

| VRMA Closure        |                          |             |                  |
|---------------------|--------------------------|-------------|------------------|
| (Company Logo Here) | Document #: PTP-QUA-0150 | Revision: 0 | Date: 10/08/2018 |
|                     | Author: Cathy Hennes     | Approver:   | Page: 1 of 2     |

**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

| Caption                       | Name              |
|-------------------------------|-------------------|
| JBT QC Disposition MRR        | JBT_RS_QCMRRDisps |
| JBT QC MRRs                   | JBT_RS_QCMrrs     |
| JBT QC Quick Received MRR     | JBT_RS_QCQuickMrr |
| JBT QC Vendor RMA Maintenance | JBT_RS_QCVrmas    |

Select by Name Instead of Caption  
 Filter:   
 Case-sensitive

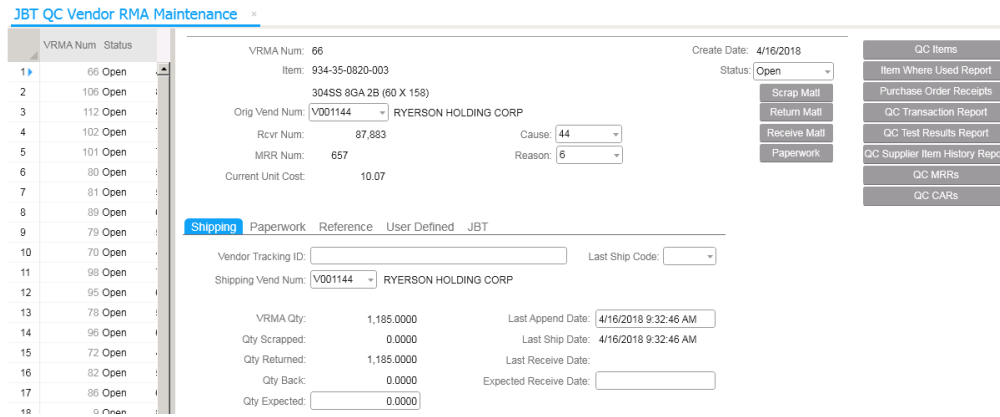
The **QC Vendor RMA Maintenance (Filter in Place)** form opens

VRMA Num:  Status:  Create Date:   
 Item:  Status:   
 Orig Vend Num:  Cause:   
 Rcvr Num:  Reason:   
 MRR Num:   
 Current Unit Cost:

Shipping | Paperwork | Reference | User Defined | JBT  
 Vendor Tracking ID:  Last Ship Code:   
 Shipping Vend Num:   
 VRMA Qty:  Last Append Date:   
 Qty Scrapped:  Last Ship Date:   
 Qty Returned:  Last Receive Date:   
 Qty Back:  Expected Receive Date:   
 Qty Expected:

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




The screenshot shows the 'JBT QC Vendor RMA Maintenance' form. On the left is a list of VRMA items with columns for 'VRMA Num' and 'Status'. The main area displays details for VRMA Num: 66, Item: 934-35-0820-003, and various fields for vendor information, MRR numbers, and dates. A 'Status' dropdown menu is visible, currently set to 'Open'.

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



A close-up of the 'Status' dropdown menu. The 'Closed' option is highlighted in blue, indicating it is the selected value.

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 |
|         |              |     |            |              |
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