

BOOKING OUT A STOCK RECALL

From the main menu,
click 'GOODS IN /
RETURN'

RETAIL STOCK CONTROL

EE

Overview : Choose Application

logoff

Goods In / Return

Stock Movement

Physical Inventory

Counted ☒ Posted ☒

Open Goods Receipts

Stock Overview Report

Stock Movements Report

Non-Saleable Stock Report

PO Completion Status Report

Returns Completion Status Report

Returns Completion Status Report (ASC)

BOOKING OUT A STOCK RECALL CONT.

Click 'RETURNS' Select 'STORE RECALL' from the 'RETURNS TYPE' drop- down options, scan the Stock (as per a normal stock Count) and import the stock. By selecting the 'CHOOSE FILE' then enter the recall reference. **Move to page 32 to continue**



If any errors occur in the data continue to page 29-31 to follow the correction process

RETAIL STOCK CONTROL

CABOT CIRCUS

EE

Goods Receipt : Returns Delivery

menu / back / logoff

Goods In

Returns

Header Data for Goods Return

Site	R
Posting Date	18.08.2023

Selection and Identification of Reference Document

Reference Document ID	Without Reference Document
Return To	EE Ltd CE Returns Centre
Article Type	☒ Devices/SIM ☐ Accessories
Returns Type	Store Recall
Returns Reference	
Handheld File	Choose File No file chosen

Validate Pre-Recall File

Show Validation Errors

Edit Items

Returns reference number must be supplied for Store Recall

CORRECTING ISSUES BOOKING OUT A RECALL

Select whether you'd like to enter the article numbers or EAN numbers for the return/s you are booking from the 'ARTICLE NO. ID' drop-down options



This screen times out after 20 minutes. Do not allow this to happen as this locks the article / EAN across the Retail estate

Enter the EANs / articles and the quantity of each you are returning

Click 'REFRESH'

RETAIL STOCK CONTROL

Goods Receipt : Return Delivery

menu / back / logoff

Site

Posting Date

29.01.2016

Accept

Return To

3210013831 EE Ltd CE Returns Centre

Document Date

29.01.2016

Refresh

Store Recall Reference

Article No. ID

EAN

Item	EAN	Article Text	EAN11 (HE)	Quantity	EUn	Return	IMEI
10	5025744208487	EE PAYG 4G STD Multi SIM	5025744208487	0	EA	☒	
20						☐	
30						☐	
40						☐	
50						☐	
60						☐	
70						☐	
80						☐	
90						☐	
100						☐	
110						☐	
120						☐	
130						☐	

CORRECTING ISSUES BOOKING OUT A RECALL CONT.

If the return is a serially tracked stock item, you must enter the IMEI/s by clicking the blue circle icon in the 'IMEI' column and go to step 7a

If not, click 'ACCEPT' and proceed to step 9



The portal will not allow you to 'ACCEPT' the return without entering the IMEI / serial

The stock location defaults to '0001' (Saleable), change this if you are recalling a demo stock item

RETAIL STOCK CONTROL

Goods Receipt : Return Delivery

menu / back / logoff

Site

Posting Date 29.01.2016

Return To 5210015831 EE Ltd-CE Returns Centre

Document Date 29.01.2016

Store Recall Reference

Accept

Refresh

Article No. ID

EAN

Item	EAN	Article Text	EAN11 (HE)	Quantity	EUn	Return	IMEI
10	5025744208487	EE PAYG 4G STD Multi SIM	5025744208487	0	EA	☒	
20						☐	
30						☐	
40						☐	
50						☐	
60						☐	
70						☐	
80						☐	
90						☐	
100						☐	
110						☐	
120						☐	
130						☐	

CORRECTING ISSUES BOOKING OUT A RECALL CONT.

Enter the IMEI/s in the 'IMEI NUMBERS' fields

Click 'REFRESH' to confirm the information entered is correct.

If the information is correct once you've refreshed, click 'ENTER DETAILS'

! If the IMEI /serial is incorrect or not on your stock file, you cannot book it for recall. Always double check this information

RETAIL STOCK CONTROL

EE

Goods Receipt : Return Delivery - Detailed View

menu / back / logoff

Site

Posting Date

29.01.2016

Return To

3210013831 EE Ltd CE Returns Centre

Document Date

29.01.2016

Store Recall Reference

Item	EAN	EAN11 (HE)	Article Text	Qty	EUn
10	5025744208487	5025744208487	EE PAYG 4G STD Multi SIM	1	EA

Stor. Location

0001

Text

IMEI Numbers	Returns Reference

Page 1 of 1

Enter Details

Refresh

BOOKING OUT A STOCK RECALL CONT.

The correct quantity will now display. Double check this and click 'ACCEPT'

RETAIL STOCK CONTROL

EE

Goods Receipt : Return Delivery

menu / back / logoff

Site

Posting Date

Return To

Document Date

Store Recall Reference

29.01.2016

3210013831 EE Ltd CE Returns Centre

29.01.2016

Accept

Refresh

Article No. ID

Article No. ID

Item

Article Text

Quantity

EU

Return

IMEI

10	5025744208487	EE PAYG 4G STD Multi SIM	5025744208487	1	EA	☒	
20						☐	
30						☐	
40						☐	
50						☐	
60						☐	
70						☐	
80						☐	
90						☐	
100						☐	
110						☐	
120						☐	
130						☐	

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BOOKING OUT A STOCK RECALL CONT.

Print two copies of the 'GOODS OUT' note and sign both copies.

A witness must also sign

Place 1 copy in the return box / tote / bag and file the other in your daily paperwork



UNITED KINGDOM

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29.01.2016 12:53:29



Store Recall

Return To Supplier

Transfer to											
EE Ltd CE Returns Centre Kuehne + Nagel Gate 3, Harding Road Brinklow MILTON KEYNES MK10 0DG UNITED KINGDOM	<table><tr><td>Goods Receipt Date</td><td>29.01.2016</td></tr><tr><td>Supplier</td><td>3210013831</td></tr><tr><td>Document Number</td><td>4800056458</td></tr><tr><td>Returns Authorisation</td><td>301456549</td></tr><tr><td>Returns Reference</td><td></td></tr></table>	Goods Receipt Date	29.01.2016	Supplier	3210013831	Document Number	4800056458	Returns Authorisation	301456549	Returns Reference	
Goods Receipt Date	29.01.2016										
Supplier	3210013831										
Document Number	4800056458										
Returns Authorisation	301456549										
Returns Reference											

Article	Description	Quantity	Serial No	EAN
300011735	EE PAYG 4G STD Multi SIM	1 EA		5025744208487

Issued by : 

Signature: _____
Date: _____

Issued by : _____

Signature: _____
Date: _____