

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.

JIC Info					
i*UIC All		i Custodian	All		
CAC	CAC IIII	Service Center	Please Select an Item	•	

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







Search Criteria					
i Stock Nbr	All		··· icn	All	
Serial Nbr			i Item Description	All	
Scan Barcode	Click here to scan	ICN S/N UII IIII	Reportable Commodity Type	e All	•
Current Warehouse (Only 🔽				

3. Select <u>Search</u>. The Unit Issue Return Items Search Results – Outstanding Tab and Pending Tab – appears.

Outstanding

0	standing Pend																									
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	based Gly	T Outstanding City	T Urgeocessed City	T Neurog Cly	T Aut Returning City	Y Not Red. Reason Cd	T Stock Mar	T Ren Desi	т мунсол	T Reportable Conwoodly Type	T Dix	Ψ ION	T Setul Nix	T CASE OF	T In Contract Nor	T MICE	T MILLONK	T Cand Cd	T Ownerg DIGANC	T Location	T Conterer	T Location Status	T Procen Location	Y Remarks	T Secondary Setal Number	٣
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		1	1	٥	1		TST SER (TEM	TEST SERVICES	 Serial Number Managed 	Security Commodity Type		A80080080080081454	REDRAMENT/PERCENT	21				A - Sectional Open	FRANK							
			1	0	1.00		TET BLACTEN	TEST BLUX ITEM	Eult Managed	Security Connectly Type		E00000000000000000	15					A - Svcbi(v/b Que)	P84505							
		1	1	0	1		TST SKO HDR	TEST SKD HEADER	Serial Number Managed	Security Conmodity Type		A80080080080081456	2229676					A - Sections Deals	F2+500							
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1	elected 84	H 🕂 🚺 . Pape	1 41 (x)x)x		10 * Beno per page																				1-5476.0em (5)

Pending

Outstanding Pen	Sing .																				
Pending Return	tiens 🛱 Ord Option	rs + A05 /2 E	dt Im Process Changes	Verty Kt 🛛 🛇 Carol	(Return 🖉 Sign 🔹 🖶 Print 🔹	Far Include Components	T FINE KR O Adavay B Ad	achiverts													
Issued Oly	T Outstanding Oty	Y Returning City	T Not Returning Oty	Y Not Ret. Reason Cd	T Stock Nbr T Hem Desc	Y Mpmt Cd	Y Reportable Commodity 7/pe	Y Size	▼ ION	Y Senal Nor	T CAGE OF	Y Mit Contract Nor	Y VE CI	Y Mr Lot Nor	T Cond Od	Y Oursing DeDAAD	T Location	T Container	Y Location Status	Trazen Location	Y Remarks Y
2	2	5	1	CN - CONSUMED	1005006514077 DOG, HATCH ASSE	MBLY Ewix Managed			800000000000000000000000000000000000000	in .					A - Systellovia Quali	HC1001	LC123		ACTIVE	No	,
	1		0		1010015840703 LAUNCHER, OREN	DE Setal Number Manap	ed .		A8000000000002870	53 0002					A - Svcbi(vria Qali()	HC1001	8765		ACTIVE	No	
C 1	1	1	0		1005000208683 BPCD.MACHINE C	UN Serial Number Manage	н		Add00000000002570	60 0054					A - Systema Quality	HC1001	LC123		ACTIVE	No	
1	1		0		1055011544508 LAUNCHER,ROCK	T Setial Number Manage	ed .		A89000000000000000000000000000000000000	1234567					A - Svcbi(vris Dail)	HC1001	8765		ACTIVE	No	
 Selected 0.4 	K K Dat	1 01 () (H	(H)(H)(H)	50 • Jerns per page																	-10 of 10 heres







OR

Click

O Cancel

. The updates are removed from the entry.

Verify a Kit

/ Edit Click \square to select the entry(s). *The Return is highlighted, and* 1. Print Sign Process Changes Verify Kit Cancel Return @ Attachments Activity become available. and Helpful Tip Include Components 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. ✓ Verify Kit 2. Select . The SKO is ready to be signed.













	Edit Custodian ×
	A custodian must be selected to sign for this issue. Please select one to continue.
	Custodian Select an Item
	✓ Update
1.	Use or to assist with the Custodian entry. <i>This is a 50 alphanumeric char-</i>
2.	Select Update . The Custodian appears in the grid.
A. Sele	ct eSign. The Signature Pad Form pop-up window appears.
	Signature Pad Form (ver eSign 1.0) \times
	✓ Accept Clear O Cancel
а.	Select Accept. The Print or Email Receipt pop-window appears.
	Print or Email Receipt ×
	Print Email
	✓ Submit
b.	Click Submit . The Print or Email Receipt pop-window closes, and the signed receipt is sent.











Add Details to a Unit Issue Return Navigation Go + Add MATERIEL MGMT > Unit Issue > Return > > Add Details to a Unit Issue Return page **Procedures** Add an Item to the Unit Issue Return O Cancel Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required. + Add Select . The **Add Details** page appears, with three distinct panels. 1. Add Details Instructions Details * Stock Nbr Item Desc All * ICN Serial Nbr elect an Item Location Container Optional (if Cont set) Optional (if Loc set) **Owning DoDAAC** * Cond Cd . . Select an Item Optional (if Not Returning) Enter the STOCK NBR, or use to browse for the number. *This is a 15 alpha-*Α. numeric character field. to browse for the number. This is a 20 alphanumeric char-Β. Enter the ICN, or use acter field. С. to select the Cond Cd. Use



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

Quantities	
* Returning Qty	
0	
* Not Returning Qty	Not Ret. Reason Cd
0 🜲	RL - Return Later
Apply to Outstanding Item	

- **A.** Use to enter the RETURNING QTY.
- **B.** Use to enter the NOT RETURNING QTY.

2 Aug 10 Gild															
Norking Return Items	🗘 Grid Options 🔻) 🛛 🗙 Delete		tum All 💌 🛛 C											
Stock Nbr 🕇 📉 T Item f	n Desc 🛛 🝸 IC	on T	Serial Nbr	CAGE Cd	Y Mfr Contract Nbr	T Mfr Dt	T Mfr Lot Nbr	T Cond Cd	Owning DoDAAC	T Location	T Container	Eccation Status	Frozen Location	T Returning Qty	Not Returning Qty
041618JOP001 MOO	ON RING B	0000000000000271916						A - Svcbl(w/o Qual	DKAAAC	RM1234		ACTIVE	No	1	0
Selected 0/1	Page 1	of1 (F) (H) (H	(4)(H)	50 🔻 item	ns per page										1 - 1 of 1 ib
/ Edit Remarks															
Cancel V Finish															

- A. Select Add To Grid, The entry appears
 - . The entry appears in the Working Return Items grid.
- 2. Select Finish. 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 > \Box (desired record(s)) > \checkmark Edit Details to a Unit Issue Return page

Procedures

Update Item(s)	in the Unit Issue Ret	urn	
Selecting Ocar page. Bold numb	at any point of this pro ered steps are required.	ocedure removes all revisi	ons and closes the
1. Click C to sel	ect the entry(s). <i>The Return</i> anges	Cancel Return	ign 💌 😝 Print 💌
Activity	and Attachments becom	me available.	
Edit a Single Iter	m		
A. Select	. The Edit Details	page appears, with three	distinct panels.
		Edit Details	
Instructions			*
Details Original Stock N 0001000445808 * Stock Nbr 000100044580	Nbr 8	Original Item Desc COOL FANS INSTL/AF Item Desc COOL FANS INSTL/AF	
* ICN A0000000000 Location		Serial Nbr SDKFS83929 Container	
47 - ROOM47		Optional (if Loc set)	
A - Svcbl(w/o Q	Qual)	DKAAAC	•
V			







- **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.
- **d.** Update the Owning DoDAAC, using to select the desired code. *This field is required if the item is not being returned.*

Not Ret. Reason Cd
RL - Return Later

- **a.** Update the RETURNING QTY, using **to** choose the revised amount.
- **b.** Update the NOT RETURNING QTY, using **to** choose the revised amount.

Add To Grid																
Working Return Items	🕸 Grid Options 🔻	X Delete		um Al 👻 🛛 Com												
Stock Nbr † T	Item Desc	ICN T	Serial Nbr	T CAGE Cd	T Mr Contract Nbr	T Mtr Dt	T Mfr Lot Nor	T Cond Cd	T Owning DoDAAC	T Location	T Container	T Location Status	Frozen Location	T Returning Oty	T Not Returning	j Oty
0001000445808	COOL FANS INSTL/AF	A000000000000919288	SDKFS83929					A - Svcbl/w/o Qual	DKAAAC	47		ACTIVE	No	1	0	
Selected 0/1	Page 1	of1 (F) (H) (H)	4 () ()	50 v items p	ier page										1-	1 of 1 item
1/Edit Remarks																
																_
Cancel V Finish																

- a. Select Add To Grid . The entry appears in the Working Return Items grid.
- B. Select Finish. The page closes and returns to **Unit Issue Return**. The item(s) appears on the appropriate tab.







), , ,
,

D. Select Finish . The page returns to the **Unit Issue Return**. The returning item (s) appears on the Pending tab.









Return Items															
✓ Add To Grid															
Working Return I	tems 🛱 Grid Optic	ms ♥] [★ Delete] [✔ Re		turn All 🔻 🛛 Cor											
Stock Nbr †	T Item Desc	T ICN	Y Serial Nbr	T CAGE Cd	T Mfr Contract Nbr	T Mir Dt	T Mfr Lot Nbr	T Cond Cd	T Owning DoDAAC	T Location	T Container	T Location Status	Frozen Location	T Returning Qty	T Not R
0001000445808	COOL FANS INS	TL/AF A000000000000919	9288 SDKFS83929					A - Svcbl(w/o Qua	al) DKAAAC	47		ACTIVE	No	1	0
Selected 0/1	H A D Page	1 0f1 (+ (+)(+	4)(4)(H)	50 v items	per page										

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

		Not Ret. Reason Cd	T Stock Nbr 🕇	T Item Desc	T ICN	Outstanding Qty	Unprocessed Qty	Returning Qty	Y Not Returning Qt
	No Change Return Not Return		1660013298877	FILTER, EMERGENCY OXYGEI	N Select an Item	1	1	0	0
	No Change Return Not Return		4210015142397	COVERALL, NOMEX	Select an Item	1	1	0	0
<	tod 0/2	Page 1	of 1 P H H	 н 50 ▼ iten 	15 per page				1-20

- 3. Select Update to confirm. *The Return/Not Return Components pop-up window closes.*
- 4. Select Finish. 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 page. Bold numbered steps are required.	l closes the			
1. Click \Box to select the entry(s). <i>The Return is highlighted, and</i> \Box ,				
🍽 Process Changes 🔻 🗸 Verify Kit 🚫 Cancel Return 🧷 Sign 💌	🖶 Print 🔻			
 Activity, and Attachments become available. Select Attachments for Return NBR pop-up winder 	ow appears.			
Attachments for Return Nbr: A01RU2022140000001	×			
Instructions	•			
No attachments found	Attach			
3. Select Attach				







Instructions		
* Attachment		
Browse		
Desc		_
Primary	Attach	
Attachments:		
Name	Desc	
	× Close Window	
Browse	× Close Window	
Select Browse	• The Windows Choose File to Upload pop-up window appea	ars







ttach Files		
Instructions		
Attachment		
Browse		
esc		
D Primary	Attach	
Attachments:		
Name	Desc	
Puffin.png	Puffin Picture	× ÷
		-
	× Close Window	

- 6. Repeat Steps 4 8 to attach multiple documents.
- 7. Click Close Window . The Attach Files pop-up window closes, and the file appears in the Attachments for Return NBR pop-up window.







Attachments for R

Instructions

	Help Reference G	uiae
eturn Nbr: A01RU202	214000001	×
		•
	0	Attach

.....

Remove an Attachment

Puffin.png

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

Delete Attachment	×
Are you sure you want to delete this at	ttachment?
• Select Yes to confin dow appears.	rm the deletion. <i>The Attachment Deleted pop-up win-</i>
Attachment Deleted X	
Attachment Deleted	

X

8. Select *Select* Select Sele



