

356 REJECT DUE-IN DETAIL NOT LOADED CHECKLIST

1. REJECT CREATED BY:	2. REJECT DOCUMENT NUMBER/NSN	3. REJECT DATE:
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4. RECEIVING RESEARCH

Verify correct data entry was performed:	CHECK	REMARKS
-- If asset is equipment, stop and process through DPAS	<input type="checkbox"/>	
-- Compare document number/TCN on source document and 356 reject notice match	<input type="checkbox"/>	
-- Confirm TCN in the Ship To block on the source document matches correct location	<input type="checkbox"/>	

5. CUSTOMER SUPPORT RESEARCH

Process with TEX "I" if (Bypasses due-in detail & assigns FIA code):	CHECK	REMARKS
-- This was a previously reported shortage (TTPC 8A on REC/qty variance flag S or T)	<input type="checkbox"/>	
-- The BNR detail is deleted (TRIC 1DB)	<input type="checkbox"/>	
-- A Billing charge (FK1/BKA) or billing credit (FK2/1BA) has been processed	<input type="checkbox"/>	
-- The Due-in is deleted and FK1 did not establish BNR detail	<input type="checkbox"/>	
-- There is a previously processed TAR Receipt	<input type="checkbox"/>	
Process with a Receipt not due-in flag "J" if:	CHECK	REMARKS
-- There is a duplicate receipt with a BNR Detail	<input type="checkbox"/>	
-- The CTH shows prior Receipt	<input type="checkbox"/>	
-- There is no FK1	<input type="checkbox"/>	
-- The FK1 has been processed but no credit was received (FK1 followed by FK2)	<input type="checkbox"/>	
-- The Federal Stock Class (FSC) is 7640, 7641, 7642, 7643	<input type="checkbox"/>	
-- The receipt is Unreadable or a QUAD 9 requisition - 9900-9999	<input type="checkbox"/>	
Process a SPR and a normal receipt if:	CHECK	REMARKS
-- The due-in was canceled	<input type="checkbox"/>	
-- The off-line document number was not input	<input type="checkbox"/>	
-- The Routing Identifier (RID) is JBD, JBT, JBR, or RAR	<input type="checkbox"/>	
-- The Budget Code is Z	<input type="checkbox"/>	
-- There is no record of in-line requisition and submission	<input type="checkbox"/>	
-- An AEX cancellation for requisition and suffix exits	<input type="checkbox"/>	
-- A receipt was processed as misidentified material (TEX Code Q)	<input type="checkbox"/>	
-- A receipt was processed as unacceptable material (TEX Code U)	<input type="checkbox"/>	
-- The QTY received is not QTY indicated on receiving document (SPR for QTY)	<input type="checkbox"/>	

6. ADDITIONAL RESEARCH REMARKS

7. CUSTOMER SUPPORT FORM COMPLETION CERTIFICATION

Print Name: _____	Signature/Date: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>
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COMPLETION INSTRUCTIONS

- Block 1.** Enter Rank, Last name, First name of individual generating reject.
- Block 2.** Enter document and NSN from rejected transaction.
- Block 3.** Enter current date.
- Block 4.** Perform exhaustive receiving research and indicate verifications performed in the "CHECK" field.
Note: Use "REMARKS" field to identify relevant notes or when action was completed by another activity.
- Block 5.** Perform exhaustive customer support research and indicate verifications performed in the "CHECK" field.
Note: Use "REMARKS" field to identify relevant notes or when action was completed by another activity.
- Block 6.** If necessary, include additional remarks pertaining to the situation.
- Block 7.** Print, Sign, and date confirming research completed.
- Disposition.** File completed form with ILS-S Document Control Record of re-processed receipt.