Begin Process

1.0 Customer puts in request for pickup

2.0 Ask for packing list (or MCPS Form 235-2) to be returned with materials

3.0 DMM truck picks up materials & returns to warehouse (or customer returns materials)

4.0 Are any materials damaged, in partial units of measure or has their shelf-life expired?

5.0 Credit for these materials cannot be processed

6.0 Count and separate materials

7.0 Put warehouse location and stock number on packing list (or Form 235-2)

8.0 Give packing list (or Form 235-2) to Assistant Director in front office

9.0 Assistant Director: reviews packing list (or Form 235-2) with location and quantity returned from Operations Supervisor

10.0 Go online to verify the original requisition account charged for order

11.0 Change modules and go to Inventory Module

12.0 Confirm account number on blue bar with account number seen on packing list (or Form 235-2)

13.0 Repeat step 12.0 until all materials to be credited have been entered

14.0 Click SAVE icon to complete credit process

End Process

To Details Page 1
Supply Warehouse – Processing Credit Returns

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Customer puts in request for pickup

Step 2.0: Ask for packing list (or MCPS Form 235-2) to be returned with materials

Step 3.0: DMM truck picks up materials and returns to warehouse (or customer returns materials)

Step 4.0: Are any materials damaged, in partial units of measure or has the shelf-life expired?

If yes, proceed to step 5.0. If no, skip to step 6.0.

Step 5.0: Credit for these materials cannot be processed

This ends the process.

Step 6.0: Count and separate materials

Step 7.0: Put warehouse location and stock number on packing list (or Form 235-2)

Step 8.0: Give packing list (or Form 235-2) to Assistant Director in front office

Step 9.0: Assistant Director reviews packing list (or Form 235-2) with location and quantity returned from Operations Supervisor

Step 10.0: Go online to verify the original requisition account charged for order

You must find the account used when the requisition was first placed. Go to the internet and choose the following:

1) Go to iProcurement
2) Click on the Requisition tab
3) Click on the Search button
4) Click on the Clear button
5) In the Requisition Created box change to ANYTIME
6) Enter the Requisition Number (number shown in brown)
7) Click on the Details icon
8) Click on Show Additional Information
9) Copy Charge Account number onto the Packing List (or Form 235-2)
10) Exit iProcurement

To Details Page 2

Return to Key Process
Step 11.0: Change modules and go to Inventory Module

1) Go to Transactions
2) Click on Miscellaneous Transactions
3) Click on DM2 (box opens)
4) Click 3 Dots on Type Line
5) Select Account Receipt
6) Click the 3 Dots on Source Line
7) Enter Charge Account Number (segment by segment)
8) Click OK button
9) Click on Transaction Lines button

Step 12.0: Confirm account number on blue bar with account number seen on packing list (or Form 235-2)

1) Enter Item Number
2) Enter Sub inventory
3) Click the 3 Dots and choose
4) Enter Location
5) Click the 3 Dots to find and select Location
6) Tab to Quantity field
7) Enter Quantity
8) Tab to Reason field
9) Click the 3 Dots to choose ‘Customer Credit’
10) Tab to Reference field
11) Enter either Sales Order Number or Requisition Number

Step 13.0: Repeat step 12.0 until all materials to be credited have been entered

Step 14.0: Click SAVE icon to complete credit process