Return Order

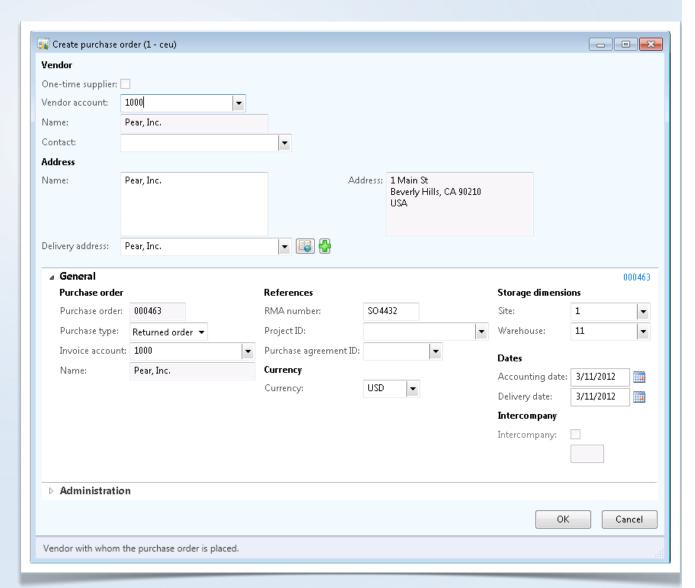**Summary**   Return purchase orders are almost identical to regular purchase orders, but use a negative quantity and a Returned order type.

Steps
1. Create a Return order
2. Add Return order lines
3. Return order confirmation
4. Return order Packing slip

Tips
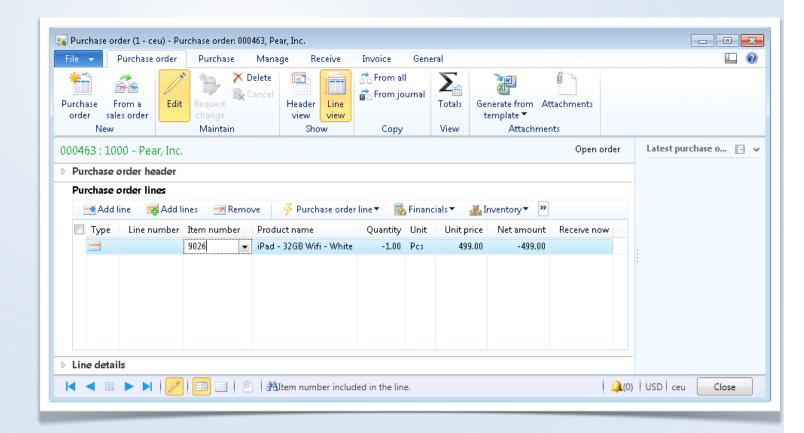- Print the Packing slip document and send it with the shipment to the vendor

Create a Return order

- Click the new **Purchase order button**.

- Select the **Vendor account**.

- Enter the vendor **Name** and **Address** where the goods will be sent.

- Select a **Purchase type** of Returned order.

- Enter the **RMA number** provided by the vendor.

- Click **OK**.

Add Return order lines

- Click the **Add line button**.

- Select the **Item number** to return.

- Enter a negative **Quantity**.
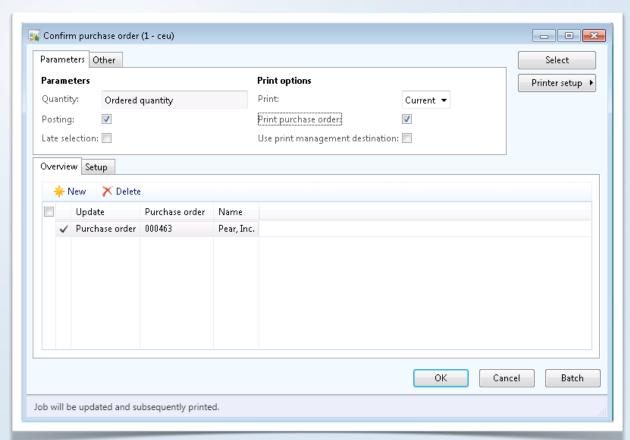
Return order confirmation

- On the **Purchase tab**, click the generate **Purchase order button**.
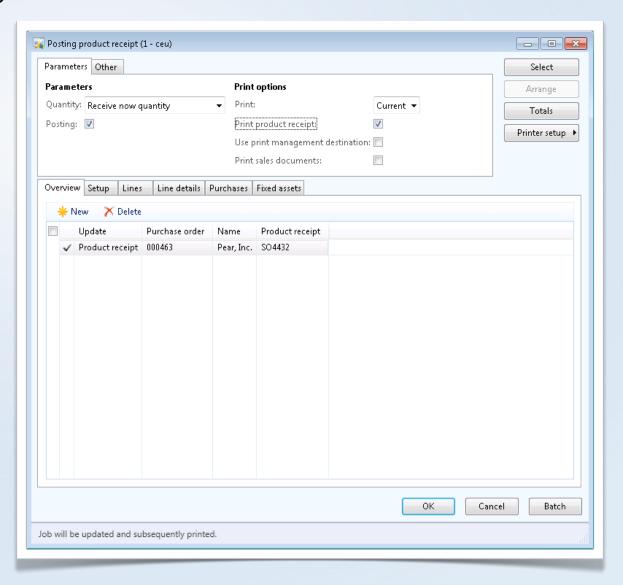
- Check **Posting**.

- Check **Print purchase order**.

- Click **OK**.

Return order Packing slip

- Fill in the (negative) quantity shipped in the **Receive now** field.

- On the **Receive tab**, click the generate **Product receipt button**.

- Mark **Posting**.

- Mark **Print product receipt**.

- Type the RMA number or Purchase order number in the **Product receipt** field.

- Click **OK**.

Movie 3.5 Return Order