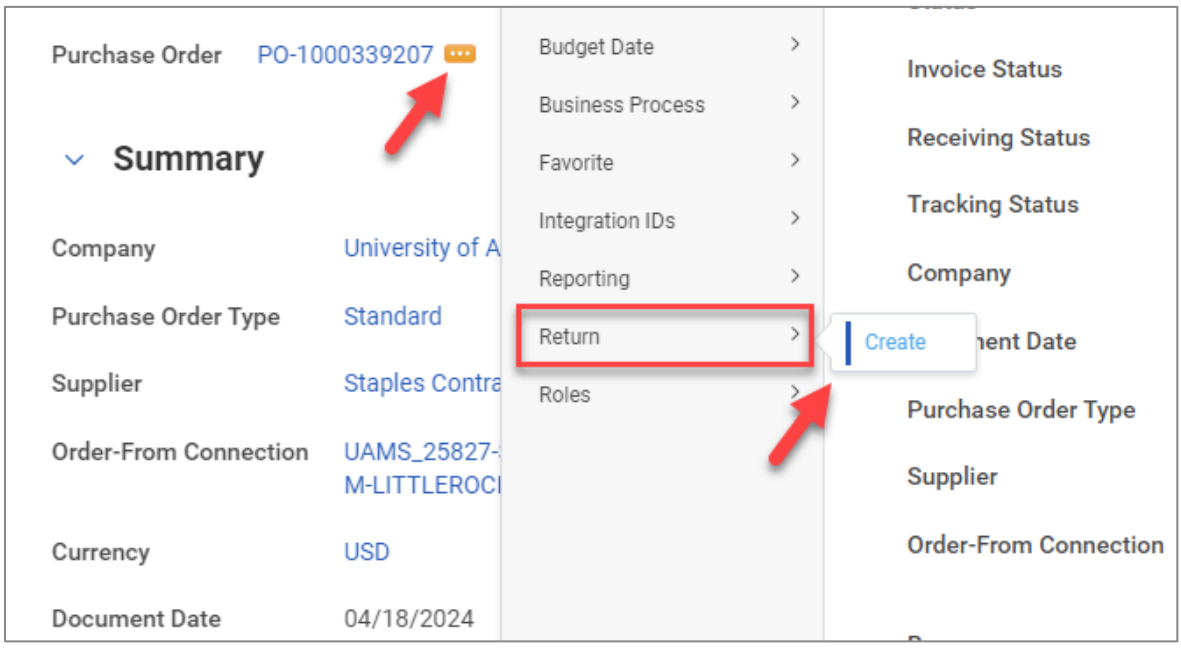
This quick reference guide (QRG) outlines the process to create a Return for items that were returned to a supplier or credited back to UAMS.

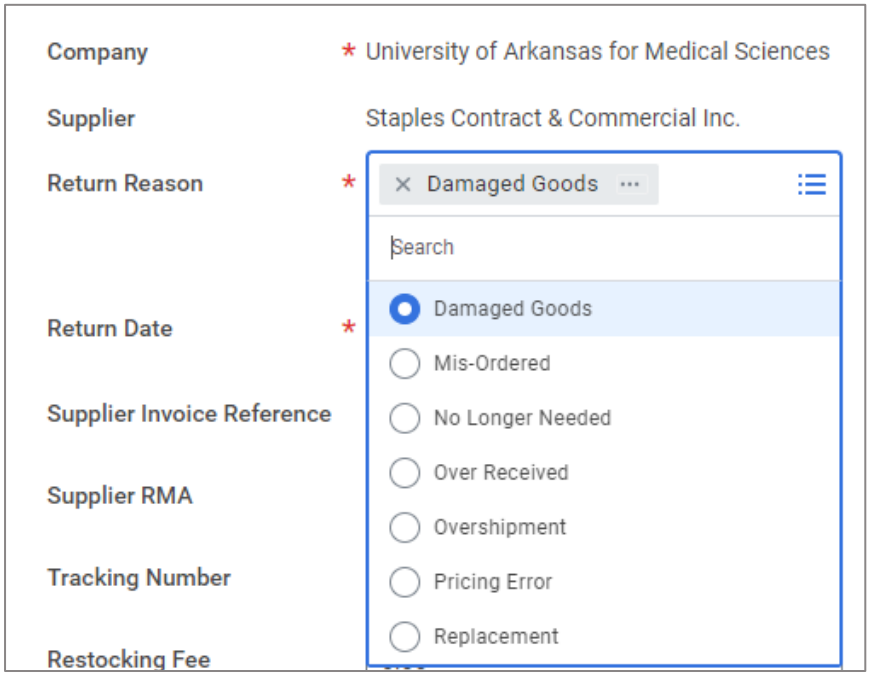
CREATE RETURN

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.

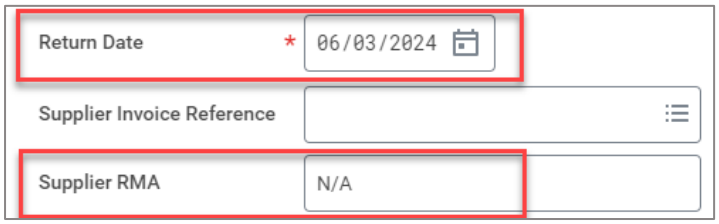
1. Use the Related Actions (...) on the purchase order, hover over the Return action, and select **Create Return**.



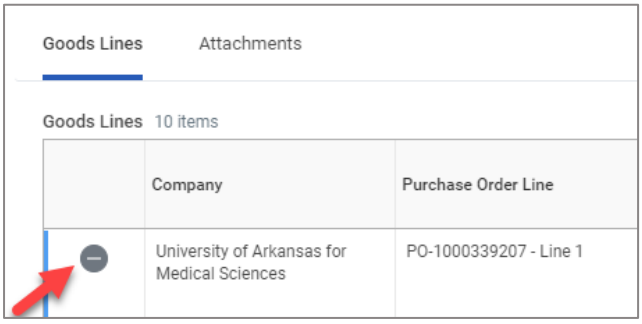
2. Select a **Return Reason** from the drop-down list.



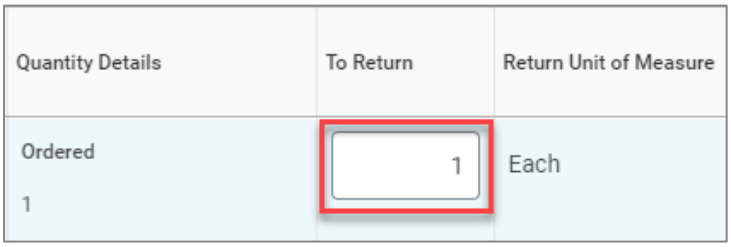
3. Select the **Return Date**.
4. Enter the supplier's return material authorization (**RMA**) number, if know. If unknow, use N/A as this is a required field.



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



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



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.