



REPAIR ORDER PORTAL (Mobile Computer, Scanner & Printer Repairs)

FREQUENTLY ASKED QUESTIONS

FEBRUARY 2019

February 18th, 2019: Zebra provides the following information to assist with resolving the most commonly encountered questions related to the use of the Zebra Repair Order Portal for authorization of repairs and submission of repair orders for Mobile Computers, Barcode Scanners, RFID, Tablets and Printers. This document, as well as additional information, may be found on the [Request a Repair](#) section of Zebra's Support and Downloads area of Zebra.com.

NEW

1. Can I change my billing information when making a payment?

Yes, you can. We have improved the payment screen for you. If your account is configured with multiple addresses, you can now select your preferred bill-to address in the payment screen while you complete the payment for your per incident repair order. If the company bill-to address that you want to use is not available, you can create a new one on this screen. You can change your default billing address in the Portal Settings.

2. I have noticed a new Bulk Load column on the Repair Order tab. Has this functionality changed?

The Bulk Load feature has been enhanced, bulk loading now happens in the background. During bulk load processing, you can log out or navigate to other areas of the Portal. Once the load is complete, you will receive an automatic email notification, and the status in the bulk load column will change from In Progress to Completed (or Completed with Errors).

3. How has the Collection Details screen changed?

We have simplified the Collection Process for users with collections as part of their contract. The available pick-up times for the carrier are now automatically calculated based on the Pickup/Collection information you provide. Additionally, you can now review collection details on the Repair Details screen. You just need to search for the repair order to view your collection information.

4. What does the info icon next to several fields mean?

The  icon indicates that there is additional information available to help you with key fields. Hover your mouse pointer over the icon to see the additional text. You can also access additional resources using the new Help button on the bottom right of every screen. Click Help to display a list of job aids and training guides pertaining to the current page.

5. Which repair orders can I submit by using the Zebra Repair Order Portal?

Be informed that our portal users from EMEA, APAC and NA regions can submit a repair order for any defective product (Mobile Computing, Data Capture and Printers). Printer repairs can also be submitted in Mexico. For more information about our products, please visit [Zebra.com](#)

6. What types of automated repair status email notifications are available to me?

The notifications that are available for Zebra repairs (whether submitted on the Repair Order Portal, or by email or phone) are the following:

1. Devices Not Yet Received – (14-Day First Reminder)
2. Devices Not Yet Received – (21-Day Final Reminder)
3. Device(s) Received at Zebra Repair Center
4. Device(s) Shipped to from Zebra Repair Center

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5. Purchase Order or Credit Card Payment Not Yet Received for Requested Repair (First Reminder)
6. Purchase Order or Credit Card Payment Not Yet Received for Requested Repair (Final Reminder)
7. Expected Faulty Device(s) Due But Not Yet Received (First Reminder)
8. Expected Faulty Device(s) Due But Not Yet Received (Final Reminder)
9. Repair(s) Pending Parts Arrival – First Notification
10. Repair(s) Pending Parts Arrival – Bi-Weekly Update
11. Repair Parts Arrival

7. Can I set up repair status email preferences?

Yes, you can subscribe to receive automatic repair status email notifications. A full explanation of the different notifications and available subscription options is provided in the Setting Repair Email Notification Preferences guide. You need to follow the instructions on page 3: "Setting Email Notification Preferences". Or you may request to subscribe by contacting our Repair Help Desk using the same email address you use for submitting repair requests.

8. Why am I now seeing additional repair orders from my company that I did not create?

If you see repair orders that you have not created it means that 2 accounts which belong to your company have been merged. You can go to the User Preferences Tab. Scroll down to the section called "Orders to Display". You will find there a filter function. You can choose to view only the repair orders that you saved or submitted.

9. How do I edit a contact or a billing/shipping address? Can I remove a contact or a site address?

If you want to edit a contact or a billing/shipping address, please contact the helpdesk. Our Customer Representatives will guide you. Be informed that a portal user can only edit the telephone field in the contact section.

10. My repair is showing as on hold, how can I tell when the parts will arrive?

Occasionally, when Zebra Technicians analyze and/or test devices submitted for repair, the identified fault requires one or more replacement parts, which are not currently available in our inventory. On the Repair Order Portal, orders that are on hold awaiting parts are indicated by Line Sub Status = On Hold on the Repair Order Details screen on the Repair Orders tab. The date of arrival in our stock is indicated at the line level too in a the field "Parts Due Date".

11. What Internet browser should I use to optimize my experience?

Zebra recommends that you use Google Chrome when accessing the Repair Order Portal. While the Portal will function using other browsers (Internet Explorer, Microsoft Edge, Firefox, etc.), you may encounter performance issues or other screen content limitations.

12. What languages are supported by the Repair Order Portal?

The current list of available Portal languages will always be reflected in the drop-down list displayed when you click on the Login button on the left-hand side of the Request a Repair page. As of July 2018, the Portal is available in the following 18 languages: Arabic, Chinese, Czech, Dutch, English, French, German, Hebrew, Italian, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Swedish, Thai, and Turkish.

13. What do I do if I forgot my password or want to change my password?

From the drop-down list displayed when you click on the Login button on the left-hand side of the Request a Repair page, select your preferred language for Portal use. You will be taken to the Portal *Login* page. Select the *Don't know your password?* link located beneath the *Sign In* button. Click the link and enter your username. A temporary password will be sent to the email address registered to your Portal user account, along with instructions on resetting your password. At that time, you may also need to select and answer security questions for your account profile.

14. How do I change my user profile information?

Please contact the Zebra Repair Help Desk for assistance with changing your user profile information (first name, last name, phone number, security questions, address, etc.). [Click here](#) to access the Contact Support page, and then locate the appropriate support contact number for your device type (printer or enterprise product / mobile computer /scanner) and location.

15. How can I modify the phone number associated with the contact for a repair order?

Prior to October 14, 2017: Please create a new contact record to reflect the updated phone number. *Beginning October 14, 2017:* Functionality available in October will allow users to modify the phone number for the contact record for a specific repair order. Click on the *Contact* drop-down field, then select the contact you would like to edit, and then click the *Update Phone Number* button to enter and save the new phone number.

16. If I use the Portal for too long, will my session end automatically?

As long as you are using the Portal, your login session will remain active. If you are inactive for more than 2 hours, your session will time out, and you will be logged out of the system. This approach allows us to maintain system performance for those people who are actively using the Portal to submit and track their repair orders.

17. Why does the Portal's home page sometimes take a long time to load?

For some users, the initial load of the home page can take a minute or longer to fully display all the components of the start screen. Load times may be affected by the number of users in the system during peak times. Load times are also longer for some language versions of the portal. We are working to resolve these performance issues.

18. How can I find out if my device is under warranty or contract?

After you log into the Repair Order Portal, click on the *Validate Warranty and Entitlement* tab. Enter the *Serial Number(s)* into the appropriate field, click the *Validate* button, and the system displays the model and current warranty/contract information for the device(s).

19. How do I find the Serial Number on my device?

There's an [all-purpose knowledge article](#) on the Support Community.

20. I cannot find/see (or don't know) the serial number for my damaged device. What should I do?

Under these circumstances, on the Add Products screen, click the "I don't have a Serial #" checkbox. You will be prompted to pick your product model. When a unit is added to the repair order without a serial number, entitlement cannot be validated. The repair is considered a per incident repair (billable/time and material repair). If you believe the unit is covered under warranty or contract, use the dispute process immediately after adding the item to the cart (but prior to submitting the repair order). See the FAQ "What should I do if the Repair Order Portal shows the repair as "Billable" when my device is under Warranty or Contract?" elsewhere in this document.

21. How do I select the right serial number when asked to pick from multiple options?

In some instances, a serial number may be associated with multiple product descriptions. On the Serial Number / Product Name list popup window, select the first option. On the Add Products screen, check the Job Type (either Warranty, Contract, or Billable). If the type is not what you expected, delete the line item from the cart, and re-enter it, selecting the next option from the Serial Number / Product Name list. Continue until the Job Type matches your expectations. If none does, follow the Service Entitlement Dispute process.

22. What is a customer reference number?

The repair order portal allows customers to reference your company's own, internal tracking number on a repair order for each device. The Customer Reference Number (#) field is a free-form text box, available in the **Add Products** screen. Each device added to the repair order may have the same or a unique reference number.

23. What return shipping method does Zebra use to send my repaired device back to me, and can I specify the carrier utilized to return my repaired device(s)?

Repaired products will be returned to you at no additional charge using Zebra's preferred shipping carrier's economical service, often ground shipping. At your own cost, you can elect to specify a carrier of your choice and/or upgrade shipping to a faster method. Utilize the *Return Shipment Details* section within the **Shipment Details** screen to specify the applicable carrier selection options.

24. Do I have to enter Return Shipment Details?

No, the *Return Shipment Details* section is optional. Complete these fields if you are electing to specify a carrier of your choice and/or upgrade return shipping to a faster method. This section should not be populated if your contract includes advance exchange or Fastrack services to replenish your devices from a spares pool.

25. What should I do if the Repair Order Portal shows the repair as “Billable” when my device is under Warranty or Contract?

If you feel that your device should be covered by contract or warranty, then select “Dispute” in the details section of the Repair Order creation screen, and select *Contract* or *Warranty* as appropriate. Please note: If you select *Contract* the contract number is required, and if you select *Warranty* the purchase date is required. You can also optionally attach any supporting documents (a copy of your contract or your proof of purchase) to assist in resolution of the dispute process. Zebra’s Repair Help Desk will review the dispute and verify the coverage status of your device. You may be contacted if additional information is required. [Click here](#) (or select the *Disputing Entitlement, Repair Center, and Repeat Repair* training guide from the [Resources and Training](#) page to access a step-by-step guide for disputing a billable repair.

26. I am paying for my non-warranty/non-contract billable repair using a credit card. Why does my statement show \$1.00 hold?

Zebra Technologies validates your credit card by using an industry-standard temporary process, which is to apply a \$1.00 hold on the credit card. Once the card is validated by the credit card company (based on its policies), the hold is removed. When your repair is complete, the actual cost of the repair is charged to the credit card.

27. Does Zebra cover the cost of shipping to send the unit(s) to the Repair Depot?

For partners and customers *in qualifying countries* who use the online Repair Order Portal to request repairs for devices covered by a Zebra OneCare contract, Zebra offers a free, prepaid, inbound shipping label to cover the cost of returning the device to Zebra’s repair center using ground delivery service by Zebra’s preferred carrier. Full details are provided on the [Prepaid Shipping Label Offer](#) page.

28. How do I generate a prepaid shipping label?

For qualifying customers (see the related FAQ above), [click here](#) for a step-by-step guide for *Generating a Prepaid Shipping Label*, which may also be accessed from the [Prepaid Shipping Label Offer](#) page or from the [Resources and Training](#) page.

29. When I click on “Generate Shipping Label” I get a message indicating I am not eligible. Why?

Once the repair order is submitted, only eligible orders qualify for a prepaid shipping label (see the FAQ “Does Zebra cover the cost of shipping to send the unit(s) to the Repair Depot?” for more information). Similarly, only devices covered by a contract with Collection / Pickup Service are eligible for this service. All others should exit the screen, and await email authorization of your order, including an RMA # and shipping manifest with shipping address and instructions. If you believe you are entitled to collection / pickup service, please use the dispute process (described in the FAQ “How do I arrange a Scheduled Collection / Pickup for a product with contract coverage that is under dispute?”).

30. How is the price quote determined for Billable repairs?

For Per Incident Repair Services, Zebra uses a fixed, 3-tiered pricing structure based on type and severity of repair required:

- *Diagnostic Services (Tier 1)* includes the following diagnostic services, as well as return shipping to the Customer using Zebra’s preferred carrier and standard method: Product evaluation for products with No Trouble Found (NTF) / No Fault Found (NFF), or Product repair that was resolved through software, operating system, or firmware restoration, without parts consumption, or Products returned to Customer because insufficient information/authorization was provided, or Products returned to Customer because a Zebra-provided quotation (or re-quotation) was rejected by the Customer, or no response to a quotation (or re-quotation) was received from the Customer within 30 days.
- *Minor Repairs (Tier 2)* includes problem diagnosis and repairs to external components, such as keypads and triggers. Tier 2 pricing also includes return shipping to the Customer using Zebra’s preferred carrier and standard method.
- *Major Repairs (Tier 3)* covers problem diagnosis and repairs to internal components, including circuit board repair and display replacement for non-abused displays. Circuit boards are repaired or replaced to Zebra’s current manufacturing specifications. Tier 3 pricing also includes return shipping to the Customer using Zebra’s preferred carrier and standard method.

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During the completion of the repair request on the Portal, the Customer will be asked to provide a fault code which will in turn be used to provide the repair price quotation. Customer is responsible for carrying out sufficient triage to accurately diagnose the problem as the basis for the Zebra quote creation. If upon inspection by the Zebra Repair Center the repair required is different from the self-diagnosis, the Customer will be provided with a requote.

31. How do I know when my order is successfully completed, and I can send my units for repair?

Once you have confirmed your Contracted or Warranty order (or submitted payment details, for Per Incident / Billable repairs), you will be taken to the Order Confirmation page, which indicates that “Your repair order has been accepted.”

32. Can I view the statuses of repair orders I have submitted or someone else in my company has submitted?

Yes, from the Portal Home page click on 'Order Status'. By default, this screen displays all the orders created from your company during the past 30 days in chronological order. You can filter your results by date – or search for a specific order number, serial number, and/or customer reference number. Users can modify their default user settings to display only the repair orders they submit. [Click here](#) to access a step-by-step guide for setting user preferences.

33. What are the various repair order statuses and what do they mean?

There are 2 levels of status for repair orders – *Order Status* and *Line Item Status*. *Order Status* is the high-level status of the entire order. *Line Item Status* is the status of each device on the repair order. Below is a list of all the order and line item statuses, including a brief description:

Order Status Values

- *Pending*: The order has been created, but the job information has not been sent to the repair service center.
- *Submitted*: The information has been sent to the repair service center, but the receipt is awaited.
- *Closed*: The repair order has been completed.
- *Cancelled*: The repair order has been cancelled.

Line Item Status Values

- *Pending*: The order has been created, but the job information has not been sent to the repair service center.
- *Open*: The information has been sent to the repair service center, but the receipt is awaited.
- *Received*: The product has been received by the authorized Repair Center.
- *Repair Started*: The repair has started for the product, in the Repair Center.
- *Repair Completed*: The repair is complete.
- *Shipping*: The item has been shipped.
- *RMA Closed*: The order has been completed and closed.
- *Cancelled*: The repair line has been cancelled.

[Click here](#) to access the relevant training guide, or you may access the *Searching and Viewing Repair Order Information* guide on the [Resources and Training](#) page.

34. How do I edit or cancel a submitted repair order?

Please note: A repair order is automatically cancelled if the device has not been received within 30 days, and no other action is required on your part to change the status of the order. To edit or actively cancel a submitted order within 30 days, please contact the Repair Help Desk with your order number and the details of your request. [Click here](#) to access the Contact Support page, and then locate the appropriate support contact number for your device type (printer or enterprise product / mobile computer / scanner) and location.

35. Can I reprint my repair order documentation?

Yes, access the *Order Status* tab to locate the repair order. Click on the repair order, and the *Order Details* screen displays the documentation for the repair order in the *Documents* section (on the right-hand side of the screen). Click on the *Documents* hyperlink to download a local copy that can be viewed and printed.

36. How can I have a contact deleted from view in the Portal?

While you may edit the phone number for a contact, you cannot currently delete a contact using the Repair Order Portal, since a contact may be used for multiple purposes other than repair orders, and a contact may be associated with an in-process order. To request removal of a contact from view in the Portal, please contact the Zebra Repair Help Desk.

37. Can I process more than one product on a repair order?

Yes, there is no limit to the number of products that can be added to a repair order. After the information for the first product is entered on the Product Details screen and the item is added to the cart, the data entry fields will be cleared and you can add additional devices. For larger orders, we recommend that you use the easy and faster bulk load functionality within the Repair Order Portal. For brief instruction on how to perform a bulk upload, see the [Performing a Bulk Load](#) how-to guide on the Resources and Training page of the Request a Repair section of Zebra.com.

38. If I made an error earlier in the order creation process but do not realize it until the summary screen, can I go back and edit that information?

Yes, on the bottom of the *Review Order* screen there is a *Previous* button. Clicking it returns you to the previous screen. Continue to click this button to return to any of the previous screens in the order creation process. When you reach the screen that contains the information you would like to edit, simply make the edits and continue to click the *Next* button to advance back to the *Review Order* screen.

39. Where do I ship my device(s)?

Once the repair order is submitted, the user will either receive an acknowledgement including a shipping manifest (with the ship-to address), or – depending upon level of service entitlement – can generate the shipping label or schedule device collection from within the Portal tool.

Please note: Zebra has multiple repair centers specializing in different devices, and we are in the process of changing repair locations for many customers. Consequently, you may need to send devices to an address that is different from the one you are familiar with – and if you are returning multiple devices, they may need to be returned to different locations for repair. Devices destined for the same location may be shipped as a single package.

40. How do I arrange a Scheduled Collection / Pickup for a product with contract coverage that is under dispute?

There are two ways to address this circumstance. You may call the Repair Help Desk for assistance. You may also use the Repair Order Portal using the following steps. First, you must complete the dispute coverage / entitlement section, and submit the order for review by the Repair Help Desk. When you receive email notification that the dispute has been resolved in your favor, log back into the Portal. Navigate to the Order Status page, view the order, and select the Schedule Pickup / Collection button at the top of the screen.

41. What do I need to send with the device after submitting the repair order?

After you submit your repair order, please print the shipping manifest documentation which provides the address details of where to ship your device. The printed shipping manifest must be sent in the same box with the units sent for repair. Please do not send consumable or accessory items such as SIM / memory cards, antennas, cables, cases, stylus pens, or manuals, since Zebra cannot guarantee their return.

42. What is the standard processing time for a repair order?

Standard repair turnaround times vary depending on whether the unit is covered under a Zebra OneCare service contract or if the product is covered only by manufacturer's warranty.

For devices covered by a [Zebra OneCare SV \(Special Value\)](#) contract, Zebra uses reasonable endeavors to repair any Product within five (5) Support Days ("Turnaround Time") from the Product's receipt at the service center. For devices covered by a [Zebra OneCare Essential](#) contract, Zebra uses reasonable endeavors to repair any Product within three (3) Support Days from the Product's receipt at the service center. For devices covered by a [Zebra OneCare Select](#) contract, Zebra provides replacements for malfunctioning Zebra Products that require repair and have appropriate repair authorization, shipping either the same day or within 24 hours.

Turnaround times may vary in some regions; contact your Zebra services representative to confirm Turnaround times in your region. The service shall be provided using all reasonable skill and care. As Product issues may

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vary in severity, Turnaround Times are an objective and are not a guarantee. Repair services are performed and Turnaround Time is measured during Support Days. The standard turnaround time for Per Incident Repairs (Time-and-Material or Billable) repairs is 10 business days. Zebra is unable to make turnaround time commitments for Warranty repairs.

43. I just purchased a device and it arrived damaged / defective on arrival (DOA). How should I handle this?

DOA devices cannot be submitted through the Repair Order Portal. Please contact the Repair Help Desk for your location to submit the DOA return request.

44. How do I add a line for battery maintenance?

Only batteries covered under Zebra OneCare battery maintenance contracts may be returned for replacement using the Repair Order Portal. (For other battery service contract options, follow your standard non-Portal process.) To confirm coverage, on the Add Products screen, enter the serial number of the battery's device to add the unit to your cart. You will be prompted with a question "Do you also want to return the battery?" When you click the OK button, two lines will be added to the cart, one for the device and one for the battery. If you do not want to return the device – you only want to return the battery, simply click the line for the device and select the Delete button to remove the device. Once your battery is received, a replacement will be returned to you.

45. What is a Repeat Repair?

All completed repairs from the Repair Center have a 30-day warranty. If a device that has been repaired by a Zebra Authorized Repair Center subsequently fails for the same reason within 30 days of receipt from the Repair Center, the second repair qualifies as a "Repeat Repair," provided that device has not experienced physical or liquid damage. The unit will then be repaired at no charge to the customer. Consult the applicable Terms and Conditions document for full details.

A repair order for this situation can be submitted using the Repair Order Portal. Submit the repair order following the normal process. If the repair displays as a billable repair, the unit can be flagged as a *Repeat Repair* by utilizing the *Dispute* functionality. [Click here](#) (or select the *Disputing Entitlement, Repair Center, and Repeat Repair* training guide from the [Resources and Training](#) page to access a step-by-step guide for disputing a billable repair.

46. Can I add Mobile Computers, Scanners and Printers to the same Repair Order?

Yes, all Zebra products can be added to the same repair order. Please note that different products in the same order may be repaired at different repair facilities. The Shipping Manifest will specify which products need to be shipped to the respective repair facilities. Also, the repair facility is listed for each product on the repair order on the Add Products and Order Summary screens.

47. How do I submit a Billable (Per Incident) printer repair order in Mexico?

In Mexico, billable repair orders – those not covered by a Zebra OneCare Service Contract or warranty – require a Portal user to have a financial account with Zebra, which allows Zebra to process these repair orders using a purchase order (PO) from your company. Printer repairs in Mexico are quoted a repair price after they have been received and diagnosed by the repair facility. The price quote will later be determined, and the user will be notified when available. Therefore, at the time of order submission using the Repair Order Portal, you may enter "N/A" or "Not Available" in the required PO Number field on the Payment screen. When you receive notification that the repair quote is available, you should login to the Portal, search for the repair order to view the quotation, and then process the PO payment by entering a PO number and attaching a PO file. Credit card payments are currently unavailable for Mexico.

48. I noticed additional addresses in the Ship-to Address field, am I correct?

Yes, because of our account clean-up efforts we have merged non-financial accounts in our system. Please note that we have added a time-saving feature. You as a portal user can set a default ship-to address in the User Preference screen on the repair portal.

49. I am a Zebra Printer Service Customer. I heard that you changed your Repair Authorization procedure?

Yes, it is true. Once we have reviewed and processed your RMA (Repair Material Authorization) request, you will receive a second email with your repair authorization number, including an attachment with convenient shipping instructions.

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50. I am a Zebra Printer Service Customer. Can I use now the Repair Order Portal?

Yes, you can. Zebra's Repair Order Portal is now available to your submission of repair requests. The Portal offers customers an easy, convenient, fast tool available around-the-clock.

51. How can I get access to the Repair Order Portal?

To begin using the Portal, you simply just need to complete the brief form on the [Repair Portal registration page](#). A temporary password will be emailed to you within 24 hours. Please Note: One-time registration is required for the Repair Portal, even if you are set up for other Zebra sites. If your company is a member of the Zebra PartnerConnect program, please contact your Partner Administrator to request access to Zebra applications or contact the [Partner Interaction Center](#) for more information.

52. Where can I find more information about the Repair Order Portal features and benefits?

Zebra.com provides a number of resources for new users, including an [Overview of the Portal's Features and Benefits](#), a section dedicated to [Resources & Training](#) (including job aids, guides, video demonstrations, and a schedule of live training sessions).