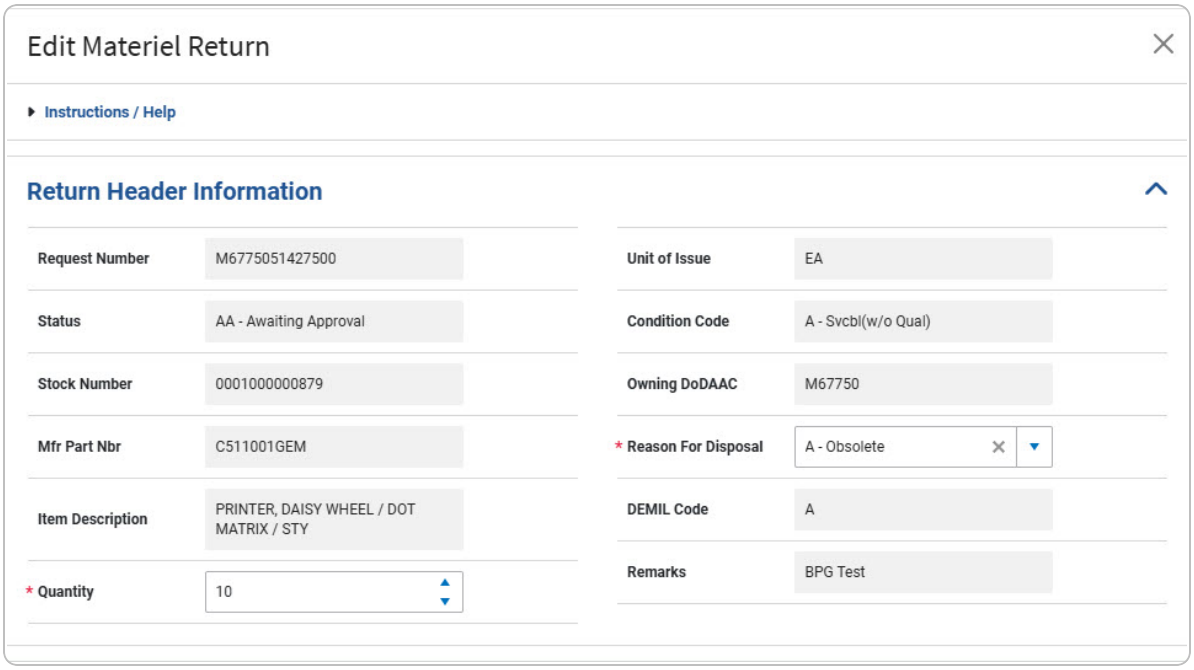
Procedures

Update a Materiel Return

Selecting Cancel 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* Edit, Cancel, *and* Respond *buttons appear.*
2. Select Edit. *The **Edit Materiel Return** drawer appears.*

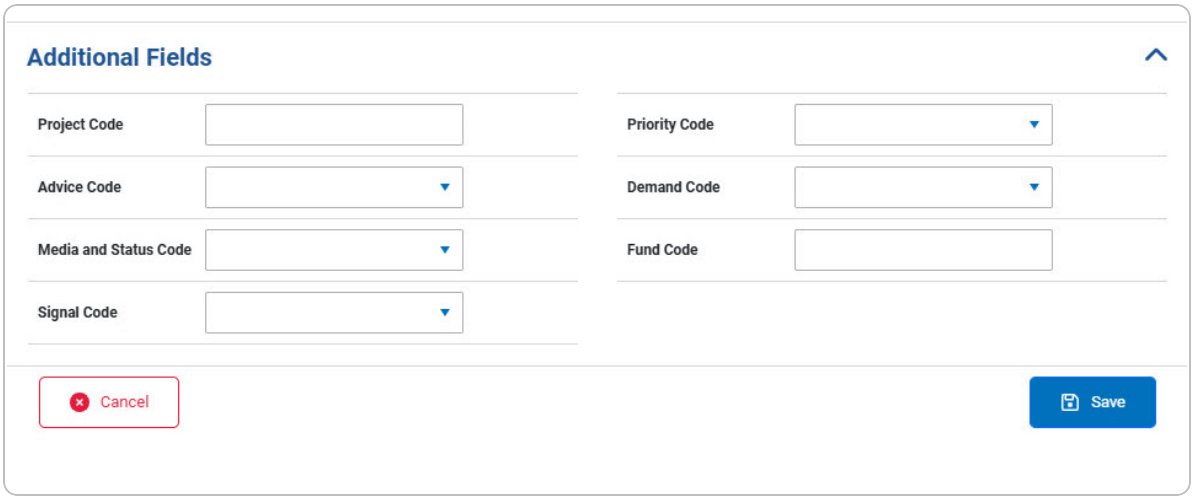
A. Revise the Return Header Information.



a. Use to choose the Quantity.

b. Use to select the Reason For Disposal.

B. Select the **Additional Fields Grid**.



3. Select

. *The **Edit Materiel Return** drawer closes, and the revised Request record appears in the Search Results grid.*

Cancel a Materiel Return

Navigation

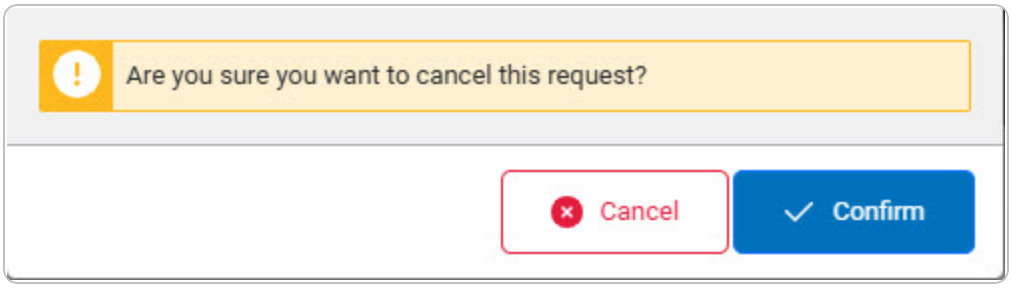
MATERIEL MGMT > Materiel Returns > Search > (desired record) > Cancel > Cancel a Materiel Return pop-up

Procedures

Cancel a Materiel Return

Selecting Cancel *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* Edit, Cancel, *and* Respond *buttons appear.*
2. Select Cancel. *The* ***Cancel a Materiel Return*** *pop-up window appears.*



3. Click Confirm. *The Materiel Return is removed from the grid.*

Respond to a Materiel Returns

Navigation

MATERIEL MGMT > Materiel Returns > Search > (desired record) > Respond > Request {request number} drawer

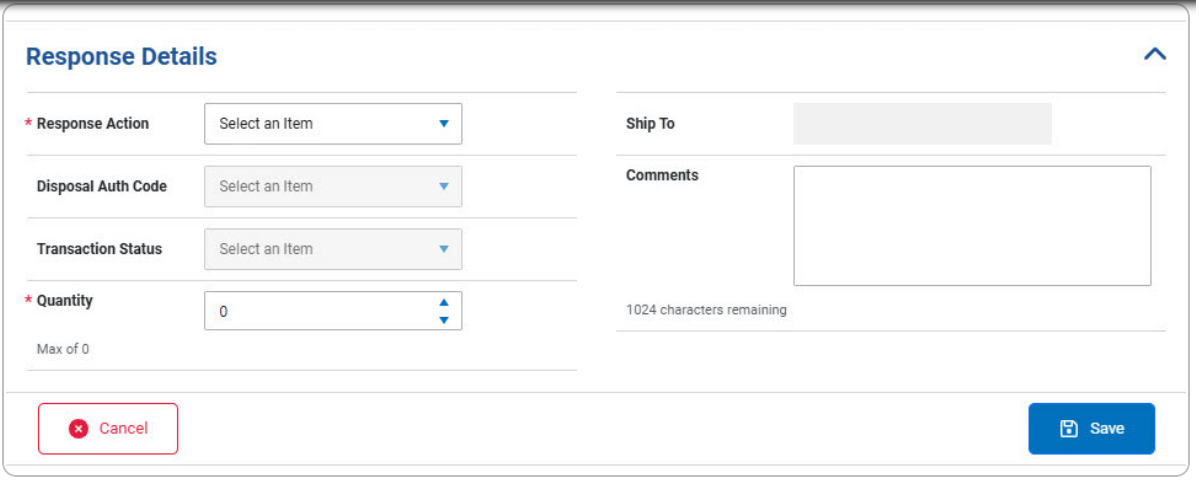
Procedures

Respond to a Materiel Return

Selecting Cancel *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* Edit, Cancel, *and* Respond *buttons appear.*
2. Select Respond next to the desired entry. *The* ***Request {request number}*** *drawer appears.*
   A. View the **Summary** grid.

   B. View the **Response Details** grid.



a. Use ▼ to select the Response Action. *Depending upon the Action, the fields change.*

AP — Approve

I. Use ▲▼ to choose the Quantity.

RJ — Reject

I. Use ▼ to select the Transaction Status.

II. Use ▲▼ to choose the Quantity.

DP — Dispose

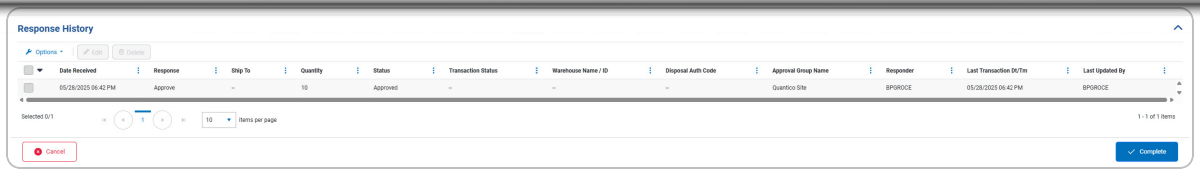
I. Use ▼ to select the Disposal Auth Code.

II. Use ▲▼ to choose the Quantity.

RL — Relocate

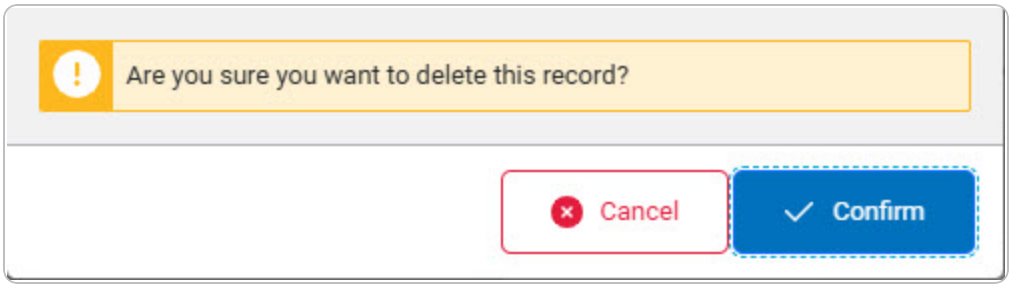
I. Use ▲▼ to choose the Quantity.

b. Select Save. *The entries appear in the **Response History** grid.*



I. Select ○ next to the desired entry. ◉ *appears, and the* Edit *and* Delete *buttons appear.*

II. Select Edit. *The* ***Response Details*** *above become editable again.*
OR
Select Delete. *The* ***Delete a Materiel Return*** *pop-up window appears.*



III. Click Confirm. *The Response Details record is removed from the grid.*

C. 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 > Search > Request Number hyperlink > View Materiel Return drawer

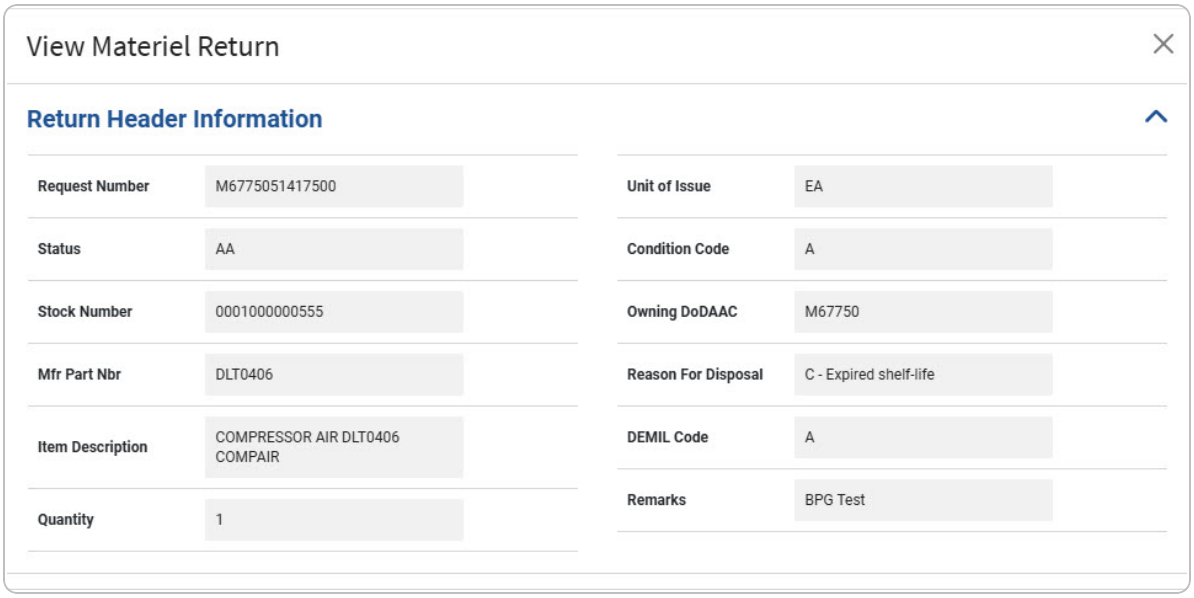
Procedures

Update a Materiel Return

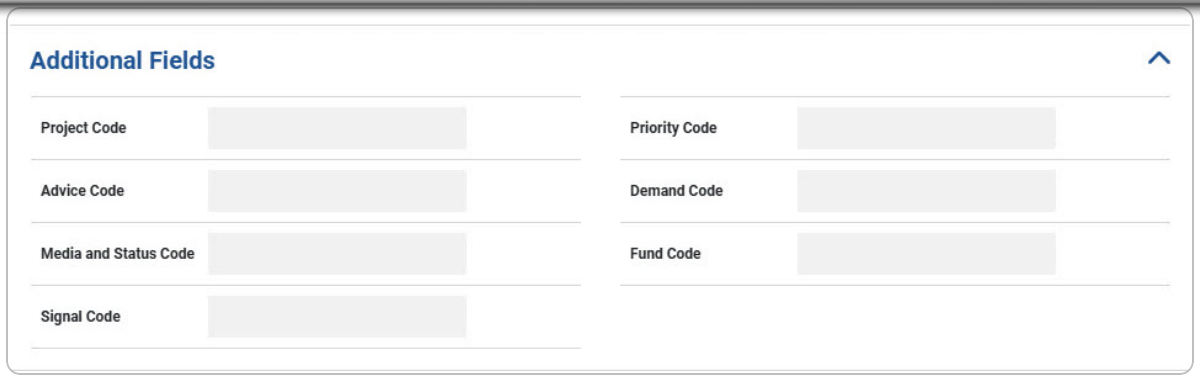
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Request Number hyperlink. *The* ***View Materiel Return*** *drawer appears.*

   A. *View the Return Header Information.*



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



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