



IFS DESKTOP INSTRUCTIONS

Ontic Supplemental



Revision History

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1. Basics of IFS

Opening IFS

IFS is a cloud-based application so it can be accessed from any web browser. Here are the links to the various environments. Simply open the link and then use your username and password to log in.

1. Training

<http://azifststap.aarcorp.com:61080/client/runtime/ifs.Fnd.Explorer.application>

This environment is to be used for practice and training.

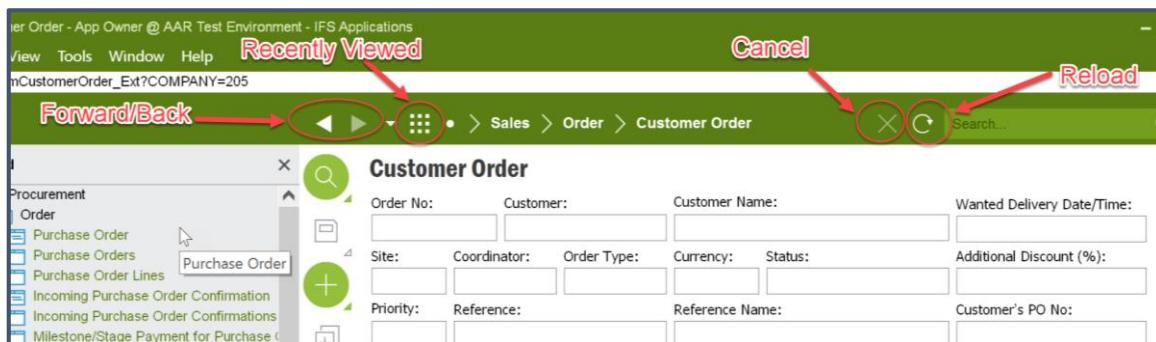
2. Production

<http://azifsprdap.aarcorp.com:58080/client/runtime/ifs.Fnd.Explorer.application>

This environment is for production.

The Navigator

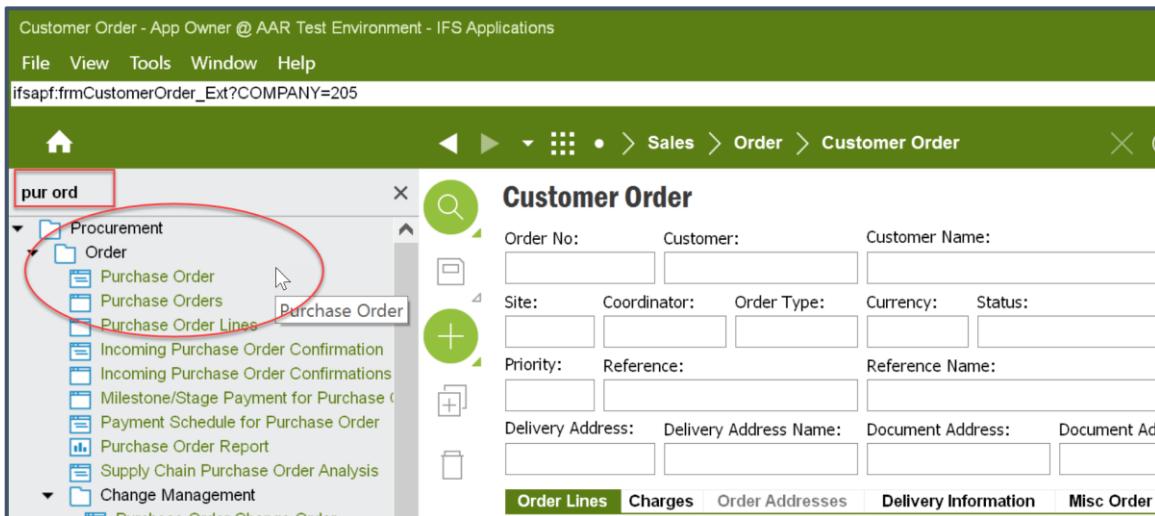
Navigating IFS is sort of a cross between a web browser and a file structure. The top of the window is the part that is like a web browser. There are back, forward, cancel loading and reload buttons, along with a recently viewed windows button.



The portion that is like the file structure is accessed by clicking the button that looks like three bars in the upper left of the window.



That will expand the navigator. There you can search for the screen you are looking for. Any screen that contains the terms you enter will appear in the menu. To go to it, just click on the name of the screen you are looking for.

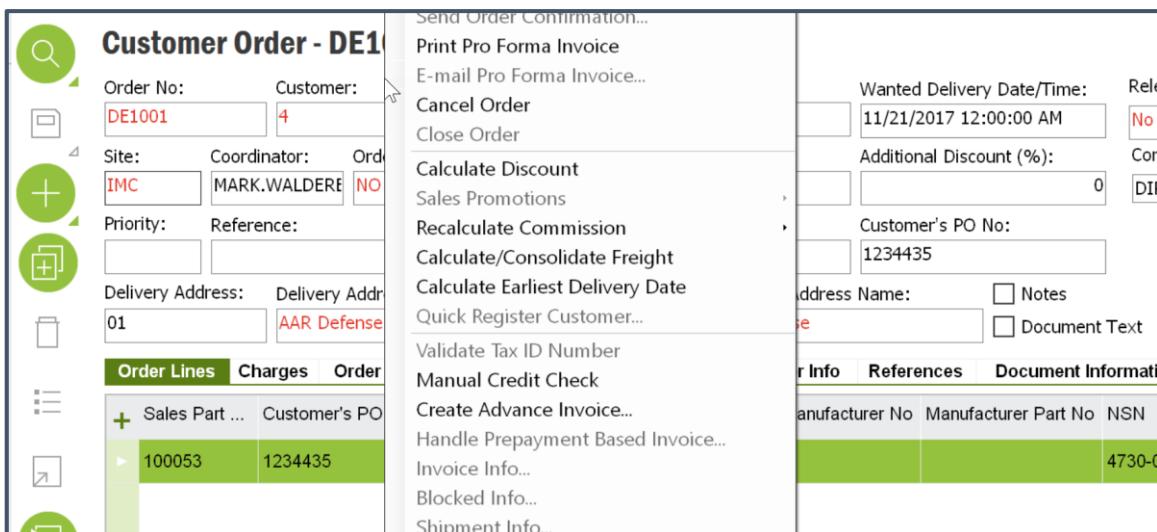


Header vs. Tabs

Many of the functions in IFS are dependent on where your cursor is on the screen. There are two basic distinctions in most IFS screens, headers and tabs. Headers contain information that applies to the entire record, whereas tabs can display information that is either applicable to the whole record, or specific to a sub-record. A good example of this is a customer order. In a customer order, you have header information such as the order number and the customer, but then you also have sub-records in the form of lines. Each line contains information like part, quantity, and price that is not applicable to the other lines on the order.

The screenshot shows the IFS Customer Order screen for Order DE1001. The header section contains fields for Order No., Customer, Customer Name, Wanted Delivery Date/Time, and Release From Credit Check. The tab section, also highlighted with a red box, contains tabs for Order Lines, Charges, Order Addresses, Delivery Information, Misc Order Info, References, Document Information, and Order History. The Order Lines tab is active, displaying a grid with columns for Sales Part No., Customer's PO No., and other details.

In IFS, if you right click in the header of a customer order, you get the below menu options.



But if you then right click on an individual line, you get different options.

Priority: <input type="text"/> Delivery Address: <input type="text"/> 01 <input type="button" value="AAR"/>	<p>Capability Check Available to Reserve... Perform MRP for Part... Supply/Service Objects Supply Chain Orders Analysis... Find and Connect Export License...</p> <p>Reserve Serial Numbers... Recalculate Price/Currency... Validate Tax ID Number Substitute Sales Part... Configuration Input UoM Parameters... Create Corrective Inter-Site Price Postings... Parts by Assortment and Site Cluster... Shipment Info...</p>	Customer's PO No: <input type="text"/> 1234435 <input type="checkbox"/> Notes <input type="checkbox"/> Document Text Order Info References Document Information Manufacturer No <input type="text"/> Manufacturer Part No <input type="text"/> NSN <input type="text"/> 4730-01-25				
Order Lines Charges <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #669933; color: white;">+ Sales Part ...</th> <th style="background-color: #669933; color: white;">Customer ...</th> </tr> <tr> <td>▶ 100053</td> <td>123445</td> </tr> </table>			+ Sales Part ...	Customer ...	▶ 100053	123445
+ Sales Part ...	Customer ...					
▶ 100053	123445					

Always be mindful of where your mouse is or what field you last clicked in when trying to perform functions in IFS, as this could affect what functions you can do, or how that function works.

Left Side Buttons

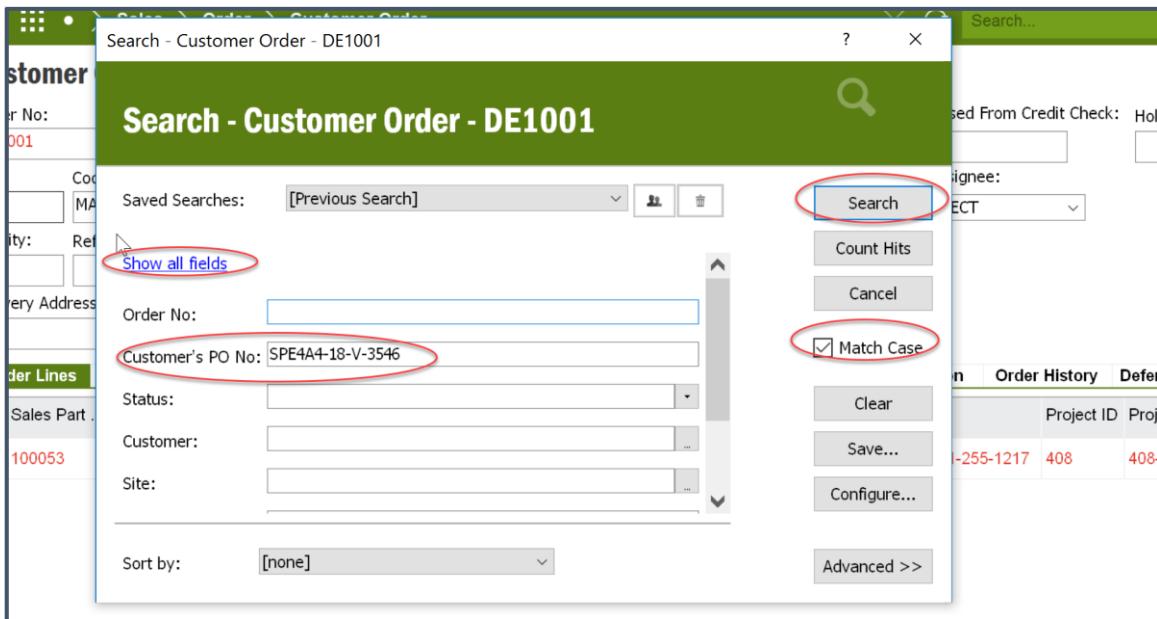
The left side of every screen in IFS has a collection of buttons for commonly performed actions. Below are descriptions of what each does. Note that depending on the circumstance, you may not be able to use all the buttons all the time. For example, if you have not made changes to a record, you can't save it.

Customer Order - DE1001 ▼ 1 (100)																									
Search		Save		Create New		Duplicate																			
Order No: <input type="text"/> DE1001		Customer: <input type="text"/> AAR Defense		Customer Name: <input type="text"/> AAR Defense		Wanted Delivery Date/Time: <input type="text"/> 11/21/2017 12:00:00 AM																			
Site: <input type="text"/> TMC		Coordinator: <input type="text"/>		Order Type: <input type="text"/> USD		Currency: <input type="text"/> USD Status: <input type="text"/> Released Additional Discount (%): <input type="text"/> 0																			
Priority: <input type="text"/>		Reference: <input type="text"/>		Reference Name: <input type="text"/>		Customer's PO No: <input type="text"/> 1234435																			
Delivery Address: <input type="text"/> 01		Delivery Address Name: <input type="text"/> Defense		Document Address: <input type="text"/> 01		Document Address Name: <input type="text"/> Defense Notes Document Text																			
Order Lines Charges Order Addresses Delivery Information Misc Order Info References Document Information <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sales Part ...</th> <th>Customer's PO ...</th> <th>Line No</th> <th>Del ...</th> <th>Customs Value</th> <th>Priority</th> <th>Manufacturer No</th> <th>Manufacturer Part No</th> <th>NSN</th> </tr> </thead> <tbody> <tr> <td>100053</td> <td>123445</td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>4730-01-25</td> </tr> </tbody> </table>								Sales Part ...	Customer's PO ...	Line No	Del ...	Customs Value	Priority	Manufacturer No	Manufacturer Part No	NSN	100053	123445	1	1					4730-01-25
Sales Part ...	Customer's PO ...	Line No	Del ...	Customs Value	Priority	Manufacturer No	Manufacturer Part No	NSN																	
100053	123445	1	1					4730-01-25																	
List of Values Zoom Context Menu																									
<input type="button" value="Total Net Amt/Base:"/> <input type="button" value="Total Net Amt/Curr:"/> <input type="button" value="Add Disc Amt/Curr:"/> <input type="button" value="Tot Tax Amt/Curr:"/> <input type="button" value="Total Gross Amt/Curr:"/>																									

1. Search



As the name suggests this button is used to search for records corresponding to the screen that you are on. For example, if you are on the Customer Order screen and you click the search button, a popup will appear with possible search options. You can search by many different fields either individually or in conjunction with one another. In the example below the search will return any customer orders where the Customer's PO No field is equal to SPE4A4-18-V-3546. You can also use wildcard characters like % in your search. If at first you don't see the field you want to search by, click the blue text "Show all fields" in the upper left.



2. Save



This button is used to save changes. If you make a mistake and don't want to save changes, click the reload button at the top. This will refresh the page to the last version that was saved.

3. Create New



This button creates a new record corresponding to the screen you are on. So, pressing the new button on the customer order screen will create a new customer order. Fields highlighted in red on new records are mandatory, you will not be able to save without filling them in.

4. Duplicate



Duplicate functions similarly to the New button, except that it copies various aspects of the record you have selected/are viewing when you click the button. For example, when viewing a customer

order, clicking Duplicate will bring over the information from the header of the customer order you are viewing (customer, delivery date, addresses, etc.)

5. Delete

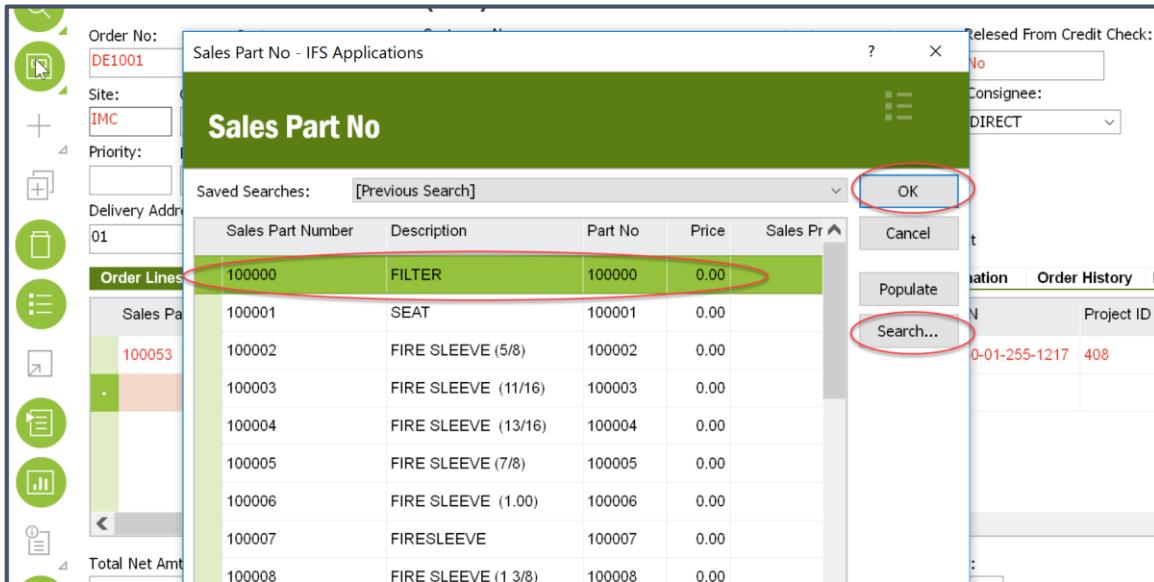


This button is also clear in what it does, however, there are some notable restrictions on when you can use it. You cannot delete things like customer orders or purchase orders once they have progressed to a certain point, you cancel them instead. You also can't delete items if they are used in other areas. For example, you cannot delete a customer profile if they have customer orders.

6. List of Values



The List of Values button is used when you want to select a value from a list of possible options. Common examples of this are part numbers, customer ID's, addresses, etc. When you press the List of Values button, a popup appears listing the values you can choose from. You can narrow the list by clicking the "Search..." button on the right side of the popup. This creates a secondary popup that works the same as the Search button as described above. Once you have found what you are looking for, select the value and click ok.



7. Zoom



The zoom button is not something most users need to worry about, but if you are curious as to where certain values are configured, click in a field then click the Zoom button. This takes you to

the source for those values. For example, clicking Zoom while in the part number field on a customer order line will take you to the Sales Parts screen.



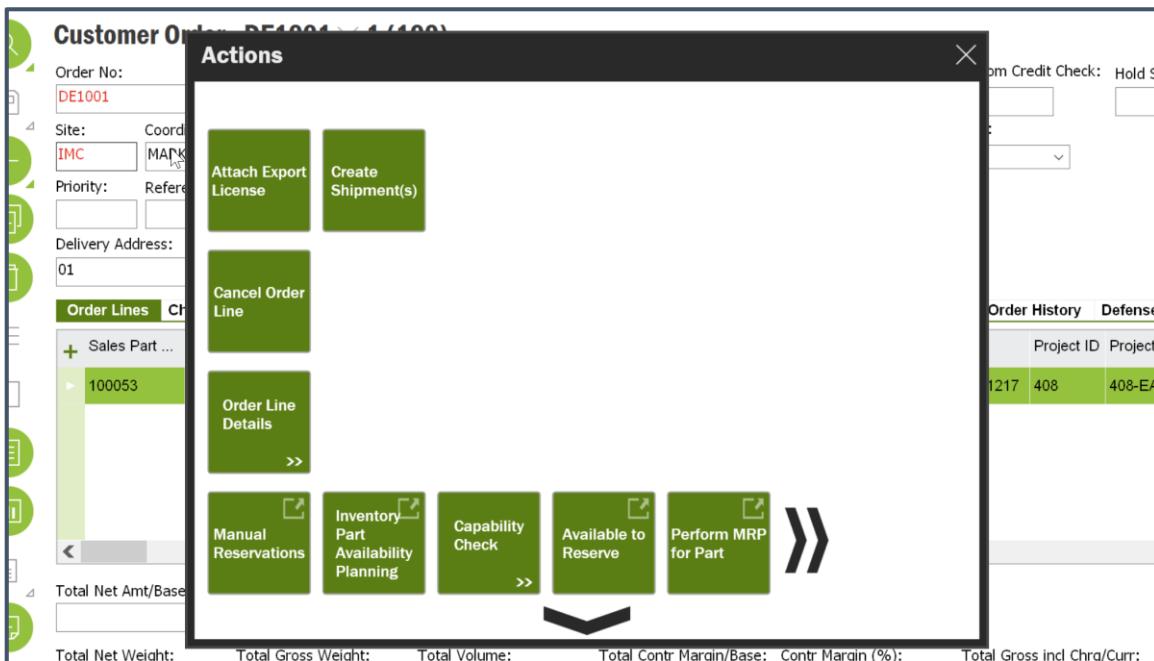
The screenshot shows a table titled "Sales Parts" with the following columns: Sales Part ... (Part Number), Part Description in Use (FIRE SLEEVE (13/16)), Sales Part Description (FIRE SLEEVE (13/16)), Site (IMC), Type Of Sales P... (Inventory part), Sales Group (*), Sales Price Group (*), and Revision (*). There are nine rows of data, all matching the criteria above.

Sales Part ...	Part Description in Use	Sales Part Description	Site	Type Of Sales P...	Sales Group	Sales Price Group	Re
100004	FIRE SLEEVE (13/16)	FIRE SLEEVE (13/16)	IMC	Inventory part	*	*	
100004	FIRE SLEEVE (13/16)	FIRE SLEEVE (13/16)	TGR	Inventory part	*	*	
100004	FIRE SLEEVE (13/16)	FIRE SLEEVE (13/16)	WDL	Inventory part	*	*	
100004	FIRE SLEEVE (13/16)	FIRE SLEEVE (13/16)	WDS	Inventory part	*	*	
100005	FIRE SLEEVE (7/8)	FIRE SLEEVE (7/8)	DSD	Inventory part	*	*	
100005	FIRE SLEEVE (7/8)	FIRE SLEEVE (7/8)	IMC	Inventory part	*	*	
100005	FIRE SLEEVE (7/8)	FIRE SLEEVE (7/8)	TGR	Inventory part	*	*	
100005	FIRE SLEEVE (7/8)	FIRE SLEEVE (7/8)	WDL	Inventory part	*	*	
100005	FIRE SLEEVE (7/8)	FIRE SLEEVE (7/8)	WDS	Inventory part	*	*	

8. Context Menu

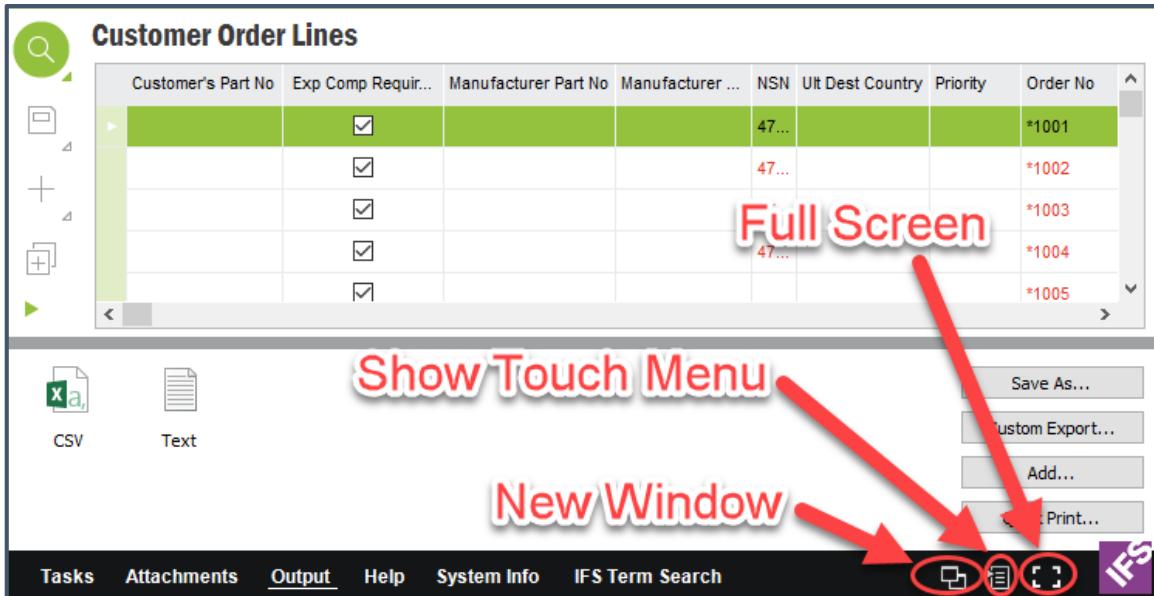


The context menu presents a list of possible actions the user can do one a given screen. The options change based off where the cursor is on the screen. For example, there are different options for a customer order header and a customer order line. Below is an example of the context menu for a customer order line. Note that most options found in the customer order line, can also be accessed by right clicking in the given section.



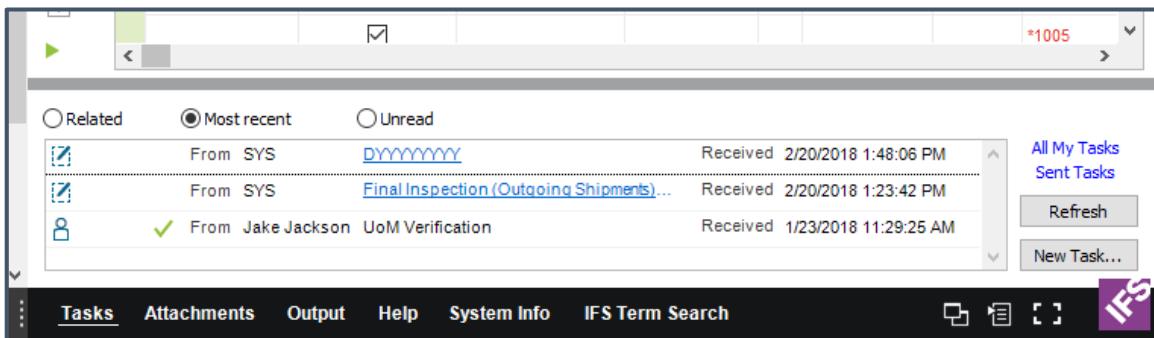
Bottom Black Bar

At the bottom on the IFS window, there are a few options the user can use to navigate and get more information about what they are looking at in IFS. Like the context menu button, what appears when you select various one of the options sometimes depends on what portion of the screen you are in.



1. Tasks

Users can assign tasks to each other or themselves to serve as reminders to perform various activities. To view your tasks, select the Tasks option from the black bar. From there you can create new tasks, view tasks assigned to you and tasks created by you.



2. Attachments

In IFS you can attach things to certain records, including but not limited to, files (.docx, .xlsx, .pdf, .jpeg) and other records like call center cases. This option is also dependent on where your cursor is in the window, so always be sure you have selected the correct area of the screen before clicking the option. For more information on this option see the Attachments & Document Management section in this document.

3. Output

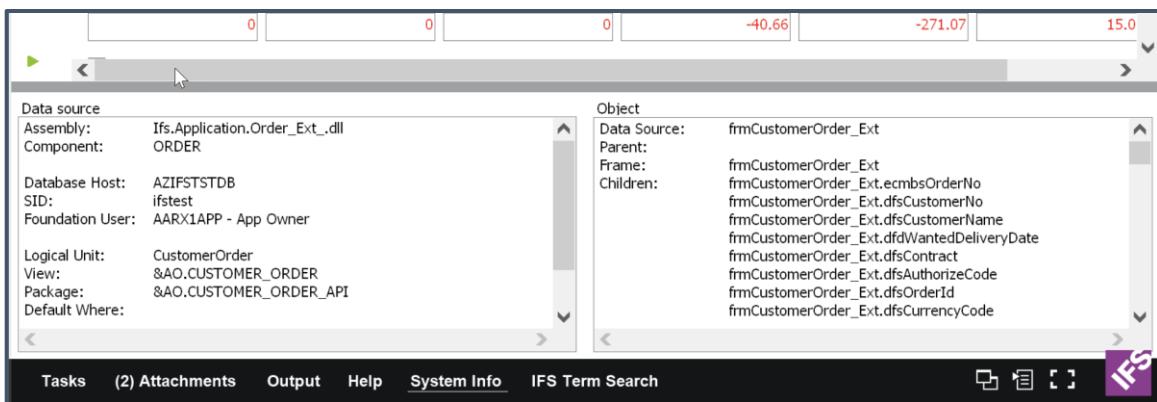
Anything that is displayed in a tabular format in IFS can be exported using the Output option in the black bar. From there you can customize what columns get exported, where to save the file and what format to export the information in.

4. Help

See Help Sections for info.

5. System info

This option is only useful when you are trying to create a quick report or query. Click in a field and then click the System Info option and you will be shown the details of where the field comes from in the database, what logical unit it belongs to, etc.



6. New Window

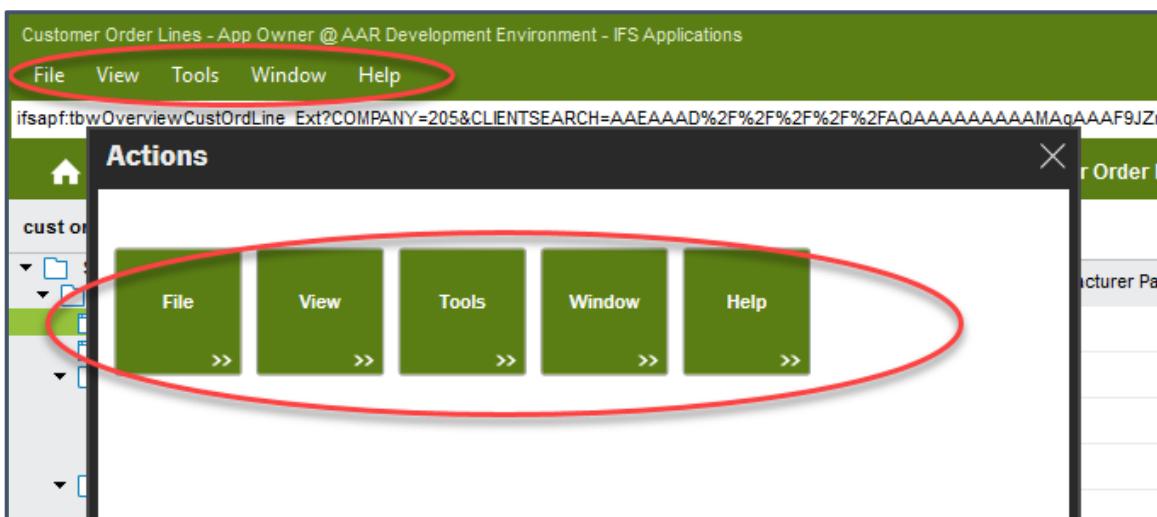


The new window button allows you to open a new window of IFS so that you can have different records open at the same time. There is no practical limit to many windows you can have open at any given time.

7. Show Touch Menu



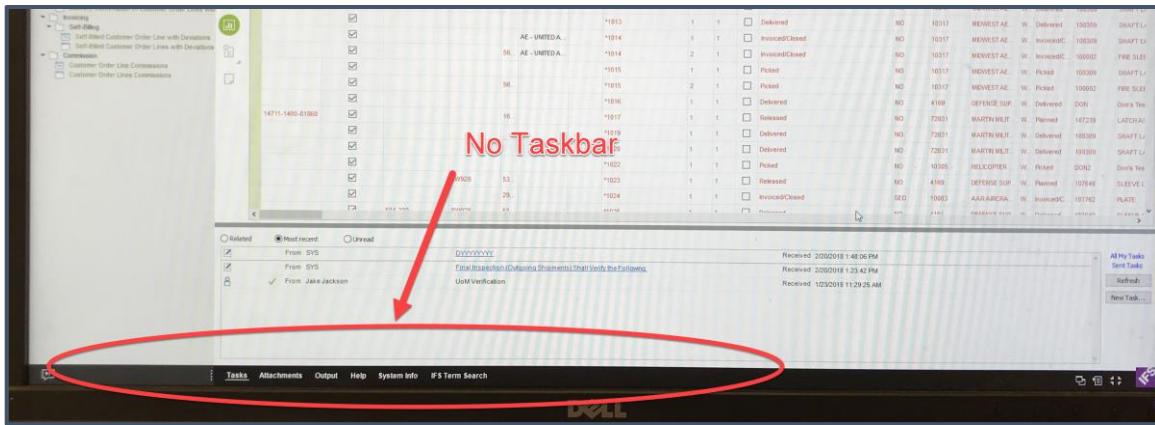
If you are using a touch screen, you can press this button to see touchscreen friendly versions of the menus at the top of the window (File, View, Tools, etc.)



8. Full Screen/Exit Full Screen



The buttons are used to toggle between full screen mode. Note that this is different than maximizing the window as full screen mode obscures the taskbar at the bottom of your screen.

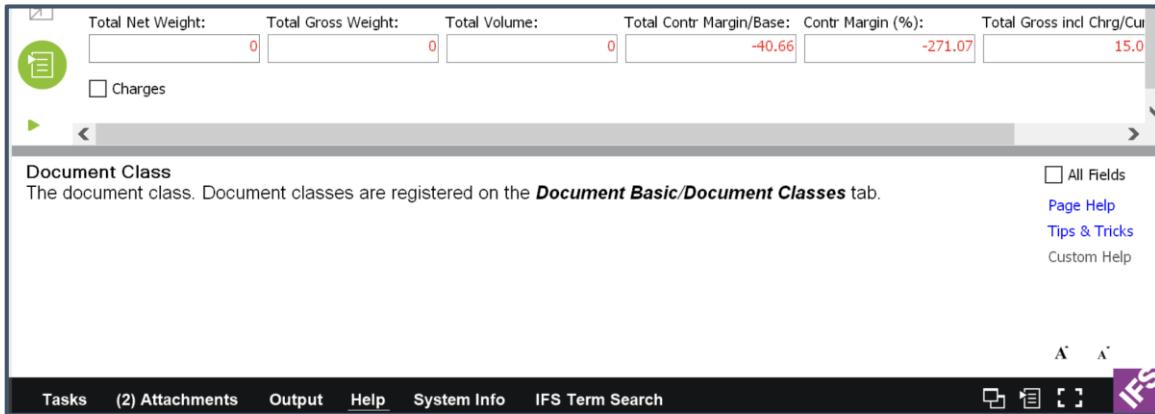


Help Sections

There are three principle ways to find help information in IFS. Note that not all of them work in every scenario. If you can't find the help you need via the below methods, consult this document, or contact your Application Solution Manager for help.

1. Black Bar Help

The black bar at the bottom of the screen has an option labeled Help. When you click on this, information on the screen and/or field you are looking at appears at the bottom of the window. Click in a field and then click help to see the specific help related to this field.



Or you can check the "All Fields" checkbox to show all the help for that screen.

The screenshot shows a software interface with several input fields at the top, including 'Total Net Weight', 'Total Gross Weight', 'Total Volume', 'Total Contr Margin/Base', 'Contr Margin (%)', and 'Total Gross incl Chrg/Cur'. Below these are sections for 'Charges' and 'Order No.' (with a note about assigned identification numbers). A 'Customer:' section follows, with a note about short names or identification numbers. Under 'Customer Name:', there's a note about automatically retrieved customer basic data. A 'Wanted Deliver Date/Time:' field is also present. At the bottom, a black bar contains links for 'Tasks', 'Attachments', 'Output', 'Help', 'System Info', and 'IFS Term Search'. To the right of the main area, a vertical help menu is open, showing options like 'All Fields' (which is checked and circled in red), 'Page Help', 'Tips & Tricks', and 'Custom Help'. The IFS logo is in the bottom right corner.

Note that not every screen/field has this sort of help available.

2. What's This (Shift + F1)

When you are only concerned with a particular field, you can hit Shift+ F1 on your keyboard and then click in the field you are interested in. This will temporarily show help information on the field. Note that this is the same info that is displayed using the black bar help option and therefore is also not available for all fields.

The screenshot shows a detailed view of a customer record. On the left, there are navigation icons: a magnifying glass for search, a minus sign for back, a plus sign for forward, and a double arrow for refresh. The main area displays a table with columns for Order No., Site, Coordinator, Order Type, Currency, Status, Additional Discount (%), Consignee, Priority, Reference, Reference Name, Customer's PO No., Delivery Address, Delivery Address Name, Document Address, Document Address Name, Notes, and Document Text. An example entry for 'Order No.' is DE1001. A tooltip is visible over the 'Order No.' field, providing information about assigned identification numbers and manual assignment. The IFS logo is in the bottom right corner.

3. IFS Online Documentation (F1)

If either of the above options do not answer your questions, you can try hitting F1 while on the screen you have questions about. This will take you to IFS's online documentation which gives more detailed information regarding screens, including information about how various processes work in IFS. You can also search all the documentation using the search bar **at the bottom** of the screen. This will search all documentation whereas the one at the top only searches a subset.

IFS Applications Online Documentation

Documentation Navigators

Customer Order

Customer Order

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Usage

Use this window to enter, process, and view information on the customer order. A customer order is built in two levels consisting of an order header and order lines.

For the description of each tab in the window, follow the appropriate link: [Order Lines](#), [Rental Order Lines](#), [Charges](#), [Order Addresses](#), [Delivery Information](#), [Misc Order Info](#), [References](#), [Document Information](#), [Order History](#), [DOP Info](#).

Activity Diagrams

Enter customer order
Enter customer order_CTO
Enter and maintain warranties
Handle customer order
Handle customer order_Service Management
Handle picking
Handle rebates
Distribute customer order
View order event history
Queries_sales

Activities

Enter customer order_header
Enter customer order_line
Release customer order
Print order confirmation
E-mail order confirmation

Search documentation...

2. Create Inventory Location

Functional Groups

Logistics Technician, IFS Admin

Process Overview

This process covers the creation of new inventory locations, and the labeling thereof.

Prerequisites

- None.

Process Steps

1. Create New Location

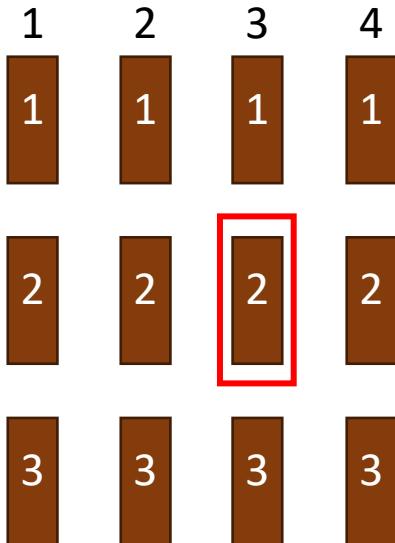
Functional Group

IFS Admin

Description

Navigate to *Inventory → Location → Inventory Locations* and click the plus sign in the upper left of the screen, then enter info as detailed below, and save when complete. When determining Bay, Row, Tier, and Bin use the following methodology.

Birds Eye View



Shelf View



A **bay** is a line of shelves that might have gaps between them for more easily navigating the warehouse space, as denoted by the blank numbers in the Birds Eye View above. A **row** is a contiguous line of shelves inside of a bay, as denoted by the white numbers in the birds eye view. A **tier** denotes what shelf you are referencing in a given row, as denoted by the black numbers in the Shelf View. Finally, a **bin** is a storage bin located on a given tier, as denoted by the white

numbers in the Shelf View. So if you were creating a location for the areas boxed in red above, the values would be: bay 3, row 2, tier 1, bin 1.

- Site – Enter ONC (use list of values button)
- Location Group – enter the appropriate location group per the below (use list of values button)
 - If creating a location for storing material, select “PICK”
 - If creating a location into which you will receive new material, select “G_AR”
 - If creating a location for quarantining non-conforming material, select “MRB”
- Warehouse – Enter “ONC”
- Bay – Enter the bay the new location will be in
- Row – Enter the row the new location will be in
- Tier – Enter the tier the new location will be in
- Bin – Enter the bin for the new location

Site	Location No	Location Description	Location Type	Location Group	Location Group Description	Warehouse	Bay	Row	Tier	Bin	Location Sequence N
ONC	70306		Picking	PICK	PICK	ONC	3	1	2	8	70306

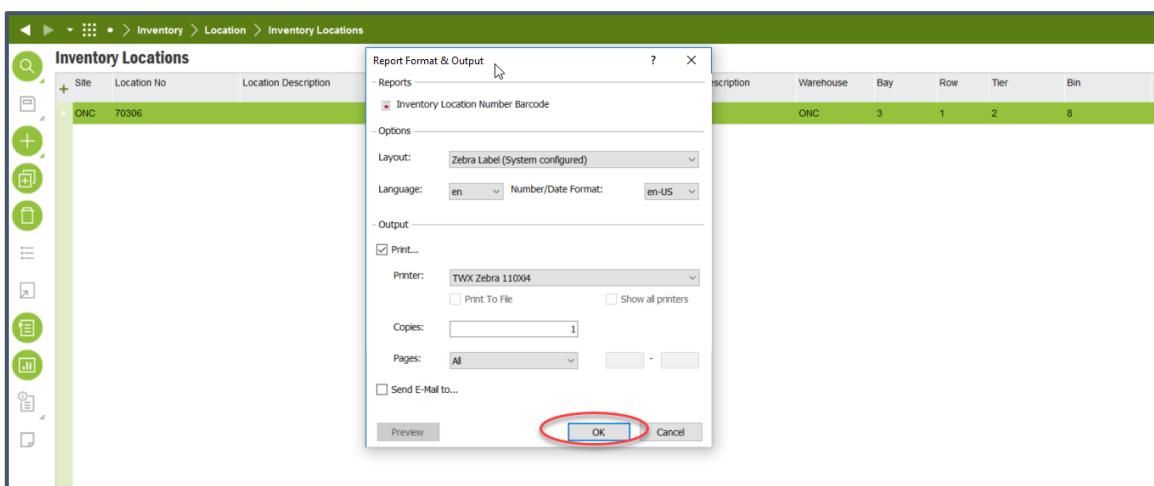
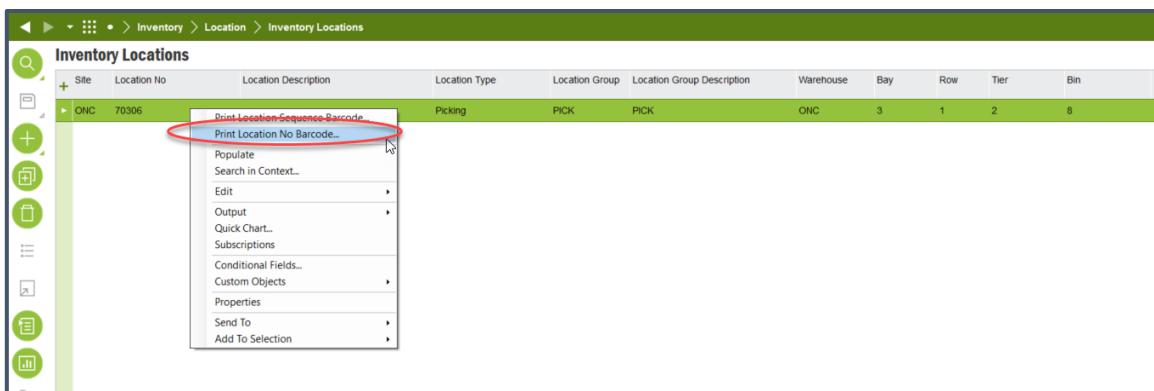
2. Print Location Label

Functional Group

Logistics Technician

Description

Right click on the location you want to print a label for and select “Print Location No Barcode...” and then click “Ok” in the following popup. The label will then print out and you can affix it to its corresponding location.



REFERENCE ONLY WHEN PRINTED

2-3

3. Print Inventory Label

Functional Groups

Logistics Technician

Process Overview

This process covers how to print inventory labels for existing inventory.

Prerequisites

- Material exists in IFS.

Process Steps

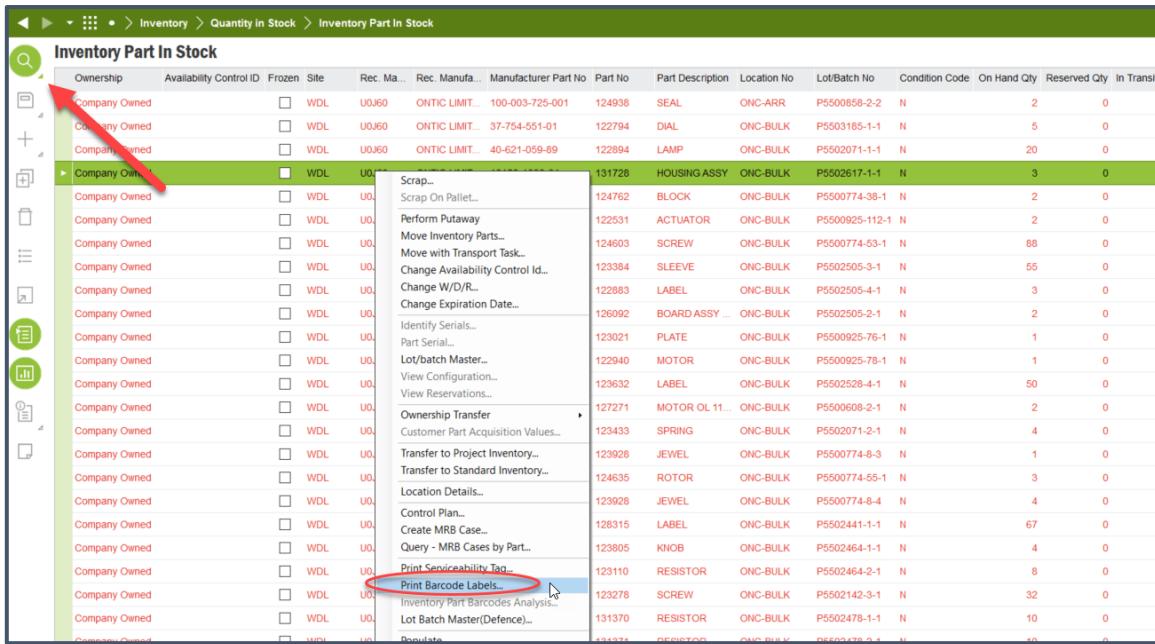
1. Find Inventory in IFS

Functional Group

Logistics Technician

Description

Navigate to *Inventory* → *Quantity in Stock* → *Inventory Part in Stock* and use the search button to find the material you are looking for. Then right click on the corresponding row and select “Print Barcode Labels...”.



You can also highlight multiple locations and print multiple locations at once.

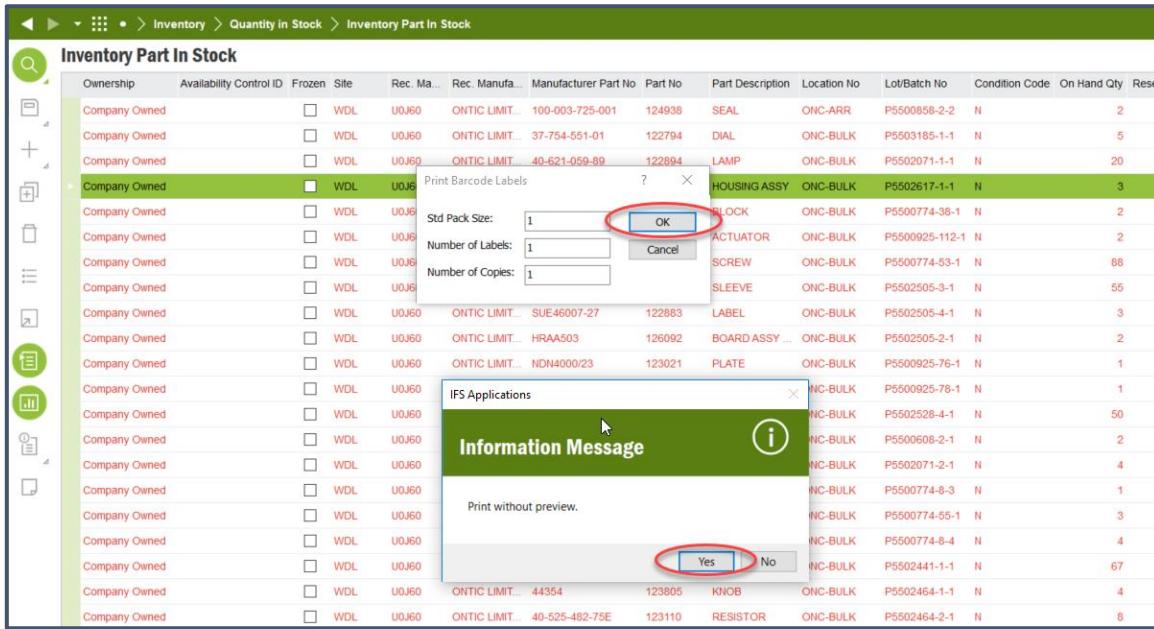
2. Print Inventory Label

Functional Group

Logistics Technician

Description

In the following popups click “Ok” and then “Yes”. Fetch the label from the printer and affix to the corresponding inventory.



4. Receive Purchase Order

Functional Groups

Quality Control, Logistics Technician

Process Overview

This process covers the standard receipt and inspection process conducted by QC. This process will end with the parts passing inspection. In the event that a fault with the parts is discovered during inspection, reference the Return to Vendor at PO Receipt for what to do. If the parts have been short-shipped, reference the Non-Conformance Process for Short Shipped Purchase Order Lines section of this document.

Prerequisites

- Purchase order has been delivered to AAR.

Process Steps

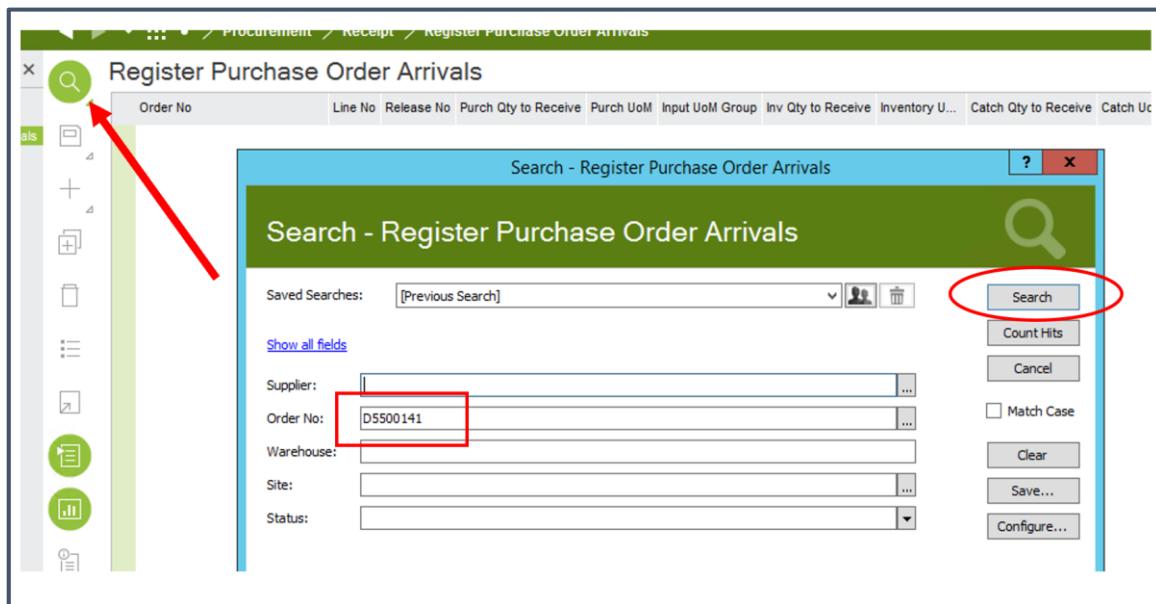
1. Register Purchase Order Receipt

Functional Group

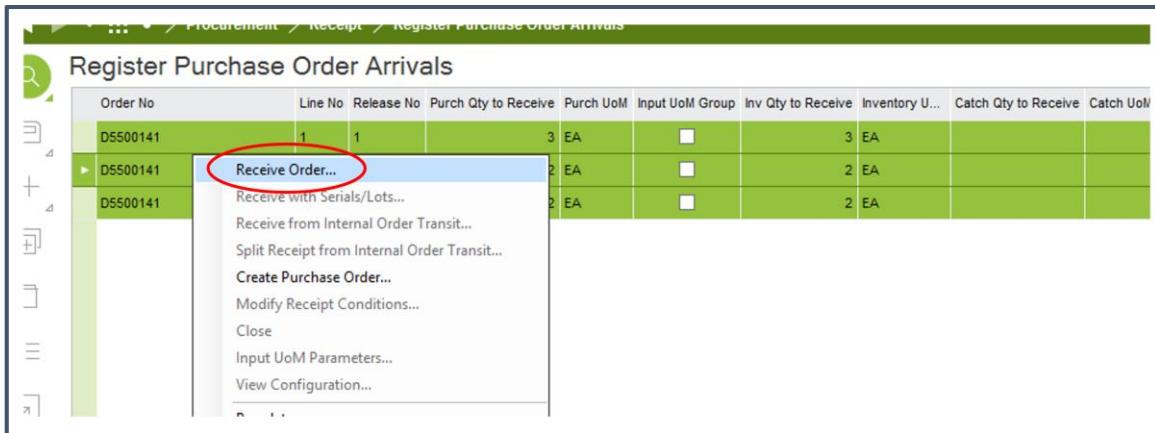
Logistics Technician

Description

Using the paperwork that came with the shipment, determine the PO number and line number(s) for the arrived product. Then navigate to *Procurement* → *Receipt* → *Register Purchase Order Arrivals*, click the magnifying glass in the upper left of the window, and search for the PO.



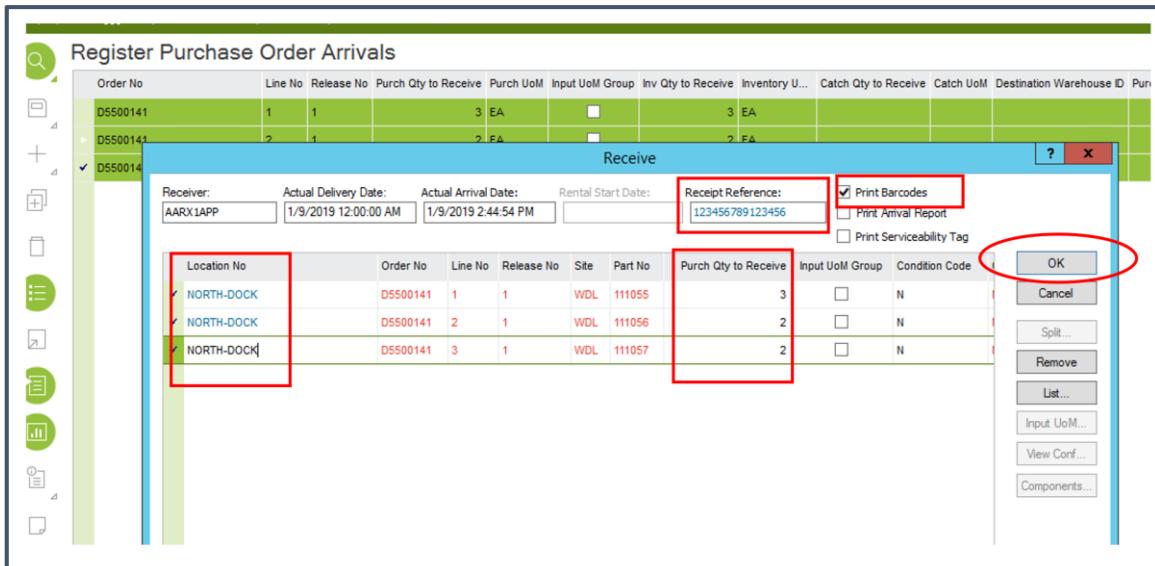
Select the lines that have arrived, right click and select “Receive Order...”



In the popup that appears, enter receipt information as detailed below. Click "OK" once all the information is entered.

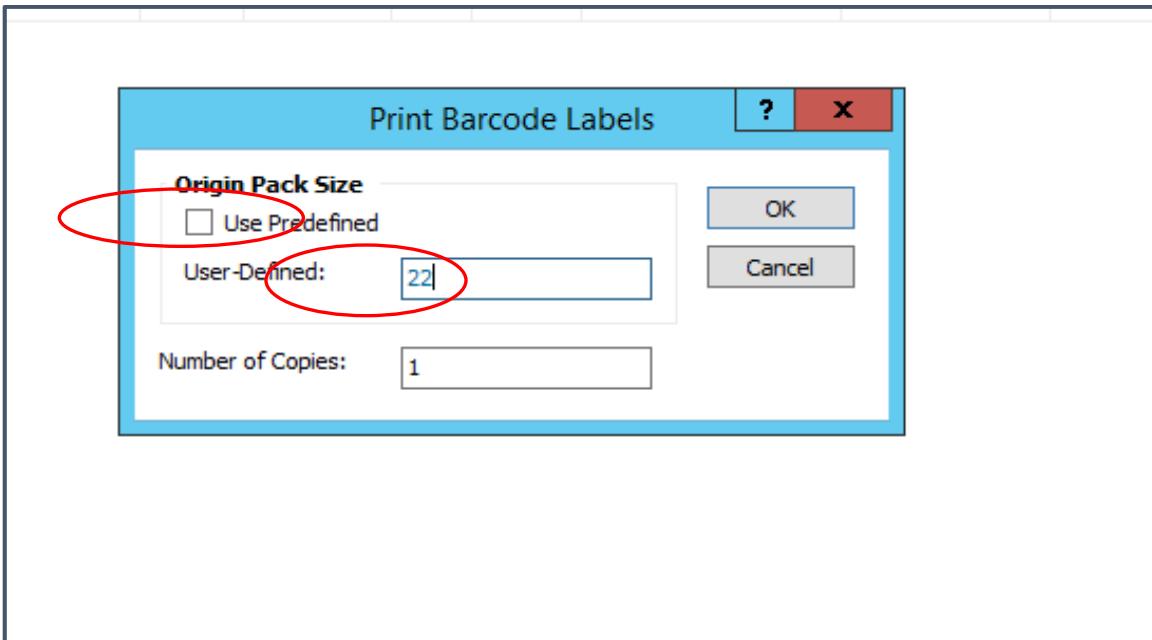
- Receipt Reference – Enter the waybill number
- Location No – Enter the arrival location where the parts are going to be staged while they wait for QC to inspect them
- Purch Qty to Receive – This defaults to the full value on the PO, but verify that the paperwork matches this quantity, and if it does not, change the quantity to reflect what is on the paperwork
- Print Barcodes – **Make sure to check this box.** Once you hit “OK”, barcode tags for the parts will print, but only if the box is checked

Note: If the condition code on the paperwork does not match the info on the PO line, **do not** change the condition code. QC will do this during inspection.



In the Popup that appears for Printing Barcode Labels. You will want to deselect the checkbox Use Predefined. Then in the User-Defined box type in the pack size for the number of labels to print.

Example, if your quantity of the order is for 22pcs. And you want only 1 label, then type in 22 in the User-Defined box as shown below. If for some reason you want the number of labels for the entire quantity of your order, say 22 labels in this example, then you would re-select the Use Predefined checkbox and select ok and it will print 22 labels with separate barcode identities.



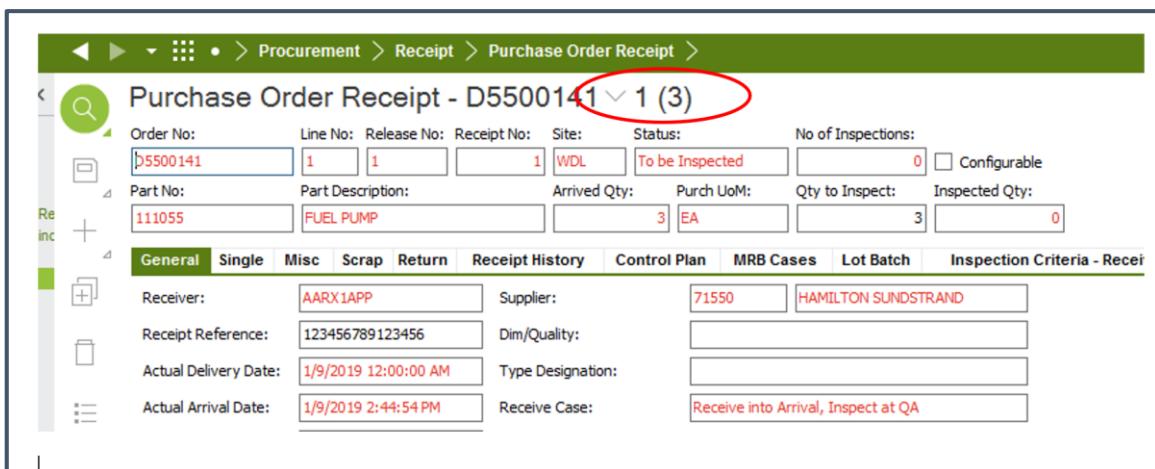
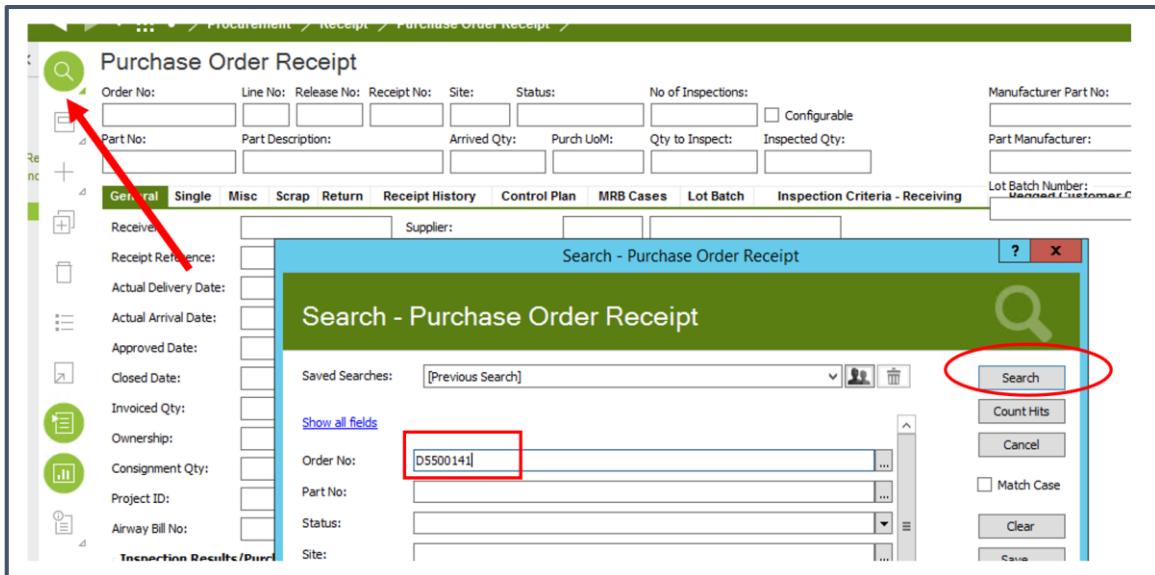
2. Scan Shipping Documents to Receipt and Enter Waybill

Functional Group

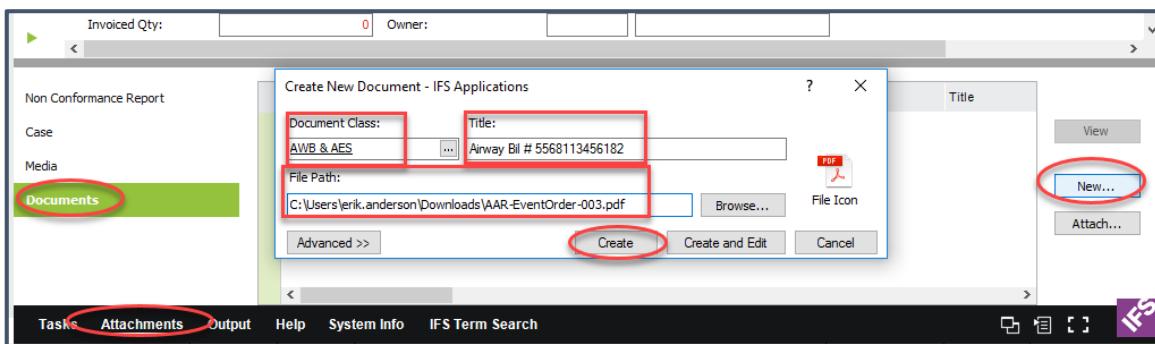
Logistics Technician

Description

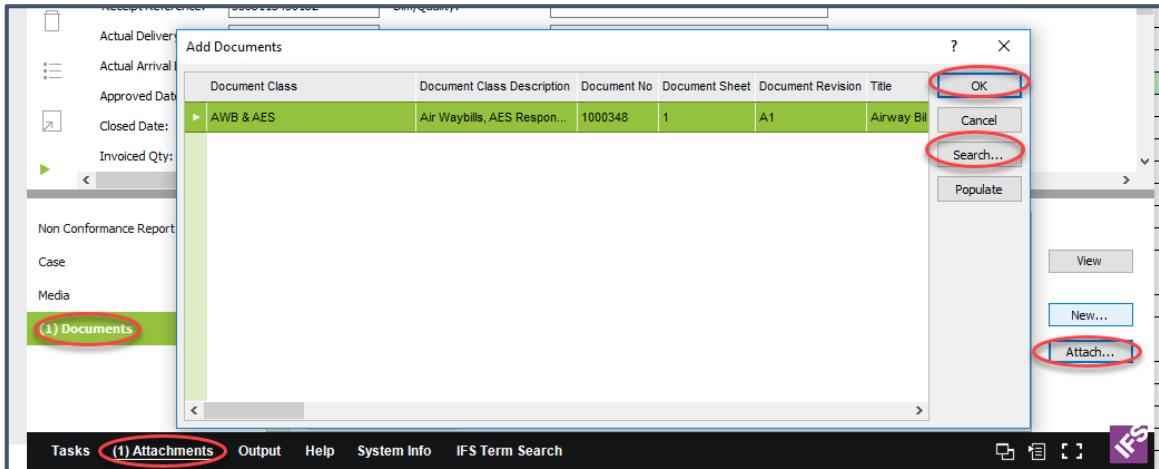
Navigate to *Procurement* → *Receipt* → *Purchase Order Receipt*, click the magnifying glass in the upper left, and search for the order number. Note that if the arrival of more than one line has been registered there will be more than one purchase order receipt. You can tell if there are multiple receipts if there is a number in parenthesis next to the title at the top of the window.



Scan the shipping documents and save them on your computer. Then click on “Attachments” in the black bar at the bottom of the screen and select the “Documents” option from the list on the left. Click “New...” on the right side and enter the information listed in the popup. Enter the appropriate Doc Class (i.e. Receiving) Click “Create” to attach the document.



Note: If you have already attached a document to a different record in IFS, you can instead use the “Attach...” button to find the document. Use the “Search...” button to locate the document you are looking for and then hit “OK”.



3. Change Condition Code (If Required)

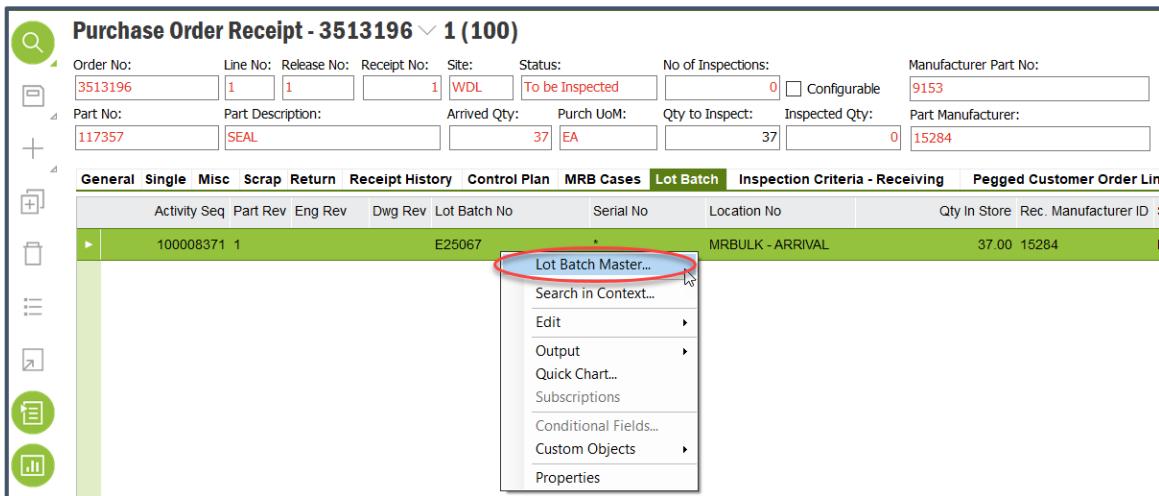
Functional Group

Quality Control

Description

Note: Approval must be obtained from a Product Line Manager or Quality Manager prior to changing condition code.

If the condition code that was on the PO is different than the material that was received, go to the Lot Batch type, right click on the line and select “Lot Batch Master...”



Right click in the header of the Lot Batch Master and select Change Condition Code.

Lot Batch Master

Part No: 105366 Description: SWITCH Lot/Batch No: 037122 Created: 8/31/2019 Manufacturer ID: 55820 Manufacturer Part No: 160260-7

Condition Code: N

Action Bar Buttons:

- Detail
- History
- Sub Lot
- Where Used
- Part Certificates
- Inventory Part In Stock
- Defense
- Final Inspections
- Spec Codes for Lot Batch

Context Menu (Change Condition Code...):

- Inventory Transactions...
- Create Inventory Analysis...
- Populate
- Search in Context...
- Edit
- Subscriptions
- Conditional Fields...
- Custom Objects
- Properties
- Send To
- Add To Selection

Source Order:

- Order Ref 1: 5308283 Order Type: Purchase Order
- Order Ref 2: 1 Order Ref 3: 1 Order Ref 4: 1
- Shelf Life Remaining% :

In the Popup box that appears, click on the List box.

Lot Batch Master

Part No: 105366 Description: SWITCH Lot/Batch No: 037122 Created: 8/31/2019 Manufacturer ID: 55820 Manufacturer Part No: 160260-7

Condition Code: N Description: New

Action Bar Buttons:

- Detail
- History
- Sub Lot
- Where Used
- Part Certificates
- Inventory Part In Stock
- Defense
- Final Inspections
- Spec Codes for Lot Batch

Received Qty: 8 Initial Site: WDL Master Lot Info Source Order

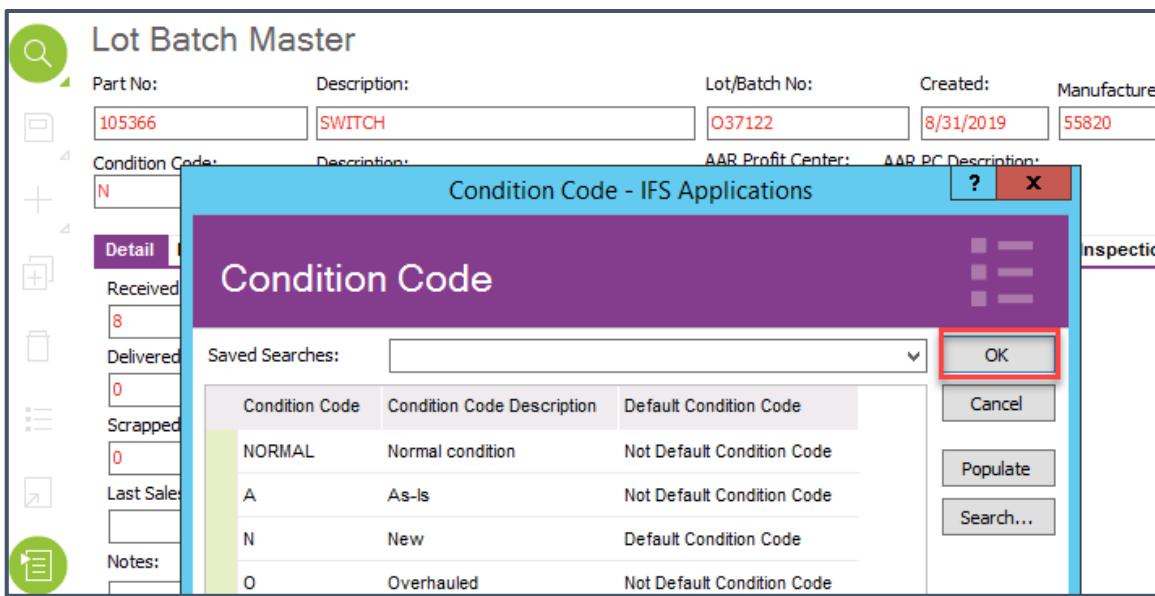
Change Condition Code Dialog:

Part No: 105366 Part Description: SWITCH
Serial No: * Lot/Batch No: 037122
From
Condition Code: N Condition Code Description: New
To
Condition Code: [] Condition Code Description: []

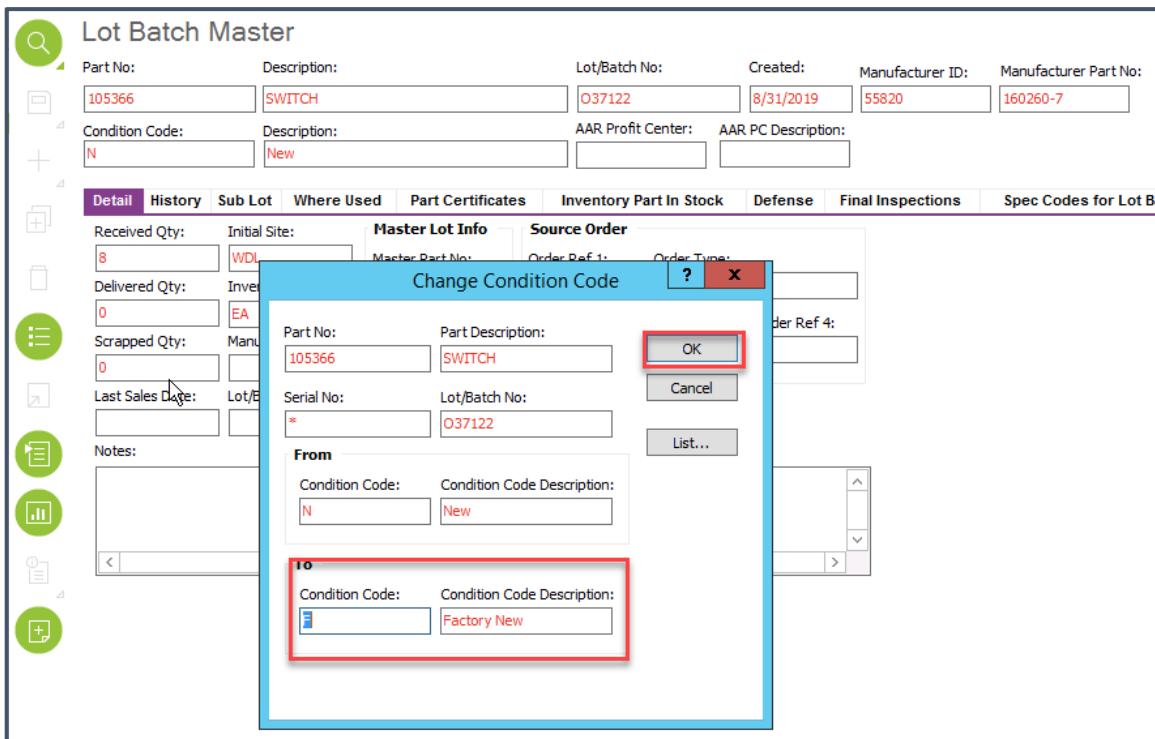
Buttons:

- OK
- Cancel
- List...

In the Popup box that appears select which condition code the Lot Batch part should be and click OK



Take note that the Condition code you selected now shows in the To Box. Click OK



The Change will show in the header of the Lot Batch Master as shown.

The screenshot shows the 'Lot Batch Master' interface. At the top, there are fields for Part No. (105366), Description (SWITCH), Lot/Batch No. (037122), Created (8/31/2019), Manufacturer ID (55820), and Manufacturer Part No. (160260-7). Below these, a 'Condition Code' field contains 'F' and a 'Description' field contains 'Factory New'. A red box highlights the 'Condition Code' field. The bottom section has tabs for Detail, History, Sub Lot, Where Used, Part Certificates, Inventory Part In Stock, Defense, Final Inspections, and Spec Codes for Lot Batch. Under 'Detail', there are fields for Received Qty (8), Initial Site (WDL), Master Lot Info (Master Part No. 5308283), and Source Order (Order Ref 1: 5308283, Order Type: Purchase Order).

4. Enter Cure Date, Serial Numbers, and/or Supplier Lot Batch (If Required)

Functional Group

Logistics Technician

Description

If the part has a cured date and/or a lot batch from the supplier, go to the Lot Batch tab, right click on the line and select "Lot Batch Master..."

The screenshot shows the 'Purchase Order Receipt - D5500141 v 3 (3)' screen. It displays order details like Order No. (D5500141), Line No. (3), Release No. (1), Receipt No. (1), Site (WDL), Status (To be Inspected), and No of Inspections (0). Below this, part details like Part No. (110105) and Part Description (MOUNT ASSY) are shown with arrived quantity (2), purchase UoM (EA), quantity to inspect (2), and inspected quantity (0). The bottom part of the screen shows a table with columns: General, Single, Misc, Scrap, Return, Receipt History, Control Plan, MRB Cases, Lot Batch, and Inspection Criteria - Receiving. A context menu is open over a row in the table, with the 'Lot Batch Master...' option highlighted by a red circle.

If there is a cured date, enter it on the Detail tab in one of the following formats and save the record.

- XQYY – Where X is the quarter of the year the part was cured and YY is the two-digit year (e.g. The fourth quarter of 2019 would be entered as “4Q19”)
- MM/YY – Where MM is the two-digit month the part was cured and YY is the two digit year (e.g. September 2019 would be entered as 09/19)

Lot Batch Master

Part No:	111035	Description:	FUEL PUMP	Lot/Batch No:	D5500141-1-1	Created:	1/9/2019
Condition Code:	N	Description:	New	Manufacturer ID:	55820	Manufacturer Part No:	4502126A
<input checked="" type="radio"/> Detail <input type="radio"/> History <input type="radio"/> Sub Lot <input type="radio"/> Where Used <input type="radio"/> Part Certificates <input type="radio"/> Inventory Part In Stock <input type="radio"/> Defense <input type="radio"/> Final Inspections							
Received Qty:	3	Initial Site:	VDL	Master Lot Info	Source Order		
Delivered Qty:	3	Inventory UoM:	EA	Master Part No:	Order Ref 1:	Order Type:	
Scrapped Qty:	0	Manufactured Date:		Master Lot:	Order Ref 2:	Order Ref 3:	Order Ref 4:
Last Sales Date:	1/10/2019	Lot/Batch Expiration Date:	12/31/2018	Cured Date:	Shelf Life Remaining% :		
<input type="text"/> Notes: <div style="border: 1px solid #ccc; padding: 5px; height: 100px; width: 100%;"></div>							

If there are serial numbers, enter them in the Notes field.

Lot Batch Master ▼ 1 (100)

Part No:	1110029	Description:	SLEEVE	Lot/Batch No:	P5501320-1-1	Created:	3/5/2020	Manufacturer ID:	00624	Manufacturer Part No:	AE138-12
Condition Code:	N	Description:	New								
<input checked="" type="radio"/> Detail <input type="radio"/> History <input type="radio"/> Sub Lot <input type="radio"/> Where Used <input type="radio"/> Part Certificates <input type="radio"/> Inventory Part In Stock <input type="radio"/> Defense <input type="radio"/> Final Inspections <input type="radio"/> Spec Codes for Lot Batch <input type="radio"/> MRB Cases											
Received Qty:	100	Initial Site:	VDL	Master Lot Info	Source Order						
Delivered Qty:	100	Inventory UoM:	EA	Master Part No:	Order Ref 1:	Order Type:					
Scrapped Qty:	0	Manufactured Date:		Master Lot:	Order Ref 2:	Order Ref 3:	Order Ref 4:				
Last Sales Date:	6/2/2020	Lot/Batch Expiration Date:		Cured Date:	Shelf Life Remaining% :						
<input type="text"/> Notes: <div style="border: 1px solid #ccc; padding: 5px; height: 100px; width: 100%;"><p>Reference Eaton Pack slip: HS725055 with AAR PO# P5501320 W.O.ID: R1770142 221212-----ON C OF C ONLY.</p></div>											
<input type="text"/> Receiving Inspection Remarks:											

If there is a supplier lot batch, enter it on the Defense tab. Save and then return to the receipt.

Lot Batch Master

Description: MOUNT ASSY | Lot/Batch No: D5500141-3-1 | Created: 1/9/2019

Condition Code: N | Description: New | Manufacturer ID: 55820 | Manufacturer Part No: 4503203

Detail History Sub Lot Where Used Part Certificates Inventory Part In Stock Defense Final Inspections

Date Code:
Supplier Lot Number:

AC Lot Number:
 Country of Origin for Lot: US | United States of America
 Rec. Manufacturer ID: 55820 | HAMILTON SUNDSTRAND - POWER SYSTEMS
 Manufacturer Part No: 4503203

Note: If there are multiple supplier lot batch no's on the receipt, you will have to cancel the receipt and re-receive. First go back to the purchase order receipt, right click and select "Cancel Arrival/Receipt".

Purchase Order Receipt - S5500002 ▾ 1 (80)

Order No:	S5500002	Line No:	2	Release No:	1	Receipt No:	2	Site:	WDL	Status:	To be Inspected
Part No:	105625	Part Description:	TRANSMITTER	Arrived Qty:	1000	Pur.					

General Single Misc Scrap Return Receipt History Control Plan Maintenance

Receiver: AARX1APP | Supplier: 2 |
 Receipt Reference: TRAINING | Dim/Quality:
 Actual Delivery Date: 8/1/2019 12:00:00 AM | Type Designation:
 Actual Arrival Date: 8/1/2019 10:39:24 PM | Receive Case:
 Approved Date: 8/1/2019 10:42:58 PM | Inspection Code:
 Closed Date: | QC Analyst:
 Invoiced Qty: 0 | Owner:
 Ownership: Company Owned | Notified Consumed Qty:
 Consignment Qty: 0 | Activity Sequence:

Purchase Order Analysis

- Connect Control Plan...
- Find and Connect Export License...
- Perform Putaway
- Register Inspection Results...
- Undo Inspection Results...
- Create Replacement Order...
- Create MRB Case...
- Cancel Arrival/Receipt** (Right-clicked)
- View Configuration...
- Document Text...
- Print Arrival Report...
- Incoming DESADV...
- Populate
- Search in Context...
- Edit
- Subscriptions

Then go **Procurement → Receipt → Register Purchase Order Arrivals** and search for the order number. Right click on the appropriate line and select "Receive Order..."

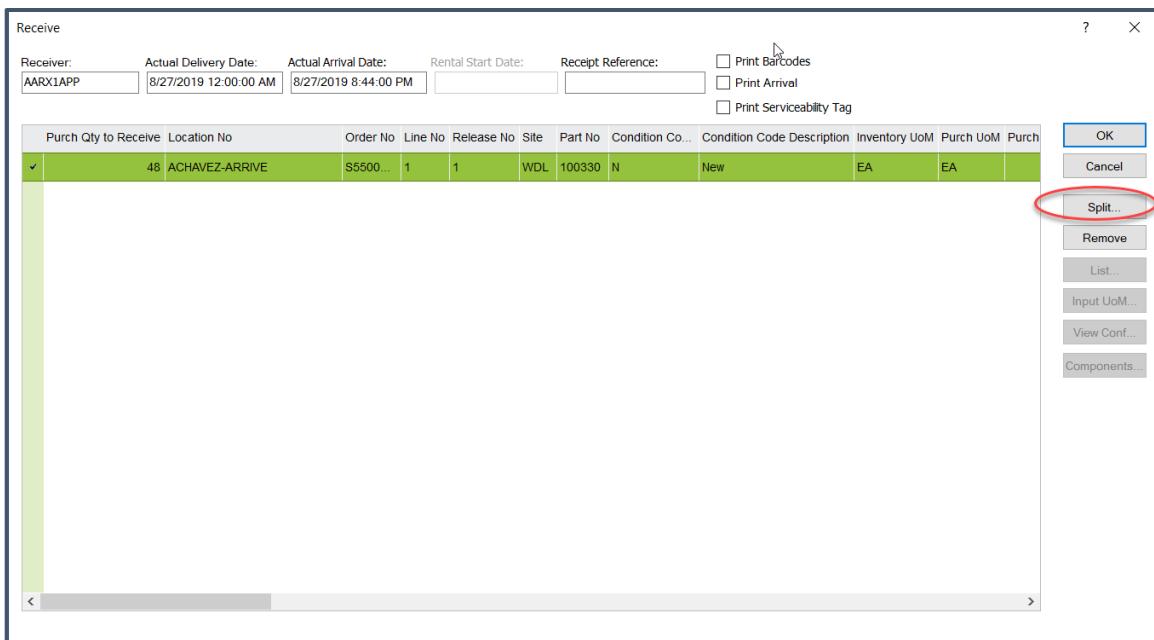
Register Purchase Order Arrivals

Status	Order No	Line No	Release No	Part No	Part Description	Purch Qty to Receive	Purch UoM	Loca
Released	100330			GEAR AND P		48	EA	ACHA

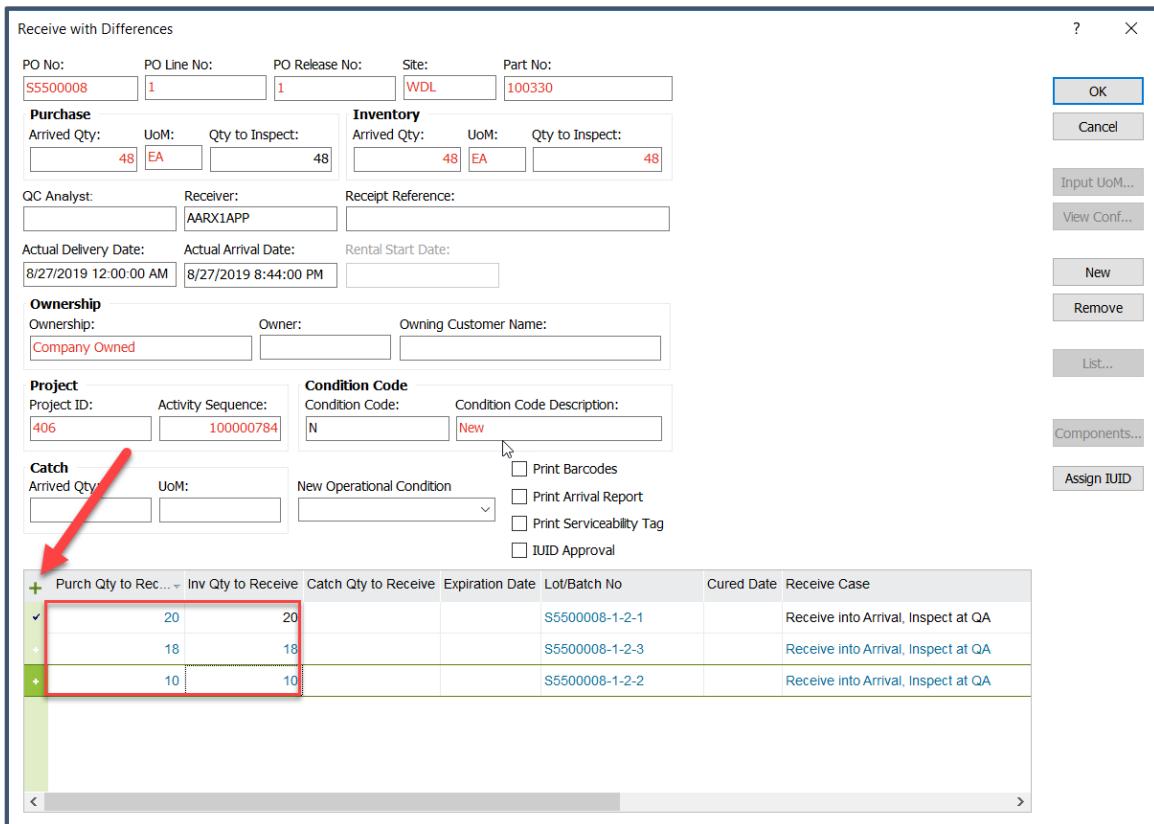
Receive Order...

- Receive with Serials/Lots...
- Receive from Internal Order Transit...
- Split Receipt from Internal Order Transit...
- Create Purchase Order...
- Modify Receipt Conditions...
- Close
- Input UoM Parameters...
- View Configuration...
- Populate
- Search in Context...
- Edit

In the following popup, select the line and then hit the “Split...” button.



Use the green plus sign towards the bottom of the screen to add lines. For each line, enter the quantity per supplier lot and add a suffix to the end of the lot batch (-1, -2, -3, etc.). Click “OK” when finished.



Go back and repeat steps 4 and 5. You will now have one Purchase Order Receipt for multiple Lot/Batches which will allow you to record the individual supplier lots without having to do a separate inspection per lot.

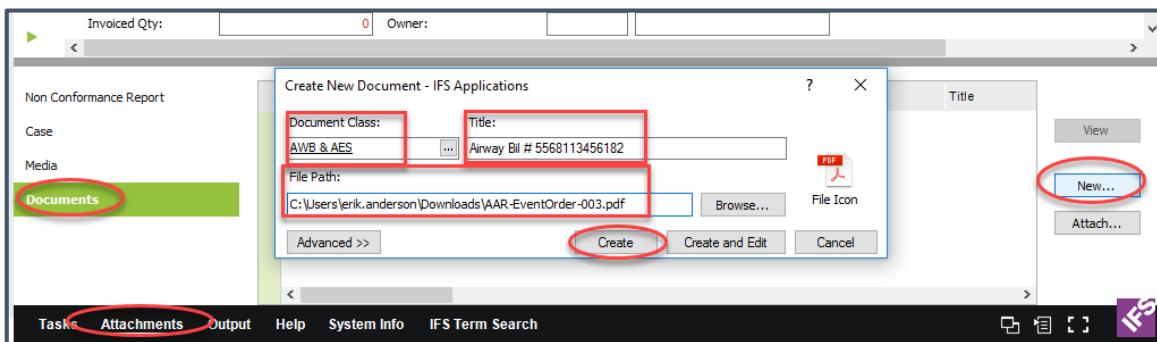
5. Scan Quality Paperwork to Receipt and Lot/Batch

Functional Group

Logistics Technician

Description

Scan any paperwork that came with the parts (C of C's, 8130's, etc.) and save them on your computer. Click in the header of the receipt. Then click on "Attachments" in the black bar at the bottom of the screen and select the "Documents" option from the list on the left. Click "New..." on the right side and enter the information listed in the popup. Click "OK" to attach the document.



Then go to the Lot Batch tab, select the line, right mouse button and select Lot Batch Master. Then click on "Attachments" in the black bar at the bottom of the screen and select the "Documents" option from the list on the left. Click the "Attach..." button. In the popup that appears, use the "Search..." button to locate the document you just attached to the receipt then hit "OK".

6. Create Inspection Results Record

Functional Group

Logistics Technician

Description

Go back to the Purchase Order Receipt and go to the Inspection Criteria – Receiving tab and click in the "Customer Part No" field, then click the plus sign on the left side of the window. This will populate the screen with inspection criteria info.

Purchase Order Receipt - 5359839 v 65 (100)

Order No:	Line No:	Release No:	Receipt No:	Site:	Status:	No of Inspections:	<input type="checkbox"/> Configurable
5359839	1	1	1	WDL	Cancelled	0	
Part No:	Part Description:			Arrived Qty:	Purch UoM:	Qty to Inspect:	Inspected Qty:
124665	HOSE ASSY			6	EA	6	0
General Single Misc Scrap Return Receipt History Control Plan MRB Cases Lot Batch Inspection Criteria - Receiving Pegged Cust...							
Manufacturer's Part No:		Manufacturer No:		Shelf Life Remaining %:			<input type="checkbox"/> Drop Shipment
Customer Name:		Customer Part No:					
Instructions:							
1. Cert Conform/Comply:WI-014:		7. IUID Requirement:		12. QA Sampling Requirement:			
<input type="button" value="▼"/>		<input type="button" value="▼"/>		<input type="button" value="▼"/>			

Purchase Order Receipt - 5359839 v 65 (100)

Order No:	Line No:	Release No:	Receipt No:	Site:	Status:	No of Inspections:	<input type="checkbox"/> Configurable
5359839	1	1	1	WDL	Cancelled	0	
Part No:	Part Description:			Arrived Qty:	Purch UoM:	Qty to Inspect:	Inspected Qty:
124665	HOSE ASSY			6	EA	6	0
General Single Misc Scrap Return Receipt History Control Plan MRB Cases Lot Batch Inspection Criteria - Receiving Pegged Cust...							
Manufacturer's Part No:		Manufacturer No:		Shelf Life Remaining %:			<input type="checkbox"/> Drop Shipment
Customer Name:		Customer Part No:					
Instructions: **The Certificate of Conformance DSL Work Instruction, WI-014, must be complied with for all AAR PO's & RO's regardless if called out in PO/RO external narrative flow down and final inspection sales orders.							
For Northrup Grumman incoming and outgoing material: Clear part packaging is not to be opened.							
1. Cert Conform/Comply:WI-014:		7. IUID Requirement:		12. QA Sampling Requirement:			
<input type="button" value="▼"/>		<input type="button" value="▼"/>		<input type="button" value="▼"/>			
2. Critical Safety Item:WI-005:		8. Parts IUID Marked:WI-011:		13. QI Bearings:WI-015:			
<input type="button" value="▼"/>		<input type="button" value="▼"/>		<input type="button" value="▼"/>			
3. Densi/Humid Indicate:WI-012:		9. Kind, Count, Condit. Result:		Kind, Count, Condition Inspect: o Kind: Visual Inspection of item per description, verification of part number and cage code IAW MIL-STD-130, if applicable.			
<input type="button" value="▼"/>		<input type="button" value="▼"/>		<input type="button" value="▼"/>			
4. ESD Handling:		10. MIL-STD-130 Part Marking:		14. Shelf Life:WI-001:			
<input type="button" value="▼"/>		<input type="button" value="▼"/>		<input type="button" value="▼"/>			
5. ESD Inspection Result:		11. MIL-STD-130 Prt Mrk:WI-013:		15. Test Data:WI-003:			
<input type="button" value="▼"/>		<input type="button" value="▼"/>		<input type="button" value="▼"/>			
6. GSI:WI-002: Inspector Remarks:							
<input type="button" value="▼"/>							

7. Complete Inspection

Functional Group

Logistics Technician

Description

Review Document text and PO notes for flow down for Receiving Inspection processing. To view, right click in the header and select "Document Text/Notes..."

Enter the inspection results as detailed below (Pass/Fail/NA, Click save at each step or when finished) based on the PO flow down requirements, documentation and condition of the parts.

The screenshot shows the 'Purchase Order Receipt - S5500035' screen. A context menu is open over the 'Control Plan' tab, with the 'Document Text...' option highlighted and circled in red. The menu also includes other options like 'Purchase Order Analysis', 'Find and Connect Export License...', 'Perform Putaway', and 'Register Inspection Results...'. The main form displays various receipt details such as Order No., Part No., Receiver, and Arrival Date.

Enter the inspection results for each box on the form (Pass/Fail/NA) Click save at each step or when finished. Consult the BMS for questions on particular steps of the inspection.

The screenshot shows the 'Purchase Order Receipt - 5359839' screen. The 'Inspection Criteria - Receiving' tab is selected. A large red box highlights the inspection criteria section, which contains 15 numbered fields for entering inspection results (e.g., 1. Cert Conform/Comply:WI-014: Pass). Below this section is a remarks field labeled 'Inspector Remarks: Remarks entered here...'. Other tabs visible include General, Single, Misc, Scrap, Return, Receipt History, Control Plan, MRB Cases, Lot Batch, Pegged Customer Order Lines, and Pegged Customer Order Lines.

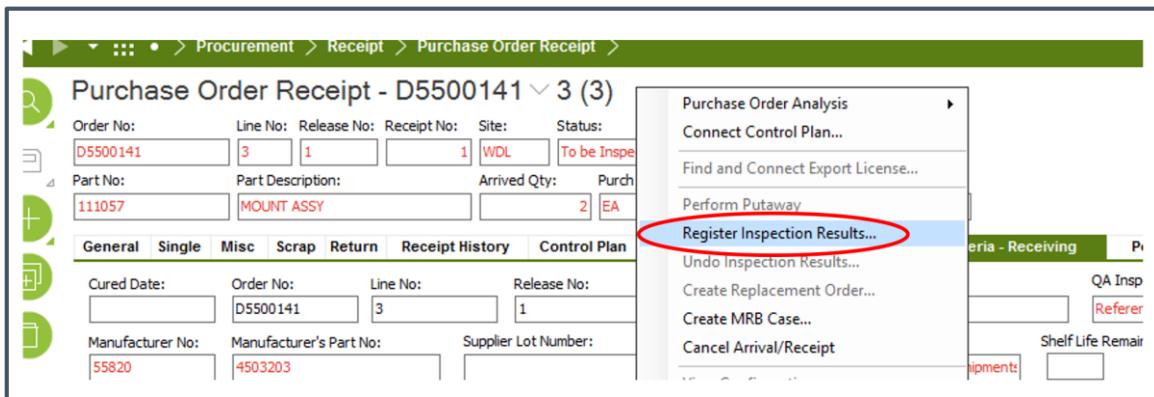
8. Register Inspection Results

Functional Group

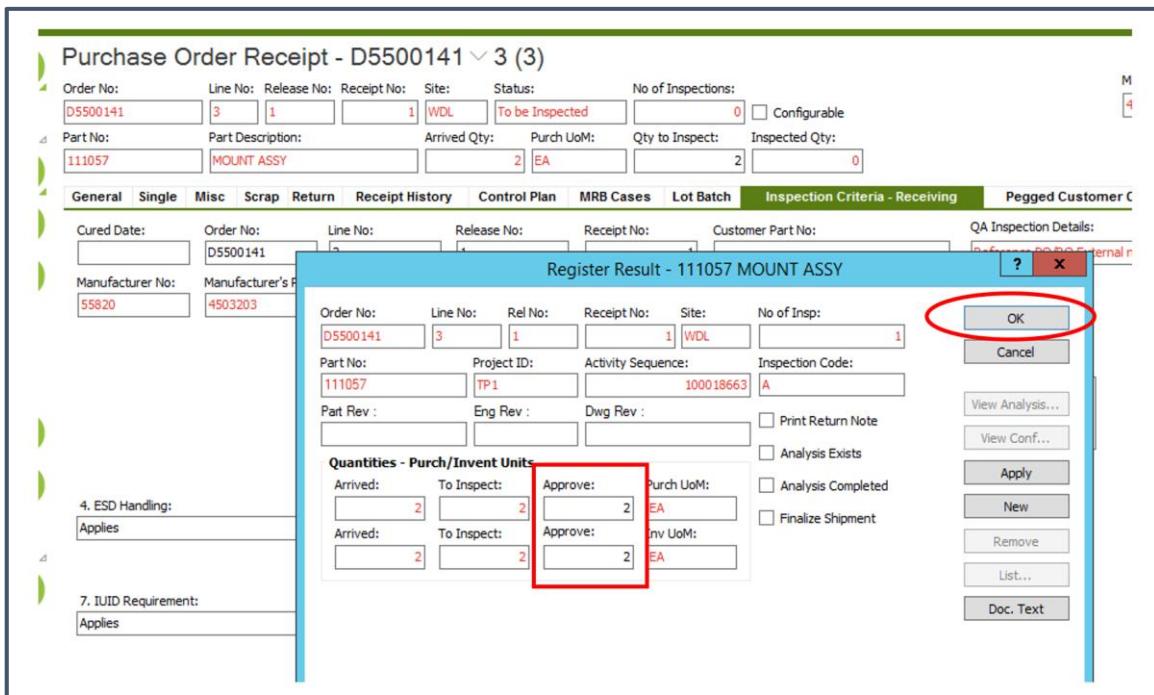
Logistics Technician

Description

Right click in the header of the receipt and select “Register Inspection Results...”



In the popup that appears, verify the quantity you are approving and then select “OK”.



9. Check if Parts are Pegged

Functional Group

Logistics Technician

Description

Go to the Pegged Customer Order Lines tab and check if the material is already allocated to a customer order. If it is, when you receive the material move it to the ONC_USAGE location. If there are no lines on the tab, the material is for stock and can be put away as normal.

The screenshot shows the 'Purchase Order Receipt - P5501351' interface. At the top, there are fields for Order No., Line No., Release No., Receipt No., Site, Status, and No. of Inspections. Below these are fields for Part No., Part Description, Arrived Qty, Purch UoM, Qty to Inspect, and Inspected Qty. A toolbar below these fields includes General, Single, Misc, Scrap, Return, Receipt History, Control Plan, MRB Cases, Lot Batch, Inspection Criteria - Receiving, and Pegged Customer Order Lines. The Pegged Customer Order Lines tab is highlighted with a red oval. The main grid displays purchase order details such as Site, Purch Order No, PO Line No, PO Release No, PO Qty, PO Status, PO Pegged Qty, CO Pegged Qty, CO No, CO Line No, CO Del No, CO Line Status, CO Line Qty, Customer Po No, Manufacturer Part No, Part Manufacturer, and Cont. One row in the grid is selected, showing WDL as the Site, P5501351 as the Purch Order No, and various other data points.

10. Stage Parts for Putaway

Functional Group

Logistics Technician

Description

Go back to the Single tab, right click on the line and select "Move to One Location..." In the popup that appears enter a putaway staging location like a cart (use "List..." button as needed) and then click "OK".

The screenshot shows the 'Purchase Order Receipt - D5500141' interface. The Single tab is highlighted with a red oval. A context menu is open over a specific line item, with 'Move to One Location...' highlighted by a red oval. Other options in the menu include 'Move to Multiple Locations...', 'Perform Putaway', 'Split into Serials...', 'Transport Task...', and 'Scrap Receipt Lines...'. The main grid displays purchase order details for line number 3, including Arrived Qty, Purch Qty, Inv Qty, Location No, Warehouse, Bay, Row, Tier, Bin, Lot/Batch No, Serial No, and Cured Date. The line item for location 3 is selected, showing WDL as the Warehouse, QC as the Bay, and so on.

... > Procurement > Receipt > Purchase Order Receipt >

Purchase Order Receipt - D5500141 ▼ 3 (3)

Order No:	Line No:	Release No:	Receipt No:	Site:	Status:	No of Inspections:
D5500141	3	1	1	WDL	To be Received	1
Part No:		Part Description:		Arrived Qty:	Purch UoM:	Qty to Inspect:
111057		MOUNT ASSY		2	EA	0

General Single

Arrived Purch Qty: 2

Order No:	Line No:	Rel No:	Receipt No:	Site:	Quantities - Purch/Invent/Catch Units			
D5500141	3	1	1	WDL	Arrived:	To Move:	Purch UoM:	
Part No:	Part Description:				2	2	EA	
111057	MOUNT ASSY				2	2	EA	
To Location Number: 1048 7					Arrived:	To Move:	Inv UoM:	
					2	2	EA	
Part Rev.: 1					Arrived:	To Move:	Catch UoM:	
					0	0		
Project ID:		Activity Sequence:						
TP1		100018663						

Move Purchase Order Receipt - 111057 MOUNT ASSY

OK Cancel Remove View Conf... List...

Purchase Qty to Move	Inv Qty to Move	Catch Qty to Move	Location No	Warehouse	Bay	Row	Tier	Bin	Lot/Batch No	Serial No	Revision
2	2		EARIZO-QC	WDL	OC	-	-	3	D5500141...	*	1

REFERENCE ONLY WHEN PRINTED

4-17

5. Return to Vendor at PO Receipt

Functional Groups

Product Line, Logistics Technician

Process Overview

This process covers how to return material to the vendor, when an issue is caught during receipt inspection. It applies for either a return for rework or credit.

Prerequisites

- Purchase order was issued and has arrived at AAR
- Purchase order arrival registered

Process Steps

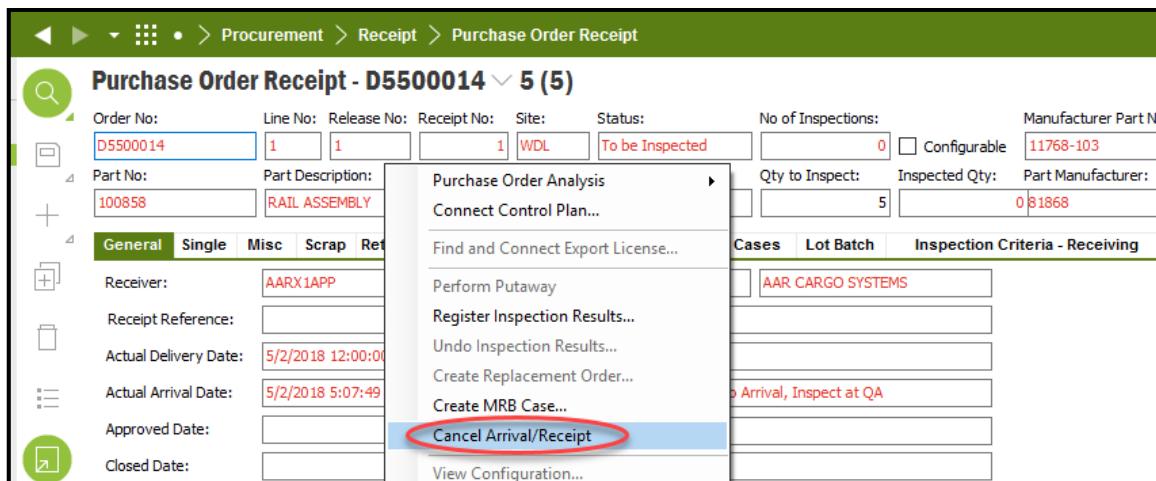
1. Separate Conforming and Nonconforming Material If Required

Functional Group

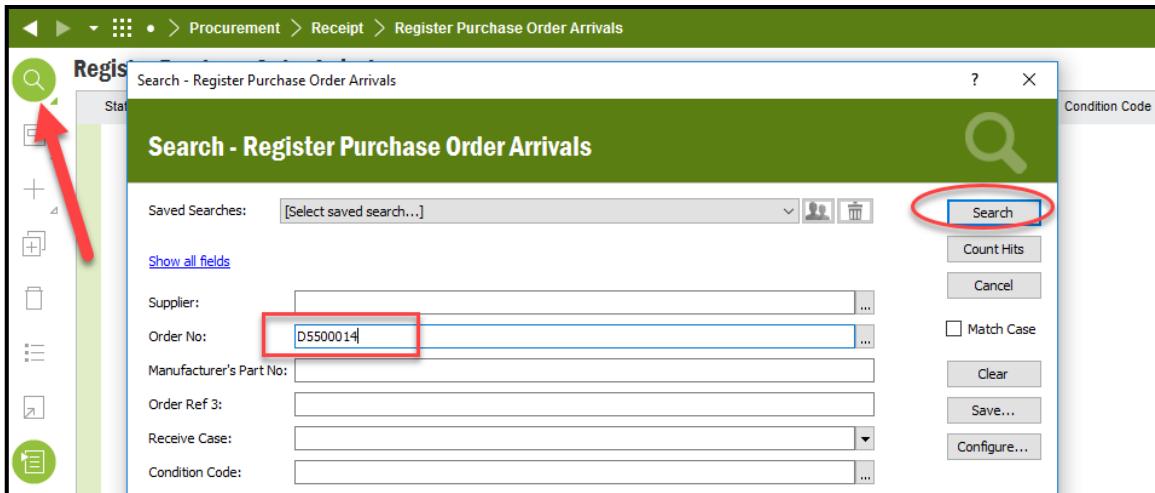
Logistics Technician

Description

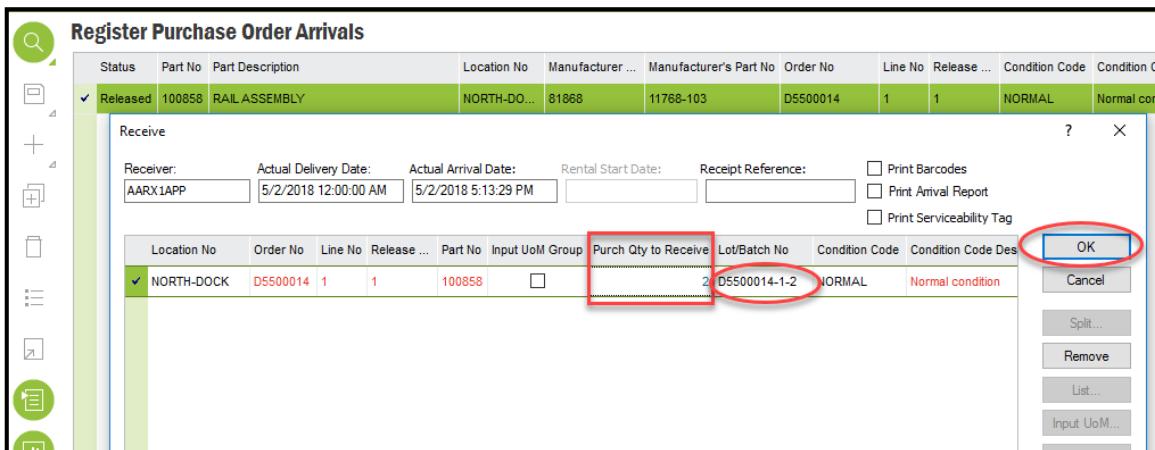
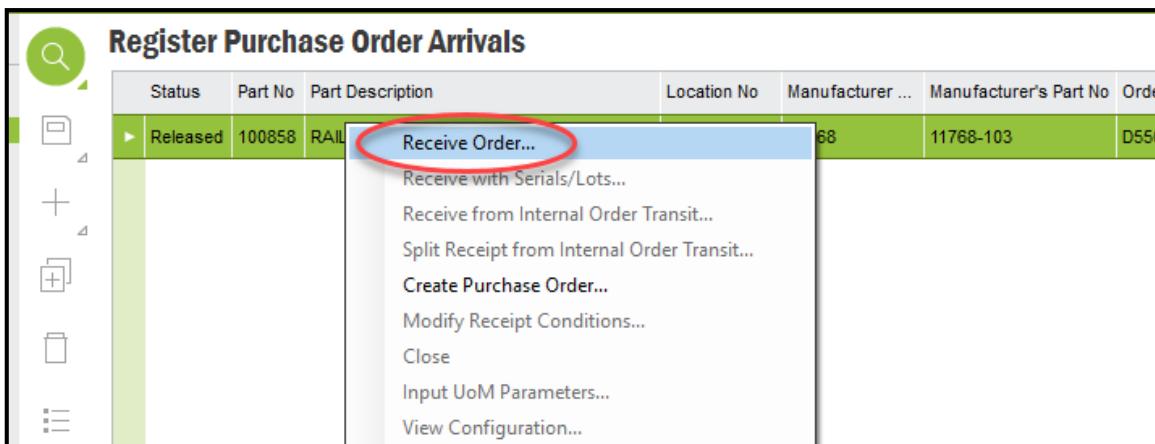
In the event an issue is found during inbound inspection for a portion of the items on a purchase order receipt, the receipt needs to be canceled so that the conforming and nonconforming items can be put on separate lot/batches. This will allow the conforming items to be received into inventory and made available for sale, while the nonconforming items are quarantined. To cancel the purchase order receipt, navigate to *Procurement → Receipt → Purchase Order Receipt* and use the magnifying glass in the upper left to search for the receipt. Once on the receipt, right click in the header and select “Cancel Arrival/Receipt”.



Then go to *Procurement → Receipt → Register Purchase Order Arrivals* and use the magnifying glass to search for the purchase order.

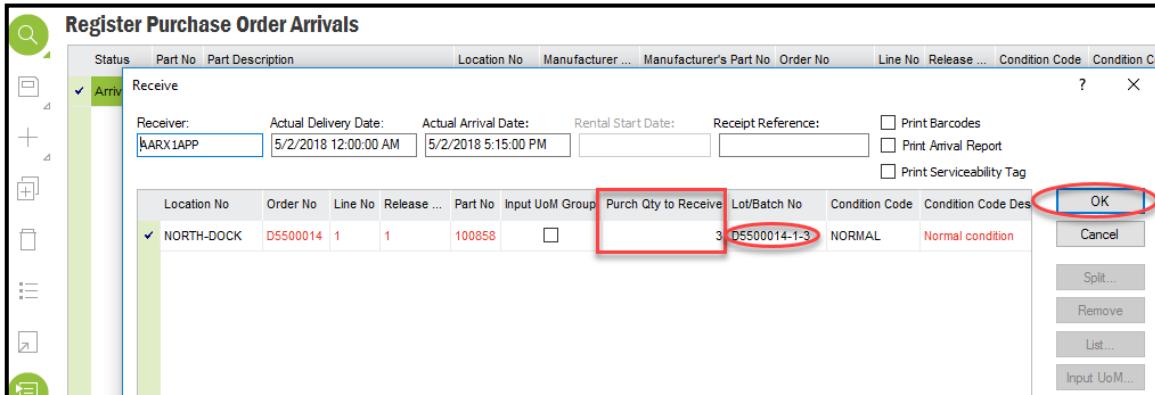


Register the receipt of the conforming material by right clicking on the line and selecting “Receive Order...” In the popup that appears, check the Print Barcodes checkbox, and enter the quantity of the conforming material in the “Purch Qty to Receive” field. Select the Click “OK” to confirm, and then receive the material using the standard process.

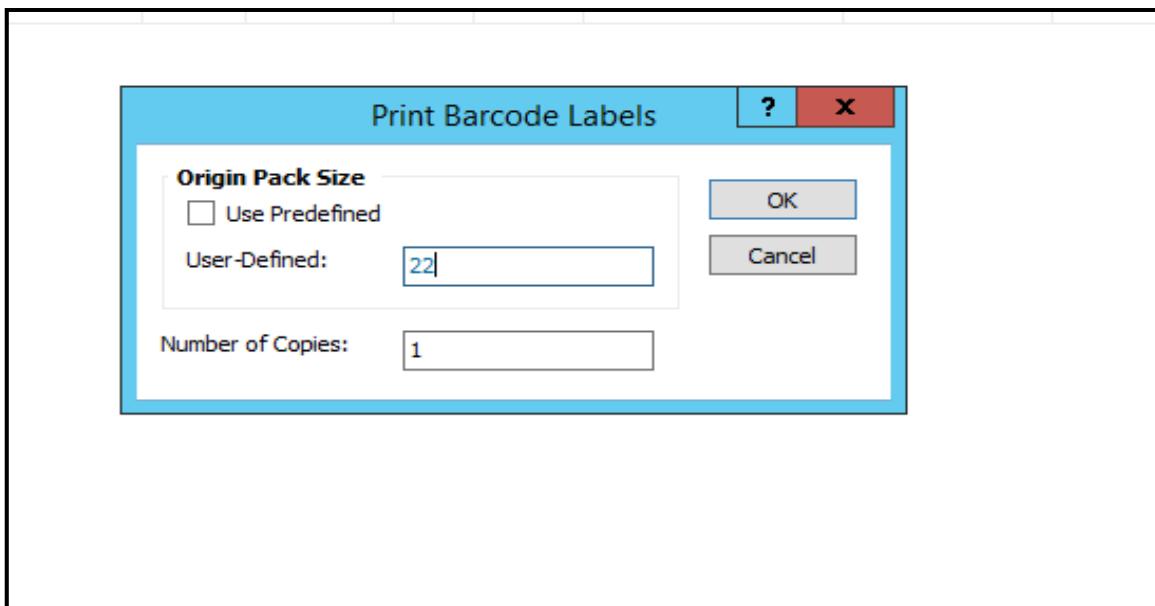


Repeat for the nonconforming material. Note that the lot/batch for the conforming and nonconforming material is different by default, which is what we want. Selecting the checkbox to

Print Barcodes. The conforming material can now be received into inventory via the normal process.



In the Popup that appears for Printing Barcode Labels. You will want to deselect the checkbox Use Predefined. Then in the User-Defined box type in the pack size for the number of labels to print. Example, if your quantity of the order is for 22pcs. and you want only 1 label, then type in 22 in the User-Defined box as shown below. If for some reason you want the number of labels for the entire quantity of your order, say 22 labels in this example, then you would re-select the Use Predefined checkbox and select ok and it will print 22 labels with separate barcode identities.



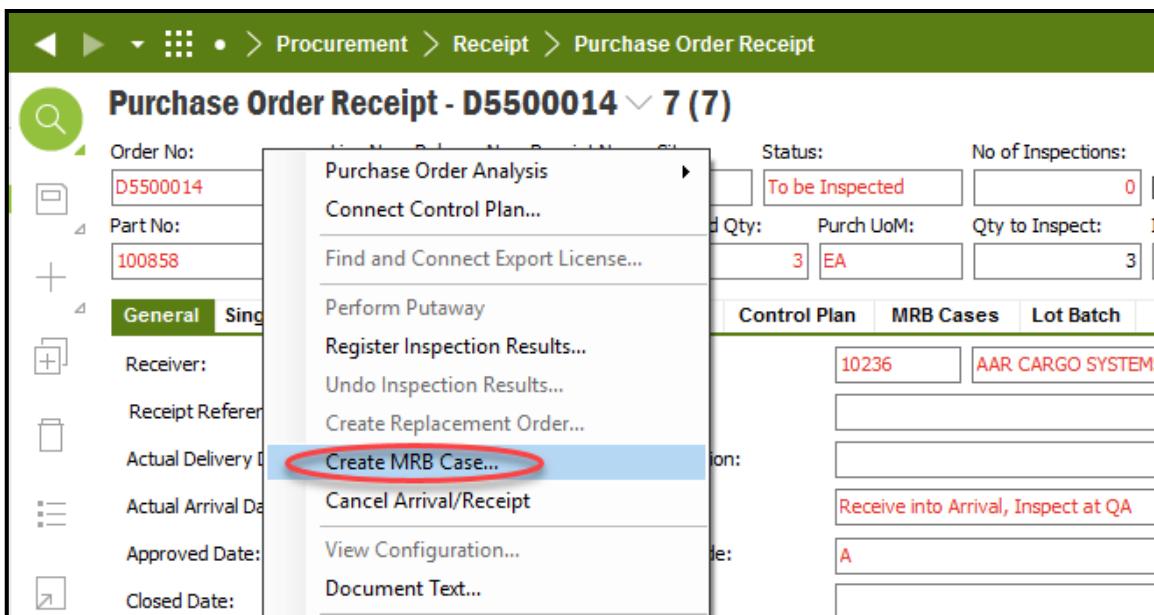
2. Create MRB

Functional Group

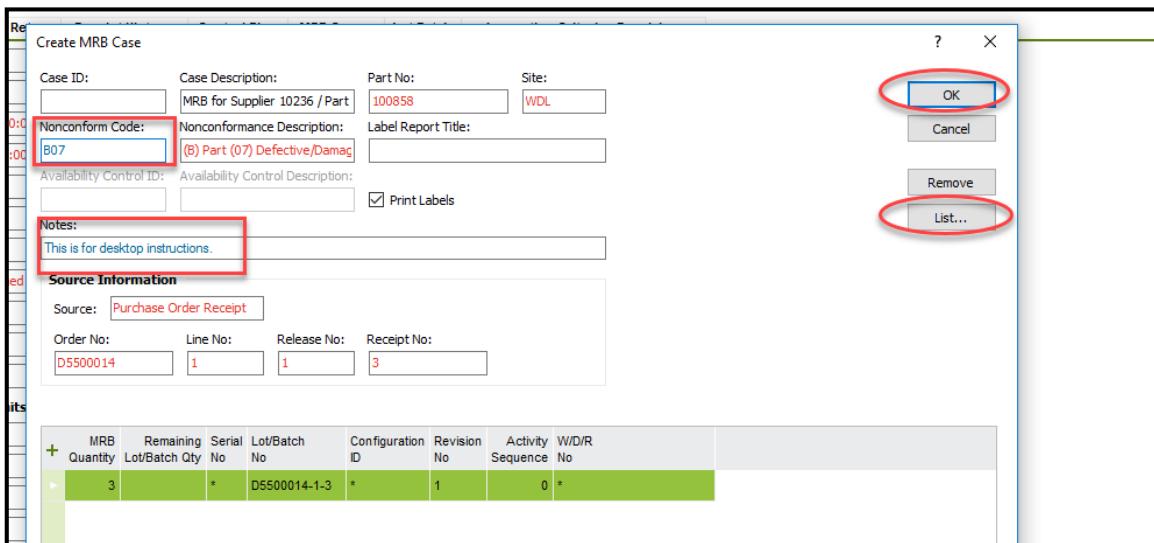
Logistics Technician

Description

Right click in the header of the receipt and select “Create MRB Case...”



In the popup that appears, enter a nonconformance code using the “List...” button and enter a brief summary with additional details in the “Notes” field. Click “OK” to confirm. In the Popup to Preview, Print or E-mail...Print the label and affix it to the material.



3. Enter Additional MRB Information

Functional Group

Logistics Technician

Description

Go to the MRB Cases tab of the purchase order receipt, right click on the case line and select “MRB Case...”

Purchase Order Receipt - D5500014 ✓ 3 (3)

Order No:	Line No:	Release No:	Receipt No:	Site:	Status:	No of Inspections:																																										
D5500014	1	1	3	WDL	To Be Inspected	0																																										
Part No:	Part Description:	Arrived Qty:	Purch UoM:	Qty to Inspect:	Inspected Qty:																																											
100858	RAIL ASSEMBLY	3	EA	3	3																																											
General Single Misc Scrap Return Receipt History Control Plan MRB Cases Lot Batch Inspection Criteria - Rec																																																
<table border="1"> <thead> <tr> <th>Case ID</th> <th>Case Description</th> <th>Nonconformance...</th> <th>Nonconformance Descripti...</th> <th>Case Stat...</th> <th>Checklist Compl...</th> </tr> </thead> <tbody> <tr> <td>▶ 21</td> <td>MRB for Supplier 10236 / Part 1...</td> <td>B07</td> <td>(B) Part (07) Defective/Da...</td> <td>In Process</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>MRB Case...</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Print MRB Report...</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Print MRB Label...</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Search in Context...</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Edit</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Case ID	Case Description	Nonconformance...	Nonconformance Descripti...	Case Stat...	Checklist Compl...	▶ 21	MRB for Supplier 10236 / Part 1...	B07	(B) Part (07) Defective/Da...	In Process	<input type="checkbox"/>			MRB Case...						Print MRB Report...						Print MRB Label...						Search in Context...						Edit			
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		Print MRB Label...																																														
		Search in Context...																																														
		Edit																																														

Enter the pertinent information regarding the issue in the MRB case. See MRB instructions for details.

4. Move to Quarantine

Functional Group

Logistics Technician

Description

In the Single tab, right click on the line and select “Move to One Location...” In the popup that appears, enter a quarantine location as the location to which the parts will be moved (use “List...” button, typically search for MRB% location) then click “OK” to confirm.

Purchase Order Receipt - D5500014 ✓ 7 (7)

Order No:	Line No:	Release No:	Receipt No:	Site:	Status:	No of Inspections:	Man...																																				
D5500014	1	1	3	WDL	To Be Inspected	1	<input type="checkbox"/> Configurable 117																																				
Part No:	Part Description:	Arrived Qty:	Purch UoM:	Qty to Inspect:	Inspected Qty:	Part...																																					
100858	RAIL ASSEMBLY	3	EA	3	3	3	3818																																				
General Single Misc Scrap Return Receipt History Control Plan MRB Cases Lot Batch Inspection Criteria																																											
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	Split into Serials...																																										
	Transport Task...																																										

Purchase Order Receipt - D5500014 ▼ 7 (7)

Order No: D5500014 Line No: 1 Release No: 3 Site: WDL Status: To be Inspected No of Inspections: 1 Configurable Manufacturer Part No: 11768-103

Part No: 100858 Part Description: RAIL ASSEMBLY Arrived Qty: Purch UoM: Qty to Inspect: Inspected Qty: Part Manufacturer:

Move Purchase Order Receipt - 100858 RAIL ASSEMBLY

Order No:	Line No:	Rel No:	Receipt No:	Site:	Quantities - Purch/Invent/Catch Units
D5500014	1	1	3	WDL	Arrived: To Move: Purch UoM: 3 3 EA
Part No:	Part Description:				Arrived: To Move: Inv UoM: 3 3 EA
100858	RAIL ASSEMBLY				Arrived: To Move: Catch UoM: 0 0
Part Rev:	Eng Rev:	Dwg Rev:			
1					
Project ID:	Activity Sequence:				
Availability Control Description Availability Control ID Purchase Qty to Move Inv Qty to Move Catch Qty to Move Location No Warehouse Bay Row Tier Bin Lot/Batch No Serial N					
					3 3 NORTH-D... NORTH-D... - - - D5500014...

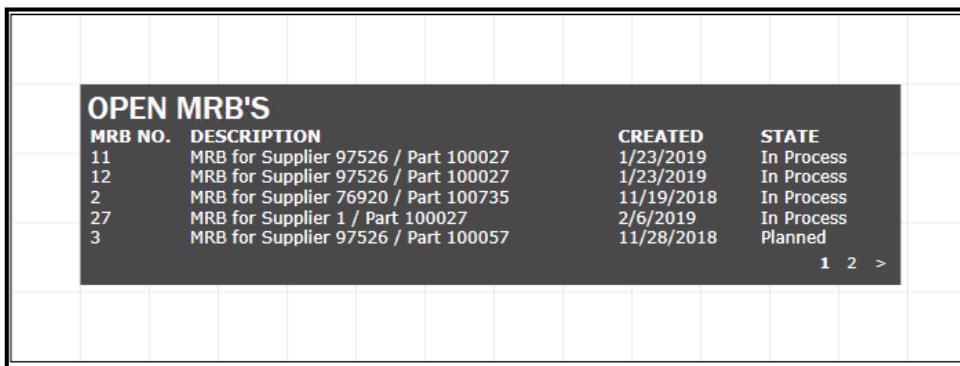
5. Disposition MRB

Functional Group

Product Line

Description

Navigate to MRB or use your Open MRB's Lobby Element. Select which MRB you wish to disposition and right mouse to MRB Case.



Research the issue and disposition accordingly. Include how AAR is to return the material, Customer's FEDEX/UPS/ETC. account number or AAR FEDEX/UPS/ETC account number. See MRB instructions for more details.

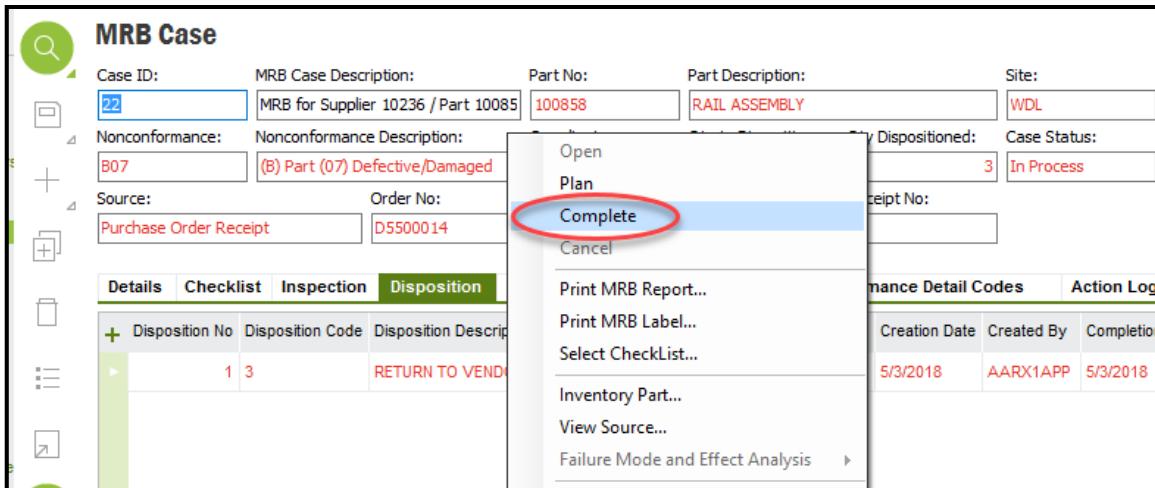
6. Initiate Return to Vendor

Functional Group

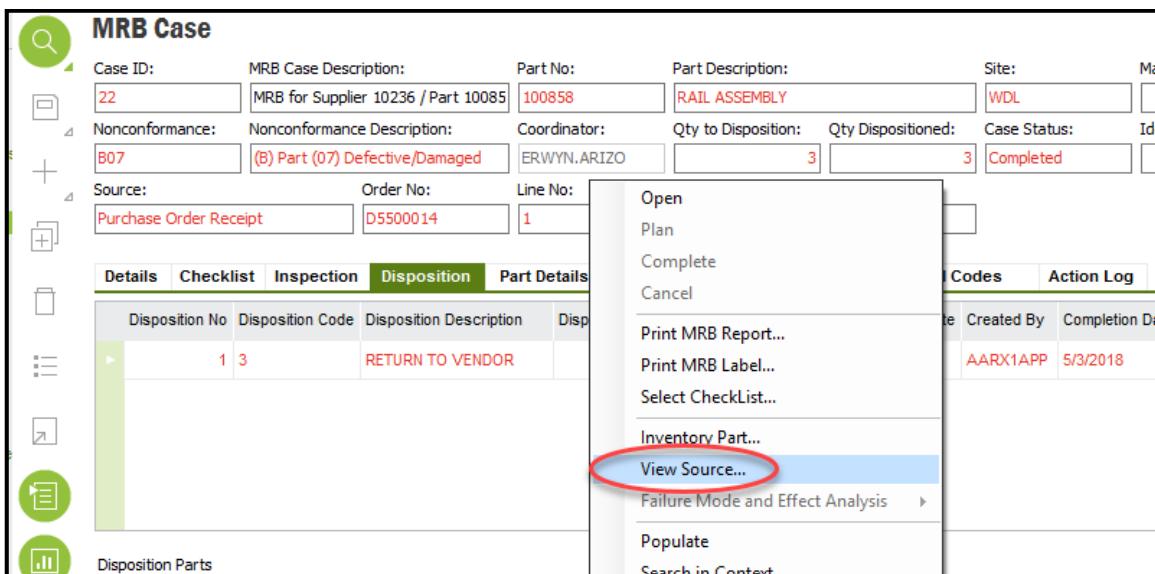
Logistics Technician

Description

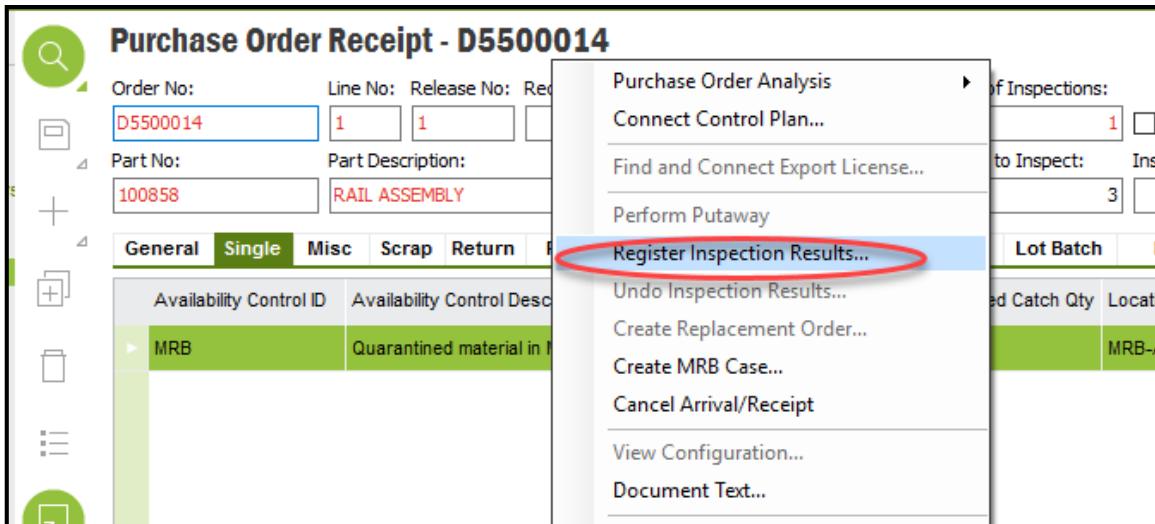
Once Product Line has dispositioned the MRB, navigate back to the MRB, make sure you have all the information you need (if not create a Task Log item). Once you confirm you have all the required information, right click in the header of the MRB and select "Complete"



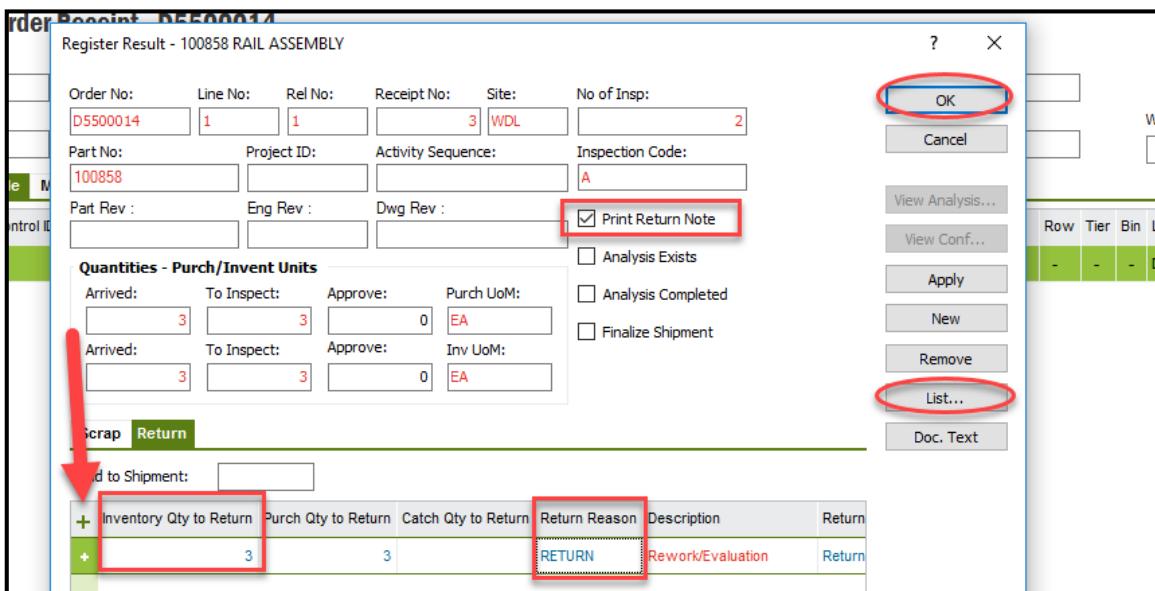
To get back to the purchase order receipt, right click in the header again and select “View Source...”



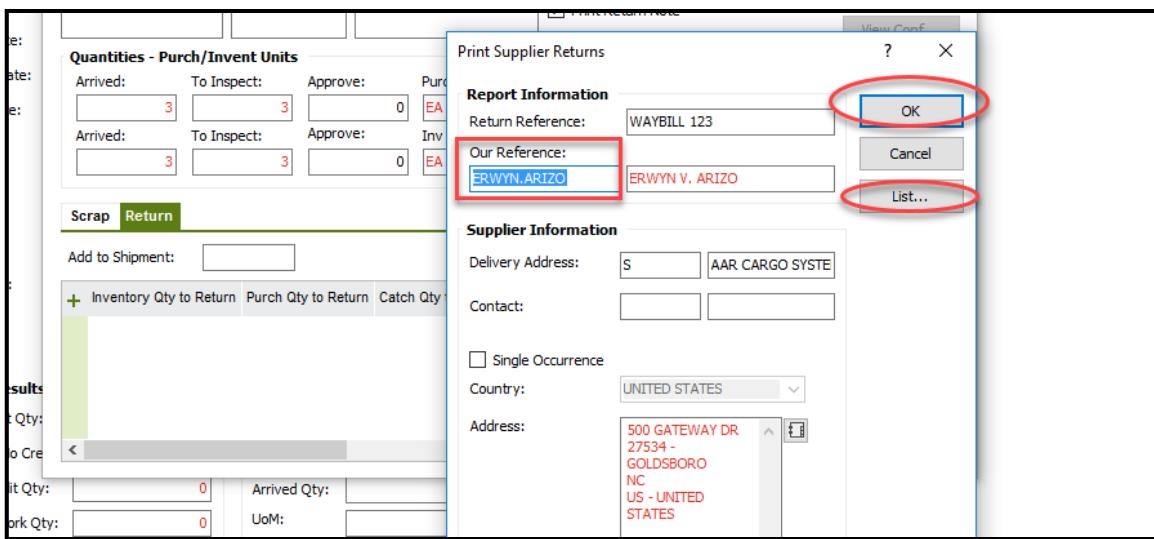
Then right click in the header of the receipt, and select “Register Inspection results...”



Go to the Return tab and click the plus sign in the upper left of the tab. On the new line enter the quantity to be returned and select a return reason (use "List..." button). In the header area of the window, make sure the "Print Return Note" checkbox is checked. Click "OK" to confirm.



In the window that appears, enter a point of contact in the "Our Reference" field (use "List..." button), confirm the remaining information is correct, and then click "OK".



In the print window that appears, either print the return note or send directly to the supplier. Move shipment to MRB Quarantine hold (Arrival receipts) or Shipping hold (Picking inventory) for Warehouse processing.

7. Pick for Shipment

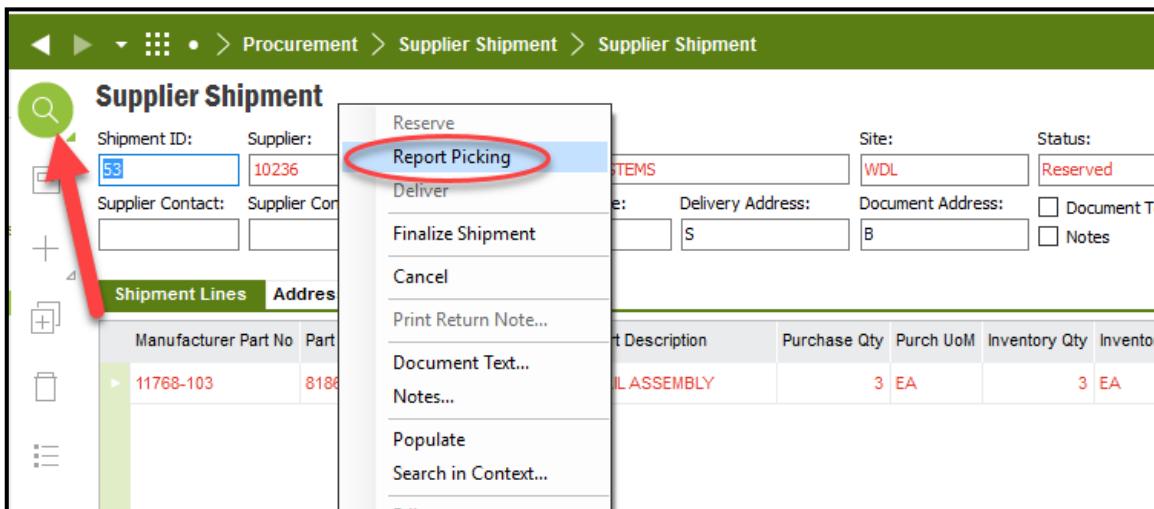
Functional Group

Logistics Technician

Description

Navigate to *Procurement* → *Supplier Shipment* → *Supplier Shipment* and use the magnifying glass in the upper left of the window to locate the supplier shipment.

Physically get the product to be returned out of quarantine, then right click in the header and select “Report Picking”.



8. Confirm Delivery Address with Product Line

Functional Group

Logistics Technician

Description

Confirm with Product Line that the Delivery Address on the supplier shipment is the one we should return the material to as these are sometimes different. Change if needed.

The screenshot shows the 'Supplier Shipment' screen. At the top, there are fields for Shipment ID (53), Supplier (10236), Supplier Name (AAR CARGO SYSTEMS), Site (WDL), and Status (Picked). Below these are fields for Supplier Contact and Supplier Contact Name, Planned Ship Date (5/3/2018), and Delivery Address (S). A red circle highlights the 'Delivery Address' field. To the right of the address fields are checkboxes for Document Text and Notes. Below this is a table titled 'Shipment Lines' with columns for Manufacturer Part No, Part Manufacturer, Line No, Part No, Part Description, Purchase Qty, Purch UoM, Inventory Qty, Inventory UoM, and Conv Factor. One row is visible: 11768-103, 81868, 1, 100858, RAIL ASSEMBLY, 3 EA, 3 EA.

9. Finalize Shipment

Functional Group

Logistics Technician

Description

Once all information for the return is verified, create a FedEx/UPS shipping label and affix to the package. Add Airway Bill number to General tab, tracking no. field. Then right click in the header and select "Finalize Shipment". Scan/add paperwork as an attachment.

The screenshot shows the 'Supplier Shipment' screen with a context menu open. The menu options are: Reserve, Report Picking, Deliver, **Finalize Shipment** (which is highlighted with a red circle), Cancel, Print Return Note..., Document Text..., Notes..., and Populate. The background shows the same shipment details as the previous screenshot.

6. Return to Vendor for Rework or Credit from Inventory

Functional Groups

Product Line, Logistics Technician

Process Overview

This process covers the return of AAR inventory post-receipt to the supplier.

Prerequisites

- Part must be in stock

Process Steps

1. Create MRB Case

Functional Group

Logistics Technician

Description

Before creating the MRB case you need to find out the Lot Batch associated with the Purchase Order No. that the Vendor has given you to return. Navigate to Procurement->Receipt->Purchase Order Receipt. Search for the Purchase Order No. On the Lot Batch tab, highlight the line and right mouse button. Select Lot Batch Master.

The screenshot shows the 'Purchase Order Receipt - D5500005' window. At the top, there is a search icon. Below it, the receipt details are listed: Order No: D5500005, Line No: 1, Release No: 1, Receipt No: 1, Site: WDL, Status: Received, No of Inspections: 1, Configurable: checked, Manufacturer Part No: AE102-12. Under the 'Part No.' section, Part No: 100005 and Part Description: INSULATION are shown. The 'Lot Batch' tab is highlighted with a red circle. The main grid displays a single row for part number 1000073, quantity 1, and location 1048 10, with a total quantity of 10,000.00 and part number AE102-12-12.

The screenshot shows the same 'Purchase Order Receipt - D5500005' window. The 'Lot Batch' tab is still highlighted. In the bottom left corner of the main grid, a context menu is open, with the 'Lot Batch Master...' option highlighted and circled in red. Other options visible in the menu include 'Search in Context...', 'Edit', and a right-pointing arrow.

On the Lot Batch Master, Inventory Part in Stock tab, highlight the line for the parts and right mouse button. Select Create MRB Case.

Lot Batch Master

Part No:	Description:	Lot/Batch No:	Created:	Manufacturer ID:	Manufacturer Part No:
100005	INSULATION	D5500005-1-1	4/12/2019	00624	AE102-12
Condition Code:	Description:	AAR Profit Center:	AAR PC Description:		
N	New				

Detail History Sub Lot Where Used Part Certificates **Inventory Part In Stock** Defense Final Inspections

Condition Code	Location ...	Availability Control...	Lot/Batch ...	On Hand ...	Reserved ...	Activity Sequen...	Serial ...	Other ...
1048 10			D5500005...	10000	0	100007376 *		
JMANIO			D5500005...	0	0	100007376 *		
JVARGAS			D5500005...	0	0	100007376 *		

Scrap...
Scrap On Pallet...
Perform Putaway
Move Inventory Parts...
Move with Transport Task...
Change Availability Control Id...
Change W/D/R...
Change Expiration Date...
Identify Serials...
Part Serial...
Lot/batch Master...
View Configuration...
View Reservations...
Ownership Transfer ▾
Customer Part Acquisition Values...
Transfer to Project Inventory...
Transfer to Standard Inventory...
Location Details...
Control Plan...
Create MRB Case... 
Query - MRB Cases by Part...

2. Enter MRB Case Info

Functional Group

Product Line

Description

In the popup that appears, enter a Nonconform Code (use List button to obtain the list of codes to select). Enter an Availability Control ID of MRB. Enter a detailed description of why we are creating the MRB case in the Notes section. Click “OK”. Note the Print Labels will default to checked so in the Popup that appears select Print and “OK”.

Description

Lot Batch Master

Part No: 100005 Description: INSULATION Lot/Batch No: D5500005-1-1 Created: 4/12/2019 Manufacturer ID: 00624 Manufacturer Part No: AE102-12

Condition Code: N Description: AAR Profit Center: AAR PC Description: New

Create MRB Case

Case ID: 16 Case Description: MRB for Part 100005 Part No: 100005 Site: WDL

Nonconform Code: B01 Nonconformance Description: (8) Part (01) Parts Incorrectly Label Report Title:

Availability Control ID: MRB Availability Control Description: Quarantined material in Materi Print Labels

Notes: Vendor requires us to return this material

Source Information

Source: Inventory Part In Stock Location No: 1048 10 Location Description: 1048 10

MRB Quantity	Remaining Lot/Batch Qty	Serial No	Lot/Batch No	Configuration ID	Revision No	Activity Sequence	W/D/R
10000	*		D5500005-1-1	*	1	100007...	*

Print Label

Report Format & Output

Reports

Material Review Board Label

Options

Layout: Landscape (Dynamic A4/Letter)

Language: en Number/Date Format: en-US

Output

Print...

Send E-Mail to...

Preview OK Cancel

3. Enter Additional MRB Information

Functional Group

Logistics Technician

Description

Enter the pertinent information regarding the issue in the MRB case. See MRB instructions for details.

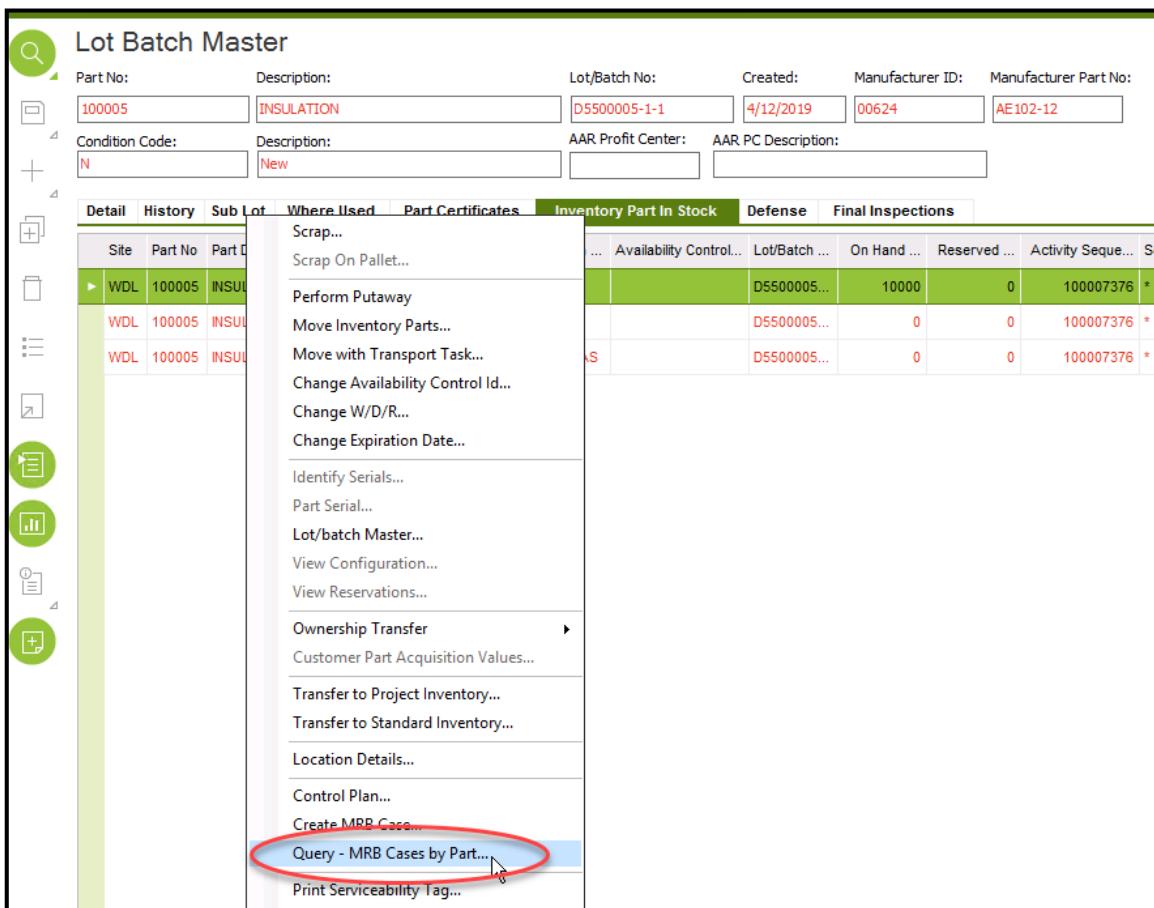
4. Attach Relevant Documents

Functional Group

Product Line

Description

Go to the MRB Case. Right mouse on the line and select Query – MRB Cases by Part. Highlight the line from the list, right mouse button and select MRB Cases. If there are any pertinent document (emails, pdf's, etc.), attach them to the MRB by clicking “Attachments” in the black bar at the bottom of the window. Then click “New...” and enter the appropriate Document Class, Title, and File Path for the attachment. Click “Create” when finished.



MRB Cases by Part							
Part No:	Part Desc:	Site:					
100005	INSULATION	WDL					
MRB Case	MRB Quantity to Disposition	Case Description	Nonconformance	MRB Notes	Creation Date	Created By	MRB Status Chang
17		for Part 1...	B01	Vendor r...	4/23/2019 ...	AARX1A...	4/23/2019 10:22:45
5		for Suppli...	B08		4/18/2019 ...	MIKE.BAIZ	4/18/2019 3:29:51

Document Class Document Class Description Document No Document Sheet Document Revisi... Title

Create New Document - IFS Applications

Document Class: Title: CORRESPONDS E22203 Recall Notification

File Path: Enter a valid file path or Press F8 to select a valid file

Advanced > Create Create and Edit Cancel

View New... Attach...

Tasks Attachments Output Help System Info

5. Disposition the MRB

Functional Group

Product Line

Description

Navigate to MRB or use your Open MRB's Lobby Element. Select which MRB you wish to disposition and right mouse to MRB Case.

OPEN MRB'S			
MRB NO.	DESCRIPTION	CREATED	STATE
11	MRB for Supplier 97526 / Part 100027	1/23/2019	In Process
12	MRB for Supplier 97526 / Part 100027	1/23/2019	In Process
2	MRB for Supplier 76920 / Part 100735	11/19/2018	In Process
27	MRB for Supplier 1 / Part 100027	2/6/2019	In Process
3	MRB for Supplier 97526 / Part 100057	11/28/2018	Planned

Research the issue and disposition accordingly. See MRB instructions for more details.

6. Enter Task Log

Functional Group

Product Line

Description

On the Task Log tab, create a new task. Click the plus sign in the upper left of the window. Enter the following information.

Task No – enter 1, 2, 3 for however many tasks are required for this case

Task Description – enter a detailed task description

Queue – Use list of values and enter the Functional area you want to assign the task to/ or

Assignee – assign the task to a specific individual

The screenshot shows the 'MRB Case' screen. At the top, there are several input fields: Case ID (17), MRB Case Description (MRB for Part 100005), Part No (100005), Part Description (INSULATION), Site (WDL), and Lot Batch No (D5500005-1-1). Below these are sections for Nonconformance (B01, (B) Part (01) Parts Incorrectly Marke), Coordinator, Qty to Disposition (10000), Qty Dispositioned (0), and Case Status (In Process). Under Source, it lists 'Inventory Part In Stock' with Location No (1048 10) and Location Description (1048 10). At the bottom of the main area is a navigation bar with tabs: Details, Checklist, Inspection, Disposition, Part Details, History Log, and Task Log. The 'Task Log' tab is highlighted with a green border. Below the tabs is a table with columns: Task No, Task Description, Queue, Assignee, Status, Created By, Created, and Modified. A new task is being added, with 'Task No' set to 1, 'Task Description' to 'Gather Parts to return to Vendor', and 'Queue' set to 'WAREHOUSE'. A red box highlights the 'Task Log' tab, and another red box highlights the 'Task No' column in the table.

7. Execute Pick

Functional Group

Logistics Technician

Description

Navigate to MRB and search for the MRB or you can use your Open MRB's Lobby Element.



In the MRB, Task log tab, right click on the task and select "Accept/Take Ownership".

The screenshot shows the 'MRB Case' screen with the 'Task Log' tab selected. A context menu is open over the first task in the list, with the option 'Accept/Take Ownership' highlighted. Other options in the menu include 'Complete', 'Cancel', and 'Reopen'. A red box highlights the 'Accept/Take Ownership' option in the context menu. The rest of the screen is identical to the one shown in the previous image, with the task table and navigation bar.

See "Move Inventory Parts" instruction for more details to move to Quarantine Location.
Complete Task when finished.

8. Move Parts Back to Original Receipt Location

Functional Group

Logistics Technician

Description

Look up Original Receipt Location by navigating to Purchase Order Receipt. Select the Search button, select the drop down to use the Saved Search POR By Lot Batch. In the Popup enter the Lot Batch No. Click "OK" Go to the Single tab and take note of the Location No. the original Purchase Order Receipt was received into.

Purchase Order Receipt - D5500005

Search - Purchase Order Receipt - D5500005

Purchase Order Receipt - D5500005

Navigate to Move Inventory Part screen. Search button and enter the Lot/Batch No. in the field. Select "OK" At the bottom of the screen it will list lines of all Picking locations that part had ever been received into. Highlight the correct line with the original receipt location and type in the Qty to Move field the quantity. Click Save. In the next Popup that appears, be sure the "Same as to Location" is selected and click "OK"

Move Inventory Part

Part No:	Part Description:	Site:
W/D/R No:	Lot/Batch No:	Available Qty:
Search - Move Inventory Part		
Search - Move Inventory Part Saved Searches: [Previous Search] Show all fields		
Part No:	Lot/Batch No:	D5500005-1-1

Move Inventory Part : 100005 INSULATION

Part No: 100005	Part Description: INSULATION	Site: WDL																																											
Availability W/D/R No: * Expiration Date: 8/31/2015 Availability Control ID:		Tracking Lot/Batch No: D5500005-1-1 Serial No: *	Quantities Available Qty: 10000 EA On Hand Qty: 10000 EA On Hand Catch Qty:																																										
Ownership Ownership: Company Owned Owner: Project ID: 408 Activity Sequence: 100007376		Location Location No: MRBBULK Warehouse: MRBBULK Bay: - Tier: - Row: - Bin: -	Characteristics Condition Code: N Configuration ID: * Rev No: 1																																										
<table border="1"> <thead> <tr> <th>Qty to Move</th> <th>Catch Qty to Move</th> <th>Destination</th> <th>Site</th> <th>Condition Code</th> <th>Condition Code Description</th> <th>Expiration Date</th> <th>Location No</th> <th>Warehouse</th> <th>Bay</th> <th>Row</th> <th>Tier</th> <th>Bin</th> <th>Availability</th> </tr> </thead> <tbody> <tr> <td>+ 10000</td> <td></td> <td>Move to inventory</td> <td>W...</td> <td>N</td> <td>New</td> <td></td> <td>1048 10</td> <td>WDL</td> <td>10</td> <td>4</td> <td>8</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Move to inventory</td> <td>W...</td> <td>N</td> <td>New</td> <td></td> <td>1048 11</td> <td>WDL</td> <td>10</td> <td>4</td> <td>8</td> <td>11</td> <td></td> </tr> </tbody> </table>				Qty to Move	Catch Qty to Move	Destination	Site	Condition Code	Condition Code Description	Expiration Date	Location No	Warehouse	Bay	Row	Tier	Bin	Availability	+ 10000		Move to inventory	W...	N	New		1048 10	WDL	10	4	8	10				Move to inventory	W...	N	New		1048 11	WDL	10	4	8	11	
Qty to Move	Catch Qty to Move	Destination	Site	Condition Code	Condition Code Description	Expiration Date	Location No	Warehouse	Bay	Row	Tier	Bin	Availability																																
+ 10000		Move to inventory	W...	N	New		1048 10	WDL	10	4	8	10																																	
		Move to inventory	W...	N	New		1048 11	WDL	10	4	8	11																																	

Change Availability Control

Part Information Part No: 100005 Description: INSULATION	Move To Location Location No: 1048 10 Availability Control ID:	OK
Move From Location Location No: MRBBULK Availability Control ID: MRB		Cancel
Set Availability Control ID <input type="radio"/> Same as From Location <input checked="" type="radio"/> Same as To Location <input type="radio"/> New Availability Control ID	Set W/D/R No W/D/R No: *	List

NOTE: If an error is received that location does not exist when trying to do the move.

- Compare the Activity Sequence on History Tab of Lot Batch Master to the Original Purchase Order Receipt Activity Sequence on the line. If different Transfer Inventory by Right click on the line of the Lot Batch and select Transfer Inventory.

- Compare W/D/R on the History Tab of the Lot Batch Master to the Original Purchase Order Receipt W/D/R on the line. If different change W/D/R by Right click on the line of the Lot Batch and select Change W/D/R.
- After each of those steps you can try to move the inventory back to original location.

9. Complete MRB

Functional Group

Logistics Technician

Description

In the MRB Case, right click on your step and select Complete.

10. Create Return

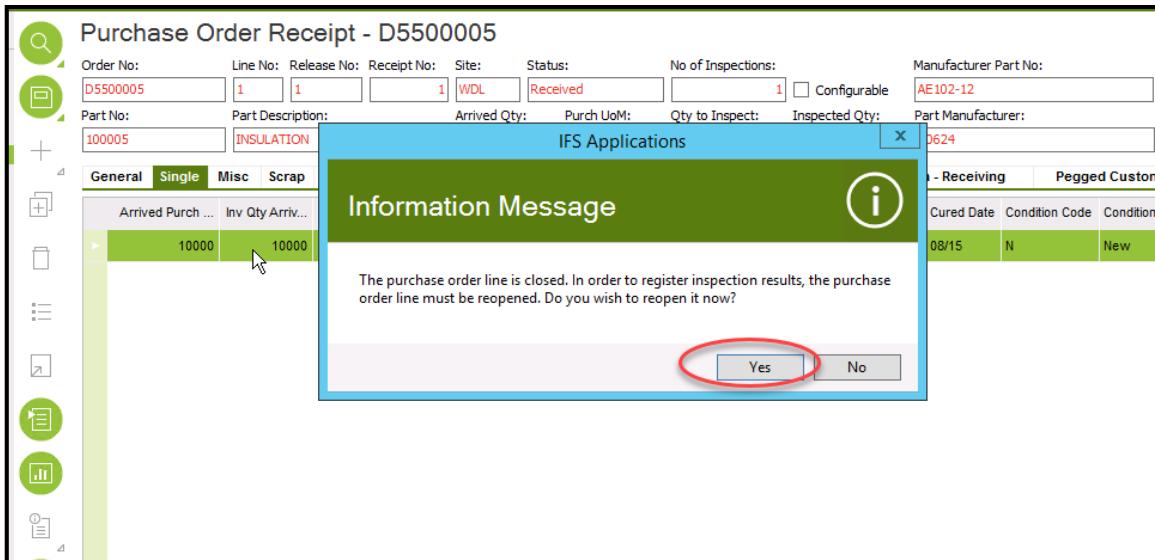
Functional Group

Logistics Technician

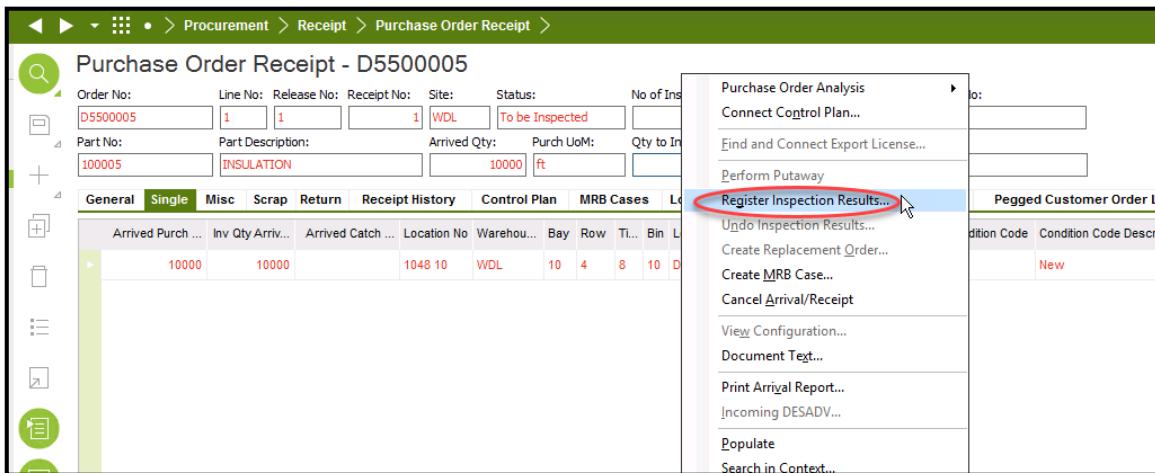
Description

Navigate to the Purchase Order Receipt screen, search for the Order No. On the header, enter the quantity into the Qty to Inspect field. Click Save. The Popup information message that appears about reopening say “YES”.

The screenshot shows the 'Purchase Order Receipt - D5500005' screen. The 'Qty to Inspect' field is highlighted with a red box. A green arrow points from the left towards the 'Save (F12)' button in the top-left corner of the header area. The header also contains fields for Order No., Line No., Release No., Receipt No., Site, Status, No. of Inspections, and Manufacturer Part No. Below the header is a toolbar with various icons. The main area displays a grid of arrival details, including columns for Arrived Purch..., Inv Qty Arriv..., Arrived Catch..., Location No, Warehouse..., Bay, Row, Ti..., Bin, Lot/Batch No, Serial No, Cured Date, Condition Code, Condition Code Description, and Rev. The first row in the grid shows values: 10000, 10000, 104810, WDL, 10, 4, 8, 10, D5500005-1-1, *, 08/15, N, New, and 1.



Right mouse in the header and select Register Inspection Results. On the Register Result screen, in the header select the checkbox next to Print Return Note. In the lower portion of the screen select the Return tab. Click the plus sign in the upper left of the box in the lower part to create a new record. Enter the Inventory Qty to Return, the Return Reason (use List button as needed) Click "OK"



Register Result - 100005 INSULATION

Order No:	Line No:	Rel No:	Receipt No:	Site:	No of Insp:
D5500005	1	1	1	WDL	2
Part No:	Project ID:	Activity Sequence:		Inspection Code:	
100005	408	100007376		A	
Part Rev:	Eng Rev:	Dwg Rev:	<input checked="" type="checkbox"/> Print Return Note		
Quantities - Purch/Invent Units Arrived: 10000 To Inspect: Approve: Purch UoM: R Arrived: 10000 To Inspect: Approve: Inv UoM: EA					
<input type="checkbox"/> Analysis Exists <input type="checkbox"/> Analysis Completed <input type="checkbox"/> Finalize Shipment					
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="View Analysis..."/> <input type="button" value="View Conf..."/> <input type="button" value="Apply"/> <input type="button" value="New"/> <input type="button" value="Remove"/> <input type="button" value="List..."/> <input type="button" value="Doc. Text"/>					

Scrap

Add to Shipment:

+ Inventory Qty to Return	Purch Qty to Return	Catch Qty to Return	Return Reason	Description	Return Type	Location No	Warehouse	Bay	Row	Tier	Bin	Lot/Batch No	Serial No	Condition Code	Condition Code Descr
+ 10000	10000		RETURN	Rework/...	Return Rework	104810	WDL	10	4	8	10	D5500005-...	*	N	New

In the Print Supplier Returns popup enter the Supplier's RMA number in the Return Reference field. Click "OK"

Print Supplier Returns

<input checked="" type="checkbox"/>	Report Information	<input type="button" value="OK"/>
	Return Reference: <input type="text" value="2547862"/>	<input type="button" value="Cancel"/>
	Our Reference: <input type="text"/>	<input type="button" value="List..."/>
Supplier Information Delivery Address: 97526-SHIP EATON CORP. Contact: <input type="text"/> <input type="text"/> <input type="checkbox"/> Single Occurrence Country: UNITED STATES Address: 300 S. EAST AVE. JACKSON, MI 49203 UNITED STATES		

11. Pick for Shipment

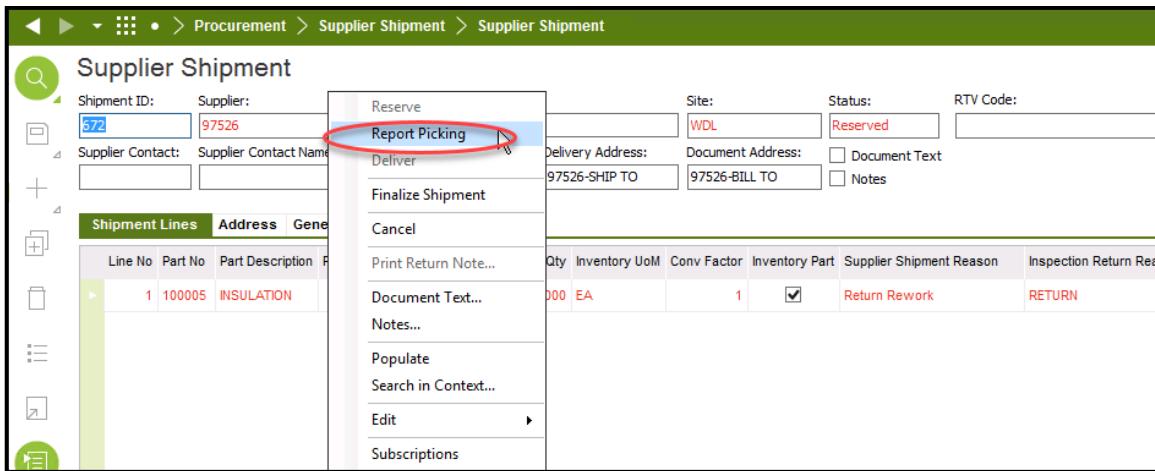
Functional Group

Logistics Technician

Description

Navigate to *Procurement* → *Supplier Shipment* → *Supplier Shipment* and use the magnifying glass in the upper left of the window to locate the supplier shipment.

Physically get the product to be returned out of quarantine, then right click in the header and select “Report Picking”.



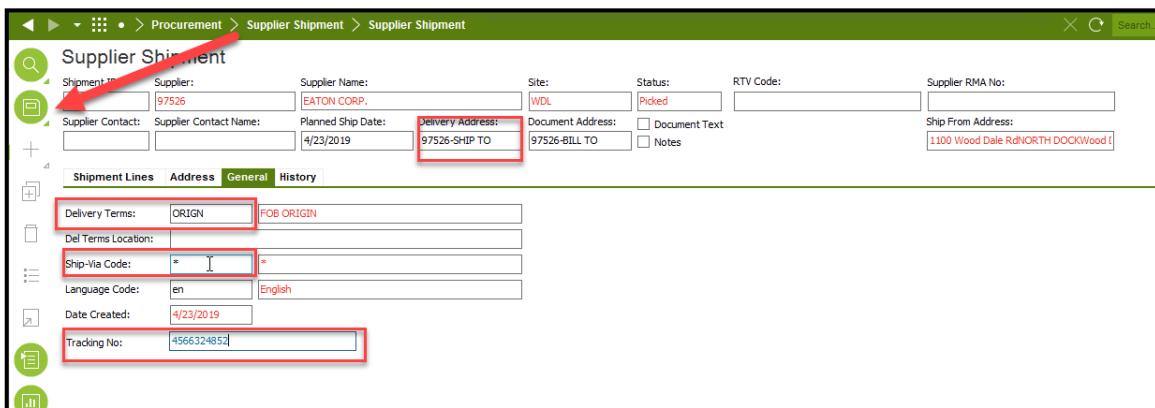
12. Confirm Delivery Address with Product Line

Functional Group

Logistics Technician

Description

Confirm with Product Line that the Delivery Address on the supplier shipment is the one we should return the material to as these are sometimes different. Change if needed.



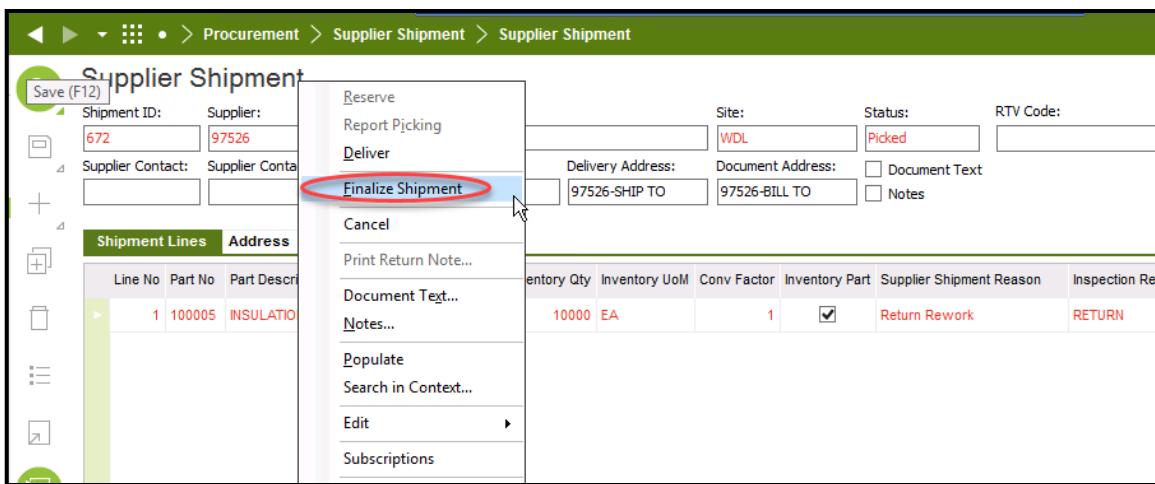
13. Finalize Shipment

Functional Group

Logistics Technician

Description

Once all information for the return is verified, create a FedEx/UPS shipping label and affix to the package. Then right click in the header and select “Finalize Shipment”.



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7. Move Inventory Part

Functional Groups

Logistics Technician

Process Overview

This process describes how to move parts using the scan guns from one inventory location to another. All steps would typically be completed by a single person from either Quality Control or Warehouse.

Prerequisites

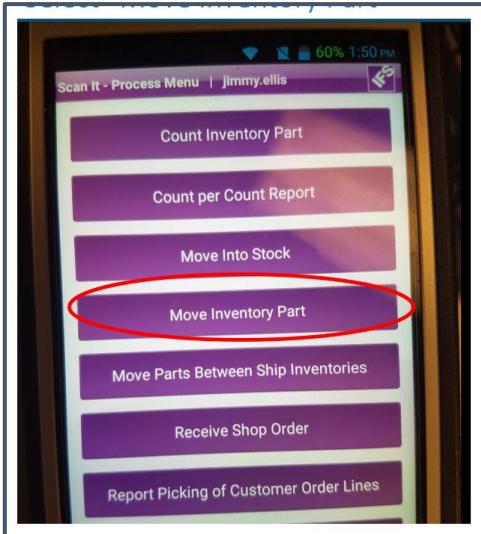
- Parts and location exist in IFS
- Parts is labeled with an IFS barcode ID
- Locations have a barcode label

Process Steps

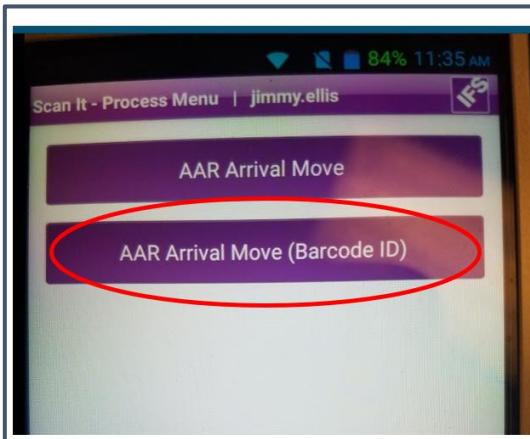
1. Launch “ScanIt” Program from hand-held scanner



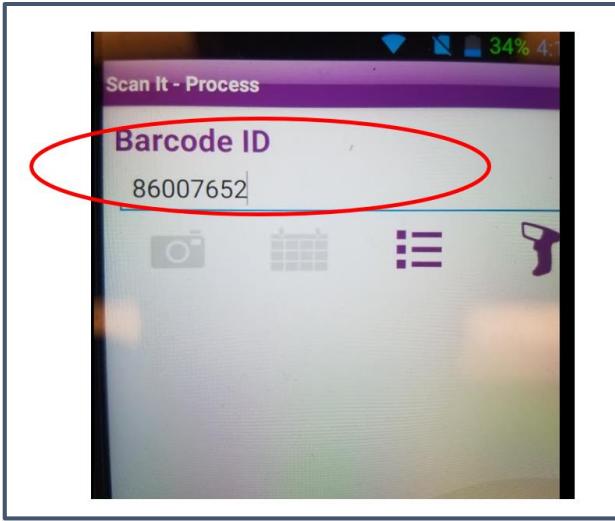
2. Select “Move Inventory Part”



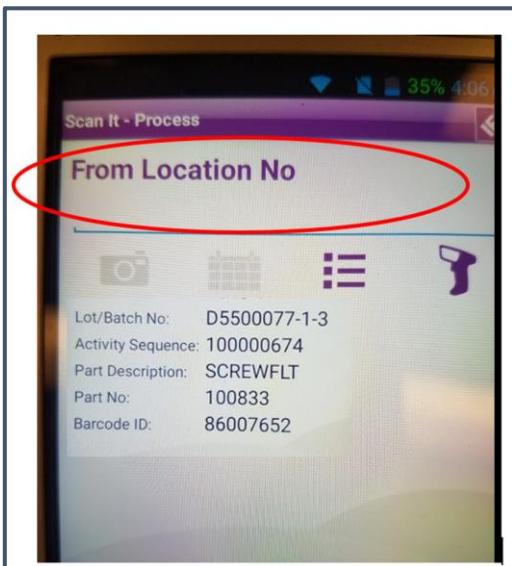
3. Select “AAR Arrival Move (Barcode ID)”



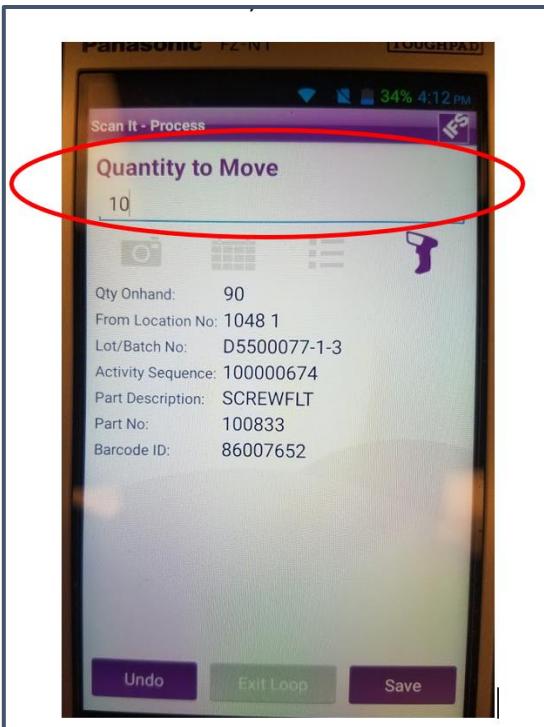
4. Scan the Barcode ID label associated with the part to move
After scanning the barcode id, select Save.



5. Scan the location barcode of the IFS "From Location No"
After scanning or entering the "From Location", select Save.

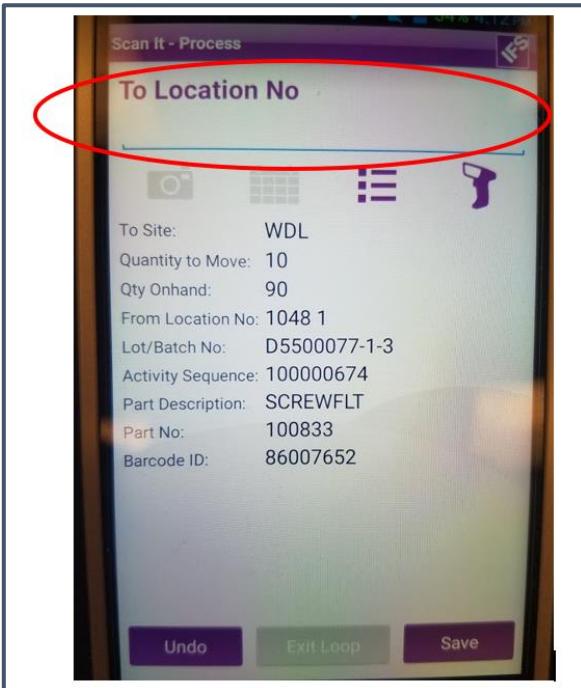


6. Enter the Quantity to Move
Enter number for quantity to move, select Save.



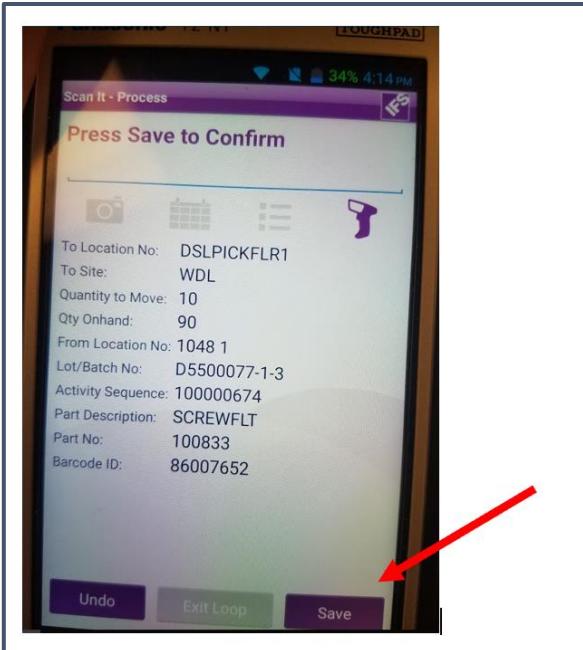
7. Scan the "To Location No"

Enter or scan the final location for movement of part.



8. Press Save to confirm the inventory part movement

Select Save.



8. Split Lot Batch

Functional Groups

Logistics Technician

Process Overview

This process details how to split a single lot batch into multiple ones.

Prerequisites

- Material is in inventory

Process Steps

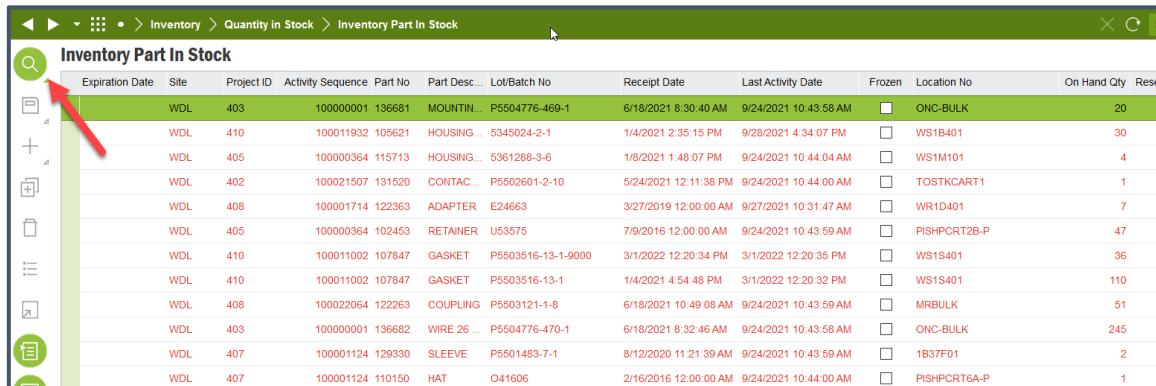
1. Locate Material to Split

Functional Group

Logistics Technician

Description

Navigate to *Inventory* → *Quantity in Stock* → *Inventory Part In Stock* and use the magnifying glass to search for the lot batch in question.



Inventory Part In Stock													
	Expiration Date	Site	Project ID	Activity Sequence	Part No	Part Descr...	Lot/Batch No	Receipt Date	Last Activity Date	Frozen	Location No	On Hand Qty	Reser...
		WDL	403	100000001	136681	MOUNTIN...	P5504776-469-1	6/18/2021 8:30:40 AM	9/24/2021 10:43:58 AM	<input type="checkbox"/>	ONC-BULK	20	
		WDL	410	100011932	105621	HOUSING...	5345024-2-1	1/4/2021 2:35:15 PM	9/28/2021 4:34:07 PM	<input type="checkbox"/>	WS1B401	30	
		WDL	405	100000364	115713	HOUSING...	5361288-3-6	1/8/2021 1:48:07 PM	9/24/2021 10:44:04 AM	<input type="checkbox"/>	WS1M101	4	
		WDL	402	100021507	131520	CONTACT...	P5502601-2-10	5/24/2021 12:11:38 PM	9/24/2021 10:44:00 AM	<input type="checkbox"/>	TOSTKART1	1	
		WDL	408	100001714	122363	ADAPTER	E24663	3/27/2019 12:00:00 AM	9/27/2021 10:31:47 AM	<input type="checkbox"/>	WR1D401	7	
		WDL	405	100000364	102453	RETAINER	U53575	7/9/2016 12:00:00 AM	9/24/2021 10:43:59 AM	<input type="checkbox"/>	PISHPCRT2B-P	47	
		WDL	410	100011002	107847	GASKET	P5503516-13-1-9000	3/1/2022 12:20:34 PM	3/1/2022 12:20:35 PM	<input type="checkbox"/>	WS1S401	36	
		WDL	410	100011002	107847	GASKET	P5503516-13-1	1/4/2021 4:54:48 PM	3/1/2022 12:20:32 PM	<input type="checkbox"/>	WS1S401	110	
		WDL	408	100022064	122263	COUPLING	P5503121-1-8	6/18/2021 10:49:08 AM	9/24/2021 10:43:59 AM	<input type="checkbox"/>	MRBULK	51	
		WDL	403	100000001	136682	WIRE 26 ...	P5504776-470-1	6/18/2021 8:32:46 AM	9/24/2021 10:43:58 AM	<input type="checkbox"/>	ONC-BULK	245	
		WDL	407	100001124	129330	SLEEVE	P5501483-7-1	8/12/2020 11:21:39 AM	9/24/2021 10:43:59 AM	<input type="checkbox"/>	1B37F01	2	
		WDL	407	100001124	110150	HAT	O41606	2/16/2016 12:00:00 AM	9/24/2021 10:44:00 AM	<input type="checkbox"/>	PISHPCRT6A-P	1	

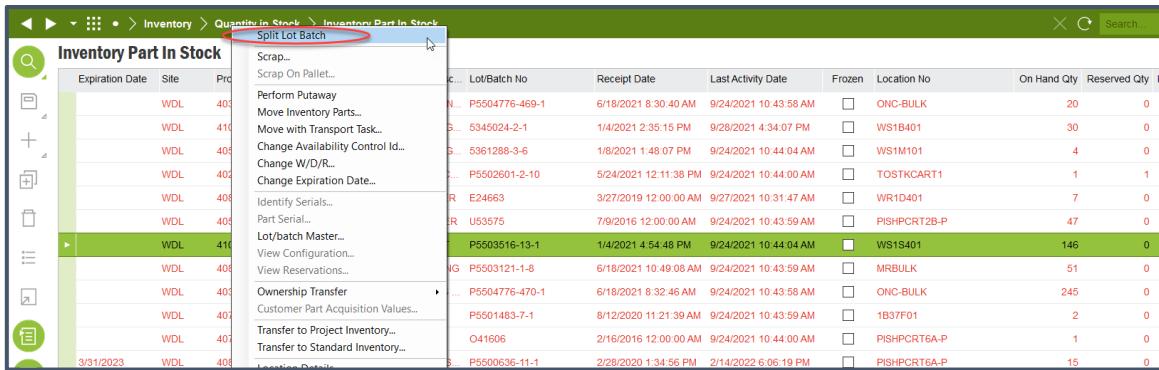
2. Split Lot Batch

Functional Group

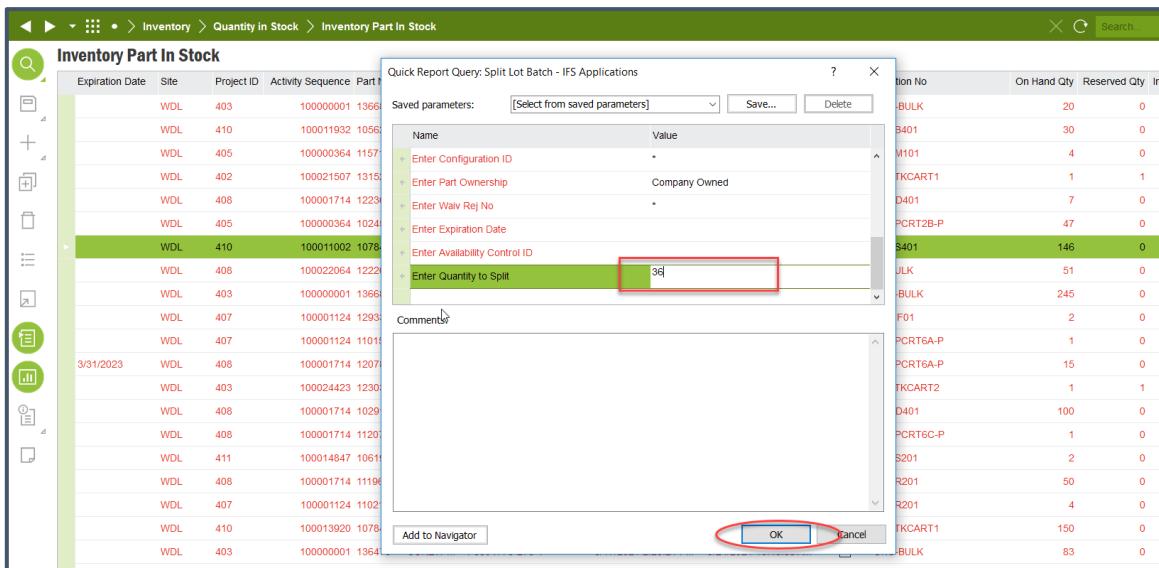
Logistics Technician

Description

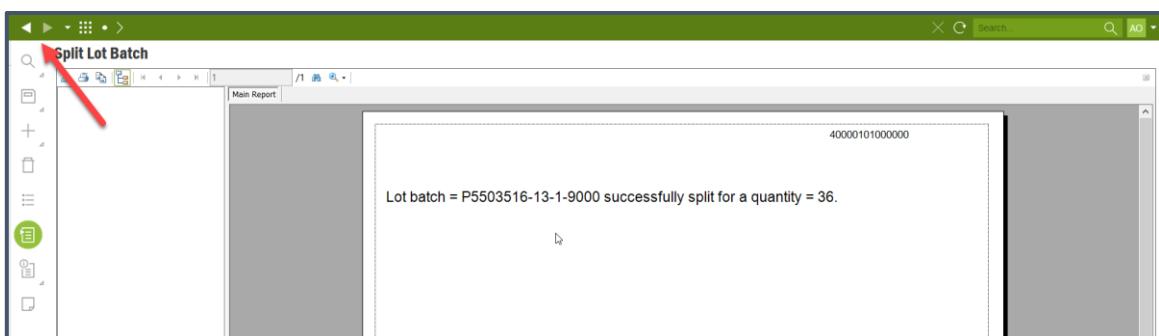
Right click on the inventory record you want to split and select “Split Lot Batch”.



In the subsequent popup, enter the quantity you want to split off, and then hit OK.



You will then be taken to a different screen which will report the result of the split. You can use the back button to navigate back to the Inventory Part In Stock screen. Refresh to see the split.



Inventory > Quantity in Stock > Inventory Part In Stock

Expiration Date	Site	Project ID	Activity Sequence	Part No.	Part Descr...	Lot/Batch No	Receipt Date	Last Activity Date	Frozen	Location No	On Hand Qty	Reserved Qty	In Transit Qty	Pegged Qty	A ^
	WDL	403	100000001	136681	MOUNTN...	P5504776-469-1	6/18/2021 8:30:40 AM	9/24/2021 10:43:59 AM	<input type="checkbox"/>	ONC-BULK	20	0	0	0	
	WDL	410	100011932	105621	HOUSING...	5345024-2-1	1/4/2021 2:35:15 PM	9/26/2021 4:34:07 PM	<input type="checkbox"/>	WS1B401	30	0	0	0	
	WDL	405	100000364	115713	HOUSING...	5361288-3-6	1/8/2021 1:48:07 PM	9/24/2021 10:44:04 AM	<input type="checkbox"/>	WS1M101	4	0	0	0	
	WDL	402	100021507	131502	CONTACT...	P5502691-2-10	5/24/2021 12:11:38 PM	9/24/2021 10:44:00 AM	<input type="checkbox"/>	TOSTKCAR1	1	1	0	0	
	WDL	408	1000011714	122363	ADAPTER...	E24663	3/27/2019 12:00:00 AM	9/27/2021 10:31:47 AM	<input type="checkbox"/>	WR1D401	7	0	0	0	
	WDL	405	100000364	102453	RETAINER...	U53575	7/9/2016 12:00:00 AM	9/24/2021 10:43:59 AM	<input type="checkbox"/>	PISHPCR72B-P	47	0	0	0	
	WDL	410	100011002	107847	GASKET...	P5503516-13-1-9000	3/1/2022 12:20:34 PM	3/1/2022 12:20:35 PM	<input type="checkbox"/>	WS1S401	36	0	0	0	
	WDL	410	100011002	107847	GASKET...	P5503516-13-1	1/4/2021 4:54:48 PM	3/1/2022 12:20:32 PM	<input type="checkbox"/>	WS1S401	110	0	0	0	
	WDL	408	100022064	122263	COUPLING...	P5503121-1-8	6/18/2021 10:49:09 AM	9/24/2021 10:43:59 AM	<input type="checkbox"/>	MRBULK	51	0	0	0	
	WDL	403	100000001	136682	WIRE 26...	P5504776-470-1	6/18/2021 8:32:46 AM	9/24/2021 10:43:58 AM	<input type="checkbox"/>	ONC-BULK	245	0	0	0	
	WDL	407	100001124	129330	SLEEVE...	P5501483-7-1	8/12/2020 11:21:39 AM	9/24/2021 10:43:59 AM	<input type="checkbox"/>	1B37F01	2	0	0	0	
	WDL	407	100001124	110150	HAT...	O41606	2/16/2016 12:00:00 AM	9/24/2021 10:44:00 AM	<input type="checkbox"/>	PISHPCR76A-P	1	0	0	0	
3/31/2023	WDL	408	1000011714	120787	HOSE AS...	P5500636-11-1	2/28/2020 1:34:56 PM	2/14/2022 6:06:19 PM	<input type="checkbox"/>	PISHPCR76A-P	15	0	0	0	

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9. Process Ontic Usage

Functional Groups

Logistics Technician

Process Overview

This process details how to process the day-to-day usage of Ontic material.

Prerequisites

- Material is in inventory

Process Steps

1. Receive Part Request from Ontic

Functional Group

Logistics Technician

Description

Outside of IFS, receive a request for parts for Ontic.

2. Locate Material in IFS

Functional Group

Logistics Technician

Description

Navigate to *Inventory* → *Quantity in Stock* → *Inventory Part in Stock* and use the search button to find the parts you are looking for.



Ownership	Availability Control ID	Frozen	Site	Rec. Ma...	Rec. Manufa...	Manufacturer Part No	Part No	Part Description	Location No	Lot/Batch No	Condition Code	On Hand Qty	Reserve
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	100-003-725-001	124938	SEAL	OINC-ARR	P5500858-2-2	N			2	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	37-754-551-01	122794	DIAL	OINC-BULK	P5503185-1-1	N			5	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	40-821-059-89	122894	LAMP	OINC-BULK	P5502071-1-1	N			20	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	10128-1300-01	131728	HOUSING ASSY	OINC-BULK	P5502617-1-1	N			3	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	SUE49857-1	124762	BLOCK	OINC-BULK	P5500774-38-1	N			2	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	KSM2505	122531	ACTUATOR	OINC-BULK	P5500925-112-1	N			2	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	S6717NA	124603	SCREW	OINC-BULK	P5500774-53-1	N			88	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	30-784-1314-01	123384	SLEEVE	OINC-BULK	P5502505-3-1	N			55	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	SUE46007-27	122883	LABEL	OINC-BULK	P5502505-4-1	N			3	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	HRAA503	126092	BOARD ASSY ...	OINC-BULK	P5502505-2-1	N			2	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	NDN4000/23	123021	PLATE	OINC-BULK	P5500925-76-1	N			1	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	NDN4000/237	122940	MOTOR	OINC-BULK	P5500925-78-1	N			1	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	STD3155-1	123632	LABEL	OINC-BULK	P5502528-4-1	N			50	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	M476	127271	MOTOR OL 11...	OINC-BULK	P5500608-2-1	N			2	
Company Owned	<input type="checkbox"/> WDL	U0J60	ONTIC LIMIT...	STD2027	123433	SPRING	OINC-BULK	P5502071-2-1	N			4	

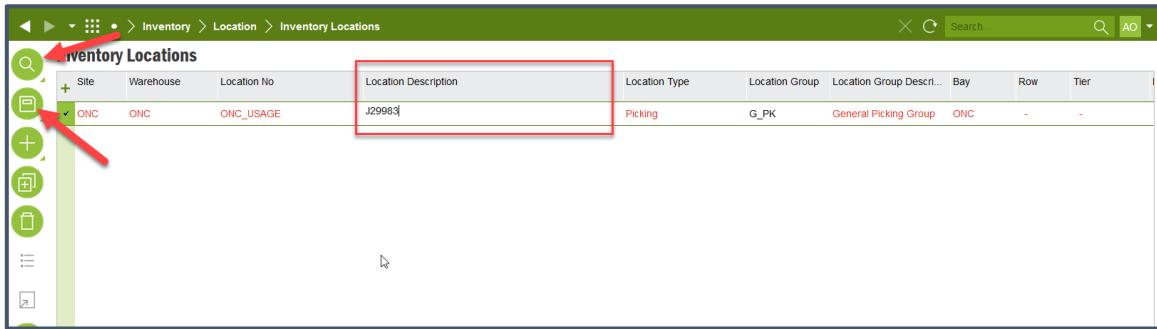
3. Change ONC_USAGE Location Description to Daily PO Number

Functional Group

Logistics Technician

Description

Navigate to *Inventory* → *Location* → *Inventory Location* and use the magnifying glass to search for the ONC_USAGE location. Change the Location Description to the new PO number and save.



Note: If Ontic provides multiple POs on a single day, multiple ONC_USAGE locations can be used (ONC_USAGE2, ONC_USAGE3, ONC_USAGE4, etc.)

4. Move Material to ONC_USAGE

Functional Group

Logistics Technician

Description

Move the parts you located in the previous step to the location ONC_USAGE (see Move Inventory Part instructions for details). You can then give the physical material to Ontic. Overnight any parts that are in location “ONC_USAGE” will automatically be processed out on a new customer order.

10. MRB

Functional Groups

Product Line, Logistics Technician

Process Overview

This process details how to create, research, and disposition an MRB upon discovery of an issue with a part.

Prerequisites

- Material is either in inventory or has a purchase order receipt created
- There is an issue with the part

Process Steps

1. Create MRB

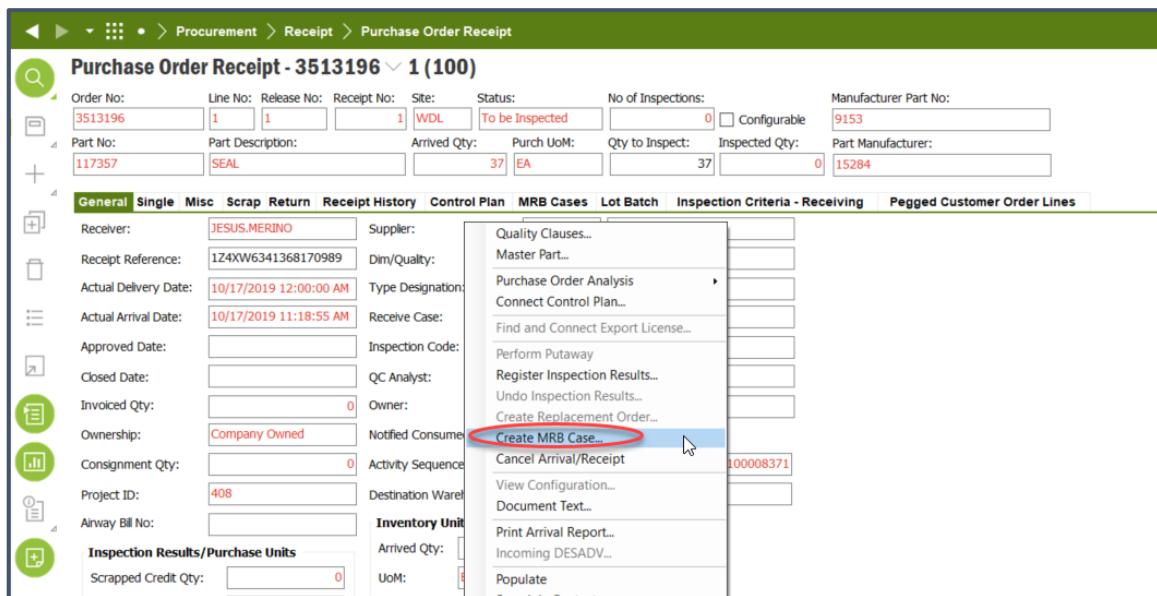
Functional Group

Logistics Technician

Description

a) Create from Purchase Order Receipt

This which would normally happen during inspection upon receipt of the part, navigate to *Procurement → Receipt → Purchase Order Receipt*, and use the magnifying glass in the upper left to search for the receipt. Then right click in the header and select “Create MRB Case...”



b) Create from Inventory

Navigate to *Inventory* → *Quantity in Stock* → *Inventory Part In Stock* and use the magnifying glass in the upper left to search for the part. Then right click on the item you want to create the MRB for and select “Create MRB...”

Site	Part No	Lot/Batch No	W/D/R No	Location No	Activity Sequence	Location Type	On Hand Qty	Reserved Qty	Unit Cost	Total Inventory Value	Ownership
WDL	105121	5336887-8-2	*	TOSTKCART2	100012355	Picking	29	29	208.33	6,041.57	Company
WDL	110316	E056	Scrap...	X12	100008752	Picking	16	0	102.30	1,636.80	Company
WDL	109029	5362	Scrap On Pallet...	X12	100017943	Picking	25	25	91.00	2,275.00	Company
WDL	105230	5362	Perform Putaway	CART2	100012355	Picking	186	186	14.00	2,604.00	Company
WDL	105611	5355	Move Inventory Parts...	IA	100012355	Shipment	40	40	24.73	989.20	Company
WDL	107090	0539	Move with Transport Task...	IB	100012537	Shipment	6	6	608.46	3,650.76	Company
WDL	114538	5360	Change Availability Control Id...	IRRNVAL	100008371	Quality assura...	50	0	435.97	21,798.50	Company
WDL	107090	0540	Change W/D/R...	IA	100012537	Shipment	1	1	585.06	585.06	Company
WDL	105477	5350	Change Expiration Date...	OCK3	100012355	Shipment	3	3	28,827.48	86,482.44	Company
WDL	100341	E258	Identify Serials...	OCK1	100007623	Shipment	0	0	0.00	0.00	
WDL	105017	5360	Part Serial...	OCK4	100012355	Shipment	20	20	4,942.00	98,840.00	Company
WDL	114618	5362	Lot/batch Master...	IA	100001714	Arrival	5	0	9,777.97	48,889.85	Company
WDL	110923	5361	View Configuration...	OCK4	100001714	Shipment	8	8	416.75	3,334.00	Company
WDL	105477	5350	View Reservations...	OCK2	100012355	Shipment	2	2	28,827.48	57,654.96	Company
WDL	105477	5350	Ownership Transfer	OCK2	100012355	Shipment	4	4	28,827.48	115,309.92	Company
WDL	110064	5355	Location Details...	CART1	100012355	Picking	23	23	89.12	2,049.76	Company
WDL	120289	5357	Control Plan...	IA	100000099	Shipment	4	4	7,266.00	29,064.00	Company
WDL	127859	P550	Create MRB Case...	OCK2	100019768	Shipment	3	3	863.80	2,591.40	Company
WDL	105335	P550	Query - MRB Cases by Part...	OCK2	100012355	Shipment	25	25	252.00	6,300.00	Company
			Print Serviceability Tag...								
			Print Barcode Labels...								

In the popup that appears (it is the same popup for both creation methods) enter details for the MRB as detailed below. Click “OK” to confirm.

- Nonconform Code – Use the “List...” button to select a reason for the MRB
- Availability Control ID (from inventory only) – Enter “MRB” as the availability control, this prevents the part from being sent out prior to the MRB being resolved (only applies when creating from inventory)
- MRB Quantity – Enter the quantity to be associated with the MRB
- Popup that appears to preview, print or email – Print the MRB label and affix to the package.

c) Create From Final Inspection

Upon failing a final inspection IFS will create the MRB for you automatically.

2. Enter Header Info

Functional Group

Logistics Technician

Description

a) Create from Purchase Order Receipt

Go to the MRB Cases tab, then right click on the line and select “MRB Case...”. Enter the QC point of contact as the coordinator and any additional information about the defect in the notes field, then hit save.

b) Create from Inventory

Right click on the line and select “Query – MRB Cases by Part...”, then on the following screen right click again on the created MRB case line and select “MRB Cases...”

Site	Part No	Lot/Batch No	W/D/R No	Location No	Activity Sequence	Location Type	On Hand Qty	Reserved Qty	Unit Cost	Total Inventory Value
WDL	105121	5336887-8-2	*	TOSTK CART2	100012355	Picking	29	29	208.33	6,041.57
WDL	110316	E056		CART2	100008752	Picking	16	0	102.30	1,636.80
WDL	109029	5362		CART2	100017943	Picking	25	25	91.00	2,275.00
WDL	105230	5362		CART2	100012355	Picking	186	186	14.00	2,604.00
WDL	105611	5355		IA	100012355	Shipment	40	40	24.73	989.20
WDL	107090	0539		IB	100012537	Shipment	6	6	608.46	3,650.76
WDL	114538	5360		ARRIVAL	100008371	Quality assura...	50	0	435.97	21,798.50
WDL	107090	0540		IA	100012537	Shipment	1	1	585.06	585.06
WDL	105477	5350		OCK3	100012355	Shipment	3	3	28,827.48	86,482.44
WDL	100341	E258		OCK1	100007623	Shipment	0	0	0.00	0.00
WDL	105017	5360		OCK4	100012355	Shipment	20	20	4,942.00	98,840.00
WDL	114618	5362		IA	100008371	Arrival	5	0	9,777.97	48,889.85
WDL	110923	5361		OCK4	100001714	Shipment	8	8	416.75	3,334.00
WDL	105477	5350		OCK2	100012355	Shipment	2	2	28,827.48	57,654.96
WDL	105477	5350		OCK2	100012355	Shipment	4	4	28,827.48	115,309.92
WDL	110064	5355		CART1	100012355	Picking	23	23	89.12	2,049.76
WDL	120289	5357		IA	100000099	Shipment	4	4	7,266.00	29,064.00
WDL	127859	P550		OC	100019768	Shipment	3	3	863.80	2,591.40
WDL	105335	P550		OCK2	100012355	Shipment	25	25	252.00	6,300.00

Part No:	Part Desc:	Site:	MRB C...	MRB Quantity to Disp...	Case Description	Nonconforma...	MRB Notes	Creation ...	Created ...	MRB Status Cha...	Case
110316	GASKET	WDL	226	15	MRB for part 110316	Auto Created From Shipment=1183...	11/11/201...	DYANA...	1/2/2020 10:45:1...	Com...	MRB Cases.....

Enter the QC point of contact as the coordinator and any additional information about the defect in the notes field, then hit save.

MRB Case

Case ID:	MRB Case Description:	Part No:	Part Description:	Site:	Lot Batch No:
6	MRB for Part 120136	120136	RIVET	WDL	D5500005-1-1
Nonconformance:	Nonconformance Description:	Coordinator:	Qty to Disposition:	Qty Dispositioned:	Case Status:
807	(B) Part (07) Defective/Damaged	ERWYN.ARIZO	25	0	In Process
Source:	Location No:	Location Description:			
Inventory Part In Stock	STK-WDL	STK-WDL			

Details Checklist Inspection Disposition Part Details History Log Task Log

Creation Date: 1/9/2019 5:10:26 PM Created By: AARX1APP Checklist Complete

Completion Date: Action Complete Inspection Complete

MRB Status Changed: 1/9/2019 5:10:27 PM

Notes:
This is for DI's
Please review part for defect!

c) Create from Final Inspection

Right click on the final inspection and select “MRB Case...”.

Final Inspection (Outgoing Shipments) Verify the Following:

Inspection Status:	Shipment Id (hi Shipment Status:	Order No:	Line No:	Del No:	Inspection No:	Inspector:	Inspection Date:	Pick List No:
FAIL	30	Completed	15274658	1	1	THOMAS.MOODY	9/9/2019 3:21:36 PM	1696
Part No:	Manufacturer Part No:	Manufacturer No:	Lot Batch No:	Qty to Inspect:	Shelf Life Remaining %:	WDR No:		
112024	601002-8D0630	00624	E25943	1	68565798			
Customer Name:	Customer Part No:							
DEFENSE SUPPLY CENTER COLUMBUS								
Instructions:	*** The Certification of Conformance DSL Work Instruction, WI-014, must be sales orders.							

Finalize Inspection - Pass
Finalize Inspection - Create MRB, Keep Reserved
Finalize Inspection - Create MRB, Keep in Shipment
Undo Inspection
MRB Case...

Lot Batch Master...
Quality Clauses...
Print Individual Cert
BMS...
Populate
Search in Context...
Edit
Subscriptions
Conditional Fields...
Custom Objects
Properties

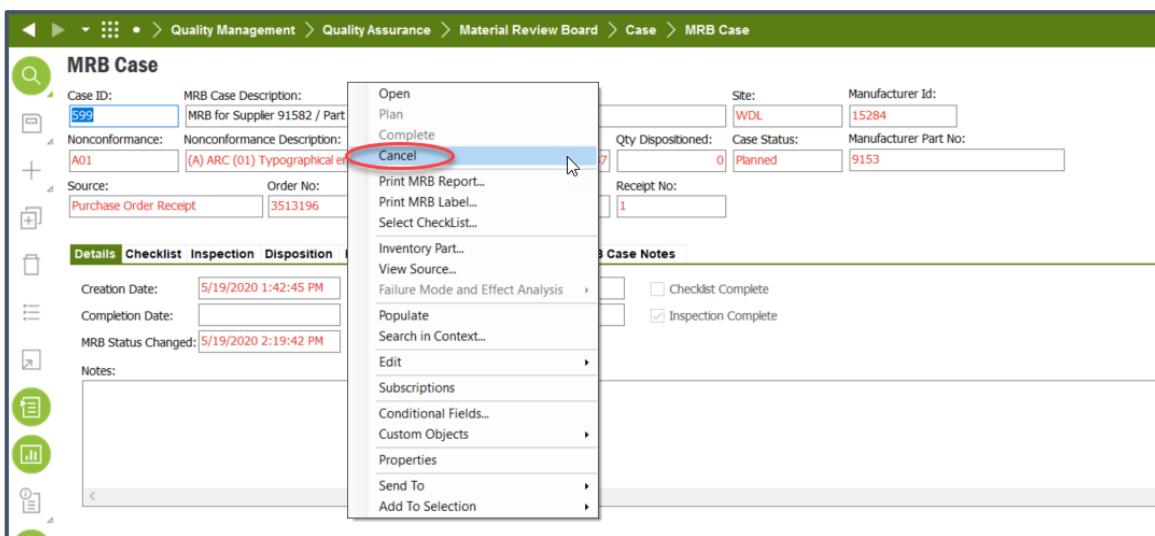
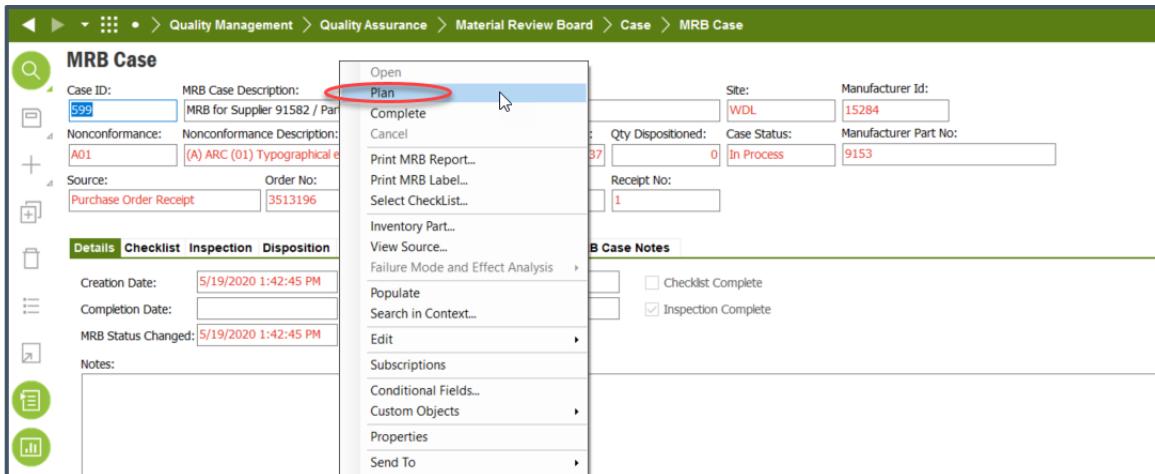
3. Cancel MRB (If Required)

Functional Group

Logistics Technician

Description

If the MRB was created in error, right click in the header and select “Plan”, then right click again and select “Cancel”.



4. Enter Inspection Info

Functional Group

Logistics Technician

Description

Go to the Inspection tab and click the green plus sign in the upper left of the upper area of the tab to add a new line. Enter information as detailed below and repeat for each nonconformance. Save when complete.

Note: This must be done for every nonconformance, including the nonconformance listed in the header.

- Nonconformance Code – Use the list of values button to select the applicable non conformance
- Responsibility – Use the list of values to select who is at fault of the nonconformance
- Responsible Person – Enter yourself as the person responsible for the inspection, note this is different than the Responsibility field

- Required Date – Enter a date one week in the future

The screenshot shows the 'MRB Case' details page. At the top, there are fields for Case ID, Nonconformance (A01), and Source (Purchase Order Receipt). Below the header, tabs include Details, Checklist, Inspection, Disposition, Part Details, History Log, Task Log, and MRB Case Notes. The Inspection tab is selected. A table lists inspection lines, with the first line highlighted. The table columns are: Inspection Line No, Nonconformance Code, Nonconformity Description, Responsibility, Inspection Instruction, Responsible Person, Quantity, Inspection Complete, Required Date, Creation Date, and Action Comp. The 'Quantity' column for the first line is set to 1. The 'Inspection Complete' checkbox is unchecked. The 'Required Date' field shows 5/26/2020.

5. Assign Quantities to Inspection Line

Functional Group

Logistics Technician

Description

Select the inspection line in the upper area for the nonconformance you want to add quantities to. Then click the green plus sign in the upper left of the lower area of the tab to add a new line. Enter information as detailed below and repeat for each inspection line in the upper area.

- Lot/Batch No – Use the list of values to select the desired Lot/Batch No
- Quantity – Enter the quantity of the material that have the applicable nonconformance

This screenshot shows the same 'MRB Case' details page as the previous one, but with additional data entered. In the 'Inspection' tab, a new inspection line has been added (line number 2) with the following details: Nonconformance Code (A01), Nonconformity Description ((A) ARC (01) Typographical error), Responsibility ((D) Supplier (06) Human error), and Quantity (37). The 'Inspection Complete' checkbox is checked. The 'Required Date' field shows 5/19/2020. The 'Inspection Result' field contains 'AA'. In the 'Inspection Parts' section, a row is shown with Serial No (E25067), Lot/Batch No (100008371), W/D/R Number (37), Configuration ID (1), Revision No (1), Activity Seq (1), and Quantity (37).

Once all quantities have been assigned, check the Inspection Complete checkbox and enter details about the nonconformance in the Inspection Result field for each Inspection line. Save when complete.

MRB Case

Case ID: 599 MRB Case Description: MRB for Supplier 91582 / Part 1173 Part No: 117357 Part Description: SEAL Site: WDL Manufacturer Id: 15284

Nonconformance: (A) ARC (01) Typographical error/Order Nonconformance Description: Coordinator: Qty to Disposition: Qty Dispositioned: Case Status: Manufacturer Part No:

Source: Purchase Order Receipt Order No: 3513196 Line No: 1 Release No: 1 Receipt No: 1

Details Checklist Inspection Disposition Part Details History Log Task Log MRB Case Notes

Inspection Line No	Nonconformance Code	Nonconformance Description	Responsibility	Inspection Instruction	Responsible Person	Quantity	Inspection Complete	Required Date	Creation Date	Created By	Completion Date	Action Completed By	Inspection Result	Inspection Notes
1	A01	(A) ARC (01) Typogra	(D) Supplier (08) Human error		MIKE BAIZ	37	<input checked="" type="checkbox"/>	5/26/2020	5/19/2020	AARX1APP				CoC not included

Inspection Parts

Serial No	Lot/Batch No	W/D/R Number	Configuration ID	Revision No	Activity Seq	Quantity
E25067	*	*	1	100008371	37	

6. Assign Task (If Required)

Functional Group

Logistics Technician

Description

MRB's are automatically routed to the correct product line based off of the manufacturer ID and project associated with the material. If you need input from a non-product line source (e.g. contracts) go to the Task Log tab, click the plus sign in the upper left of the tab and enter info as follows. Click save to confirm.

- Task No – Enter a task number for the line
- Task Description – Enter a description of what needs to be done
- Assignee or Queue – Using the list of values button enter the User ID of the person you are assigning the task to, or the queue the task should be handled by.

MRB Case

Case ID: 599 MRB Case Description: MRB for Supplier 91582 / Part 1173 Part No: 117357 Part Description: SEAL Site: WDL Manufacturer Id: 15284

Nonconformance: (A) ARC (01) Typographical error/Order Nonconformance Description: Coordinator: Qty to Disposition: Qty Dispositioned: Case Status: Manufacturer Part No:

Source: Purchase Order Receipt Order No: 3513196 Line No: 1 Release No: 1 Receipt No: 1

Details Checklist Inspection Disposition Part Details History Log Task Log MRB Case Notes

Task No	Task Description	Queue	Assignee	Status	Created By	Modified By	Owner	Created	Modified
1	Can we meet the terms of the contract without a CoC?	CONTRACTS							

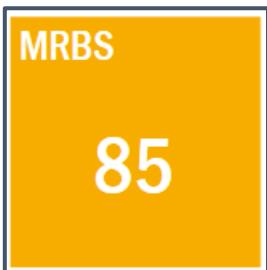
7. Assignee Takes Ownership (If Required)

Functional Group

Product Line

Description

Navigate to MRB or use your Open MRB's Lobby Element. Select which MRB you wish to update and right mouse to MRB Case.



On the Task Log tab, the Assignee will right mouse button on the line and select Accept/Take Ownership. The Owner field will populate with the users ID.

A screenshot of the "MRB Case" details page. The top section contains various input fields for case information like Case ID, Nonconformance, Source, and Disposition. Below these are tabs for Details, Checklist, Inspection, Disposition, Part Details, History Log, and Task Log. The Task Log tab is active, showing a table with columns for Task No, Task Description, Queue, Assignee, Modified By, Created By, and Created On. A specific row in the table is highlighted with a red oval around the "Accept/Take Ownership" option in the Task Description column.

8. Enter MRB Case Notes

Functional Group

Product Line/ Logistics Technician

Description

If you need to add details/updates regarding the MRB, go to the MRB Case Notes tab and click the plus sign in the upper left of the tab. The date and the person ID will be filled in automatically upon saving.

A screenshot of the "MRB Case" notes page. The top section contains the same case details as the previous screenshot. Below these are tabs for Details, Checklist, Inspection, Disposition, Part Details, History Log, Task Log, and MRB Case Notes. The MRB Case Notes tab is active, showing a table with columns for Date Entered, Person ID, and Note. A new row is being added, indicated by a plus sign icon and a red box around the "Note" field, which contains the text "OK to Accept parts for this order without noted info on ...". A red arrow points to the plus sign icon.

9. Disposition MRB

Functional Group

Product Line

Description

Go to the Disposition tab on the MRB case. In the top half of the tab, click the plus sign in the upper left to create a disposition line, and enter a disposition code for the part. Then in the bottom half of the tab, click the plus sign to denote which parts the disposition line corresponds to. Click in the “Lot/Batch No” field and then click list of values to get a list of possible parts to disposition. Select the applicable parts, and enter the quantity you want to disposition, this will then populate the Disposition Quantity in the top half. Save to confirm. Repeat for as many dispositions as required. Be sure to attach any relevant documentation to the MRB. For ease of access attach to the MRB header, not the disposition line. See Attachments and Document Management instructions for more information.

When you are finished entering the details of the disposition, check the “Disposition Complete” checkbox. Click Save.

Disposition No.	Disposition Code	Disposition Description	Disposition Quantity	Disposition Complete	Creation Date	Created By	Completion Date	Action Completed By	Disposition Note
14	OK TO ACCEPT		0	<input checked="" type="checkbox"/>					

Serial No.	Lot/Batch No.	W/D/R Number	Configuration ID	Revision No.	Activity Seq.	Quantity
E25067			*	1	10000837	37

10. Reassign to Product Line (If Required)

Functional Group

Logistics Technician

Description

If you need further product line review, uncheck the “Disposition Complete” checkbox on the Disposition tab, and enter additional notes on the details tab.

MRB Case

Case ID:	MRB Case Description:	Part No:	Part Description:	Site:	Lot Batch No:
1067	MRB for Supplier 66535 / Part 1306	130648	SPRING,HELICAL,COMPRESSION	WDL	P5502219-1-1
Nonconformance:	Nonconformance Description:	Coordinator:	Qty to Disposition:	Qty Dispositioned:	Case Status:
WI-014	Cert Conform/Comply	DYANA.HUNLEY	47	0	In Process
Source:	Order No:	Line No:	Release No:	Receipt No:	Manufacturer Id:
Purchase Order Receipt	P5502219	1	1	1	66503
Manufacturer Part No:	1521-332				

Disposition Details

Disposition Code	Disposition Description	Disposition Qua.	Disposition Com.	Creation Date	Created By	Completion Date	Action Complete	Disposition
1 14	OK TO ACCEPT	47	<input type="checkbox"/>	6/15/2020	BRADLEY.RY...			OK to

Disposition Parts

Serial...	Lot/Batch No	W/D/R Nu...	Configuratio...	Revision...	Activity ...	Quan...
*	P5502219...	*	*	1	1000210...	47

MRB Case

Case ID:	MRB Case Description:	Part No:	Part Description:	Site:	Lot Batch No:
1067	MRB for Supplier 66535 / Part 1306	130648	SPRING,HELICAL,COMPRESSION	WDL	P5502219-1-1
Nonconformance:	Nonconformance Description:	Coordinator:	Qty to Disposition:	Qty Dispositioned:	Case Status:
WI-014	Cert Conform/Comply	DYANA.HUNLEY	47	0	In Process
Source:	Order No:	Line No:	Release No:	Receipt No:	Manufacturer Id:
Purchase Order Receipt	P5502219	1	1	1	66503
Manufacturer Part No:	1521-332				

Details Checklist Inspection Disposition Part Details History Log Task Log MRB Case Notes

Creation Date: 6/3/2020 3:11:48 PM Created By: DYANA.HUNLEY Checklist Complete

Completion Date: Action Comple Inspection Complete

MRB Status Changed: 6/3/2020 3:11:48 PM

Notes:

Provided C of C and packing slip paperwork does not meet supplier quality requirements for mixed lots. Please reference ASC-WDL-0107 sec 6.10.3
Please also see ASC-WDL-0107 section 6.9.1 in regards to modification to the document
6/18/20-The disposition note still does not comply with AAR's Supplier Requirements which is noted in 6.10.3.

11. Close Open Tasks (If Applicable)

Functional Group

Various

Description

If another task step was created by Product Line to disposition material by another group other than Quality Control, navigate to the MRB case, task log tab. RMB on the step assigned to you and select Accept/Take Ownership. Process the material per Product Line's instructions. Once you process the material go back to the MRB case, task log tab complete the task by right mouse button on the line for the Task No and selecting Complete.

The screenshot shows the 'MRB Case' details screen. At the top, there are various input fields for case information like Case ID, Nonconformance, Source, and Disposition. Below the form is a navigation bar with tabs: Details, Checklist, Inspection, Disposition, Part Details, History Log, Task Log, and MRB Case Notes. The 'Task Log' tab is selected. A table lists tasks, with the first row highlighted. A context menu is open over this row, with the 'Complete' option circled in red.

12. Process Material per Product Line's Instructions

Description

You will know that you have MRB cases to process from your Lobby screen. Similar to the example below. Navigate to the MRB Cases by clicking on the button. This will list all of the open MRB Cases needing Quality's action.



Process the material per Product Line's instructions and complete the task by right mouse button on the line for the Task No and selecting Complete.

13. Close MRB

Description

Once Product Line has dispositioned the MRB, navigate back to the MRB, make sure you have all the information you need (if not create another Action Log item). Once you confirm you have all the required information, right click in the header of the MRB and select "Complete".

MRB Case

Case ID:	MRB Case Description:	Part No:	Part Description:	Site:	Lot Batch No:
5	MRB for Part 120136	120136	RIVET	WDL	D550005-1-1
Nonconformance:	Nonconformance Description:	Coordinator:	Qty to Disposition:	Qty Dispositioned:	Case Status:
B07	(B) Part (07) Defective/Damaged	ERWYN.ARIZO	25	25	In Process
Source:	Location No:	Location Description:			
Inventory Part In Stock	STK-WDL	STK-WDL			

Details Checklist Inspection **Disposition** Part Details History Log Task Log

Disposition No	Disposition Code	Disposition Description	Disposition Quantity	Disposition Complete	Created
1	3	RETURN TO VENDOR	25	<input checked="" type="checkbox"/>	1/10

Open
Plan
Complete **Complete** Completed
Cancel
[Print MRB Report...](#)
[Print MRB Label...](#)
[Select CheckList...](#)

REFERENCE ONLY WHEN PRINTED

10-13

11. RMA Accepted - Return to Stock or Vendor

Functional Groups

Accounting, Logistics Technician, Product Line

Process Overview

This process outlines how to handle when a customer sends material back with prior authorization and the RMA is accepted. The process begins with receiving a notification from the customer of their intent to return and ends with AAR either returning the material to stock or to the vendor.

Prerequisites

- Customer order has fully shipped
- Customer has notified AAR of their intent to return the material

Process Steps

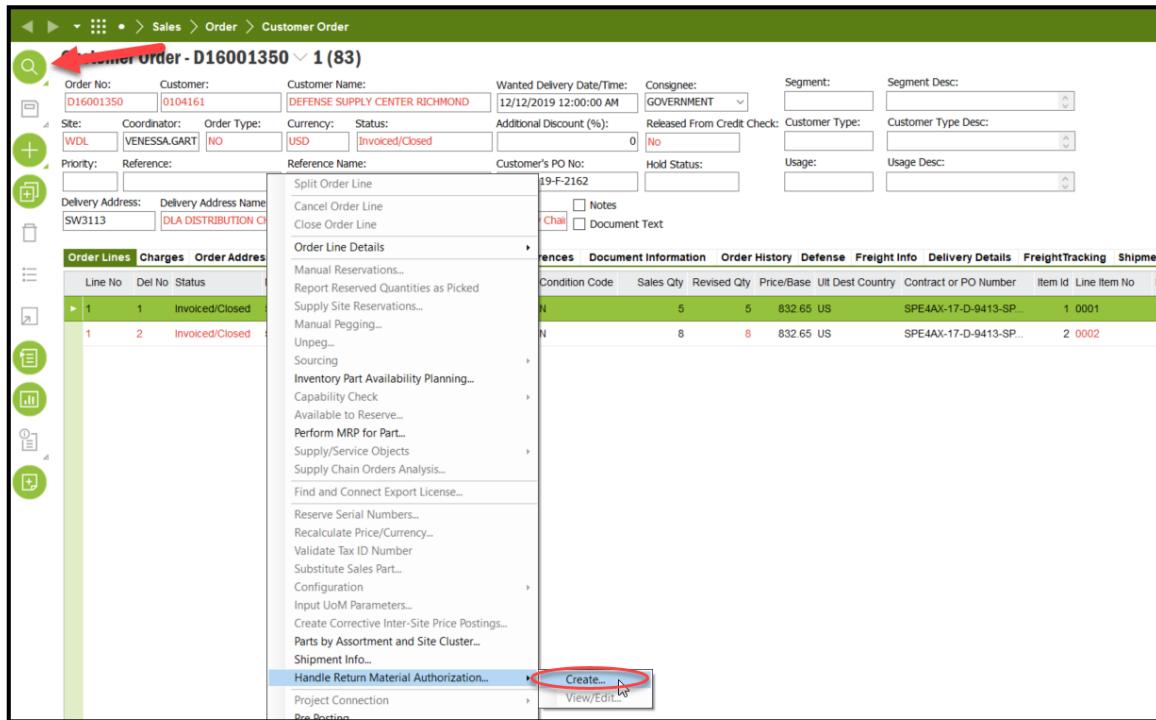
1. Create RMA

Functional Group

Logistics Technician or Product Line

Description

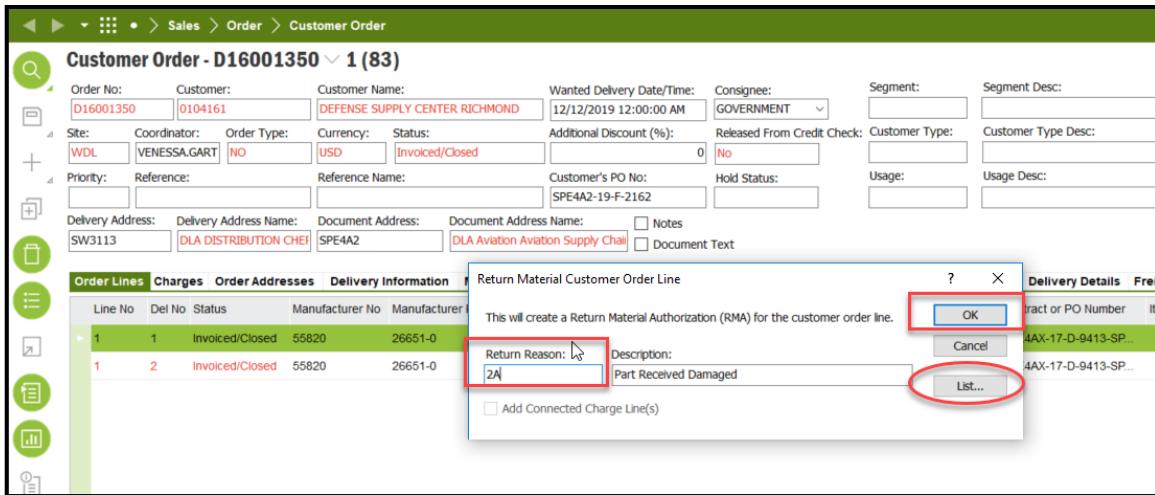
Navigate to *Sales → Order → Customer Order* and use the magnifying glass to search for the customer order in question. Right click on the line the customer is going to be returning and select “Handle Return Material Authorization... → Create...”



In the popup that appears, use the “List...” button to enter a Return Reason.

REFERENCE ONLY WHEN PRINTED

11-1



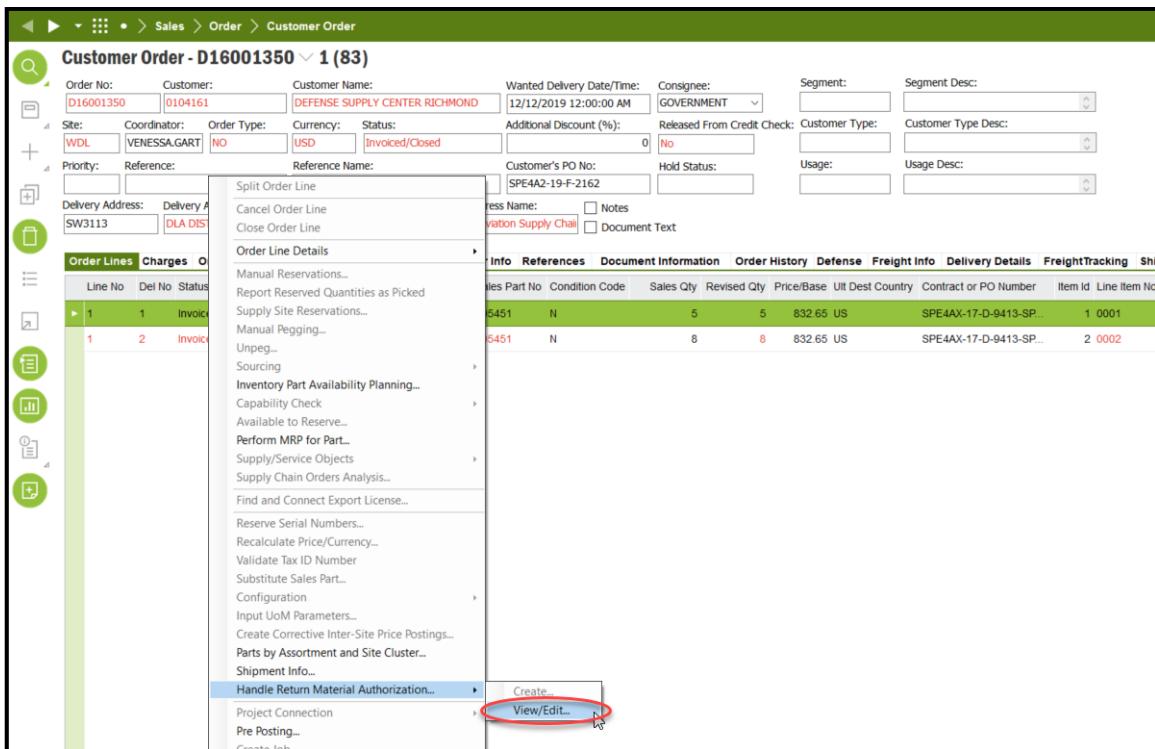
2. Enter Additional Info

Functional Group

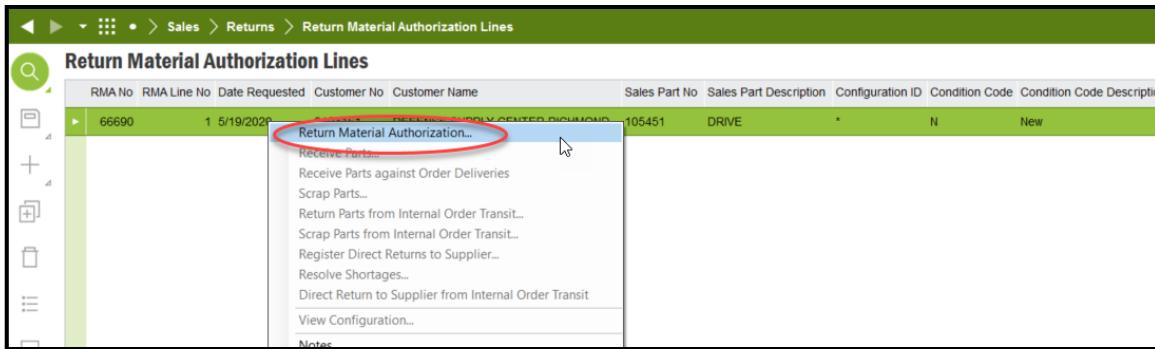
Logistics Technician or Product Line

Description

Right click on the line again and select “Handle Return Material Authorization... → View/Edit...”

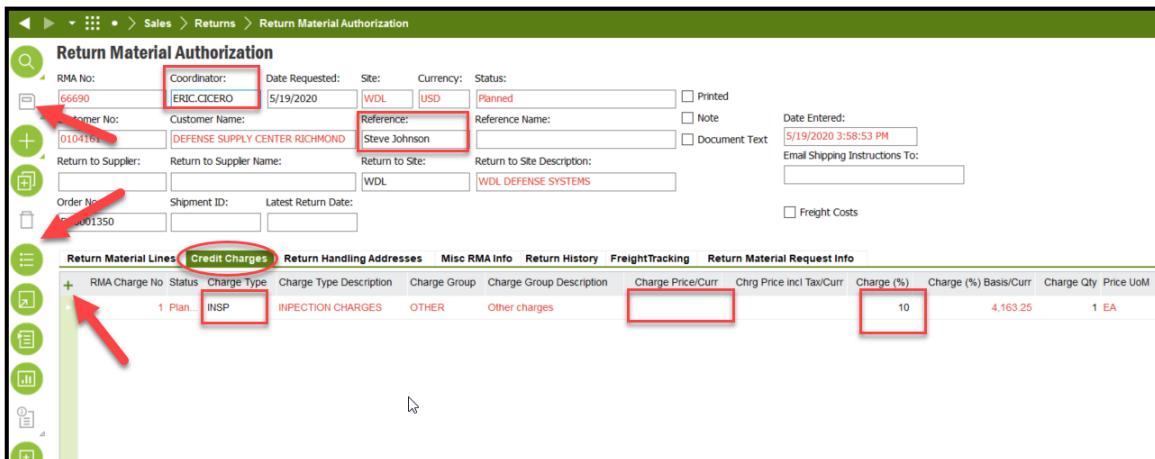


In the following window, right click on the line and select “Return Material Authorization...”



Verify that the information came over correctly and add info as detailed below. Save any changes.

- Coordinator – QC contact responsible for the RMA
- Reference – This should be the customer contact for the return
- Credit Charges – If there are any restocking fees etc. that will be associated with the return, navigate to the Credit Charges tab, click the plus sign in the upper left of the tab and enter the charge information. Then right click on the line and select “Release”.
- Attachments – Click “Attachments” in the black bar at the bottom of the window, then select “Documents” from the options on the left. Scan in any paperwork/correspondence pertinent to the return and use the “New...” button to upload it to the RMA. In the popup that appears, select “RMA” as the Document Class, enter a descriptive title and use the “Browse...” button to locate the file on you wish to attach. Click “Create” to confirm.



3. Complete the Return Material Request Info Tab and Submit for Approval

Functional Group

Logistics Technician or Product Line

Description

Complete Return Material Request Authorization Tab, most fields are self-explanatory concerning their completion.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Note <input type="checkbox"/> Document Text		
0104161	DEFENSE SUPPLY CENTER RICHMOND					
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:			
		WDL	WDL DEFENSE SYSTEMS			
Order No:	Shipment ID:	Latest Return Date:				
D16001619						
<input type="checkbox"/> Is Offsite RMA?						
Return Material Lines Credit Charges Return Handling Addresses Misc RMA Info Return History FreightTracking Return Material Request Info RMA Incoming Inspection						
<p><input type="checkbox"/> . REPLACEMENT ORDER: Check if a Replacement Order Is required to be generated, system does NOT auto generate a new order</p> <p><input type="checkbox"/> .. FREIGHT: Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions</p> <p>Return Detail Instructions: Please provide a return address and vendor RMA number if available If supplier is paying for shipping, then also provide the supplier account # for shipping</p> <p>Return Details:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>						
<p><input type="checkbox"/> NO CREDIT</p> <p><input type="checkbox"/> 1.RETURN TO STOCK</p> <p><input type="checkbox"/> 2.RETURN TO VENDOR RTV PROCESS</p> <p><input type="checkbox"/> 3.WARRANTY REPAIR <input type="checkbox"/> 3a: Return to stock after repair <input type="checkbox"/> 3b: Return to customer after Warranty repair/evaluation</p> <p><input type="checkbox"/> 4.RETURN DENIED <input type="checkbox"/> 4a: Return to customer using original ship to/ship via/other info</p> <p><input type="checkbox"/> 5.INTERNAL RMA <input type="checkbox"/> 5a: Internal - transaction correction (provide new sales quotation if customer # correction) <input type="checkbox"/> 5b: Internal - part related (generate a new customer) Additional Internal RMA Info: Internal RMA's (Per ASC-WDL-PFC-4.14-3 No PL approval required, disposition for Internal RMA's are "Return to Stock")</p> <p><input type="checkbox"/> 6. SEND ON IO FOR SERVICES Send on Inspection Order for Services</p> <p><input type="checkbox"/> 7.SCRAP <input type="checkbox"/> Scrap In-House <input type="checkbox"/> Scrap Off-site</p>						
<p>RMA Status: Planned</p> <p><input type="checkbox"/> Approval Requested</p>						

When completed right click and select “Initiate Approval Process”.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Note <input type="checkbox"/> Document Text		
0104161	DEFENSE SUPPLY CENTER RICHMOND					
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:			
		WDL	WDL DEFENSE SYSTEMS			
Order No:	Shipment ID:	Latest Return Date:				
D16001619						
<input type="checkbox"/> . REPLACEMENT ORDER: Check if a Replacement Order Is required to be generated, system does NOT auto generate a new order <p><input type="checkbox"/> .. FREIGHT: Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions</p> <p>Return Detail Instructions: Please provide a return address and vendor RMA number if available</p> <p>Return Details:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>						
<p><input type="checkbox"/> NO CREDIT</p> <p><input type="checkbox"/> 1.RETURN TO STOCK</p> <p><input type="checkbox"/> 2.RETURN TO VENDOR RTV PROCESS</p> <p><input type="checkbox"/> 3.WARRANTY REPAIR <input type="checkbox"/> 3a: Return to stock after repair <input type="checkbox"/> 3b: Return to customer after Warranty re</p>						
<p>Initiate Approval Process</p> <p>Resubmit Rejected Approval Record</p> <p>Search in Context...</p> <p>Edit</p>						

This will create an approval routing which can be seen in the Attachments section at the bottom of the screen in the “Approval Process” section.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:			Note
0104161	DEFENSE SUPPLY CENTER RICHMOND					Email Shipping Instructions To:
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:			RMA Owner:
		WDL	WDL DEFENSE SYSTEMS			AARX1APP
Order No:	Shipment ID:	Latest Return Date:			Is Offsite RMA?	
D16001619					<input type="checkbox"/>	

Buttons: Return Material Lines, Credit Charges, Return Handling Addresses, Misc RMA Info, Return History, FreightTracking, Return Material Request Info, RMA Incoming In.

REPLACEMENT ORDER: Check if a Replacement Order Is required to be generated, system does NOT auto generate a new order

FREIGHT: Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions

Return Detail Instructions: Please provide a return address and vendor RMA number if available
If supplier is paying for shipping, then also provide the supplier account # for shipping

Return Details:

Documents: (1) Approval Process

Step No Description Person ID Name Group ID Group Description Approval Status Approver Appr.

10 Review and Approve... RMA_APPROVAL RMA Approval Group

Notes can be added as needed to the approval record by selecting the “Note” field, RMB, select “Edit Window...”

Notes: 5b: Internal – part related (generate a new customer)
Additional Internal RMA Info: Internal RMA's (Per ASC-WDL-PFC-4.14-3 No PL approval required, [clicking for Internal RMA's area "Datum in Skrif"](#)

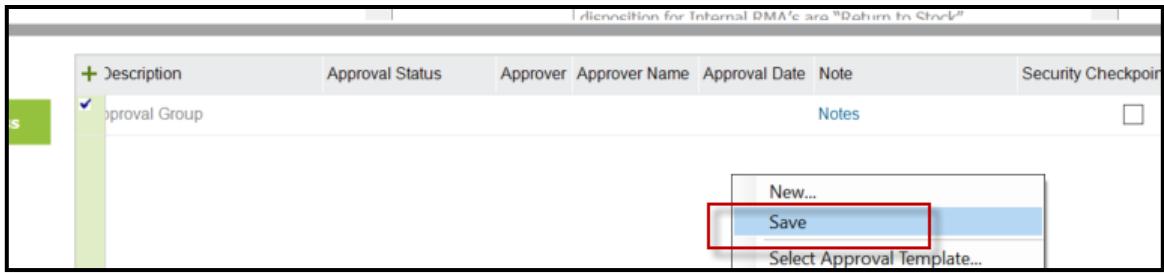
Step No	Description	Person ID	Name	Group ID	Group Description	Approval Status	Approver	Appr.
10	Review and Approve...	RMA_APPROVAL			RMA Approval Group			

Documents: (1) Approval Process

Case

Right-click context menu: Paste, Paste Unformatted, Font, Bullets, Comments, Insert Hyperlink..., Edit Window...

Any changes that need to be saved by RMB in the Approval Process section and selecting Save



Once the approval record has been created, the “Approval Requested” checkbox will also be checked



4. RMA Approval

Functional Group

Management/ Product Line

Description

RMA approval is completed by management or as designated in writing. RMA's that require approval will be displayed in the “RMA Approvals” lobby. Selecting the “Waiting Approval” link will open the RMA's awaiting approval.



Users belonging to the “RMA_APPROVAL” Person Group are the only ones that will be allowed to authorize the RMA approval record.

Document Basic - Person Group 11 (13)

Default Object Access Levels		Quick Object Connect		History Settings		Reason For Issuance																																																	
Document Classes	Formats	Media	Association Category	Approval Template	Document Milestone Template	Access Template	Person Group																																																
Number Counter	Booking List	B2B Doc Classes and Formats																																																					
Group ID:	Group Description:																																																						
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<table border="1"> <thead> <tr> <th>Person ID</th> <th>Name</th> <th>User ID</th> <th>Note</th> <th>Valid From</th> <th>Valid To</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>AARX1APP</td> <td>NEED FOR MIGRATION</td> <td>AARX1APP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DAVID.TOPOLSKI</td> <td>DAVID TOPOLSKI</td> <td>DAVID.TOPOLSKI</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CHRISTOPHER GROSS</td> <td>CHRISTOPHER GR...</td> <td>CHRISTOPHER.GR...</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MARK WALDERBACH</td> <td>MARK WALDERBA...</td> <td>MARK.WALDERBA...</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TIMOTHY.DRISCOLL</td> <td>TIMOTHY DRISCOLL</td> <td>TIMOTHY.DRISCOLL</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Person ID	Name	User ID	Note	Valid From	Valid To			AARX1APP	NEED FOR MIGRATION	AARX1APP						DAVID.TOPOLSKI	DAVID TOPOLSKI	DAVID.TOPOLSKI						CHRISTOPHER GROSS	CHRISTOPHER GR...	CHRISTOPHER.GR...						MARK WALDERBACH	MARK WALDERBA...	MARK.WALDERBA...						TIMOTHY.DRISCOLL	TIMOTHY DRISCOLL	TIMOTHY.DRISCOLL					
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TIMOTHY.DRISCOLL	TIMOTHY DRISCOLL	TIMOTHY.DRISCOLL																																																					

The RMA_APPROVAL group is associated with the template the approval record is based on and is the only step in the approval of an RMA.

Document Basic - Approval Template

Default Object Access Levels		Quick Object Connect		History Settings		Reason For Issuance																	
Number Counter	Booking List	B2B Doc Classes and Formats	Association Category	Approval Template	Document Milestone Template	Access Template	Person Group																
Document Classes	Formats	Media																					
Approval Template:	Description:																						
RMA_APPROV	RMA Approval Template																						
<table border="1"> <thead> <tr> <th>Step No</th> <th>Description</th> <th>Person ID</th> <th>Name</th> <th>Group ID</th> <th>Group Description</th> <th>Security Checkpoint Required</th> <th></th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Review and Approve RMA</td> <td></td> <td></td> <td>RMA_APPROVAL</td> <td>RMA Approval Group</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>								Step No	Description	Person ID	Name	Group ID	Group Description	Security Checkpoint Required		10	Review and Approve RMA			RMA_APPROVAL	RMA Approval Group	<input type="checkbox"/>	
Step No	Description	Person ID	Name	Group ID	Group Description	Security Checkpoint Required																	
10	Review and Approve RMA			RMA_APPROVAL	RMA Approval Group	<input type="checkbox"/>																	

One of the users allowed to approve RMA's will click on the "Waiting Approval" link and open the RMA's to review.

RMA APPROVALS

Waiting Approval	3
Approval Rejected	0
Approved Not Released	0

Review RMA and Return Material Request Info tab.

Return Material Authorization ▾ 2 (3)

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Printed <input type="checkbox"/> Note <input type="checkbox"/> Document Text		
0104161	DEFENSE SUPPLY CENTER RICHMOND					
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:	RMA Owner:		
		WDL	WDL DEFENSE SYSTEMS	AARX1APP		
Order No:	Shipment ID:	Latest Return Date:				<input type="checkbox"/> Is Offsite RMA?
D16001619						

Buttons: Return Material Lines | Credit Charges | Return Handling Addresses | Misc RMA Info | Return History | Freight Tracking | Return Material Request Info | RMA Info

REPLACEMENT ORDER: Check if a Replacement Order is required to be generated, system does NOT auto generate a new order

FREIGHT: Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions

Return Detail Instructions: Please provide a return address and vendor RMA number if available
If supplier is paying for shipping, then also provide the supplier account # for shipping

Return Details:

RMA Status: Planned

Approval Requested

Options:

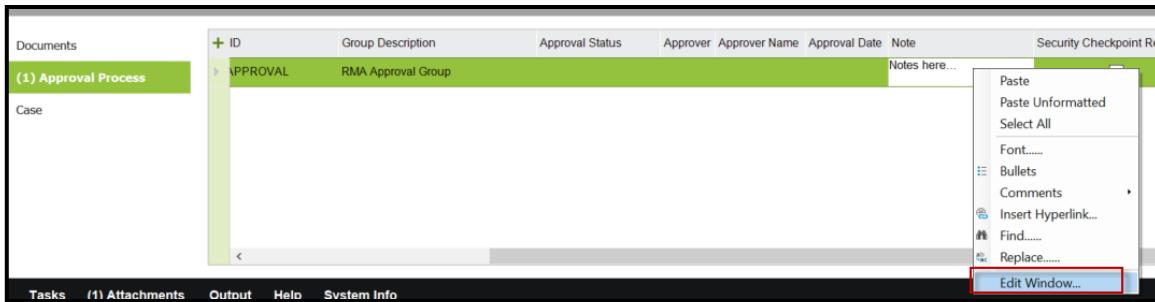
- NO CREDIT
- 1.RETURN TO STOCK
- 2.RETURN TO VENDOR RTV PROCESS
- 3.WARRANTY REPAIR
 - 3a: Return to stock after repair
 - 3b: Return to customer after Warranty repair/evaluation
- 4.RETURN DENIED
 - 4a: Return to customer using original ship to/ship via/other info
- 5.INTERNAL RMA
 - 5a: Internal - transaction correction (provide new sales quotation if customer # correction)
 - 5b: Internal – part related (generate a new customer)
 - Internal RMA's Per ASC-WDL-PFC-4.14-3 No PL approval required, disposition for Internal RMA's are "Return to Stock"
- 6. SEND ON IO FOR SERVICES
 - Send on Inspection Order for Services
- 7.SCRAP
 - Scrap In-House
 - Scrap Off-site

Once the approver has completed the review, to approve the RMA for further processing select the approval line and either RMB and select “Approve” or select the line and select the “Approve” button on the right side of the pane.

Approval Process

Total Net Amt/Base: 5413.54	Total Net Amt/Curr: 5413.54	Tot Tax Amt/Curr: 0.00	Total Gross Amt/Curr: 5413.54									
Total Gross Ind Chrg/Curr: 5413.54												
<input type="checkbox"/> Charges												
Documents	Step No	Description	Person ID	Name	Group ID	Group Description	Approval Status	Approver	Approver Name	Approv I	Approve	Reject
(1) Approval Process	10	Review and Approve...	RMA_APPROVAL	RMA Approv		New... Detach Approve Reject Select Approval Template...						

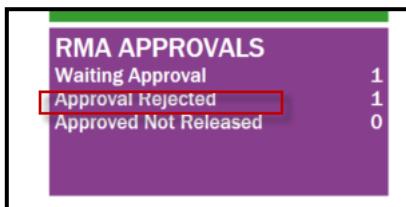
Notes can be added and saved as needed.



If there is an issue, the approver can select the Reject the approval record and have the originator correct the issue. Use the notes field on the approval record to provide details.



Approvals that have been rejected will show up in the “RMA Approvals” lobby. The “Approval Rejected” list item only shows the count and link to those reject approvals for which the user logged in is the RMA owner.



Selecting the link to the “Approval Rejected” link will take the user to the rejected RMA’s. The user will be able to review the notes on the rejected approval line, and make corrections as needed. If the user would like to re-submit the approval again, go to the “Return Material Request Info” tab, RMB, and select “Resubmit Rejected Approval Record”. This will reset the approval and it will show up as one of the items requiring approval in the “RMA Approvals” lobby.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Printed <input type="checkbox"/> Note <input type="checkbox"/> Document Text		
0104161	DEFENSE SUPPLY CENTER RICHMOND					
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:	RMA Owner: AARX1APP		
				<input type="checkbox"/> Is Offsite RMA?		
Order No:	Shipment ID:	Latest Return Date:				
D16001619						

Buttons: **Return Material Lines** **Credit Charges** **Return Handling Addresses** **Misc RMA Info** **Return History** **FreightTracking** **Return Material Request Info** **RMA Incoming**

Checkboxes and dropdowns:

- . REPLACEMENT ORDER: Check if a Replacement Order Is required to be generated, system does NOT auto generate a new order
- .. FREIGHT: Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions
- NO CREDIT
- 1.RETURN TO STOCK
- 2.RETURN TO VENDOR RTV PROCESS
- 3.WARRANTY REPAIR
 - 3a: Return to stock after repair
 - 3b: Return to customer after Warranty repair/evaluation
- 4.RETURN DENIED
 - 4a: Return to customer using original ship to/ship via/other info
- 5.INTERNAL RMA
 - 5a: Internal - transaction correction (provide new sales quotation if customer # correction)
 - 5b: Internal - part related (generate a new customer)

Additional Internal RMA Info:
Internal RMA's (Per ASC-WDL-PFC-4.14-3 No PL approval required, disposition for Internal RMA's are "Return to Stock")
- 6. SEND ON IO FOR SERVICES

Send on Inspection Order for Services
- 7.SCRAP
 - Scrap In-House
 - Scrap Off-site

Buttons: **Submit Rejected Approval Record**

Context menu items (highlighted with a red box):

- Search in Context...
- Edit
- Subscriptions
- Conditional Fields...
- Custom Objects
- Properties

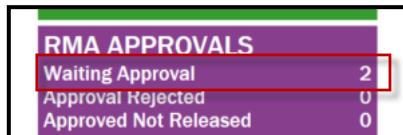
Text fields:

Return Detail Instructions:
Please provide a return address and vendor RMA number if available
If supplier is paying for shipping, then also provide the supplier account # for shipping

Return Details:

RMA Status:
Planned

Approval Requested



An approved record will show up in the user's lobby under the "Approved Not Released" list item.



Clicking on the link will open RMA's that have been approved and are eligible for release.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	<input type="checkbox"/> Printed	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	<input type="checkbox"/> Note	8/26/2020 12:34
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Document Text			Email Shipping Ins
0104161	DEFENSE SUPPLY CENTER RICHMOND						RMA Owner:
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:				RMA 360...
		WDL	WDL DEFENSE SYSTEMS				
Order No:	Shipment ID:	Latest Return Date:					Release
D16001619							Deny
							Cancel

Buttons at the bottom: **Return Material Lines**, **Credit Charges**, **Return Handling Addresses**, **Misc RMA Info**, **Return History**, **Freight Tracking**.

If an RMA is not approved using the approval process and an attempt is made to release the RMA, an error will result.

Return Material Authorization 9 (9)

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	<input type="checkbox"/> Printed	Date
66729	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	<input type="checkbox"/> Note	8/2
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Document Text			Email
0104161	DEFENSE SUPPLY CENTER RICHMOND						RMA
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:				AAI
		WDL	WDL DEFENSE SYSTEMS				
Order No:	Shipment ID:	Latest Return Date:					
D16001540							

Buttons at the bottom: **Return Material Lines**, **Credit Charges**, **Return Handling Addresses**, **Misc RMA Info**, **Return History**, **Freight Tracking**.

A modal dialog box titled "Error - IFS Applications" is displayed, showing the message "Error Message" and "Last RMA approval record must be approved prior to release".

Once the RMA has been released, it will follow its normal process until parts arrive to be received against the RMA.

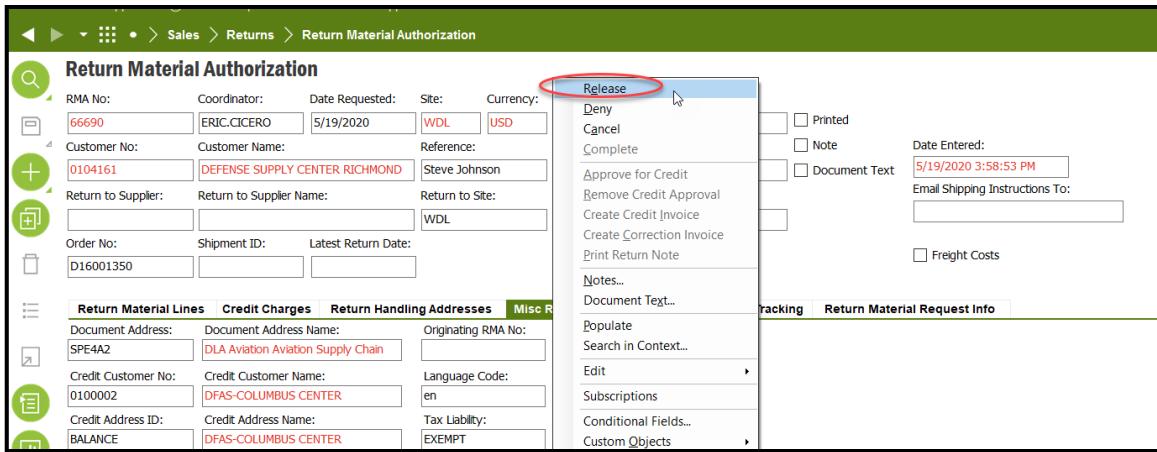
5. Release RMA

Functional Group

Logistics Technician

Description

Verify that all information on the RMA is correct and complete, then right click in the header and select "Release".



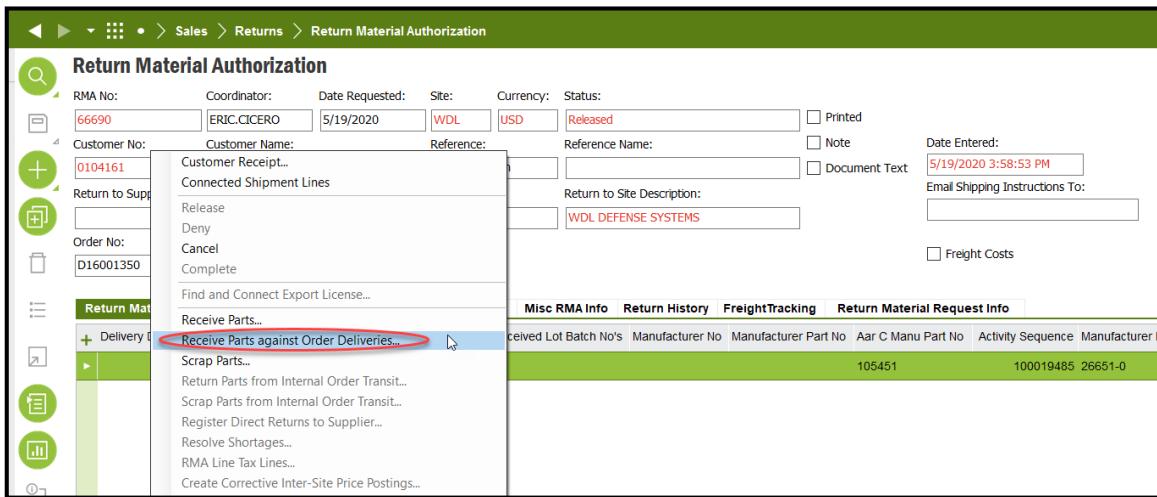
6. Receive Return

Functional Group

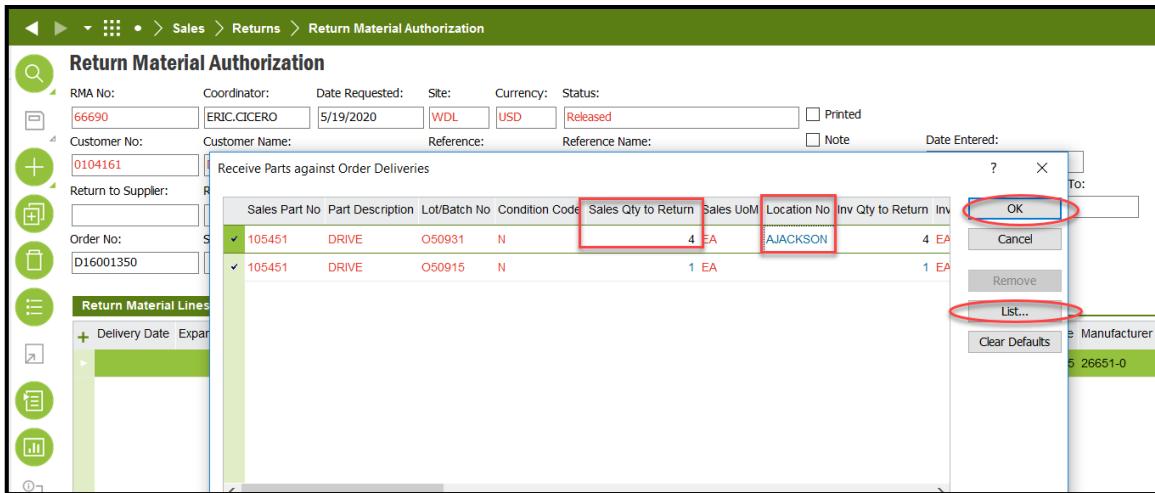
Logistics Technician

Description

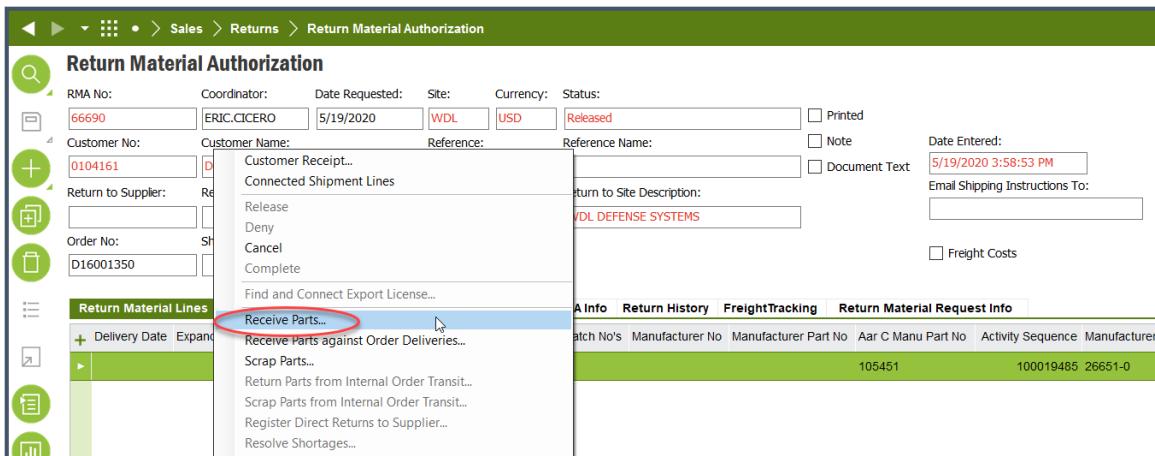
Once the parts arrive back at AAR, right click on the line of the RMA and select “Receive Parts against Order Deliveries...”



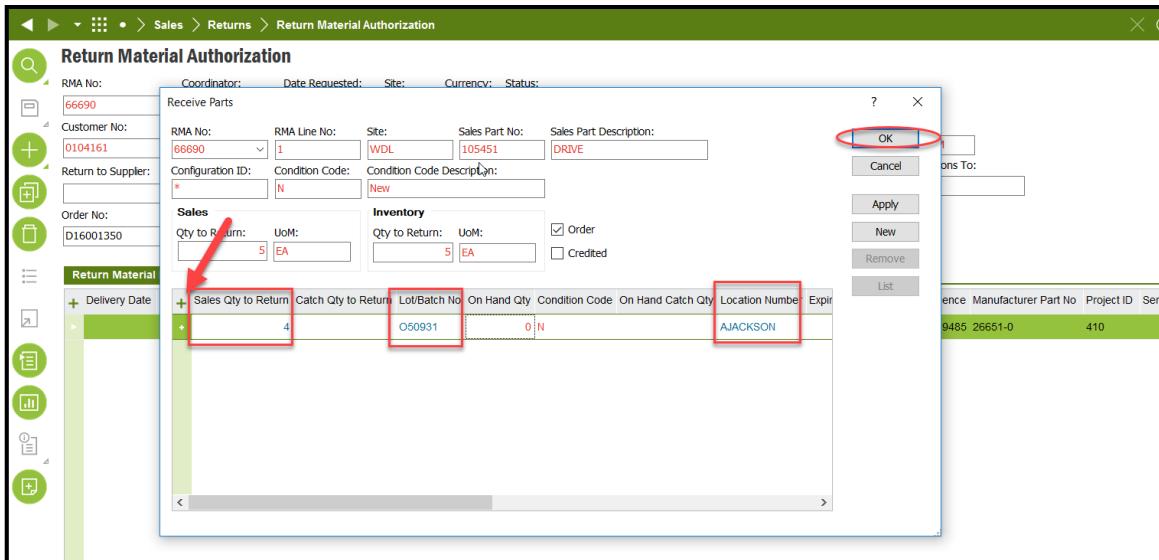
In the popup that appears, select the material that has returned (use paperwork to assist in determination) and enter the quantity that has arrived and the location into which you are receiving the material. Click “OK’ when finished.



If nothing appears in the window, click “Cancel”. Then right click on the line again and select “Receive Parts...”



In the popup that appears click on the plus sign in the window, enter the Sales Qty to Return, the Location Number you are receiving to (use List button as needed to find Location) and the lot/batch # of the part. Click “OK” to confirm.



If the customer returned more than the quantity listed on the RMA, follow the “Receive Misc. Shipment Unknown Source” procedure.

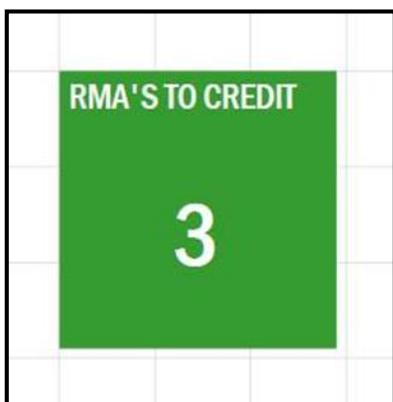
7. Approve for Credit

Functional Group

Accounting

Description

Navigate to the Return Material Authorization or use your RMA's To Credit Lobby Element.



Verify that the credit information on the Misc RMA Info tab is correct, then right click in the Header of the RMA and select Approve for Credit.

Return Material Authorization

RMA No: 66692 Coordinator: ERIKANDERSON Date Requested: 5/19/2020 Site: WDL Currency: USD Status: Released Printed

Customer No: 0104161 Customer Name: DEFENSE SUPPLY CENTER RICHMOND Reference: Reference Name: Note Document Text

Date Entered: 5/19/2020 4:15:19 PM Email Shipping Instructions To:

Return to Supplier: Return to Supplier Name: Return to Site: Return to Site Description:

Order No: Shipment ID: Latest Return Date:

15262929 Freight Costs

Misc RMA Info Tab

- Document Address: BALANCE Document Address Name: DEFENSE SUPPLY CENTER RICHMOND Originating RMA No: Receipt RMA No:
- Credit Customer No: 0100002 Credit Customer Name: DFAS-COLUMBUS CENTER Language Code: en Language: English
- Credit Address ID: SL4701 Credit Address Name: DFAS-COLUMBUS CENTER Tax Liability: EXEMPT Use Price Incl Tax
- Cancellation Reason: Cancellation Reason Description: Case ID: Jnsul Invoice Intrastat Exempt
- Task ID: UNITED STATES

Return Material Authorization

RMA No: 66692 Coordinator: ERIKANDERSON Date Requested: 5/19/2020 Site: WDL Currency: USD Status: Released Printed

Customer No: 0104161 Customer Name: DEFENSE SUPPLY CE Reference: Reference Name: Note Document Text

Date Entered: 5/19/2020 4:15:19 PM Email Shipping Instructions To:

Return to Supplier: Return to Supplier Name: Return to Site Description: WDL DEFENSE SYSTEMS

Order No: Shipment ID: Freight Costs

15262929

Misc RMA Info Tab Context Menu

- Release
- Deny
- Cancel
- Complete
- Approve for Credit**
- Remove Credit Approval
- Create Credit Invoice
- Create Correction Invoice
- Print Return Note
- Notes...
- Document Text...
- Populate
- Search in Context...
- Edit
- Subscriptions
- Conditional Fields...
- Custom Objects

8. Create Credit Invoice

Functional Group

Accounting

Description

Right click in the header of the RMA and select “Create Credit Invoice”.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:
64739	ERIC.CICERO	2/12/2019	WDL	USD	ReturnCompleted
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Printed <input type="checkbox"/> Note <input type="checkbox"/> Document Text	
0123182	WESCO MANUFACTURING	DAVID.BARTON			
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:		
		WDL	WDL DEFENSE SYSTEMS		
Order No:	Shipment ID:	Latest Return Date:			
1328817					

Return Material Lines

RMA Line No	Status	Sales Part No	Sales Part Description	Configura
1	ReturnCompleted	100448	TBG CAP	*

Release

- Deny
- Cancel
- Complete
- Approve for Credit
- Remove Credit Approval
- Create Credit Invoice** (circled)
- Create Correction Invoice

Freight Tracking

Description	Qty to Return	Export License Sta
	20	Approved

9. Print Credit Invoice

Functional Group

Accounting

Description

Navigate to *Sales* → *Invoicing* → *Print Customer Invoices* and click F2 to populate. Locate the credit invoice, right click on the line and select “Print Invoice”. This will push the invoice to Lawson.

Print Customer Invoices

Company	Series ID	Preliminary Invoice No	SBI Ref No	Invoice Status	Invoice Type	Invoice Type Description	Advance/Prepaym Inv
205	PR	52281		Preliminary	CUSTORDCRE	Customer Order Invoice, Credit	<input type="checkbox"/>

Print Invoice (circled)

- E-mail Invoice...
- Send Invoice...
- Printout/Send
- Populate
- Search in Context...

10. Move to Stock or Return to Vendor

Functional Group

Logistics Technician

Description

If Product Line decided just to accept the material back into inventory, put the received parts away and Move Location of the Parts from the Quarantine Location to the correct Location. If they are going to be returned to the vendor, follow the “Return To Vendor for Rework or Credit From Inventory” desktop instruction.

12. Unauthorized RMA - Deny RMA

Functional Groups

Logistics Technician, Order Management, Product Line

Process Overview

This process outlines how to handle when a customer sends material back without prior authorization and the RMA is ultimately denied. The process begins with receiving the product from the customer and goes through shipping it back to the customer.

Prerequisites

- Shipment for customer order was delivered to customer
- Customer returned material without prior authorization
- No RMA exists

Process Steps

1. Create Purchase Order from Unknown Supplier

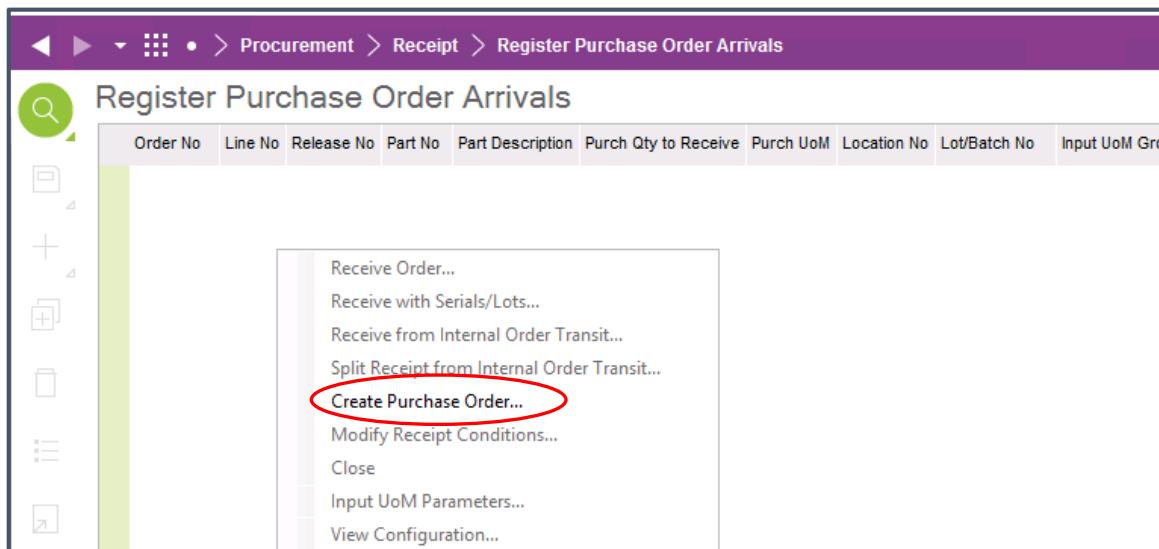
Functional Group

Logistics Technician

Description

After determining that the delivery matches no open PO, navigate to

Procurement → *Receipt* → *Register Purchase Order Arrivals*, right click in the table area and select “Create Purchase Order...”



In the popup that appears, enter the miscellaneous supplier used for unknown shipments as the supplier (consult QC Admin if you do not know which supplier to use), and enter yourself as the

coordinator. Then click the plus sign in the upper level of the tabular area to add a line for the part. Enter the line info as detailed below. Click “OK” when finished.

- Part No – The IFS part number for the part received. If there are no markings/paperwork to identify, use the MISC part number (consult QC Admin if you do not know which part number to use)
- Condition Code – Enter the Condition Code for the part
- Invent Qty – Enter the quantity received

It is possible that you will get an error when entering the part number stating that the supplier does not exist for the part. If this happens, cancel the PO creation and then create a call center case and assign to product line asking them to create the supplier for purchase part. See the call center desktop instructions for details on how to make a case.

The 'Create Purchase Order' dialog box is shown in two states:

Top Screenshot (Successful Creation):

- Supplier:** 1 (highlighted with a red box)
- Coordinator:** MARK.WALDERB (highlighted with a red box)
- Part No:** 100027 (highlighted with a red box)
- Condition Code:** N (highlighted with a red box)
- Invent Qty:** 100 (highlighted with a red box)
- Unit of Measure:** EA

Bottom Screenshot (Error Message):

An error message dialog box is displayed:

Error Message

Supplier 15 does not exist for part 111055 in site WDL

2. Release Purchase Order (If Required)

Functional Group

Logistics Technician

Description

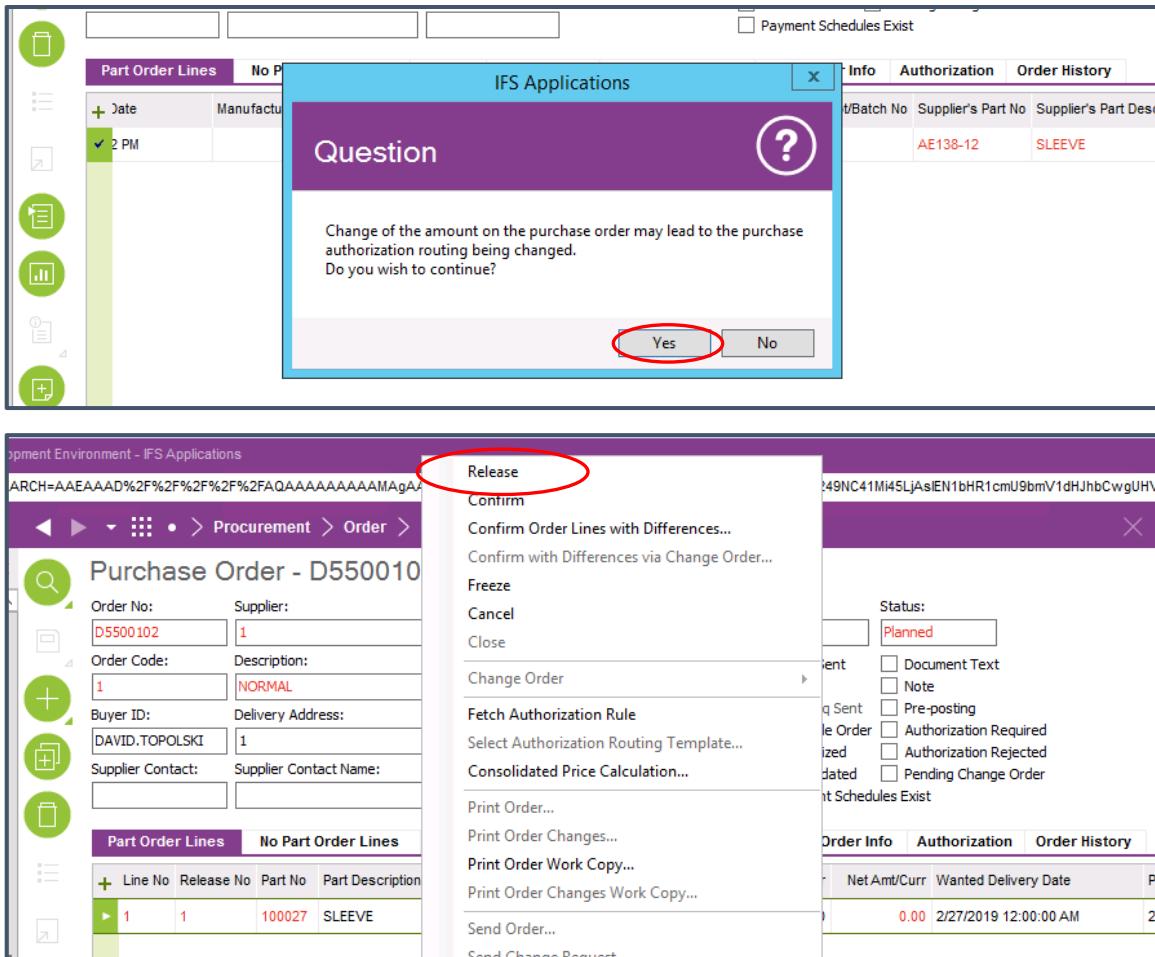
If there is no list price recorded for the part, the new PO will appear on the Register Purchase Order Arrivals screen. If not, then the price will be defaulted onto the line, which will trigger an approval routing. To get around this you need to go to *Procurement* → *Order* → *Purchase Order* and use the magnifying glass to search for the PO. Search using the following criteria:

- Status = “Planned”
- Coordinator = Yourself

The screenshot shows a search interface for purchase orders. The 'Status' field is set to 'Planned' and the 'Coordinator' field is set to 'MARK.WALDERBACH', both of which are highlighted with red boxes.

Change the price on the line to 0 and save. A Question window will pop up as shown below...Click “OK” Then right click in the header and select “Release”.

The screenshot shows the purchase order details for order number D5500102. The price field in the part order line is highlighted with a red box.



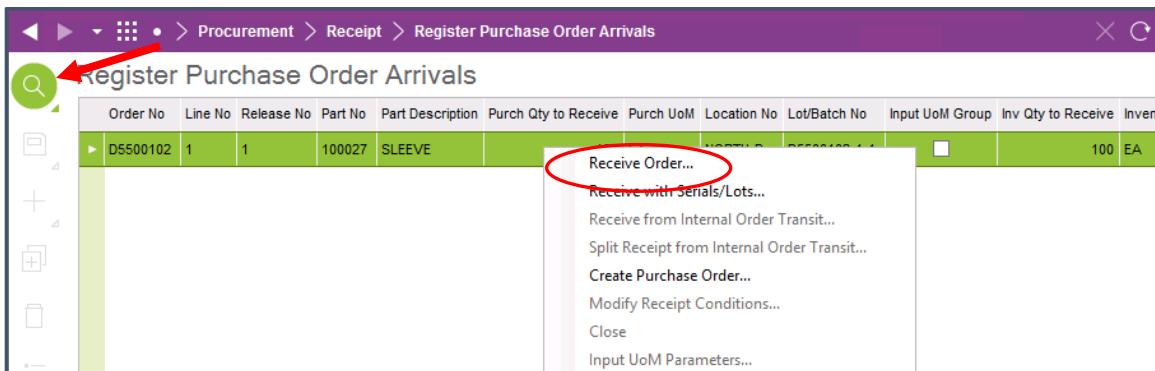
3. Register Purchase Order Arrival

Functional Group

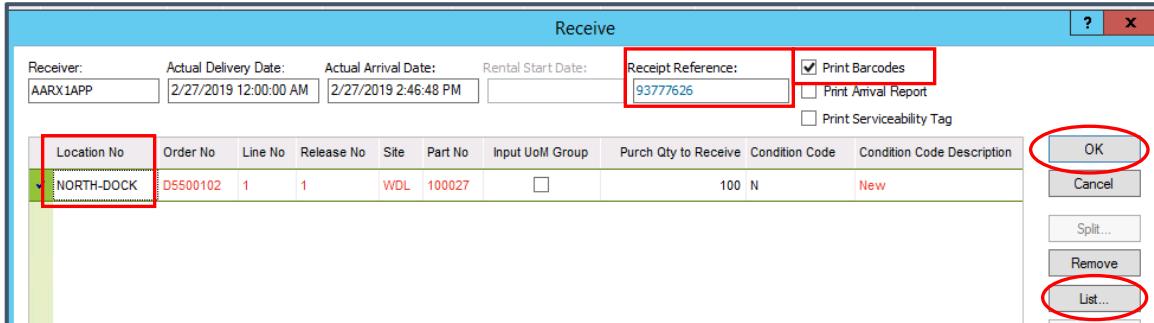
Logistics Technician

Description

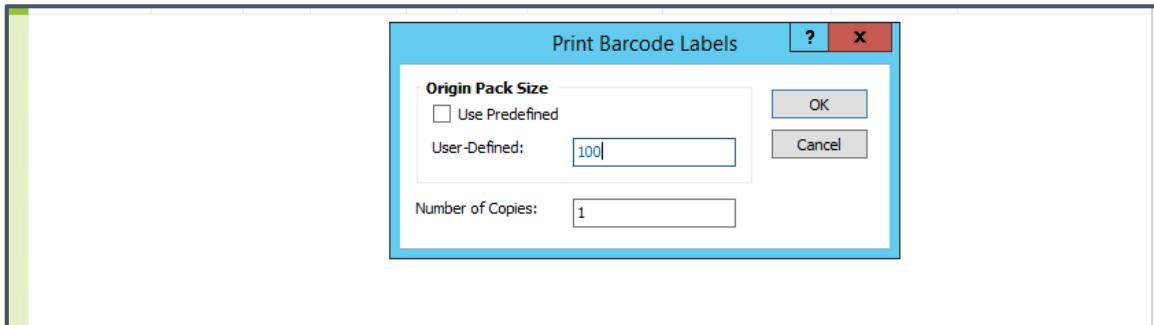
If you had to manually release the PO, note the PO number and use the magnifying glass to search for the PO. Right click on the line and select “Receive Order...”



If waybill paperwork arrived with the delivery, enter the waybill # in the “Receipt Reference” field. Then enter the location it is being stored in in the “Location No” field (use “List...” button if required) and make sure the “Print Barcodes” checkbox is selected. Click “OK” to confirm.



In the popup called “Print Barcode Labels”, uncheck the “Use Predefined” checkbox and enter the quantity by which the item will be tagged. For example, in this PO, the entire original quantity will have one tag, so the quantity should be 100 in the User-Defined field. If you were going to move these and store as 50pcs each the User-Defined would be entered as 50. Click “OK”



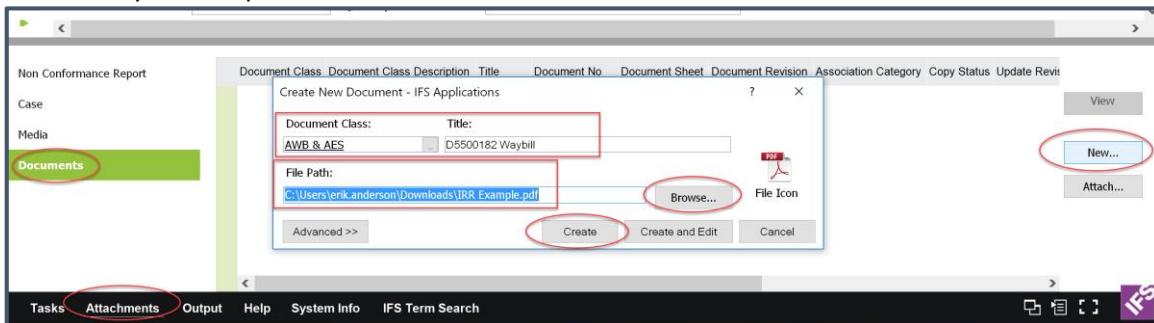
4. Scan Documents to Receipt

Functional Group

Logistics Technician

Description

If any paperwork arrived with the delivery, scan it into the Purchase Order Receipt. To do this, scan the paperwork and save it on your computer. Then click “Attachments” in the black bar on the bottom of the window, select “Documents” from the left and then click “New...” on the right. Select the appropriate Document Class, enter a title, and then use the “Browse...” button to find the file on your computer.



REFERENCE ONLY WHEN PRINTED

12-5

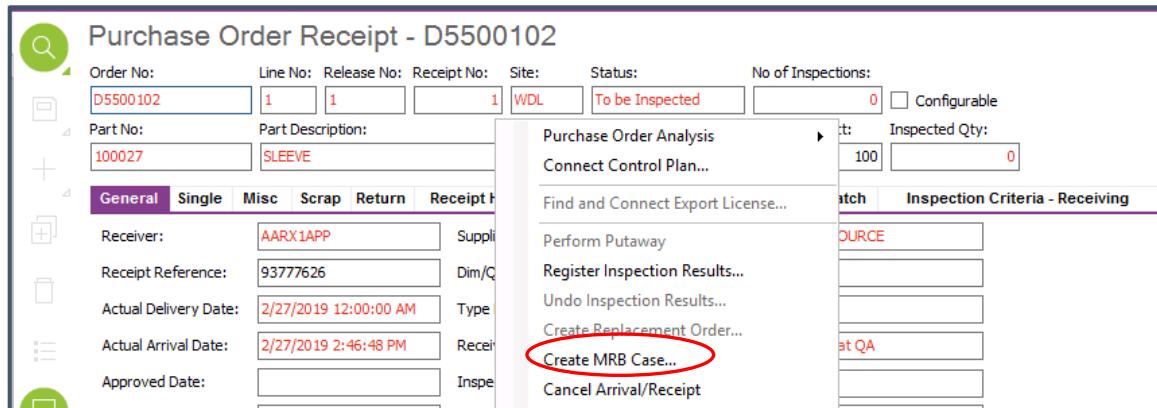
5. Create MRB

Functional Group

Logistics Technician

Description

Navigate to *Procurement → Receipt → Purchase Order Receipt*, use the magnifying glass to search for the PO, right click in the header and select “Create MRB Case...”



In the popup that appears, enter the appropriate code in the Nonconform Field (use list button for list of values if needed) Click “OK” to confirm.

MRB Quantity	Remaining Lot/Batch Qty	Serial No	Lot/Batch No	Configuration ID	Revision No	Activity Sequence	W/D/R No
100	*		D5500102-1-1	*	1	0	*

Now move the items to quarantine. Go to the Single tab, right click on the line and select “Move to One Location...” Enter an MRB location in the “To Location Number” (use “List...” button if needed).

Purchase Order Receipt - D5500102

Order No:	Line No:	Release No:	Receipt No:	Site:	Status:	No of Inspections:	<input type="checkbox"/> Configurable
D5500102	1	1	1	WDL	To be Inspected	0	
Part No:	Part Description:	Arrived Qty:	Purch UoM:	Qty to Inspect:	Inspected Qty:		
100027	SLEEVE	100	EA	100	0		

General Single Misc Scrap Return Receipt History Control Plan MRB Cases Lot Batch Inspection Criteria - Receiving

Arrived Purch Qty	Inv Qty Arrived	Arrived Catch Qty	Location No	Warehouse	Bay	Row	Tier	Bin	Lot/Batch No	Serial No	Cured Date	Condition Cod
			NORTH-D...	NORTH-D...	-	-	-	-	D5500102-...	*		N

Move to One Location...
Move to Multiple Locations...
Perform Putaway
Split into Serials...

Move Purchase Order Receipt - 100027 SLEEVE

Order No:	Line No:	Rel No:	Receipt No:	Site:	No of Inspections:	?	X			
D5500102	1	1	1	WDL						
Part No:	Part Description:	Arrived:	To Move:	Purch UoM:	OK	Cancel				
100027	SLEEVE	100	100	EA						
To Location Number:	MRB-CART-1	Arrived:	To Move:	Inv UoM:						
Part Rev :	Eng Rev :	Arrived:	To Move:	Catch UoM:						
1		0	0							
Project ID:	Activity Sequence:	Purchase Qty to Move Inv Qty to Move Catch Qty to Move Location No Warehouse Bay Row Tier Bin Lot/Batch No Serial								
		100	100	NORTH-DOCK	NORTH-DOCK	-	-	-	D5500102-1-1	*

Print Serviceability Tag

OK Cancel Remove View Conf... List...

6. Assign Task (If Required)

Functional Group

Logistics Technician

Description

MRB's are automatically routed to the correct product line based off of the manufacturer ID and project associated with the material. If you need input from a non-product line source (e.g. contracts) go to the Task Log tab, click the plus sign in the upper left of the tab and enter info as follows. Click save to confirm.

- Task No – Enter a task number for the line
- Task Description – Enter a description of what needs to be done
- Assignee or Queue – Using the list of values button enter the User ID of the person you are assigning the task to, or the queue the task should be handled by.

The screenshot shows the 'MRB Case' screen with several input fields and a task log table.

Case ID:	MRB Case Description:	Part No:	Part Description:	Site:	Lot Batch No:
34	MRB for Supplier 1 / Part 100027	100027	SLEEVE	WDL	D5500102-1-1
Nonconformance:	Nonconformance Description:	Coordinator:	Qty to Disposition:	Qty Dispositioned:	Case Status:
A01	(A) ARC (01) Typographical error/O	ERWIN.ARIZO	100	0	In Process
Source:	Order No:	Line No:	Release No:	Receipt No:	
Purchase Order Receipt	D5500102	1	1	1	

Below the table are several green circular icons with symbols: magnifying glass, square, plus, minus, etc. To the right of these icons are tabs: Details, Checklist, Inspection, Disposition, Part Details, History Log, and Task Log. The Task Log tab is highlighted with a red circle and a red arrow pointing to it from the left.

The Task Log table has columns: Task No, Task Description, Queue, Assignee, Created By, Modified By, Owner, and Status. One row is highlighted with a red box, showing Task No 1 and Task Description 'I don't know where this came from. Please help!'. The Queue column shows 'PRODUCT LINE - 408 EATON'.

7. Determine Lot/Batch Number

Functional Group

Logistics Technician or Product Line

Description

Navigate to MRB or use your Open MRB's Lobby Element. Select which MRB you wish to update and right mouse to MRB Case.

The screenshot shows a dark overlay window titled 'OPEN MRB'S' containing a list of MRB cases.

MRB NO.	DESCRIPTION	CREATED	STATE
11	MRB for Supplier 97526 / Part 100027	1/23/2019	In Process
12	MRB for Supplier 97526 / Part 100027	1/23/2019	In Process
2	MRB for Supplier 76920 / Part 100735	11/19/2018	In Process
27	MRB for Supplier 1 / Part 100027	2/6/2019	In Process
3	MRB for Supplier 97526 / Part 100057	11/28/2018	Planned

At the bottom of the window, there are navigation links: 1, 2, >.

Upon receiving the material, it must be determined what lot/batch was returned. Ideally, the customer would have included all the paperwork that accompanied the material, in which case the lot/batch can be found there. If not, navigate to *Inventory* → *Transaction History* → *Inventory Transaction History* and use the magnifying glass to search for the order number (if the order number is not included with what came back with the material, have Product Line reach out to the customer to get the order number). Can also narrow down search to Transaction Code: OESHIP.

Inventory > Transaction History > Inventory Transaction History

Search - Inventory Transaction History 233607

Search - Inventory Transaction History 233607

Saved Searches: [Previous Search]

Show all fields

Transaction ID:

Part No:

Transaction Code: **OESHIP**

Lot/Batch No:

Order No: **D16000017**

Use the information returned by the search (part, quantity, serial number, etc.) to match the material to a particular transaction. The lot/batch is listed on that transaction.

Inventory Transaction History : 233607

Transaction ID: **233607**

Transaction Code: **OESHIP** Ship Inventory Parts

Part No: **100027** SLEEVE

Site: WDL WDL DEFENSE SYSTEMS

Inventory Cost: 21.00 Created: 1/23/2019 1:59:15 PM

Miscellaneous Cost: 0.00 Applied: 1/23/2019

Total Cost: 21.00

General **Accounting** **Cost Detail**

Location	Details
Location No: 69374	Quantity: 100 EA
Bin: SHIPHOLDD2	Catch Qty: <input type="text"/>
Location Type: Shipment	Cost/Unit: 0.21
Location Group: SHIPC Shipment Clerks	Expiration Date: <input type="text"/>
Tracing	Ownership
Lot/Batch No: D5500061-1-1	Project ID: 408
Serial No: <input type="text"/>	Activity Sequence: 100001372
W/D/R No: <input type="text"/> Rev: 1	Ownership: Company Owned
Condition Code: N New	Owner: <input type="text"/>
Configuration ID: <input type="text"/>	Owner Name: <input type="text"/>
Source	Previous Ownership: <input type="text"/>
Order No: D16000017	Previous Owner: <input type="text"/>
Order Type: Customer Order	Previous Owner Name: <input type="text"/>

8. Process Denied RMA.

Functional Group

Logistics Technician or Product Line

Description

A determination of RMA Denied from the customer has been made.

9. Disposition MRB

Functional Group

Logistics Technician or Product Line

Description

Navigate to the MRB Case for the Return. Quality Management->Material Review Board->Case->MRB Case. Search for the Case ID.

Search - MRB Case

Saved Searches: [Previous Search]

Keywords:

Show all fields

Case ID: Case Status:

On the Disposition Tab, select the plus sign in the upper left of the box to add a new line. Enter Disposition Code 18 to accept the Customer Return or enter Disposition Code 19 to deny the Customer Return (or use List of values button if needed). Select the plus sign in the upper left of the lower box labeled Disposition Parts to add a new line. Enter the Lot/Batch No (or use the List of values button if needed). Click Save when finished.

MRB Case

Case ID: 34 MRB Case Description: Part No: Part Description: Site: Lot Batch No:
MRB for Supplier 1 / Part 100027 100027 SLEEVE WDL D5500102-1-1

Nonconformance: Nonconformance Description: Coordinator: Qty to Disposition: Qty Dispositioned: Case Status:
A01 (A) ARC (01) Typographical error/Or ERWYN.ARIZO 100 0 In Process

Source: Order No: Line No: Release No: Receipt No:
Purchase Order Receipt D5500102 1 1 1

Disposition

Disposition No	Disposition Code	Disposition Description	Disposition Quantity	Disposition Complete	Creation Date	Created By	Completion Date	Action Complete
	18	CUSTOMER RMA	0	<input type="checkbox"/>				

Disposition Parts

Serial No	Lot/Batch No	W/D/R Number	Configuration ID	Revision No	Activity Seq	Quantity
*	D5500102-1-1	*	1	0	100	

Include customer order information in Disposition Note field on the Details tab as needed. Click Save. On the Disposition Tab, check the “disposition complete” checkbox. Click Save when finished.

Details	Checklist	Inspection	Disposition	Part Details	History Log	Task Log
Creation Date: <input type="text" value="2/27/2019 3:09:04 PM"/> Completion Date: <input type="text"/> MRB Status Changed: <input type="text" value="2/27/2019 3:09:04 PM"/>	Created By: <input type="text" value="AARX1APP"/> Action Comple: <input type="text"/> <input type="checkbox"/> Checklist Complete <input checked="" type="checkbox"/> Inspection Complete					
Notes: <div style="border: 1px solid #ccc; padding: 5px;"> Customer Order D5500102; Supplier Eaton Spoke with David at Customer to get order info </div>						

MRB Case

Save (F12)	Case ID:	MRB Case Description:	Part No:	Part Description:	Site:																	
<input type="button" value="Save"/>	34	MRB for Supplier 1 / Part 100027	100027	SLEEVE	WDL																	
<input type="button" value="New"/>	A01	Nonconformance Description: (A) ARC (01) Typographical error/Or	Coordinator: ERWYN.ARIZO	Qty to Disposition: 100	Qty Dispositioned: 0																	
<input type="button" value="Edit"/>	Source: Purchase Order Receipt	Order No: D5500102	Line No: 1	Release No: 1	Receipt No: 1																	
<input type="button" value="Delete"/>																						
Disposition	Part Details	History Log	Task Log																			
<table border="1"> <thead> <tr> <th>Disposition No</th> <th>Disposition Code</th> <th>Disposition Description</th> <th>Disposition Quantity</th> <th>Disposition Complete</th> <th>Creation Date</th> <th>Created By</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>18</td> <td>CUSTOMER RMA</td> <td>100</td> <td><input checked="" type="checkbox"/></td> <td>2/27/2019</td> <td>AARX1APP</td> <td>2/27/2019</td> </tr> </tbody> </table>							Disposition No	Disposition Code	Disposition Description	Disposition Quantity	Disposition Complete	Creation Date	Created By	Completion Date	1	18	CUSTOMER RMA	100	<input checked="" type="checkbox"/>	2/27/2019	AARX1APP	2/27/2019
Disposition No	Disposition Code	Disposition Description	Disposition Quantity	Disposition Complete	Creation Date	Created By	Completion Date															
1	18	CUSTOMER RMA	100	<input checked="" type="checkbox"/>	2/27/2019	AARX1APP	2/27/2019															

Once saved you will notice the Qty Dispositioned change from 0 to the Qty that was returned.

MRB Case

Save (F12)	Case ID:	MRB Case Description:	Part No:	Part Description:	Site:																	
<input type="button" value="Save"/>	34	MRB for Supplier 1 / Part 100027	100027	SLEEVE	WDL																	
<input type="button" value="New"/>	A01	Nonconformance Description: (A) ARC (01) Typographical error/Or	Coordinator: ERWYN.ARIZO	Qty to Disposition: 100	Qty Dispositioned: 100																	
<input type="button" value="Edit"/>	Source: Purchase Order Receipt	Order No: D5500102	Line No: 1	Release No: 1	Receipt No: 1																	
<input type="button" value="Delete"/>																						
Disposition	Part Details	History Log	Task Log																			
<table border="1"> <thead> <tr> <th>Disposition No</th> <th>Disposition Code</th> <th>Disposition Description</th> <th>Disposition Quantity</th> <th>Disposition Complete</th> <th>Creation Date</th> <th>Created By</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>18</td> <td>CUSTOMER RMA</td> <td>100</td> <td><input checked="" type="checkbox"/></td> <td>2/27/2019</td> <td>AARX1APP</td> <td>2/27/2019</td> </tr> </tbody> </table>							Disposition No	Disposition Code	Disposition Description	Disposition Quantity	Disposition Complete	Creation Date	Created By	Completion Date	1	18	CUSTOMER RMA	100	<input checked="" type="checkbox"/>	2/27/2019	AARX1APP	2/27/2019
Disposition No	Disposition Code	Disposition Description	Disposition Quantity	Disposition Complete	Creation Date	Created By	Completion Date															
1	18	CUSTOMER RMA	100	<input checked="" type="checkbox"/>	2/27/2019	AARX1APP	2/27/2019															

On the Task Log tab Right mouse on the Task and select Complete. You will then receive a popup message stating operation performed successfully.

The screenshot shows the 'MRB Case' screen. At the top, there are fields for Case ID (34), MRB Case Description (MRB for Supplier 1 / Part 100027), Part No. (100027), Part Description (SLEEVE), Site (WDL), and Lot Batch No (D5500102-1). Below these are fields for Nonconformance (A01), Nonconformance Description ((A) ARC (01) Typographical error/Or), Coordinator (ERWYN.ARIZO), Qty to Disposition (100), Qty Dispositioned (100), and Case Status (In Process). Further down are Source (Purchase Order Receipt), Order No. (D5500102), Line No. (1), Release No. (1), and Receipt No. (1). A navigation bar at the bottom includes Details, Checklist, Inspection, Disposition, Part Details, History Log, and Task Log. The Task Log tab is selected, showing a table with columns: Task No, Task Description, Queue, Assignee, Created By, Modified By, Owner, Status, Created, and Modified. One row in the table has 'Task No' as '+', 'Task Description' as 'Accept/Take Ownership Complete', 'Queue' as 'from: Please help! PRODUCT LINE - 408 EATON', 'Assignee' as 'AARX1A...', 'Created By' as 'AARX1APP', 'Modified By' as 'AARX1APP', 'Owner' as 'Com...', 'Status' as '2/27/2...', 'Created' as '2/27/2...', and 'Modified' as '2/27/2...'. The 'Complete' option in the dropdown menu is circled in red.

10. Reassign to Product Line (If Required)

Functional Group

Logistics Technician

Description

If you need further product line review, create a task in the task log as described in step 6.

11. Create Zero Dollar Customer Order

Functional Group

Order Management

Description

Create a customer order to send the material back on. Enter the Customer to return material to, Coordinator as yourself entering the order. Use Order Type “DNY” and enter “RMA # [RMA number]” as the customer PO # (e.g. “RMA # 45”). Be sure that the Delivery address for the return is the correct address that is brought in automatically. If it is not correct use the list of values to change to the correct address. Save the header when finished.

The screenshot shows the 'Customer Order' screen under 'Sales > Order > Customer Order'. The 'Customer Order' section includes fields for Order No (0100002), Customer (DFAS-COLUMBUS CENTER), Customer Name (DFAS-COLUMBUS CENTER), Wanted Delivery Date/Time (empty), Consignee (empty), Site (WDL), Coordinator (MARK.WALDER), Order Type (DNY), Currency (USD), Status (empty), Additional Discount (%), Released From Credit Check (empty), Priority (empty), Reference (empty), Reference Name (empty), Customer's PO No (RMA # 63370), Delivery Address (HQ0303), Delivery Address Name (DFAS-COLUMBUS CENTER), Document Address (BALANCE), Document Address Name (DFAS-COLUMBUS CENTER), Notes (unchecked), and Document Text (unchecked). Below this is a table with tabs for Order Lines, Charges, Order Addresses, Delivery Information, Misc Order Info, References, Document Information, and Order. The Order Lines tab is selected, showing columns for Line No, Del No, Status, Supply Code, Sales Part No, Sales Qty, Pegged Qty, Description, and Order.

Enter the line with a Price = \$0. Ult Dest Country is required to be entered as well. Click save when finished.

Customer Order - D16000098

<input type="button" value=""/>	Order No:	Customer:	Customer Name:	Wanted Delivery Date/Time:	Consignee:							
	D16000098	0100002	DFAS-COLUMBUS CENTER	3/5/2019 12:00:00 AM	<input type="button" value=""/>							
<input type="button" value=""/>	Site:	Coordinator:	Order Type:	Currency:	Status:	Additional Discount (%):	Released From Credit Check:					
	WDL	MARK.WALDER	DNY	USD	Planned	0	No					
<input type="button" value=""/>	Priority:	Reference:	Reference Name:	Customer's PO No:								
				RMA # 63370								
<input type="button" value=""/>	Delivery Address:	Delivery Address Name:	Document Address:	Document Address Name:	<input type="checkbox"/> Notes							
	HQ0251	DFAS-COLUMBUS CENTER	BALANCE	DFAS-COLUMBUS CENTER	<input type="checkbox"/> Document Text							
<input type="button" value=""/>	Order Lines											
	Charges	Order Addresses	Delivery Information	Misc Order Info	References	Document Information	Order History	Defense	Freight Info	Del		
	Line No	Del No	Status	Supply Code	Sales Part No	Sales Qty	Pegged Qty	Description	Order Ref 1	Order Ref 2	Order Ref 3	Price/Curr
	+ 1		Invent Order		100027	100		SLEEVE				0.00

12. Peg Material to Customer Order

Functional Group

Logistics Technician or Product Line

Description

Peg the unknown source PO to the customer order line. Highlight the line, right mouse button and select Manual Pegging.

 Manual Reservations... Report Reserved Quantities as Picked Supply Site Reservations... Manual Pegging... (highlighted with a red circle) Unpeg... Sourcing Inventory Part Availability Planning... Capability Check Available to Reserve... Perform MRP for Part... Supply/Service Objects Supply Chain Orders Analysis... Find and Connect Export License... Reserve Serial Numbers...	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> S CENTER Wanted Delivery Date/Time: 3/5/2019 12:00:00 AM </div> <div style="display: flex; justify-content: space-between;"> Status: Planned Additional Discount (%): 0 Consignee: </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Released From Credit Check: No </div> <div style="margin-top: 20px;"> <p>Customer's PO No: RMA # 63370</p> <p>Document Address Name: DFAS-COLUMBUS CENTER <input type="checkbox"/> Notes <input type="checkbox"/> Document Text</p> </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Information Misc Order Info References Document Information Order </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 3px double black; margin-top: 10px;"> Sales Part No: 100027 Sales Qty: 100 Pegged Qty: 0 Description: SLEEVE Order </div>
--	--

In the Manual Pegging screen, look for the PO of the unknown source and quantity. Enter the quantity in the Pegged Qty column next to that PO line.

Manual Pegging of Customer Order Line

Order No:	Line No:	Del No:	Site:	Status:	Customer No:	Customer Name:
D16000098	1	1	WDL	Released	0100002	DFAS-COLUMBUS CEI
Inventory Part No:	Description:			Configuration ID:	Inv UoM:	
100027	SLEEVE			*	EA	
Pegged Qty:	Remaining Qty to Peg:			Inventory Qty:	Condition Code:	
0	100			100	N	
Planned Delivery Date:	Promised Delivery Date:			Planned Ship Date/Time:	Planner:	
3/6/2019 12:00:00 AM	3/6/2019 12:00:00 AM			3/6/2019 12:00:00 AM	*	
Ownership:	Owner:			Owning Customer Name:		
Company Owned						

Purch Order **Shop Order**

Pegged Qty	Available Qty to Peg	Total Pegged Qty	Qty	Order No	Line No	Release No	Status	Planned Delivery Date	Planned Receipt Date	Ownership	Owner	Owning Customer Name	Revisi
5	0	5	D5500050	1	1		Released	1/3/2019	1/3/2019	Company Owned			1
5	0	5	D5500052	1	1		Released	1/3/2019	1/3/2019	Company Owned			1
4	0	13	D5500083	1	1		Received	1/23/2019	1/23/2019	Company Owned			1
0	0	10	D5500062	1	1		Received	1/23/2019	1/23/2019	Company Owned			1
10	0	10	D5500055	1	2		Released	2/19/2019	2/19/2019	Company Owned			1
10	0	10	D5500055	1	1		Released	2/19/2019	2/19/2019	Company Owned			1
100	0	100	D5500106	1	1		Released	3/5/2019	3/5/2019	Company Owned			1

13. Close MRB

Functional Group

Logistics Technician

Description

You will know that you have MRB cases to close from your Lobby screen. Similar to the example below. Navigate to the MRB Cases by clicking on the button. This will list all of the open MRB Cases needing Quality's action.



Select the MRB to see what Product Line's disposition is to either Accept or Deny the return. Act accordingly by continuing to follow these instructions or go to Deny instructions. Right click → Complete

MRB Case

Case ID:	34	MRB Case Description:	MRB for Supplier 1 / Part 100027	Part No:	100027	Part Description:	SLEEVE	Site:	WDL	Lot Batch No:	D5500102-1-1
Nonconformance:	A01	Nonconformance Description:	(A) ARC (01) Typographical error/Or	Coordinator:	ERWYN.ARIZO	Qty to Disposition:	100	Qty Dispositioned:	100	Case Status:	In Process
Source:	Purchase Order Receipt	Order No:	D5500102	Line No:	1	Release No:	1	Receipt No:	1		
Details Checklist Inspection Disposition Part Details History Log Task Log											
Open Plan Complete Cancel Print MRB Report... Print MRB Label...											

14. Receive Material into Inventory

Functional Group

Logistics Technician

Description

Finish receiving the material into inventory off of the Unknown Source PO. Follow instructions for Receiving Purchase Order.

15. Process Customer Order per Normal Process

Functional Group

Various

Description

Process the order as you would any other, but add Document Text stating that the shipment is for a denied RMA. Follow instructions for Process Orders.

13. Unauthorized RMA - Accepted

Functional Groups

Accounting, Logistics Technician, Product Line

Process Overview

This process outlines how to handle when a customer sends material back without prior authorization and the RMA is accepted. The process covers receiving the product from the customer without prior authorization and the decision is made to accept and eventually return to Vendor, Stock or back to the customer.

Prerequisites

- Shipment for customer order was delivered to customer
- Customer returned material without prior authorization
- No RMA exists

Process Steps

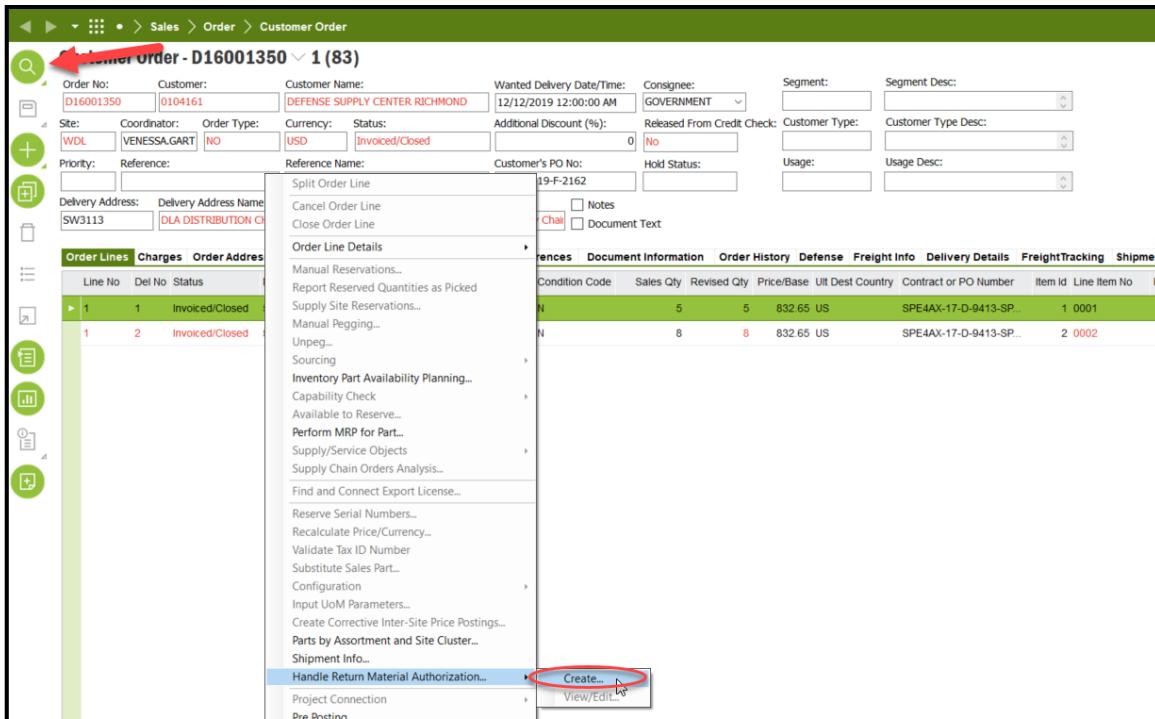
1. Create RMA

Functional Group

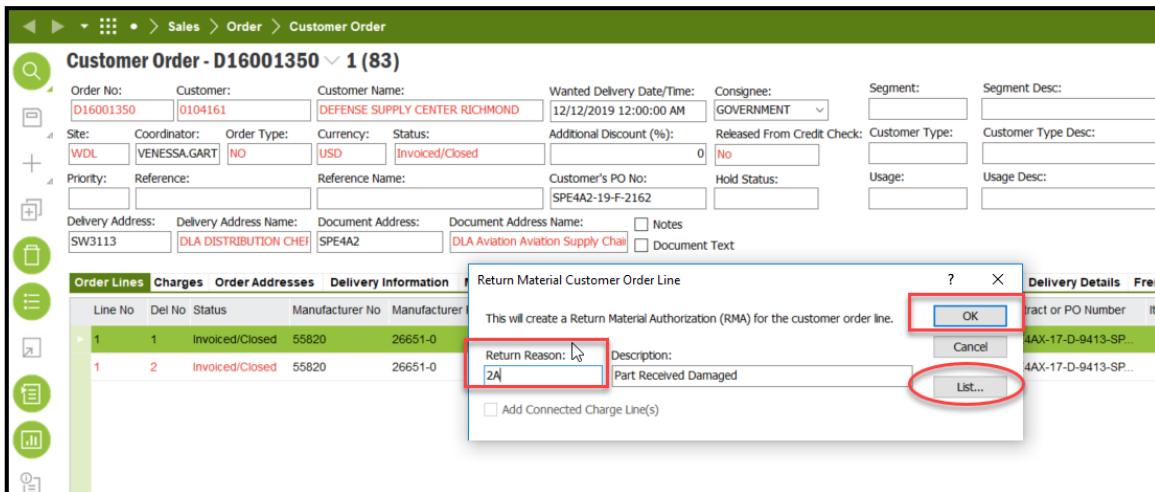
Logistics Technician or Product Line

Description

Navigate to *Sales → Order → Customer Order* and use the magnifying glass to search for the customer order in question. Right click on the line the customer is going to be returning and select “Handle Return Material Authorization... → Create...”



In the popup that appears, use the “List...” button to enter a Return Reason, if known



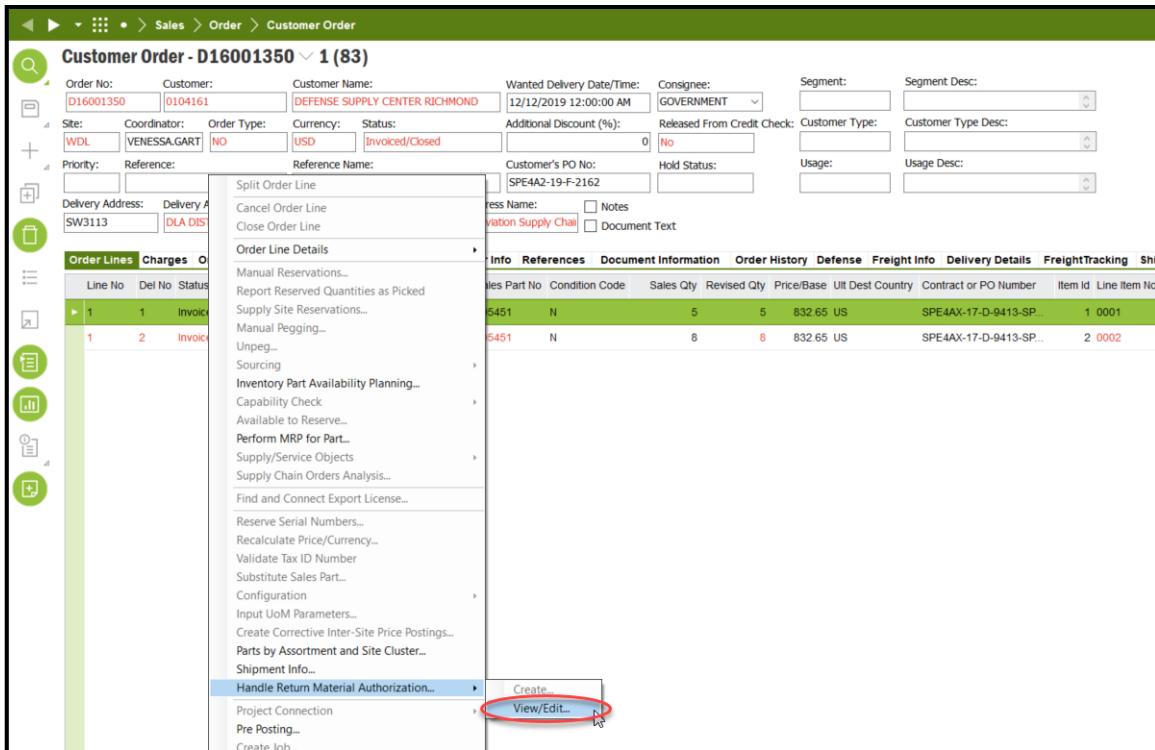
2. Enter Additional Info

Functional Group

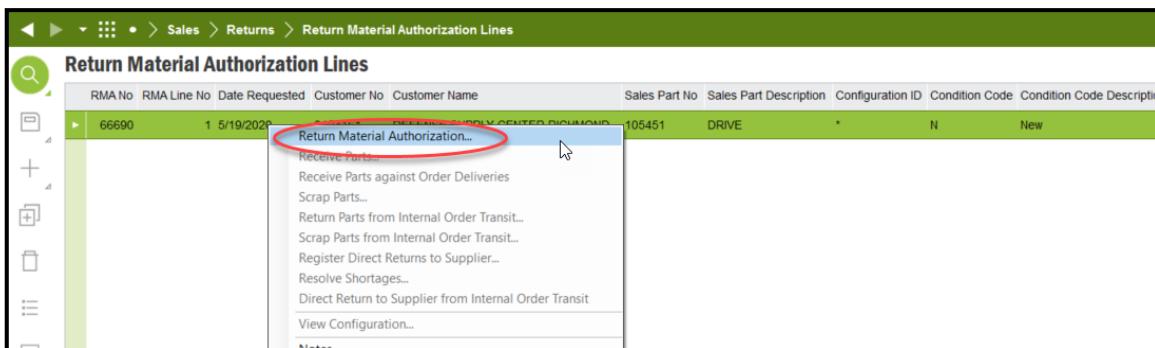
Logistics Technician or Product Line

Description

Right click on the line again and select “Handle Return Material Authorization... → View/Edit...”



In the following window, right click on the line and select “Return Material Authorization...”



Verify that the information came over correctly and add info as detailed below. Save any changes.

- Coordinator – QC or Product Line contact responsible for the RMA
- Reference – This should be the customer contact for the return
- Credit Charges – If there are any restocking fees etc. that will be associated with the return, navigate to the Credit Charges tab, click the plus sign in the upper left of the tab and enter the charge information.
 - For a denied return this will not apply
- Attachments – Click “Attachments” in the black bar at the bottom of the window, then select “Documents” from the options on the left. Scan in any paperwork/correspondence pertinent to the return and use the “New...” button to upload it to the RMA. In the popup

that appears, select “RMA” as the Document Class, enter a descriptive title and use the “Browse...” button to locate the file on you wish to attach. Click “Create” to confirm.

RMA Charge No	Status	Charge Type	Charge Type Description	Charge Group	Charge Group Description	Charge Price/Curr	Chrg Price Incl Tax/Curr	Charge (%)	Charge (%) Basis/Curr	Charge Qty	Price UOM
1 Plan...	INSP	INspeCTION CHARGES	OTHER	Other charges				10	4,163.25	1	EA

3. Complete the Return Material Request Info tab and submit for approval

NOTE: This replaces RMA Authorization Form #3

Functional Group

Logistics Technician or Product Line

Description

Complete Return Material Request Authorization Tab and submit for approval.

The newly created tab replicates all the previous requirements of ISO Form #3 and most fields are self-explanatory concerning their completion.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Printed <input type="checkbox"/> Note <input type="checkbox"/> Document Text		
0104161	DEFENSE SUPPLY CENTER RICHMOND					
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:	<input type="checkbox"/> Email Shipping Instructions To:		
Order No:	Shipment ID:	Latest Return Date:	WDL	WDL DEFENSE SYSTEMS	RMA Owner: AARX1APP	
D16001619					<input type="checkbox"/> Is Offsite RMA?	
<input type="button" value="Return Material Lines"/> <input type="button" value="Credit Charges"/> <input type="button" value="Return Handling Addresses"/> <input type="button" value="Misc RMA Info"/> <input type="button" value="Return History"/> <input type="button" value="FreightTracking"/> <input type="button" value="Return Material Request Info"/> <input type="button" value="RMA Incoming Inspection"/>						
<p><input type="checkbox"/> . REPLACEMENT ORDER: Check if a Replacement Order Is required to be generated, system does NOT auto generate a new order</p> <p><input type="checkbox"/> .. FREIGHT: Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions</p> <p>Return Detail Instructions: Please provide a return address and vendor RMA number if available If supplier is paying for shipping, then also provide the supplier account # for shipping</p> <p>Return Details:</p> <p>RMA Status: Planned</p> <p><input type="checkbox"/> Approval Requested</p>						
<p><input type="checkbox"/> NO CREDIT</p> <p><input type="checkbox"/> 1.RETURN TO STOCK</p> <p><input type="checkbox"/> 2.RETURN TO VENDOR RTV PROCESS</p> <p><input type="checkbox"/> 3.WARRANTY REPAIR <input type="checkbox"/> 3a: Return to stock after repair <input type="checkbox"/> 3b: Return to customer after Warranty repair/evaluation</p> <p><input type="checkbox"/> 4.RETURN DENIED <input type="checkbox"/> 4a: Return to customer using original ship to/ship via/other info</p> <p><input type="checkbox"/> 5.INTERNAL RMA <input type="checkbox"/> 5a: Internal - transaction correction (provide new sales quotation if customer # correction) <input type="checkbox"/> 5b: Internal - part related (generate a new customer) Additional Internal RMA Info: Internal RMA's (Per ASC-WDL-PFC-4.14-3 No PL approval required, disposition for Internal RMA's are "Return to Stock")</p> <p><input type="checkbox"/> 6. SEND ON IO FOR SERVICES Send on Inspection Order for Services</p> <p><input type="checkbox"/> 7.SCRAP <input type="checkbox"/> Scrap In-House <input type="checkbox"/> Scrap Off-site</p>						

Complete the form, when completed RMB and select “Initiate Approval Process”.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Printed <input type="checkbox"/> Note <input type="checkbox"/> Document Text		
0104161	DEFENSE SUPPLY CENTER RICHMOND					
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:	RMA Owner: AARX1APP		
				<input type="checkbox"/> Is Offsite RMA?		
<input type="button" value="Return Material Lines"/> <input type="button" value="Credit Charges"/> <input type="button" value="Return Handling Addresses"/> <input type="button" value="Misc RMA Info"/> <input type="button" value="Return History"/> <input type="button" value="FreightTracking"/> <input type="button" value="Return Material Request Info"/> <input type="button" value="RMA Incoming Inspection"/>						
<p><input type="checkbox"/> . REPLACEMENT ORDER: Check if a Replacement Order Is required to be generated, system does NOT auto generate a new order</p> <p><input type="checkbox"/> .. FREIGHT: Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions</p> <p>Return Detail Instructions: Please provide a return address and vendor RMA number if available</p>						
<p><input type="checkbox"/> NO CREDIT</p> <p><input type="checkbox"/> 1.RETURN TO STOCK</p> <p><input type="checkbox"/> 2.RETURN TO VENDOR RTV PROCESS</p> <p><input type="checkbox"/> 3.WARRANTY REPAIR <input type="checkbox"/> 3a: Return to stock after repair <input type="checkbox"/> 3b: Return to customer after Warranty repair/evaluation</p>						
<p>Initiate Approval Process</p> <p>Resubmit Rejected Approval Record</p> <p>Search in Context...</p> <p>Edit</p>						

This will create an approval routing which can be seen in the Attachments section at the bottom of the screen in the “Approval Process” section.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:			Note
0104161	DEFENSE SUPPLY CENTER RICHMOND					Email Shipping Instructions To:
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:			RMA Owner:
		WDL	WDL DEFENSE SYSTEMS			AARX1APP
Order No:	Shipment ID:	Latest Return Date:			Is Offsite RMA?	
D16001619					<input type="checkbox"/>	

Buttons: Return Material Lines, Credit Charges, Return Handling Addresses, Misc RMA Info, Return History, FreightTracking, Return Material Request Info, RMA Incoming In.

REPLACEMENT ORDER: Check if a Replacement Order Is required to be generated, system does NOT auto generate a new order

FREIGHT: Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions

Return Detail Instructions: Please provide a return address and vendor RMA number if available
If supplier is paying for shipping, then also provide the supplier account # for shipping

Return Details:

Documents: (1) Approval Process

Step No Description Person ID Name Group ID Group Description Approval Status Approver Appr.

10 Review and Approve... RMA_APPROVAL RMA Approval Group

Notes can be added as needed to the approval record by selecting the “Note” field, RMB, select “Edit Window...”

Notes: 5b: Internal – part related (generate a new customer)
Additional Internal RMA Info: Internal RMA's (Per ASC-WDL-PFC-4.14-3 No PL approval required, [clicking for Internal RMA's area "Datum in Stock"](#)

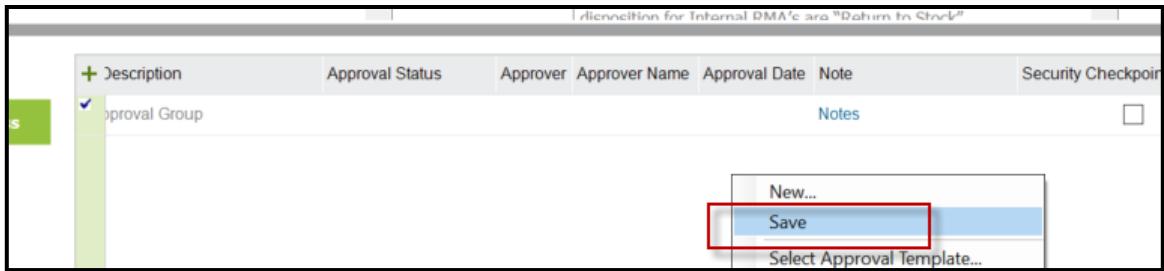
Step No	Description	Person ID	Name	Group ID	Group Description	Approval Status	Approver	Appr.
10	Review and Approve...	RMA_APPROVAL			RMA Approval Group			

Documents: (1) Approval Process

Case

Right-click context menu: Paste, Paste Unformatted, Font, Bullets, Comments, Insert Hyperlink..., Edit Window... (highlighted with a red box)

Any changes that need to be saved by RMB in the Approval Process section and selecting Save.



Once the approval record has been created, the “Approval Requested” checkbox will also be checked.



4. RMA Approval

Functional Group

Management / Product Line

Description

RMA approval is completed by management or as designated in writing. RMA's that require approval will be displayed in the “RMA Approvals” lobby. Selecting the “Waiting Approval” link will open the RMA's awaiting approval.



Users belonging to the “RMA_APPROVAL” Person Group are the only ones that will be allowed to authorize the RMA approval record.

Document Basic - Person Group ▾ 11 (13)

Default Object Access Levels		Quick Object Connect		History Settings		Reason For Issuance	
Document Classes	Formats	Media	Association Category	Approval Template	Document Milestone Template	Access Template	Person Group
Number Counter	Booking List		B2B Doc Classes and Formats				
Group ID:	Group Description:						
RMA_APPROVAL	RMA Approval Group						
<input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="+"/> Person ID		Name	User ID	Note	Valid From	Valid To	
AARX1APP		NEED FOR MIGRATION	AARX1APP				
DAVID.TOPOLSKI		DAVID TOPOLSKI	DAVID.TOPOLSKI				
CHRISTOPHER GROSS		CHRISTOPHER GR...	CHRISTOPHER.GR...				
MARK WALDERBACH		MARK WALDERBA...	MARK.WALDERBA...				
TIMOTHY.DRISCOLL		TIMOTHY DRISCOLL	TIMOTHY.DRISCOLL				

The RMA_APPROVAL group is associated with the template the approval record is based on and is the only step in the approval of an RMA.

Document Basic - Approval Template

Default Object Access Levels		Quick Object Connect		History Settings		Reason For Issuance	
Number Counter	Booking List	B2B Doc Classes and Formats	Association Category	Approval Template	Document Milestone Template	Access Template	Person Group
Document Classes	Formats	Media					
Approval Template:	Description:						
RMA_APPROV	RMA Approval Template						
<input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="+"/> Step No		Description	Person ID	Name	Group ID	Group Description	Security Checkpoint Required
10		Review and Approve RMA			RMA_APPROVAL	RMA Approval Group	<input type="checkbox"/>

One of the users allowed to approve RMA's will click on the "Waiting Approval" link and open the RMA's to review.

RMA APPROVALS

Waiting Approval	3
Approval Rejected	0
Approved Not Released	0

Review RMA and Return Material Request Info tab.

Return Material Authorization ▾ 2 (3)

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:	Date Entered:
66728	ERIK.ANDERSON	8/26/2020	WDL	USD	Planned	<input type="checkbox"/> Printed 8/26/2020 12:34:32 PM
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Note <input type="checkbox"/> Document Text		
0104161	DEFENSE SUPPLY CENTER RICHMOND					
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:	Email Shipping Instructions To:		
Order No:	Shipment ID:	Latest Return Date:		RMA Owner:		
D16001619				AARX1APP		
<input type="checkbox"/> Is Offsite RMA?						

Buttons: Return Material Lines | Credit Charges | Return Handling Addresses | Misc RMA Info | Return History | Freight Tracking | **Return Material Request Info** | RMA Inc.

REPLACEMENT ORDER:
 Check if a Replacement Order Is required to be generated, system does NOT auto generate a new order

FREIGHT:
 Check if AAR will not be covering Freight, respective instruction to be excluded from RMR return instructions

Return Detail Instructions:
 Please provide a return address and vendor RMA number if available
 If supplier is paying for shipping, then also provide the supplier account # for shipping

Return Details:

RMA Status:
 Planned

Approval Requested

Options:

- NO CREDIT
- 1.RETURN TO STOCK
- 2.RETURN TO VENDOR RTV PROCESS
- 3.WARRANTY REPAIR
 - 3a: Return to stock after repair
 - 3b: Return to customer after Warranty repair/evaluation
- 4.RETURN DENIED
 - 4a: Return to customer using original ship to/ship via/other info
- 5.INTERNAL RMA
 - 5a: Internal - transaction correction (provide new sales quotation if customer # correction)
 - 5b: Internal – part related (generate a new customer)

Additional Internal RMA Info:
Internal RMA's (Per ASC-WDL-PFC-4.14-3 No PL approval required, disposition for Internal RMA's are "Return to Stock")
- 6. SEND ON IO FOR SERVICES

Send on Inspection Order for Services
- 7.SCRAP
 - Scrap In-House
 - Scrap Off-site

Once the approver has completed the review, to approve the RMA for further processing select the approval line and either RMB and select “Approve” or select the line and select the “Approve” button on the right side of the pane.

The screenshot shows the RMA application interface. At the top, there are various input fields for RMA details like RMA No., Coordinator, Date Requested, Site, Currency, Status, and Date Entered. Below these are sections for Customer Info, Return to Supplier, and Order Info. A main table lists 'Return Material Lines' with columns for Shipment ID, Delivered Lots For Order Line, Lot Batch No Per Shipment ID, Sub Component of Previous Kit, Kit Part No, Received Lot Batch No's, Status, Serial No, and Expanded Inspection. At the bottom, financial summary fields show Total Net Amt/Base, Total Net Amt/Curr, Tot Tax Amt/Curr, and Total Gross Amt/Curr. A green bar at the bottom indicates the current step: '(1) Approval Process'. A context menu is open over an approval record for step 10, with 'Approve' highlighted.

Notes can be added and saved as needed.

This screenshot shows the 'RMA Approvals' screen. It displays a table of approval records with columns for ID, Group Description, Approval Status, Approver, Approver Name, Approval Date, Note, and Security Checkpoint Required. A specific approval record for 'APPROVAL' is selected. A context menu is open over this record, with 'Reject' highlighted. The 'Notes here...' field is also visible.

If there is an issue, the approver can select the Reject the approval record and have the originator correct the issue. Use the notes field on the approval record to provide details.

This screenshot shows the 'RMA Approvals' screen again, focusing on the same approval record as the previous screenshot. A context menu is open over the 'APPROVAL' record, with 'Reject' highlighted. The 'Notes here...' field is also visible.

Approvals that have been rejected will show up in the “RMA Approvals” lobby. The “Approval Rejected” list item only shows the count and link to those reject approvals for which the user logged in is the RMA owner.

RMA APPROVALS	
Waiting Approval	1
Approval Rejected	1
Approved Not Released	0

Selecting the link to the “Approval Rejected” link will take the user to the rejected RMA’s. The user will be able to review the notes on the rejected approval line, and make corrections as needed. If the user would like to re-submit the approval again, go to the “Return Material Request Info” tab, RMB, and select “Resubmit Rejected Approval Record”. This will reset the approval and it will show up as one of the items requiring approval in the “RMA Approvals” lobby.

The screenshot shows the 'Return Material Authorization' screen. At the top, there are various input fields for RMA details like RMA No., Coordinator, Date Requested, Site, Currency, Status, and shipping instructions. Below these are sections for 'Return to Supplier' and 'Order No.'. Under the 'Misc RMA Info' tab, there are several checkboxes for handling options: 'REPLACEMENT ORDER', 'FREIGHT', 'NO CREDIT', 'RETURN TO STOCK', 'RETURN TO VENDOR RTV PROCESS', 'WARRANTY REPAIR', '3a: Return to stock after repair', '3b: Return to customer after Warranty repair/evaluation', 'RETURN DENIED', '4a: Return to customer using original ship to/ship via/other info', 'INTERNAL RMA', '5a: Internal - transaction correction (provide new sales quotation if customer # correction)', '5b: Internal - part related (generate a new customer)', 'Additional Internal RMA Info', 'SEND ON IO FOR SERVICES', 'SCRAP', 'Scrap In-House', and 'Scrap Off-site'. A context menu is open over the 'Approval Rejected' record, with the 'Resubmit Rejected Approval Record' option highlighted.

RMA APPROVALS	
Waiting Approval	2
Approval Rejected	0
Approved Not Released	0

An approved record will show up in the user’s lobby under the “Approved Not Released” list item.



Clicking on the link will open RMA's that have been approved and are eligible for release.

RMA No: 66728 Coordinator: ERIK.ANDERSON Date Requested: 8/26/2020 Site: WDL Currency: USD Status: Planned Printed
Customer No: 0104161 Customer Name: DEFENSE SUPPLY CENTER RICHMOND Reference: Reference Name:
Return to Supplier: Return to Supplier Name: Return to Site: Return to Site Description:
Order No: D16001619 Shipment ID: Latest Return Date:
RMA 360... Release Deny Cancel

If an RMA is not approved using the approval process and an attempt is made to release the RMA, an error will result.

RMA No: 66729 Coordinator: ERIK.ANDERSON Date Requested: 8/26/2020 Site: WDL Currency: USD Status: Planned Printed
Customer No: 0104161 Customer Name: DEFENSE SUPPLY CENTER RICHMOND Reference: Reference Name:
Return to Supplier: Return to Supplier Name: Return to Site: Return to Site Description:
Order No: D16001540 Shipment ID: Latest Return Date:
Return Material Lines Credit Charges Return Handling Addresses Error - IFS Applications Error Message OK

Once the RMA has been released, the parts can be received against the RMA.

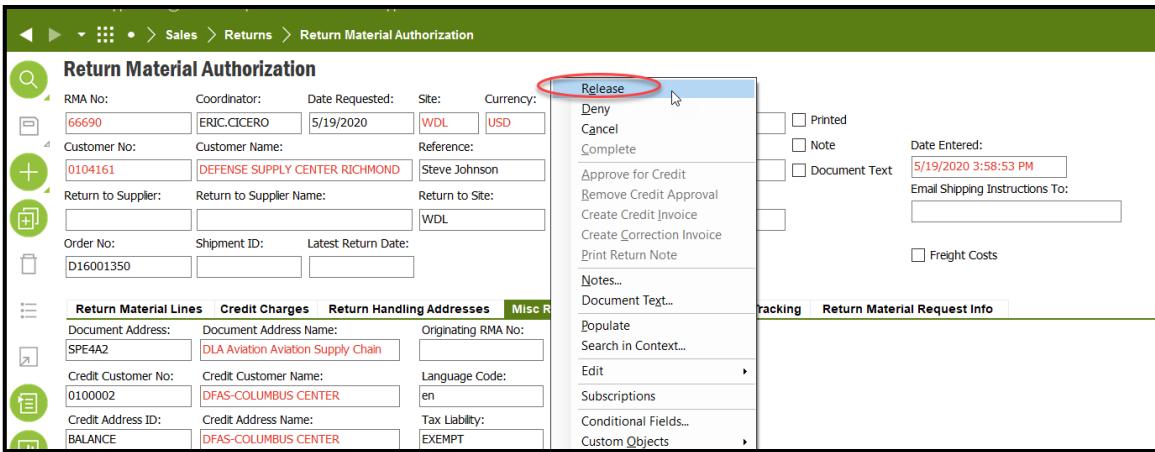
5. Release RMA

Functional Group

Logistics Technician

Description

Verify that all information on the RMA is correct and complete, then right click in the header and select "Release".



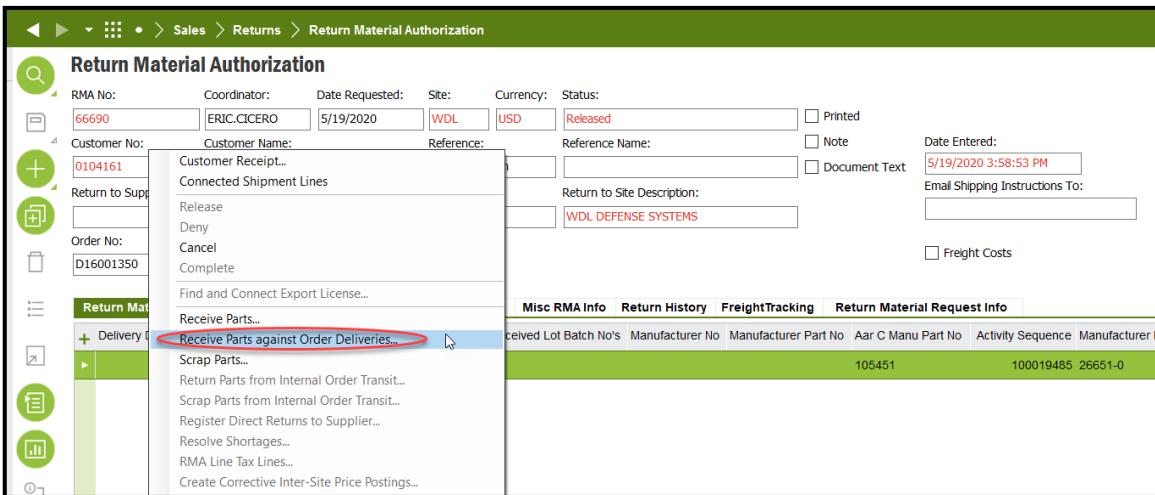
6. Receive Return

Functional Group

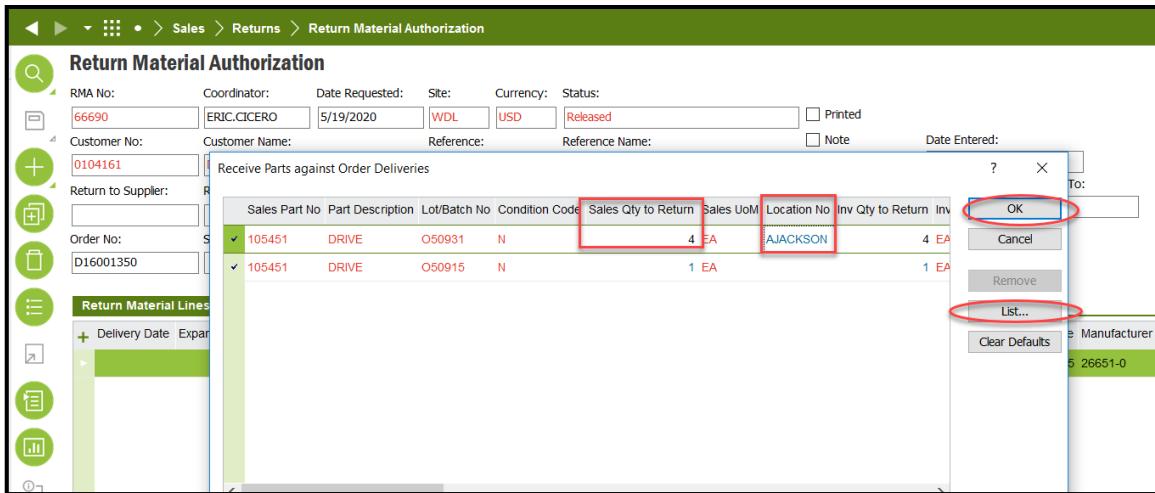
Logistics Technician

Description

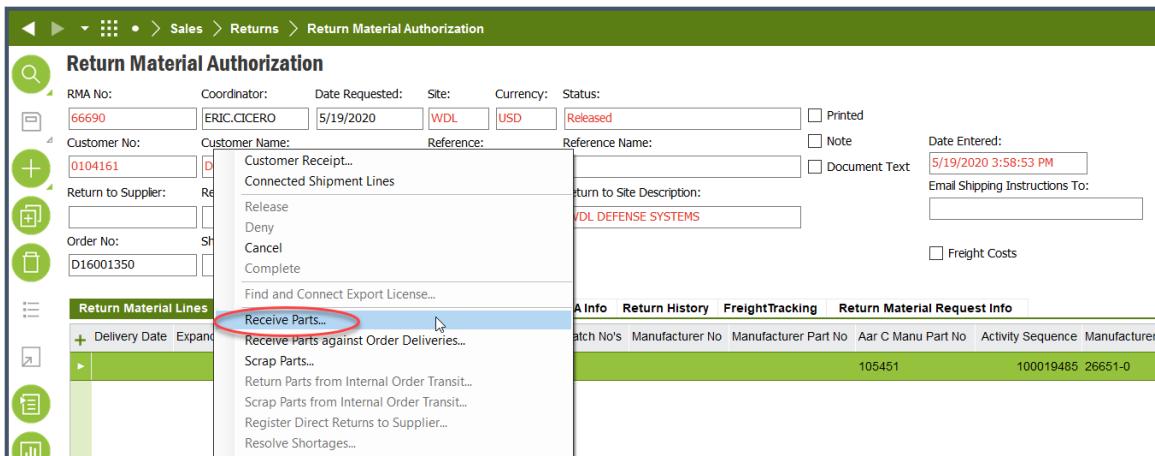
Right click on the line of the RMA and select “Receive Parts against Order Deliveries...”



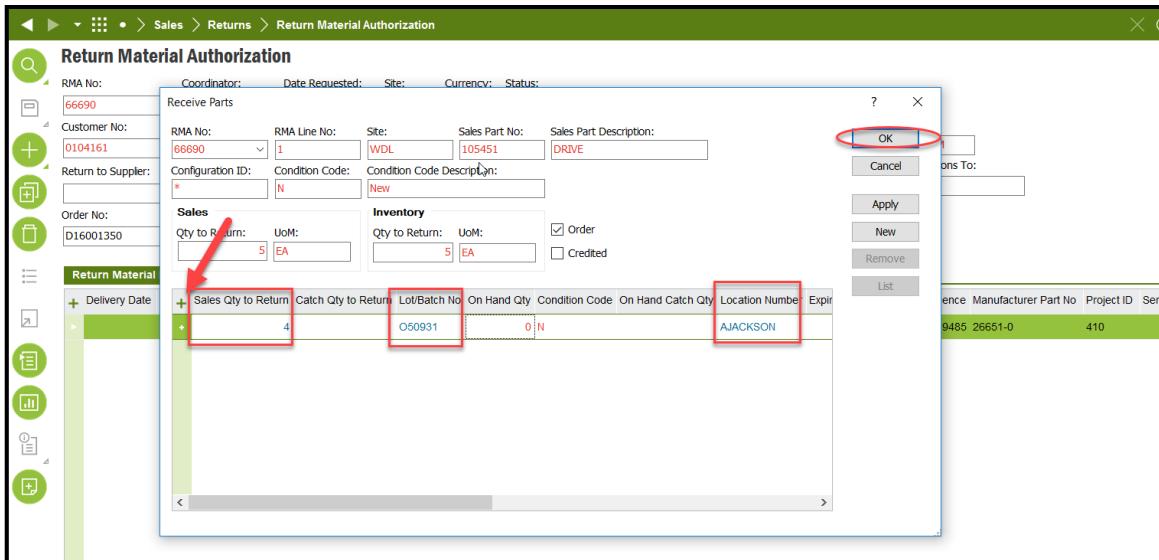
In the popup that appears, select the material that has returned (use paperwork to assist in determination) and enter the quantity that has arrived and the location into which you are receiving the material. Click “OK’ when finished.



If nothing appears in the window, click “Cancel”. Then right click on the line again and select “Receive Parts...”



In the popup that appears click on the plus sign in the window, enter the Sales Qty to Return, the Location Number you are receiving to (use List button as needed to find Location) and the lot/batch # of the part. Click “OK” to confirm.



If the customer returned more than the quantity listed on the RMA, follow the “Receive Misc. Shipment Unknown Source” procedure.

7. Approve for Credit

Functional Group

Accounting

Description

Navigate to the Return Material Authorization or use your RMA's To Credit Lobby Element.



Verify that the credit information on the Misc RMA Info tab is correct, then right click in the Header of the RMA and select Approve for Credit.

Return Material Authorization

RMA No: 66692 Coordinator: ERIKANDERSON Date Requested: 5/19/2020 Site: WDL Currency: USD Status: Released Printed

Customer No: 0104161 Customer Name: DEFENSE SUPPLY CENTER RICHMOND Reference: Reference Name: Note Document Text Date Entered: 5/19/2020 4:15:19 PM Document Text Email Shipping Instructions To:

Return to Supplier: Return to Supplier Name: Return to Site: Return to Site Description: WDL WDL DEFENSE SYSTEMS

Order No: 15262929 Shipment ID: Latest Return Date: Freight Costs

Return Material Lines Credit Charges Return Handling Address Misc RMA Info Return History Freight Tracking Return Material Request Info

Document Address: BALANCE Document Address Name: DEFENSE SUPPLY CENTER RICHMOND Originating RMA No: Receipt RMA No:

Credit Customer No: 0100002 Credit Customer Name: DFAS-COLUMBUS CENTER Language Code: en Language: English

Credit Address ID: SL4701 Credit Address Name: DFAS-COLUMBUS CENTER Tax Liability: EXEMPT Use Price Incl Tax

Cancellation Reason: Cancellation Reason Description: Case ID: Jnsul Invoice Intrastat Exempt

Task ID: UNITED STATES

Return Material Authorization

RMA No: 66692 Coordinator: ERIKANDERSON Date Requested: 5/19/2020 Site: WDL Currency: USD Status: Released Printed

Customer No: 0104161 Customer Name: DEFENSE SUPPLY CE Reference: Reference Name: Note Document Text Date Entered: 5/19/2020 4:15:19 PM Document Text Email Shipping Instructions To:

Return to Supplier: Return to Supplier Name: Return to Site Description: WDL WDL DEFENSE SYSTEMS

Order No: 15262929 Shipment ID: Freight Costs

Return Material Lines Credit Charges Document Address: BALANCE Document Address Name: DEFENSE SUPPLY CE Originating RMA No: Receipt RMA No:

Credit Customer No: 0100002 Credit Customer Name: DFAS-COLUMBUS CE Language Code: en Language: English

Credit Address ID: SL4701 Credit Address Name: DFAS-COLUMBUS CE Tax Liability: EXEMPT Use Price Incl Tax

Notes... Document Text... Misc RMA Info Return History Freight Tracking Return Material Request Info

Release Deny Cancel Complete Approve for Credit Remove Credit Approval Create Credit Invoice Create Correction Invoice Print Return Note Notes... Document Text... Misc RMA Info Return History Freight Tracking Return Material Request Info

Populate Search in Context... Edit Subscriptions Conditional Fields... Custom Objects

8. Create Credit Invoice

Functional Group

Accounting

Description

Right click in the header of the RMA and select “Create Credit Invoice”.

Return Material Authorization

RMA No:	Coordinator:	Date Requested:	Site:	Currency:	Status:
64739	ERIC.CICERO	2/12/2019	WDL	USD	ReturnCompleted
Customer No:	Customer Name:	Reference:	Reference Name:	<input type="checkbox"/> Printed <input type="checkbox"/> Note <input type="checkbox"/> Document Text	
0123182	WESCO MANUFACTURING	DAVID.BARTON			
Return to Supplier:	Return to Supplier Name:	Return to Site:	Return to Site Description:		
		WDL	WDL DEFENSE SYSTEMS		
Order No:	Shipment ID:	Latest Return Date:			
1328817					

Return Material Lines

RMA Line No	Status	Sales Part No	Sales Part Description	Configura
1	ReturnCompleted	100448	TBG CAP	*

Release

- Deny
- Cancel
- Complete
- Approve for Credit
- Remove Credit Approval
- Create Credit Invoice** (circled)
- Create Correction Invoice

Freight Tracking

Description	Qty to Return	Export License Sta
	20	Approved

9. Print Credit Invoice

Functional Group

Accounting

Description

Navigate to *Sales* → *Invoicing* → *Print Customer Invoices* and click F2 to populate. Locate the credit invoice, right click on the line and select “Print Invoice”. This will push the invoice to Lawson.

Print Customer Invoices

Company	Series ID	Preliminary Invoice No	SBI Ref No	Invoice Status	Invoice Type	Invoice Type Description	Advance/Prepaym Inv
205	PR	52281		Preliminary	CUSTORDCRE	Customer Order Invoice, Credit	<input type="checkbox"/>

Print Invoice (circled)

- E-mail Invoice...
- Send Invoice...
- Printout/Send
- Populate
- Search in Context...

10. Move to Stock or Return to Vendor

Functional Group

Logistics Technician

Description

If Product Line decided just to accept the material back into inventory, put the received parts away and Move Location of the Parts from the Quarantine Location to the correct Location. If they are going to be returned to the vendor, follow the “Return To Vendor for Rework or Credit From Inventory” desktop instruction.

14. Cycle Counts

Functional Groups

Logistics Technician

Process Overview

This process covers the generation and execution of cycle counts. Cycle counts are used to confirm that the inventory on the shelf matches what is on our books. Any discrepancies must be recorded and approved as detailed in this document.

Prerequisites

- N/A

Process Steps

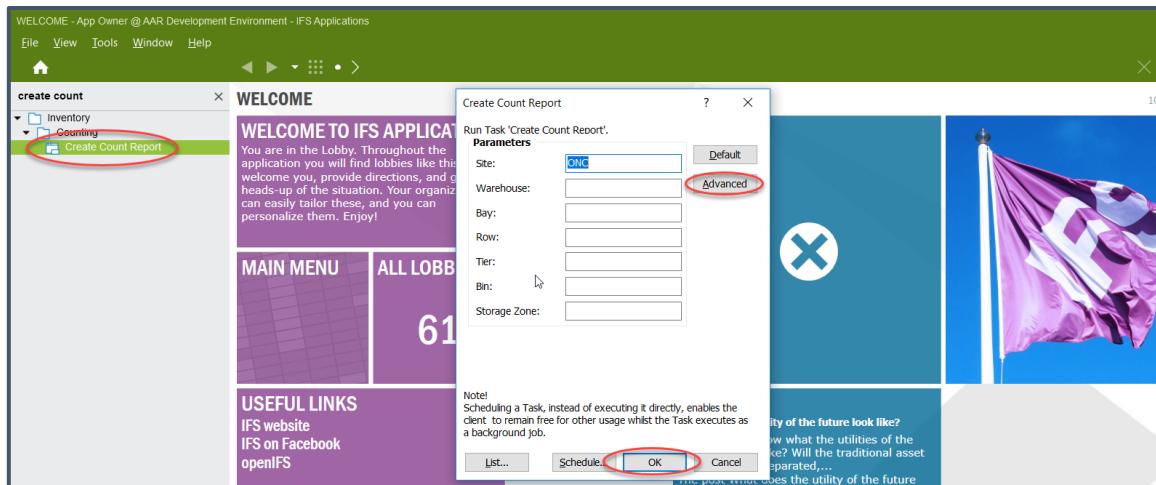
1. Create New Count Report

Function Group

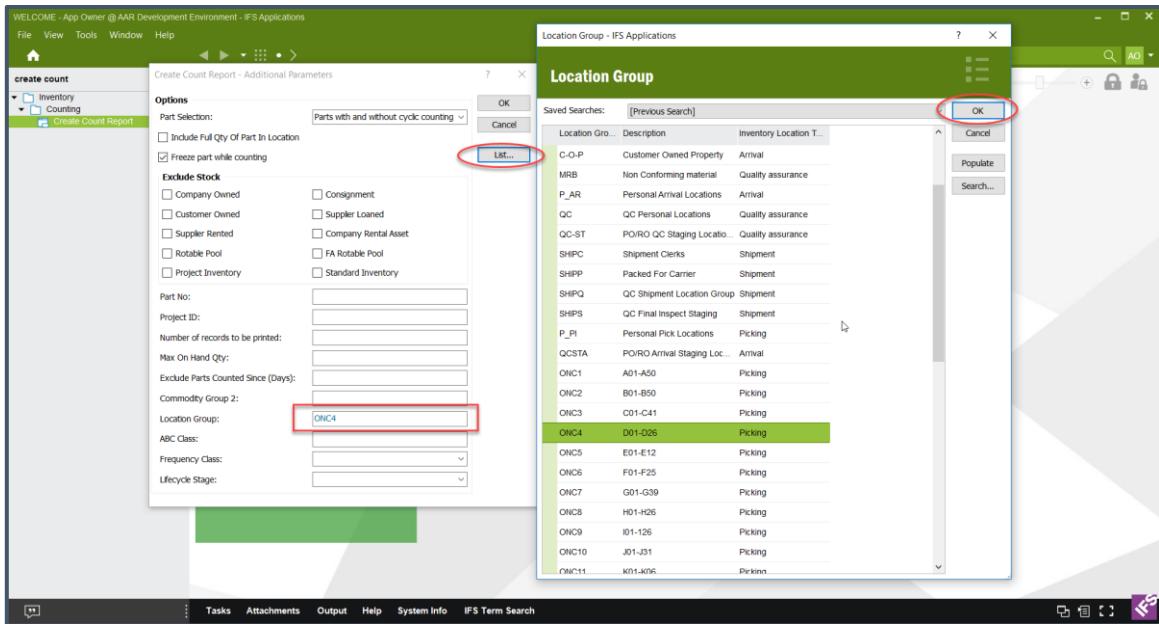
Logistics Technician

Description

Pull a tray from inventory. Next, open the navigator and search for “Create Count Report”. Click the link, which will open a popup window. In the popup window, click the “Advanced” button.



In the following popup, enter the location group corresponding to the tray you got from inventory. You can use the list of values button to find the group. The description of the groups lists the locations contained therein.



Finally click OK in all the popups to create the report.

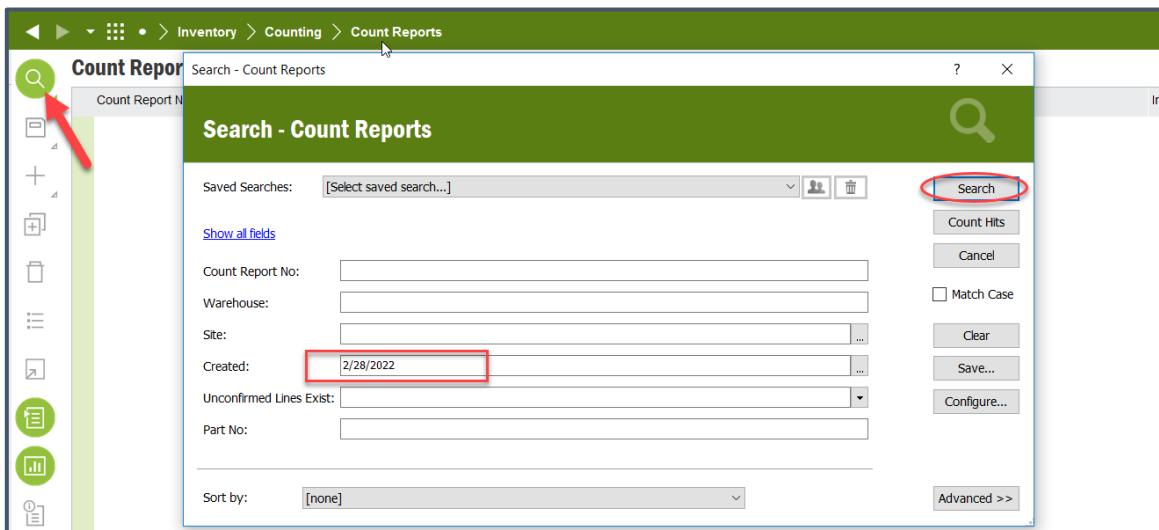
2. Get Count Report Number

Functional Group

Logistics Technician

Description

Go to *Inventory* → *Counting* → *Count Reports* and use the magnifying to open a search. Look for a count report that was created today. That should return the report you just created.



3. Perform Initial Count

Functional Group

Logistics Technician

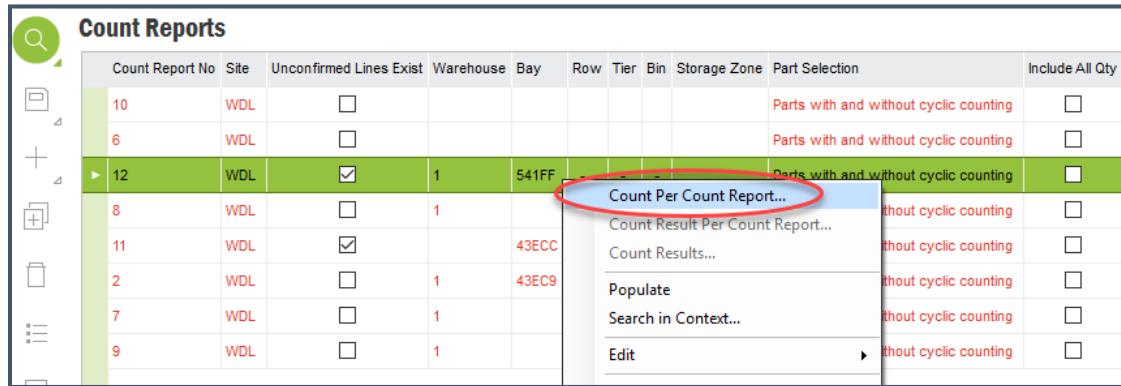
Description

The initial count can be entered with either the scan gun or within the IFS application. Both processes are described below.

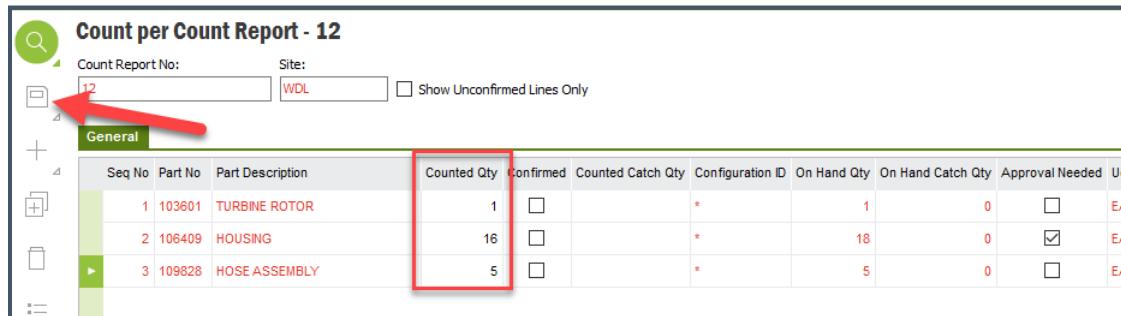
a. Using IFS Screen

Description

Navigate to *Inventory* → *Counting* → *Count Reports*, right click on an open report and select "Count Per Count Report..."



Physically go to the locations on the report and count the inventory, then enter the counts in the Counted Qty column on the Count per Count Report screen. If the quantity is the same as the on-hand quantity, you can select the line, right click, and select Count Without Differences. Click save when complete.



b. Using Scan Guns

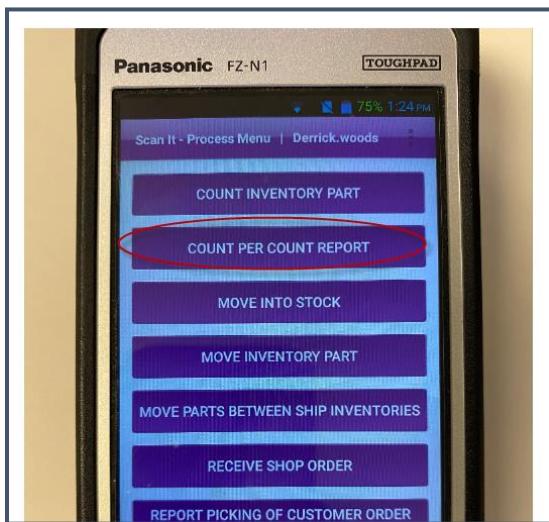
Description

Physically go to the locations on the report and count the inventory identified on the report, entering in the counts using the scan gun. This process assumes the parts are on the cycle count report and the parts are labeled with a barcode label generated from IFS. If either of these are not true during the counting process, alternative steps will be provided.

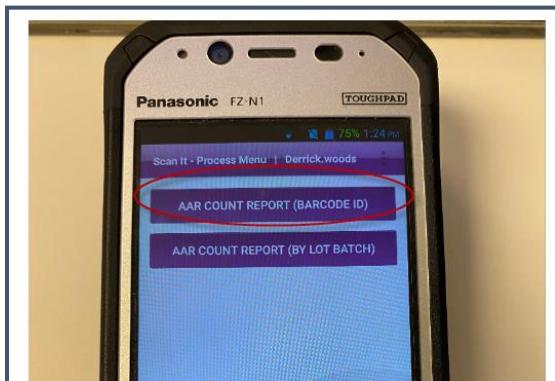
1. Select the ScanIt Application



2. Select the COUNT PER COUNT REPORT Button

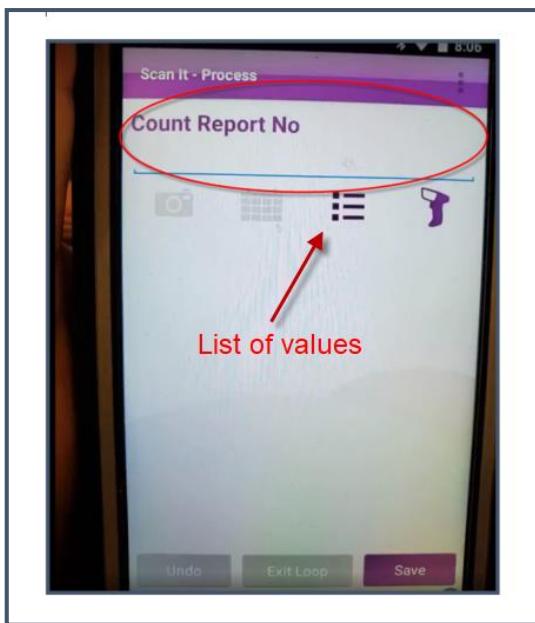


3. Select the AAR COUNT REPORT (BARCODE ID) Button



4. Enter the Count Report

Can be entered in with virtual keyboard or using the List of Values. Select Save after entering.



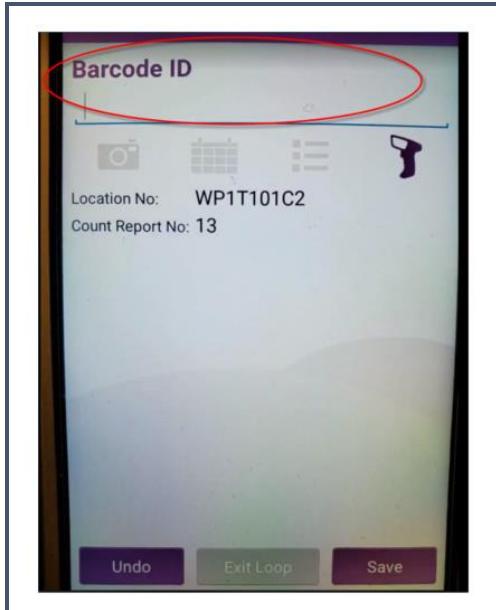
5. Perform Count

Location is automatically entered, taking the user to scan the IFS barcode ID of the part.

After entering the count report number, the location is automatically selected providing there is only one location on the count report. This is to be expected. If for some reason there is more than one location on the count report, the user will be prompted to select the appropriate location.

At this point, the user is entering a loop within the program allowing for scanning of only barcodes and entering of quantities until all parts have been scanned within the location.

Scan in the Barcode ID of the part to be counted from the count report. Select Save after entering.



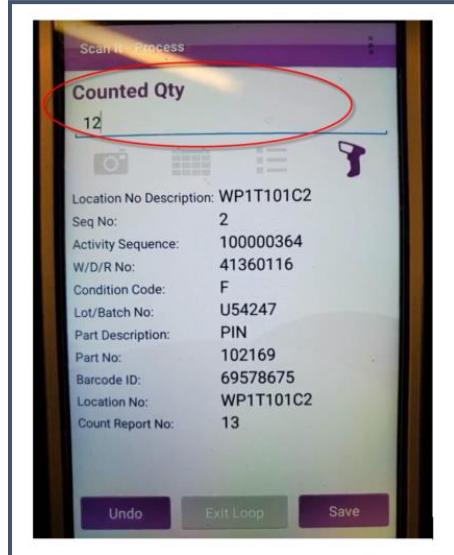
Enter the quantity count and select Save. If the part no / location combination does not exist on the counting report the screen will display the Seq No, which should not normally be displayed. This is an indication the part / location no is not on the count report.

If prompted to enter the Seq No, use the Undo button to back out of the current transaction and move on to the next item for scanning. Make note of the part as the count will need to be entered in using one of these alternative processes.

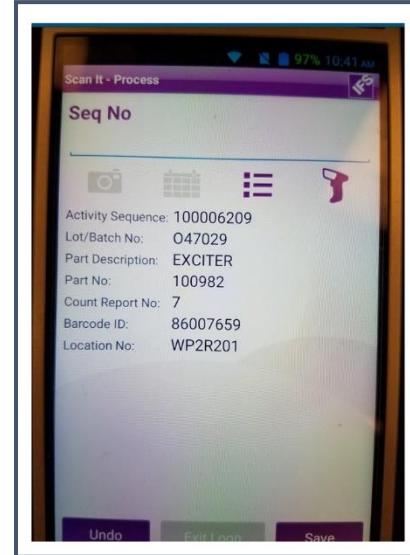
Alternative Process #1: If the label on the part was generated from IFS, see the “Ad Hoc Counting of Parts” section and follow the “Process Steps (Primary)” steps.

Alternative Process #2: If the label on the part was generated from IMOPS, see the “Ad Hoc Counting of Parts” section and follow the “Process Steps (Alternate)” steps.

Expected Screen: Enter the quantity counted for the part at the location on the count report and select Save.



Not Expected: Should not get this screen if scanning the items on the count report. Follow one of the alternative steps listed above.



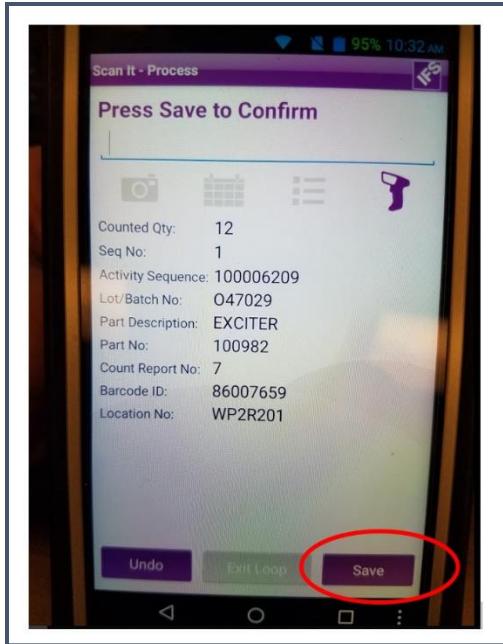
6. *Scan next barcode and continue within counting loop*

After the first barcode has been scanned, the count entered and saved, the user will be looped back to scan another barcode in the same location. The process of scanning the barcode and entering a quantity will continue until there are no more parts to scan. At that point, select the Exit Loop button.



7. *Select "Save" and save count within loop*

After exiting the loop of scanning barcodes and entering quantities for a location, press save to confirm the counts and commit to IFS.



4. Confirm Lines with No Variance

Functional Group

Logistics Technician

Description

Back to the Count per Count Report created, any line that did not have a variance can now be confirmed by a WH manager. To confirm, right click on the line and select "Confirm".

Count per Count Report - 12 ▼ 1 (2)										
General										
	Seq No	Part No	Part Description	Counted Qty	Confirmed	Counted Catch Qty	Configuration ID	On Hand Qty	Or	
▶	1	103601	TURBINE ROTOR	1	<input checked="" type="checkbox"/>	*		1		
+■	2	106409	HOUSING			*		18		
□	3	109828	HOSE ASSEMBLY			*		5		
⋮										

A context menu is open over the second row (Seq No 2). The menu items are: Confirm, Count Without Differences, Resolve Shortages..., and Search in Context... The 'Confirm' option is highlighted and circled in red.

5. Recount Lines with Variance and Confirm

Functional Group

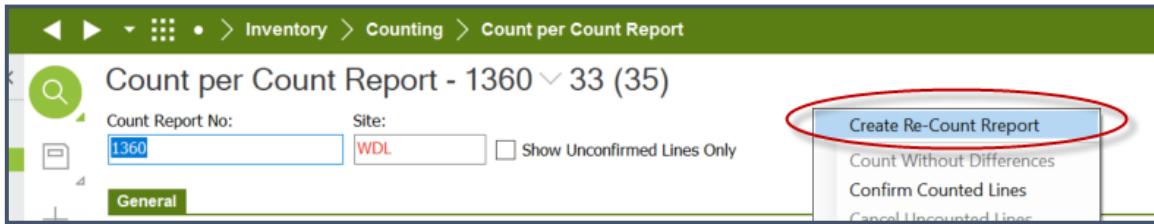
Logistics Technician

Description

For any lines that had a variance, a second counter must physically go out to the location and recount that line. If this second count differs from the first count, record the new count in the

Counted Quantity column. Repeat until two consecutive counting yield the same count. A manager can then confirm the count. This process will NOT use the scan guns.

A report is available to identify parts not counted and those that need to be recounted.



The screenshot shows the 'Count per Count Report' screen. The report number is 1360 and the site is WDL. A context menu is open on the right, with the 'Create Re-Count Report' option highlighted by a red oval.

The 'AAR Recount Report' window is also visible below, displaying a list of parts that were not counted. The report details are:

Inventory Parts Not Counted							
Count Report = 1402							
Site	WDL	Created:	8/31/2020	WDR No	UoM	Cond.	Activity Seq
Warehouse	WDL						Lot Batch No
Bay	1B						Project ID
Location No	Part No						
1B32H02	125098 CONTACT	5362890-5-3	416	100017862	N *	EA	
1B32H02	125192 SHIM	P5500052-2-1	405	100018367	F *	EA	
1B32I01	112514 COUPLING	5360964-39-2	408	100001714	N *	EA	
1B32I02	101910 ROLRSET	U55723	405	100000364	F 55327155	EA	
1B32I02	121975 CLIP	5357127-2-1	407	100001124	F *	EA	

6. Approve Parts Added to Count

Functional Group

Warehouse Manager

Description

Once the counts have been confirmed, navigate to *Inventory* → *Counting* → *Count Result per Inventory Part* and hit F2 to populate. Select the part in question from the results. Review the difference, right click on the line and select either approve or cancel. If you select Cancel, create a call center ticket and assign to the warehouse to recount.

Count Result per Inventory Part : 111055 SEAL ▼ 1 (3)

Part No:	111055	Part Description:	SEAL	Site:	WDL	Configuration ID:	*
Quantities in Inventory UoM:				Units of Measure:			
On Hand Qty:	443	Inventory:	EA				
Reserved:	75	Catch:					
In Transit:	0						
In Order Transit:	0	Acc Count Diff:	3				
General							
Location No	Note	Counted Qty	On Hand Qty	Difference Qty	Difference Amount	Max Counting Difference Amt	Differ
WR1N101		3		-2	277.35	100.00	
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Approve Cancel Search in Context... </div>							

7. Approve Lines with Variance

Functional Group

Logistics Technician

Description

Once the counts have been confirmed, navigate to *Inventory* → *Counting* → *Count Result per Count Report* and hit F2 to populate. Select the report in question from the results. Review the difference, right click on the line and select either approve or cancel. If you select Cancel, create a call center ticket and assign to the warehouse to recount.

Count Result per Count Report - 12 ▼ 5 (6)

Count Report No:	12	Site:	WDL				
General							
Seq No	Part No	Part Description	Configuration ID	Location No	Counted ...	UoM	On Hand ...
2	106409	HOUSING		WR1N101	16	EA	18
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Approve Cancel Search in Context... </div>							

15. Call Center

Functional Groups

Any

Process Overview

This process covers the basics of creating and processing a call center case. It is not specific to an issue, consequently, every step can apply to any functional group.

Prerequisites

- Some issue requiring a call center ticket has arisen

Process Steps

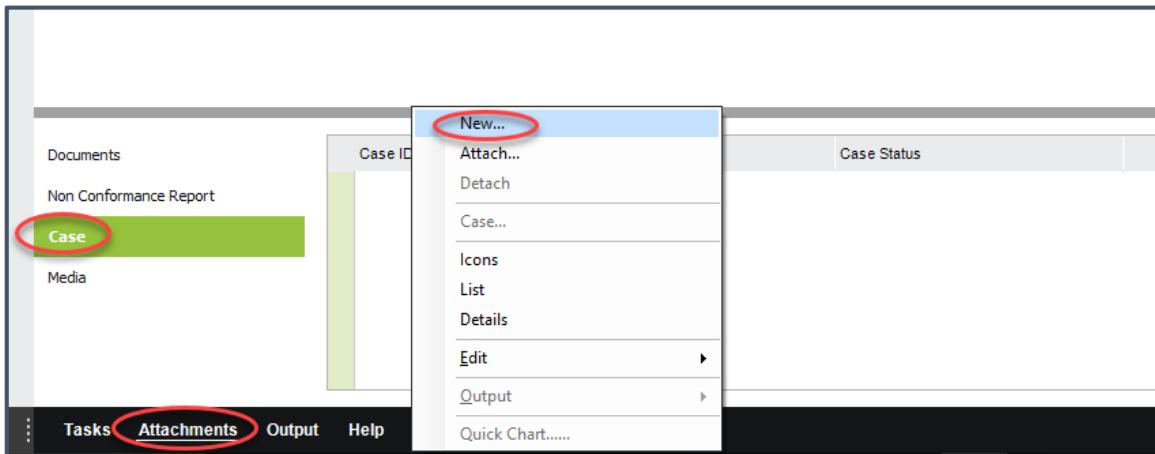
1. Create New Case

Functional Group

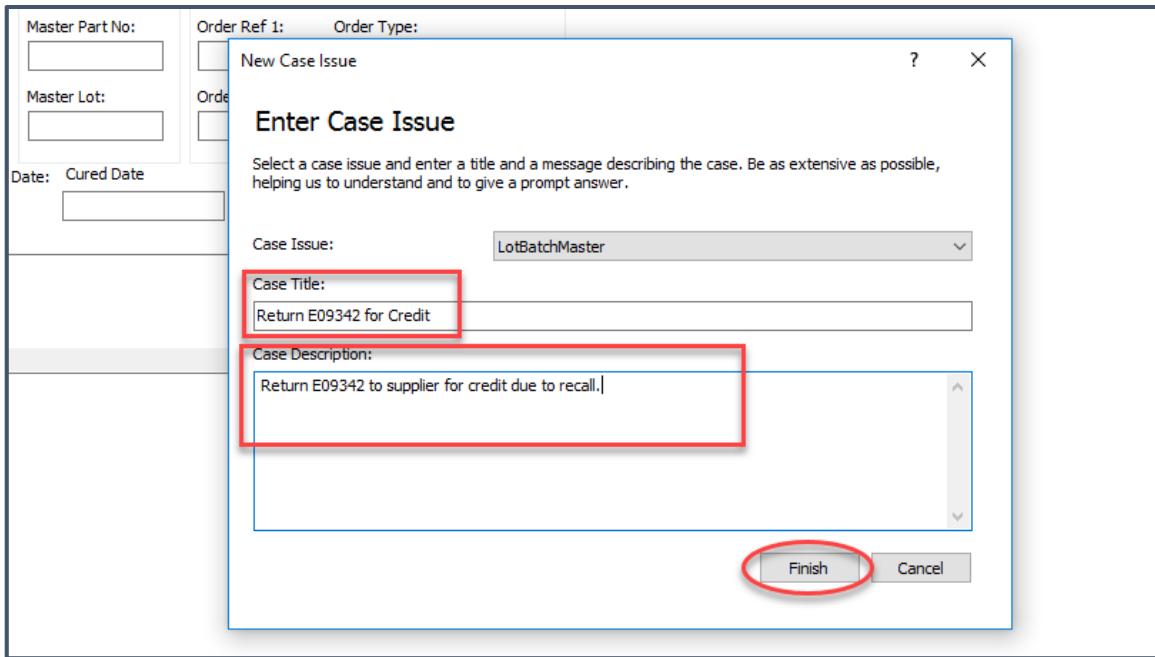
Any

Description

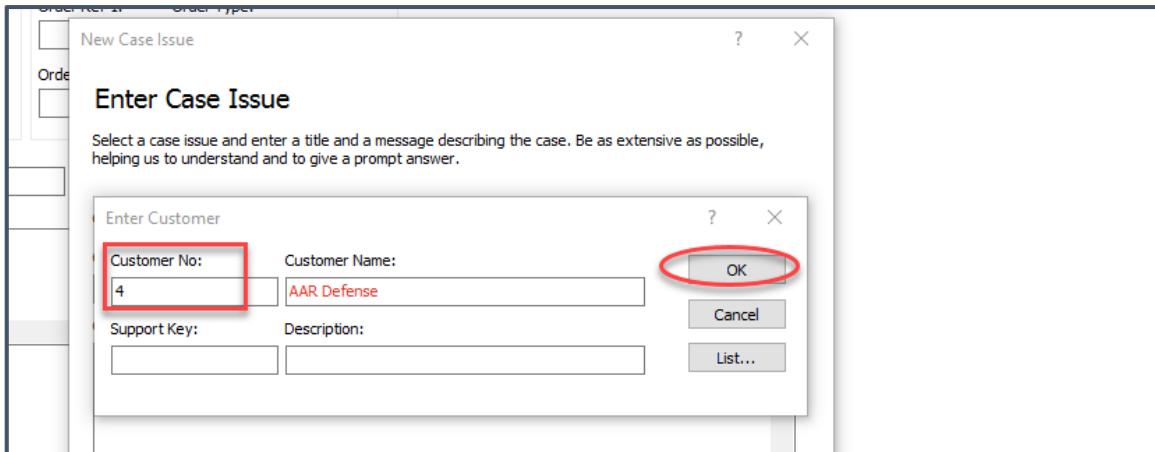
If the issue requiring a case is for a particular item like a customer order or a sales quotation, navigate to that item. Then click on “Attachments” in the black bar at the bottom of the window, select “Case” from the options on the left, right click in the details area and select “New...”



In the popup that appears, enter a case title and case description for the ticket, then click “Finish”.



If the case is related to a specific customer, use that customer number. Otherwise enter AAR as the customer for the case and click “OK”. You may get a warning stating “The Customer has no valid Agreement” this is fine, just click “OK” to proceed. In the popup that appears, click “Yes” to go to the case.



If the case does not correspond to a particular item, navigate to *Relationship Management* → *Call Center* → *Case*, click the plus sign in the upper left of the window to create a new case, and enter a Title, Category, Priority, Severity and Customer No. for the case. Click save when finished.

The screenshot shows the 'Case' creation screen. The 'Title' field is set to 'Desktop Instructions'. The 'Category' dropdown is set to 'SHIPPING'. The 'Case Priority' dropdown is set to '2' and 'HIGH'. The 'Case Severity' dropdown is set to 'HIGH'. Other fields like Customer Reference, Focus, and Case Assignment are also visible.

2. Enter Additional Information

Functional Group

Any

Description

Depending on how you created the case, you will need to add some additional information. Enter information as detailed below. Click save when finished.

- Category – The type of issue this case is for. Use list of values for possible selections. Note that some categories have a task template which automatically creates tasks for the steps usually required to address that category. Always click “OK” when the popup asks if you want to import the task template.
- Case Priority – A number from 1 to 4 indicating how quickly the issue needs to be resolved (1 is most urgent, 4 is least urgent)
- Case Severity – How impactful the issue is
- Customer No – The number of the customer involved with the case if it is known
- Description (to enter a description, go to the Description tab, click in the top text box, then click the plus sign in the upper left of the screen)

The screenshot shows the 'Case - GLB100696 Desktop Instructions' screen. The 'Category' dropdown is set to 'SHIPPING'. The 'Case Priority' dropdown is set to '2' and 'HIGH'. The 'Customer No' field is set to '4161'. The 'Focus' section shows 'INVESTIGATING' and '5/9/2018 3:31:10 PM'. The 'Case Assignment' section shows 'AAR' as the organization ID. The 'Description' tab is selected, showing the note 'This is for desktop instructions.'

3. Refer to Connected Records

Functional Group

Any

Description

If the case was created from/attached to any records such as a POs, Customer Orders, or Contract Details, you can quickly navigate to those records by right clicking in the header and selecting "Open Connections..."

In the popup that appears, select the record you wish to navigate to and then click "OK".

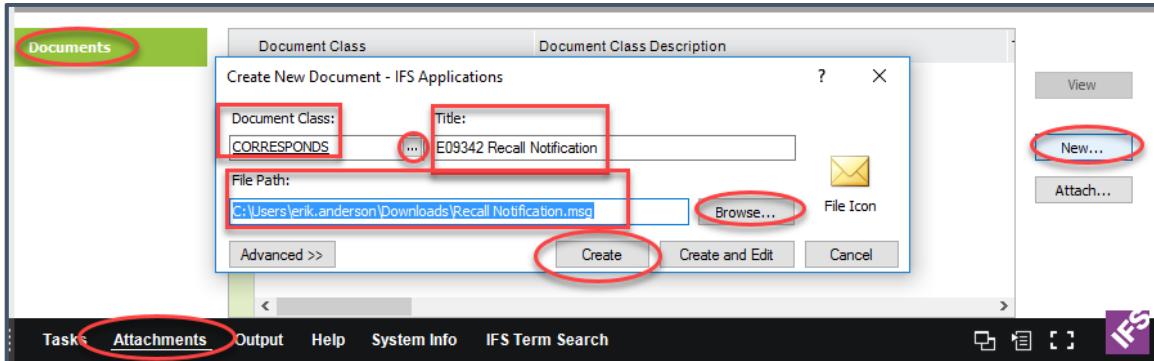
4. Attach Relevant Documents

Functional Group

Any

Description

If there are any pertinent documents (emails, pdf's, etc.), attach them to the case by clicking "Attachments" in the black bar at the bottom of the window. Then click "New..." and enter the appropriate Document Class, Title, and File Path for the attachment. Click "Create" when finished.



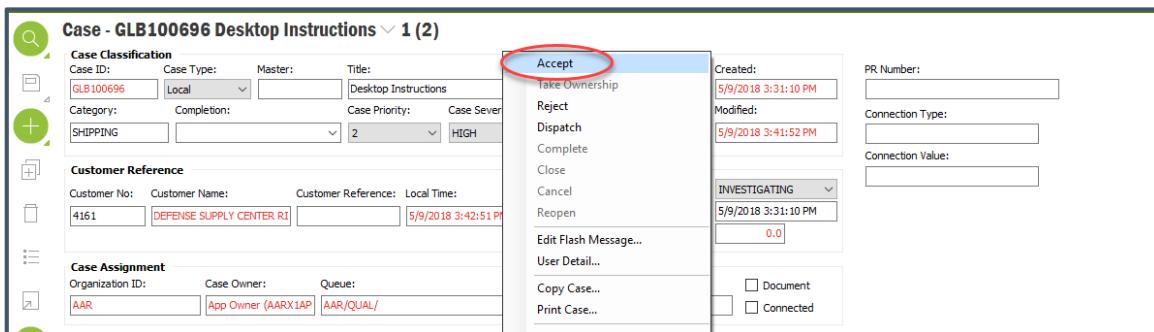
5. Accept Case

Functional Group

Any

Description

To kick off the processing of the case, it must be accepted by the creator. Right click in the header of the case and select "Accept". This will allow tasks to be created and dispatched.



6. Create Task(s)

Functional Group

Any

Description

If you need someone else to do something for the case, create a task. Go to the Tasks tab and click the plus sign in the upper left of the tab to create a new row. Enter a Due Date, Comment (what to do) and an Activity (use list of values). Click save when complete.

7. Dispatch First Task

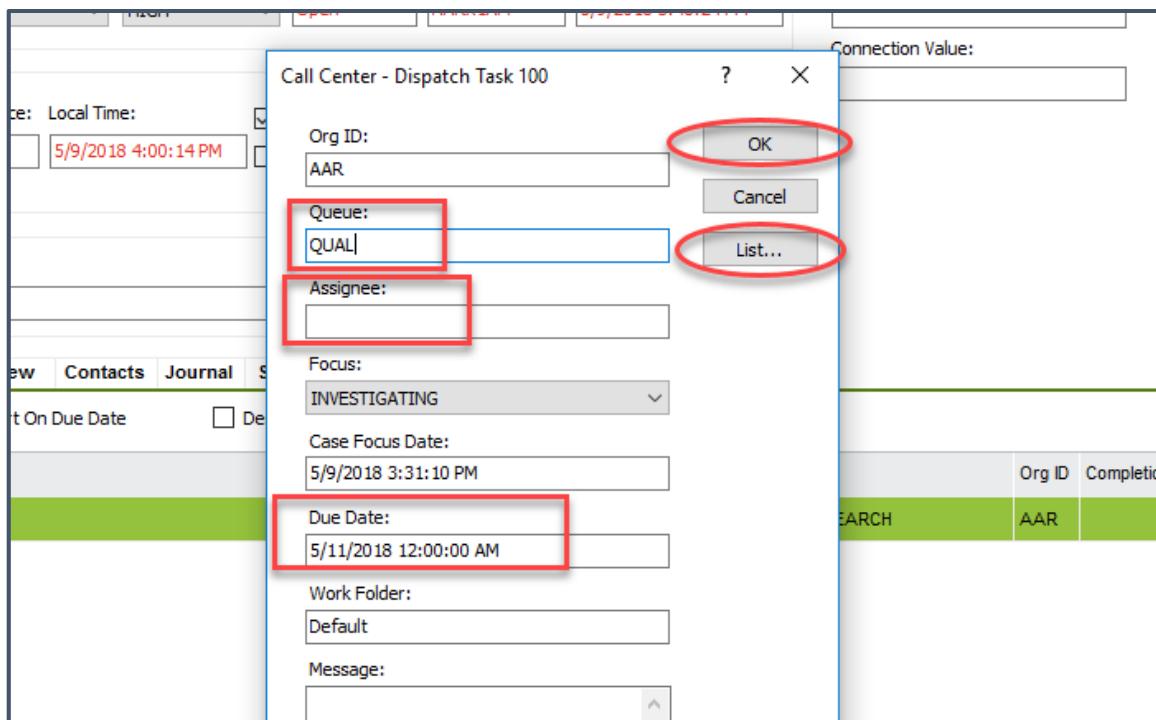
Functional Group

Any

Description

To assign the task to someone, right click on the task and select “Dispatch Task”.

Then in the popup that appears, enter either a Queue, or an individual Assignee (use list of values as needed). Verify the due date and then click “OK”.



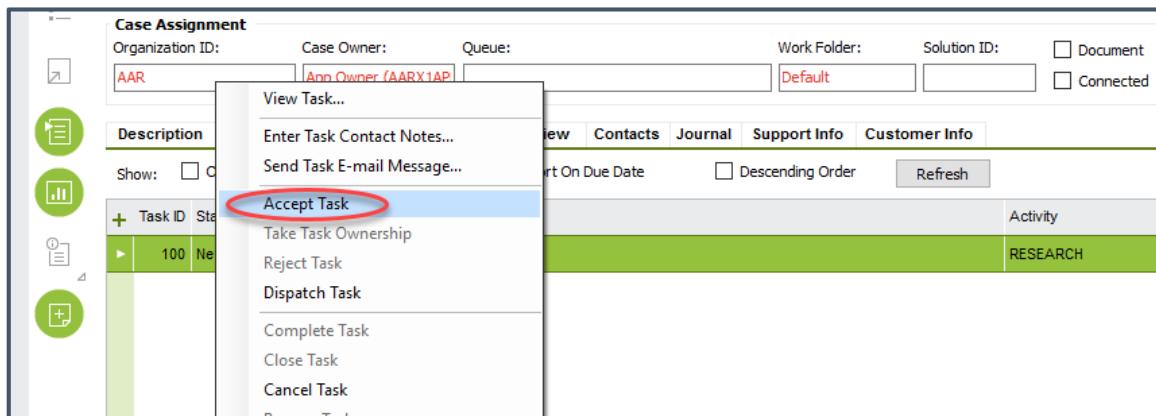
8. Accept Task

Functional Group

Any

Description

If a task has been assigned to you, right click on the task and select "Accept Task". This will allow you to edit the task.



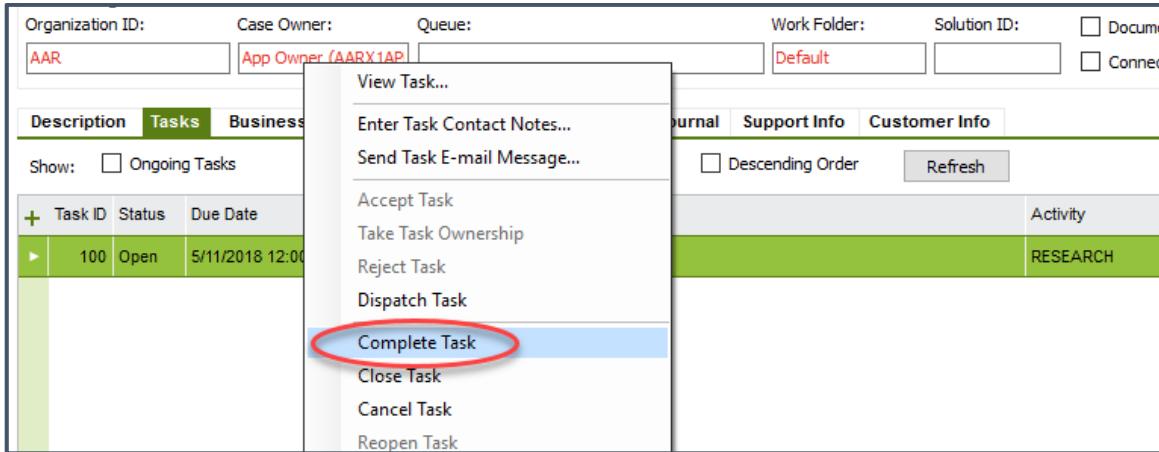
9. Complete Task

Functional Group

Any

Description

Upon completing the action listed in the task, right click on the task again and select “Complete Task”. Note that this can only be done by the person who has currently accepted the task. In the popup that appears, change Completion: In Process to Completed.



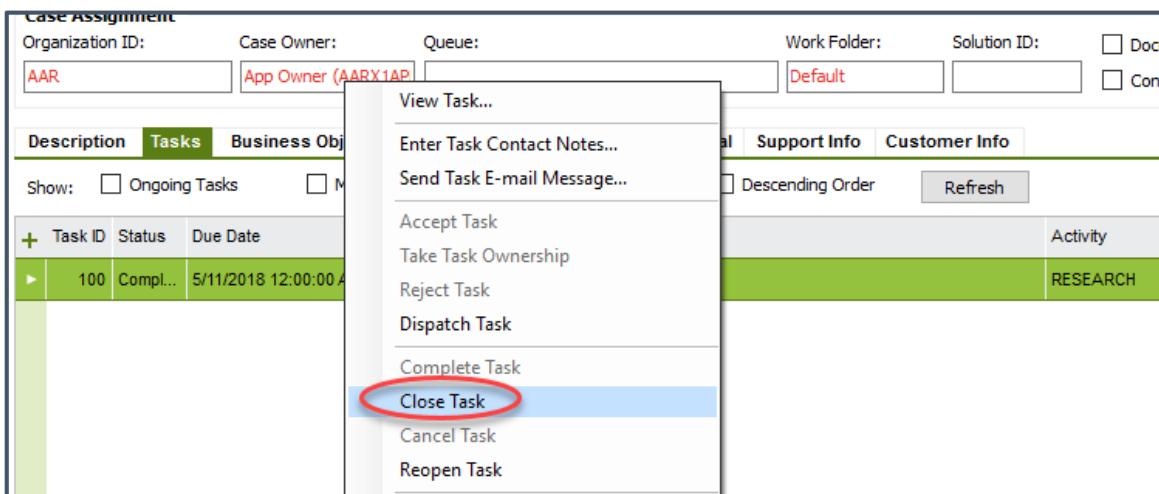
10. Close Task

Functional Group

Any

Description

Once a task has been marked complete, the case owner should verify that the task has been completed to their satisfaction. Upon verification, they can close the task. To do this, right click on the task and select “Close Task”. In the popup that appears, change Completion: In Process to Completed.



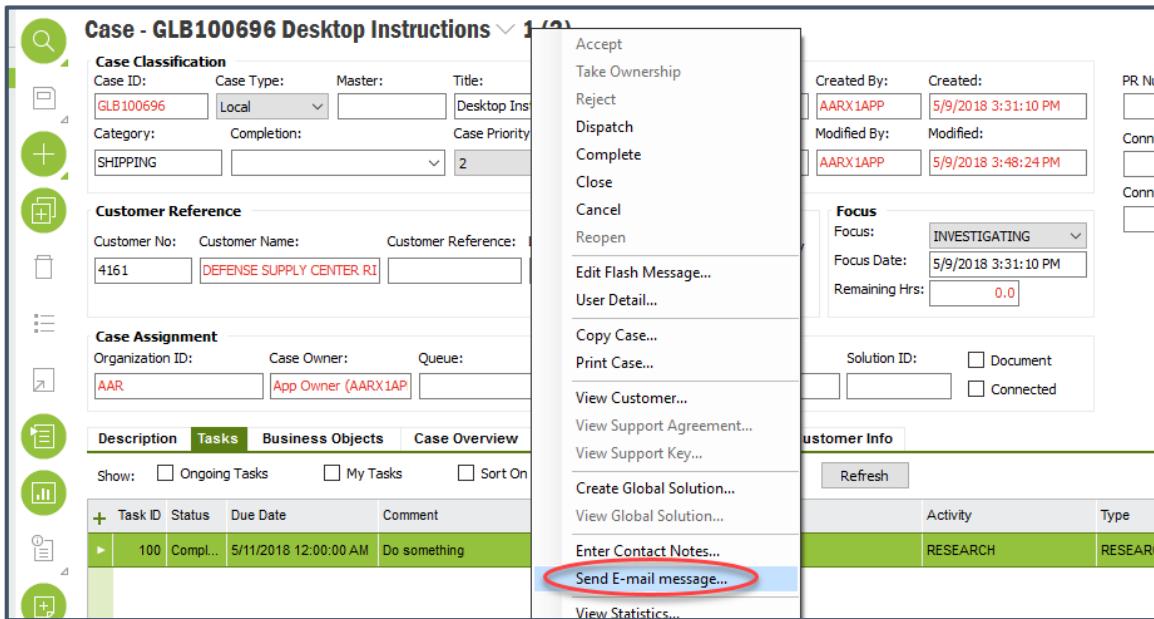
11. Send Email from Within Case

Functional Group

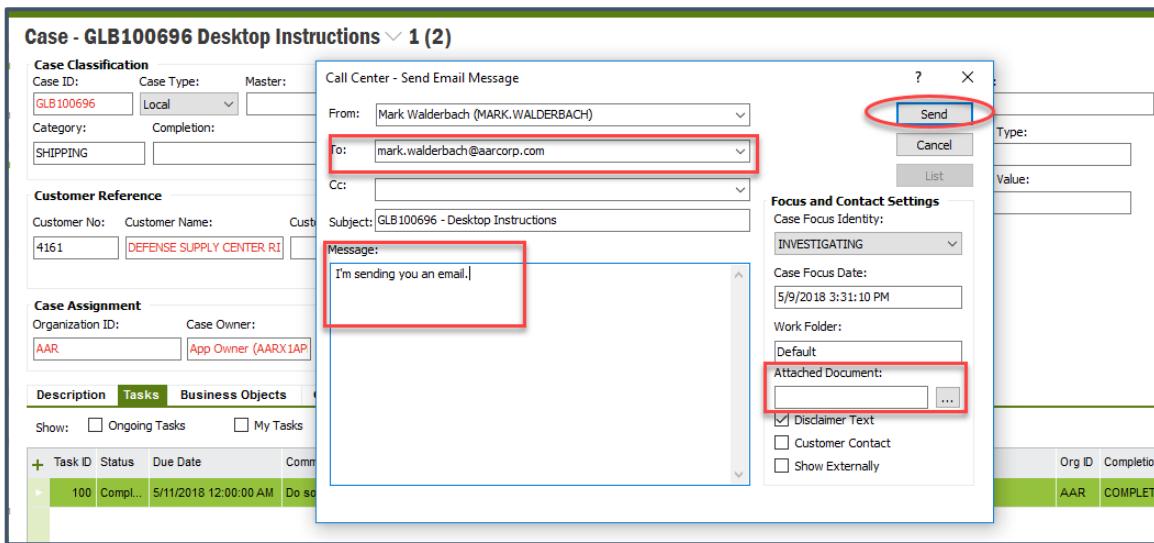
Any

Description

If you need to communicate with either an internal or external person regarding the case, you can send an email directly from the case. This will allow the email to be tracked in the case history and will automatically include references to the case. To do this, right click in the header of the case and select "Send E-mail message..."



Select a “To” email, enter a message, and attach any documents you wish to include. Then click send.



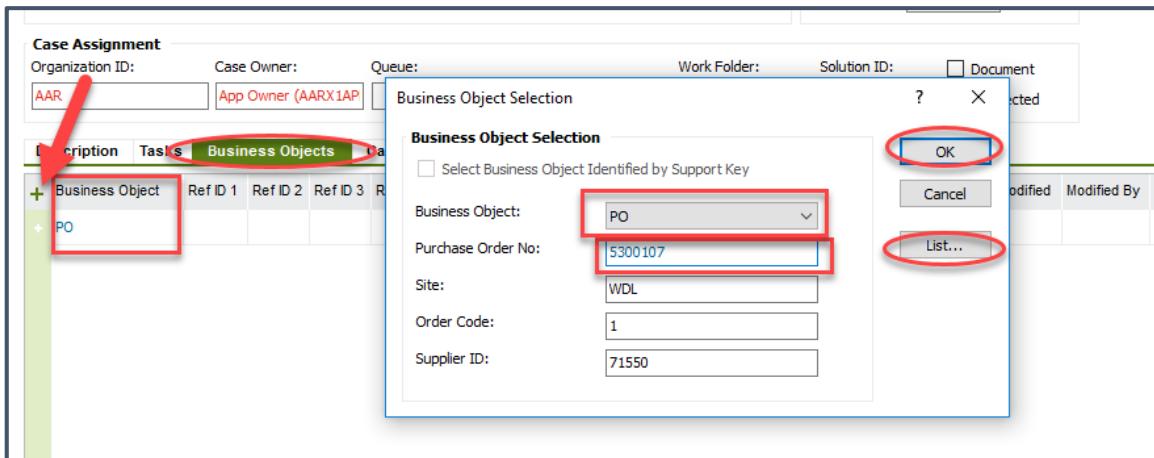
12. Attach Business Object to Case

Functional Group

Any

Description

If, after the case was created, you need to attach a business object such as a purchase order or customer order to the case, go to the Business Objects tab and click the plus sign in the upper left of the tab to create a new row. Select a Business Object and enter the requested information in the popup that appears. You can use the “List...” button to more easily locate the record you want to attach. Click “OK” to confirm.



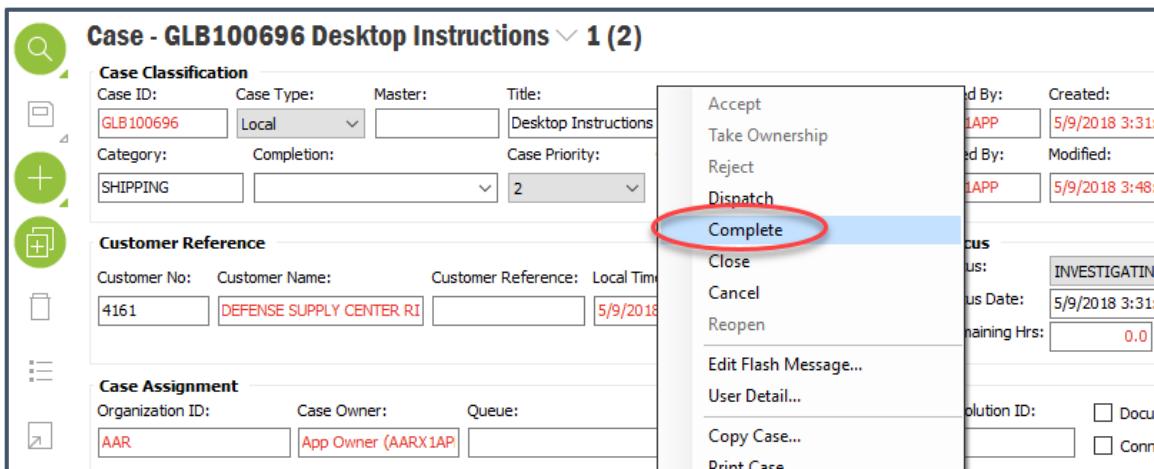
13. Complete Case

Functional Group

Any

Description

Once the issue the case was created to address has been resolved, right click in the header and select “Complete”. In the popup that appears, change Completion: In Process to Completed.



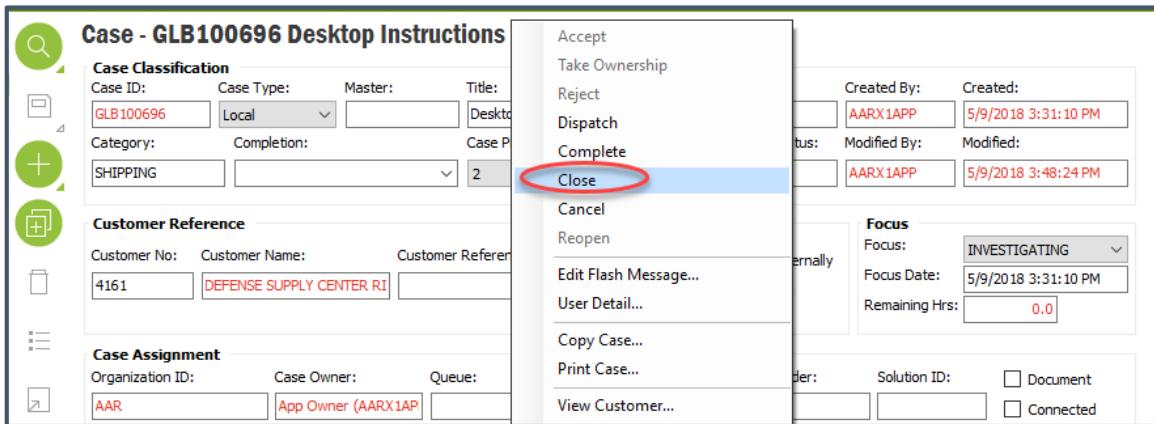
14. Close Case

Functional Group

Any

Description

Once a case has been marked complete, the case owner should verify that the case has been completed to their satisfaction. Upon verification, they can close the case. To do this, right click in the case header and select "Close". In the popup that appears, change Completion: In Process to Completed.



16. Appendix A: Term Sheet

IMOPS	IFS	Notes
Tag	Lot/Batch	-
CAGE/FSC	Manufacturer No	-
Part	Manufacturer Part No	-
Schedule B	Customs Stat No	-
NCR	MRB	-
Internal Narrative	Notes	-
External Narrative	Document Text	-
Customer Type	Form of Business	-
Warehouse	Site	-
Required Date	Wanted Delivery Date	When the receiver originally wanted the goods delivered.
Revised Required	Target Delivery Date	When the receiver currently wants the goods delivered.
Revised Required	Promised Delivery Date	When the sender has confirmed the goods will be delivered.
Revised Required	Planned Delivery Date	When the sender thinks the goods will be delivered.
Bill To Address	Document Address	-
Ship To Address	Delivery Address	-
Profit Center	Project	-
Group Code-Tag Prefix	Sub Project	-
Quote	Sales Quotation	-
Shipper	Shipment	-
Certed	Passed Final Inspection	Outbound inspection now occurs after a shipment is created. QC then inspects the lines on the shipment, and either passes or fails them.
ShipComplete	IRR Generated.	-
Distributed	Pegged	-
CH No	Quotation No	-
Kit	Manufactured Part	-
Kit Build	Shop Order	-
Repair Order	Order for Services	This is a type of PO in IFS. See desktop instructions for details.
Credit Hold	Blocked	When a customer order is on credit hold the status of the order will be "Blocked"
Vendor Events	Posting Proposals	-

17. Appendix B: Document Text Output Types

Document	Output Type	Notes
Credit Invoice	COHDR	-
Credit Invoice	COHDR2	-
Credit Invoice	COHDR3	-
Credit Invoice	COHDR4	-
Credit Invoice	COHDR5	-
Credit Invoice	COHDR6	-
Credit Invoice	COLINE	-
Customer Order Confirmation	COHDR	-
Customer Order Confirmation	COHDR2	-
Customer Order Confirmation	COHDR3	-
Customer Order Confirmation	COHDR4	-
Customer Order Confirmation	COHDR5	-
Customer Order Confirmation	COHDR6	-
Customer Order Confirmation	COLINE	-
Customer Order Invoice	COHDR	-
Customer Order Invoice	COHDR2	-
Customer Order Invoice	COHDR3	-
Customer Order Invoice	COHDR4	-
Customer Order Invoice	COHDR5	-
Customer Order Invoice	COHDR6	-
Customer Order Invoice	COLINE	-
Purchase Order	52.203	Used by system for PO Flowdowns
Purchase Order	52.204	Used by system for PO Flowdowns
Purchase Order	52.209	Used by system for PO Flowdowns
Purchase Order	52.211	Used by system for PO Flowdowns
Purchase Order	52.212	Used by system for PO Flowdowns
Purchase Order	52.213	Used by system for PO Flowdowns
Purchase Order	52.214	Used by system for PO Flowdowns
Purchase Order	52.215	Used by system for PO Flowdowns
Purchase Order	52.217	Used by system for PO Flowdowns
Purchase Order	52.219	Used by system for PO Flowdowns
Purchase Order	52.222	Used by system for PO Flowdowns
Purchase Order	52.223	Used by system for PO Flowdowns
Purchase Order	52.224	Used by system for PO Flowdowns
Purchase Order	52.225	Used by system for PO Flowdowns
Purchase Order	52.227	Used by system for PO Flowdowns
Purchase Order	52.228	Used by system for PO Flowdowns
Purchase Order	52.229	Used by system for PO Flowdowns
Purchase Order	52.23	Used by system for PO Flowdowns
Purchase Order	52.232	Used by system for PO Flowdowns
Purchase Order	52.234	Used by system for PO Flowdowns
Purchase Order	52.236	Used by system for PO Flowdowns

Document	Output Type	Notes
Purchase Order	52.242	Used by system for PO Flowdowns
Purchase Order	52.243	Used by system for PO Flowdowns
Purchase Order	52.244	Used by system for PO Flowdowns
Purchase Order	52.246	Used by system for PO Flowdowns
Purchase Order	52.247	Used by system for PO Flowdowns
Purchase Order	52.248	Used by system for PO Flowdowns
Purchase Order	52.249	Used by system for PO Flowdowns
Purchase Order	252.203	Used by system for PO Flowdowns
Purchase Order	252.204	Used by system for PO Flowdowns
Purchase Order	252.209	Used by system for PO Flowdowns
Purchase Order	252.222	Used by system for PO Flowdowns
Purchase Order	252.223	Used by system for PO Flowdowns
Purchase Order	252.224	Used by system for PO Flowdowns
Purchase Order	252.225	Used by system for PO Flowdowns
Purchase Order	252.226	Used by system for PO Flowdowns
Purchase Order	252.227	Used by system for PO Flowdowns
Purchase Order	252.233	Used by system for PO Flowdowns
Purchase Order	252.239	Used by system for PO Flowdowns
Purchase Order	252.244	Used by system for PO Flowdowns
Purchase Order	252.246	Used by system for PO Flowdowns
Purchase Order	252.247	Used by system for PO Flowdowns
Purchase Order	5352.223	Used by system for PO Flowdowns
Purchase Order	ASBESTOS	Used by system for PO Flowdowns
Purchase Order	C06	Used by system for PO Flowdowns
Purchase Order	C07	Used by system for PO Flowdowns
Purchase Order	C22	Used by system for PO Flowdowns
Purchase Order	CLASS I	Used by system for PO Flowdowns
Purchase Order	E06	Used by system for PO Flowdowns
Purchase Order	FED-STD	Used by system for PO Flowdowns
Purchase Order	FMS REQ	Used by system for PO Flowdowns
Purchase Order	H03	Used by system for PO Flowdowns
Purchase Order	H04	Used by system for PO Flowdowns
Purchase Order	H05	Used by system for PO Flowdowns
Purchase Order	H06	Used by system for PO Flowdowns
Purchase Order	H07	Used by system for PO Flowdowns
Purchase Order	IAW DWG	Used by system for PO Flowdowns
Purchase Order	IDENTIFY	Used by system for PO Flowdowns
Purchase Order	ISO 9001	Used by system for PO Flowdowns
Purchase Order	L22	Used by system for PO Flowdowns
Purchase Order	L31	Used by system for PO Flowdowns
Purchase Order	L32	Used by system for PO Flowdowns
Purchase Order	M10	Used by system for PO Flowdowns
Purchase Order	MERCURY	Used by system for PO Flowdowns
Purchase Order	MIL-STD	Used by system for PO Flowdowns
Purchase Order	NAVSUPW	Used by system for PO Flowdowns

Document	Output Type	Notes
Purchase Order	POFREIGHT	-
Purchase Order	POHDR	-
Purchase Order	POHDR2	-
Purchase Order	POHDR3	-
Purchase Order	POHDR4	-
Purchase Order	POHDR5	-
Purchase Order	POHDR6	-
Purchase Order	POHDR7	-
Purchase Order	POHDR8	-
Purchase Order	POHDR9	-
Purchase Order	POLINE	-
Purchase Order	POMSG01	For use with corresponding phrase
Purchase Order	POMSG02	For use with corresponding phrase
Purchase Order	POMSG03	For use with corresponding phrase
Purchase Order	POMSG04	For use with corresponding phrase
Purchase Order	POMSG05	For use with corresponding phrase
Purchase Order	POMSG06	For use with corresponding phrase
Purchase Order	POMSG07	For use with corresponding phrase
Purchase Order	POMSG08	For use with corresponding phrase
Purchase Order	POMSG1	For use with corresponding phrase
Purchase Order	POMSG10	For use with corresponding phrase
Purchase Order	POMSG12	For use with corresponding phrase
Purchase Order	POMSG16	For use with corresponding phrase
Purchase Order	POMSG17	For use with corresponding phrase
Purchase Order	POMSG18	For use with corresponding phrase
Purchase Order	POMSG2	For use with corresponding phrase
Purchase Order	POMSG22	For use with corresponding phrase
Purchase Order	POMSG23	For use with corresponding phrase
Purchase Order	POMSG24	For use with corresponding phrase
Purchase Order	POMSG28	For use with corresponding phrase
Purchase Order	POMSG29	For use with corresponding phrase
Purchase Order	POMSG31	For use with corresponding phrase
Purchase Order	POMSG33	For use with corresponding phrase
Purchase Order	POMSG34	For use with corresponding phrase
Purchase Order	POMSG42	For use with corresponding phrase
Purchase Order	POMSG44	For use with corresponding phrase
Purchase Order	POMSG45	For use with corresponding phrase
Purchase Order	POMSG46	For use with corresponding phrase
Purchase Order	POMSG54	For use with corresponding phrase
Purchase Order	POMSG60	For use with corresponding phrase
Purchase Order	POMSG64	For use with corresponding phrase
Purchase Order	POMSG68	For use with corresponding phrase
Purchase Order	POMSG88	For use with corresponding phrase
Purchase Order	POMSG96	For use with corresponding phrase
Purchase Order	POMSGQR	For use with corresponding phrase

Document	Output Type	Notes
Purchase Order	RQ001	Used by system for PO Flowdowns
Purchase Order	RQ009	Used by system for PO Flowdowns
Purchase Order	RQ010	Used by system for PO Flowdowns
Purchase Order	SHELF LIFE	Used by system for PO Flowdowns
Purchase Order	TEST	Used by system for PO Flowdowns
Purchase Order	WSSTERM	Used by system for PO Flowdowns
Quotation	SQHDR	-
Quotation Line	SQLINE	-
Return Material Authorization	RMA	-
Request for Order Quotation	OQHDR	-
Request for Order Quotation	OQHDR2	-
Request for Order Quotation	OQHDR3	-
Request for Order Quotation	OQLINE	-
Request for Order Quotation	OQLINE2	-
Request for Order Quotation	OQLINE3	-