

QC Vendor RMA Maintenance			
(Company Logo Here)	Document #: PTP-QUA-0110	Revision: 2	Date: 10/08/2018
	Author: Cathy Hennes	Approver:	Page: 1 of 6

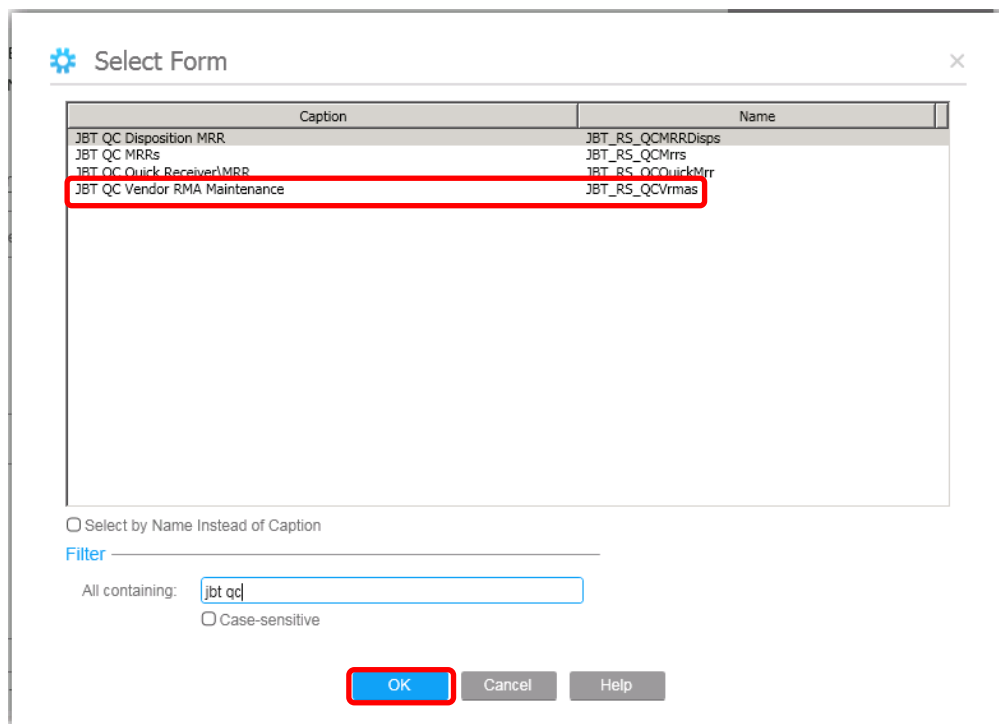
PURPOSE:

Once an MRR is created and dispositioned, follow these procedures to process the VRMA.

WORK INSTRUCTION:

Process VRMA

1. Locate the **QC Vendor RMA Maintenance** form and click the **OK** button

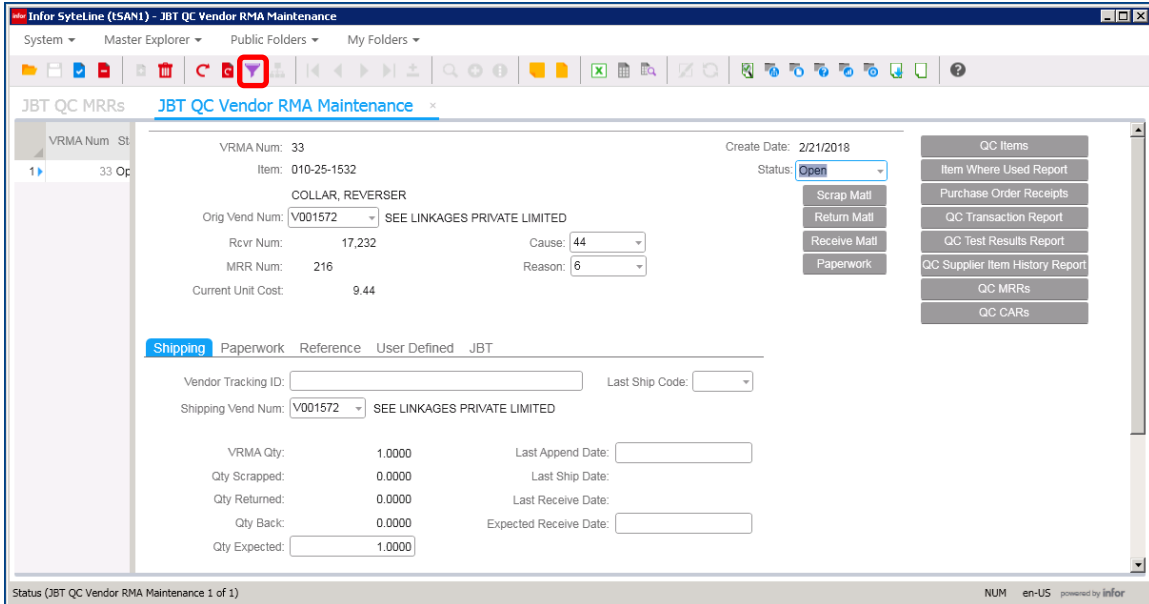


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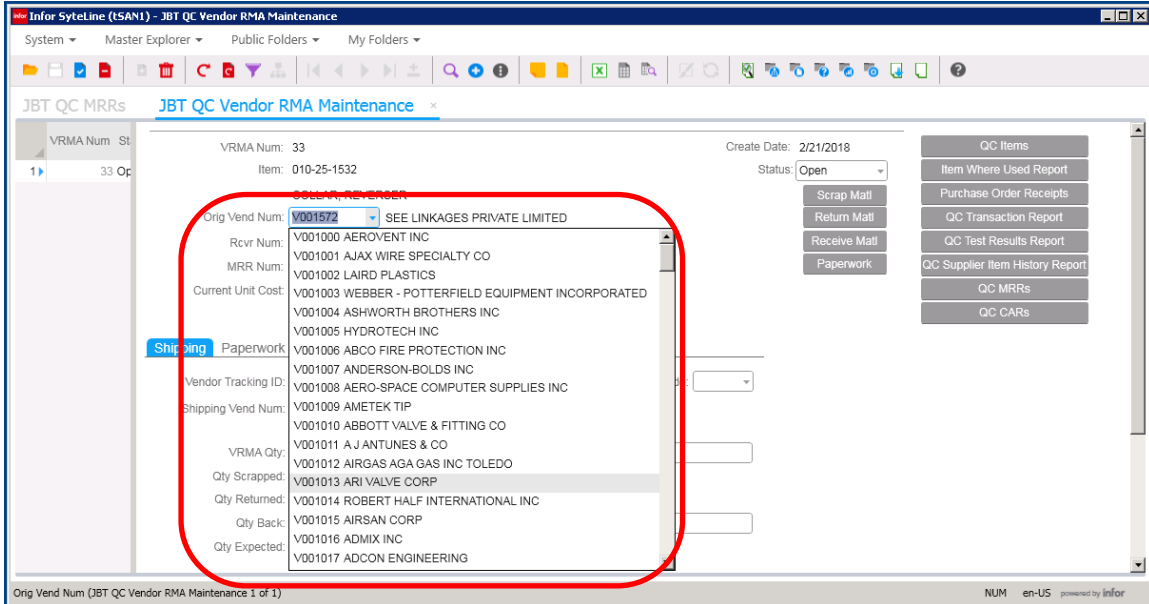
2. Click in the **VRMA Num** field, adding the number provided in the disposition

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3. Click on the **Filter in Place** button to deactivate filtering, allowing the VRMA to appear

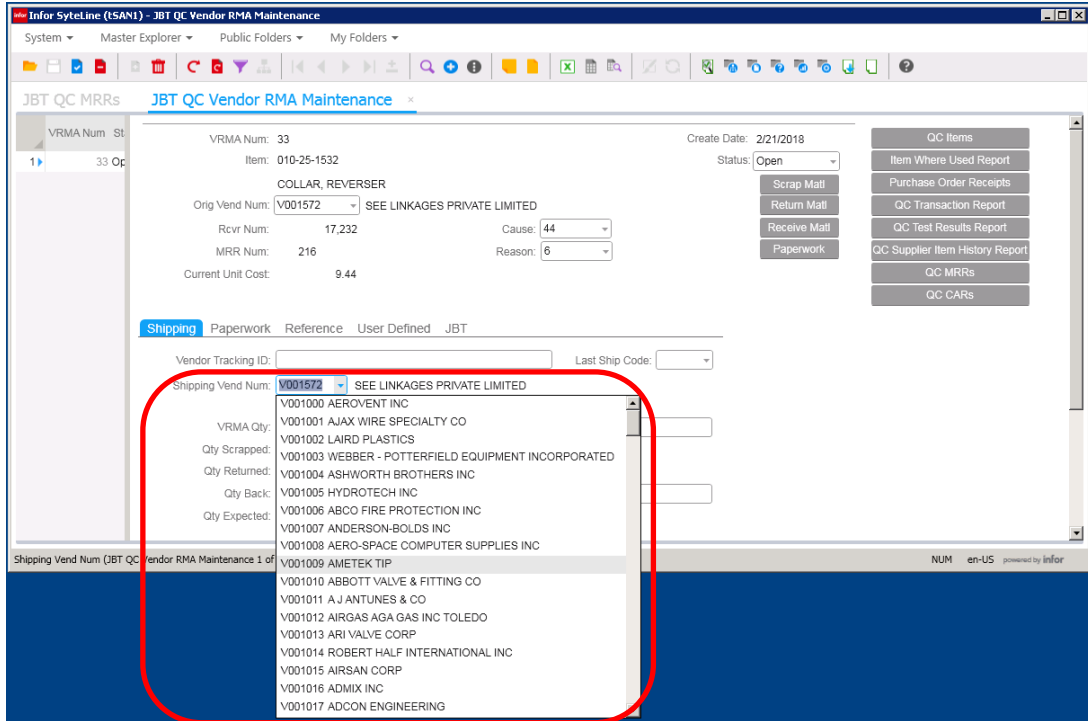


4. Click on the **Orig Vend Num** drop-down arrow and choose another Vendor if the current Vendor is incorrect



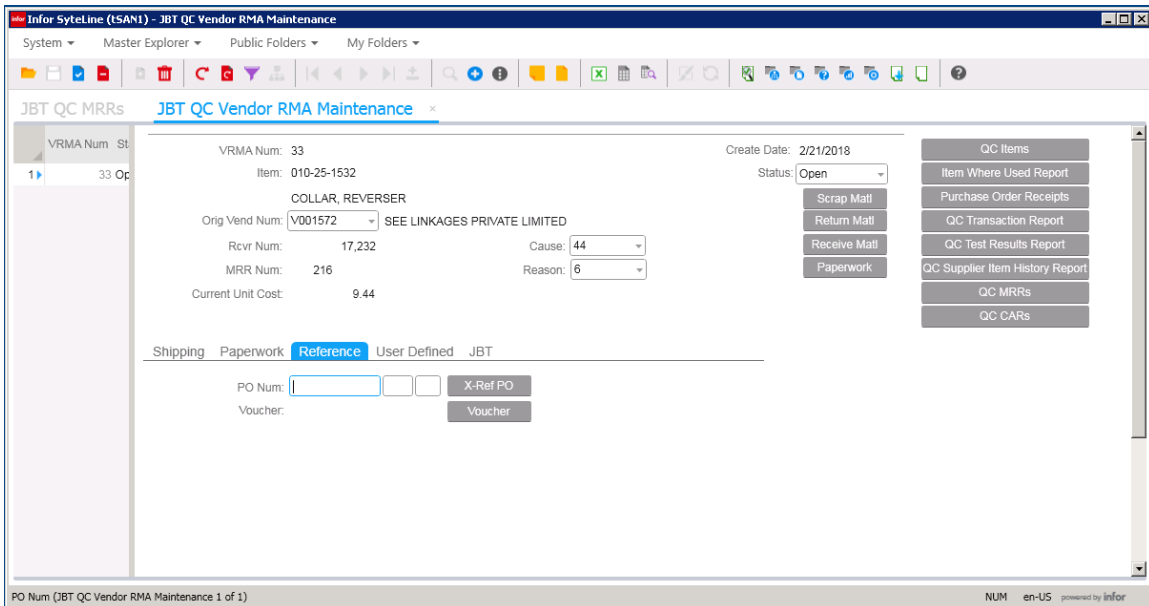
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5. Click on the **Shipping Vend Num** drop-down arrow and choose another Vendor if the current shipping Vendor is incorrect



Note: The vendor must already be in the SyteLine system.

6. Click on the **Reference** tab



Note: You can manually populate if needed for the rejection.

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7. Click on the tab. Enter Vendor Return Authorization number in the “RMA” Field.

Infor SyteLine (TSAN1) - JBT QC Vendor RMA Maintenance

System Master Explorer Public Folders My Folders

JBT QC MRRs JBT QC Vendor RMA Maintenance

VRMA Num: 33 Create Date: 2/21/2018
 Item: 010-25-1532 Status: Open
 COLLAR, REVERSER
 Orig Vend Num: V001572 SEE LINKAGES PRIVATE LIMITED
 Rcvr Num: 17,232 Cause: 44
 MRR Num: 216 Reason: 6
 Current Unit Cost: 9.44

Shipping Paperwork Reference User Defined **JBT**

RMA:

Unit Cost: 0.00000
 Quantity Returned: 0.000
 Additional Cost: 0.00000
 Voucher Total Cost: 0.00000

QC Items
 Item Where Used Report
 Purchase Order Receipts
 QC Transaction Report
 QC Test Results Report
 QC Supplier Item History Report
 QC MRRs
 QC CARs

RMA (JBT QC Vendor RMA Maintenance 1 of 1) NUM en-US powered by Infor

8. Click the **Save** button

Infor SyteLine (TSAN1) - JBT QC Vendor RMA Maintenance

System Master Explorer Public Folders My Folders

JBT QC MRRs JBT QC Vendor RMA Maintenance

VRMA Num: 33 Create Date: 2/21/2018
 Item: 010-25-1532 Status: Open
 COLLAR, REVERSER
 Orig Vend Num: V001572 SEE LINKAGES PRIVATE LIMITED
 Rcvr Num: 17,232 Cause: 44
 MRR Num: 216 Reason: 6
 Current Unit Cost: 9.44

Shipping Paperwork Reference User Defined **JBT**

RMA:

Unit Cost: 57.00000
 Quantity Returned: 1.000
 Additional Cost: 225.00000
 Voucher Total Cost: 0.00000

QC Items
 Item Where Used Report
 Purchase Order Receipts
 QC Transaction Report
 QC Test Results Report
 QC Supplier Item History Report
 QC MRRs
 QC CARs

Additional Cost (JBT QC Vendor RMA Maintenance 1 of 1) NUM en-US powered by Infor

9. Close any form(s) once you are completed using the **X** next to each form name

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Revision History

Page(s)	Description	Rev	Date	Revised By
	Document ID Created. Document formatted with correct header/footer. Document created using EPAK simulation video, along with instructor-led training by Sandusky Quality Manager.	0	01/17/2018	Cathy Hennes
	Updated Doc # to align MRR to VRMA	1	06/05/2018	Cathy Hennes
	Updated Doc to break out into multiple WI and added options for Scrap, Replace, or Credit into process flow, requiring added WI.	2	10/08/2018	Cathy Hennes