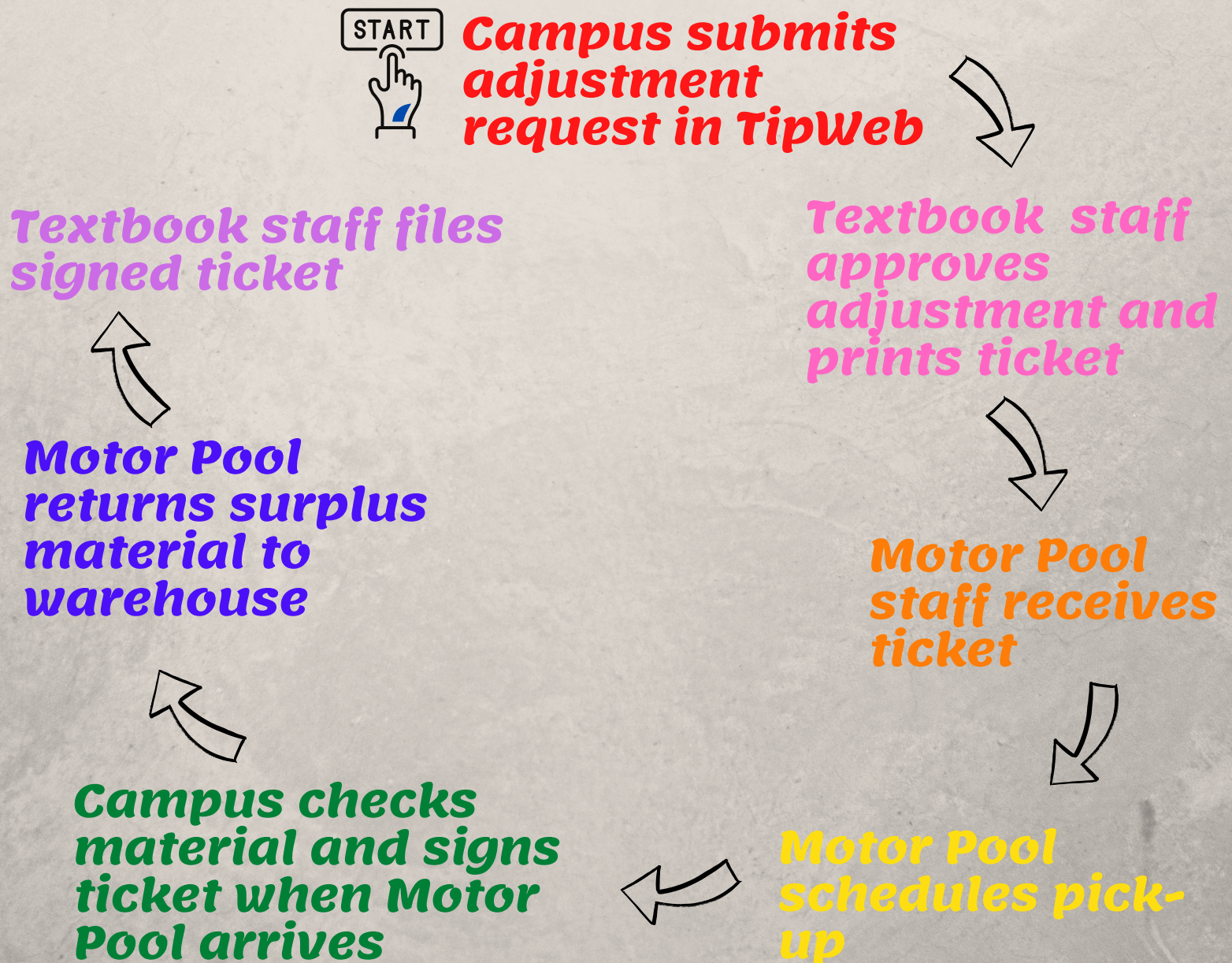


Return Surplus Process

WHAT TO EXPECT FROM BEGINNING TO END



Campus Adjustment

HOW TO RETRUN SURPLUS MATERIALS

1. Click on  Inventory.
2. Click on Adjustments. Page opens with **Adjustments Request** tab selected.
3. Click on  Add
4. Select an Adjustment Type for the drop-down menu.
5. Name the Adjustment Request and click on  Next.
6. Use **Search** to find item you want to adjust. Click on the title and the row will highlight **ORANGE**
7. Enter quantity into Copies to Adjust field
8. Click on  Add
9. Repeat steps 6-8 to add more material
10. Click  Save to return to Campus Requisitions page or Click  Submit to place order