

Manage Returned Material

Click the Inventory Link

[Inventory](#)

Click the Manage Returned Material Link

[Manage Returned Material](#)

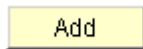
Click the RMA Link

[RMA](#)

Enter Business Unit. Enter “ _____ ”

Enter Return From Location. Enter “ _____ ” (same as Business Unit)

Click the Add button.

 Add

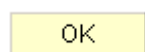
Enter Reason Code. Enter “ _____ ”

Click on Chartfield Edit Option

[Chartfield Edit Option](#)

Enter Dept. Enter “ _____ ”

Click the OK button

 OK

Uncheck Approval Required

Approval Required

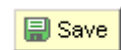
Enter Item ID. Enter “ _____ ”

Enter Quantity Returned. Enter “ _____ ”

NOTE: The UOM of the Quantity Returned defaults in as the STD UOM. If returning item at an UOM other than the STD UOM change the UOM.

Enter RMA Status. Enter “OPEN”

Click the Save button

 Save

Notate the RMA Number

RMA Form

Unit **RMA Number** ***RMA Date** ***RMA Status** ***Reason Code**
 HPWHS RMA0004655 02/23/2007 Open WRONG ITEM

Return From Option **Return From Location** **Return To**
 Internal Location HPWHS [RMA Location Address](#) HPWHS HPWHS
 External Customer
 HPLMC- Warehouse [Header Notes/Attachments](#)

Estimated Return Date **Estimated Return Time** **Distribution Type:** **Transfer To**
 02/23/2007 1:35PM [Chartfield Edit Option](#)
 Approval Required [Internal Shipment History](#)
[Customer Conversations](#)

RMA Lines [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

*Line	*Status	Item ID	Quantity Returned	Quantity Base	UOM	Return To	Distribution Type	RMA Line	Chart Edit
1	Open	101295	12.0000	12.0000	EA	HPWHS		RMA Line	Chart Edit

Click the Inventory Link

[Inventory](#)

Click the Putaway Stock Link

[Putaway Stock](#)

Click the InterUnit and RMA Receiving Link

[InterUnit and RMA Receiving](#)

Click the Add a Receiver ID Tab

[Add a Receiver ID](#)

Enter Business Unit. Enter “_____”

Enter Receipt Type. Enter “Returned Material Authorization”

Click the Add button.

Click the Search Link

[Search](#)

Enter the RMA Business Unit. Enter “_____”

Click the OK button.

Click the Select box to choose the RMA ID

Click the Save button.

Notate the Receiver Number.

Receipt Header | [Receipt Line](#) | [Receipt Details](#) | [Putaway Details](#)

Unit: HPWHS **Receipt Number:** 0000035660 **Receipt Type:** RMA

[Search](#)

Bill of Lading: ***Status:**

Port Of Unloading: **Auto Close Receipts**

Receipt Header Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Receipts		Quantity Details		
RMA BU	RMA Number	Item	Description	Receipt Quantity
<input checked="" type="checkbox"/>	HPWHS	RMA0004655	101295 PEN MED PT STICK BLACK 12/BOX	<input type="text" value="12.0000"/> <input type="text" value="EA"/>

[Receipt Header](#) | [Receipt Line](#) | [Receipt Details](#) | [Putaway Details](#)