

# Return Order

*Procurement and sourcing > Common > Purchase orders > All purchase orders*

**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**.

Create purchase order (1 - ceu)

**Vendor**

One-time supplier: ☐

Vendor account: 1000

Name: Pear, Inc.

Contact:

**Address**

Name: Pear, Inc.

Address: 1 Main St  
Beverly Hills, CA 90210  
USA

Delivery address: Pear, Inc.

**General**

**Purchase order**

Purchase order: 000463

Purchase type: Returned order

Invoice account: 1000

Name: Pear, Inc.

**References**

RMA number: SO4432

Project ID:

Purchase agreement ID:

**Currency**

Currency: USD

**Storage dimensions**

Site: 1

Warehouse: 11

**Dates**

Accounting date: 3/11/2012

Delivery date: 3/11/2012

**Intercompany**

Intercompany: ☐

**Administration**

OK Cancel

Vendor with whom the purchase order is placed.

# Add Return order lines

- Click the **Add line button**.
- Select the **Item number** to return.
- Enter a negative **Quantity**.

Purchase order (1 - ceu) - Purchase order: 000463, Pear, Inc.

File Purchase order Purchase Manage Receive Invoice General

Purchase order From a sales order Edit Request change Delete Cancel Header view Line view From all From journal Totals Generate from template Attachments

000463 : 1000 - Pear, Inc. Open order Latest purchase o...

► Purchase order header

Purchase order lines

Add line Add lines Remove Purchase order line Financials Inventory >>

Type	Line number	Item number	Product name	Quantity	Unit	Unit price	Net amount	Receive now
		9026	iPad - 32GB Wifi - White	-1.00	Pcs	499.00	-499.00	

► Line details

Item number included in the line. USD ceu Close

# Return order confirmation

- On the **Purchase tab**, click the generate **Purchase order** button.
- Check **Posting**.
- Check **Print purchase order**.
- Click **OK**.

Confirm purchase order (1 - ceu)

Parameters Other

**Parameters**

Quantity: Ordered quantity

Posting: ☒

Late selection: ☐

**Print options**

Print: Current

Print purchase order: ☒

Use print management destination: ☐

Select

Printer setup ▶

Overview Setup

✱ New ✕ Delete

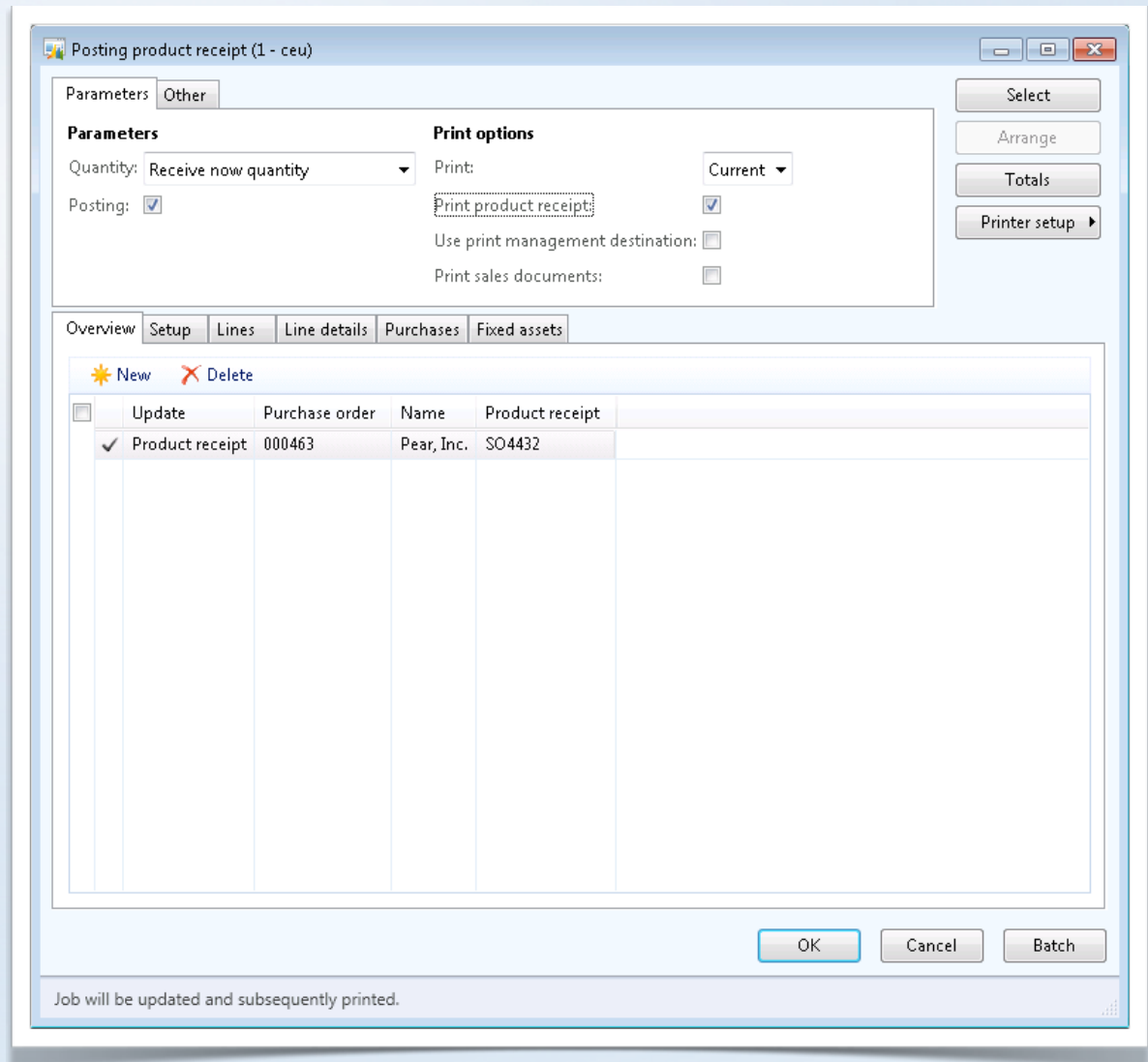
	Update	Purchase order	Name
<input checked="" type="checkbox"/>		000463	Pear, Inc.

OK Cancel Batch

Job will be updated and subsequently printed.

# 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**.



Posting product receipt (1 - ceu)

Parameters Other

**Parameters**

Quantity: Receive now quantity

Posting: ☒

**Print options**

Print: Current

Print product receipt: ☒

Use print management destination: ☐

Print sales documents: ☐

Select

Arrange

Totals

Printer setup ▶

Overview Setup Lines Line details Purchases Fixed assets

New Delete

Update	Purchase order	Name	Product receipt
<input checked="" type="checkbox"/>	000463	Pear, Inc.	SO4432

OK Cancel Batch

Job will be updated and subsequently printed.



## Movie 3.5 Return Order

Purchase order (1 - ceu) - Purchase order: 000465, Pear, Inc.

File Purchase order Purchase Manage Receive Invoice General

Purchase order From a sales order Edit Request change Cancel Delete Header view Line view From all From journal Totals Generate from template Attachments

000465 : 1000 - Pear, Inc. Open order Latest purchase o...

► Purchase order header

**Purchase order lines**

Add line Add lines Remove Purchase order line Financials Inventory Product and supply >>

Type	Line number	Item number	Product name	Quantity	Unit	Unit price	Net amount	Receive now
		9027	iPad - 64GB - White	-1.00	pcs	699.00	-699.00	

► Line details

Unit in which the item is purchased.

USD ceu Close