



General Parts and Service Letter

TO: All Winnebago Motorhome Dealers

DATE: March 26, 2021

SUBJECT: Warranty Part Returns

PLEASE FORWARD THIS INFORMATION TO YOUR PARTS AND SERVICE PERSONNEL

We would like to remind you that you are able to print your own labels for warranty return parts.

Please read and follow these instructions carefully.

1. Click on Warranty Part Returns found under the Warranty tab on the WinPortal Service page:

The screenshot shows the WinPortal Service page. On the left is a navigation menu with the following items: News, Parts, Service, Service Training, Vehicle Registration, Warranty, Warranty Resources, Warranty Claims, Vehicle Info, Warranty Part Returns (highlighted with a red arrow and a 'Click Here' button), Service Authorizations. The main content area has a header '- Service - Winnebago Industries Dealer' and a 'WINPORTAL' logo. To the right, there is a link for 'Internet Explorer 8 and 9 Settings Document - PDF', an 'Important Notice to Internet Explorer 8 and 9 users', a '3D Image Details' link, a 'JT2GoSetup' button, and instructions for downloading and installing the program.

2. A screen as shown below will appear. To create your packing slip, click on the box next to the claim. A check mark will appear. Select all parts that will be in the box. **NOTE:** A packing slip must be with each box.

Warranty Part Returns							
SAMPLE DEALER				WINNEBAGO INDUSTRIES, INC.			
				ATTN: WARRANTY RETURNS			
				605 W. CRYSTAL LAKE RD.			
				FOREST CITY, IOWA 50436			
						Refresh	Print List
						Print Labels	
Claim	Document Number	Vendor Number	Part Number	Description	Customer Name	Serial Number	Quantity
☒ 884TM	763158B				HEATH, ROBERT	10R79013	2
☒ 215TM	756065B			TER-COM	LEWIS, JASON	10R78050	1
☐ 4988TM	761943B			-SLIDE	BLISS, WILLIA	10R80462	1
☐ 4989TM	768062B	15599	15750701000	RESERVOIR/PUM	COX, MICHELLE	70R35411	1
☐ 5185TM	758604B	17010	17750601700	MOTOR - SLIDE	GREENLEAF, JE	10R80459	1

3. Click on "Print List". To ensure proper printing, go to the Toolbar and select File, Page setup. Select "Landscape" and "Shrink-to-fit" as shown. Print the packing slip.

Warranty Part Returns

SAMPLE DEALER

WINNEBAGO INDUSTRIES, INC.
ATTN: WARRANTY RETURNS
605 W. CRYSTAL LAKE RD.
FOREST CITY, IOWA 50436

Refresh Print List Print Labels

Claim	Document Number	Vendor Number	Part Number	Description	Customer Name	Serial Number	Quantity
☒	3601TM	763158B	19012	NPNSEAL	SEAL	HEATH, ROBERT	10R79013 2
☒	4215TM	756065B	19677	18639601000	CONVERTER-COM	LEWIS, JASON	10R78050 1
☐	4988TM	761943B	17010	18634001000	CONTROL-SLIDE	BLISS, WILLIA	10R80462 1
☐	4989TM	768062B	15599	15750701000	RESERVOIR/PUM	COX, MICHELLE	70R35411 1
☐	5185TM	758604B	17010	17750601700	MOTOR - SLIDE	GREENLEAF, JE	10R80459 1

To create and print the packing slip, click on "Print List"

Page Setup

Paper Options

Page Size:
Letter

☐ Portrait ☒ Landscape

☐ Print Background Colors and Images

☒ Enable Shrink-to-Fit

Margins (inches)

Left: 0.75
Right: 0.75
Top: 0.75
Bottom: 0.75

Headers and Footers

Header:
-Empty-
-Empty-
-Empty-

Footer:
-Empty-
-Empty-
-Empty-

Change font

OK Cancel

4. To create part return labels, use a sheet of 2" x 4" labels, ten per sheet; Avery label #5163. Click on "Print Labels". Ensure your printer is set for portrait printing. Print your labels.

Warranty Part Returns

SAMPLE DEALER

WINNEBAGO INDUSTRIES, INC.
ATTN: WARRANTY RETURNS
605 W. CRYSTAL LAKE RD.
FOREST CITY, IOWA 50436

Refresh Print List Print Labels

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Click here to print labels.

5. Attach the label to a part return tag. **Do NOT attach the label directly onto the part or box.**

- A part return tag **MUST** be attached to **EACH** part.
- The label **MUST** be affixed to the part return tag.
- Place packing slip inside box.
- Parts should be packaged appropriately to prevent any damage in shipping. It is very important to drain fluids from the parts.
- Pay particular attention to parts that contain hydraulic fluid. Drain the fluid and cap off fittings and lines. Hydraulic parts **MUST** be boxed and returned separately to prevent damage to other parts.



Warranty Part Tag

Dealer Code

WRO # or Network #

Part #

Part Description

Vehicle Serial #

Appliance Model & Serial #

Return Part ☐ Hold for Scrap ☐

WINNEBAGO INDUSTRIES, INC.

Winnebago Part #701677-B3-000



Warranty Part Tag

Dealer No: 0000

WRO No: 0000TY Vend No: 00000

Part No: 000000000000

PART DESCRIPTION

Serial No: 00000000

WINNEBAGO INDUSTRIES, INC.

Warranty Part Tag with Label Affixed

6. Affix a "Warranty Return Goods" sticker to the **OUTSIDE** of the box.



To obtain the Orange Warranty Return Goods sticker order part number 701677-C5-000.

7. Return the parts prepaid to:

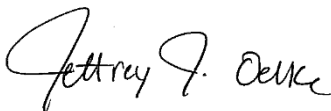
Winnebago Motorhomes
Attn: Warranty Returns
605 W. Crystal Lake Road
Forest City, IA 50436

Keep a copy of the packing slip, recording the tracking # for your records.

Any parts shipments received that are not properly identified or not properly packaged as explained above will be returned to your dealership C.O.D.

If you have any questions regarding this procedure, contact the Warranty Department at 800-628-7692 or warranty@wgo.net.

Thank you for your continued partnership!



Jeff Oelke
Director of Quality, Winnebago-brand RVs

G.P.S. 7SB014-21-01A