



Unit Issue Return

Overview

The Warehouse Management module Unit Issue Return process provides the ability to return items to a warehouse issued to a unit, to update outstanding items, to add items to an outstanding issue list, to verify SKOs, to add attachments to a return, and to print return forms.

Navigation

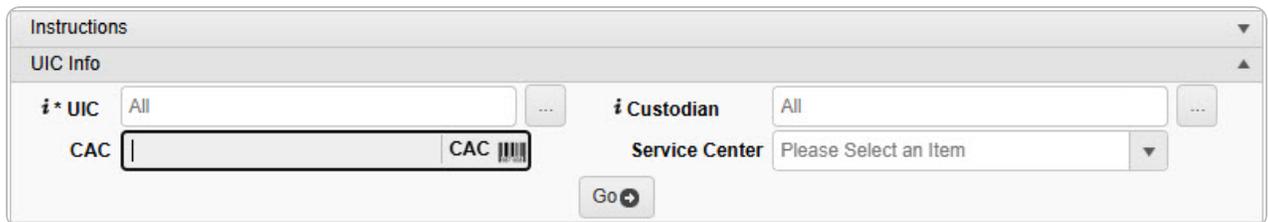
MATERIEL MGMT > Unit Issue > Return > Unit Issue Return page

Procedures

Initiate a Unit Issue 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 UIC Info box, narrow the results by entering one of the following fields.



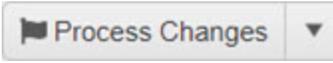
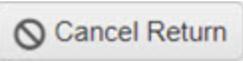
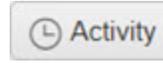
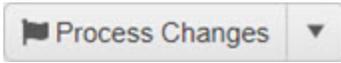
The screenshot shows a web form titled "Instructions" with a sub-section "UIC Info". It contains several input fields: "i* UIC" with a dropdown menu set to "All", "CAC" with a text input field and a barcode icon, "i Custodian" with a dropdown menu set to "All", and "Service Center" with a dropdown menu set to "Please Select an Item". A "Go" button with a right-pointing arrow is located at the bottom right of the form.

1. Use  or  to assist with the UIC entry. *This is a 6 alphanumeric character field.*
2. Use  to select the Service Center.
2. Select . *The Search Criteria appears.*

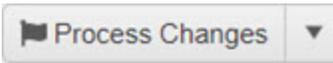
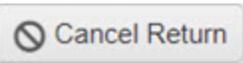
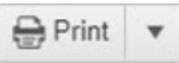
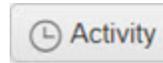
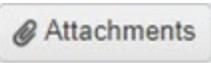




Update a Unit Issue Return Item

1. Click to select the entry(s). *The Return is highlighted, and* , , , , , , , and  become available.
 2. Select  to choose an option:
 - Click . *The entry updates and moves to the Pending tab.*
- OR**
- Click . *The updates are removed from the entry.*

Verify a Kit

1. Click to select the entry(s). *The Return is highlighted, and* , , , , , , , and  become available.

Helpful Tip



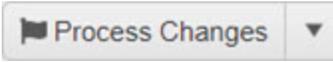
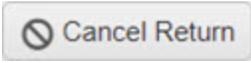
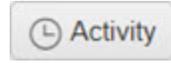
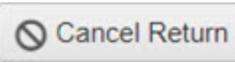
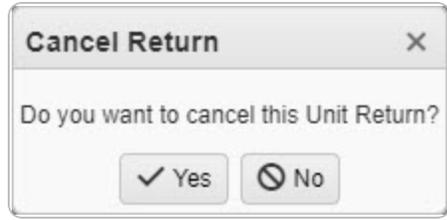
Select  to view the components of a selected item. Toggling this button displays the columns INV TYPE, Is Kit, Is Managed Kit, and PARENT STOCK NBR.

2. Select . *The SKO is ready to be signed.*





Cancel a Unit Issue Return

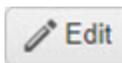
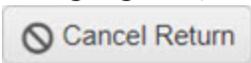
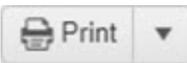
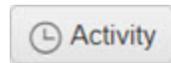
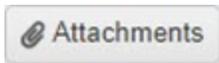
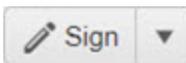
1. Click to select the entry(s). *The Return is highlighted, and* , , , , , , , and  become available.
2. Select . *The **Cancel Return** pop-up window appears.*


Cancel Return ×

Do you want to cancel this Unit Return?

Yes No
3. Select . *The Unit Issue Return record is removed from the results grid.*

Signing a Unit Issue Return

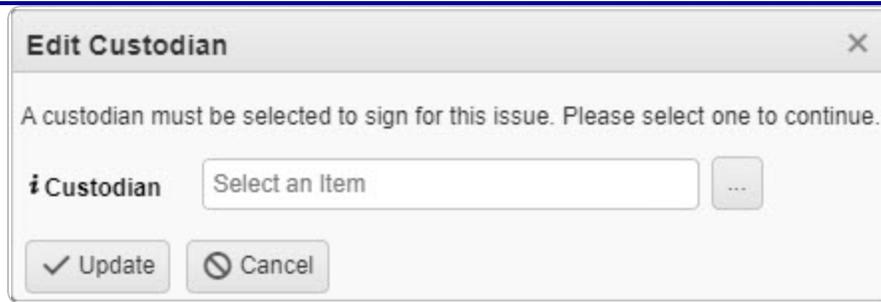
1. Click to select the entry(s). *The Return is highlighted, and* , , , , , , , and  become available.
2. Select . *Choose one of the following signing options:*

Note



If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.

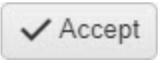


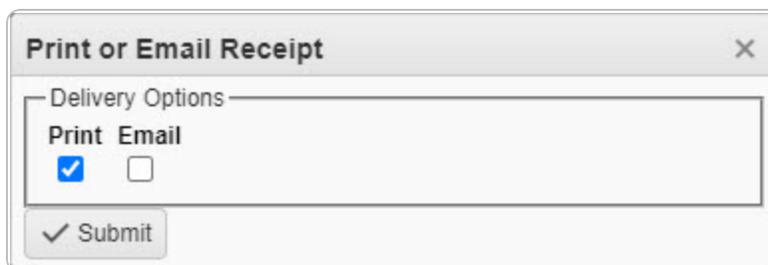



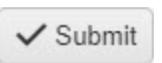
1. Use  or  to assist with the Custodian entry. *This is a 50 alphanumeric character field.*
2. Select . *The Custodian appears in the grid.*

- A. Select . *The **Signature Pad Form** pop-up window appears.*



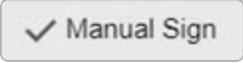
- a. Select . *The **Print or Email Receipt** pop-window appears.*



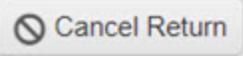
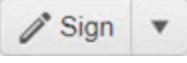
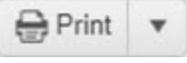
- b. Click . *The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.*





- B. Select . The **Print** pop-up window appears.
- A. Select . The document is sent for printing.

Print From an Unit Issue Return

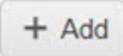
- Click to select the entry(s). *The Return is highlighted, and* ,   , , , , and  become available.
- Select . *The Print drop down menu appears.*
- Click the form for printing.  appears in the bottom right corner while the form is generating.
- Then it is replaced by .





Add Details to a Unit Issue Return

Navigation

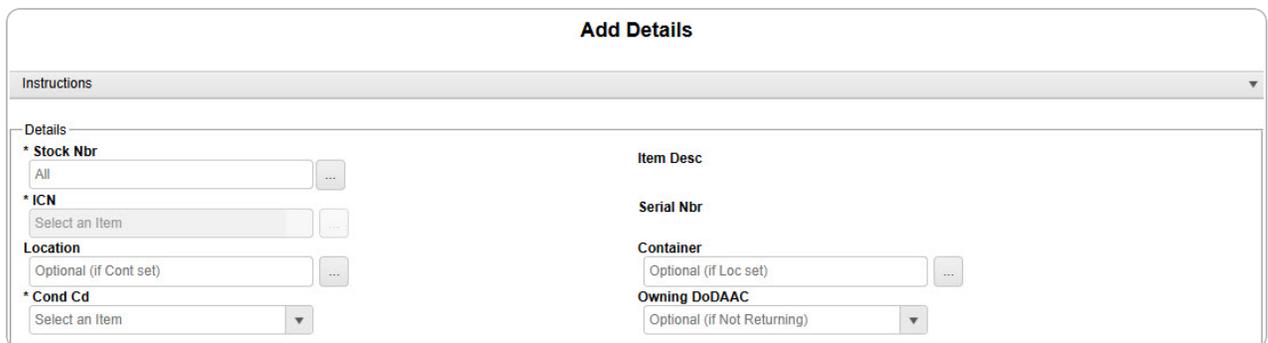
MATERIEL MGMT > Unit Issue > Return >  >  > Add Details to a Unit Issue Return page

Procedures

Add an Item to the Unit Issue Return

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

1. Select  . The **Add Details** page appears, with three distinct panels.



- A. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*
- B. Enter the ICN, or use  to browse for the number. *This is a 20 alphanumeric character field.*
- C. Use  to select the Cond Cd.





- D. Use  to select the Owing DoDAAC. *This field is required if the item is not being returned.*

Quantities

* Returning Qty

* Not Returning Qty

Apply to Outstanding Item

Not Ret. Reason Cd

- A. Use  to enter the RETURNING QTY.

- B. Use  to enter the NOT RETURNING QTY.

Return Items

Stock Nbr	Item Desc	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Ct	Mfr Lot Nbr	Cond Cd	Owing DoDAAC	Location	Container	Location Status	Frozen Location	Returning Qty	Not Returning Qty
04191BJOP001	MOON RING	B0000000000000271916							A - SvcB(wh/Qua)	DKAAC	RM1234	ACTIVE	No	1	0

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Add / Edit Remarks

- A. Select . *The entry appears in the Working Return Items grid.*
2. Select . *The page closes and returns to **Unit Issue Return**. The item(s) appears on the appropriate tab.*





Update Details to a Unit Issue Return

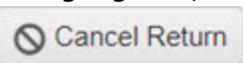
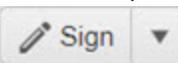
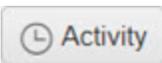
Navigation

MATERIEL MGMT > Unit Issue > Return > (desired record(s)) >  > Edit Details to a Unit Issue Return page

Procedures

Update Item(s) in the Unit Issue Return

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

- Click to select the entry(s). *The Return is highlighted, and* ,  ,  ,  ,  ,  ,  , and  become available.

Edit a Single Item

- Select  . *The **Edit Details** page appears, with three distinct panels.*

Edit Details

Instructions

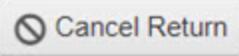
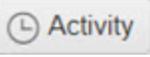
Details

<p>Original Stock Nbr 0001000445808</p> <p>* Stock Nbr <input type="text" value="0001000445808"/> ...</p> <p>* ICN <input type="text" value="A0000000000000919288"/> ...</p> <p>Location <input type="text" value="47 - ROOM47"/> ...</p> <p>* Cond Cd <input type="text" value="A - Svcbl(w/o Qual)"/></p>	<p>Original Item Desc COOL FANS INSTL/AF</p> <p>Item Desc COOL FANS INSTL/AF</p> <p>Serial Nbr SDKFS83929</p> <p>Container <input type="text" value="Optional (if Loc set)"/> ...</p> <p>Owning DoDAAC <input type="text" value="DKAAAC"/></p>
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Edit Multiple Items

- A. Click to select the entry(s). *The Return is highlighted, and* , , , , , , , and  become available.

- B. Select . *The **Batch Edit Details** page appears.*

Batch Edit Details

<p>Stock Nbr 1005009337672</p> <p>ICN Various</p> <p>Location <input type="text" value="Optional (if Cont set)"/> ...</p> <p>* Cond Cd Multiple existing values for Cond Cd. Set all to: <input type="text" value="Select an Item"/> ▼</p>	<p>Item Desc RIFLE,5.56 MILLIMETER</p> <p>Serial Nbr Various</p> <p>Container <input type="text" value="Optional (if Loc set)"/> ...</p> <p>Owning DoDAAC <input type="text" value="FB4608"/> ▼</p>
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Unprocessed Qty: 1

Return Qty Options
 No Change
 Return All
 Return None

[Add / Edit Remarks](#)

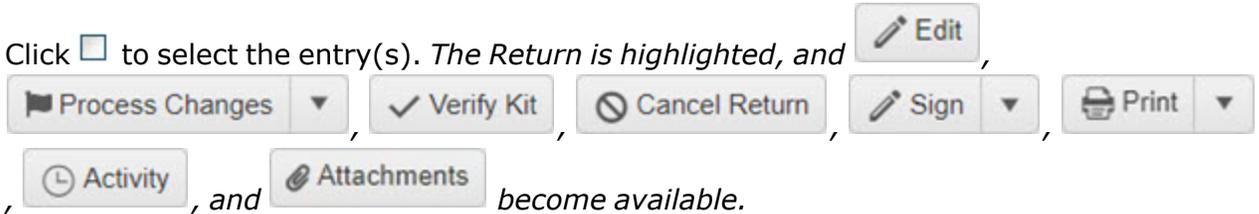
- C. Use  to select the Cond Cd. *This field is required if the item is being returned.*
- D. Select . *The page returns to the **Unit Issue Return**. The returning item (s) appears on the Pending tab.*

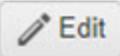




Verify a Kit

1. Click to select the entry(s). *The Return is highlighted, and*



2. Select . *The **Edit Details** page appears, with three distinct panels.*

Edit Details

Instructions ▼

Details

<p>Original Stock Nbr 0001000445808</p> <p>* Stock Nbr <input type="text" value="0001000445808"/> ...</p> <p>* ICN <input type="text" value="A0000000000000919288"/> ...</p> <p>Location <input type="text" value="47 - ROOM47"/> ...</p> <p>* Cond Cd <input type="text" value="A - Svcbl(w/o Qual)"/></p>	<p>Original Item Desc COOL FANS INSTL/AF</p> <p>Item Desc COOL FANS INSTL/AF</p> <p>Serial Nbr SDKFS83929</p> <p>Container <input type="text" value="Optional (if Loc set)"/> ...</p> <p>Owning DoDAAC <input type="text" value="DKAAAC"/></p>
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- A. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
- B. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*
- C. Update the Cond Cd, using  to select the desired code.

Quantities

Outstanding Qty: 0

* **Returning Qty**

* **Not Returning Qty**

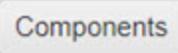
Not Ret. Reason Cd

- A. Update the RETURNING QTY, using  to choose the revised amount.
- B. Update the NOT RETURNING QTY, using  to choose the revised amount.





Help Reference Guide

- A. Select . The **Return / Not Return Components** pop-up window displays.

3. Select  to confirm. The **Return/Not Return Components** pop-up window closes.
4. Select . The page returns to the **Unit Issue Return**. The returning item(s) appears on the **Pending** tab.





Add an Attachment to a Unit Issue Return

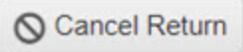
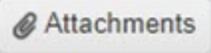
Navigation

MATERIEL MGMT > Unit Issue > Return > (desired record) >  Attachments > Attachments for Return NBR pop-up window

Procedures

Add an Attachment to a Unit Issue Return record

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

1. Click to select the entry(s). *The Return is highlighted, and* ,  Process Changes,  Verify Kit,  Cancel Return,  Sign,  Print,  Activity, and  Attachments become available.

2. Select  Attachments. *The **Attachments for Return NBR** pop-up window appears.*



3. Select  Attach... . *The **Attach Files** pop-up window appears.*

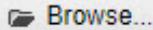




Attach Files ✕

Instructions ▼

*** Attachment**

 Browse...

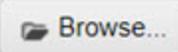
Desc

Primary  Attach...

Attachments:

Name	Desc
------	------

✕ Close Window

4. Select  . The Windows **Choose File to Upload** pop-up window appears.
5. Select  . The file name appears in the bottom file list.





Attach Files [X]

Instructions [v]

* Attachment

 Browse...

Desc

Primary

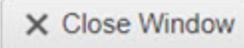
 Attach...

Attachments:

Name	Desc	
<input checked="" type="radio"/> <u>Puffin.png</u>	Puffin Picture	[X] [v]

[X] Close Window

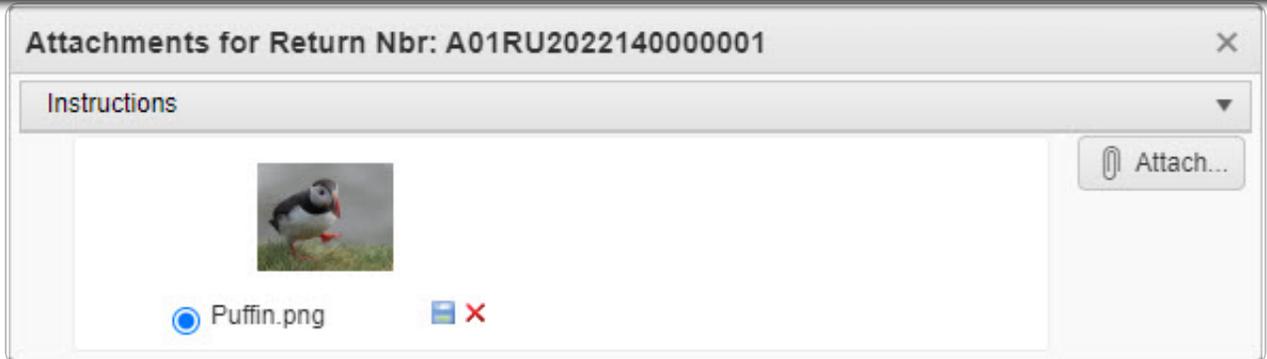
6. Repeat Steps 4 - 8 to attach multiple documents.

7. Click . The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Return NBR** pop-up window.



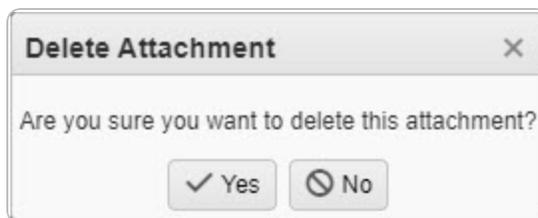


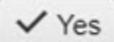
Help Reference Guide

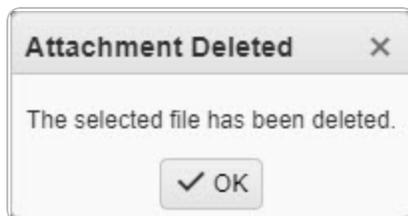


Remove an Attachment

- A. Select the  part of   next to the desired document. *The **Delete Attachment** pop-up window appears.*



- Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*



8. Select . *The **Attachments for Return NBR** pop-up window closes and returns to the **Unit Issue Return** page.*

