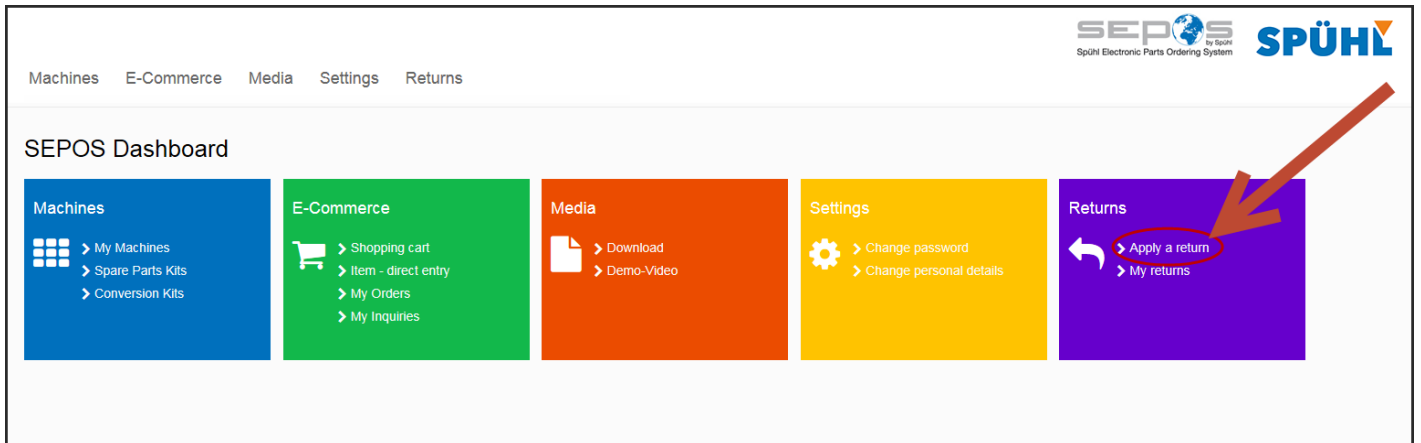


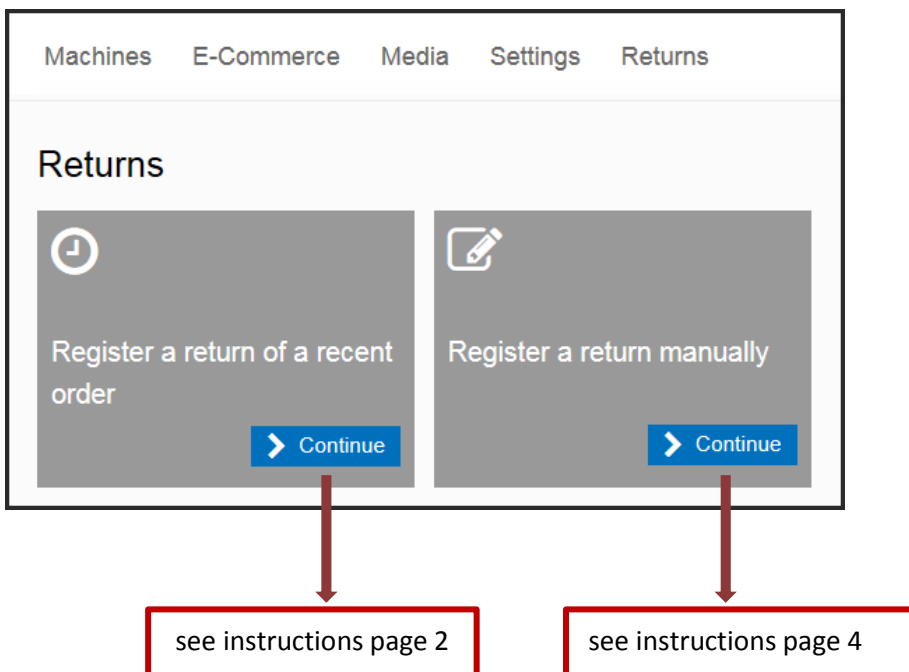
## Quick start guide for returns with SEPOS

### Apply a return :

Once you are logged in to SEPOS, please select “Apply a Return”.  
The button “My Returns” displays an overview of your returns.



Please choose if you either want to register a return of a recent order, or to register a return manually.



**Register a return of a recent order :**

Choose your order,

**SEPOS** **SPÜHL**  
Spühl Electronic Parts Ordering System

Machines E-Commerce Media Settings Returns

Your documents at a glance

Search by Reference / Order No. Document type: All Status: All Identification: Order to: 25.01.2017

Select the purchase order for which you want to enter a return.

Date	Identification	Order no.	Reference no.	Status
28.10.08	Order	Testbestellung	5840	in process
25.10.08	Order		5826	delivered/invoiced
05.02.04	Order		151	in process
29.01.04	Order		138	in process

and select the items you are going to return. Please move on with "Register a Return".

Your order dated 28.10.08 (Reference no. 5840)

Ordered by: Mouron  
 Invoice address: MASCHINENFABRIK GRÜNTALSTRASSE 23 9300 WITTENBACH SCHWEIZ CH  
 Delivery address: MASCHINENFABRIK GRÜNTALSTRASSE 23 9300 WITTENBACH SCHWEIZ CH  
 Delivery: Terms of Delivery: 1  
 Order no.: Testbestellung  
 Comment: Testbestellung  
 E-Mail:

No.	Number of units	Item no	Identification	Comment	Availability <sup>[1]</sup>	Quantity Discount	Price <sup>[1]</sup> (CHF)	Amount <sup>[1]</sup> (CHF)
<input type="checkbox"/>	4.00	pcs 35.32202.30	ZUGROLLE 130.DR.1.2-1.6		✓	0%	156.00	624.00
<input checked="" type="checkbox"/>	2	pcs 34.44016.03	MESSER VRU A		✓	0%	209.00	418.00
<input type="checkbox"/>	3	pcs 34.33176.10	KNOTRAD DRAHT 2.3		✓	0%	237.00	948.00
<input type="checkbox"/>	4	pcs 35.40885.02	LAGERPLATTE L		✓	0%	97.50	195.00
<input type="checkbox"/>	5	pcs 35.40885.08	LAGERPLATTE R		✓	0%	97.50	195.00
<b>Total</b>								<b>2,380.00</b>

<sup>[1]</sup> Availability and prices apply only when inquiring directly at or ordering directly from Spühl GmbH. Spühl GmbH reserves the right to change and modify prices.

Register a return Add to cart and continue shopping Replace shopping cart

This overview of your return will follow up, where you can add, delete an article, or prepare the return :

Machines E-Commerce Media Settings Returns

1 Shopping cart 2 Summary

Return

Customer Code: 795001  
 Address: MASCHINENFABRIK GRÜNTALSTRASSE 23 9300 WITTENBACH SCHWEIZ CH Edit  
 Request Number: 10003

No.	Quantity of Part	Part Number	Part Description	Machine Type	Part Serial Number
1	1	34.44016.03	MESSER VRU A		

+ Add an article Delete Prepare a Return

In order to prepare the return, you need to edit your articles first, and fill in (at least) the required fields:

Machines E-Commerce Media Settings Returns

SEPOS SPÜHL  
Spühl Electronic Parts Ordering System

### Return Part (1) Request Number 10003

Machine Type\*

Machine Serial Number\*

Warranty

Part Number\*

Part Description

Part Serial Number

Part Operation Hours

Quantity of Part\*

Problem / Notes\*

Work Requested\*

\* Required field

Once you are done with editing your items, you can prepare the return.  
After the successful completion of your return, you will receive a confirmation mail.

Please enclose a copy of the confirmation mail to your parts to be returned.

**Register a return manually :**

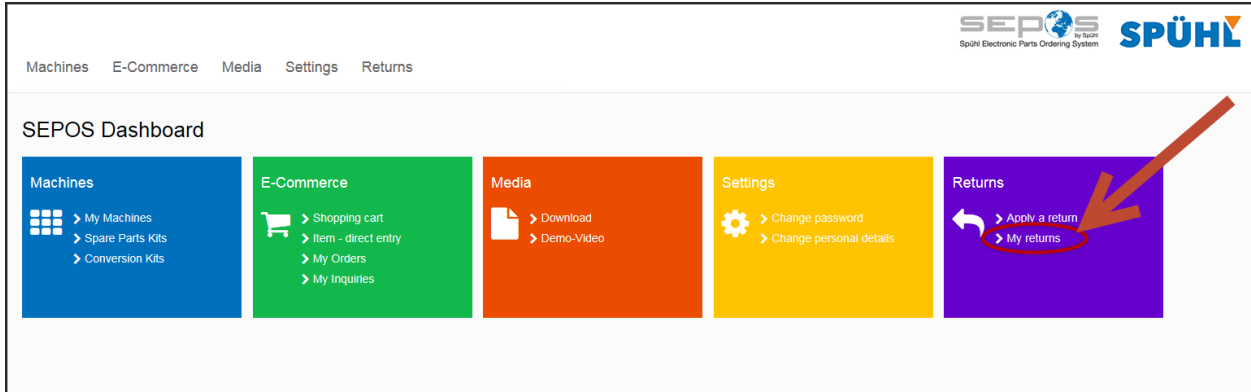
To register a return manually, you need to fill in (at least) the required fields, for each item.

After you saved the first item, the following overview of your return will show up :

No.	Quantity of Part	Part Number	Part Description	Machine Type	Part Serial Number
1	1	99.99999.99		0	

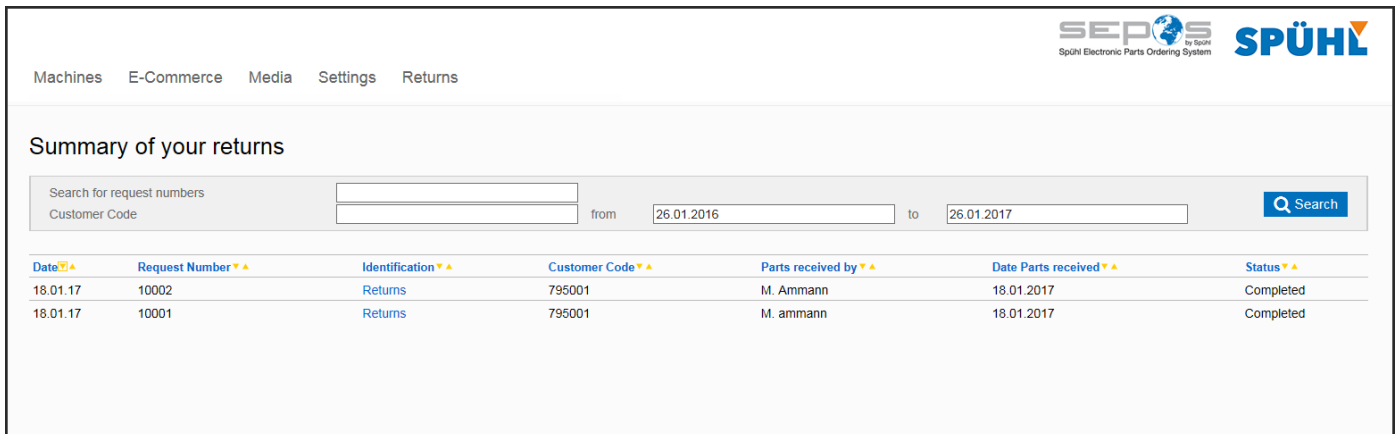
Here you can (1) add an article, (2) delete, (3) edit, or (4) copy an article, (5) delete the return and (6) prepare the return.

## My Returns :



This is the summary of your returns.

Here you will find all information about your returns, and the possibility to search for a specific one:



Please do not hesitate to contact me if you have any questions about the return process of SEPOS:

[markus.ammann@spuhl.com](mailto:markus.ammann@spuhl.com)