

Managing Adjustments

Overview

Tires and Wheels

After adjustments are invoiced in the POS, manage them on the Handheld MIM scanner or in the Desktop MIM. You can View, Edit, Scrap, Send to Warehouse, and Return to Vendor.

Stores: Please make sure to follow instructions to know WHEN you use RTV instead of RTW.

IMPORTANT:

- The person logging into the Desktop MIM or scanner must be assigned to the site where the adjustments are currently located.
-

Include Required Information

Marketing Manager must ensure Sales Team always collects and includes accurate data:

- DOT #
- RMA #
- Miles On
- Miles Off
- Return Reason
- Tread Depth
- Customer Information - Verify this is accurate!

Vendors need this information to meet NHTSA requirements. If this information is not correct, the claim will probably be declined.

Note: For wheel adjustments, only RMA # and Return Reason are required.

Warehouse: Receiving Adjustments

Receive adjustments in the same way you receive other products.

For details, see:

[Receiving Products and Non-Merchandise Orders](#) on the Knowledge Center.

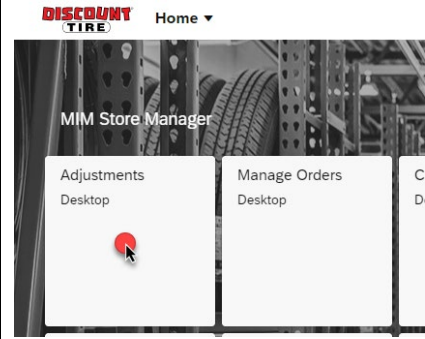
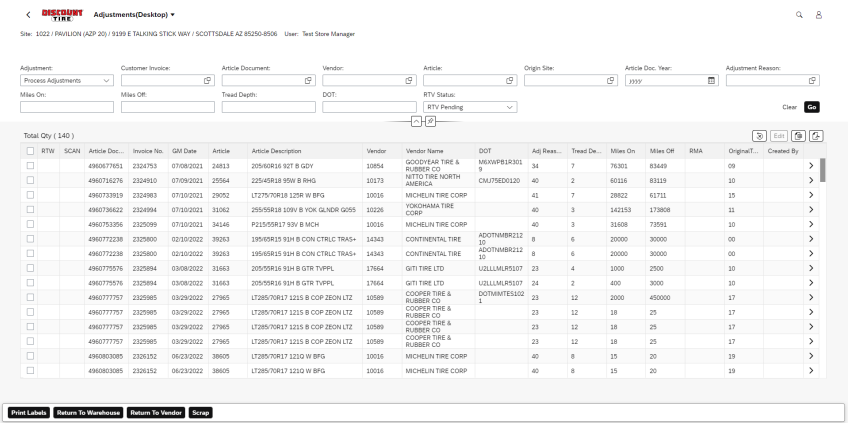
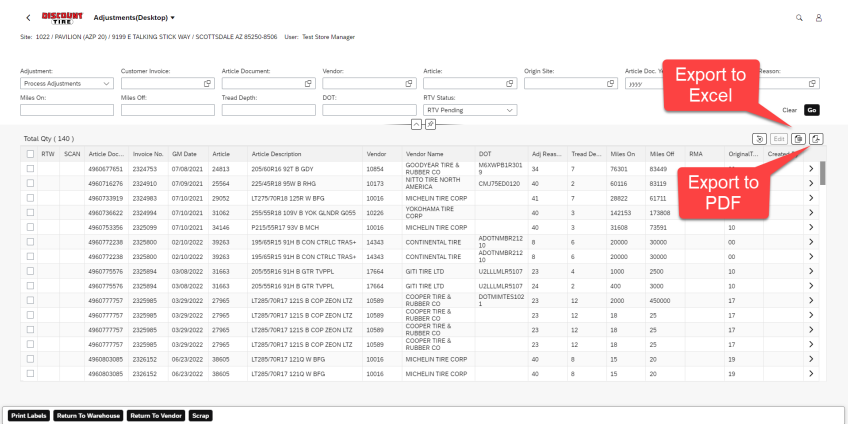
IMPORTANT: Do NOT check the Delivery Complete checkbox.

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Follow these steps to find and view adjustments on the Desktop MIM:

Looking Up Adjustments on the Desktop MIM

Step	Action
1	<p>After logging into the Desktop MIM, select the Adjustments tile.</p> 
2	<ul style="list-style-type: none"> To look up specific adjustments, type the desired criteria, then click Go. To view ALL adjustments, leave the fields blank, and click Go. (<i>Daily Adjustment Report</i>): 
3	<p><i>Adjustments assigned to your site display. On this screen, you can:</i></p> <ul style="list-style-type: none"> Select adjustment(s) to Return to Vendor, Send to Warehouse, Scrap, or Edit. You can print items from this report by clicking Export to PDF or Export to Excel icons.  <p>See the following instructions for handling these procedures.</p>

Searching Adjustments on the Desktop MIM

To search adjustments on the Desktop MIM, click the **Adjustments** tile, then:

Step	Action
1	Click the icon to the right of the field you want search.
2	<p>If you have additional information about the adjustment(s) you are searching for, enter it into the 'Search' field.</p> <p>Click Go to view article documents assigned to your site.</p>
3	<p><i>The search displays records that meet your search criteria.</i></p> <p>Click the line item to select an article document.</p> <p>Click Go.</p>
4	<p>After you have selected the applicable data, click Go.</p> <p><i>The MIM Adjustment results screen will display.</i></p>

Search filters: Article Document No., Invoice Number, Article, Vendor Name, Customer Name, RTV Status, RTV Pending, Origin Site, Article Doc. Year, Adjustment Reason.

Item	Article Document No.	Invoice Number	Article	Vendor Name	Customer Name
1	491045098	209408	40548	YOKOHAMA TIRE CORP	MORRIS SANDY
2	491045098	209408	41327	PIRELLI TIRE	GRUNDIGER HURT
3	491045098	209408	43437	YOKOHAMA TIRE CORP	ORTIGOSA NAA
4	491077776	209408	39614	MICHELIN TIRE CORP	GULLEY TIR
5	491077776	209408	43034	YOKOHAMA TIRE CORP	JANARDON JOSEPH
6	491077776	209408	41311	PIRELLI TIRE	NICHOLAS CARIS
7	491077776	209408	31224	GOODYEAR TIRE & RUBB	JOHNSON LELAND
8	491077776	209408	39414	MICHELIN TIRE CORP	DARIN PATRICK
9	491077776	209408	32040	CONTINENTAL TIRE	WILLIAMS BAY
10	491077776	209408	42099	PIRELLI TIRE	AROLD DENNIS

Search Article Document Number

Items (500)

Article Document No.	Invoice Number	Article	Vendor Name	Customer Name
491045098	209408	40548	YOKOHAMA TIRE CORP	MORRIS SANDY
491045098	209408	41327	PIRELLI TIRE	GRUNDIGER HURT
491045098	209408	43437	YOKOHAMA TIRE CORP	ORTIGOSA NAA
491077776	209408	39614	MICHELIN TIRE CORP	GULLEY TIR
491077776	209408	43034	YOKOHAMA TIRE CORP	JANARDON JOSEPH
491077776	209408	41311	PIRELLI TIRE	NICHOLAS CARIS
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491077776	209408	32040	CONTINENTAL TIRE	WILLIAMS BAY
491077776	209408	42099	PIRELLI TIRE	AROLD DENNIS

Search Article Document Number

Items (2)

Article Document No.	Invoice Number	Article	Vendor Name	Customer Name
491045098	209408	40548	YOKOHAMA TIRE CORP	MORRIS SANDY
491077776	209408	39614	MICHELIN TIRE CORP	GULLEY TIR

Article Document:

2 Items

Tread Depth:

Site: 1022 / PAULION (AZP 20) / 9199 E TALKING STICK WAY / SCOTTSDALE AZ 85250-8506 User: Test Store Manager

Adjustment: Process Adjustments Customer Invoice: Article Document: Vendor: Article: Origin Site: Article Doc. Year: Adjustment Reason:

Miles On: Miles Off: Tread Depth: DOT: RTV Status: RTV Pending:

Total Qty (140)




RTV	SCAN	Article Doc.	Invoice No.	Off Date	Article	Article Description	Vendor	Vendor Name	DOT	Adj. Pass...	Tread Dc.	Miles On	Miles Off	RMA	Original...	Created By
		496077501	2324753	07/09/2021	24813	255450916 93T 8 G2V	13854	GOODYEAR TIRE & RUBBER CO	M4VWP14301	9	7	78301	83499		09	
		496075476	2324902	07/09/2021	25564	255450916 93V 8 RND	10273	NETTO TIRE NORTH AMERICA	CMJ75D02120	40	2	60216	83219		10	
		496073919	2324983	07/10/2021	29052	1727570916 1250 W RFG	10036	MICHELIN TIRE CORP		41	7	29022	61711		15	
		496073862	2324984	07/10/2021	31062	355550916 109V 8 VOR GLNDR G055	10036	YOKOHAMA TIRE CORP		40	3	142153	17898		11	
		496075356	2325099	07/10/2021	34146	P215450916 93V 8 MOH	10036	MICHELIN TIRE CORP		40	3	31068	73591		10	
		496077238	2325800	02/10/2022	39263	195450916 91H 8 CON CTRLG TRAS	14343	CONTINENTAL TIRE	ADOTMABR212	8	6	20000	30000		00	
		496077238	2325800	02/10/2022	39263	195450916 91H 8 CON CTRLG TRAS	14343	CONTINENTAL TIRE	ADOTMABR212	8	6	20000	30000		00	

Using the MIM Adjustment Results Screen


On the MIM Adjustment results screen:

- **RTV** column displays whether adjustments have been processed for Return to Vendor.
- **RTW** column displays status of adjustments processed for Return to Warehouse.

RTV	RTW	SCN	Art. Doc N	ArtYr	Item
			4904894043	2015	2
			4902948438	2015	1

RTV	RTW
 Performed Return to Vendor Note: If the RTV column does not show this icon but you have already shipped back the tires, you need to reprocess this adjustment.	<div>  In transit to warehouse Goods Receipts NOT yet performed </div> <div>  Returned to warehouse Goods Receipts performed </div>

Follow these steps to filter adjustments.

Step	Action
1	<p>Enter desired criteria into the applicable box</p> <p>Click Go.</p> <div> <p>Vendor: A</p> <div> <input type="text" value="10016 x"/>  </div> <p>DOT: R</p> </div>


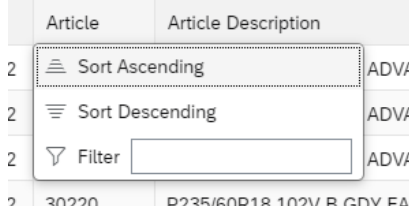
Selecting and Deselecting Adjustments

Once the desired view is obtained, you can work with the list by a single line, or multiple lines:

Step	Action																																										
1	<div><div><p>Click the Select All checkbox to select all line items.</p><p>To select multiple line items, simply check multiple checkboxes.</p></div><div><div><div>Adjustment: <div>Process Adjustments</div>Customer Invoice: <div></div></div><div>Miles On: <div></div>Miles Off: <div></div></div><div>Total Qty (37)</div><table><thead><tr><th><input type="checkbox"/></th><th>RTW</th><th>SCAN</th><th>Article Doc...</th><th>Invoice No.</th><th>GM Date</th><th>Ar</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td><td></td><td>4960733919</td><td>2324983</td><td>07/10/2021</td><td>29</td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td>4960753356</td><td>2325099</td><td>07/10/2021</td><td>34</td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td>4960803085</td><td>2326152</td><td>06/23/2022</td><td>38</td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td>4960803085</td><td>2326152</td><td>06/23/2022</td><td>38</td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td>4960803085</td><td>2326152</td><td>06/23/2022</td><td>38</td></tr></tbody></table></div></div></div>	<input type="checkbox"/>	RTW	SCAN	Article Doc...	Invoice No.	GM Date	Ar	<input type="checkbox"/>			4960733919	2324983	07/10/2021	29	<input type="checkbox"/>			4960753356	2325099	07/10/2021	34	<input type="checkbox"/>			4960803085	2326152	06/23/2022	38	<input type="checkbox"/>			4960803085	2326152	06/23/2022	38	<input type="checkbox"/>			4960803085	2326152	06/23/2022	38
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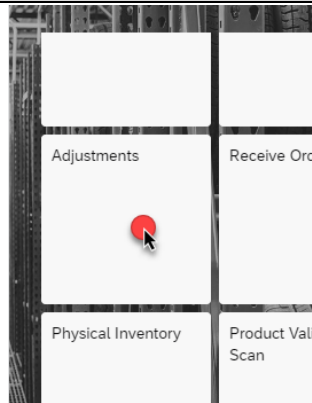
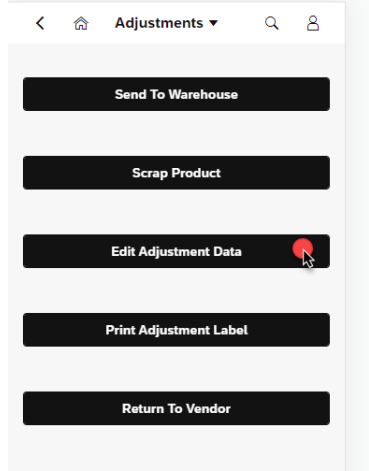
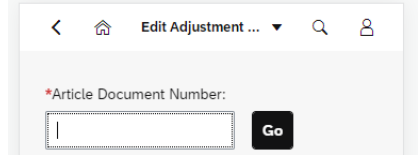

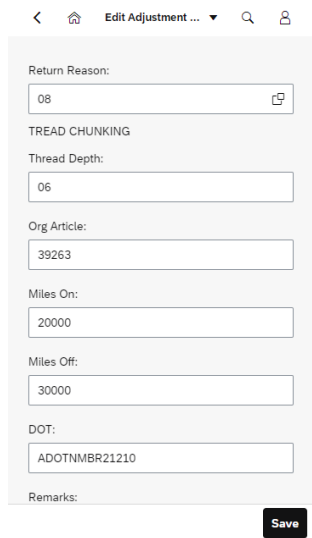
Filtering Adjustments

After you have found adjustments, follow these steps to filter them:

Step	Action
1	<p>On the MIM Adjustment screen:</p> <ul style="list-style-type: none"> To restrict the list, enter data into any field. Click Go 
2	<p>To restrict the results list, click the desired column and enter data into the filter box.</p> 

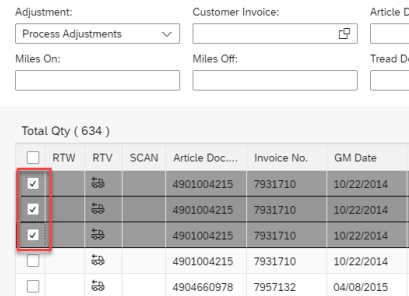
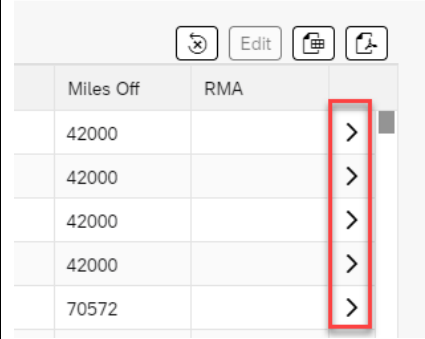
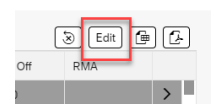
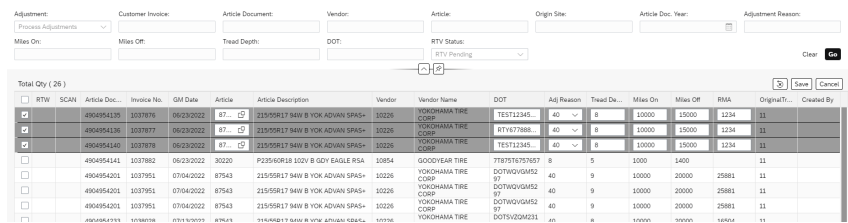

Editing Adjustments on the Handheld Scanner

Follow these steps to edit adjustments on the Handheld Scanner:

Step	Action
1	Click the Adjustments tile. 
2	Click Edit Adjustment Data . 
3	Scan barcode on adjustment label. 
4	<p>Select field(s) you want to edit and make the correction(s).</p> <p>Click Save.</p> <p>Note: You can search the return reason list with the  button.</p> <p>If the edits change information on the labels, a new label will print. Attach it over the old label.</p> 



Editing Adjustments on the Desktop MIM

Follow these steps to edit adjustments on the Desktop MIM:

Step	Action
1	<p>From the MIM Adjustment results screen, select the line item(s) you want to edit.</p> 
2	<p>(Optional)</p> <p>Click > on the right side of the line item to see other data elements that were collected in the invoicing process as well as fields that will be populated by later processing.</p> 
3	<p>Make sure that the line item is selected, then click Edit.</p> 
4	<p>The fields you can edit are highlighted:</p> <ul style="list-style-type: none"> • DOT # (maximum of 13 characters) • Miles On / Miles Off (miles off must be greater than miles on) • Return Reason (Adjustment Types) • Tread Depth (maximum of 2 characters) • RMA # (Return Authorization) <p>Note: For misc. adjustments, you can also edit vendor (see next page).</p> <p>Site: 1002 / 5 MILTON (AZP 01) / 1230 S MILTON RD / FLAGSTAFF AZ 86001-6306 User: Text Store Manager</p>  <p>Click Save in the lower left corner.</p>
5	<p>A new adjustment label will print automatically.</p> <p>Attach it over the current adjustment label.</p> 

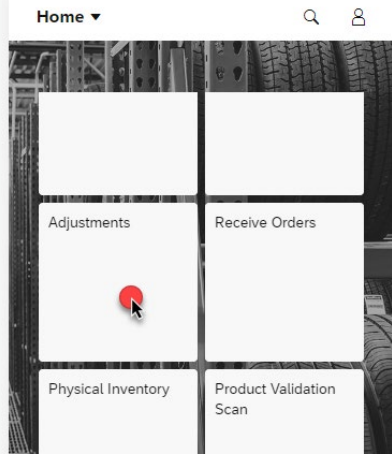
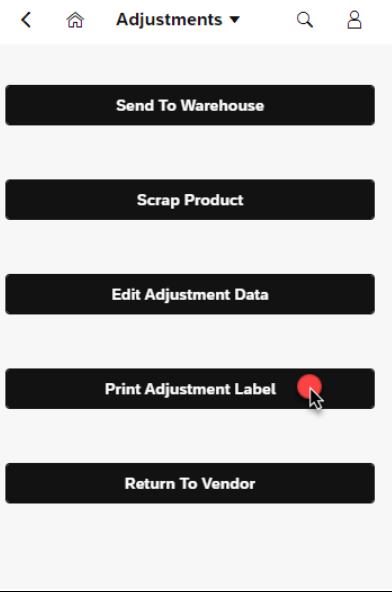
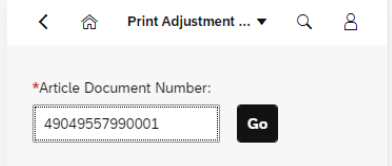
Editing Vendor for Miscellaneous Adjustments

Follow these steps to change the vendor for miscellaneous articles (44444/77777) AND miscellaneous vendors being returned to secondary suppliers or other approved wholesalers:

Step	Action																																				
1	<p>From the MIM Adjustment results screen, select the line item(s) you want to edit, then click Edit.</p> <p>Site: 1022 / PAVALON (AZP-20) / 9199 E TALKING STICK WAY / SCOTTSDALE AZ 85250-8506 User: Test Store Manager</p> <p>Adjustment: <input type="text"/> Customer Invoice: <input type="text"/> Article Document: <input type="text"/> Vendor: <input type="text"/> Article: <input type="text"/> Origin Site: <input type="text"/> Article Doc. Year: <input type="text"/> Adjustment Reason: <input type="text"/></p> <p>Miles On: <input type="text"/> Miles Off: <input type="text"/> Tread Depth: <input type="text"/> DOT: <input type="text"/> RTV Status: <input type="text"/></p> <p>Total Qty (1) 3 100 4</p> <table><thead><tr><th><input checked="" type="checkbox"/></th><th>RTW</th><th>SCAN</th><th>Article Doc...</th><th>Invoice No.</th><th>GR Date</th><th>Article</th><th>Article Description</th><th>Vendor</th><th>Vendor Name</th><th>DOT</th><th>Adj Reason</th><th>Tread De...</th><th>Miles On</th><th>Miles Off</th><th>RMA</th><th>OriginalTr...</th><th>Created By</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td>496073919</td><td>2304983</td><td>07/10/2023</td><td>44444</td><td>MISCELLANEOUS TIRE</td><td>10016</td><td>MICHELIN TIRE CORP</td><td>ADOTNMB212</td><td>41</td><td>7</td><td>28922</td><td>61711</td><td>00</td><td></td><td>2</td></tr></tbody></table>	<input checked="" type="checkbox"/>	RTW	SCAN	Article Doc...	Invoice No.	GR Date	Article	Article Description	Vendor	Vendor Name	DOT	Adj Reason	Tread De...	Miles On	Miles Off	RMA	OriginalTr...	Created By	1			496073919	2304983	07/10/2023	44444	MISCELLANEOUS TIRE	10016	MICHELIN TIRE CORP	ADOTNMB212	41	7	28922	61711	00		2
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1			496073919	2304983	07/10/2023	44444	MISCELLANEOUS TIRE	10016	MICHELIN TIRE CORP	ADOTNMB212	41	7	28922	61711	00		2																				
2	<p>Enter the correct vendor number in the 'Vendor' field.</p> <p>Note: To find a vendor number, click the  button next to the vendor number.</p> <p>Important: If you enter the wrong vendor number, your tire may be sent back to the wrong vendor, and you will not get the correct credit!</p>																																				
3	<p>Click Save.</p> <p>If you enter an invalid vendor number, you will get an error code, and will not be able to process the RTV.</p> <p>Clear Go</p> <p> Save Cancel</p> <table><thead><tr><th>RMA</th><th>OriginalTr...</th><th>Created By</th></tr></thead><tbody><tr><td>RMA</td><td>00</td><td></td></tr></tbody></table>	RMA	OriginalTr...	Created By	RMA	00																															
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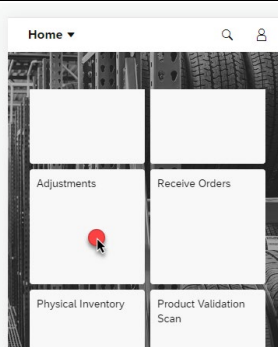
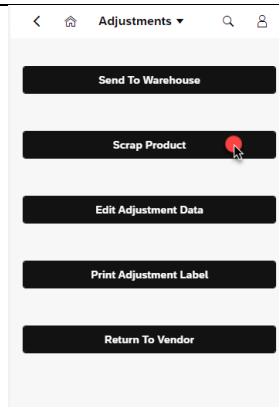
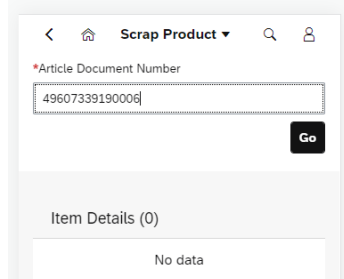

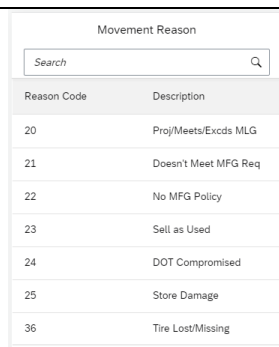

Reprinting Adjustment Labels

Follow these steps to reprint adjustment labels on the Handheld MIM:

Step	Action
1	<p>After you log in to the Handheld MIM,</p> <p>Click the Adjustments tile.</p> 
2	<p>Click Print Adjustment Label.</p> 
3	<p>Scan the adjustment label and click Go.</p> 

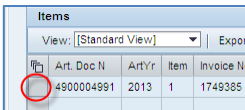
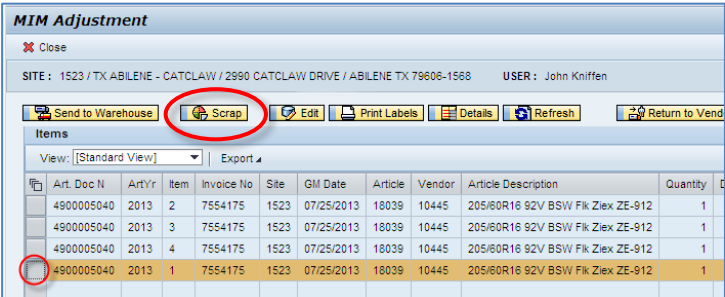
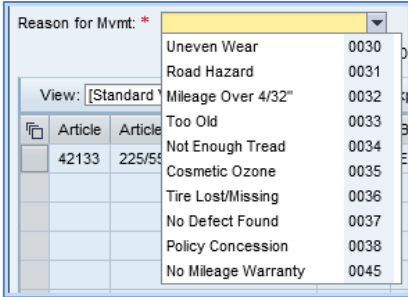

Scrapping Adjustments on the Handheld Scanner

Follow these steps to scrap adjustments on the Handheld Scanner:

Step	Action	
1	Click the Adjustment tile.	
2	Click Scrap Product .	
3	Scan barcode on adjustment label.	
4	Choose a reason code by clicking  .	
6	Press Save .	

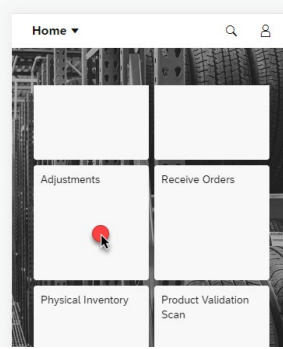
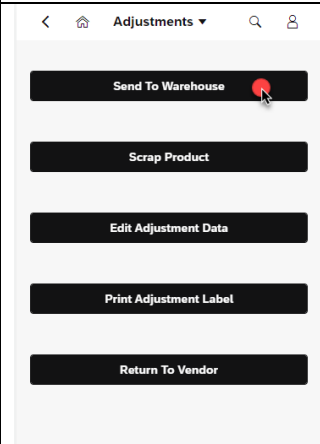
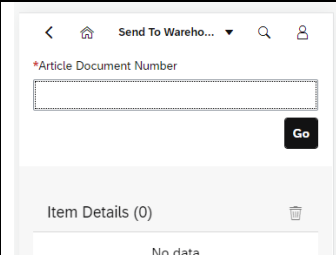
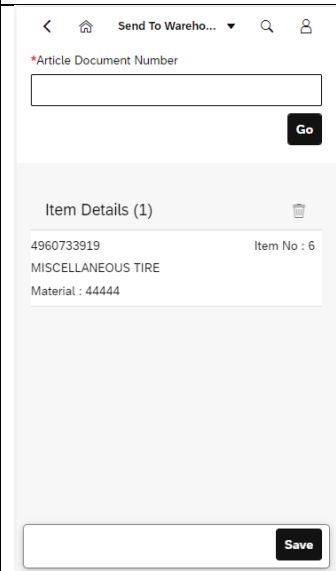
Scraping Adjustments on the Desktop MIM

Follow these steps to scrap adjustments on the Desktop MIM:

Step	Action
1	<p>From the MIM Adjustment results screen, select the line item(s) you want to scrap.</p> 
2	<p>Click Scrap.</p> 
3	<p>A Create Goods Movement screen displays.</p> <p>Select a reason for movement from the Reason for Mvmt. drop-down list.</p> 
4	<p>Select Save.</p> 

Sending to Warehouse on the Handheld Scanner

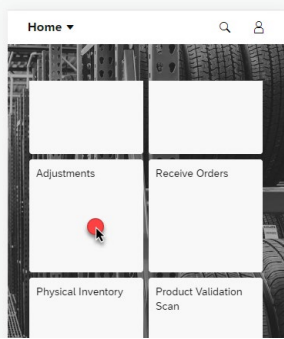
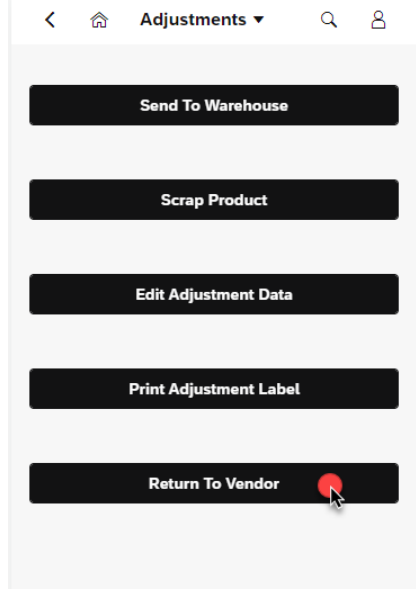
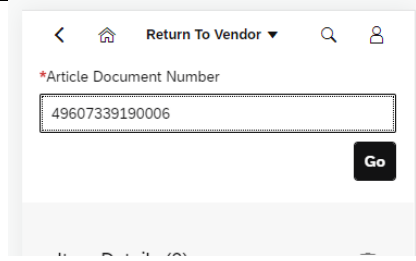
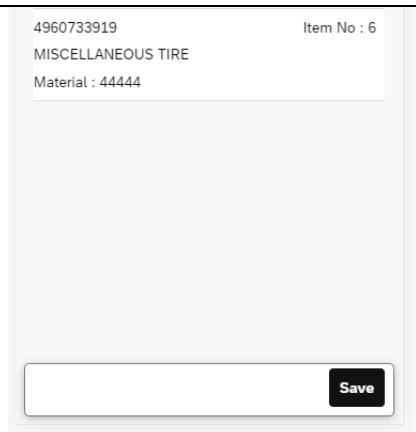
Follow these steps to send adjustments to the regional warehouse on the Handheld scanner:

Step	Action	
1	Click the Adjustment tile.	
2	Click Send to Warehouse .	
3	Scan barcodes on adjustments labels going to Warehouse.	
4	Press Save . <i>The STO will be created. and items placed in transit to your warehouse.</i>	

Returning to Vendor on the Handheld Scanner

STORES: Follow these steps to return adjustments to vendor on the Handheld Scanner, for products that your warehouse does not handle:

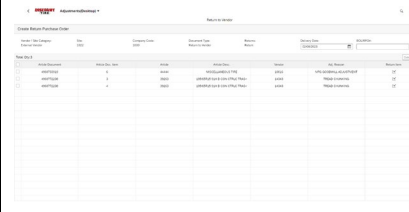
WAREHOUSES: See [Warehouse Adjustments – Return to Vendor](#) for instructions.

Step	Action	
1	Click the Adjustment tile.	
2	Click Return to Vendor .	
3	Scan barcodes on adjustments labels going to a vendor.	
4	Press Save . The Return Purchase Order will be created. and items placed in transit to the vendor.	

Returning to Vendor on the Desktop MIM

STORES: Follow these steps to return adjustments to vendor on the Desktop MIM, for products that your warehouse does not handle:

WAREHOUSES: See [Warehouse Adjustments – Return to Vendor](#) for instructions.

Step	Action																																																																																																																																																																																
1	<p>From the MIM Adjustment results screen, select the line item(s) you want to Return to Vendor.</p> <p>Miles On: <input type="text"/> Miles Off: <input type="text"/></p> <p>Total Qty (137)</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>RTW</th> <th>SCAN</th> <th>Article Doc...</th> <th>Invoice No.</th> <th>GM Da</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>4960733919</td> <td>2324983</td> <td>07/10/2</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960736622</td> <td>2324994</td> <td>07/10/2</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960753356</td> <td>2325099</td> <td>07/10/2</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>4960772238</td> <td>2325800</td> <td>02/10/2</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>4960772238</td> <td>2325800</td> <td>02/10/2</td> </tr> </tbody> </table>	<input type="checkbox"/>	RTW	SCAN	Article Doc...	Invoice No.	GM Da	<input checked="" type="checkbox"/>			4960733919	2324983	07/10/2	<input type="checkbox"/>			4960736622	2324994	07/10/2	<input type="checkbox"/>			4960753356	2325099	07/10/2	<input checked="" type="checkbox"/>			4960772238	2325800	02/10/2	<input checked="" type="checkbox"/>			4960772238	2325800	02/10/2																																																																																																																																												
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2	<p>Click Return to Vendor.</p> <p>Adjustment: <input type="text"/> Customer Invoice: <input type="text"/> Article Document: <input type="text"/> Vendor: <input type="text"/> Article: <input type="text"/></p> <p>Miles On: <input type="text"/> Miles Off: <input type="text"/> Tread Depth: <input type="text"/> DOT: <input type="text"/> RTV Status: <input type="text"/></p> <p>Total Qty (137)</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>RTW</th> <th>SCAN</th> <th>Article Doc...</th> <th>Invoice No.</th> <th>GM Date</th> <th>Article</th> <th>Article Description</th> <th>Vendor</th> <th>Vendor Name</th> <th>DOT</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>4960733919</td> <td>2324983</td> <td>07/10/2021</td> <td>44444</td> <td>MISCELLANEOUS TIRE</td> <td>10016</td> <td>MICHELIN TIRE CORP</td> <td>ADOTNMBR30</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960736622</td> <td>2324994</td> <td>07/10/2021</td> <td>31062</td> <td>255/55R18 109V B YOK GLNDR G055</td> <td>10226</td> <td>YOKOHAMA TIRE CORP</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960753356</td> <td>2325099</td> <td>07/10/2021</td> <td>34146</td> <td>P215/55R17 93V B MCH</td> <td>10016</td> <td>MICHELIN TIRE CORP</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>4960772238</td> <td>2325800</td> <td>02/10/2022</td> <td>39263</td> <td>195/65R15 91H B CON CTRLC TRAS+</td> <td>14343</td> <td>CONTINENTAL TIRE</td> <td>ADOTNMBR30</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>4960772238</td> <td>2325800</td> <td>02/10/2022</td> <td>39263</td> <td>195/65R15 91H B CON CTRLC TRAS+</td> <td>14343</td> <td>CONTINENTAL TIRE</td> <td>ADOTNMBR30</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960775576</td> <td>2325894</td> <td>03/08/2022</td> <td>31663</td> <td>205/55R16 91H B GTR TVPPL</td> <td>17664</td> <td>GITI TIRE LTD</td> <td>U2LLMLR51</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960777757</td> <td>2325985</td> <td>03/29/2022</td> <td>27965</td> <td>LT285/70R17 1215 B COP ZEON LTZ</td> <td>10589</td> <td>COOPER TIRE & RUBBER CO</td> <td>DOTMIMTES1</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960777757</td> <td>2325985</td> <td>03/29/2022</td> <td>27965</td> <td>LT285/70R17 1215 B COP ZEON LTZ</td> <td>10589</td> <td>COOPER TIRE & RUBBER CO</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960777757</td> <td>2325985</td> <td>03/29/2022</td> <td>27965</td> <td>LT285/70R17 1215 B COP ZEON LTZ</td> <td>10589</td> <td>COOPER TIRE & RUBBER CO</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960777757</td> <td>2325985</td> <td>03/29/2022</td> <td>27965</td> <td>LT285/70R17 1215 B COP ZEON LTZ</td> <td>10589</td> <td>COOPER TIRE & RUBBER CO</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960803085</td> <td>2326152</td> <td>06/23/2022</td> <td>38605</td> <td>LT285/70R17 121Q W BFG</td> <td>10016</td> <td>MICHELIN TIRE CORP</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960803085</td> <td>2326152</td> <td>06/23/2022</td> <td>38605</td> <td>LT285/70R17 121Q W BFG</td> <td>10016</td> <td>MICHELIN TIRE CORP</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960803085</td> <td>2326152</td> <td>06/23/2022</td> <td>38605</td> <td>LT285/70R17 121Q W BFG</td> <td>10016</td> <td>MICHELIN TIRE CORP</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960803085</td> <td>2326152</td> <td>06/23/2022</td> <td>38605</td> <td>LT285/70R17 121Q W BFG</td> <td>10016</td> <td>MICHELIN TIRE CORP</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>4960804013</td> <td>2326181</td> <td>07/18/2022</td> <td>17639</td> <td>215/45R18 89W B YOK ADVAN NEOVR</td> <td>10226</td> <td>YOKOHAMA TIRE CORP</td> <td>DOTA2NV02</td> </tr> </tbody> </table> <p>Print Labels Return To Warehouse Return To Vendor Scrap</p>	<input type="checkbox"/>	RTW	SCAN	Article Doc...	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3	<p>A Create Return Purchase Order window will display.</p> <p>Click Save.</p> <p>This will create the RTV PO and perform the Goods Issue to the corresponding vendor.</p> 																																																																																																																																																																																

Corrective Actions

Use **ADJUSTMENTS · Corrective Actions** to undo adjustments done incorrectly, or made in error:

- Undo Return to Vendor (Adj. Only – '55' or '66')
- Undo Return to Warehouse
- Undo Scrap

Note: If a Corrective Action is needed to reverse an incorrect RTV or RTW AFTER the day it was performed, contact the Warranty Team for assistance. They will need to reverse the PO for you.

< **DISCOUNT TIRE** Adjustments(Desktop) ▾

Site: 1022 / PAVILION (AZP 20) / 9199 E TALKING STICK WAY / SC

Adjustment: Customer Invoice:

Miles On: Miles Off:

Process Adjustments ☒

Process Adjustments ☐

Corrective Action Undo RTW ☐

Corrective Action Undo RTV ☐

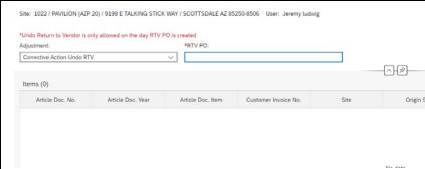
Corrective Action Undo Scrap ☐

<input type="checkbox"/>	RTW	SCAN	Article Doc...	Invoice No.	GM Date
<input type="checkbox"/>					

Undo Return to Vendor

You can only correct a RTV the same day that it is performed.

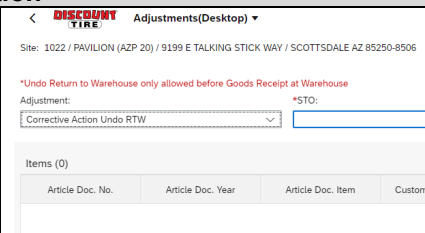
Follow these steps to Undo Return to Vendor (Adj. only):

Step	Action
1	Select Corrective Action Undo RTV . 
2	Type the RTV PO number you want to undo ('55' or '66').
3	Select Go .
4	Select Save . <u>Message displays:</u> RTV Purchase Order (number) reversed successfully.

Undo Return to Warehouse

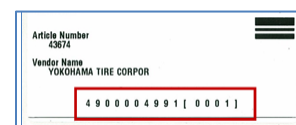
Only stores can Undo a Return to Warehouse must do this **before** the Goods Receipt has been performed by the warehouse.

Follow these steps to Undo Return to Warehouse:

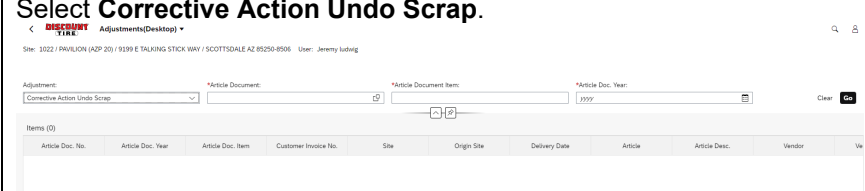
Step	Action
1	Select Corrective Action Undo RTW . 
2	Type the STO number you want to undo.
3	Select Go .
4	Select Save . <u>Message displays:</u> RTW Purchase Order (number) reversed successfully.

Undo Scrap

The Article Document number and line item for the adjustment are located at the bottom of the adjustment label.



Follow these steps to Undo Scrap:

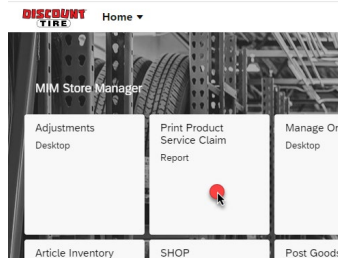
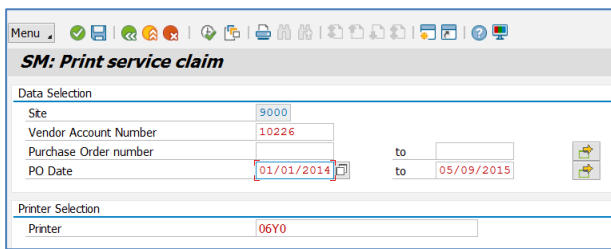
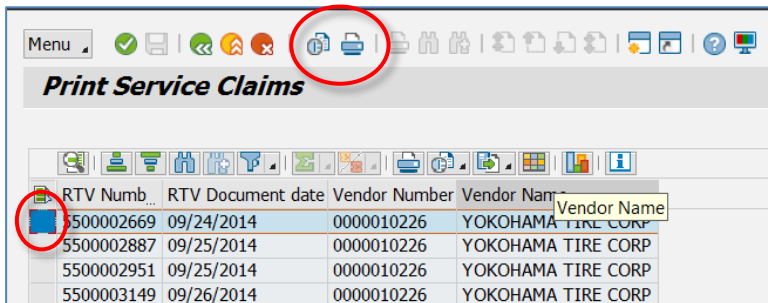
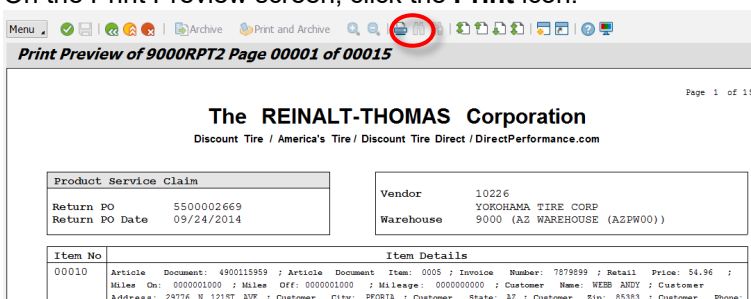
Step	Action
1	Select Corrective Action Undo Scrap . 
2	Type in the Article Document #, the Article Document Year, and the Article Document Item (<i>line item = last 4 digits on label in brackets</i>).
3	Select Go .
4	Select Save . <u>Message displays:</u> Article Document (number year item) reversed successfully.

Printing a Product Service Claim

New functionality has been added to Desktop MIM to allow you to print a Product Service Claim for adjustments that have a corresponding product service claim.

Follow these steps to print or reprint a Product Service Claim for an adjustment:

Note: This is valid for Adjustment PO's beginning with '55' only.

Step	Action
1	<p>From the launchpad, click Print Product Service Claim.</p> 
2	<ol style="list-style-type: none"> 1) Complete the 'Vendor Account Number' field or 'PO number' field. (<i>Purchase Order Number is Best Practice.</i>) 2) Enter 'from' and 'to PO Date' fields. (<i>The date fields default to today's date, but you can change them to enter any date range, if needed.</i>) 3) Click Execute or press ENTER. 
3	<ol style="list-style-type: none"> 1) Select the PO you want to print the Product Service Claim for. 2) Click the Print to print a list of PO numbers, or click the Print Preview icon to view the Product Service Claim. 
4	<p>On the Print Preview screen, click the Print icon.</p> 

Contact

If you have any questions or concerns, please contact your Manager, AVP or Warranty Team.