



Instructions for exporting Kubota Surplus Return

Software Development
RIMSS Business Systems Technology

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These instructions are intended to help you export your Surplus Return to Kubota and assume you have already identified all parts needed to create your Return.

These instructions are to assist you in exporting your Kubota Surplus Return to Kubota. The export is done from within a Purchase Order. Quantities are entered as a negative. Although the quantities are entered as a negative, they will be uploaded to KubotaLink as a positive quantity.

The negative quantities give you the ability to create an IR/Bill and reduce the On Hand by the quantity returned. The export process requires you to save the export file to your PC as a "csv" (Comma-Separated Values file). You will then log into KubotaLink and upload the file into KubotaLink.

IMPORTANT NOTE: Do not double click and open the csv file that is saved on your PC as this will change the format of the file.

Create a new Purchase Order to Kubota. Add all parts to be returned to Kubota with negative quantities. Make sure to leave the status of the PO as **Unapproved** until the Return has been exported to Kubota. This will let you modify the PO, if needed, in case there are any changes needed to the PO.

RIMSS WinNetStar Telephony Purchase Order - 32827

Save Save and Close Save and New Save and Approve PO Save and Print Export... Grid Print Void Edit Approved PO Print Receiving Report Pre-Order Edit Add Wholegood Line Items Ed

General Attachments

Purchase Order Header (Ctrl-F9)

Document Status: Open PO #: ELI 32827 RTN Doc. Date: 3/16/2020 Export Date: Approval Status: Unapproved App. By: App. Date: Supplier Order #:

Supplier Information

Name: KUBOTA TRACTOR CORP. Address 1: PO BOX 70669 Address 2: City: CHICAGO State: IL Zip Code: 606730669 Phone: (310) 370-3370 Fax:

Shipping Information

Ship To: Location Name: Attention: Address 1: Address 2: City: State: Shipping Method: Exp. Delivery Date: 3/16/2020

Messages

Supplier Message: Internal Memo: March 2020 Kubota Surplus Return F10-Apply Discount

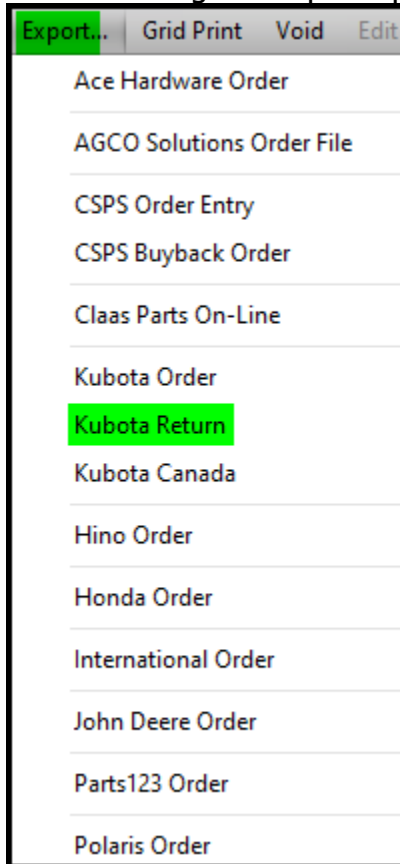
Item Number (Ctrl-N): GL Shortcut ID Amount Reference ID

Purchase Order Detail

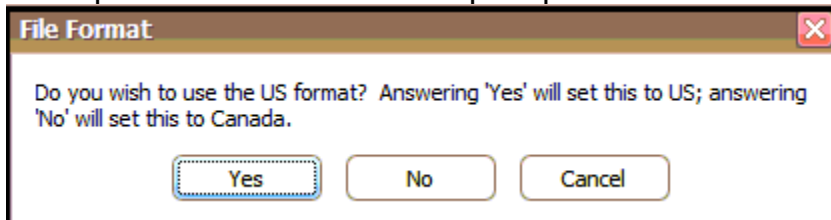
Line Type	Number/Name	Description	Primary Bin	Order Type	Reference	Memo	Quantity	Unit Cost	Discount	Discounted Unit Cost	Total	Qty Rcvd	Status
> Item	01023-50612-620	BOLT, 7T SEMS	B21U06				-22.0	\$0.2800	0.00%	\$0.2800	(\$6.16)	.0	Open
Item	01754-50616-620	BOLT, FLANGE M6X1X16	B23V11				-6.0	\$0.8400	0.00%	\$0.8400	(\$5.04)	.0	Open
Item	05411-00310-620	PIN, SPRING	2D3J3				-11.0	\$0.2100	0.00%	\$0.2100	(\$2.31)	.0	Open
Item	08101-06403-620	BEARING BALL RAD	A14N03				-2.0	\$14.6300	0.00%	\$14.6300	(\$29.26)	.0	Open

1. An Internal Memo can be added if needed
2. Quantities are entered as negative
3. Approval Status is left as Unapproved
4. Select the Export option

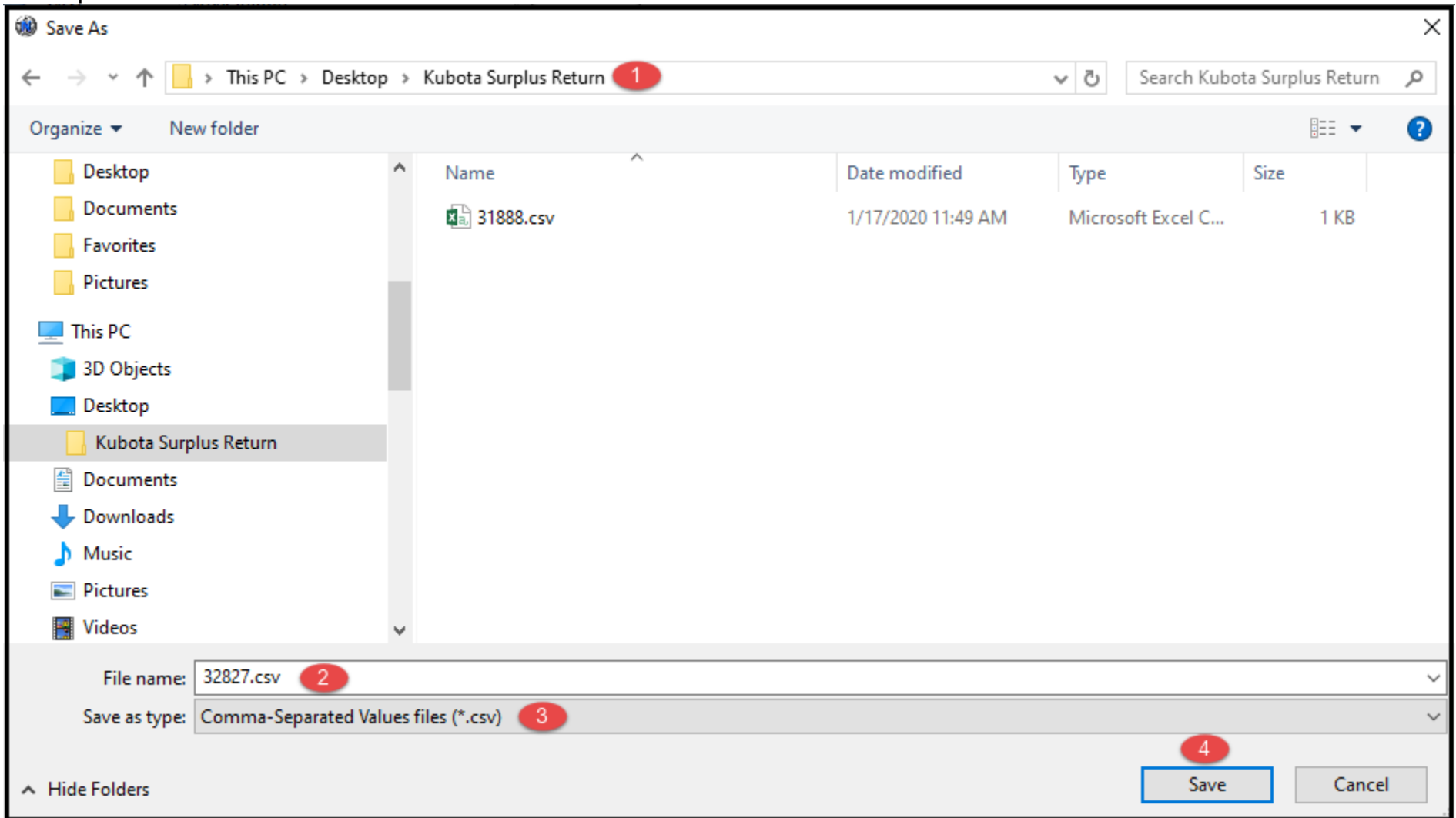
After selecting the Export option, choose Kubota Return as the Order Type.



The first time you export a Kubota Return, you will get the following prompt. Answer Yes or No accordingly. This will set the format of the export file and is a one-time prompt.



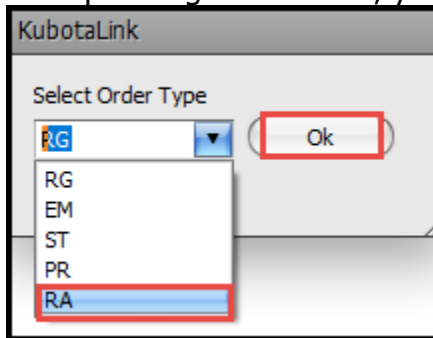
Next you will be prompted where to save the file to your PC. In this example, we have created a Kubota Surplus Return folder on the Desktop



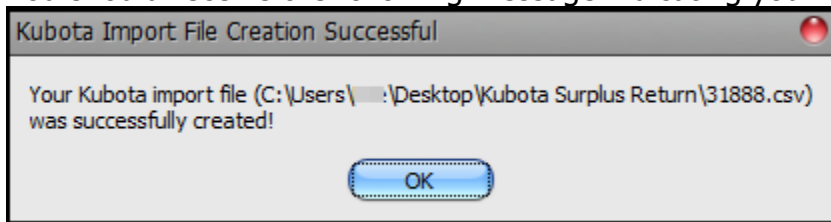
1. Select where the file is being saved on your PC. This location will be needed when uploading the file to Kubota.
2. The system will assign a File Name, which will be your PO #
3. The system will assign a File Type (Comma-Separated Values files (*.csv))
4. Press Save

There is no other input required on this screen.

After pressing Save above, you will be prompted for the Order Type. Select RA as shown below



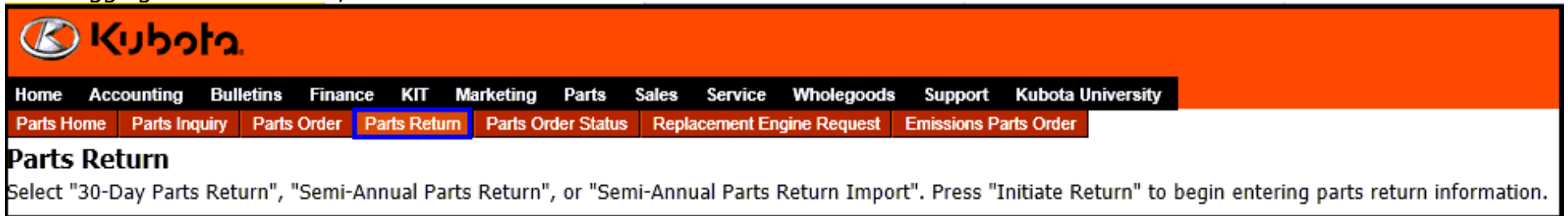
You should receive the following message indicating your export file was successfully created



Next you will log into KubotaLink to upload the Surplus Return File

Any questions regarding processing the Return should be directed to KubotaLink.

After logging into KubotaLink, select **Parts Return**.



Select Semi-Annual Parts Return Import

Parts Home	Parts Inquiry	Parts Order	Parts Return	Parts Order Status	Replacement Engine Request	Emissions Parts Order
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Parts Return


Select "30-Day Parts Return", "Semi-Annual Parts Return", or "Semi-Annual Parts Return Import". Press "Initiate Return" to begin enter

Select Return Type

- ☐ 30 Day Parts Return
- ☐ Semi-Annual Parts Return
- ☒ Semi-Annual Parts Return Import

Saved Semi-Annual Returns

Name	Update Date
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Home	Accounting	Bulletins	Finance	KIT	Marketing	Parts	Sales	Service	Wholegoods	Support	Kubota University
Parts Home	Parts Inquiry	Parts Order	Parts Return	Parts Order Status	Replacement Engine Request	Emissions Parts Order					

Parts Semi-Annual Return

Enter the full path name of your KWIN-EPC/DBS pick list file to be imported or click "Browse" to select one. Click on the "Import Return File" button be

Semi Annual Return File *


Note: For comma delimited files, please make sure the file has extension ".csv".

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[Go to Parts Return](#)

1. Browse your PC and select the Folder / File you saved from the Export
2. Select Import Return File

Press the Validate Return button



[Home](#) [Accounting](#) [Bulletins](#) [Finance](#) [KIT](#) [Marketing](#) [Parts](#) [Sales](#) [Service](#) [Wholegoods](#) [Support](#) [Kubota University](#)

[Parts Home](#) [Parts Inquiry](#) [Parts Order](#) [Parts Return](#) [Parts Order Status](#) [Replacement Engine Request](#) [Emissions Parts Order](#)

Parts Semi-Annual Return

Fill out the return form below with desired parts. Click the "Validate Return" button to validate and preview the return. (* required field)

Validate Return

Save Return

Abandon Return

Dealer Number	Dealer Name
<input type="text"/>	<input type="text"/>
Return from Address	Ship to Address
<input type="text"/>	<input type="text"/>
Return Type	Return Name (Only For Saving Return)
Semi Annual Parts Return	<input type="text"/>

Create more lines

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Make any corrections as needed in KubotaLink. Any changes to quantities or parts deleted in KubotaLink will also need to be done on the Purchase Order used for the Export Process.

Once your PO agrees with the parts and quantities in KubotaLink you can change the status of your PO to **Approved**