

Steps to completing a return to Inmar:

- 1. Access Inmar's website at www.clsnetlink.com
- 2. Enter the pharmacy's username and password (unique login for each pharmacy location)
- 3. Check that all drugs are expired from the date you are making the return (ex. If the drug has an expiration date of 01/2021, you must return the drug between 02/2021-4/2021)
- 4. Select Create Box Inventory
- 5. Separate Rx, Controlled drugs, and OTC items. The return process will need to be completed for each group separately
- 6. Scan item
- 7. Input the required information for number of tablets, capsules, etc. being returned
- 8. Input the LOT number and expiration date
- 9. Select Return Item
- 10. Complete steps 6-9 for each item being returned
- 11. Once all items have been scanned and required information entered, select Close Box
- 12. Select the green highlighted Ship Options from the home page
- 13. Print shipping label
- 14. If using a recycled box, make sure to black out or cover the previous shipping label