

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 CSPS 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 **CSPS 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

Save Save a	nd Close Save and New S	Save and Approve P	O Save and Print	Export	Grid Print	t	Void Edit	Approved PO	Print Receiving	g Report P	re-Order Edit A	dd Wholegood L	ine Items Edit Memo /	Salesman
General	Attachments													
Purchase Or	der Header (Ctrl-F9)					_								
Document St	atus: Open	PO #: 0	Doc. Date	12/17/2	017 💌	S	elect Name		_	_				
Approval St	atus: Unapproved Ap	op. By:	App. Date	-			System ID	Ref ID	N	lame			3	
L									CAS	E 2			Fetch	
Supplier Inf	ormation		Shipping Informat	ion							Defa	ult		
Name:			Ship To: O Location	Name	:	-	_			_	Dela	uic		
Address 1:			O Custome	Addre	ess 1:)rag a columr	n header here to gr	roup by that colu	ımn				
Address 2:			China ina Mathad	Addre	ess 2:		Inactive	Supplier Name			Supplier Ref Id	Supplier Type	Primary Contact Work	
City:			Shipping Method	Atten	tion:		7 Ealco						Phone	
State:	Zip Code:			City: State			Falce	CASE			CASE			
Phone:			Exp. Delivery Date	Jale		11-	False	CASE RODEO HE			APCA09			-
rax;			12/1//201/			ł	False	CASE CREDIT			00			-
Item Number (Ctrl-N):					Ŀ	False	CASE CREDIT			APCA 16			-
Purchase Or	der Detail					Ľ								
Line Type	Number/Name	Description		Primary	Order Typ	56								
				Bin										
*														
					_									
		#1 F	rom the Sur	plier	Name	fi	eld, cli	ck to d	isplay th	e Supp	olier Name	search b	ox.	
						-	,							
		#2 F	nter the Su	nlier	Name	te	, searc	h for and	nress Fe	atch				
		"~ "	incer the out	Pile	. aune		Juic	an for und	press 10					
		#3.0	ouble click	tha Si	unnlia	- 1	lamo t	o coloct						
		#30	ouble click	ine 3t	hhue		ane t	o select						

Save Save and Close Save and New Save and Appr	ove PO Save and Print Export Grid P	rint Void Edit Approved PO Pri	int Receiving Report Pre-Order Ed	dit 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	Shipping Information		Messages										
Name: CASE ····	Ship To: Name:	RIMSS Test Company, Inc.	··· Supplier Message:										
Address 1:	Customer Address 1:		Internal Memo:										
Address 2: City:	Shipping Method Attention:												
State: Zip Code:	City:												
Phone:	Exp. Delivery Date State:	Zip Code:											
Fax:	12/17/2017												
Item Number (Ctrl-N): 89500414725													
Purchase Order Detail													
Line Type Number/Name Descrip	tion Primary Bin Order	r Type Memo (Quantity Unit Cost To	otal Qty Rcvd Status									
9 Item 💽 😣			1.0 \$0.0000 \$0.	.00 .0 Open									
* Item Quantity	2 #1 Er	nter the Item number	r and press Enter										
Quantity:	2.0 #2 Er	nter the Negative Qua	antity and press Ent	ter or OK									
4	<u>ок</u> #З Рг	ress Save after enteri	ng part(s) to assigr	n 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)



Instructions to create Purchase Order from AMAX Pick List

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links New ۲ RIMSS WinNetStar Find + 1750 Customer Utilities ۲ 1755 Inventory Item F12 Support Lists 🔸 1756 Item Inquiry 1760 Estimate 1765 Sales Order 1770 Invoice 1775 Item Receipt/Bill 1780 Inventory Transfer 1781 Inventory Transfer Dispatch 1782 Inventory Transfer Receipt 1785 Inventory Adjustment 1790 Eligible Core 1795 Picklists 1799 Inventory Count

Navigate to Inventory \rightarrow Find \rightarrow Picklists

Fil	e View	Company	Customer	Notes Receivable	CRM	Suppliers	Employees	Payroll	Banking	Fixed Assets	Inventory	Service	Wholegoods	Lease	Rental	Reports	Web Links	Windows
RI	MSS WinNe	tStar Pick I	Lists 🛞				Sear	ch for	the P	ick List,	then do	ouble	L					
A	dd New	Refresh P	rint			/	click	to op	en									
Dra	ag a column header here to group by that column																	
	Pick List Ty	/pe Name		/		🕈 Ex	ternal ID	Source	e	Memo			Created by L	ocation	Created I	Date	System ID	•
7		csps																
	Item	CSPS -	Test Buyback					USER		Test AMAX Re	eturn		Bonner Spring	gs	12/17/20	17 1:22 PM	80	0571

Validating and / or modifying Pick List prior to exporting into a Purchase Order File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows

	3 WinNet	Star Pick Lis	ts Picklist -	80571 💌	Crosto	Potriovo Sa	los Histon										
	ave save	and close		int import	Create	Netheve 5a	iles History	у									
F	Pick List He	ader															
T	ype: Item			Sou	rce: USER			Exter	nal ID:				Created Date: 12/	17/2017 1:22 P	м		
N	lame: CSPS	- Test Buyback	c					Created By Loo	cation: Bonn	er Springs		Last	Modified Date: 12/	17/2017 2:51 P	м		
N	lemo: Test	AMAX Return										Las	t Modified By: lee	rimss			
							T		- ddad		Diel						
							Items	s can be	added	to the			ε 				
	Pick List De	faults					NOTE	: Pick Li	ist mus	t be v	alida	ted	after add	ng addi	tional part	S	
	Price Book			Customer													
	Price Book:	CAS	•	Name:			Quant	tities ca	n be ch	anged							
c	OEM Vendor: 198 Address 1: Address 2:																
o	Address 2: #1 Validate Pick List and correct any Exceptions																
	Attention: #2 Right Click on any part to delete from the Pick List																
				City:			#3 C	lick Sav	e after	makin	a an	v m	odificatio	ns to th	e Pick List		
				State:		Zip											
				Phone:													
				Fax:				•••									
	Pick List De	tails															
	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 Co	st
5																	
	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 Num	ber not found	0.00	0.00	2			15 ()	\$0.00	\$0.	00
*												•	Nelete selecte	d item(s)			
													Сору				

Creating a Purchase Order from Pick List

File View Company Customer Notes Receiva	able 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	POS Sales Order				
Type: Item Sou	WG Sales Order	External ID):	Created Date:	12/17/2017 1:22 PM
Name: CSPS - Test Buyback	Item Receipt/Retur	rn Created By Location	Bonner Springs	Last Modified Date:	12/17/2017 3:21 PM
Memo: Test AMAX Return	Purchase Order		<u>A</u>	Last Modified By:	leerimss
	Inventory List Quer		Ý	System ID:	80571
	Inventory List Quer	ay			·,
Pick List Defaults					

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

RIMSS WinNetStar PickLists PickLists PickLists PickLists A0571 Purchase Order - 34816 🛞															
Save Save and	Close Save and New	Save and App	rove PO Sa	ive and Print	Export (Grid Print	Void Ed	it Approved P	O Print Rece	iving Report Pre	Order Edit	Add Whol	egood Line Items	Edit Memo / Sale	sman
General	Attachments														
Purchase Orde	r Header (Ctrl-F9)														
Document Stat	us: Open	PO #: 3481	5	Doc. Date:	12/17/201	7 💌	Ехр	ort Date:							
Approval Stat	us: Unapproved	App. By:		App. Date:	:		Supplier	Order #:							
Supplier Infor	mation		Ship	oping Informati	ion					Messages					
Name:	CASE	••	Ship T	o:	Name:		RIMSS Test Co	mpany, Inc.		Supplier Message:					
Address 1:			-	Cocauon	Address	; 1:	24000 W. 43rd	d Street		Internal Memo:	Created fro	m Picklist ID+ 8	0571: Name: CSPS	- Test Buyback: Sourc	er LISED
Address 2:				Customer	Address	; 2:				internar Henro.	created ino	III FICKISCID, C	0371, Name, C3P3	- rest buyback, sourc	E. OBER
City:			Shippir	ng Method	Attentio	in:									
State:	Zip Code:			•	City:		Bonner Springs	s							
Phone:		••	Exp. D	elivery Date	State:		KS 2	Zip Code:	66226						
Fax:		••	12/1	7/2017	1										
Item Number (Ctr	I-N):														
Purchase Orde	r Detail														
Line Type	Number/Name	Descri	ption		Primary Bin	Order Ty	pe	Memo	Quantity	Unit Cost	Total	Qty Rcvd	Status	Source Doc Number	Source Doc Type
> Item 💌	ZJZ156PN-198	PIN, F	OLL		END 3	Stock Ord	ler		-10.0	\$1.4200	(\$14.20)	.0	Open	0	

Select Export \rightarrow CSPS Buyback Order

ile View Cor	mpany Customer I	Notes Receivable	CRM	Suppliers Emp	ployees	Payroll	Banking	Fixed	Assets	Inventory	Service	Wholego	ods Lease	Rental	Reports	Web Links
RIMSS WinNetStar	Pick Lists Picklist - 8	80571 Purchase	Order - 348	316 🛞												
Save Save and	Close Save and New	Save and Appro	ove PO	Save and Print	Export	Grid Prin	nt Void	Edit	Approved	PO Prin	t Receivir	ng Report	Pre-Order Ed	it Add	Wholegood	Line Items
🚺 General	Attachments				Ace	Hardware	Order		1							
Purchase Order	r Header (Ctrl-F9)				AGO	O Solutio	ns Order F	ile								
Document State	us: Open	PO #: 34816		Doc. Date	CSP	S Order En	try		t Date:							
Approval Stat	us: Unapproved	App. By:		App. Dat	CSP	S Buyback	Order		rder #:							
Supplier Inform	nation	nipping Informa	Claa	is Parts On	-Line					Messages						
Name:	CASE		Ship	To: O Location	Kub	ota Order			any, Inc.		··· Su	upplier Messag	ge:			
Address 1:				Custom	Kub	ota Return	1		treet			Internal Mer	no: Created f	rom Picklis	t ID: 80571;	Name: CSPS
Address 2:			Shin	ning Method	Kub	ota Canad	а		<u> </u>		_					
State:	Zip Code:			ping meanou	Hind	o Order			<u> </u>							
Phone:		. Delivery Date	Inte	rnational ()rder		Code:									
Fax:		/17/2017														
Item Number (Ctrl	I-N):		Part	s123 Orde	r											
Purchase Order	r Detail				Pola	ris Order										

Select Simulate to validate the Buyback

(CSPS Buyback Forr	m									0 🔴
	Simulate Submi	it Cancel									
	CSPS Buyback Nu	umber: 0	В	uyback Type:	Surplus Buyback	:	•	Buyback Stat	tus: New Buyback	V	
	Purchase Order Nu	umber: 34816			Rejected Sto	ck 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				

C	SPS Buyback Fo	rm) 😣 😣
	Simulate Subr	nit Cancel							3
	CSPS Buy	mber: 9008938		Buyback Ty	/pe: Surplus Buyback	- Buyb	ack Status: New Buy	/back	
	Purchase Order	Number: 34816			Rejected Stock Disposition		🗹 Simul	ated	
	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

File	e View C	ompany Customer N	otes Rece	ivable CRI	A Suppliers	Employees P	ayroll	Banking	g Fixed Ass	ets Inve	ntory Service	e Wholegoods	Lease	Rental Re	eports
	WinNetSta	ar Pick Lists Picklist - 80)571 Pu	irchase Order	- 34816 🛞										
Sa	ave Save an	d Close Save and New	Save an	d Approve P	Save and P	rint Export.	Grid Prin	nt Vo	id Edit Ap	proved PO	Print Receiv	ing Report Pre-	Order Edit	Add Who	legood
ſ	General	Attachments				4									
F	Purchase Ord	er Header (Ctrl-F9)													
D	ocument Sta	atus: Open	PO #:	34816	Doc	. Date: 12/17/20	17 🔻		Export D	ate:					
	Approval Sta	atus: Unapproved	App. By:		Арр	. Date:		9	Supplier Ord	er #: 900	3938				
	Supplier Info	rmation			Shipping Inf	ormation						Messages			
N	ame:	CASE			Ship To: 💽 Lo	Name:		#1	Correc	t quar	ntities as	needed			
A	ıddress 1: 				Οa	ustomer Addres	ss 1:								1
	Address 2:				Shipping Metho	d Attent	ion:	#2	Right d	lick t	o Delete	items as	neede	d	- 1
S	tate:	Zip Code:				City:			_						- 1
P	hone:				Exp. Delivery D	ate State:		#3	Save P	urcha	se Order	after mod	lifying	1	- 1
Fa	ax:				12/17/2017	-									_
I	tem Number (C	trl-N):						#4	Select	Expor	t to Sim	ulate orde	er 👘		- 1
F	Purchase Ord	er Detail													
	Line Type	Number/Name		Description		Primary Bir	n Order 1	Туре	Memo)	Quantity	Unit Cost	Total	Qty Rcvi	d Status
	Item	ZJZ156PN-198		PIN, ROLL		END 3	Stock C	Order			-10.0	\$1.4200	(\$14.20)		Open
>	Item	B17508-198		OIL	2	0010	Stock C	Order [thic	-50.0	\$24.7800	(\$1,239		0 Open
	Item	F45165-198		NUT, SPECIA		1H-52-8I	Stock C	Order	Delete	unis 	-50.0	\$0.6500	(\$32.50)		0 Open
*									Duplica	ite Line					

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

C	SPS Buyba	ck Form	1)
9	Simulate	Submit	Cancel								
	CSPS Buy	/back Nu	mber: 900893	В	Buyback Ty	ype: Surplus Buyback	۲ ۲	Buyback Status:	New Buyback	v	
	Purchase (Order Nu	mber: 34816			Rejected Sto	ock Disposition		Simulated		
	Part Numb	per Pa	art Description	Quantity	Bin Location	Blocking Message	Warning Message				
>	ZJZ156PN	l Pl	IN, ROLL	10	502728						
	F45165	N	UT, 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 C	RM Suppliers Employees Payroll	Banking Fixed Assets Inventory Ser	vice Wholegoods Lease Rental	Reports Web Links Windows Help						
RIMSS WinNetStar Pick Lists Picklist - 80571 Purchase Ord	ler - 34816 🛞									
Save Save and Close Save and New Save and Approve	PO Save and Print Export Grid	Print Void Edit Approved PO Print Red	eiving Report Pre-Order Edit Add W	holegood Line Items Edit Memo / Salesman						
General Attachments										
Purchase Order Header (Ctrl-F9)			#1 Select Save	and Approve PO						
Document Status: Open PO #: 34816	Doc. Date: 12/17/2017	Export Date:	to complete the	Buyback submission						
Approval Status: Unapproved App. By:	App. Date:	Supplier Order #: 9008938								
Supplier Information	Shipping Information		Messages							
Name: CASE	Ship To: Name:	RIMSS Test Company, Inc	Supplier Message:							
Address 1:	Internal Memory Created from Dicklint I	Di 20571: Namor CCDC - Toot Punkada Sourcer LISED								
Address 2:	Address 2:		Created from Pickist 1	5, 60371, Name, CSF3 - Test Buyback, Source, OSER						
City:	Shipping Method Attention:									
State: Zip Code:	City:		Order Generation Successful	•						
Phone:	Exp. Delivery Date State:									
Fax:	12/17/2017		Your order (CSPS Buyback Order #	9008938) was successfully sent!						
Item Number (Ctrl-N):										
Purchase Order Detail										
Line Type Number/Name Description	Primary Bin Ord	der Type Memo Quantit	y Unit Cost Total Qty Re	vd Status Source Doc Number Source Doc Type						
Item ZJZ156PN-198 PIN, ROLL	END 3 Sto	ck Order -10.	0 \$1.4200 (\$14.20)	.0 Open 0						
▶ Item F45165-198 NUT, SPEC	IAL 1H-52-8I Sto	ck 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 \rightarrow Utilities \rightarrow CNH \rightarrow CSPS														
File Vie	w C	ompany Custo	omer Notes Receivable CR	M Suppliers Employ	ees Payroll	Banking Fixed A	ssets Inventory	Service	Wholegoods	Lease Rental	Reports Web Link	s Window	ws Help	
RIMSS Wi	nNetSta	ar					New	•						
1							Find	•						
							Utilit	ties 🔸	Update I	nventory Catalogs	5			
							Supp	oort Lists 🔸	Update I	nventory Master F	ile			
								Suggest Back Orders						
							Suggested Stock Orders							
									Merge S	ales History				
									Reset Al	Interface Program	ns			
									AGCO		•			
							CNH					CCN V	Web	
									KUBOTA		•	Create	CNH WebStore Interface File	
										AR International		Dealer	r Upload File for CNH NA Parts	
									CLAAS	JLAAS		Availat	bilityMAX	
									Export N	ational Lease Invo	lices	CSPS		Ctri+Shift+C
									Import		•			
									Mass Up	dates	I			
initias optices														
File V	lew	Company	Customer Notes R	eceivable CRIVI	Suppliers	Employees	Payroli B	anking	Fixed Asset	s inventory	Service W	nolegoo	as	
RIMSS WinNetStar CSPS Main Form (8) #1 Select Runbacks tab														
#1 Select Duybacks tab #2 Set Creation Data range														
#2 Set Creation Date range														
Open Orders (Simulated) Order Status Inquiry Buybacks Promotions Service Levels #3 Fetch														
Creation Date From Creation Date To														
12/17/2017 12/17/2017 Fetch Information pertaining to Buyback														
listed in various blocks														
Drag a	colum	n header here	to group by that column			_								
Cus	tomer	Order Numbe	r Buyback Number	Buyback Type Bu	yback Status	Rejected St	tock Simulat	ted Crea	ation Date					
	10.44		0000000					1 454	c /20 / 7					
	4816		9008938	Surplus Buyback	Be Analyze			12/1	16/2017					
Details														
Drag a column boader here to group by that column														
	Q, F	Part Number	Buyback Line Number	Part Description	Quantity	Bin Location	Part Type	Submitted	Amount	Credit Value	Eval Rejection I	Reason	E	
	> 7	717156PN		1 PIN, ROU	10	502728			18.9	0)		_	
	F	45165		2 NUT, SPECIAL	50	502730			31.5)			
	F	-45165		2 NUT, SPECIAL	50	502730			31.5	C)			