# UR Procurement – Create Return (Reverse Receipt)

| **Instructions** | **Details and Screenshots** |
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| Home page:   * Use the UR logo to return to this Home screen * Use the Search field with keywords * Use the Inbox for Workday messages * Use the Procurement worklet for frequently used tasks and reports   + Create Return | C:\Users\skraynik\AppData\Local\Temp\SNAGHTML196b07be.PNG |
| Rules | * Before initiating the return, contact the supplier for a RMA Number and return instructions. **Do not proceed without an RMA.** Creating a return in Workday only cancels a receipt and does not send any information to the supplier. You must reach out to the supplier directly in order to arrange a return. * A return can only be created if there are one or more receipts. * A return can only be created for goods lines. |
| From the Procurement dashboard   * Select <**Create Return**> and then search for order that needs to be returned   + 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. |  |
| After selecting <**Create Return**> search by purchase order, supplier contract, or Receipt as indicated.   * Select the Purchase Order radio button and search for the PO number starting with PURxxxxxxx * Or, select the Supplier Contract radio button and search starting with SPCxxxxxxxx * Or, select the Receipt radio button and search starting with RCTxxxxxxxx * Select <**OK**> |  |
| * Enter the Return Reason & Date * Enter the Supplier Invoice Reference * Enter the Supplier RMA * Scroll down to the line level details | C:\Users\skraynik\AppData\Local\Temp\SNAGHTML195985b0.PNG |
| * Enter the To Return quantity for the appropriate line items |  |
| When ready, select <**Submit**> button. |  |
| Then follow the Suppliers return instructions. | Creating a Return in Workday only reverses a receipt. This does not send any information to the supplier and you will need to contact the supplier directly in order to arrange for the receipt. |