



# 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	<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.

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	0001000000555	COMPRESSOR AIR DLT406 COMPAR	DLT406	A - SvrC(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 slide-out window

### 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** slide-out window appears.
  - A. Enter the Return Header Information.

Add Materiel Return✕

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▶ [Instructions / Help](#)






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**Return Header Information**⤴

Status <input type="text" value="Initiated"/>	Condition Code <input type="text"/>
* Stock Number <input type="text"/>	* Owning DoDAAC <input type="text"/>
Mfr Part Nbr <input type="text"/>	* Reason For Disposal <input type="text"/>
Item Description <input type="text"/>	DEMIL Code <input type="text"/>
* Quantity <input type="text" value="0"/>	Remarks <input style="height: 50px;" type="text"/>
Unit of Issue <input type="text"/>	

1024 characters remaining









- 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 Condition Code.
- d. Use  to select the Owing DoDAAC.
- e. Use  to select the Reason For Disposal.

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

**Additional Fields** ^

Project Code <input style="width: 150px;" type="text"/>	* Priority Code <input style="width: 150px;" type="text"/>
* Advice Code <input style="width: 150px;" type="text"/>	* Demand Code <input style="width: 150px;" type="text"/>
* Media and Status Code <input style="width: 150px;" type="text"/>	Fund Code <input style="width: 150px;" type="text"/>
* Signal Code <input style="width: 150px;" type="text"/>	Purpose Code <input style="width: 150px;" type="text"/>

✖ Cancel
💾 Save




- a. Use  to select the Advice Code.
  - b. Use  to select the Media and Status Code.
  - c. Use  to select the Signal Code.
  - d. Use  to select the Priority Code.
  - e. Use  to select the Demand Code.
2. Select . *The **Add Materiel Return** slide-out window 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 >  >  (desired record) >  >  
Edit a 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  next to the desired entry.  appears, and the , , and  buttons appear.
2. Select . The **Edit Materiel Return** slide-out window appears.





A. Revise the Return Header Information.

Edit Materiel Return
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▶ [Instructions / Help](#)

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**Return Header Information**
⤴

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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**
⤴

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Project Code	<input type="text"/>	* Priority Code	<input style="border-bottom: 1px solid #ccc;" type="text"/> ▾
* Advice Code	<input style="border-bottom: 1px solid #ccc;" type="text"/> ▾	* Demand Code	<input style="border-bottom: 1px solid #ccc;" type="text"/> ▾
* Media and Status Code	<input style="border-bottom: 1px solid #ccc;" type="text"/> ▾	Fund Code	<input type="text"/>
* Signal Code	<input style="border-bottom: 1px solid #ccc;" type="text"/> ▾	Purpose Code	<input style="border-bottom: 1px solid #ccc;" type="text"/> ▾


✕ Cancel

Save

- a. Update the Advice Code, using to select the desired code.
- b. Update the Media and Status Code, using to select the desired code.







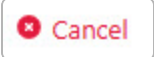
- c. Update the Signal Code, using  to select the desired code.
  - d. Update the Priority Code, using  to select the desired code.
  - e. Update the Demand Code, using  to select the desired code.
3. Select . The **Edit Materiel Return** slide-out window closes, and the revised Request record appears in the Search Results grid.






# Cancel a Materiel Return

## Navigation

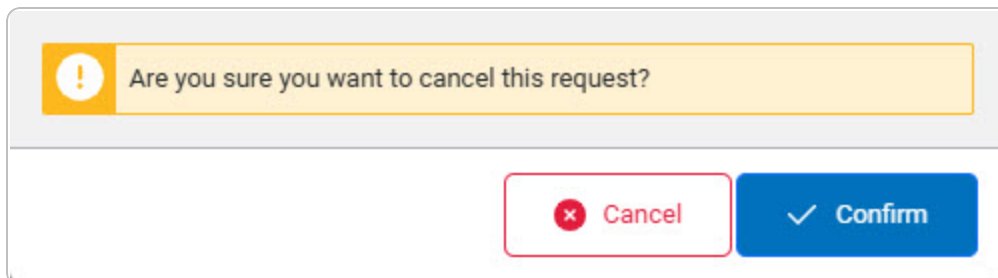
MATERIEL MGMT > Materiel Returns >  >  (desired record) >  >  
Cancel a Materiel Return pop-up

## 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.






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






## Respond to a Materiel Returns





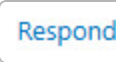

### Navigation

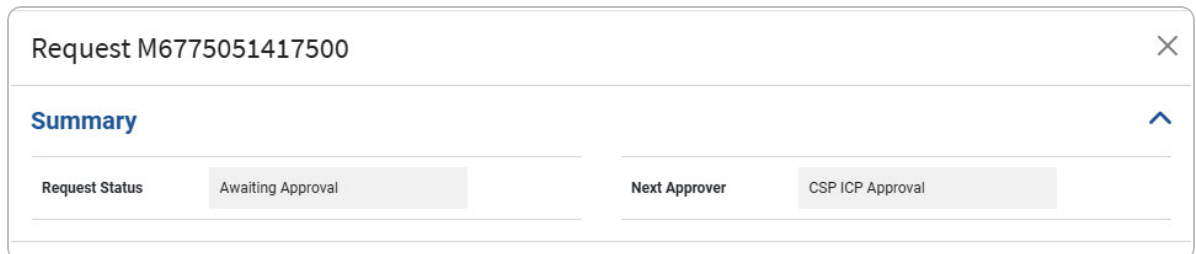
MATERIEL MGMT > Materiel Returns >  Search >  (desired record) >  Respond >  
Request {request number} slide-out window

### 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 , , and  buttons appear.
2. Select  next to the desired entry. The **Request {request number}** slide-out window appears.
  - A. View the **Summary** grid.



Request M6775051417500		×	
<b>Summary</b> ^			
Request Status	Awaiting Approval	Next Approver	CSP ICP Approval

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





## Help Reference Guide

### Response Details ^

<p>* Response Action <input style="border: 1px solid #ccc;" type="text" value="Select an Item"/></p> <p>Disposal Auth Code <input style="border: 1px solid #ccc;" type="text" value="Select an Item"/></p> <p>Transaction Status <input style="border: 1px solid #ccc;" type="text" value="Select an Item"/></p> <p>* Quantity <input style="border: 1px solid #ccc;" type="text" value="0"/></p> <p style="font-size: small;">Max of 0</p>	<p>Ship To <input style="border: 1px solid #ccc;" type="text"/></p> <p>Comments <div style="border: 1px solid #ccc; height: 50px; width: 90%;"></div></p> <p style="font-size: x-small;">1024 characters remaining</p>
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✖ 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 Save. *The entries appear in the **Response History** grid.*





## Help Reference Guide

Response History

Options:  Edit  Delete

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				Quarico Site	BPRODCE	05/28/2025 06:42 PM	BPRODCE

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

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?

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

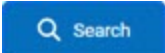
C. Select . The **Request {request number}** slide-out window closes, and the revised Request record appears in the Search Results grid.






## 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
✕

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**Return Header Information**
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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	<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"/>	Purpose Code	<input type="text"/>

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

