



CSPS Surplus Returns (Buybacks) **Instructions for Submitting CSPS Buyback (Surplus Return)**

Software Development
RIMSS Business Systems Technology

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Buybacks (formally known as **Surplus Returns**, were submitted via an IR / Bill with negative quantities). These Buybacks are now submitted via a Purchase Order. Quantities are still entered with a negative quantity.

The same CSPA rules apply to Buybacks as applied to Orders, you must **Simulate** them first.

After your Purchase Order has been created, click the **Export** button, and select **CSPA Buyback Order** from the drop down.

See the following pages for instructions to Simulate the Buyback Purchase Order

There are two (2) ways to create a Purchase Order for the Buyback.

1. Manually create the Purchase Order by manually entering all Part Numbers and negative quantities required for the Buyback.
2. If you are an AMAX dealer, the Purchase Order can be created from the AMAX Pick List.

Instructions for manually creating a Purchase Order

#1 From the Supplier Name field, click ... to display the Supplier Name search box.

#2 Enter the Supplier Name to search for and press Fetch

#3 Double click the Supplier Name to select

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

General Attachments

Purchase Order Header (Ctrl-F9)

Document Status: Open PO #: 0 Doc. Date: 12/17/2017 Export Date:
 Approval Status: Unapproved App. By: App. Date: Supplier Order #:

Supplier Information Name: CASE Address 1: Address 2: City: State: Zip Code: Phone: Fax:
Shipping Information Ship To: Location Customer Name: RIMSS Test Company, Inc. Address 1: Address 2: Attention: City: State: Zip Code:
 Shipping Method: Exp. Delivery Date: 12/17/2017
Messages Supplier Message: Internal Memo:

Item Number (Ctrl-N): 89500414725

Purchase Order Detail

Line Type	Number/Name	Description	Primary Bin	Order Type	Memo	Quantity	Unit Cost	Total	Qty Rcvd	Status
@ Item						1.0	\$0.0000	\$0.00	.0	Open

Item Quantity dialog: Quantity: -2.0 OK

#1 Enter the Item number and press Enter

#2 Enter the Negative Quantity and press Enter or OK

#3 Press Save after entering part(s) to assign PO #

After entering all of the required parts, press the Save button to assign the Purchase Order number.

(Note: It is recommended that the PO is saved, instead of Save and Approve PO, to correct any parts once the Buyback has been Simulated)

General Attachments

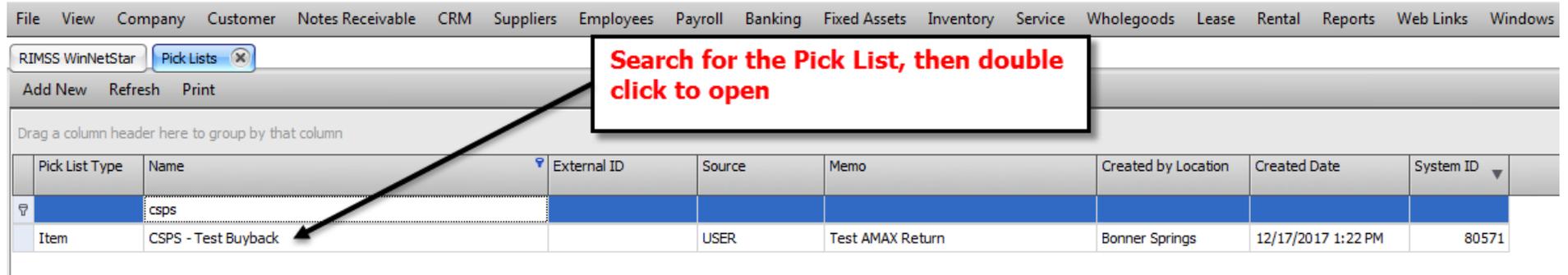
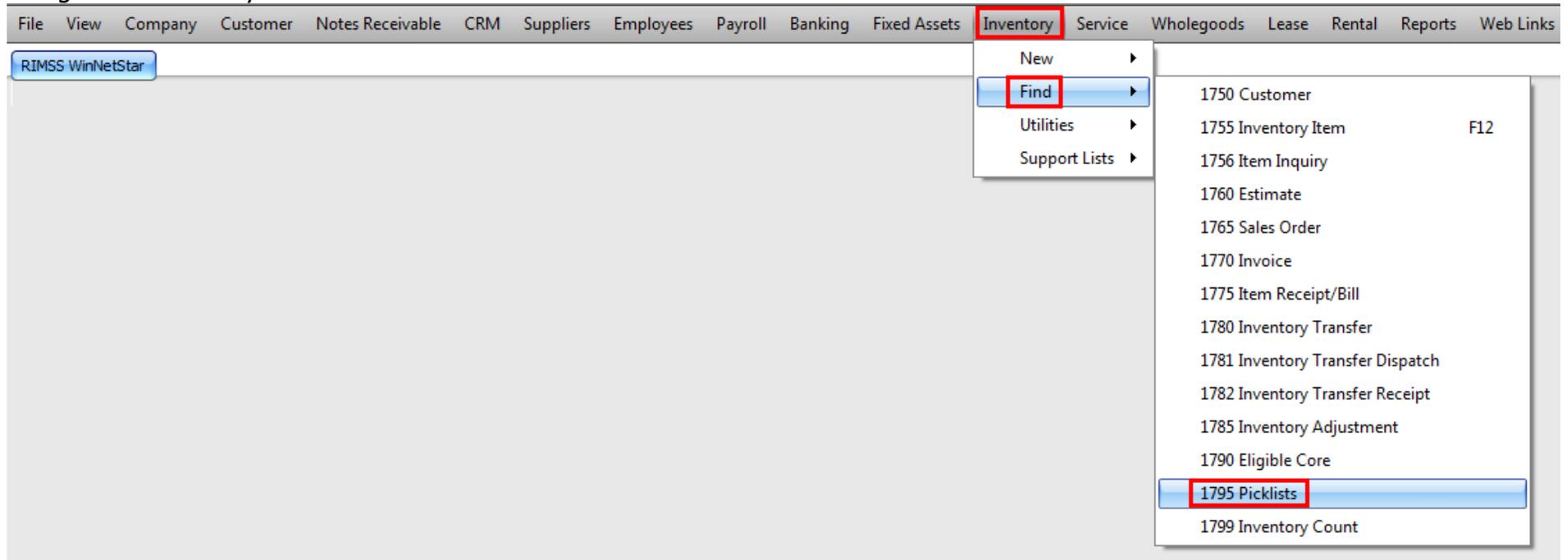
Purchase Order Header (Ctrl-F9)

Document Status: Open PO #: 34815 Doc. Date: 12/17/2017
 Approval Status: Unapproved App. By: App. Date:

Supplier Information Name: CASE
Shipping Information Ship To: Location Name:

Instructions to create Purchase Order from AMAX Pick List

Navigate to Inventory → Find → Picklists



Validating and / or modifying Pick List prior to exporting into a Purchase Order

3 WinNetStar Pick Lists Picklist - 80571

Save Save and Close Validate Print Import Create Retrieve Sales History

Pick List Header

Type: Item Source: USER External ID: Created Date: 12/17/2017 1:22 PM

Name: CSPS - Test Buyback Created By Location: Bonner Springs Last Modified Date: 12/17/2017 2:51 PM

Memo: Test AMAX Return Last Modified By: leerimss

Pick List Defaults

Price Book: CAS OEM Vendor: 198 OEM Division:

Customer Name: Address 1: Address 2: Attention: City: State: Zip: Phone: Fax:

Items can be added to the Pick List
NOTE: Pick List must be validated after adding additional parts

Quantities can be changed

#1 Validate Pick List and correct any Exceptions
#2 Right Click on any part to delete from the Pick List
#3 Click Save after making any modifications to the Pick List

Pick List Details

Category	Item Number	OEM Vendor	Item Desc	Price Book	Qty Req.	Memo	Qty On Hand	Qty Com.	AFS	Bin	Supplier Name	Source Memo	Replacement Cost	Extended Replacement Cost
Location	ZJZ156PN	198	PIN, ROLL	CAS	-10.00		106.00	9.00	97.00	END 3	CASE		\$1.42	\$150.52
Location	B17508	198	OIL	CAS	-50.00		178.00	0.00	178.00	0010	CASE		\$24.78	\$4,410.84
Location	F45165	198	NUT, SPECIAL	CAS	-15.00		48.00	4.00	44.00	1H-52-8I	CASE		\$0.65	\$31.20
> Exception	12345	198		CAS	0.00	Item Number not found	0.00	0.00					\$0.00	\$0.00

2

✗ Delete selected item(s)
Copy

Creating a Purchase Order from Pick List

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease

RIMSS WinNetStar Pick Lists Picklist - 80571

Save Save and Close Validate Print Import **Create** Retrieve Sales History

Pick List Header

Type: Item Source: Supplier
 Name: CSPS - Test Buyback
 Memo: Test AMAX Return

External ID: Created Date: 12/17/2017 1:22 PM
 Created By Location: Bonner Springs Last Modified Date: 12/17/2017 3:21 PM
 Last Modified By: leerimss
 System ID: 80571

Pick List Defaults

POS Sales Order
 WG Sales Order
 Item Receipt/Return
Purchase Order
 Inventory List Query

Once Purchase Order has been created, it will automatically open on a new tab

RIMSS WinNetStar Pick Lists Picklist - 80571 **Purchase Order - 34816**

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 Edit Memo / Salesman

General Attachments

Purchase Order Header (Ctrl-F9)

Document Status: Open PO #: 34816 Doc. Date: 12/17/2017 Export Date:
 Approval Status: Unapproved App. By: App. Date: Supplier Order #:

Supplier Information **Shipping Information** **Messages**

Supplier Name: CASE Ship To: Location Name: RIMSS Test Company, Inc.
 Address 1: Address 1: 24000 W. 43rd Street
 Address 2: Address 2:
 City: Attention:
 State: Zip Code: City: Bonner Springs
 Phone: Fax: State: KS Zip Code: 66226
 Exp. Delivery Date: 12/17/2017

Supplier Message:
 Internal Memo: Created from Picklist ID: 80571; Name: CSPS - Test Buyback; Source: USER

Item Number (Ctrl-N):

Purchase Order Detail

Line Type	Number/Name	Description	Primary Bin	Order Type	Memo	Quantity	Unit Cost	Total	Qty Rcvd	Status	Source Doc Number	Source Doc Type
> Item	ZJZ156PN-198	PIN, ROLL	END 3	Stock Order		-10.0	\$1.4200	(\$14.20)	.0	Open	0	

Select Export → CSPS Buyback Order

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links

RIMSS WinNetStar Pick Lists Picklist - 80571 Purchase Order - 34816

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

General Attachments

Purchase Order Header (Ctrl-F9)

Document Status: Open PO #: 34816 Doc. Date:
 Approval Status: Unapproved App. By: App. Date:

Supplier Information

Name: CASE Ship To: Location Custom
 Address 1:
 Address 2:
 City:
 State: Zip Code:
 Phone: Fax:
 Item Number (Ctrl-N):

Shipping Information

Shipping Method:
 Exp. Delivery Date: 12/17/2017

Messages

Supplier Message:
 Internal Memo: Created from Picklist ID: 80571; Name: CSPS

Purchase Order Detail

- Ace Hardware Order
- AGCO Solutions Order File
- CSPS Order Entry
- CSPS Buyback Order**
- Claas Parts On-Line
- Kubota Order
- Kubota Return
- Kubota Canada
- Hino Order
- International Order
- Parts123 Order
- Polaris Order

Select Simulate to validate the Buyback

CSPS Buyback Form

Simulate Submit Cancel

CSPS Buyback Number: 0 Buyback Type: Surplus Buyback Buyback Status: New Buyback
 Purchase Order Number: 34816 Rejected Stock Disposition Simulated

Part Number	Part Description	Quantity	Bin Location	Blocking Message	Warning Message	Buyback Number	Customer Order Number
> ZJZ156PN	PIN, ROLL	10	END 3			0	
B17508	OIL	50	0010			0	
F45165	NUT, SPECIAL	15	1H-52-8I			0	

CSPS Buyback Form

Simulate Submit Cancel

CSPS Buyback Number: 9008938 Buyback Type: Surplus Buyback Buyback Status: New Buyback

Purchase Order Number: 34816 Rejected Stock Disposition Simulated

Part Number	Part Description	Quantity	Bin Location	Blocking Message	Warning Message	Buyback Number	Customer Order Number
> ZJZ156PN	PIN, ROLL	10	502728			9008938	34816
B17508	OIL	50	502729	DFS part are not returnable		9008938	34816
F45165	NUT, SPECIAL	15	502730	Quantity is less than pack quantity = 50		9008938	34816

#1 Note any message in the Blocking Message area. These items will either need to be corrected or deleted from the Purchase Order.

#2 The Submit option will be grayed out until the Buyback passes the simulation process

#3 Click the Red X (upper right) to close the Simulate screen and return to the Purchase Order to correct items as required.

Simulate Buyback again after correcting parts on the Purchase Order

Correcting errors from above and exporting Buyback again

3 WinNetStar Pick Lists Picklist - 80571 Purchase Order - 34816

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

General Attachments

4

Purchase Order Header (Ctrl-F9)

Document Status: Open PO #: 34816 Doc. Date: 12/17/2017 Export Date:
 Approval Status: Unapproved App. By: App. Date: Supplier Order #: 9008938

Supplier Information
 Name: CASE
 Address 1:
 Address 2:
 City:
 State: Zip Code:
 Phone:
 Fax:

Shipping Information
 Ship To: Location Customer
 Shipping Method:
 Exp. Delivery Date: 12/17/2017

Messages

#1 Correct quantities as needed
#2 Right click to Delete items as needed
#3 Save Purchase Order after modifying
#4 Select Export to Simulate order

Item Number (Ctrl-N):

Purchase Order Detail

Line Type	Number/Name	Description	Primary Bin	Order Type	Memo	Quantity	Unit Cost	Total	Qty Rcvd	Status
Item	ZJZ156PN-198	PIN, ROLL	END 3	Stock Order		-10.0	\$1.4200	(\$14.20)	.0	Open
> Item	B17508-198	OIL	0010	Stock Order		-50.0	\$24.7800	(\$1,239...	.0	Open
Item	F45165-198	NUT, SPECIAL	1H-52-8I	Stock Order		-50.0	\$0.6500	(\$32.50)	.0	Open
*										

2

Delete this
Duplicate Line

1

After correcting the errors above, the Buyback is ready to Submit

CSPS Buyback Form

Simulate **Submit** Cancel

CSPS Buyback Number: 9008938 Buyback Type: Surplus Buyback Buyback Status: New Buyback

Purchase Order Number: 34816 Rejected Stock Disposition Simulated

Part Number	Part Description	Quantity	Bin Location	Blocking Message	Warning Message
ZJZ156PN	PIN, ROLL	10	502728		
F45165	NUT, SPECIAL	50	502730		

No errors in Blocking Message indicating Buyback is ready to Submit

Indication of Successful submission of Buyback

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Whologoods Lease Rental Reports Web Links Windows Help

RIMSS WinNetStar Pick Lists Picklist - 80571 **Purchase Order - 34816**

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 Whologood Line Items Edit Memo / Salesman

General Attachments **1**

Purchase Order Header (Ctrl-F9)

Document Status: Open PO #: 34816 Doc. Date: 12/17/2017 Export Date:

Approval Status: Unapproved App. By: App. Date: Supplier Order #: 9008938

#1 Select Save and Approve PO to complete the Buyback submission

Supplier Information

Name: CASE Address 1: Address 2: City: State: Zip Code: Phone: Fax:

Shipping Information

Ship To: Location Customer Name: RIMSS Test Company, Inc. Address 1: Address 2: Attention: City: State: Shipping Method: Exp. Delivery Date: 12/17/2017

Messages

Supplier Message: Internal Memo: Created from Picklist ID: 80571; Name: CSPS - Test Buyback; Source: USER

Order Generation Successful

Your order (CSPS Buyback Order #9008938) was successfully sent!

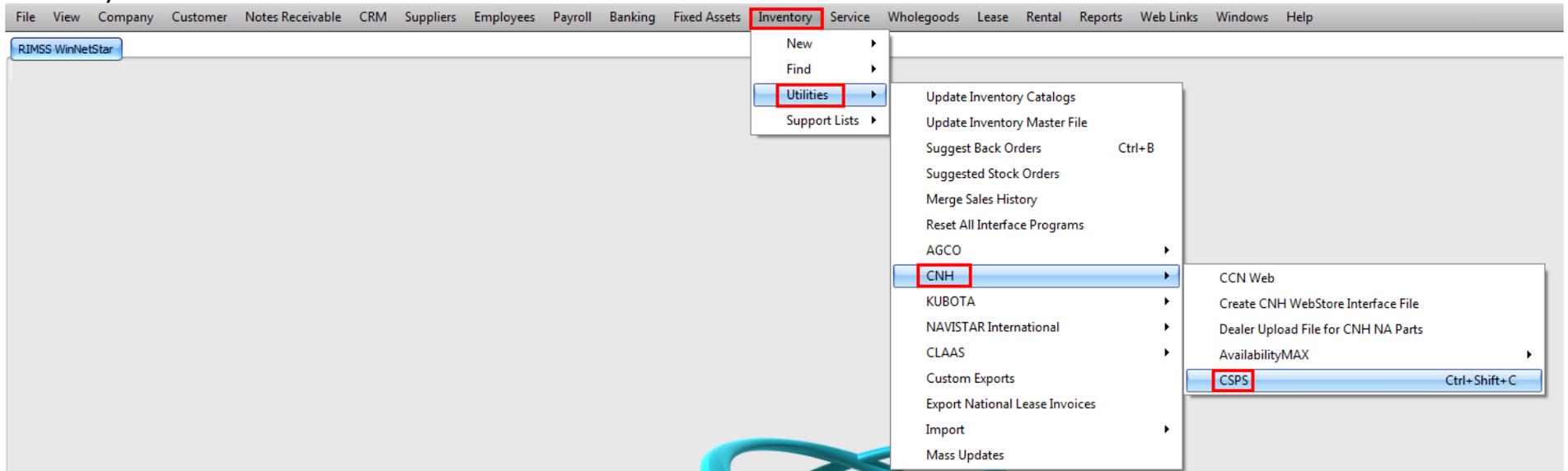
OK

Purchase Order Detail

Line Type	Number/Name	Description	Primary Bin	Order Type	Memo	Quantity	Unit Cost	Total	Qty Rcvd	Status	Source Doc Number	Source Doc Type
Item	ZJZ156PN-198	PIN, ROLL	END 3	Stock Order		-10.0	\$1.4200	(\$14.20)	.0	Open	0	
Item	F45165-198	NUT, SPECIAL	1H-52-8I	Stock Order		-50.0	\$0.6500	(\$32.50)	.0	Open	0	

After Buyback has been submitted, you can review the Status by navigating to the following menu selections

Inventory → Utilities → CNH → CSPS



File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods

RIMSS WinNetStar CSPS Main Form

Open Orders (Simulated) Order Status Inquiry **Buybacks** Promotions Service Levels

Creation Date From 12/17/2017 Creation Date To 12/17/2017 Fetch

Drag a column header here to group by that column

Customer Order Number	Buyback Number	Buyback Type	Buyback Status	Rejected Stock	Simulated	Creation Date
> 34816	9008938	Surplus Buyback	To Be Analyze	<input type="checkbox"/>	<input type="checkbox"/>	12/16/2017

Details

Drag a column header here to group by that column

Part Number	Buyback Line Number	Part Description	Quantity	Bin Location	Part Type	Submitted Amount	Credit Value	Eval Rejection Reason
> ZJZ156PN	1	PIN, ROLL	10	502728		18.9	0	
F45165	2	NUT, SPECIAL	50	502730		31.5	0	

#1 Select Buybacks tab
#2 Set Creation Date range
#3 Fetch

Information pertaining to Buyback listed in various blocks