



# CVR Users

**We are now accepting your unused 2018 Serialized Tabs**

**Obsolete tabs must be returned to the CVR warehouse between now and January 25, 2019.**

Please include a copy of your **Inventory Available Report** to ensure your return is recorded properly.

*(Do not return tabs to MDOS and do not mail them with your title and registration paperwork.)*

**UPS or FEDEX are the suggested method of return due to tracking.**

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**To return your inventory, please follow the steps outlined below:**

1. Log into inventory and run an Inventory Available report
2. Verify the series numbers for the 2018 tabs on the report
3. Verify that your physical 2018 tabs match the report
4. Mark the 2018 tabs as '**OBSOLETE**' in inventory (this is an important step as the 2018 tabs will remain in your inventory if they are not marked obsolete).  
**DO NOT mark the tabs as 'returned'.**
5. To mark the tabs OBSOLETE, log into the inventory icon, select the center tab inventory, scroll down to the 2018 serialized tab line double click on it, single click on the available line, all of the 2018 tabs that you have in inventory should show listed on the right hand side of the screen. Click on the first line to highlight, hold your shift key and the arrow down key to highlight the remaining tab numbers, once they are all highlighted click the modify status button on the bottom left of the screen, select obsolete and click OK.

## **CVR warehouse address for returns:**

**CVR Returns • 1500 Kendale Blvd. • East Lansing, MI 48823**