

## JIT RETURNS

Vendor \_\_\_\_\_ Date Received by Customer \_\_\_\_\_ Date Returned \_\_\_\_\_

Vendor Contact Name \_\_\_\_\_

CREDIT     
  EXCHANGE     
  WARRANTY REPAIR

Deliver To Information (Requester's Name)				Org. No.	Return Material Authorization No.	Property <input type="checkbox"/> Yes <input type="checkbox"/> No
Site	Bldg.	Room	Phone No.	Project and Task Number		

REQUESTER: FILL OUT FORM, VERIFY ITEMS BEING RETURNED TO BLDG. 957. ATTACH ONE COPY OF FORM TO ITEMS BEING RETURNED, E-MAIL ONE COPY TO [ERSAM@SANDIA.GOV](mailto:ERSAM@SANDIA.GOV). ..(CA: send e-mail to [jjmoore@sandia.gov](mailto:jjmoore@sandia.gov) then call 294-2881 for pick-up) CALL THE RECEIVING HELP DESK AT 844-1448 FOR PICK-UP.

**It is the responsibility of the customer to contact the supplier for return approval or Return Authorization Number.**

**Returns must be made within 30 days of receipt. Each item returned must be over \$25. The item returned must be in sellable condition and undamaged.**

**Per the JIT Contracts, Section I, clause 9 Delivery under the "Returns of Items Ordered" paragraph: No returns or exchanges with an unit price of less than \$25.00 will be accepted in Receiving.**

Blanket	Release	Shipment Number	Distribution Number	Quantity	Unit Price	Total Credit Amount (price x quantity)	Description and Item Number

**\* Receiving use**

Item Line number: \_\_\_\_\_

Receipt number: \_\_\_\_\_

Comments (Reason for return)

**Exchange Slips:** Issued in the case of the requester receiving the wrong item. Exchange would be for an item of equal dollar value. Example of a reason for EXCHANGE is:

- Received the wrong item, exchange for ordered item.

**Credit Slips:** Issued when an item must be returned to the supplier for credit. Examples of reasons for CREDIT are:

- Item is not what customer wanted.
- Quantity of 5 was ordered, but wanted a quantity of 4.
- Item does not perform as well as expected and is not compatible with system.

For assistance with filling out Credit/Exchange forms or for help with Property tagged items being returned call the Receiving Help Desk at 844-1448.