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LIS

WAREHOUSE REFUSAL



USER GUIDE

REVISION DATE : May 1998

PREFACE

This User Guide is intended for the use of Federal Aviation Administration (FAA) personnel who have authorized access to the Logistics and Inventory System LIS. It is published for the purpose of familiarizing all concerned with the methods used for processing Warehouse Refusals.

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1.0 OVERVIEW

Warehouse refusals result because material physically is not in the warehouse though the quantity was credited from inventory record by an issue transaction.

1.1 GENERAL DESCRIPTION OF PRESENT POLICIES/PROCEDURES

Order AC 4650.18, "Storage and Transportation Operations" outlines the current policies and procedures for the manual process of warehouse refusals.

When sufficient quantities of an item cannot be located to satisfy a pre-posted requisition, the stock selector advised the stockroom manager. After completion of a series of required verification steps, checking all possible areas, the stockroom personnel manually prepares an AC Form 4250-14, Warehouse Refusal Notice. If the shortage is not found, all related shipping documents and the Warehouse Refusal Notice are forwarded to the Inventory Manager with annotations made by stockroom personnel. The manual annotations includes the stockroom managers' signature, any action taken, actual quantity on hand counted, and date the locations were checked.

The Inventory Manager conducts an inventory preliminary research utilizing unit record inquiries and transaction history. Analyzing records and conditions to determine the action to satisfy the requirement. This research can give assistance to the stockroom manager in locating the material for shipment, or it can result in placing the item on inventory freeze, or place the requisition on back order, or reverse the transaction and initiate a direct ship purchase.

1.2 BENEFITS

The warehouse refusal process is being automated for the electronically produced issue transactions from LIS, and partially automated for the manual (handscribed) issues. Revisions to the warehouse refusal function will be provided to the Inventory Manager via Queue Management :

- ** Warehouse refusal on issues that have been electronically transmitted to CDS.
- ** Warehouse refusal on manual issues if the warehouse location is in the Mini.
- ** Electronic routing of responses to the warehouse.
- ** Positive time tracking of the warehouse refusal actions.
- ** By selecting options available on the warehouse refusal detail screen the transaction can be electronically,
 1. Back ordered,
 2. Transaction reversed, and routed to IM's Queue for other positive action,
 3. Reverse the transaction ,
 4. Discard the transaction ,
 5. View Master Inventory Record.

1.3 STANDARD NOTATION FOR INPUT FROM THE KEYBOARD

Throughout the LIS USER GUIDE, the following conventions will be used consistently to indicate user keyboard entry

EXAMPLE:

When the user sees	It represents...	Example...
[] (square brackets)	a specified key that should be pressed.	[ENTER]
< >(greater than and less than)	the data to be in put	<99> <01>
ALL CAPITAL LETTERS	a data or field name	TRANSACTION CODE CONTROL NUMBER
BOLD CAPS	information from the actual screen	<99>-TO CANCEL OR RETURN TO LIS MAIN MENU
Press	instructions to depress a key or keys	Press [ENTER]
Input	instructions to type the specified input	input option NUMBER < 2 >
NOTE:	important information	NOTE: Set printer or 132 column output
[key note]-[key note]	combos of keys to Press together	Hold the first key down, press the second

2.0 LOGGING ON TO LIS

```

      FFFFFFFF AAAAAA  AAAAAA  NNN      NNN EEEEEEEEE TTTTTTTTTT
      FFFFFFFF AAAAAAAAA AAAAAAAA NNNN     NNN EEEEEEEEE TTTTTTTTTT
      FFF      AAA  AAA  AAA  AAA NNNNN     NNN EEE      TTT
      FFFFFFFF AAAAAAAA AAAAAAAA NNN  NN   NNN EEEEEEEEE  TTT
      FFFFFFFF AAAAAAAA AAAAAAAA NNN  NN   NNN EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA NNN      NNNNN EEE      TTT
      FFF      AAA  AAA  AAA  AAA NNN      NNNN EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA NNN      NNN EEEEEEEEE  TTT  PX 3.5

```

WARNING: UNAUTHORIZED ACCESS IS CONSIDERED A CRIMINAL ACT.
 SECTIONS 641 AND 1030 OF TITLE 18 USC.

* PLEASE ENTER REQUESTED ACCESS INFORMATION. *

* LOGON-ID :LGACXXX HOST: P210 DATE :10/16/95 *

* PASSWORD :***** TERMINAL-ID:LG03LU64 TIME :07:34:42 *

* NEW PASSWORD: TRANSFER: MODEL :3292-2A *

* HELP :(405) 954-3000 *

*** PRODUCTION TPX ON SYSTEM P210 ***

for Help Desk Directory select "HELP DESK" application from your menu

PF1 = HELP PF3 = Logoff

FIGURE 1
LIS LOGON

Input your ID code at the **USER ID** field. Tab down to the next or **PASSWORD** line, and input your password. Press **[ENTER]**. You are now logged on to LIS.

2.1 SCREEN NUMBERING CONVENTIONS - LIS010

Throughout LIS, screens are numbered in the upper right corner. The numbering convention provides easy identification of both the subsystem and program to system users, functional analysts, and programmers. For example:

```
04/07/93          FAA LOGISTICS AND INVENTORY SYSTEM          LIS010
                   **MAIN SYSTEM MENU**
04/01/93  PLEASE INQUIRE BULLETIN BOARD
                   SYSTEM ALERTS-SPECIAL INFORMATION
LIS STAFF HOTLINE NUMBER: 8-405-954-3447

1-PMMS PRODUCTION SYSTEM          11-MAIL/CONNECTION
2-NAME/ADDRESS CHANGE REQUEST     12-LIS TABLES/PHONE NUMBERS
3-UTILIZATION SCREENING & DISP.   13-PROJECT MATERIAL SHIP/RECEIVE
4-ENGINEERING DATA BASE SYSTEM   14-LIS INTERNAL TRACKING
5-CATALOGING                      88-LIS BULLETIN BOARD
6-CUSTOMER SERVICE EVALUATION     99-LOGOFF
7-MANAGEMENT INFORMATION SYSTEM
8-ONLINE REQUISITIONING
9-INVENTORY MANAGEMENT
10-OTHER SYSTEMS                  Enter Option:09
```

FIGURE 2

MAIN SYSTEM MENU

"LIS010" identifies the **LIS MAIN SYSTEM MENU** screen. Screen illustrations in User Guides refer to screen numbers as Users are conducted through these guides. Users should verify they are on the correct screen when following instructions.

At the LIS MAIN MENU, screen **LIS010**, (Pg. 5) select the option number for the desired LIS Subsystem. The warehouse refusal function is accessed through the IM. Select **Option <9>**, press **[ENTER]**.

2.2 INVENTORY MANAGEMENT MAIN MENU

```
04/07/93                LIS/INVENTORY MANAGEMENT                INV001
                        ** MAIN MENU **
                PLEASE REVIEW WORKLOAD IN QUEUE MANAGEMENT

1-ISSUES MENU           7-ESTABLISH ADVANCE DUE-IN/DUE-IN MENU
2-RECEIPTS MENU        8-AUTOMATED PROCUREMENT MENU
3-ADJUSTMENTS MENU    9-WAREHOUSE LOCATOR LABEL
4-FILE MAINTENANCE MENU 10-CI COMMUNICATIONS MENU
5-QUEUE MANAGEMENT MENU 11-FEDSTRIP MILSTRIP MENU
6-INQUIRIES MENU      12-MATERIAL REQUIREMENTS PLANNING MENU

                        99-EXIT TO LIS MAIN MENU

                        ENTER OPTION: ____
                        TRANS-CD/MOD: __ _
                        NSN/SUFFIX  : _____
                        VOUCHER-NBR  : _____
                        CONTROL-NBR  : _____
```

FIGURE 3
MAIN MENU

From this menu, the user can access the applicable functions within authorized security level by selecting the OPTION NUMBER. To access the Warehouse Refusal Function, the user will input **OPTION <5>-QUEUE MANAGEMENT MENU**. Press **[ENTER]** and the **LIS/QUEUE MANAGEMENT MAIN MENU - QUE001** (Pg. 9) will be displayed.

Also, at the LIS MAIN SYSTEM MENU screen, you can select Option <99> and press **[ENTER]** to exit the LIS. The screen should display the message :
“THIS TERMINAL IS LOGGED ON TO UNFORMATTED SYSTEMS SERVICES”.
This display indicates the user still connected to the host computer. The exact keystroke sequence to disconnect from the host will depend on the users access methods into LIS.

3.0 QUEUE MANAGEMENT MAIN MENU

```

04/07/93                LIS/QUEUE MANAGEMENT                QUE001
                        **SUPPLY MANAGEMENT MAIN MENU**

NAME:SMITH, DONALD
PRIORITY:  -1-  -2-  -3-  -4-  -5-  -A-  -B-  -C-  -F-  -G-  -H-
            *          3          5          *
            **          *          **
            ***          ***

8  1-ISSUE EXCEPTIONS                9-REQUEST FOR CANCELLATION
25 2-ADJUSTMENT EXCEPTIONS
2  3-FILE MAINT EXCEPTION            11-INQUIRIES MENU
   4-RECEIPT EXCEPTIONS              12-QUARTERLY PRICE REVIEW
   5-NON CATALOG/NO RECORD           4 13-WAREHOUSE REFUSALS
12 6-ADI/DI EXCEPTIONS              19-EXIT TO NON-CAT RESEARCH MENU
   7-ADJUSTMENTS PENDING APPROVAL   29-SELECT FAST PATH EXIT
55 8-INFORMATION NOTICES            99-EXIT TO INVENTORY MGT MENU

                ENTER OPTION:  13                * = CRITICAL
OPTION 1,5  ENTER PRIORITY-CD:                ** = LESS CRITICAL
OPTION 1-9, ENTER ITEM-MGR:                66                *** = NON CATALOG
OPTION 5    ENTER TRANS-TRACKING-NBR:_____

```

FIGURE 4

SUPPLY MANAGEMENT MAIN MENU

The electronically produced issues that result in a warehouse refusal will be transmitted online to the appropriate Inventory Manager's Queue under Option 13.

When the initial warehouse refusal transaction is routed to the Inventory Manager's Queue, a transaction history record will be written with message **"WAREHOUSE REFUSAL, ASSETS CANNOT BE LOCATED."**

If a refusal occurs on a handscribed manual transaction issue (i.e. T/C 74C, 92C, etc.), and the material is located in the **MINI**, CDS will transmit to LIS the refusal information. LIS receives the refusal, assigns a transaction tracking number, and searches the inventory master record by NSN for an Inventory Manager number. If an Inventory Manager number is found, the refusal is routed to that Inventory Manager's Queue, otherwise, it will appear on the AML-600 Control's Queue. All issue supporting documents will be returned to the Inventory Manager with a copy of CDS's screen print **ESRBI23T**, (Pg. 31) which replaces the Warehouse Refusal Notice, AC Form 4250-14.

If the material is located in a warehouse location **other than MINI**, the handscribed manual issue warehouse refusal will be a manual process. All issue supporting documents will be returned to the Inventory Manager with a copy of CDS's screen print **ESRBI28T**, (Pg. 33) or a copy of the AC Form 4250-14. In the future, when the bulk locations are automated, the process will be the same as the MINI.

Choose **Option <13>** and press **[ENTER]**.

3.1 WAREHOUSE REFUSAL SUMMARY

04/07/93		LIS/QUEUE MANAGEMENT					QUE140	
WAREHOUSE REFUSAL SUMMARY								
*	<u>NSN</u>	<u>DESCRIPTION</u>	<u>TC/M</u>	<u>PRI</u>	<u>TRACK NBR</u>	<u>PROCESS DATE</u>		
X	5920-00-113-5215	FUSE QA MIC30	67	1	930830076	03/30/93		
_	5910-00-068-4424	CAP CE11C180H	67	1	930830078	03/30/93		
_	5905-00-433-6124	RES RWR89SR475FR	81	5	930830070	03/30/93		
_	5950-00-370-2472	COIL RF MS75054-5	80	5	930830080	03/30/93		
_								
_								
_								
						** END **		
* = MARK 'X' FOR DETAIL AND PRESS ENTER TO CONTINUE								
OR ENTER OPTION:___ 1-REDISPLAY FROM TOP 99-INV MGMT MAIN MENU								
9-Q-MGMT MAIN MENU								

FIGURE 5

WAREHOUSE REFUSAL SUMMARY

If there is only one warehouse refusal record, Option 13 entered from previous screen will go directly to the Warehouse refusal detail screen **QUE340**, (Pg. 13) or **QUE342**, (Pg. 17) depending on the issue transaction code. If there is more than one warehouse refusal record the **Warehouse Refusal Summary Screen - QUE140** will be display as shown in Figure 5.

The Warehouse Refusal Summary Screen will list all the refusal records in priority sequence. The data elements listed are:

- (1). National stock number
- (2). NSN description
- (3). Transaction code and modifier if applicable
- (4). Priority code
- (5). Transaction tracking number, and
- (6). Process date of original issue/requisition.

The Inventory Manager will mark with an "X" to display the detail screens. A single record can be marked or multi records can be marked for review / action. There are two Warehouse Refusal detail screens.

1. **QUE340** , (Pg. 13)-REQUISITION WAREHOUSE REFUSAL RECORD.
2. **QUE342** , (Pg. 17)-ISSUE WAREHOUSE REFUSAL RECORD.

Each screen has different Options available for processing considerations. However, not all options are available to all the issue transactions codes applicable to that screen.

3.2 REQUISITION WAREHOUSE REFUSAL RECORD

```

04/07/93                LIS/QUEUE MANAGEMENT                QUE340
                **REQUISITION WAREHOUSE REFUSAL RECORD**
PROCESS DATE:03/03/93    SSC :A-699154-K1    TRAN TRK NBR:951661151
PROCESS TIME:11:33:47    QTY ORD :4                U/I                :EA
NSN                :5998-01-260-3024    COND CD        :S    PRI CD        :5
DESCRIPTION :CCA 101072627    ADV CD        :    QTY FOUND        :0
T/C MOD          :80                WRK ORD NBR:    COUNTER INIT:EDM
VOUCHER NBR :51660490                DATE RQD        :    COUNTER EXT :9586
JOB ORD NBR :                ORIGINATOR :LER    DATE LOC CKD:03/29/93
AGREEMT NBR :                PHONE NBR :2099824772    RET TO IM AT:11:42:06
WHS. LOC        :EAB58B                AS OF DATE      :03/30/93
SEC-WHS-LOC    :FAJ40B
MESSAGE FROM:0 SER ON HAND
WAREHOUSE      :
RESPONSE TO   :HELLO
WAREHOUSE     :
1-SEND RESPONSE TO WAREHOUSE          5-VIEW MASTER INV. RECORD
2-BACK ORDER                          20-PRINT EXCEPTION NOTICE
3-REVERSE & ROUTE TO IM QUEUE         29-SELECT FAST PATH
4-VIEW LAST HISTORY TRANSACTION       99-QUEUE MANAGEMENT MAIN MENU
                ENTER OPTION:___

```

FIGURE 6
REQUISITION WAREHOUSE REFUSAL RECORD

The Requisition Warehouse Refusal Record screen is for refusals on issue transaction codes:

66-Initial Issue - Non Reimbursable

67-Normal Expendable Ship - Non Reimbursable

68-E&R Replace/Initial Issue - Non Reimbursable

71-Shipment to Other Government Agency. Non Reimbursable.

72-Issues to Other Government Agency. Reimbursable.

73-Issues to NAT/AID other Government Agency. Reimbursable.

76-Failure Under Warranty Issue

78-Issues to Special Projects. Non Reimbursable.

80-E&R to Facility.

91-E&R Issue to other Government Agency. Reimbursable.

The last column on the detail screen contains the information that is similar to the information that was provided to the Inventory Manager on the manual Warehouse Refusal Notice, AC Form 4250-14. Reference sample detail refusal screen is shown above, **QUE340** , (Pg. 13).

NOTE : QTY FOUND: The quantity that appears here will be the quantity found in the condition code that the issue requisition was processed for.

OPTION 1-SEND RESPONSE TO WAREHOUSE

The Inventory Manager can correspond electronically to the warehouse by tabbing to the 'Response To' line and typing a clear text message to warehouse personnel with additional instructions and/or information. Tab to the 'ENTER OPTION': ENTER <1> and the message will transmit to the warehouse for the next action. Appearing at the top of the screen will be "MESSAGE RETURNED, PRESS ENTER TO CONTINUE". The warehouse personnel can transmit a second response message. The first message from both users will be retained and displayed, and the Inventory Manager can reply until the issue is resolved or the IM elects to select another Option from the Queue Screen. These responses will also be retained and can be viewed if the transaction results as an Exception and is placed on the user's queue for further action. The Clear Text Window and the responses can be viewed on **QUE382** , (Pg. 30).

OPTION 2-BACK ORDER

This option will reverse the issue transaction and place requisition on back order. The message "TRANSACTION PROCESSED. PRESS ENTER TO CONTINUE" will appear at the top of the screen. The Refusal notice will leave the Refusal Queue. The Requisition Status File will be updated with a Message "REQUISITION BACK ORDERED. RELEASE DATE PENDING".

OPTION 3-REVERSE & ROUTE TO IM QUEUE

This option reverses the issue transaction and places it on the Inventory Manager's Queue for further action. The message " TRANSACTION PROCESSED. PRESS ENTER TO CONTINUE" will appear at the top of the screen. The Refusal Notice will leave the Refusal Queue. This will update the Requisition Status File with status message " REQUISITION RETURNED TO ITEM MANAGER FOR ACTION".

OPTION 4-VIEW LAST HISTORY TRANSACTION

Allows user to view the original transaction.

OPTION 5-VIEW MASTER INV. RECORD

Allows user to view the Master Inventory Record.

OPTION 20-PRINT EXCEPTION NOTICE

Will print copy of the exception notice.

3.3 ISSUE WAREHOUSE REFUSAL RECORD

03/30/93	LIS/QUEUE MANAGEMENT	QUE342
ISSUE WAREHOUSE REFUSAL RECORD		
PROCESS DATE:03/30/93	SSC:A-697388-	TRAN TRK NBR:930830070
PROCESS TIME: 07:45:47	QTY ORD:	1U/I :EA
NSN :5905-00-433-6124	COND CD:	RPRI CD :5
DESCRIPTION :RES RWR89SR475FR	WO NBR :	QTY FOUND :0
T/C MOD :81	PR NBR :	COUNTER INIT:REH
VOUCHER NBR :30830060	PO NBR :	COUNTER EXT :5761
JOB ORD NBR :456456	CONTRACT NBR:	DATE LOC CKD:03/32/93
AGREEMT NBR :		RET TO IM AT:08:21:30
WHS. LOC :MIN00I		AS OF DATE :03/30/93
SEC-WHS-LOC :		
MESSAGE FROM:CANNOT FILL ORDER		
WAREHOUSE :	_____	
RESPONSE TO :	_____	
WAREHOUSE :	_____	
1-SEND RESPONSE TO WAREHOUSE	6-REVERSE TRANSACTION	
2-DISCARD	20-PRINT EXCEPTION NOTICE	
3-REVERSE & ROUTE TO IM QUEUE	29-SELECT FAST PATH	
4-VIEW LAST HISTORY TRANSACTION	99-QUEUE MANAGEMENT MAIN MENU	
5-VIEW MASTER INV RECORD	ENTER OPTION:___	

FIGURE 7

ISSUE WAREHOUSE REFUSAL RECORD

The Issue Warehouse Refusal Record Screen QUE342, is for refusals on issue transaction codes:

- 65-Project Materiel (Scheduled)
- 66-Project Materiel (Unscheduled)
- 69-To Contractor Non-Reimbursable
- 70-To Contractor Reimbursable
- 74-Loaned Material
- 75-Return of Borrowed Material
- 77-Recycle to Vendor (Not Available at this time)
- 79-Return to Vendor
- 81-To FAA Shops
- 84-Issue Reparable return to DOD
- 92-To Commercial Repair
- 93-To Other Government Agencies
- 94-To FAA Shops for Modification/ Cannibalization
- 95-To Bin Inspection.

The Excess/Survey issue transaction codes 85 and 86 are not a part of this Warehouse Refusal Function. The warehouse refusal transactions and documentation will continue to be handled as they are currently in AML-334 Redistribution and Marketing Section.

The Warehouse Refusal Notice, AC Form 4250-14 will be replaced by the CDS screen prints **ESRBI23T**, (Pg. 31) for Mini storage locations and **ESRBI28T**, (Pg. 33) for Bulk storage locations. The last five data fields in the middle column of the screen are variable fields.

The transaction code and method of transmittal (electronic versus manual) dictates what type of information will display. For issue transaction codes 69, 70, 77, 79, 81, 92, 93, 94 and 95, the data fields as appropriate may display as shown in the sample screen, **QUE342**, (Pg.17).

NOTE : If a warehouse refusal occurs on a transaction code 81 that was electronically transmitted, Inventory Managers, please notify the Production Controller that the material can not be located and to delete the job order. For issue transactions 74 and 75 the following data fields may display:

CONTROL NBR:

LOAN DATE:

DUE IN DATE:

ORIG-VOU-NBR:

ROUT-SYMB:

NOTE : If a warehouse refusal occurs on a transaction code 74 or 75 that was electronically transmitted, Inventory Managers, please clear the Borrowed/Loan Control record.

The following data information may display for issue transaction code 84:

MILSTRIP NBR:

For Project Materiel issues, T/C 65 and 66, the space will be blank.

OPTION 1-SEND RESPONSE TO WAREHOUSE

The Inventory Manager can correspond electronically to the warehouse by tabbing to the 'Response To' line and typing a clear text message to warehouse personnel with additional instructions and/or information. Tab to the 'ENTER OPTION': ENTER <1> and the message will transmit to the warehouse for the next action. Appearing at the top of the screen will be "MESSAGE RETURNED, PRESS ENTER TO CONTINUE". The warehouse personnel can transmit a second response message. The first message from both users will be retained and displayed, and the Inventory Manager can reply until the issue is resolved or the IM elects to select another Option from the Queue screen. These responses will also be retained and can be viewed if the transaction results as an Exception and is placed on the Inventory Manager's queue for further action, [QUE382](#), (Pg. 30) for clear text responses.

OPTION 2-DISCARD

For warehouse refusals on manual handscribed issue documents, this Option allows the User to electronically notify the warehouse to DISCARD the refusal transaction, and in some instances to DISCARD the documents. For electronically generated issues transactions to CDS, the DISCARD option is not available.

For those transactions that are 'discardable', the message "TRANSACTION DISCARDED. PRESS ENTER TO CONTINUE" will appear at the top of the screen. For others, the message "THIS OPTION NOT AVAILABLE FOR THIS TRANSACTION", will appear.

For Project Materiel Issues (T/C 65 and 66) the DISCARD option will electronically notify the warehouse to DISCARD the transaction and it will remove the warehouse refusal transaction from the Inventory Manager's warehouse refusal Queue.

OPTION 3-REVERSE & ROUTE TO IM QUEUE

This option will not be available for Project Materiel Issues T/C 65 & 66, NSNs with suffix 1.

This option reverses the issue transaction and places it on the Inventory Manager's Queue for further action. The refusal notice will leave the refusal Queue, and "TRANSACTION PROCESSED. PRESS ENTER TO CONTINUE" message will appear at the top of the screen. It will electronically notify the warehouse personnel that the issue has been reversed and to destroy the shipping documents.

OPTION 4-VIEW LAST HISTORY TRANSACTION

Allows user to view the original transaction.

OPTION 5-VIEW MASTER INV. RECORD

Allows user to view the Master Inventory Record.

OPTION 6-REVERSE TRANSACTION

This option will not be available for Project Materiel Issues T/C 65 & 66, NSNs with suffix 1. For other issue transactions this option allows the user to reverse the original transaction, and it will electronically notify the warehouse personnel that the issue has been reversed, and to destroy the shipping documents, (AC 4250-4 and/or 6000-11). The message displayed at the top of the screen will be "TRANSACTION REVERSED PRESS ENTER TO CONTINUE".

OPTION 20- PRINT EXCEPTION NOTICE

Will print copy of the exception notice.

4.0 SPECIAL INSTRUCTIONS AND/OR INFORMATION

4.1 HANDSCRIBED DOCUMENTS (INFORMATION)

Handscribed documents are Manual Issues and are processed outside the LIS system. The handscribed documents can be on various forms. For example:

- A. FAA Form 4650-12 : Miscellaneous Shipping Document.
- B. Optional Form 347 : Purchase Order for Supplies or Services.
- C. FAA Form 4250-34 : Excess/Survey Shipping Order.
- D. AC Form 6000-11 : Production Order for Confirming Issue to FAA Shops.

All handscribed manual issues will be returned with supporting documents to the Inventory Manager with copies of CDS screen prints with the Warehouse refusal information. Screen **ESRBI23T**, (Pg. 31) if the storage location is in the MINI STORAGE LOCATION - **ESBRI23T**, (Pg. 31) or screen **ESRBI28T**, (Pg. 33) if the storage location is other than MINI.

4.1.2 INSTRUCTIONS FOR AML-600

Issues to local shops: If a warehouse refusal occurs on a transaction code 81 that was electronically transmitted, Inventory Managers, please notify the Production Controller that the material can not be located and to delete the job order.

Issue Transaction Codes 74 & 75: If a warehouse refusal occurs on a transaction code 74 or 75 that was electronically transmitted, Inventory Managers, please clear the borrowed /Loan Control record.

4.2 GUIDELINES ON HANDLING SUPPORTING DOCUMENTATION FOR WAREHOUSE REFUSALS

4.2.1 GUIDELINES FOR AML-300

After the warehouse refusal transaction clear text messages have been completed by both the Inventory Manager and the warehouse personnel, and the next action for the transaction is to Discard, or Reverse, the following guidelines are recommended. These guidelines outline the documentation the Inventory Manager requires on certain warehouse refusals.

1. If the inventory storage is MINI, screen print **ESBRI23T**, (Pg. 31) may serve as the warehouse cover sheet which replaces the (pink slip) AC 4250-14 Warehouse Refusal Notice. This will apply to electronic transmitted transactions and handscribed (manual) transactions.
2. If the inventory storage is **other than MINI**, CDS screen print **ESRBI28T**, (Pg. 33) or (pink slip) AC 4250-14, Warehouse Refusal Notice, may be used as the cover sheet. This will apply to electronic transmitted transactions and handscribed (manual) transactions.

NOTE : However, presently the 'pink slip' Form AC4250-14, will continue being used until it is replaced by the electronic screen prints, **ESRBI23T**, (Pg. 31), **ESRBI28T**, (Pg. 33), with exception of T/C 85 & 86. The Inventory Manager will receive a copy of the appropriate screen print with the pull card forwarded from R&M, AML-334.

For Project Materials Issues -**T/C 65 and 66**

For single line item issue:

Return all paperwork to the Inventory Manager (or initiator), including pull card and CDS screen print **ESRBI23T**, (Pg. 31) and **ESRBI23T**, (Pg. 33), or **ESRBI28T**, (Pg. 33) and **ESRBI28T**, (Pg. 34) or AC Form 4250-14.

For multi line item issues:

Hold for the Inventory Manager's co-ordination. The shipping document must be initialed by an F & E Inventory Manager. At the time, the F&E Inventory Manager will pick up the pull card and any other supporting document. Should the refused material be located after all other material has been shipped, the F&E Inventory Manager will provide instructions to warehouse personnel on the shipping document to be used, (AC 4650-12), or reverse the transaction in PMMS and print new shipping document.

R&M Issues, T/C 85 & 86

DO NOT TRANSMIT warehouse Refusal to LIS. Return all documents to R&M with warehouse refusal screen print **ESRBI23T**, (Pg. 31), or **ESRBI28T**, (Pg. 33) or AC Form 4250-14.

**All confirming issue documents.
(Including Purchase Orders)**

Return handscribed documents to Inventory Manager or initiator with warehouse refusal document, CDS screen print **ESRBI23T**, (Pg. 31) or **ESRBI28T**, (Pg. 33) or AC Form 4250-14

If T/C 84.

Return handscribed documents to Inventory Manager. Including DD Form 1348, route slip, AC Form 4250-4 shipping document, and CDS warehouse refusal cover sheet, screen print **ESTBI23T**, (Pg. 31) or **ESRBI28T**, (Pg. 33) or AC Form 4250-14.

Electronically prepared issue documents (Operating stock)

After the inventory manager has processed the reversal or back order, destroy the printed documents, shipping order AC 4250-4, and AC Form 6000-11.

5.0 QUEUE MANAGEMENT-WAREHOUSE REFUSAL

5.1 EXCEPTION NOTICE (ISSUES)

```

04/07/93                                LIS/QUEUE MANAGEMENT                                QUE108
**EXCEPTION NOTICES (ISSUES)**

ACTION

*  _____ NSN _____ IND  DESCRIPTION _____ TC/M PRI TRACK NBR DAYS
   2910 01 126 4931  N    FCTL 910561C92  67  2  930830240  14
RSN :TRANSACTION REVERSED DUE TO WHS REFUSAL.  RETURNED TO IM FOR ACTION.

* = MARK 'X' FOR DETAIL AND PRESS ENTER TO CONTINUE                                **END**

OR  ENTER OPTION:___  1-REDISPLAY FROM TOP  99-Q-MGMT MAIN MENU

```

FIGURE 8
EXCEPTION NOTICES (ISSUES)

This is the screen sample in Queue Management of the warehouse refusal transaction that had been reversed and routed to the queue for further action.

5.2 REQUISITIONING ITEM EXCEPTION

```

04/06/93                LIS/QUEUE MANAGEMENT                QUE382
                ** REQUISITIONING ITEM EXCEPTION **
DATE: 04/06/93                PROCESS TIME: 08:31:19
REASON: TRANSACTION REVERSED DUE TO WHSE. REFUSAL.RETURNED TO IM FOR ACTION.
NSN          :2910 01 126 4931_   SSC:A69733W           TRAN TRK NBR :930830240
T/C MOD      :67 _                QTY:12_____   U/I           :EA
VOUCHER NBR :_____   OND CD: S APP TO CD:_____   TAIL NBR      :
PRI CD       :2 _                DATE REQ'D:_____   REQ NBR       :_____
PO NBR       :_____   IN SHOPS VOUCHER NBR:_____   BIN/RTV NBR  :_____
AGREE NBR    :_____   REIMB APPROP NBR :_____
JOB ORD NBR :_____   ADVICE CD:_                WORK CENTER   :
ORIGINATOR   :                TELEPHONE NUMBER :__ _ _ _ _
FAILURE RPT : _ _ _ _ _   WRK ORD NBR:                NOTAM         :
PREF SHP     :                EST SHP DATE:                VIEW QUP VALUE (Y/N):N
PRTY REASON: TESTING WAREHOUSE REFUSAL_____

1-PROCESS          6-ROUTE                11-VIEW ROUTING MSG/RESP
2-CANCEL           7-COMM. REPAIR           N12-PRIORITY MONITOR
3-MARK FOR         8-CANNIBALIZE             *13-VIEW CLEAR TEXT
4-VIEW SHIP TO    9-SHOP FAB                20-PRINT EXCEPTION NOTICE
5-VIEW MASTER     10-SELECT NEXT RECORD     29-SELECT FAST PATH
ENTER OPTION:___   99-QUEUE MGMT MAIN MENU

```

FIGURE 9
REQUISITIONING ITEM EXCEPTON

This is the screen sample detail of the exception notice that was created because of warehouse refusal reversal and routed to the IM's queue for further action.

The "*" beside Option <13> indicates the clear text responses between the warehouse personnel and the IM are available for inquiry.

5.3 CLEAR TEXT WINDOW

```

04/06/93                LIS/QUEUE MANAGEMENT                QUE382
                ** REQUISITIONING ITEM EXCEPTION **
PROCESS DATE:04/06/93                PROCESS TIME: 08:31:19
REASON: TRANSACTION REVERSED DUE TO WHSE. REFUSAL. RETURNED TO IM FOR ACTION
NSN   :2910 01 126 4931_    SSC :A69733W    TRAN TRK NBR :930830240
T/C MOD :67                QTY :12_____    U/I :EA
VOUCHER N *****
PRI CD   *                *                *
PO NBR   *                *                *
AGREE NBR *    CLEAR-TEXT: ONLY HAVE 1 EA. SERVICEABLE    *
JOB ORD N *                LOOKED AGAIN, STILL CAN'T FIND.    *
ORIGINATO *    SHOULD HAVE SOME MORE SOMEWHERE                *
FAILURE R *                *                *
PREF SHP *                *                *
PRTY REAS *    PRESS ENTER TO CONTINUE                        *
1-PROCE  *                *                *
2-CANCE  *                *                *
3-MARK   *                *                *
4-VIEW   *****
5-VIEW MASTER    10-SELECT NEXT RECORD    29-SELECT FAST PATH
ENTER OPTION:13                99-QUEUE MGMT MAIN MENU

```

Figure 10
REQUISITIONING ITEM EXCEPTION

This screen displays the clear text responses between the warehouse personnel and the Inventory Manager.

6.0 CDS WAREHOUSE REFUSAL SCREENS

6.1 MINI STORAGE LOCATION-SCREEN ESRBI23T

```

ESRBI23T                MINI WAREHOUSE REFUSAL DETAIL                Page 1 of 2
MIN00I1                04/01/93 15:45:58
=====
NSN :1650-01-120-0438  QTY :10      UI  :EA  CC:R      PROCESS
SSC :Y-AC2738-YX      T/C :92 C    PRI :2      DATE      TIME
                                      4/01/93    10:12:17

VOUCHER NBR  :DISCARD4          QUEUE  :ROUTINE
TRACKING NBR :                  PENDING ACTION :CDS          TRANSMIT

      SYS LAST      AUDIT      QTY      TOTAL SYS
LOCATION PART CC  QTY  AUDITOR    DATE    CONFIRMED    QTY BY CC
DA0422 1607 R    1    5271    03/05/93    1          S:    0
DP0658 3801 R    1    5271    03/05/93    1          R:    6
DH1026 1501 R    1    5271    03/05/93    1        OTHER:  0
DF0705 2201 R    1    5271    03/08/93    1
DK0656 0707 R    1    5271    03/08/93    1  +Initiator Info+
DM0308 1501 R    1    5271    03/08/93    1  |
                                     |INITIALS:____|
                                     |PHONE EXT:____|
                                     +_____+
                                     comments on next Pg.
=====
F1-RETURN F4-READ F5-NEXT F12-DELETE F13-TRANSMIT F16-QUEUE SF5-PRINT Items
Listed.
    
```

FIGURE 11
PAGE 1 of 2

The screen on the previous page is a sample screen that the warehouse will replace the AC Form 4250-14, Warehouse Refusal Notice with if the storage location is the MINI. It consists of two pages.

MINI WAREHOUSE REFUSAL DETAIL, PAGE 2 OF 2

```
ESRBI23T          MINI WAREHOUSE REFUSAL DETAIL          Page 2 of 2
MIN00I1          04/01/93 15:47:35

*****
*                      CDS MESSAGE                      *
*          _____          *
*          _____          *
*
*          AREAS CHECKED/ACTIONS TAKEN:                 *
*  All Storage Locations & Adjacent Areas?             *
*  _ :Receipts, Vouchers, Milstrips & Receiving Area?  *
*  _ :Crating & Repack?                                 *
*  _ :Discussed with IM?                               *
*
*****
*                      ITEM MANAGER RESPONSE           *
*          _____          *
*          _____          *
```

Figure 12

PAGE 2 OF 2

This is page 2 of screen ESRBI23T, MINI Warehouse Refusal Detail.

6.2 BULK STORAGE LOCATION-SCREEN ESRBI28T

```

ESRBI28T          ***BULK WAREHOUSE REFUSAL DETAIL***          Page 1 of 2
MIN00I1          04/01/93 15:52:22
-----
VOUCHER NUMBER :22200459    PRI :1    SSC :Y-FX3101-YY    T/C :91 Y
NSN: 5985 01 111 1005      CC :S    U/I :EA          TRANSMIT

PRIMARY          PRIM SYS    PRIM QTY          QTY REQUESTED    :1
LOCATION          QUANTITY    CONFIRMED
GAU36A          0          _____      TOTAL QTY FOUND :0

                SYSTEM      CONFIRMED          SYSTEM      CONFIRMED
LOCATION  CC    QUANTITY  QUANTITY  LOCATION  CC    QUANTITY  QUANTITY
GAK62A  S          _____  _____  GAK67B   S          _____
GAK69A  S          _____  _____  GLP43A   S          _____
GLR33A  R          _____  _____  -        -          _____
-        _____  |          -        _____

-----
F1-RETURN F4-READ F5-NEXT F12-DELETE F13-TRANSMIT F16-QUEUE SF5-PRINT
No More Aisles
    
```

Figure 13
BULK WAREHOUSE REFUSAL DETAIL

This screen is a simple screen print of the warehouse refusal for inventory located other than in the MINI. It also consists of 2 pages. The Inventory Manager may receive a copy of this screen print or the AC-4250-14, Warehouse Refusal Notice as a warehouse cover document to the warehouse refusal transaction when a refusal occurs on inventory in bulk location.

BULK WAREHOUSE REFUSAL DETAIL, PAGE 2 OF 2

```
ESRBI28T      *** BULK WAREHOUSE REFUSAL DETAIL ***      Page 2 of 2
MIN00I1      04/01/93 15:52:22
=====
+-----+
| INITIALS: _____ PHONE EXT :__0 |
|           CDS MESSAGE                |
|           _____                 |
|           _____                 |
|           AREAS CHECKED/ACTIONS TAKEN: |
| _ :All Storage Locations & Adjacent Areas? |
| _ :Receipts, Vouchers, Milstrips & Receiving Area? |
| _ :Crating & Repack?                   |
| _ :Discussed with IM?                  |
+-----+
|                                     |
|           ITEM MANAGER RESPONSE      |
|           _____                 |
|           _____                 |
|                                     |
+-----+
Ready      F1-RETURN      F13-TRANSMIT
```

Figure 14
PAGE 2 OF 2

This is the second page of the bulk location warehouse refusal detail.



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