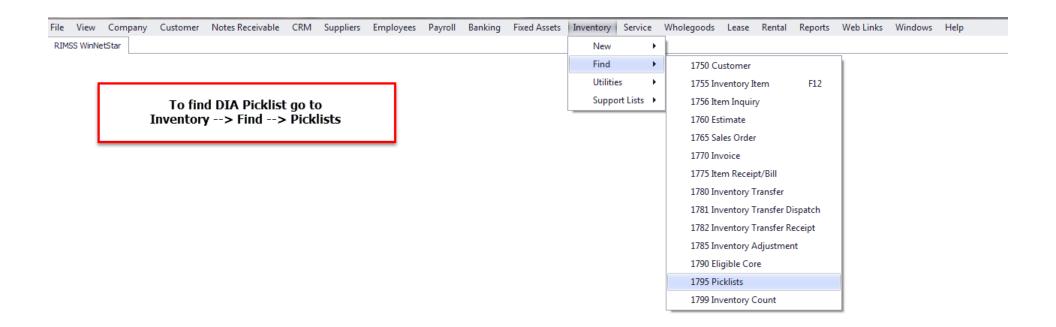


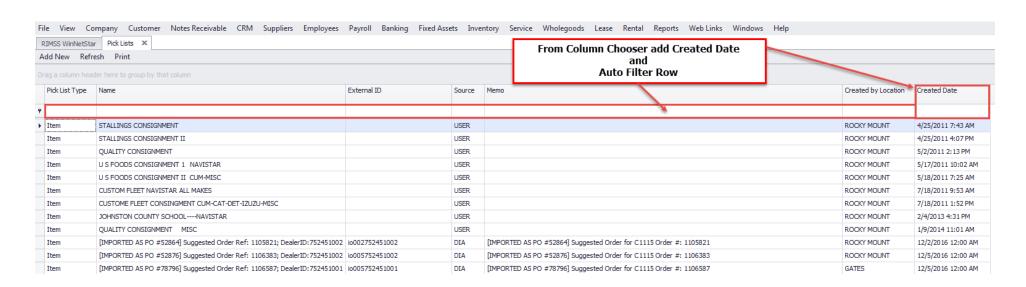
DIA Surplus Return Processing

Software Development RIMSS Business Systems Technology

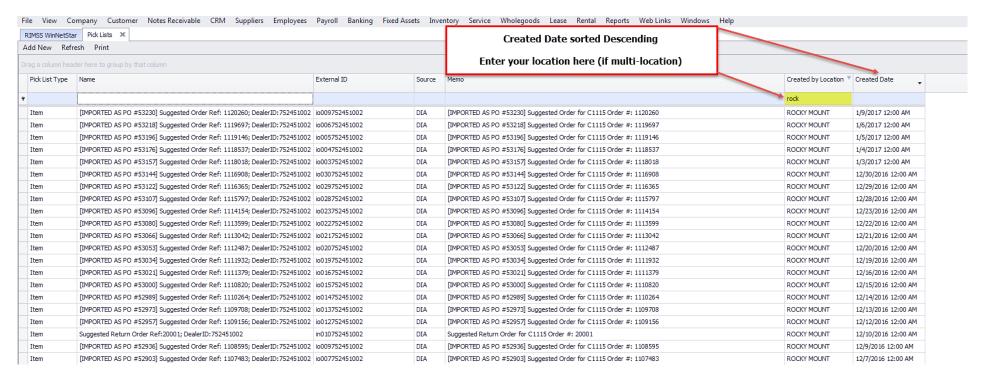
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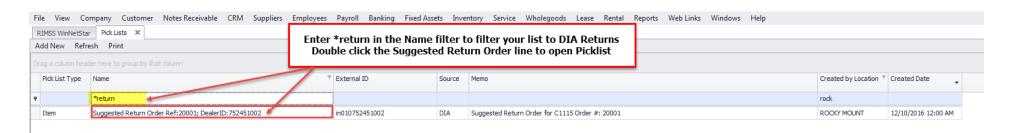
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Right click on Created Date and sort Descending to show the most current Picklist. If you are a multi-location dealer, you will see each locations Picklist file(s). In the **Created by Location** filter box, enter your location.

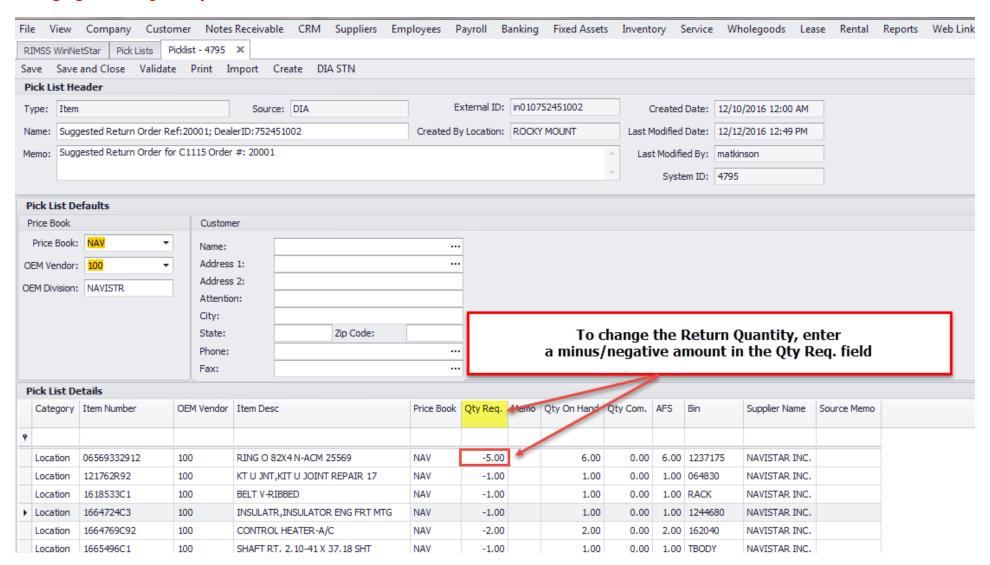




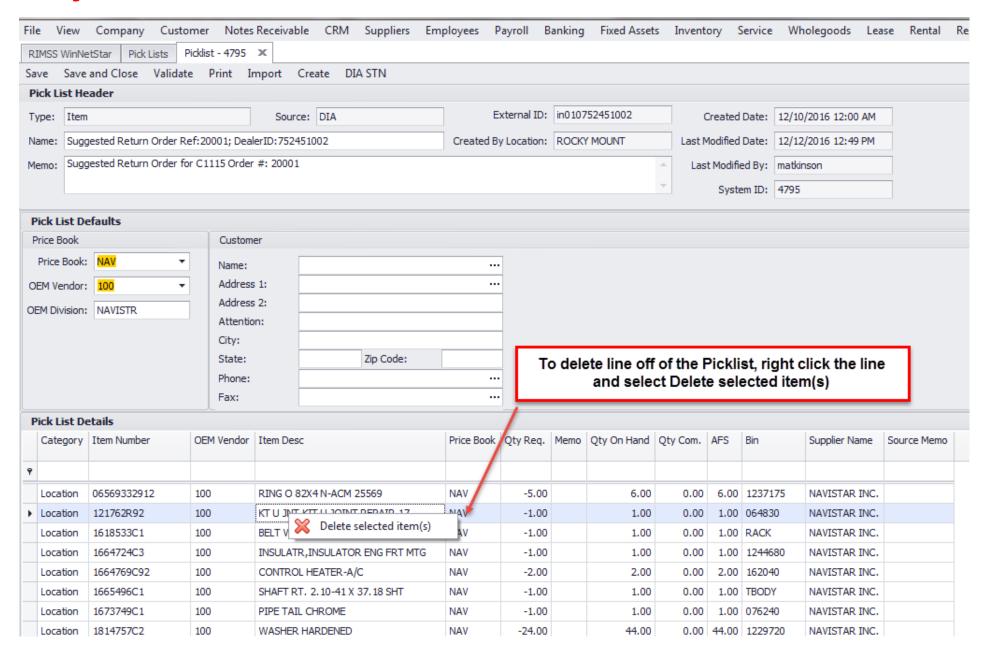
Once you have opened the Picklist you can modify the following:

- Edit/change Return Quantity (enter a negative/minus quantity)
- Delete Picklist line (right click line and delete)
- Add new Items to Picklist file

Changing Return Quantity

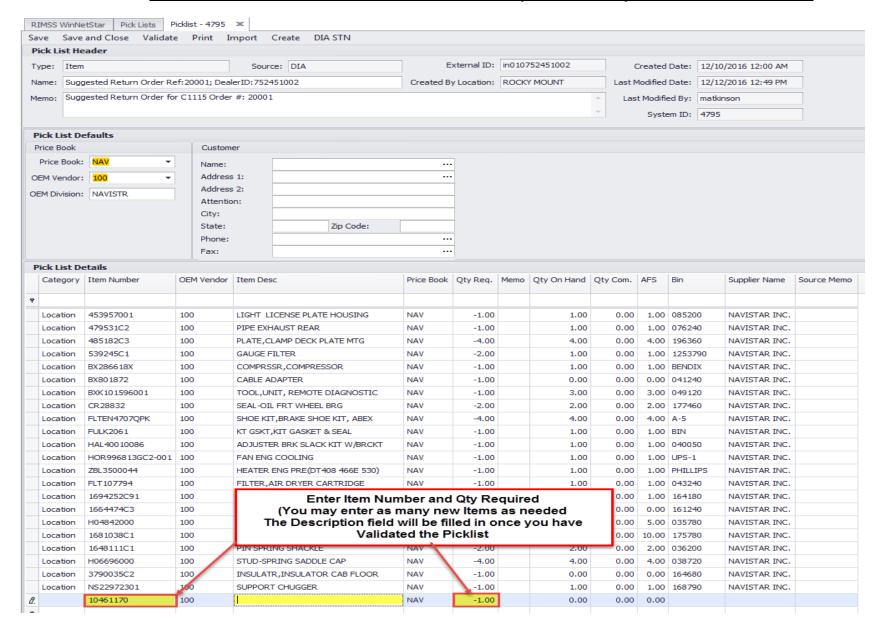


Deleting line from Picklist

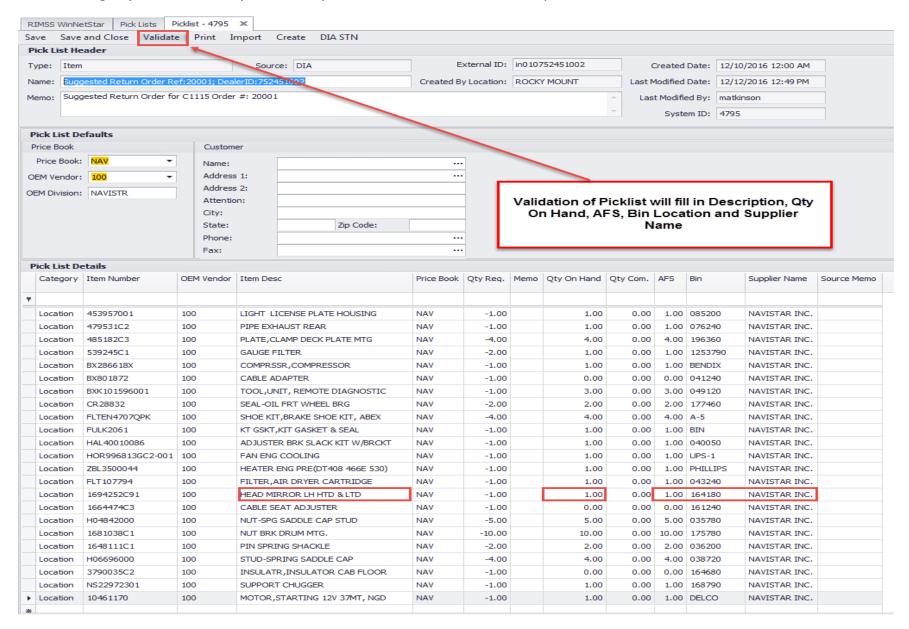


Adding new line to Picklist

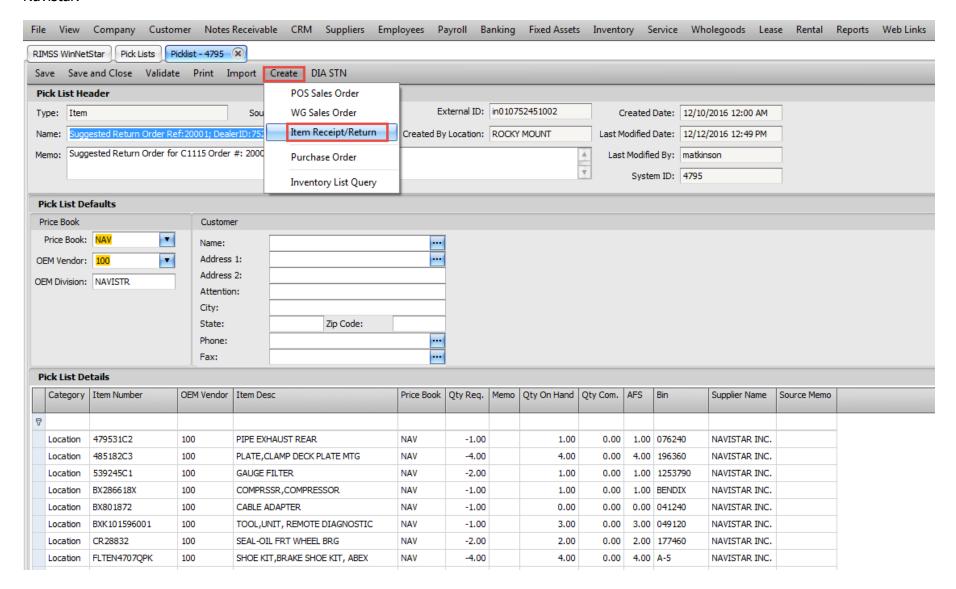
Scroll to the bottom of the Picklist. Enter the Item number(s) and negative/minus quantity. After entering new line(s) press Validate at the top of the Picklist screen. **Note: ONLY OEM Vendor 100 and Price Book NAV parts are acceptable on the DIA Return.**



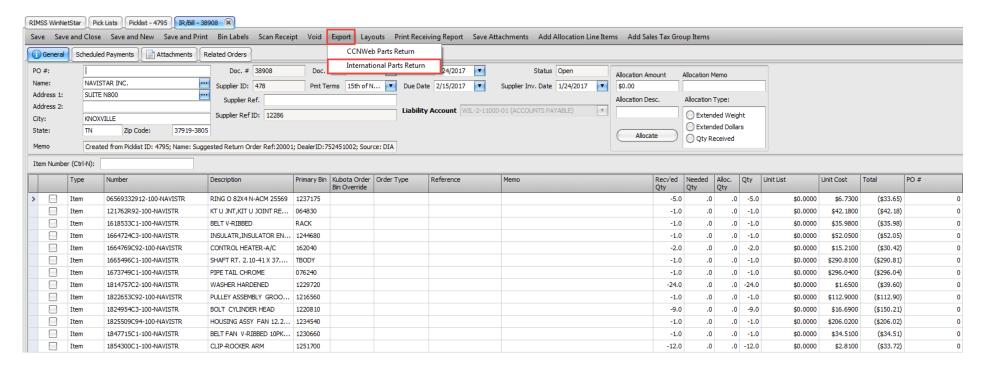
After entering any "new" items to your Picklist press the Validate button at the top of the screen.



Once you have modified the Picklist and are ready to upload to Navistar, click the Create button to create an Item Receipt/Return (IR) to export to Navistar.



Your IR/Bill screen will open, then select Export and select International Parts Return



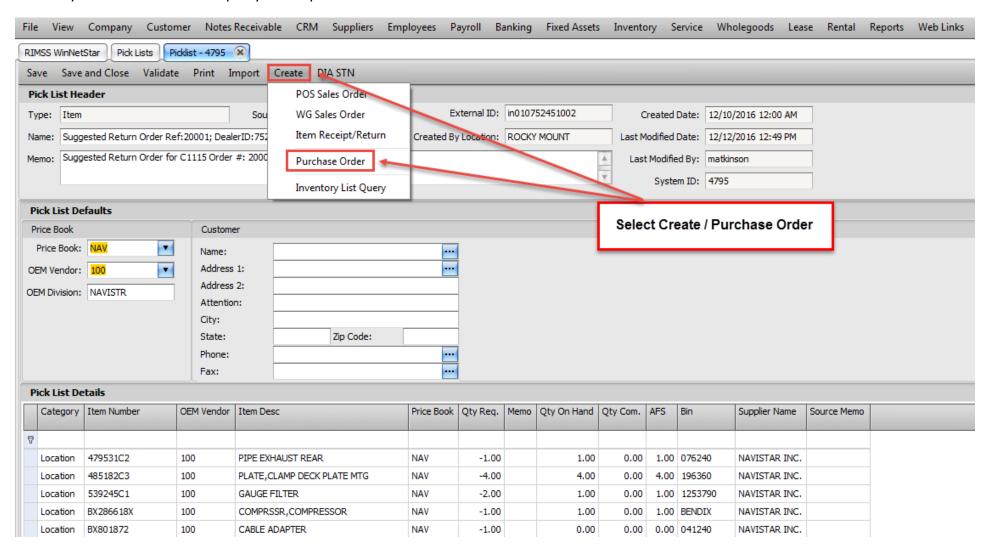
*** IMPORTANT - PLEASE VOID THIS IR AFTER EXPORTING ***

Since the IR has negative quantities, your On Hand quantities are reduced at the time the IR is created. It will take some time for Navistar to process and send you the pull cards for the items you are returning. It is very important to void the IR after exporting to restore your On Hand quantities.

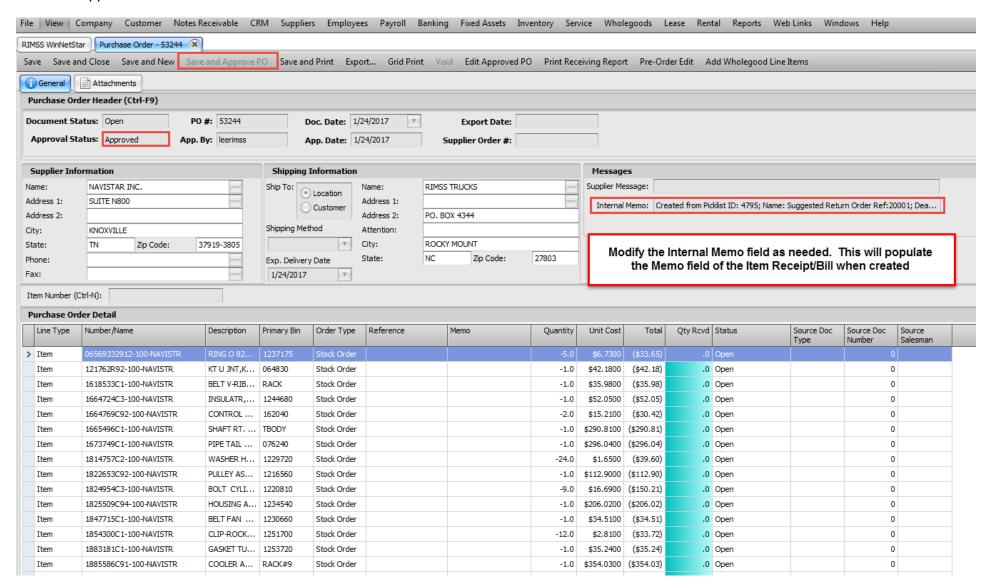
Once you have received your pull cards from Navistar and have taken the parts off the shelves, boxed them up and are ready to reduce your Inventory see the next procedures for creating a new IR.

Instructions to create a Purchase Order to help with creating your Surplus Return IR.

Inventory → Find → Picklists Open your Surplus Return Picklist



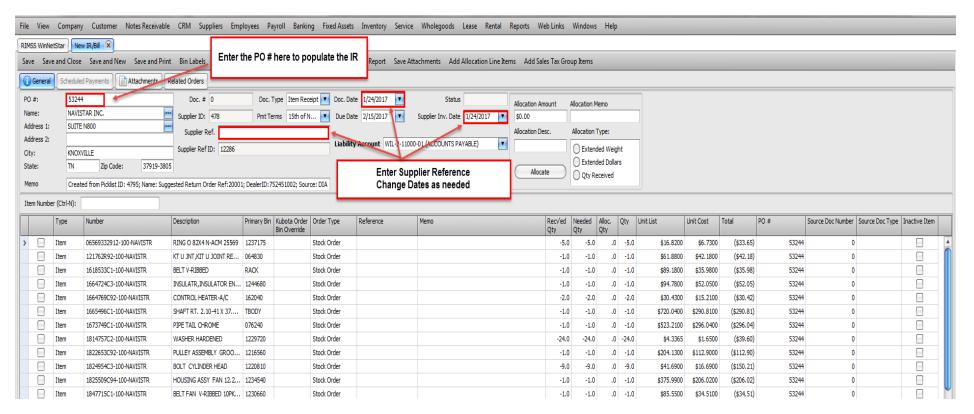
Save and Approve PO after it's created



Since you will be returning your Surplus Parts to different Depots, creating a Purchase Order helps with creating each IR needed for each set of parts you are returning to the Depots.

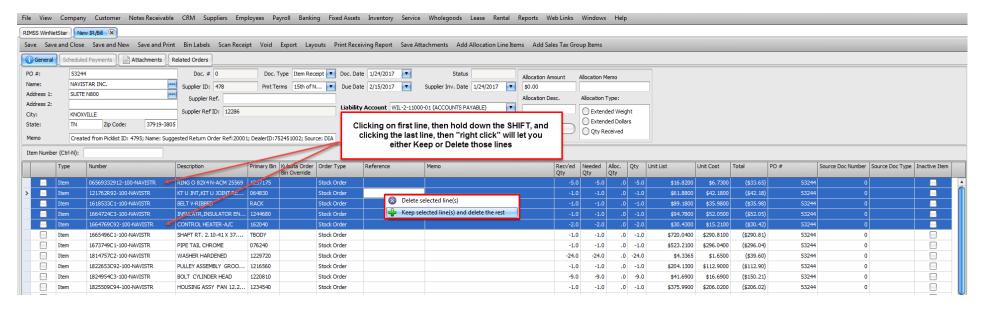
Creating new IR based on items in your Purchase Order

— Inventory → New → Item Receipt/Bill

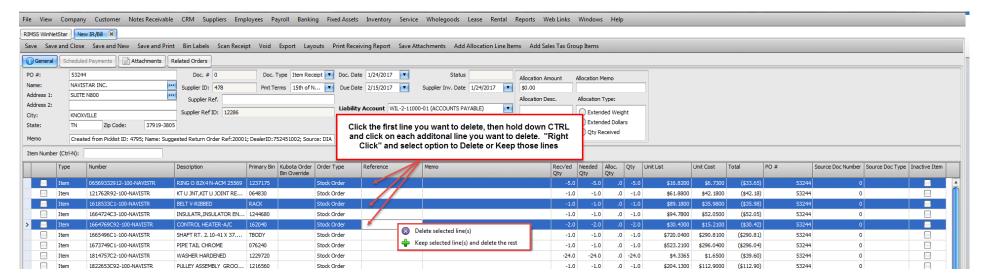


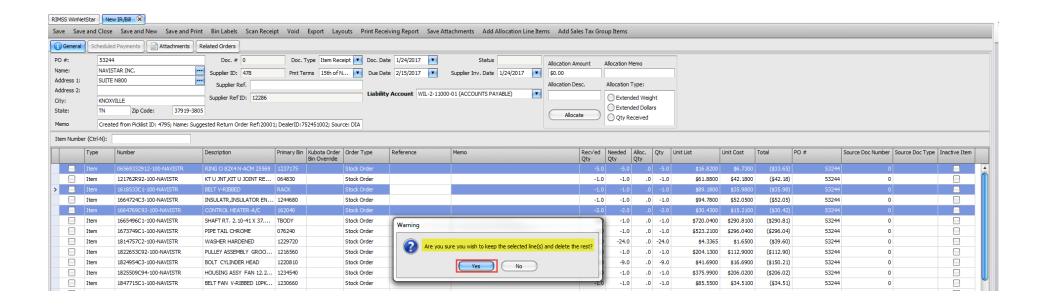
Lines can be deleted before saving the IR – Delete any lines not pertaining to this IR

*** Deleting group of parts ***



*** Deleting certain lines ***





After you have deleted ALL lines that do not pertain to this Surplus Return verify the total of the IR agrees with the credit receive from Navistar. If the totals DO NOT agree with the credit received you will need to add a GL line for the difference to make the IR total correctly.

