



WMS -De-Issuing from a Job

SOP 240

Revision A, 05/29/2018

Approved by: Don Stanton

PURPOSE: Use RF scanner to De-Issue materials from a Job back into your Inventory, aka De-issue Inventory. This is done by cycling through all the Parts listed in the Job, selecting individual Lots and Quantities for de-issue.

PROCESS STEPS:

1. Sign onto the scanner and choose the correct facility
2. Select De-Issue Inventory
3. Click Continue
4. Scan Master Batch Record barcode or enter job number
5. Press enter
6. To de-issue everything from the job:
 - a. Click the **All** button to de-issue everything from this job
 - b. This will jump straight to a final confirmation screen
7. If you are only de-issuing a subset of the issued inventory
8. Select Lot to De-Issue:
 - a. **Scan the barcode label** to select a **Part Number** and **User Lot**
 - b. If you cannot scan a barcode label:
 - i. Select **Part Number** from the drop-down menu
 - ii. Click the **Lots** button to find the desired Lot
9. Enter Quantity to De-issue:
 - a. Enter the **Deissuing** Quantity
 - b. Push **ENT** on the scanner to select the next Lot to de-issue
10. Repeat these steps until you are done de-issuing Lots from this Job
 - a. **Save** (at any point) will bring up the confirmation screen
 - b. **Exit** cancels everything, with no de-issuing sent to DEACOM
11. Press the Undo button to review your entires:
 - a. This will bring up a screen showing all the Lots, for this Part Number only, that you have already entered to be deissued.
 - i. **All** button will check all the boxes for you
 - ii. **(None)** button will uncheck all the boxes for you
12. Click **Apply to remove what is checked** from this Job Deissue.
13. Review the confirmation screen:
 - a. Click **Yes** to select de-issue destination
 - b. Click **No** to go back to Part/Lot/Quantity selection
14. Select de-issue destination (where the de-issued inventory will go):
 - a. Check the 'Retain Location' box to keep everything where it is
 - b. Or un-check and **Scan Location Label**
 - c. Or manually select **New Loc Type** and **New Loc**
15. Click **Save** to submit all de-issue selections to DEACOM
16. Click **OK** on the final confirmation screen

REVISIONS

| Rev | Date | Change |
|-----|---------|---|
| I/R | 3/19/18 | New |
| A | 5/29/18 | Change "job" to Master Batch Record in line 4 |