Create a Return Quick Reference Card
Construction Managers & General Contractors

Tellworks LOGISTICS

Login to the AIMSPlus App

Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.
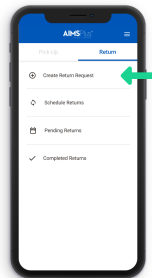
Need Help?

Visit https://aimsplusapp.tellworks.com/#/help for additional training and user guide information.

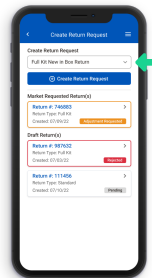## Creating a Full Kit New In Box Return

1 Navigate to Create Return Request
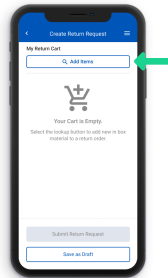After logging into the app, select "Create Return Request" from the home menu.

2 Select a Return Type
Select a Return Type from the dropdown and select the 'Create Return Request' button. Return Types include Full Kit New in Box, Standard, and Sprint Decom.
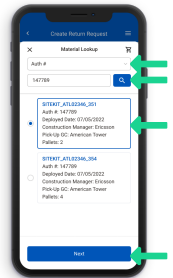

3 Material Lookup
Select the 'Add Items' button to look up material to add to the return request.
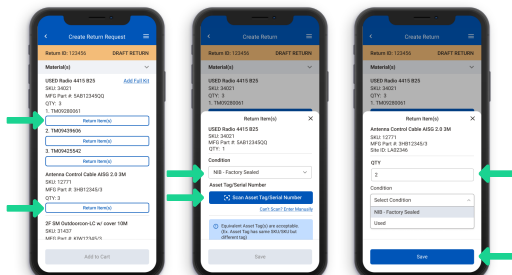

4 Select the Kit
Search by category and inputing your preferred method of lookup. Select the kit you would like to reference for the return and select the 'Next' button to continue.

5 Adding Items to Your Cart
Select the 'Add Full Kit' button to add the entire kit to your cart. If you want to return individual items on a kit, select the 'Return Item(s)' button. Non-assets can be returned in bulk but assets must be returned individually.

6 Submit for TMO Approval
Once material has been saved to your kit view, select the 'Add to Cart' button to add the item(s) to your cart. Item(s) will appear in your cart displaying item information. Click the 'Select Return Method' button to choose a Return Method and then select the 'Submit Return Method' button to submit your request for TMO review.