



# Return Authorization (RA) Process

This will expedite the RA and get it done in a timely manner.

**All returns effective 5-16-23: All dealers must contact their Territory Manager first prior to return & be approved by management.** (Travis Wichern)

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## Complete Information:

- A. Dealer name – phone#, contact person returning material & detailed reason for return.
- B. Invoice#/Order#/Ref# ← one of these must be given to apply RA. RA's can only be done to a billed order with a Cole invoice number.
- C. What product(s) being returned & how much is coming back – be specific with (dye) lot/run number products on an invoice, as it's very important to go back into inventory correctly. Identify dye lots if multiple orders and dye lots used to return correctly.
- D. **25% restock fee on all stocked material / No return of special order goods.** In addition, **minimum returns with dye lots/runs less than 5 cartons will not be returned.** Exceptions will be through Cole management approval only.
- E. **How is the product coming back?** Cole truck, UPS/Speedee, dealer, freight line, etc...?
- F. Who is setting up return? → After RA is submitted & approved by Cole management: Dealer is to set up and pay the return shipping & restock fee if they requested return to Cole. If dealer is sending back, it will be their responsibility to pay shipping back to Cole + restock. If the RA is Cole's responsibility to get material back, Cole will set up return back, at Cole's expense, with cooperation of dealer having product ready for pick up? Remember the most inexpensive way is best for Cole & dealer. **Material & packaging must come back in the original condition it left Cole.**
- G. When the RA items return to the Cole warehouse, the items will be placed back into inventory on Fridays. Once placed in the warehouse, the RA will be invoiced and that is the moment credit is issued to dealer.
- H. **All returns must be returned and completed within 60 days.** All RA's beyond 60 days will not be accepted. Placed RA's past 60 days not returned will be cancelled in Cole's computer system.
- I. **No returns will be accepted without proper documentation. Returns without documentation risk loss/or forfeit of material with no reimbursement. Shipping charges maybe incurred to return back to dealer with no documentation or RA is not approved.**
- J. *As always, we will be your best partner in the floor covering industry. If not, let us know and we will make it so!! Thank you for your business.*