



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

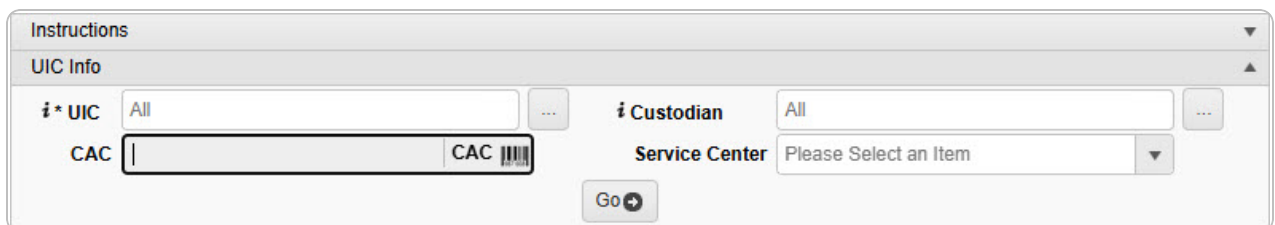
MATERIEL MGMT > Unit Issue > Return > Unit Issue Return page

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 search form titled "UIC Info" with the following fields and controls:

- i* UIC:** A text input field containing "All" and a help icon (i) to its left, and a dropdown menu icon (three dots) to its right.
- CAC:** A text input field with a barcode icon to its right.
- i Custodian:** A text input field containing "All" and a help icon (i) to its left, and a dropdown menu icon (three dots) to its right.
- Service Center:** A dropdown menu with the text "Please Select an Item".
- Go:** A button with a right-pointing arrow.

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.*





Help Reference Guide

Instructions

Search Criteria

<p>Stock Nbr <input type="text" value="All"/></p> <p>Serial Nbr <input type="text"/></p> <p>Scan Barcode <input type="button" value="Click here to scan"/> <input type="checkbox"/> ICN <input type="checkbox"/> S/N <input type="checkbox"/> UII <input type="checkbox"/></p> <p>Current Warehouse Only <input checked="" type="checkbox"/></p>	<p>ICN <input type="text" value="All"/></p> <p>Item Description <input type="text" value="All"/></p> <p>Reportable Commodity Type <input type="text" value="All"/></p>
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- Select . The *Unit Issue Return Items Search Results – Outstanding Tab and Pending Tab* – appears.

Outstanding

Issue Qty	Outstanding Qty	Retaining Qty	Not Retaining Qty	Item Description	Item Code	Reportable Commodity Type	ICN	Serial	Unit Cost	Unit Contract	Unit	Unit Loc	Conting Detach	Location	Container	Location Status	Freeze Location	Remarks
1	1	0	0	101 900 1004	101 900 1004	Serial Number												
1	1	0	0	101 900 1004	101 900 1004	Serial Number												
1	1	0	0	101 900 1004	101 900 1004	Serial Number												

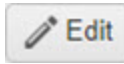
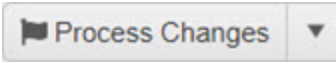

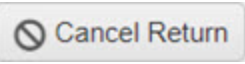
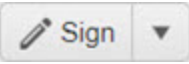

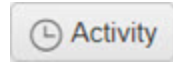
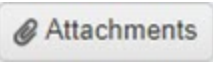
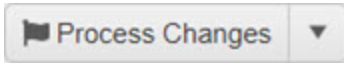

Pending

Issue Qty	Outstanding Qty	Retaining Qty	Not Retaining Qty	Item Description	Item Code	Reportable Commodity Type	ICN	Serial	Unit Cost	Unit Contract	Unit	Unit Loc	Conting Detach	Location	Container	Location Status	Freeze Location	Remarks
2	2	0	0	DL-22052802	DL-22052802	Bulk Storage												
1	1	0	0	101 900 1004	101 900 1004	Serial Number												
1	1	0	0	101 900 1004	101 900 1004	Serial Number												






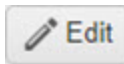
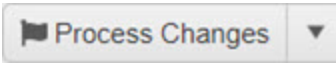

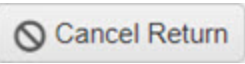
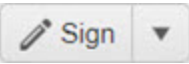

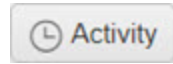

Update a Unit Issue Return Item

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



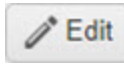
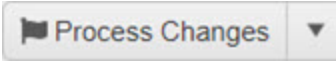

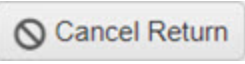
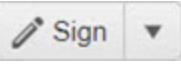

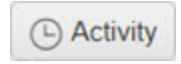
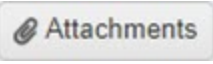
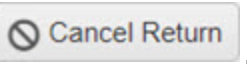
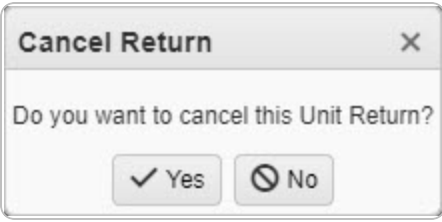
Select  to view the components of a selected item. Toggling this button displays the columns INV TYPE, Is Kit, Is Managed Kit, and PARENT STOCK NBR.

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






Cancel a Unit Issue Return

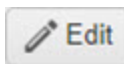
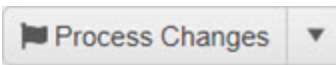

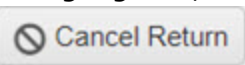
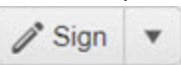

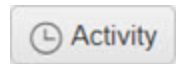

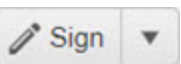
1. Click to select the entry(s). *The Return is highlighted, and* , , , , , , , and  become available.
2. Select . *The **Cancel Return** pop-up window appears.*


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:*



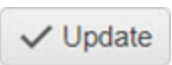
Note



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.*

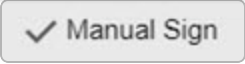

- A. Select . *The **Signature Pad Form** pop-up window appears.*

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




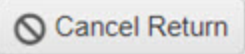
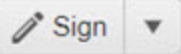

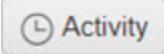
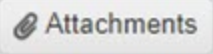



- b. Click . *The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.*





- 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.
- Click . *The Print drop down appears.*
-  appears. *It is replaced by* .
- The **Windows Save As** pop-up appears, ready to save the form chosen for printing.






Add Details to a Unit Issue Return

Navigation

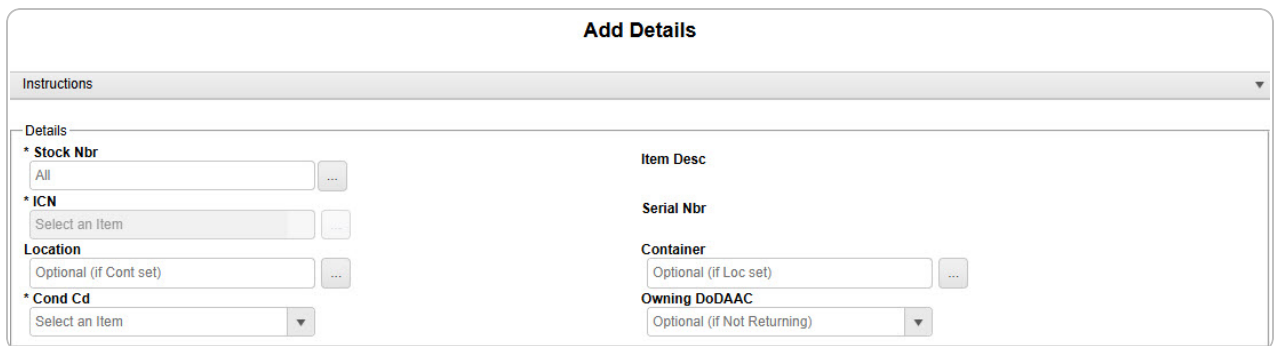
MATERIEL MGMT > Unit Issue > Return >  >  > Add Details to a Unit Issue Return page




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.

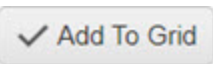

- B. Use  to enter the NOT RETURNING QTY.

Return Items

Stock Nbr	Item Desc	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Ct	Mfr Lot Nbr	Contd Cd	Owing DoDAAC	Location	Container	Location Status	Frozen Location	Returning Qty	Not Returning Qty
04191BJOP001	MOON RING	B0000000000000271916							A - SvcB(whs Qual)	DGAAC	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


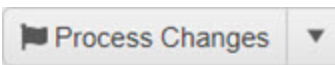

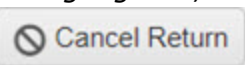
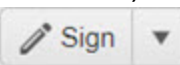
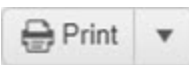
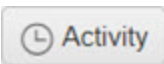

Navigation

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 ▼

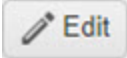
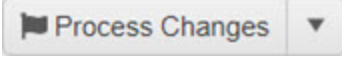

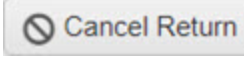
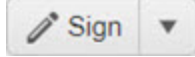
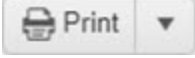
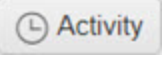
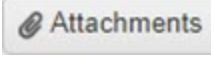
Details

<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.*

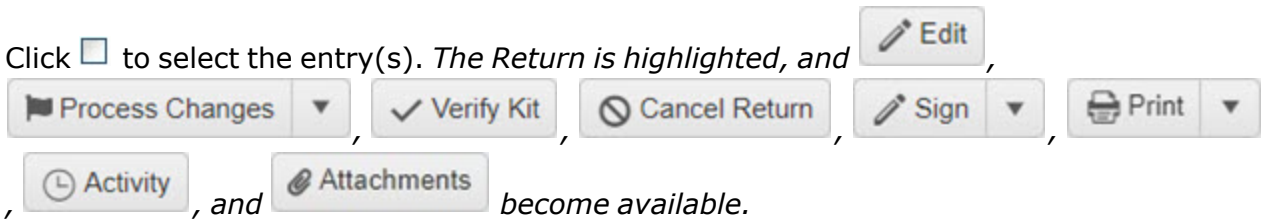
D. Select . The page returns to the **Unit Issue Return**. The returning item (s) appears on the Pending tab.





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

Return Items
Add To Grid

Working Return Items Grid Options X Delete Return All Not Return All Components

Stock Nbr	Item Desc	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Dt	Mfr Lot Nbr	Cont Cd	Owning DoDAAC	Location	Container	Location Status	Frozen Location	Returning Qty	Not Returning Qty
0001000445988	COOL FANS INSTLJAF	A0000000000000918288	SDKF583929					A - Svcs(Wrk Qsrt)	DKAAAC	47		ACTIVE	No	1	0

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

Add / Edit Remarks

Cancel Finish

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

Return/Not Return Components

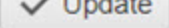

Components Grid Options Return All Not Return All

Not Ret	Reason Cd	Stock Nbr	Item Desc	ICN	Outstanding Qty	Unprocessed Qty	Returning Qty	Not Returning Qty
<input checked="" type="radio"/> No Change <input type="radio"/> Return <input type="radio"/> Not Return		1660013298877	FILTER, EMERGENCY OXYGEN	Select an Item	1	1	0	0
<input checked="" type="radio"/> No Change <input type="radio"/> Return <input type="radio"/> Not Return		4210015142397	COVERALL,NOMEX	Select an Item	1	1	0	0

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 Items

* Clicking update will mark the current kit(s) being updated as Verified.

Update Cancel

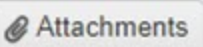
3. Select  to confirm. The **Return/Not Return Components** pop-up window closes.
4. Select . The page returns to the **Unit Issue Return**. The returning item(s) appears on the Pending tab.






Add an Attachment to a Unit Issue Return

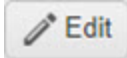
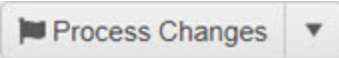

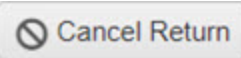
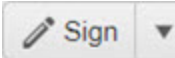

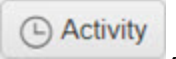

Navigation

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

Procedures

Add an Attachment to a Unit Issue Return record

Selecting  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*  ,  ,  ,  ,  ,  ,  , and  become available.

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



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







Attach Files [X]

Instructions [v]

* Attachment

 Browse...

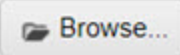

Desc

Primary 

Attachments:

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

[X] 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 ✕


Instructions ▼

* Attachment

 Browse...

Desc

Primary

 Attach...

Attachments:

Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	✕

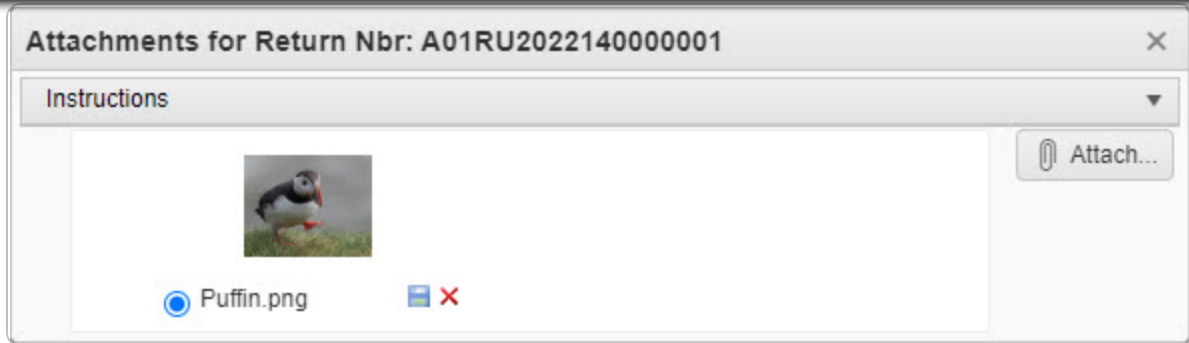
✕ Close Window

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





Help Reference Guide



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

