



## **Processing an Individual Return**

- 1. In the DPAS Warehouse Management module, navigate to **Return** from the **Materiel Mgmt > Individual** menu Path - The **Scan CAC or Enter EDI PI** pop-up displays.
- 2. Scan the individual's Common Access Card (CAC) or enter their Electronic Data Interchange Person Identifier (EDI PI) – The individual's information displays on the Individual Return Member Results Grid.
- 3. Select the **Return** button next to the **Commodity Type** for the equipment the individual is returning.

Scan CAC or Enter EDI PI								
Scan Barcode Click here to scan CAC								
EDI PI								
Last Name								
First Name								
Middle Initial								
✓ Accept								

Individual Return Member & Grid Options 🔻										
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DPAS Quick Reference Guide



## Processing an Individual Return (Cont'd)

- 4. Select the checkbox next to the equipment to be returned If all equipment is returned select the **All** checkbox.
- 5. Select the **Cond Cd**.
- 6. Browse for and select either the **Location Id** and/or **Container Id**.
- 7. Enter the **Qty Returned**.
- 8. Enter the **Qty Not Ret** if the **Qty Issued** and **Qty Returned** are not the same.
- 9. If **Qty Not Ret** is entered, select the **Not Ret. Reason Cd** from the drop-down list.
- 10. Select the **Sign** button to save the changes.
- 11. Select either the eSign or Manual Sign button on the Individual Return Electronic Signature pop-up to process the transaction.

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## Adding an Additional Individual Item for Return

- 1. Select the **Add** button on the Individual Return Grid A blank line displays in the grid.
- 2. Browse for and select the Stock Nbr.
- 3. Verify the ICN.
- 4. Select the **Cond Cd** from the drop-down list.
- 5. Browse for and select either the Location Id or Container Id.
- 6. Enter the **Qty Returned**.
- 7. Choose the Mark Uploaded button.
- 8. Select the **Sign** button to save the changes.
- 9. Select either the eSign or Manual Sign button on the Individual Return Electronic Signature pop-up to process the transaction.

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