



Parts Returns

- Click Stock/Parts.
- Select Parts Returns.
- Search for required job using search fields available. Double click on the required job to display the details.
- Select job by clicking the tick .
- Check and update Returns Date/Time as required and press enter to move to the list of parts.

>Returns Number	<input type="text"/>	Returns Date/Time	08/11/2006	<input type="text"/>	
Qty	Description	Del	Trade	Ret	Reason
1	30623552 O/S DOOR MIRROR	1	88.83	0	
1	30882047 O/S DOOR MIRROR COVER	1	40.97	0	
1	30865855 GLASS	1	26.52	0	


- On list of parts move to the required parts line and press enter.
- Once you have pressed enter your cursor will be in the Ret field, click the search icon  to display the list of return reasons.

Reason For Return		K	F
D	DAMAGED	Y	D
O	ORDERED INCORRECT	Y	D
R	RETURNED DEFECTIVE	Y	D
S	SUPPLIED INCORRECT	Y	D


- Double click on the required reason for returning part
- If a credit note is required, click yes.

HARRATS VOLVO	01142-756074	14/09/2006
Supplier Contact	TONY/ DAVID / GRAHAM	
Returns Number	<input type="text"/>	08/11/2006
Qty	Description	Reason
1	30623552 O/S DOOR MIRROR	
1	30882047 O/S DOOR MIRROR COVER	
1	30865855 GLASS	0 26.52 1 S SUPPLIED INCORRECT

Evolution

 Credit Note Expected

Yes No

- Once all required parts have been selected click the tick  twice to write away.
- A returns note will be printed to screen using Adobe Acrobat. From here you can print or email the document as required.