

## Article Recode

### Overview

Sometimes you will find product that is marked with the wrong article number. This can happen when:

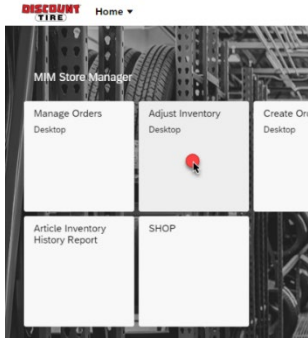

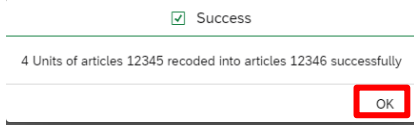
- Product changes (for example, studding winter tires become studded tires)
- Wrong product is installed on customer vehicle, and it cannot be fixed on the invoice
- Product is mislabeled

To correct these errors, the Store Manager or Senior Assistant will use the Desktop MIM to do an article recode.

**Note:** This procedure replaces Article to Article Change.

### Doing an Article Recode

Follow these steps to do an article recode:

Step	Action	
1	<p>After you log into the Desktop MIM:</p> <p>Click the <b>Adjust Inventory Desktop</b> tile.</p>	
2	<p>Complete the required fields on the Article Recode screen.</p> <ul style="list-style-type: none"> <li><b>From Article:</b> article to reduce</li> <li><b>To Article:</b> article to increase</li> <li><b>Quantity:</b> quantity to recode</li> <li><b>Reason Code:</b> Select a reason code from the drop-down menu.</li> </ul> <p><b>Note:</b> If you choose Other, enter the reason in the 'Comments' field.</p>	
3	<p>Click <b>Save</b>.</p> <p><i>A confirmation message displays:</i></p>	

### Contact

If you have any questions or concerns, please contact the Service Desk at **800-366-4399**.