Return To Vendor (RTV)

Q1: Do you have a situation where you need to send back the goods to your supplier?
A1: We have a feature in MOD2 where you can send back the goods to your supplier whether the goods are damaged or not. This feature will automatically reduce your inventory, so you do not need to worry about creating separate transactions to balance your inventory.

Q2: What is RTV? How do we add an RTV?
A2: RTV means Return To Vendor. To add an RTV is simple, just create a Debit Memo to your Supplier.

Q3: What is a Debit Memo?
A3: A Debit Memo is a note to your supplier where you are asking them to credit you for specific damages/shortages etc.

Q4: When do we create an RTV?
A4: We create an RTV when we return goods to the supplier.

The following procedures are the steps in creating an RTV:

1. Create a Normal Active Account for the supplier.
   - For ex. If your supplier is Tongkook then make a Normal Active Account as Tongkook (A/R)
   - Note: We recommend having separate account for your supplier returns.

2. Pack the goods that will be returned to the supplier using a Packing List.
   - (This will reduce your Inventory)

3. Create an RTV. An RTV is added just like an Invoice. Just make sure you select RTV when you see the Invoice Models.

4. Print the RTV form.
Q₅: How does the RTV form look like?

A₅:

Return To Vendor (RTV)

3317 South Broadway, Los Angeles, CA 90007
Tel: (213) 747-8424 Fax: (213) 747-8290
Web: www.mod2.com Email: support@mod2.com

RETURN DETAILED
#RD-5459
DATE: 12/13/06

HAN DYNASTY TEXTILES
1501 South Griffith
Los Angeles, CA 90021
TEL: (213) 655-3365 FAX: (213) 655-8747

Packing Slip #1

INVOICE #
Prepared By
CUST PO #
SALES ORDER #

MOD#005
Dan Mod

TOTAL ORIGINALLY PACKED in (5) BOXES: 4,900 YARDS 16 ROLLS 4 BOXES

TOTAL UNITS RETURNED: 4,050 YARDS 16 ROLLS 2 BOXES

Style #: DAINTY Color: WHITE
Dec: 50% Cotton 50% Poly 5%

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TOTAL: 16 4,950

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Q₆: How do I get to see a list of RTV's only? Are RTV going to be included in my Sales Report?

A₆: To see a list of RTV's is simple, just prepare normal report like Sales Report and Tag only the Model “RTV” then answer the other options in printing the report. RTV can be included or not as long as you know the concept in printing a report.