



NEW PROCESS

Core Returns (RPT044)

Now: you no longer fill out an RGN slip or key core returns in the Store Portal. The office makes the RGN and emails it to you.

5

STEPS BEFORE



3

STEPS NOW

THE OLD WAY

- 1 Print the RPT044 and check the cores.
- 2 Finalize the RPT044 in TAMS.
- 3 Fill out a DC RGN slip for the core total.
- 4 Open the Store Portal, find the RPT044, key the RGN # and core period, submit. [STORE PORTAL](#)
- 5 Palletize and ship with the RGN slip.

THE NEW WAY

- 1 **Print the RPT044 and check it.**
Every core on the report should be at the store, ready to go. Fix anything missing or extra first.
- 2 **Finalize the RPT044 in TAMS.**
Pick the lines you're returning (or ALL). The RGN email comes in about 5 minutes.
- 3 **Print the email, palletize, ship.**
RGN form on the pallet, RPT044 inside. Send it on the next DC truck.

Store Portal: you do not key it.

WHAT THE OFFICE DOES IN BETWEEN

Makes one RGN per RPT044, enters the return in RGN Tracking, emails you the RGN form + RPT044, checks the report against what TAMS shows you took in, and watches for the DC credit.

THE CLOCK

The DC has **10 days** from the RPT044 print to credit it. Ship on the next truck so it isn't late.

ONE EXCEPTION

Battery cores (BAT, PSB, ODY, BAV, BAX): handle them the way you do today.