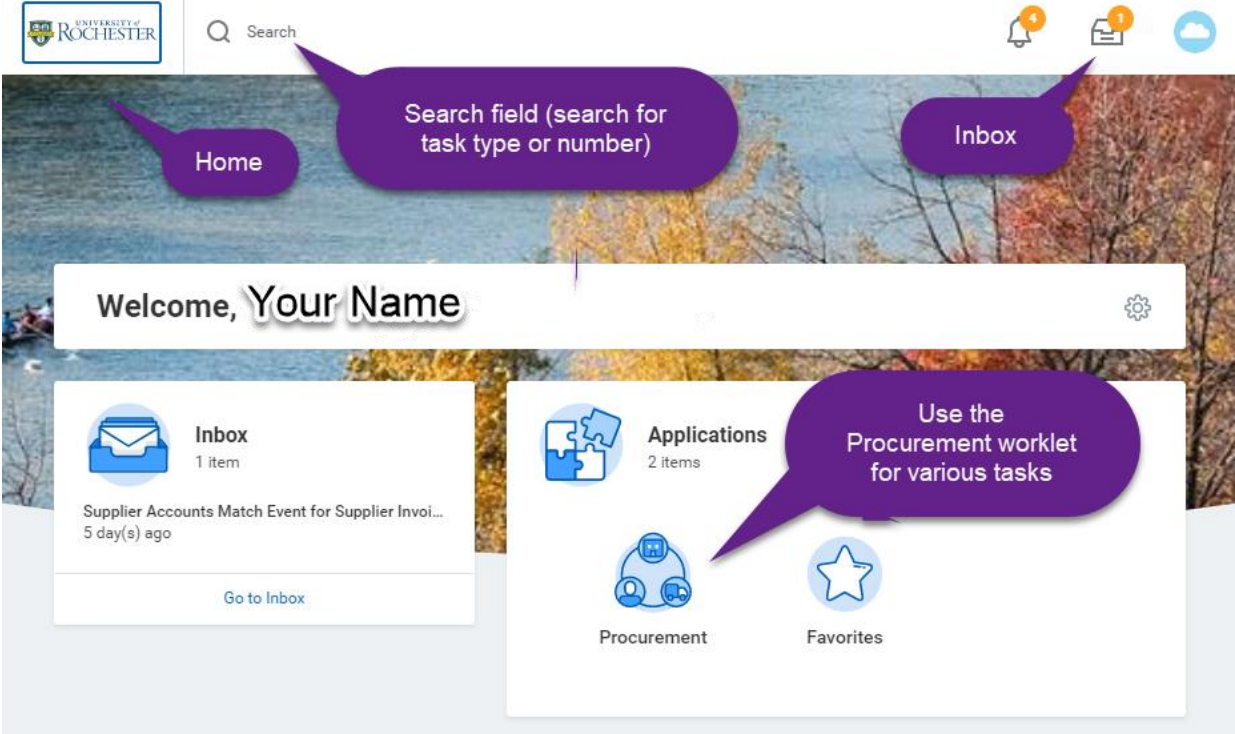


## UR Procurement – Create Return

Implementation Tenant - <https://wd5-impl.workday.com/rochester3>

Instructions	Details and Screenshots
<p>Home page:</p> <ul style="list-style-type: none"><li>• Use the UR logo to return to this Home screen</li><li>• Use the Search field with keywords</li><li>• Use the Inbox for Workday messages</li><li>• Use the Procurement worklet for frequently used tasks and reports<ul style="list-style-type: none"><li>○ Create Return</li></ul></li></ul>	 <p>The screenshot shows the UR Procurement Home page. At the top left is the University of Rochester logo. Next to it is a search bar with the text 'Search'. In the top right corner are icons for notifications, an inbox with a red badge showing '1', and a cloud icon. The main content area has a 'Welcome, Your Name' header with a settings gear icon. Below the header are two worklets. The left worklet is titled 'Inbox' with a sub-header '1 item' and shows a message snippet: 'Supplier Accounts Match Event for Supplier Invoi...' followed by '5 day(s) ago' and a 'Go to Inbox' link. The right worklet is titled 'Applications' with a sub-header '2 items' and contains two icons: 'Procurement' (a puzzle piece with a magnifying glass) and 'Favorites' (a star). Purple callout boxes with white text point to various elements: 'Home' points to the logo, 'Search field (search for task type or number)' points to the search bar, 'Inbox' points to the inbox icon, and 'Use the Procurement worklet for various tasks' points to the 'Procurement' icon.</p>
<p>Rules</p>	<ul style="list-style-type: none"><li>• Before initiating the return, contact the supplier for a RMA Number and return instructions. <b>Do not proceed without an RMA.</b></li><li>• A return can only be created if there are one or more receipts.</li><li>• A return can only be created for goods lines.</li></ul>

<div>Instructions</div> <div>From the Procurement dashboard</div> <div><ul style="list-style-type: none"><li>• Select &lt;Create Return&gt; and then search for order that needs to be returned<ul style="list-style-type: none"><li>○ Can also use the My Open Requisitions to review a list of orders and create a receipt from the purchase order, this will be shown later in this document.</li></ul></li></ul></div>	<div>Details and Screenshots</div> <div><div><div><div>← Procurement</div><div><div>My Purchase Orders</div><table><thead><tr><th>Purchase Order</th><th>Requester</th><th>Status</th><th>Order Date</th><th>Supplier</th><th>Total Amount</th><th>Requis</th></tr></thead><tbody><tr><td> PUR00000154</td><td>Jane Smith</td><td>Issued</td><td>03/07/2018</td><td>Abbott Laboratories Parent</td><td>12,000.00</td><td>RE</td></tr><tr><td> PUR00000155</td><td>Jane Smith</td><td>Issued</td><td>03/07/2018</td><td>Abbott Laboratories Parent</td><td>12,000.00</td><td>RE</td></tr><tr><td> PUR00000162</td><td>Jane Smith</td><td>Change Order In Progress</td><td>03/09/2018</td><td>DL Instruments LLC</td><td>150,000.00</td><td>RE</td></tr></tbody></table><div>View More ...</div></div><div><div>Resources</div><div>Corporate Purchasing</div><div>Finance Policies &amp; Procedures</div><div>Tasks</div><div>Create Requisition</div><div>Create Receipt</div><div>Create Return</div><div>Reports</div><div>My Open Requisitions (NCL)</div><div>View Supplier</div></div></div></div></div>	Purchase Order	Requester	Status	Order Date	Supplier	Total Amount	Requis	PUR00000154	Jane Smith	Issued	03/07/2018	Abbott Laboratories Parent	12,000.00	RE	PUR00000155	Jane Smith	Issued	03/07/2018	Abbott Laboratories Parent	12,000.00	RE	PUR00000162	Jane Smith	Change Order In Progress	03/09/2018	DL Instruments LLC	150,000.00	RE
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<div>After selecting &lt;Create Return&gt; search by purchase order, supplier contract, or Receipt as indicated.</div> <div><ul style="list-style-type: none"><li>• Select the Purchase Order radio button and search for the PO number starting with PURxxxxxxx</li><li>• Or, select the Supplier Contract radio button and search starting with SPCxxxxxxx</li><li>• Or, select the Receipt radio button and search starting with RCTxxxxxxx</li><li>• Select &lt;OK&gt;</li></ul></div>	<div><div><div><div><div>UNIVERSITY OF ROCHESTER</div><div>Search</div></div><div>Create Return</div><div><div>Before initiating the return, contact the supplier for instructions. Do not proceed without an RMA.</div><div><div>Company *</div><div>Supplier</div><div><div><div><div><div><div>Purchase Order</div><div>Supplier Contract</div><div>Receipt</div></div><div><div>pur000</div><div></div><div></div></div></div></div></div></div><div><div>OK</div><div>Cancel</div></div></div></div></div></div></div>																												

<div>Instructions</div> <ul style="list-style-type: none"><li>Enter the Return Reason &amp; Date</li><li>Enter the Supplier Invoice Reference</li><li>Enter the Supplier RMA</li><li>Scroll down to the line level details</li></ul>	<div>Details and Screenshots</div> <div><div>Return Number - new -</div><div><div>Summary</div><div><div>Company010 Central Administration</div><div>SupplierUniversity Sleep Products Inc</div><div>Return Reason<div>search</div></div><div>Return Date<div><div><div><div>Damaged</div><div>Overshipped</div><div>Return for Replacement</div></div></div></div></div><div>Supplier Invoice Reference</div><div>Supplier RMA</div><div>Memo</div></div></div></div>																																											
<div>Enter the To Return quantity for the appropriate line items</div>	<div><div>Goods Lines 2 Items</div><table><tr><th rowspan="2"></th><th rowspan="2">Purchase Order Line</th><th rowspan="2">Item Description</th><th rowspan="2">Item</th><th rowspan="2">Spend Category</th><th colspan="4">Quantity</th><th rowspan="2">Unit Cost</th><th rowspan="2">Unit of Measure</th><th rowspan="2">Extended Amount</th><th rowspan="2">Location</th></tr><tr><th>Ordered</th><th>Approved Receipts</th><th>Already Returned</th><th>To Return</th></tr><tr><td><div></div></td><td>PUR00000129 - Line 1</td><td>Kräynik - Copy Mattress</td><td></td><td>Equipment Furniture (SC64200)</td><td>1</td><td>1</td><td>0</td><td><div>1</div></td><td>129.94</td><td>Each</td><td>129.94</td><td></td></tr><tr><td><div></div></td><td>PUR00000129 - Line 2</td><td>box spring</td><td></td><td>Equipment Furniture (SC64200)</td><td>1</td><td>1</td><td>0</td><td><div>0</div></td><td>135.94</td><td>Each</td><td>0.00</td><td></td></tr></table></div>		Purchase Order Line	Item Description	Item	Spend Category	Quantity				Unit Cost	Unit of Measure	Extended Amount	Location	Ordered	Approved Receipts	Already Returned	To Return	<div></div>	PUR00000129 - Line 1	Kräynik - Copy Mattress		Equipment Furniture (SC64200)	1	1	0	<div>1</div>	129.94	Each	129.94		<div></div>	PUR00000129 - Line 2	box spring		Equipment Furniture (SC64200)	1	1	0	<div>0</div>	135.94	Each	0.00	
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