This quick reference guide (QRG) outlines the process to create a Return for items that were returned to a supplier or credited back to UAMS.

## **CREATE RETURN**

This task can be started by either entering 'Create Return' in the Workday search bar, or from using the Related Actions (...) on the purchase order. Both options will begin the same task of Create Return.

1. Use the Related Actions (...) on the purchase order, hover over the Return action, and select **Create Return**.

Purchase Order PO-100	00339207 🚥	Budget Date	>	Invoice Status
1		Business Process	>	
<ul> <li>Summary</li> </ul>		Favorite	>	Receiving Status
0	University of A	Integration IDs	>	Tracking Status
Company	University of A	Reporting	>	Company
	Olar dand			
Purchase Order Type	Standard	Return	>	Create nent Date
Supplier	Staples Contra	Roles		Purchase Order Type
Order From Connection	UAME 25027			
Order-From Connection	UAIVI5_23027-			Supplier
	M-LITTLEROCI			Supplier
Currency	USD			Order-From Connection
Document Date	04/18/2024			2

2. Select a Return Reason from the drop-down list.

Company	*	University of Arkansas for Medical Sciences		
Supplier	Staples Contract & Commercial Inc.			
Return Reason	*	× Damaged Goods ····		
		Şearch		
Return Date	*	O Damaged Goods		
		Mis-Ordered		
Supplier Invoice Reference		O No Longer Needed		
Supplier RMA		Over Received		
Cappiner tank		Overshipment		
Tracking Number		O Pricing Error		
Restocking Fee		C Replacement		

- 3. Select the Return Date.
- **4.** Enter the supplier's return material authorization (**RMA**) number, if know. If unknow, use N/A as this is a required field.



5. Use the  $\bigcirc$  button to remove lines that are not applicable to the return.

Goods Lines	Attachments					
Goods Lines	Goods Lines 10 items					
	Company	Purchase Order Line				
•	University of Arkansas for Medical Sciences	P0-1000339207 - Line 1				

6. Enter the Quantity To Return for each applicable line.

Quantity Details	To Return	Return Unit of Measure
Ordered 1	1	Each

7. Click Submit to submit the Return.



## **NEXT STEPS**

Click on the Details pop-up after you have submitted the Return to see the status and find the Supplier Return document number.

