



Processing a Unit Return

1. In the DPAS Warehouse Management module, navigate to **Return** from the **Materiel Mgmt > Unit** menu path – The **Unit Return Results Grid** displays.
2. Select the **Return** button next to the **UIC** of the Unit Custodian and Security Commodity Type for the equipment the unit is returning – The **Unit Return Detail** displays.

UIC Custodians can be changed by selecting the **Edit** button under the **Unit Return Header**. Once selected, the **UIC Custodian** field becomes available for updating to a different custodian by browsing for or selecting the new custodian. Once the new custodian is chosen, the **Update** button must be selected. This displays the equipment associated with the new custodian.

Instructions ▼

Search Criteria ▲

UIC ...
 Security Commodity Type ▼

UIC Custodian ...

Unit Return Grid Options ▼

		UIC ▲ ▼	UIC Name ▼	UIC Custodian ▼	Security Commodity Type ▲ ▼	Return Status ▼
2	▶ Return	HC1001	UNIT ISSUE	DOE, JOHN H.	PG - PERSONAL GEAR	Initiated
	▶ Return	M31301	EAAU	MOORE, ADAM M.	PG - PERSONAL GEAR	Initiated
	▶ Return	M31301	EAAU	MATTLY, STEVE G.	SI - STOCK ITEMS	New
	▶ Return	M31301	EAAU	KUPPER, WILLIS C.	VEHICLES - TRNSPORT VEHICLES	New
	▶ Return	M53720	USMC WC	GRAMM, CINDY L.	SI - STOCK ITEMS	New
	▶ Return	M53720	USMC WC	DONALD, JEREMY M.	VEHICLES - TRNSPORT VEHICLES	New
	▶ Return	M54008	MAU 3	ELLIS, BEN C.	PG - PERSONAL GEAR	New
	▶ Return	M54008	MAU 3	FOX, ALLISON J.	SI - STOCK ITEMS	New
	▶ Return	M54008	MAU 3	HUMPHREY, EDWARD A.	VEHICLES - TRNSPORT VEHICLES	New

10 items per page
 1 - 9 of 9 items





Processing a Unit Return (Cont'd)

A default location/container for each stock number /condition code can be established using the **Location Condition Code Default** process.

3. Select the checkbox next to the equipment to be returned – If all equipment is being returned, select the **All** checkbox.
4. Select the **Edit** button. The fields available for updating become active. (step not shown)
5. Select the **Cond Cd.**
6. Select either the **Location Id** and/or **Container Id** from the drop-down list.
7. Enter the **Qty Returned** for each piece of equipment being returned.
8. Enter the **Qty Not Ret.** if the **Qty Issued** and **Qty Returned** are not equal.
9. If **Qty Not Ret.** is entered, select the **Not Ret. Reason Cd** from the drop-down list.
10. Select the **Mark Uploaded** button. The record is saved.
11. Select the **Sign** button in the Unit Return Grid to save the changes .
12. Select either the **eSign** or **Manual Sign** button on the **Unit Return Electronic Signature** pop-up to process the transaction.

Unit Return Electronic Signature

I acknowledge that I have returned all listed equipment that was previously issued to me.

Unit Return

SL3 Status	LIN/TAMCN	Stock Nbr	Item Desc	Size	Color	ICN	Mfr Serial
	C11072F	8415013107337	GLOVES MENS AND WO	MEDIUM		B0000000000000008455	
	HS9971	8465014917509	HYDRATION SYSTEM			B0000000000000000019	

Unit Return Detail

Nbr	Cond Cd	Location Id	Container Id	Prj Cd	Owning DoDAAC	Qty Returned	Qty Not Ret.	Not Ret. Reason Cd	Not Ret. Remarks
A - Svcb(w/o Qual)		Select an Item ...	Select an Item ...	Select an Item ...	HC1001	50	0	Select an Item	
A - Svcb(w/o Qual)					HC1001	10	0		

1 - 2 of 2 items





Adding Additional Unit Items for Return

To return additional items that were not originally assigned to the unit, navigate to the **Unit Return Detail** page.

1. Select the **Add** button in the Unit Return Grid - A blank row 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 **Unit Return Electronic Signature** pop-up to process the transaction.

When adding additional equipment not initially issued, or from a different commodity, a statement could appear when the **Sign** button is selected. The statement indicates the items being returned are of a different commodity and asks if you would like to continue. If so, select the **Yes** button to continue the process.

The screenshot shows the 'Unit Return' interface. At the top, there are buttons for '+ Add' (1), 'Sign' (8), and 'Cancel'. Below is a grid with columns for 'SL3 Status', 'LIN/TAMCN', 'Stock Nbr', 'Item Desc', 'Size', 'Color', 'ICN', and 'Mfr Serial Nbr'. A row is selected, and a 'Mark Updated' button (7) is visible. A 'Unit Return Electronic Signature' pop-up window is open, showing a statement: 'I acknowledge that I have returned all listed equipment that was previously issued to me.' and buttons for 'eSign' (9), 'Manual Sign', and 'Cancel'. Below the grid, there is another table with columns for 'Cond Cd', 'Location Id', 'Container Id', 'Prj Cd', 'Owning DoDAAC', 'Qty Returned', 'Qty Not Ret.', 'Not Ret. Reason Cd', and 'Not Ret. Remarks'. A row is selected, and a 'Cond Cd' dropdown (4) is visible. Blue arrows labeled 'SCROLL' point to the right and left edges of the interface.

