# 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.
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| 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. |