

Category Newsagent**Version** 2.1A+**Module** All**Windows** All**Updated** January 09

UPDATING NETWORK RETURN DATES

Network will be sending weekly notifications of titles that have changed recall date (off Sale date) and return types (eg. Top, Cover or Full). This may mean return credits can be claimed sooner which will improve your cash flow.

If you are using EDI Returns

When you import the electronic returns form (RTF) sent through XchangeIT, Retailer will prompt you about any changes made to recall dates or Return Types, asking if you would like to print out new magazine labels reflecting the new recall date.

1. Import the electronic form.
NOTE: For detailed step by step advice see Advised Sheet N03.4 EDI: Returns.
2. If the recall date has changed Retailer will ask if you would like to print of new magazine labels. Answer 'YES'
3. Check the recall date. If the new recall date is not the current week print labels for current quantity on hand. Otherwise only select 1 label to print.
4. Click on Ok
5. Repeat steps 2—4 when prompted about recall date changes.
6. Once the import process is complete simply go to Barcode manager and print off the new recall labels.
7. Using the labels, pull magazines of the shelf that are now due for Return.
8. Relabel magazines that have had their recall date changed.
9. Scan Returns as normal.
10. Print Returns forms as normal.

NOTE: It is important to consider the implications of these changes with your sub-agents. Subs will need to also be made aware of changes to recall dates and may need to be sent copies of the lists provided by Network.

If you are NOT using EDI Returns

This process will not be easy to manage. Our first piece of advice is to get compliant and switch to EDI returns. The best way to ensure you are compliant is to follow EDI advice sheets (search for N3) suite on our website. It would also be a fantastic idea to attend one of our Online Magazine Compliance workshops.

In the mean time to comply you will need to follow the following advice.

1. Once you receive the Off-Sale Date and Return Method Changes Notification print it out.
2. On the first title listed press 'ALT+T' and find the correct title.
3. Note down the invoice number that the issue changing recall was arrived on.
4. Repeat this steps 2—3 for all titles contained on the Network Report.
5. Go into Invoice arrivals and bring up the invoice you noted down in step 3.
6. Enter in the stock and issue code (no spaces) of the title changing arrival.
7. The question Do you want to update the existing record will then appear. Answer 'Yes'
8. Tab down to Recall and change the recall, then press F2 for quick save.
9. Repeat the above steps 5—8 for all other titles, listed on the Network Report.
10. Your labels will be waiting in Barcode Manager to be printed.

NOTE: It is important to consider the implications of these changes with your sub-agents. Subs will need to also be made aware of changes to recall dates and may need to be sent copies of the lists provided by Network.

Join the Retailer User Group

Send an email with your name and your business name to retailer-users-subscribe@yahoogroups.com

Reference
N03.4 EDI: Returns

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