

This Quick Reference Guide explains how to process a Unserviceable (UNS) return using the scan gun.

To process an UNS return

- 1 Under **Menu**, double-tap **UNS Returns**.
- 2 On the **UNS Return Header** screen, complete the following information and then tap **Add Return Lines**
 - type the **Incident Year** in the **Inc Year** text box
 - type the **Incident Number** in the **Inc No** text box.

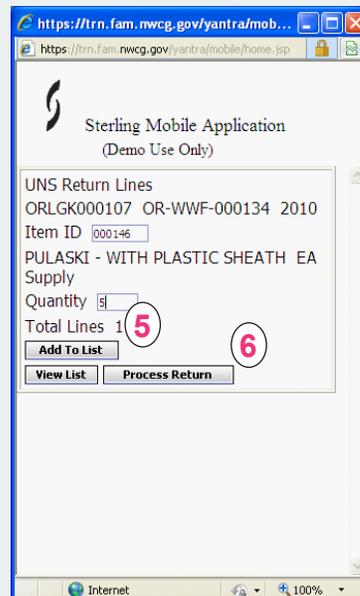
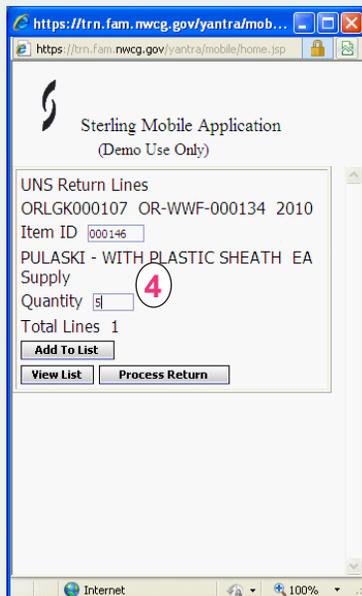
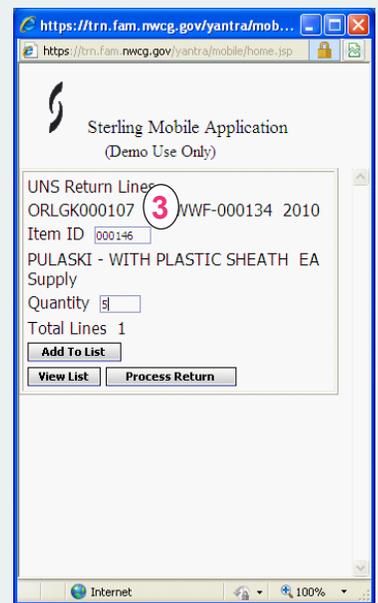
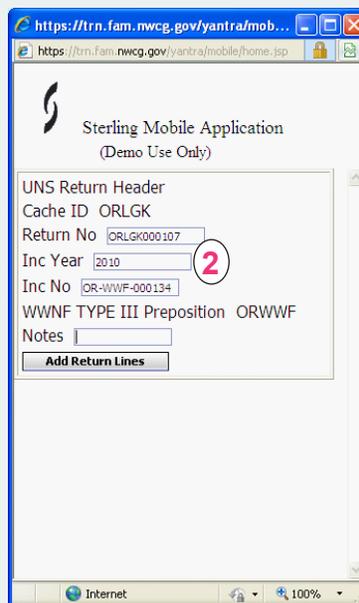
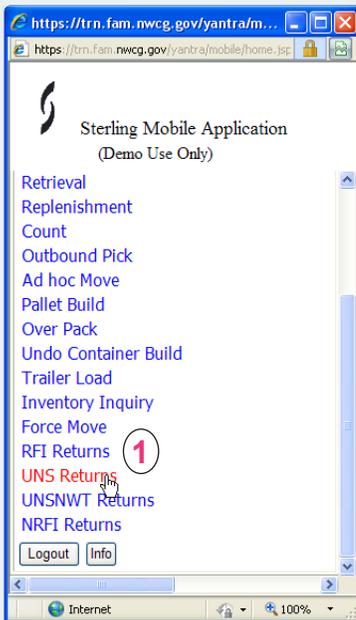
Type any **notes for the return** in the **Notes** text box, as appropriate.

- 3 On the **UNS Return Lines** screen, enter or scan the **Item ID** of the UNS item.

For a trackable item, enter or scan the **Trackable ID #** for the UNS item.

- 4 Type the UNS **quantity**, and then tap **Add To List**
- 5 Repeat steps #4 and #5 to enter all UNS items.
- 6 When finished, tap **Process Return**

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To process an UNS return from an Other order

- 1 On the **UNS Return Header** screen, type the **other order number** in the **Return No** text box, and then tap **Add Return Lines**
- 2 Complete the **UNS Return Lines** screen as appropriate for the return, and then tap **Process Return**

For guidance on classifying returned items (RFI, NRFI, UNS, and UNSNWT), consult with the cache standard operating procedures or the cache refurbishment guide.

To view a list of UNS items ready for the putaway process

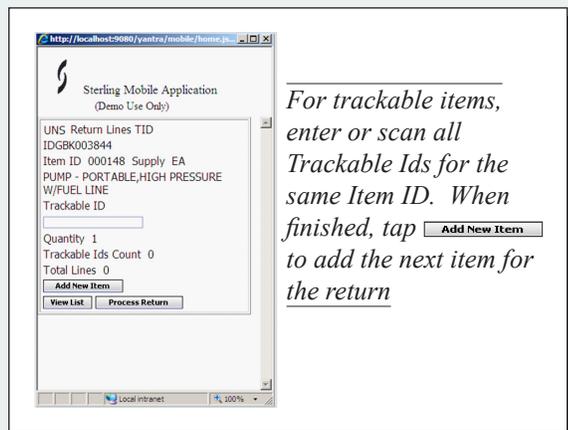
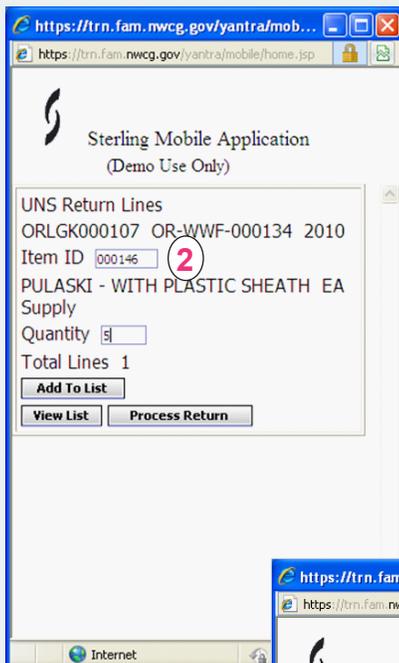
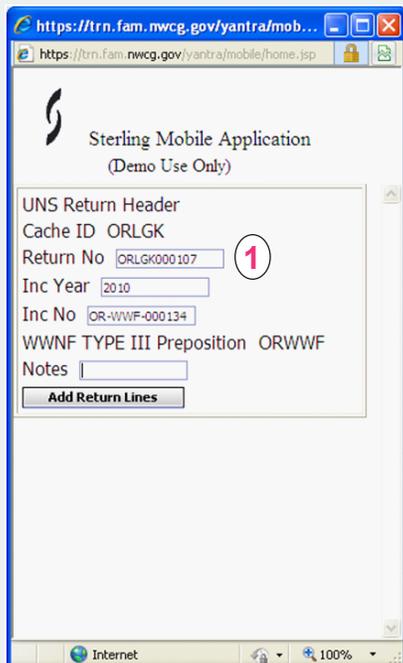
Both trackable and non-trackable items display on the UNS Return Item List screen.

- On the **UNS Return Lines** screen, tap **View List**

To delete unwanted or incorrectly entered UNS items from the UNS Return Item List

- A On the **UNS Return Lines** screen, tap **View List**
- B Double-tap the UNS item of your choice.

You may now add and/or delete additional UNS items as appropriate to complete the return.



*For trackable items, enter or scan all Trackable Ids for the same Item ID. When finished, tap **Add New Item** to add the next item for the return*

