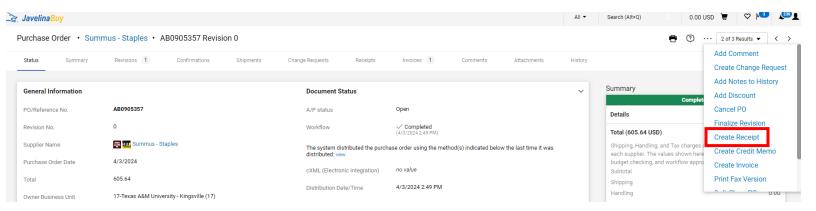
## **Return Items**

## **Table of Contents**

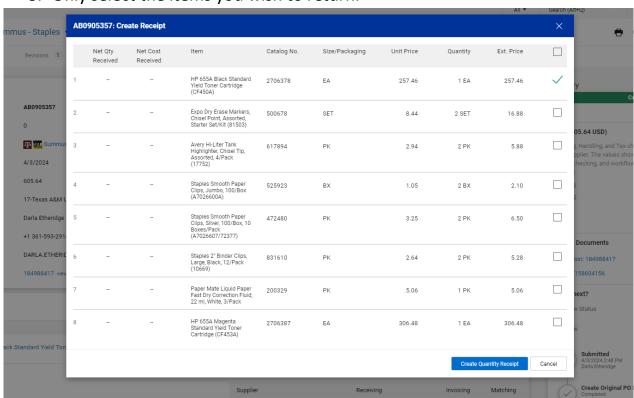
How to Return Items	
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## **How to Return Items**

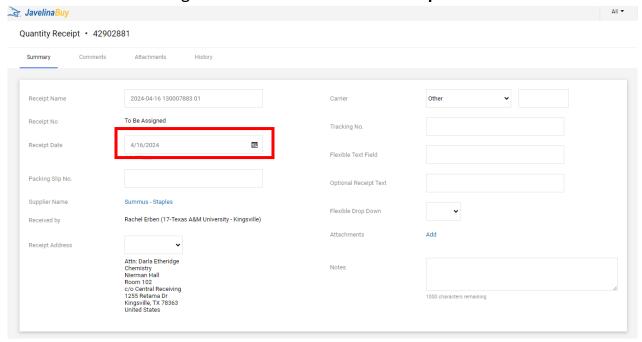
- 1. Open the purchase order
- 2. Select Create Quantity Receipt and click Go



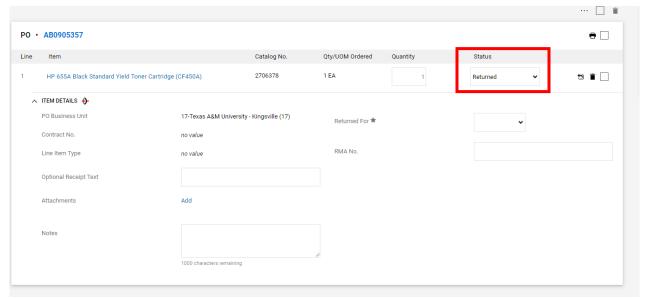
3. Only select the items you wish to return.



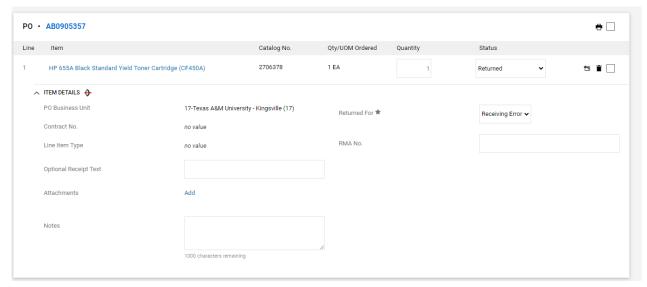
4. Enter the actual goods received date in the Receipt Date field



- 5. Optional Enter the invoice/packing slip number in the Packing Slip No. field
- 6. Verify/adjust the quantity being returned and select Retuned from the drop-down selection under "status".



7. Make sure to put the reason for the returned item in the "returned for" box. Notes can be made to further explain.



- 8. You can add any other information you feel is important to note on the PO.
- 9. Select Complete
  - a. If you made an error and chose to note show as returned, use the drop-down arrow under the complete button to delete the receipt.