



Material Returns

Overview


The Warehouse Management module Material 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  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.

Search Results

Options Add Edit Cancel Respond

Request Number	Status	Stock Number	Item Description	Mtr Part Nbr	Condition Code	Project Code	Material Owner	Quantity	Unit of Issue	Last Transaction D/Tm
M6775051417500	AA - Awaiting Approval	0001000000055	COMPRESSOR AIR DLT0406 COMPAR	DLT0406	A - Stock(w/o Qual)	-	M67750	1	EA	05/21/2025 02:08 PM

Selected 0/1 1 10 Items per page 1 - 1 of 1 Items






Add a Materiel Returns


Navigation

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

Procedures

Add 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 **Add Materiel Return** drawer appears.
 - A. Enter the Return Header Information.

Add Materiel Return


[Instructions / Help](#)

Return Header Information


Status

Initiated

* Stock Number





Mfr Part Nbr



Item Description


* Quantity

0






Unit of Issue



Condition Code



* Owning DoDAAC

* Reason For Disposal

DEMIL Code





Remarks


1024 characters remaining







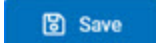
Help Reference Guide

- 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**.

Additional Fields 

Project Code	<input type="text"/>	Priority Code	<input type="text"/>
Advice Code	<input type="text"/>	Demand Code	<input type="text"/>
Media and Status Code	<input type="text"/>	Fund Code	<input type="text"/>
Signal Code	<input type="text"/>		

2. Select . 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 >
Edit a Materiel Return drawer


 Search


>  (desired record) >

 Edit

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  next to the desired entry.  appears, and the , , and  buttons appear.
2. Select . The **Edit Materiel Return** drawer appears.






A. Revise the Return Header Information.


Edit Materiel Return

[Instructions / Help](#)

Return Header Information

Request Number	M6775051427500	Unit of Issue	EA
Status	AA - Awaiting Approval	Condition Code	A - Svcbl(w/o Qual)
Stock Number	0001000000879	Owning DoDAAC	M67750
Mfr Part Nbr	C511001GEM	* Reason For Disposal	A - Obsolete
Item Description	PRINTER, DAISY WHEEL / DOT MATRIX / STY	DEMIL Code	A
* Quantity	10	Remarks	BPG Test

a. Use  to choose the Quantity.

b. Use  to select the Reason For Disposal.

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

Additional Fields

Project Code		Priority Code	
Advice Code		Demand Code	
Media and Status Code		Fund Code	
Signal Code			

Cancel
Save





Help Reference Guide

3. Select  Save. 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

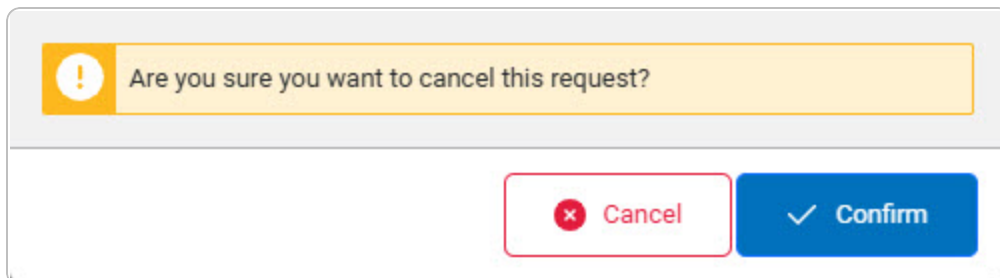
Procedures

Cancel a Materiel Return



Selecting  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 , , and  buttons appear.

2. Select . The **Cancel a Materiel Return** pop-up window appears.



Are you sure you want to cancel this request?

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





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 , , and  buttons appear.
2. Select  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

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





Help Reference Guide

Response Details

* Response Action

Select an Item ▼

Disposal Auth Code

Select an Item ▼

Transaction Status

Select an Item ▼

* Quantity

0 ▲▼

Max of 0


Ship To

Comments


1024 characters remaining

✖ Cancel

Save


- 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 . *The entries appear in the **Response History** grid.*









Help Reference Guide

Response History

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 04:42 PM	Approve		10	Approved				Quartermaster Site	BPORCE	05/28/2025 04:42 PM	BPORCE


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

Cancel Complete

I. Select  next to the desired entry.  appears, and the  and  buttons appear.

II. Select . The **Response Details** above become editable again.
OR

Select . The **Delete a Materiel Return** pop-up window appears.



Are you sure you want to delete this record?

Cancel Confirm

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

C. Select . 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  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

Priority Code

Advice Code

Demand Code

Media and Status Code

Fund Code

Signal Code

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

