

How to Return a Catalog Stock Item to the Ames Inventory Whse

September 2019

EXAMPLE



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What is Ames Inventory Returns?

The **Ames Inventory Request** portal will allow DOT staff the ability to return Stock Items ordered from the Ames Warehouse back to the warehouse.



Returning Inventory Stock Item

Once you have logged into AssetWorks, click on the **Ames Inventory Requests** portal.

To return one or more stock items, click on the Ames Inventory Requests portal and select **Request Ames Warehouse Stock Items**.

The User who ordered the stock item must be the User to return it.

All Returns must be approved by the Ames Warehouse Admin staff prior to returning. Returns for reimbursement must follow DOT Policy and Procedures.

AssetWORKS

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Home Service Requests Work Mgmt **Ames Inventory Requests** Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Assignment Request Portal

Request items or replacements

Request Ames Warehouse Stock Items

Your previous requests

PENDING CANCELED COMPLETED ALL

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		204	PENDING		LOST	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	DID NOT NEED	09/08/2019 05:47 PM
Cancel		203	PENDING		LOST	006004500-0 - FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1.00	DEPARTMENT	514000	SHIPPED WRONG ITEM	09/08/2019 05:47 PM
Cancel		202	PENDING		LOST	019097300-0 - SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1.00	DEPARTMENT	514000	RETURN ORDERED WRONG ITEM	09/08/2019 05:47 PM
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25 PM
Cancel		180	PENDING		LOST	002040120-0 - BEARING; BEARING F/AUGER	1.00	DEPARTMENT	514000		09/05/2019 11:56 AM
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 39GA PERMATEX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-	1.00	LOCATION	762000		08/06/2019 09:41 AM

Note:

In the **Your previous requests** section, this provides you by **Request Status** any previous orders you have placed by User ID. Your User ID is shown in the upper right. More on this on the next page.



Your Ames Inventory Request- Statuses

Under the heading Your Previous Requests, you can view all requests that you've made from the Ames Warehouse.

Request Statuses:

PENDING- Is waiting for Ames Whse approval. Once approved the Ames Whse will start the fulfillment process to complete your request. If you need to cancel, you will need to contact the Ames Whse to cancel your order.

CANCELED - you can cancel by Request ID, by clicking the red **Cancel** button on the far left of your screen only at the Pending status and it is not approved.

COMPLETED - your request has been completed and in route for delivery or ready for pick up at the Ames Whse.

ALL- your request with all Status types.

Approval Status:

Approved Status means your Request has been approved by the Ames Whse. The fulfillment process will be started.

Messages Screens Reports

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Assignment Request Portal

Request items or replacements

Request Ames Warehouse Stock Items

Your previous requests

PENDING CANCELED COMPLETED ALL

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25 PM
Cancel		180	PENDING		LOST	002040120-0 - BEARING; BEARING F/AUGER	1.00	DEPARTMENT	514000		09/05/2019 11:56 AM
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-FINER LFP3191 WIX 51791	1.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TRACK 6 OZ 99SA PERMATEX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		53	PENDING		NEW ITEM	000328000-0 - FORM; INSPECTION REFERENCE CARD-HEADLITES #16044	1.00	LOCATION	762000		08/06/2019 09:35 AM



Step 1: Who is this for?

Similar to requesting inventory, returning inventory follows the same process. You will need to use the same information you used to order the stock item you wish to return so that the correct Department Cost Center is refunded.

Step 1: WHO is this for?

- Select **For My Department** if you are returning for your Cost Center location.
- Select **For Other Department** if you are returning items for another Cost Center Location.

A form at the DOT Website will need to be downloaded and filled out if your return comes back on the freight truck only

Messages Screens Reports

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Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for?**
- 2 Type of Request
- 3 Choose your Stock Items
- 4 REVIEW and Submit

0 item(s) in list

What Location is requesting Stock Items?

If you are requesting for your Location, select For My Department.
If you are requesting for another Location, select For Other Department.

For My Department For Other Department

Request for DEPARTMENT LOCATION OPERATOR ID 514000 ... Lookup ID

Please verify your selection before proceeding to the next step.

Department Detail

Department ID	514000	Department Name	DISTRICT 4 OFFICE
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Cancel Back Next

Click **Next** to continue on to Step 2.



Step 2: Type of Request

On this screen you have 2 Options to select from; **New Item** and **Return**. New Items are covered in another training manual.

To return stock items to the Ames Whse, click on the **Return** button. A drop down list will appear and you can select the reason you are returning the item. You will be able to provide more information in the next step.

If it is a normal return, (ex: if you just do not need an item), select **Lost**. Selecting a reason from this list will advance you to Step 3.

Messages Screens Reports

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AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

1 WHO is this for? ✓ What Type of Request is this? New Item or Return

2 Type of Request

3 Choose your Stock Items

4 REVIEW and Submit

0 item(s) in list

Department Detail

Department ID	514000	Department Name	DISTRICT 4 OFFICE
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New Item Return

- Broken
- Expired
- Lost
- Stolen

Cancel Back Next

Step 3: Choose Your Stock Items to Return

On this screen, you will see all the items you have ordered and that have been issued to your location. An item must have been issued to be able to return it. If the item has not yet been issued, return to the Ames Inventory Portal to cancel it.

Select the notepad icon to the left of the item you are returning. This will open the Assignment Request Line Item Assigned Item Detail screen. You can provide additional information in the **Justification** box if needed.

Request Items Online
Request Inventory Stock Items from the Ames Whse- New or Returns

1 WHO is this for? ✓
2 Type Type of Request ✓
3 Choose your Stock Items
4 REVIEW and Submit
0 item(s) in list

Request Catalog [ASSIGNED] [ALL]

Item Image	Description	Assignment No	Date Assigned	Date Expected Return	Date Expired	Quantity
	ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	18	09/05/2019			1
	ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	19	09/05/2019			1
	PAPER; LETTERHEAD 2ND SHEET STATE MOTTO BOND 8.5X11	23	09/18/2019			1
	POSTAGE; STAMP POSTAGE .01 CENT	24	09/18/2019			2

Assignment Request Line Item
Assigned Item Detail

Item Type	PART	Consumable	Yes
Item ID	000201001-0	Description	POSTAGE; STAMP POSTAGE .01 CENT
Manufacturer		Model	

Quantity:

Justification (why do you need this?): ORDERED WRONG KIND OF STAMP

[Cancel] [Add]

The **quantity** will default to 1. If you ordered the item on multiple requests, you will need to return from each order's transaction.

You can return some or all of the item you ordered. Type in the number you are returning in the **Quantity** box.

Click the **Add** button to submit your request.



Step 4: Review and Submit

Step 4 allows you to review your return. If you are returning multiple items, go back to Step 3 **Choose your Stock Items** and repeat that step until you have added all the items you are returning.

If the Quantity is not correct or if you want to edit the Justification, you can do that in this step by clicking here.

Click **Submit Request** when you are finished.

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Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for? ✓ **Review your request. When you are ready click Submit Request**
- 2 Type Type of Request ✓
- 3 Choose your Stock Items ✓
- 4 **REVIEW and Submit**

Reason for Request LOST
Request For 514000 - DISTRICT 4 OFFICE

Summary		Quantity	Justification
ID	000201001-0	2	
Description	POSTAGE; STAMP POSTAGE .01 CENT		
Location	762000 - AMES DISTRIBUTION CENTER		

1 item(s) in list

Showing 1 record

Cancel Back **Submit Request**

Checking Your Inventory Request

Under the **Your Previous Requests** section, you can see your returns at **Pending** status. You can still cancel any of these requests while at Pending status. Once this changes to Approved, you cannot cancel your return requests.

You will know which items are Returns by the **Request Reason**. Lost is currently being used for items that need to be returned because you no longer need. If the Request Reason is not “New Item,” it is a Return.

The screenshot displays the AssetWORKS interface. At the top, there are navigation links for Messages, Screens, and Reports. The user is logged in as SCOPER. The main navigation bar includes Home, Service Requests, Work Mgmt, Ames Inventory Requests, Storekeeper Portal, Motor Pool Reservation, Meter Readings, Query, Reporting, and Mechanic. The current view is the Assignment Request Portal, showing a button to 'Request Ames Warehouse Stock Items'. Below this, there is a section for 'Your previous requests' with filters for PENDING, CANCELED, COMPLETED, and ALL. A table lists the requests, with the 'Request Reason' column highlighted by a red box. The table has columns for Cancel, Notes, Request ID, Request Status, Approval Status, Request Reason, Item Description, Quantity, Requested For, Assign to ID, Justification, and Request Date.

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		563	PENDING		LOST	000201001-0 - POSTAGE; STAMP POSTAGE .01 CENT	2.00	DEPARTMENT	514000	ORDERED WRONG KIND OF STAMP	09/18/2019 01:33 PM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99GA PERMATEx	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-FINER LFP3191 WIX 51791	1.00	LOCATION	762000		08/06/2019 09:41 AM

