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# DC – Write Offs

**Purpose**
To guide the Distribution Centers in the correct process submit write-off requests. It is important to ensure a write off is done properly to reduce financial loss and keep an accurate inventory.

**Guidelines**

| If… | Then… |
|---|---|
| Product comes in damaged from Crossdock, | Complete a Crossdock a damage. |
| Product comes in damaged from a factory PO, | Refer to the RTV Best practice to process a return to vendor. |
| In store use and in store damage, | Complete through the adjustment portal in SRS. |
| Mislabeled Product recorded in a similar size or cost | Correct on the original PO. |
| If a tire is more than 6 years old | Complete RTV if recently keyed in or adjusted through SRS if not. |
| If a tire is between 4 and 6 years old | Submit through "old DOT submission" in SRS. |

**Write Offs**
Follow these steps below in order to accurately write off product

| Step | Action |
|---|---|
| 1 | Determine the reason for writing product out of stock. Make sure a write off is the correct method. |
| 2 | Log into SRS. |
| 3 | Select "More". |
| 4 | Select "Admin". |
| 5 | Select "Adjustments". |
| 6 | Enter Article, Quantity, PO (if possible), Customer name (if possible), and enter your reason for adjustment. |
| 7 | Select "Submit Request". |

**Crossdock Damage**
Follow these steps below to properly perform Crossdock damage.

| Step | Action |
|---|---|
| 1 | Log into SAP. |
| 2 | Select Goods Movement. |
| 3 | Select Crossdock Damage. |
| 4 | Enter Article and Select Search. |
| 5 | Select Receiving PO and date. |
| 6 | Select Save. |

**Contact**
Please see your manager if you have any questions.