



## MTP TMS Back Office- Base View

› Vendors, Tickets & Contracts

› Facility Orders

Facility Inventory

▼ Facility Returns

**Create Facility Return**

Create Shipment

MTP TMS Back Office- Base View / Facility Returns

# Create Facility Return

### Navigation Info

Facility Returns > Add Facility Return

1. Click on Type of Ticket to order

**\*\*\*New Image Needed\*\*\***

Stock - Prepaid	Return #	Reason	Vendor	Region	Installation	Facility	Created On	Returned	Total	Status
Stock - Consignment	CR-000352	Damaged Stock Ticket	Berch Aquarium	Southwest	NAS Fallon	Community Recrea...	06/21/2018 9:55 AM	1	\$25.00	Complete
Open Disputes	CR-000351	Damaged Stock Ticket	MDIR	NDW	NAS Pax River	PAX Bank Facility	06/18/2018 12:04 ...	18	\$270.00	Submitted
Vendor Rejections	CR-000350	Damaged Stock Ticket	Berch Aquarium	Southeast	NS Mayport	Mayport - NS1	06/18/2018 12:01 ...	0	\$0.00	Draft
	CR-000345	Damaged Stock Ticket	Berch Aquarium	Southeast	NAS Whiting Field	Whiting Field ITT ...	06/14/2018 2:55 PM	1	\$25.00	Complete
	CR-000341	Damaged Stock Ticket	Berch Aquarium	Southwest	NAS Fallon	Community Recrea...	06/14/2018 10:44 ...	1	\$25.00	Complete
	CR-000336	Damaged Stock Ticket	Berch Aquarium	Southeast	NS Mayport	Mayport - NS1	06/13/2018 7:04 AM	0	\$0.00	Draft
	CR-000319	Damaged Stock Ticket	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	05/24/2018 7:24 AM	8	\$160.00	Complete
	CR-000318	Damaged Stock Ticket	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	05/24/2018 7:07 AM	8	\$160.00	Submitted
	CR-000302	Damaged Stock Ticket	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	05/15/2018 1:22 PM	8	\$112.00	Complete
	CR-000301	Recall	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	05/15/2018 1:20 PM	0	\$0.00	Draft
	CR-000284	Damaged Stock Ticket	MDIR	NDW	NAS Pax River	PAX Bank Facility	04/12/2018 1:06 PM	3	\$35.00	Submitted
	CR-000272	Damaged Stock Ticket	Berch Aquarium	NDW	JB Anacostia-Bolling	Fake Test	02/21/2018 10:40 ...	1	\$11.00	Submitted
	CR-000271	Damaged Stock Ticket	Berch Aquarium	NDW	JB Anacostia-Bolling	Fake Test	02/21/2018 10:39 ...	2	\$28.00	Complete
	CR-000268	Special Request - MTP Preapro...	Berch Aquarium	MidAtlantic	NS Great Lakes	GL-Main NEX	02/05/2018 2:14 PM	0	\$0.00	Draft
	CR-000267	Price Code Closeout	Berch Aquarium	MidAtlantic	NS Great Lakes	GL-Main NEX	02/05/2018 2:11 PM	0	\$0.00	Void
	CR-000258	Recall	AR AP Test Vendor	Southeast	Eglin	Hurlbert Field	01/24/2018 10:14 ...	2	\$60.00	Complete
	CR-000257	Recall	AR AP Test Vendor	Southeast	Eglin	Hurlbert Field	01/24/2018 7:24 AM	8	\$240.00	Complete
	CR-000236	Special Request - MTP Preapro...	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 12:15 ...	2	\$28.00	Submitted
	CR-000235	Damaged Stock Ticket	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 11:30 ...	3	\$42.00	Complete
	CR-000233	Special Request - MTP Preapro...	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 10:35 ...	5	\$70.00	Complete
	CR-000232	Special Request - MTP Preapro...	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 10:33 ...	5	\$70.00	Complete
	CR-000231	Price Code Closeout	Berch Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 10:32 ...	5	\$70.00	Complete

3. Select items from the dropdown menu if not preset for you. When complete, click on the Create button.

Stock - Prepaid

Stock - Consignment

Open Disputes

Vendor Rejections

Return #	Reason	Vendor	Region	Installation	Facility	Created On	Returned	Total	Status
CR-000352	Damaged Stock Ticket	Beth Aquarium	Southwest	NAS Fallon	Community Recrea...	06/21/2018 9:55 AM	1	\$25.00	Complete
CR-000351	Damaged Stock Ticket	HDR	NDW	NAS Pax River	PAX Bank Facility	06/18/2018 12:04 ...	18	\$270.00	Submitted
CR-000350	Damaged Stock Ticket	Beth Aquarium	Southeast	HS Mayport	Mayport - NSI	06/18/2018 12:01 ...	0	\$0.00	Draft
CR-000345	Damaged Stock Ticket	Beth Aquarium	Southeast	NAS Whiting Field	Whiting Field ITT ...	06/14/2018 2:55 PM	1	\$25.00	Complete
CR-000341	Damaged Stock Ticket	Beth Aquarium	Southwest	NAS Fallon	Community Recrea...	06/14/2018 10:44 ...	1	\$25.00	Complete
CR-000338	Damaged Stock Ticket	Beth Aquarium	Southeast	HS Mayport	Mayport - NSI	06/13/2018 7:04 AM	0	\$0.00	Draft
CR-000319	Damaged S...					2018 7:24 AM	8	\$166.00	Complete
CR-000318	Damaged S...					2018 7:07 AM	8	\$100.00	Submitted
CR-000302	Damaged S...					2018 1:22 PM	8	\$112.00	Complete
CR-000301	Recall					2018 1:20 PM	0	\$0.00	Draft
CR-000284	Damaged S...					2018 1:06 PM	3	\$35.00	Submitted
CR-000272	Damaged S...					2018 10:40 ...	1	\$11.00	Submitted
CR-000271	Damaged S...					2018 10:39 ...	2	\$26.00	Complete
CR-000268	Special Reas...					2018 2:14 PM	0	\$0.00	Draft
CR-000267	Price Code S...					2018 2:11 PM	0	\$0.00	Void
CR-000258	Recall	AR AP Test Vendor	Southeast	Eglin	Hurlbert Field	01/24/2018 10:14 ...	3	\$60.00	Complete
CR-000257	Recall	AR AP Test Vendor	Southeast	Eglin	Hurlbert Field	01/24/2018 7:24 AM	8	\$240.00	Complete
CR-000236	Special Request - MTP Preappo...	Beth Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 12:15 ...	2	\$28.00	Submitted
CR-000235	Damaged Stock Ticket	Beth Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 11:30 ...	3	\$42.00	Complete
CR-000233	Special Request - MTP Preappo...	Beth Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 10:35 ...	5	\$70.00	Complete
CR-000232	Special Request - MTP Preappo...	Beth Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 10:33 ...	5	\$70.00	Complete
CR-000231	Price Code Closeout	Beth Aquarium	NDW	NAS Pax River	PAX Bank Facility	01/11/2018 10:32 ...	5	\$70.00	Complete

Create New Facility Return

Branch

Region

Installation

Facility

Reason

Vendor

Cancel

Create

<<

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Stock - Prepaid

Stock - Consignment

Open Disputes

Vendor Rejections

CR-000163

Return Reason

Damaged Stock Ticket

Total Returned

0

Region

Northwest

Total Received

0

Installation

NSB Bangor

Total Returned Cost

\$0.00

Facility

Bangor Ticket Office

Total Received Cost

\$0.00

Vendor

Kim Test Vendor common

Restock Fee

\$0.00

Status

Draft

Total Credit Due

\$0.00

+

Ticket	PLU	Returned	Received	Not Ship	Cancelled	Reversed	Unit Cost	Returned Cost	Received Cost
Chihuly Garden and Glass ST...		0	0	0	0	0	\$15.00	\$0.00	\$0.00

Void

Goods Receipts

No Goods Receipts Found

Shipment

(Void) RSHR-000580

Create Shipment

Notes

No Notes Found

Create Note

5. Select ticket (s) to be added to the return and then click the Add Selected Ticket(s) button.

Open Disputes

Vendor Rejections

Add Tickets

Type

All Tickets

Keywords

Filter by columns displayed in grid

Search

Reset

<input type="checkbox"/>	Ticket Name	Location	Price Code	PLU	Ticket ID	Unit Price
<input checked="" type="checkbox"/>	ike Place- Consignment	Seattle	1700013C	STLPP	40000004	30.00
<input type="checkbox"/>	Seattle Ferris Wheel- Consignment	Seattle	1700011C	FERRIS	40000002	15.00
<input type="checkbox"/>	THRESHOLD Stock	MTP Enterprise	1700025C	STLGL	78877803	15.00

Cancel

Add Selected Ticket(s)

**\*\*\*New Image Needed\*\*\***

[◀ Facility Returns](#)

[Create Shipment ▶](#)

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