



Gordon & Gotch

How to do Website Returns

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Introduction

Once you have Registered and “opted in” to process your Returns online, provided you ‘opt in’ before 5pm on a Tuesday, the following Monday Return sheet will be available online. Supplementary Returns can be processed the next day.

What is the Advantage to you

- View online as soon as you have entered your returns the **credit value**
- Printing a Pick List to go through your shelves to remove the returning magazines
- Print and process a Standard Return Sheet in date order so you don't have any late returns and miss any credits
- Process Supplementary Returns online

Process

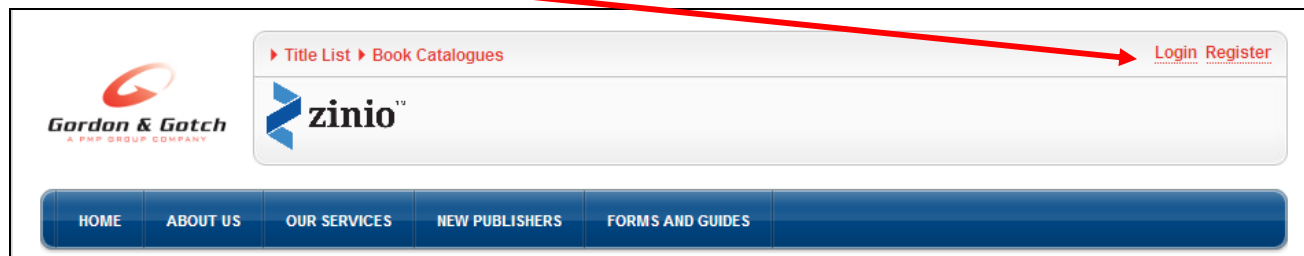
1. Login to the Website
2. Go to Returns page and Generate Pick List for your Outstanding Returns
3. Pick the magazines, using the Pick List, write in your returning quantities
4. On the Website click on Enter Return
5. Type in your returning quantities
6. Click on Confirm Return to view the Confirmation Page (this shows you the credit value)
7. Click on Submit Return
8. Print the PDF Return Claim Summary and Return the tops or full copies as you would normally

Instructions

Login to the Website

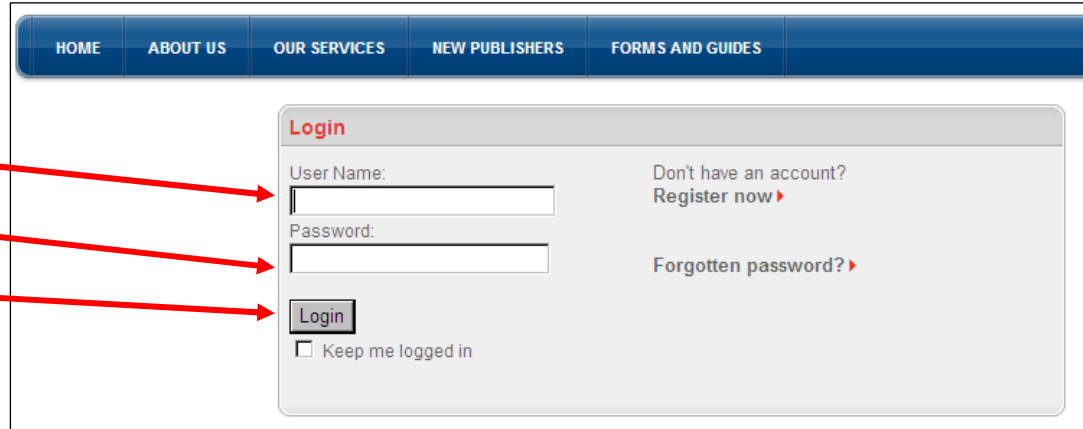
Go to the web URL (address) of: www.gordongotch.co.nz

Click on Login



The login screen will appear

Type in your
User Name
then Password
then click Login

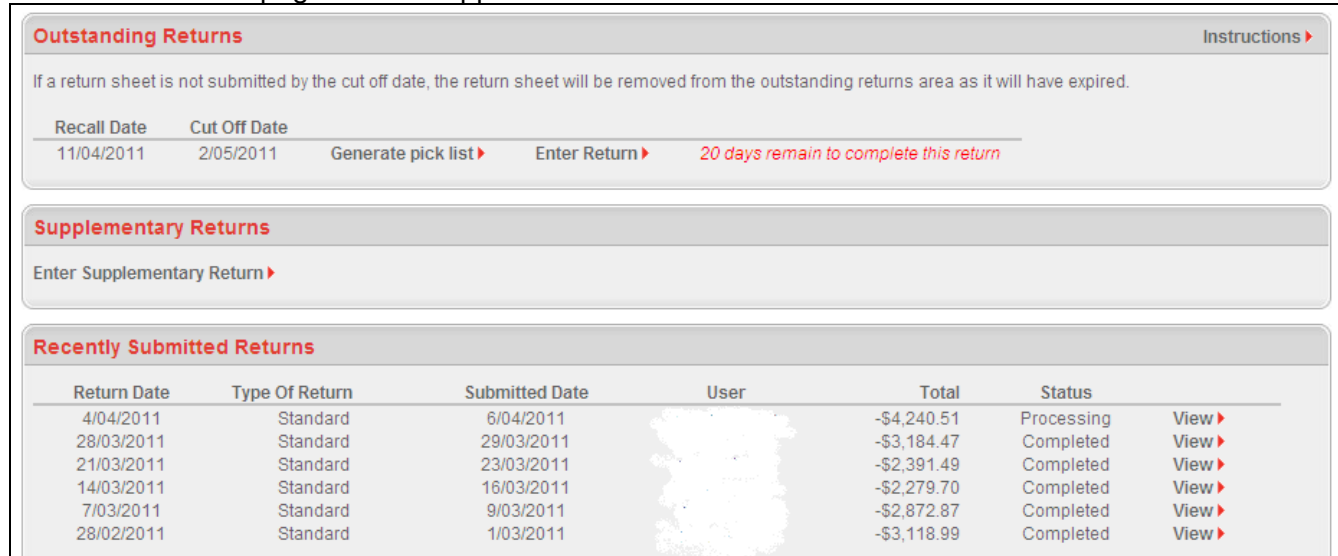


The screenshot shows a navigation menu with 'HOME', 'ABOUT US', 'OUR SERVICES', 'NEW PUBLISHERS', and 'FORMS AND GUIDES'. Below the menu is a 'Login' form with the following elements:

- User Name: [input field]
- Password: [input field]
- Login button
- Keep me logged in
- Don't have an account? Register now ▶
- Forgotten password? ▶

If you don't have an account click on Register now (you will need to wait 24 hours after registration to log returns online)

The Returns home page will now appear.



The screenshot displays the Returns home page with three main sections:

- Outstanding Returns**: Includes a table with 'Recall Date' (11/04/2011) and 'Cut Off Date' (2/05/2011). It features links for 'Generate pick list ▶' and 'Enter Return ▶', along with a red warning: '20 days remain to complete this return'. An 'Instructions ▶' link is also present.
- Supplementary Returns**: Contains a link to 'Enter Supplementary Return ▶'.
- Recently Submitted Returns**: A table listing recent returns with columns for Return Date, Type Of Return, Submitted Date, User, Total, Status, and View ▶.

Return Date	Type Of Return	Submitted Date	User	Total	Status	View ▶
4/04/2011	Standard	6/04/2011		-\$4,240.51	Processing	View ▶
28/03/2011	Standard	29/03/2011		-\$3,184.47	Completed	View ▶
21/03/2011	Standard	23/03/2011		-\$2,391.49	Completed	View ▶
14/03/2011	Standard	16/03/2011		-\$2,279.70	Completed	View ▶
7/03/2011	Standard	9/03/2011		-\$2,872.87	Completed	View ▶
28/02/2011	Standard	1/03/2011		-\$3,118.99	Completed	View ▶

Outstanding Returns

- shows any Returns current Recall and Cut Off Date
- 'Generate Pick List' produces a list that shows all magazines due for recall, you can write your returning quantities against the title/issues and use this list to enter your quantities into the website.
- 'Enter Returns' is where you enter your quantities

Supplementary Returns

- Gives you access to manually enter or find a title/issue and enter in a returning quantity

Recently Submitted Returns

- Displays all recently submitted returns and the status



Printing a Pick Sheet

The printed Return sheet allows you to print off all outstanding returns sheet which will list all the magazines ready to be returned and gives you a data entry sheet to update the return quantities.

Generate pick list ▶

Click on this will produce a returns sheet, see sample below

On-line Returns Inventory. Print, complete & enter return quantities at
www.gordongotch.co.nz/returns.
DO NOT SEND THIS COPY

292480 Hahei Store
RETURN SHEET
27/09/2010

Aust Surfing World	9.6600	4	
NO. 304 - DVD			<input type="text"/>
495137 140			
Rip It Up	5.2666	6	
Aug/Sep			<input type="text"/>
581607 125			
Surfer	14.6667	1	
August			<input type="text"/>
838973 735			
The Shed	6.6000	6	
Aug/Sep			<input type="text"/>
581634 125			

Write in your return quantities and then on the website click on to take you to the page where you will type in your quantities

Enter Returns

Type in your returning quantity for each individual title in the Return Qty,

Returns Entry

- Put in the Return Quantity for each individual title into the box on the Return Qty column
- If you cannot find the title, use the search function on the top left of the table
It will search for all Title Description, Title Code, Issues Description, Issue No. and Trade Price to find a match
- Once completed, click on the Confirm Return button and it will take you to a confirmation page

292480 Hahei Store
Return Date: 20/09/2010 Expiry Date: 5/10/2010

Search: Total Return Total Value\$
0 0.00

Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Inv. Qty	Credited Qty	Avail. Qty	Return Qty	Claim Value \$
Dive NZ	Aug/Sep	581683	125	5.6667	5	0	5	<input type="text"/>	0.00
Earth Garden	NO. 152 June August	461510	280	5.3000	2	0	2	<input type="text"/>	0.00
Healthy Food Guide	September	521200	155	3.6667	4	0	4	<input type="text"/>	0.00
Just Codebreaks	NO. 60	120005	125	4.0666	2	-1	3	<input type="text"/>	0.00
Just Crisscross Pocket	NO. 44	120015	125	3.6000	3	0	3	<input type="text"/>	0.00
Memories>	Aug/Sep	554560	450	7.9333	3	0	3	<input type="text"/>	0.00
NZ House & Garden>	September	540130	700	6.2000	7	0	7	<input type="text"/>	0.00
NZ Lifestyle Farmer	September	579800	155	4.3333	3	0	3	<input type="text"/>	0.00
Simpsons Comic	Simpsons Comics							<input type="text"/>	

If you can't find a title, use the search box, using title description or code or issue description or Trade Price to find a match.

When you have finished entering your quantities click on



A Confirmation page will appear for you to double check you have entered the correct quantities against the right title, issue description.



Instructions

- Please review Return Claim Summary quantities below.
- Once you are happy and all return quantities are correct, click on 'Submit Return' button.
- The Return Claim cannot be modified once submitted for processing.
- A printable PDF Return Claim Summary will be displayed shortly following submission.
- Print out a hardcopy and send it in with any return copies or covers.

Return Claim Summary

292480 Hahei Store

Return Date: 20/09/2010

Expiry Date: 5/10/2010

Title	Issue	Title Code	Issue Number	Trade Price	Returned	Value \$
Dive NZ	Aug/Sep	581683	125	5.6667	4	22.67
Earth Garden	NO. 152 June August	461510	280	5.3000	0	0.00
Healthy Food Guide	September	521200	155	3.6667	0	0.00
Just Codebreaks	NO. 80	120005	125	4.0666	0	0.00
Just Crisscross Pocket	NO. 44	120015	125	3.6000	0	0.00
Memories>	Aug/Sep	554560	450	7.9333	3	23.80
NZ House & Garden>	September	540130	700	6.2000	0	0.00
NZ Lifestyle Farmer	September	579800	155	4.3333	3	13.00
Simpsons Comic Digest	Simpsons Comics Special	466880	230	6.5333	0	0.00
Surfing	September	839423	730	11.2666	1	11.27
Thats Life Word Search	Wordsearch #20	460190	100	3.1333	3	9.40
Totals					14	\$80.13

Submit Return

Adjust Return Quantities

Note: Your credit value(Excluding GST)

Adjust Return Quantities

To adjust any Quantities click on this will take you back to the quantities entry screen so you can make the adjustments and "Confirm Returns" again to come back to the summary screen.

Submit Return


If all okay then click on

View Recently Submitted Returns

To view any recently submitted returns go to the View Recently Submitted Returns on the Returns Home Page and click on **View ▶** next to the return line you wish to view.

Recently Submitted Returns						
Return Date	Type Of Return	Submitted Date	User	Total	Status	
4/04/2011	Standard	6/04/2011		-\$4,240.51	Processing	View ▶
28/03/2011	Standard	29/03/2011		-\$3,184.47	Completed	View ▶
21/03/2011	Standard	23/03/2011		-\$2,391.49	Completed	View ▶
14/03/2011	Standard	16/03/2011		-\$2,279.70	Completed	View ▶
7/03/2011	Standard	9/03/2011		-\$2,872.87	Completed	View ▶
28/02/2011	Standard	1/03/2011		-\$3,118.99	Completed	View ▶


This will bring up a PDF of the Return Sheet, see sample below.



ONLINE RETURN 4/04/2011

Page 1 of 7

Title	Issue		Trade Price	Return Qty	Credit
2020 BMX Mag	NO. 38 December	411778 125	8.4457	0	
3D World	January	258770 770	15.7826	1-	\$15.78-
4 Wheel & Off Road	March	742961 775	11.0218	1-	\$11.02-
Acne Paper	NO.11 Winter	198405 145	9.7174	4-	\$38.87-
Ad News	11 March	407611 770	2.8696	2-	\$5.74-
P Aero	NO. 29 Jan/Mar	448180 110	7.5000	0	
Air Classics	V47 - 2	710390 720	14.6087	3-	\$43.83-
Amer Woodworker	NO.54 Winter 20 Furniture Proj	701272 535	17.2826	3-	\$51.85-
Anglers Almanac	2011	411792 105	3.5869	0	
Animals & You	NO. 123	178950 805	5.8043	0	
Arabian Horse News	V44-4 December	414125 125	5.8369	1-	\$5.84-
Archie Digest Mag	NO. 3	622011 590	7.3696	1-	\$7.37-
Arsenal	V9 - 5	222050 480	8.4782	2-	\$16.96-
Art In America	January	800140 695	15.6522	2-	\$31.30-
Arthritis Today	February	715400 250	7.3696	2-	\$14.74-

Click on the X at the top right of the screen to close the PDF  screen.

Supplementary Returns

This is to be used when returning magazines that are:

- Late returns
- Returns before due for Recall

Supplementary Returns

[Enter Supplementary Return ▶](#)

Click on Enter Supplementary Return this will bring up the Supplementary Return page.

To search for a title by barcode, type in the barcode in the Barcode Search, to search by title description type in the description in the Title Description Search

Supplementary Return

- To start, enter either the bar code for the magazine on the left hand box or enter the title on the right hand box
- Enter the quantity you wish to return and click Add, it will then show up on the table below
- Click on the title in the table if you want to remove it from the return
- After you have entered all the returns, click on Confirm Return button and it will take you to a confirmation page

Barcode Search Title Description Search

Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Inv. Qty	Credited Qty	Avail. Qty	Return Qty
No data available in table								

Supplementary Details

Supplementary Date: 12/04/2011

[Remove Selected Return](#) [Confirm Return](#)

Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Inv. Qty	Credited Qty	Avail. Qty	Return Qty	Claim Value
No data available in table									
								0	\$0.00

Type in barcode or title titles description, the website will display the matching titles

New Idea 11 April
New Idea 11 April
New Idea 18 April
New Idea 28 March

Click on the correct issue's line, this will bring the title back to allow entry of the quantity

Barcode Search			Title Description Search						
Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Inv. Qty	Credited Qty	Avail. Qty	Return Qty	
New Idea	18 April	571410	2500	2.6739	5	0	5	<input type="text" value=""/>	<input type="button" value="Add"/>

Type in the Return Qty and then click Add

This will then add the line to the Supplementary Details, which shows the Claim Value (Excluding GST). Click on Confirm Return, or Remove Selected Return if its not correct.

Supplementary Details									
Supplementary Date: 12/04/2011									
<input type="button" value="Remove Selected Return"/>					<input type="button" value="Confirm Return"/>				
Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Inv. Qty	Credited Qty	Avail. Qty	Return Qty	Claim Value
New Idea	18 April	571410	2500	2.6739	5	0	5	1	\$2.67
								1	\$2.67

Confirm Return will bring up the Return Confirmation page, if all correct click on Submit Return

Return Confirmation							
Instructions							
<ul style="list-style-type: none"> Please review Return Claim Summary quantities below. Once you are happy and all return quantities are correct, click on 'Submit Return' button. The Return Claim cannot be modified once submitted for processing. A printable PDF Return Claim Summary will be displayed shortly following submission. Print out a hardcopy and send it in with any return copies or covers. 							
Return Claim Summary							
292480 Hahei Store							
Return Date: 16/09/2010							
Title	Issue	Title Code	Issue Number	Trade Price	Returned	Value \$	
New Idea	17 February	571410	2170	2.6667	1	2.67	
Totals					1	\$2.67	
<input type="button" value="Submit Return"/>					<input type="button" value="Adjust Return Quantities"/>		

To adjust any quantities click on Adjust Return Quantities, this will take you back to the supplementary details where you can change the quantities, then click on Confirm Return again to bring you back to this page.