

Article Recode

Overview

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

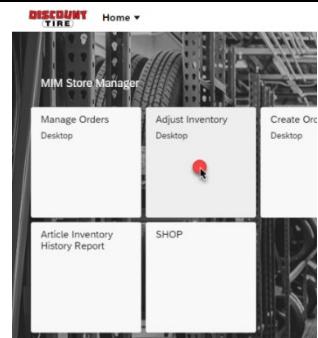
- Product changes (for example, studding winter tires become studded tires)
- Wrong product is installed on customer vehicle, and it cannot be fixed on the invoice
- Product is mislabeled

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

Contact

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