

Length: 8 inches or 20.32 cm
Width: 5 inches or 12.7 cm

Front

Material Return (text size 0.25 inches or 0.635 cm)

Section I (text size 0.9 inch or 2.286 cm)

1. All used items must be properly decontaminated.
2. Fill out tag (front and reverse side) and attach to material.
3. Leave tagged material at your delivery stop for collection and call the warehouse for pickup or deliver to the warehouse directly.

Date: _____ Requestor Name: _____

Requestor Phone: _____ Dept or Unit: _____

Material Description: _____

Quantity: _____ Decontaminated? (Yes/No/NA): _____

Section II: Material Action (Check action box and provide information)

Return to Supplier Supplier: _____
PO # _____
Material #: _____ Replacement? (Yes/No): _____
Reason for Return: _____

Return to Stock Material #: _____
Work order/Network order: _____
Reason for Return: _____
New item? (Yes/No) _____
If new item, Stock Proposal Completed? (Yes/No) _____

Sell / Donate Surplus:
Material #: _____ (if available)
Work order/Network order: _____

Repair & Return to stock: Complete Section III A

Repair & Return to Requestor (Non-stock): Complete Section III B

Use at another Shell Site (Applicable for materials > 15000 USD)

Reverse

Section III A: Stock Repair Information (Internal and External Repairs)
(text size 0.9 inches or 2.286 cm)

Stock Material #: _____

Suggested Repair Vendor: _____

Internal Stock Repair Work Order Number: _____

Internal Stock Repair Work Order Operation: _____

Comments: _____

Inspection required after repair (Yes/No): _____

Repair Contact name: _____ (if different from requestor)
Repair Contact phone: _____ (if different from requestor)

Section III B: Non-Stock Repair Information

Non-stock Repair Requisition No: _____

Suggested Repair Vendor: _____

Comments: _____

Inspection required after repair (Yes/No): _____

Repair Contact name: _____ (if different from requestor)
Repair Contact phone: _____ (if different from requestor)