PURPOSE:

Once all the work has been completed, the VRMA can be closed.

WORK INSTRUCTION:

1. Locate the **QC Vendor RMA Maintenance** form and click the **OK** button
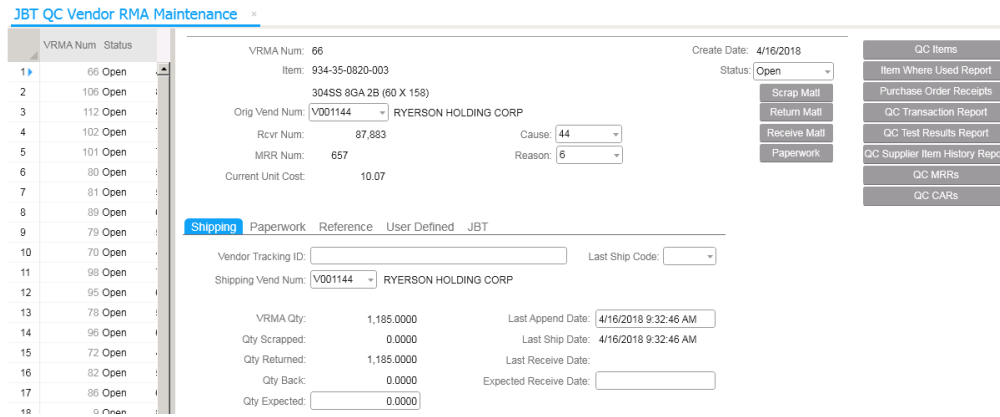
The **QC Vendor RMA Maintenance (Filter in Place)** form opens

2. Populate the **VRMA Num** field and click the **Filter in Place** button ( ) to locate your specific VRMA

3. Revise the **Status** field to **Closed**


4. Click the Save button ( )

5. Close the form/VRMA

Note: **You can add notes into the Notes section to tell the story why a VRMA. Also, once the VRMA is closed, return to the MRR to confirm the MRR has appropriate closure.**

Revision History

Page(s)	Description	Rev	Date	Revised By
	New Document	0	10/08/2018	Cathy Hennes