

# HOW TO SUBMIT A CORE RETURN

Y458935	002	EN
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# Filling out the Core Return Form

Go to www.bendixcorefreight.com or https://b2bendix.com/US/en/USD/CoreInfoCenter

#### Click Submit Core Returns

Bendix Core Center
Welcome to the Bendix Core Center
As a customer you will be able to access core reports, submit core returns, schedule shipmentsand much more. Don't forget Bendix Buys Cores 🔄
You must Sign in to your account to access the following links:
Submit Core Returns
Search Core Returns
Bendix Core Reports

## You must be signed in to submit a core return

Returning Customer			
Please Sign-in			
	Email Address*		
	Password*		
	Remember my log-in	Forgot your password?	
	Login 🕽		
	Register with Bendix and get product order information, and much more!	availability, pricing,	
	New User ?		
	Register 🕽		

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Your return should be packaged and ready when you submit this form. You do have the option to save before submitting.

Please Note
Please fill in all required information once your return is <u>packaged and ready</u> for pickup to ensure an efficient core return
process.

Date: This is prefilled based on the date you are submitting the request.

Date			
03/03/2022			

**Core Return Month:** This is prefilled based on the date you are submitting your request. Shipments submitted after the 15th of the month is considered next month of business (unless the 15th falls on a weekend or holiday, in which case anything shipped after the next following business day).

MARCH	Core Return Month		
	MARCH		

**CR Number:** <u>This number will be used for your core acknowledgment and reconciliation purposes.</u> If you do not provide one, the system will automatically assign you a number numerically. You do have the option to provide your own CR# by unchecking the box and entering it in this field.

This can be a reference number that you are already tracking internally, but you cannot use the same CR# more than once.



Customer ID: Select from the drop down the location that is submitting the core return.

Customer ID	
	<b>~</b>

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#### **Contact Information:**

Name: This is the name of the account user and cannot be changed.

**Phone Number:** In the event we have questions regarding this return, we will contact this number or the email address below.

Confirmation Email Address: This email address will also receive a copy of this core return form.

First Name	Last Name
Caitlyn	Lewis
Phone*	Confirmation email address*
440-329-9298	cores@bendix.com

**Over 500lbs:** If you are shipping over 500lbs or 100 brake shoes, Bendix will cover the cost of the freight for shipments <u>following these instructions</u>. Select Over 500lbs or 100 brake shoes. This will open up additional fields, starting with Pickup Address.

٠	Over 500lbs or 100 brake shoes
	Under 500lbs (please arrange your own shipment)

Pickup Address: You have the option to select from the drop down or add a new address.

Pickup Address	
Select a pick-up address below:	
Please Select	~
If the pickup address is not provided in the selection Add a new Address	ו list above, please add a new address below:
Company Name*	Address*

Checking "Add a New Address" will allow you to enter the information in these fields.

Add a new Address		
Company Name*	Address*	
Address 2	City*	

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Alternate Contact: If you would like to add a contact person other than what appears above (account user contact), enter that here. This person will also receive a copy of the core return form if you complete the email address field. Please ensure you also provide them with a copy of the BOL (made available after you submit) if necessary.

If contact person is different from the person above add below:			
First Name Last Name			
Phone	Email		
Thone			

**Warranty:** If you are including warranty items with your return, check this box. *Please ensure your warranty items are boxed separately and cleared marked "warranty."* 

Warranty Claim Number: Enter filed warranty claim number in this field.

Phone*	Confirmation email address*
Warranty Material Included? Please clearly label the parts "warranty material"	Warranty Claim Number
	W1234567

**Product Type:** This ensures your return is shipped to the appropriate address for processing.



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### **Product Information:**

Core Group: Select the core group from the drop down.

If you are unsure, please refer to the **Material/Core Group Search** function at the bottom of the B2Bendix Cores Center, where you can enter your part number for the core group and class.

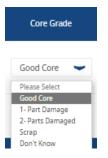
Core Group			
09 AD-9 AIR E 🛩			
Please Select			
01 FLANGE COMPRESSORS			
03 BRAKE VALVES			
04 AIR DRYER CART			
05 D2 GOVERNORS			
06 AD COVER/PURGE VLV			
09 AD-9 AIR DRYERS			

Core Class: Select the core class of the core group you just selected.

Core Group	Core Class
09 AD-9 AIR [ 💙	29 AD-9 AIR DI 💙
Add Pow	Please Select 11 AD-4 AIR DRYER 29 AD-9 AIR DRYER

Core Grade: Select the condition of the material you are returning.

Our core inspectors will make the final determination upon receipt of your return.



Quantity: Enter the quantity you are returning of this core group and class.

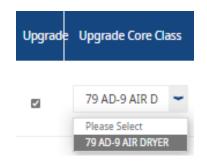


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**Upgrade:** If your are upgrading the core, click the upgrade box and select the core group you are grading to.

Please ensure each core you are upgrading also has an orange upgrade tag attached to the part. Contact <u>cores@bendix.com</u> if you need additional tags.



**Weight:** This is an estimated weight, calculated for you based on the quantity that you entered, by row and for the total of the return.

Core Group	Core Class	Core Grade	Qty	Upgrade	Upgrade Core Class	Weight approx. (lbs)	Total Weight (Ibs)
2R BRAKE SHI 👻	2R RX AIR BRA 👻	Good Core 👻	200		Please Select 👻	12	2400.0
Add Row							
		Total	200				2400

If you have additional products to return, click **Add Row**. A new line will be available for you to enter. Add as many rows as needed. If you need to delete a line, click the **red x** to the right of the line that you would like to delete.

Core Group	Core Class	Core Grade	Qty	Upgrade	Upgrade Core Class	Weight approx. (lbs)	Total Weight (lbs)
2R BRAKE SHI 👻	2R RX AIR BRA 👻	Good Core 👻	200		Please Select 👻	12	2400.0 ×
Please Select 👻	Please Select 👻	Please Select 👻			Please Select 👻	0	• ×
Add Row	)						
		Total	200				2400

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**Actual Weight:** If you have the ability to weigh your return and it is <u>different</u> from the total estimated weight above, please enter that here. If you do not have the ability to weigh your return, please leave this blank and we will use the estimated weight above.

Actual weight <sup>(2)</sup>	2550	Actual weight Ø	0.0

Package Type: Select the package type you are returning.

Pallets should be standard size, less than 48" tall and under 2,000lbs per pallet.

$\bigcirc$			
Package Type 🤊	Pallet	-	

**Package Qty:** Enter the total number of <u>boxes</u> or <u>pallets</u> you are shipping here. *This is <u>not</u> the total number of cores, which is calculated for you above based on the quantities you enter for each core group.* 

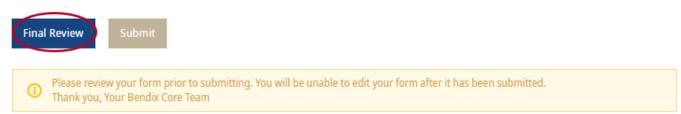
Dackage Oby	1
Package Qty	

Save: If you need to pause, click save to return at a later time to complete your form. <u>This will be</u> available only to you and will not be submitted to Bendix until you return and click submit.

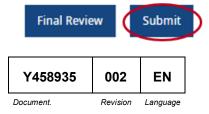
See page 8 below for steps to access your saved returns.

(	Save	Final Review	Submit
			urn to be completed at a later date or when your shipment is ready for pickup. o Search Core Returns under My Account <u>here.</u>

**Final Review:** Click this when you have entered all the products you are returning. <u>No changes can</u> <u>be made after this form has been submitted.</u>



**Submit:** Click after you have reviewed your core return and your shipment is **<u>packaged and ready for</u> <u>pickup</u>**.





## How to combine multiple CR# on the same BOL

Once you click on the **Submit** button the following pop-up box will open. If creating additional CR#'s on the same BOL click on the **CREATE** button.



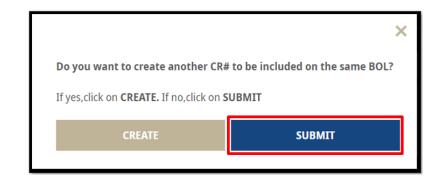
A new Core return form will open, and the following fields will be available for input (\* are mandatory):

\*The pickup address will only be available to be selected from the dropdown list or add a new Address on the first CR entered and will not be shown or available on any additional CR created.

- Can select a different customer ID
- Phone\*
- Confirmation email address\*
- Warranty Material Included (Optional)
- Warranty Claim Number (Optional)
- Contact person information (Optional)
- Fill out the remaining information
- Click on final review
- Click on Submit this will open the Pop-up box

Once done with combining CR#, click on the **Submit** button to submit your core return. This will submit the core return and the process will be completed.

If you are **NOT** creating additional CR#'s on the same BOL, click the **Submit** button.

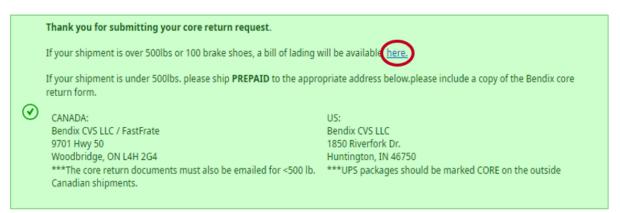


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You will see a green box at the top to show this was successfully submitted. Click the link to go to your **Core Return Search** for your core return form and BOL.

You can also follow the steps on page 8 to reach your Core Return Search.



In the drop down, select the account you just submitted your core return under.

Customer ID	
	-

You can either enter the core return number or search by date. Click **Search** and the results will show below.

Any combined CR# will show the same Shipment Number and BOL PDF in the search grid

CR Number*			Submission Date From*	Submission Date		
			02/14/2022	03/03/2022		
Contact <u>cores@bendix.com</u> if you have any issues or questions.						
New Request(s)	Found					
New Request(s)	Found <u>CR Status</u>	Creation Date	Core Return Month	Shipment Number	BOL PD	
		<u>Creation Date</u> 02/21/2022	Core Return Month MARCH	Shipment Number 976497	BOL PC	
<u>_CR#</u>	<u>CR Status</u>					
<u>CR#</u> <b>†</b> 100024076	<u>CR Status</u> SUBMITTED	02/21/2022	MARCH	976497	싪	

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The **CR#** column will show your **core return numbers**, whether you created your own number or allowed the system to generate. You can click this link to open a copy of your <u>core return form</u>.

**Print** and include copies of your core return form on the <u>inside and outside of each box or pallet you are</u> returning.

This form is also sent via email attachment after you click submit.

The CR Status column will show OPEN for core returns that have been saved, but not submitted.

The **CR Status** column will show **SUBMITTED** for core returns that have been <u>submitted</u>, <u>both under</u> <u>and over 500lb shipments</u>.

The Creation Date column will show the date your core return was created.

The **Shipment Number** column will show your shipment number for core returns that have been <u>submitted</u>, over 500lbs.

The **BOL PDF** column will show a **PDF icon** for core returns that have been <u>submitted over 500s</u>, **if** <u>your BOL is now available</u>. Click this icon and it will open your BOL.

Please print as many copies as needed for the carrier.

CR Number*			Submission Date From*		Submission Date To*	
			03/02/2022		03/04/2022	
					Reset Se	arch ))
Contact core	s@bendix.com if y	ou have any issues or (	questions.			
		,				
New Request(s)	) Found					
<u>_CR#</u> ↓	<u>CR Status</u>	Creation Date	Core Return Month	s	hipment Number	BOL PDI

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If you see **REQUEST BOL** in this column instead of a PDF icon, we are still working on your BOL. Please wait a few moments and click this link. If it is now available, it will be replaced with the PDF link, which you can click to open and print your BOL. If it is not, please give more time and return, **clicking the link** to retrigger. If you do not see your BOL available for more than <u>30 minutes</u>, please reach out directly to <u>Bendixcores@argus.com</u>

SHIP DATE: 2022-05-30 12:00:00.0 BILL OF LADING - ORIGINAL			NG - ORIGINAL		
	SHIP FROM		BILL OF LADING #		
Your address will show here			BEND1119939		
	SHIP TO (STOP 1)		CARRIER NAME: XPO LTL		
	BENDIX CVS LLC 1850 RIVERFORK DRIVE		CARRIER CONTACT: 800-755-2728 SCAC: CNWY		
HUNTINGTO	HUNTINGTON, IN, 46750, USA		PRO NUMBER:		
	FREIGHT CHARGES BILL TO				
	ARGUS LOGISTICS				
PO BOX 475	0				
TROY, MI, 4	3099, USA				
SPECIAL INSTR	RUCTIONS OR NOTES:		Pickup Date/Time: 2022-05-30 12:00:00.0		
			Dropoff Date/Time: 2022-06-02 00:00:00.0		
			FREIGHT TERMS: Collect		
	ORDER INFORMATION		REFERENCE FIELDS		
ORDER #: PO #:			SHIPPING		
			COMMENTS:		
Reference Nar			Reference Value		
Core_Return_Num			Your address will show here		
Core_Return_Mon			4		
Customer_Account_Number					

H/U Information							
H/U Qty.	H/U Type	Total Itm wt	Class	Dimensions (L*W*H)	Stackable	Item Comments	
2	Pallets	2518. lbs	55.00	48.00 * 48.00 * 48.00 INCH	false		
2	2 2518 TOTAL						

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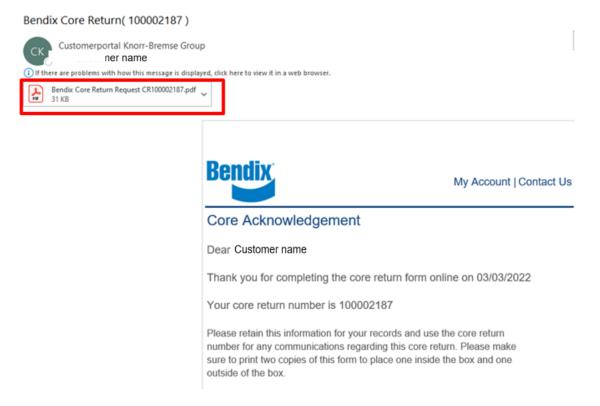


If CR# have been combined the BOL will show all CR# combined, total QTY of all combined CR#, and total weight.

Reference Name	Reference Value	
Core_Return_Month	SEPTEMBER	
Customer_Account_Number	0001005950,0001005950	
Core_Return_Number	100001153,100001154	

H/U Information						
H/U Qty.	H/U Type	Total Itm wt	Class	Dimensions (L*W*H)	Stackable	Item Comments
7	Pallets	6300. lbs	55.00	48.00 * 48.00 * 48.00 INCH	false	
7		6300		TOTAL		

Your **core return form** will <u>also</u> be emailed as an attachment to the email address/addresses you provided. Your BOL will not be emailed and will need to be printed from the screen shown above.



By completing this process, the shipment will be tendered to the carrier. You will not need to contact the carrier for pickup. The carrier will not provide advanced noticed for pickup, your core return should be ready for transit when your core return is submitted. Use this Bendix BOL to ship your return. Do not reuse a previous BOL.

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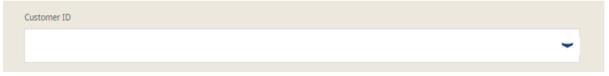


## Access Saved Returns:

On the left, under My Account, click My Cores and then click Search Core Returns.

My Account
My Profile
My Address Book
My Cores 🐱
Submit Core Return
Search Core Returns
Core Reports
Search Core Group

Select the account you submitted the return under from the drop down.



You can either enter the core return number or search by date. Click Search and the results will show below. The CR Status will show **OPEN** for core returns that have been <u>saved</u>, <u>but not submitted</u>. Click the CR# of the return you would like to open and complete. From there you can adjust your information provided, complete your final review, and submit.

CR Number*			Submission Date From*		Submission Date To*	
			03/03/2022		03/03/2022	
Contact <u>core</u>	<u>s@bendix.com</u> if	you have any issues o	r questions.		Reset S	earch ))
1 New Request(s	) Found					
1 New Request(s	) Found <u>CR Status</u>	Creation Date	Core Return Month	S	hipment Number	BOL PDF

If you have any questions or need further assistance please reach out to the Bendix Core Team at <u>cores@bendix.com</u>

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