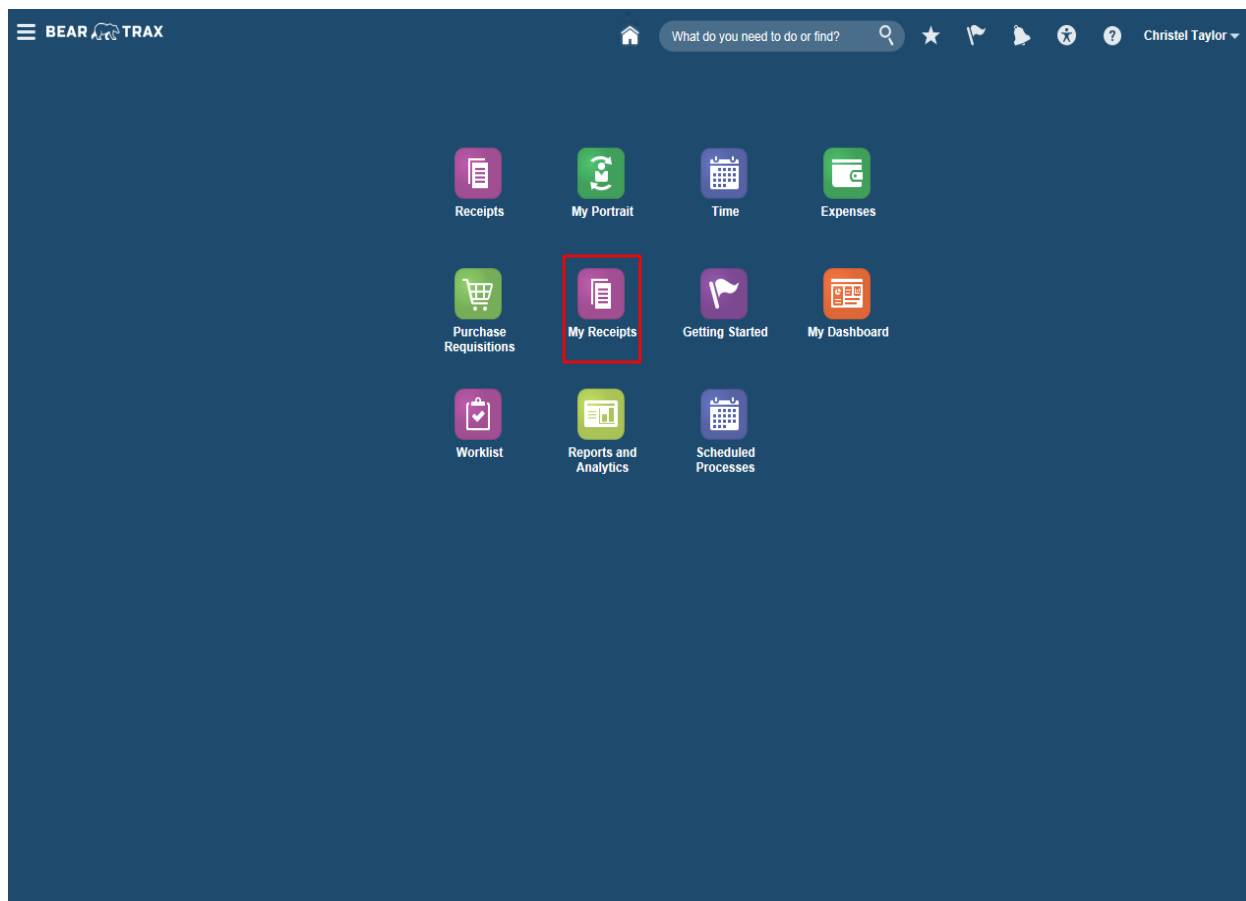


## Procurement: Return Receipt

*For employees that manage returns*

<b>Purpose:</b>	To create a return receipt.
<b>How to Access:</b>	Log into the <a href="#">Bear Trax</a> application. Select the task in the Navigator.
<b>Helpful Hints:</b>	<p>Be sure to keep in mind that...</p> <ul style="list-style-type: none"><li>• You can make notes on why you are returning your item in the receipt</li><li>• Contact Procurement Services at <a href="mailto:procurement@shawnee.edu">procurement@shawnee.edu</a> anytime you are returning a receipt</li></ul>
<b>Procedure:</b>	Complete the following steps to create a return receipt:

1. Click on the **My Receipts** icon.



2. Click the icon on the right to open the menu and display more options.



**Receive Items**

Advanced Saved Search Items Due Anytime

\*\* At least one is required

\*\* Requester Finch, Dawn

Items Due Any time

\*\* Entered By

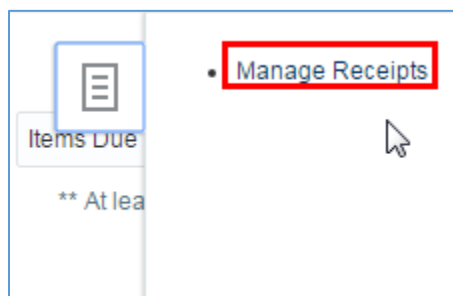
Requisitioning BU

Requisition

\*\* Purchase Order PO200123

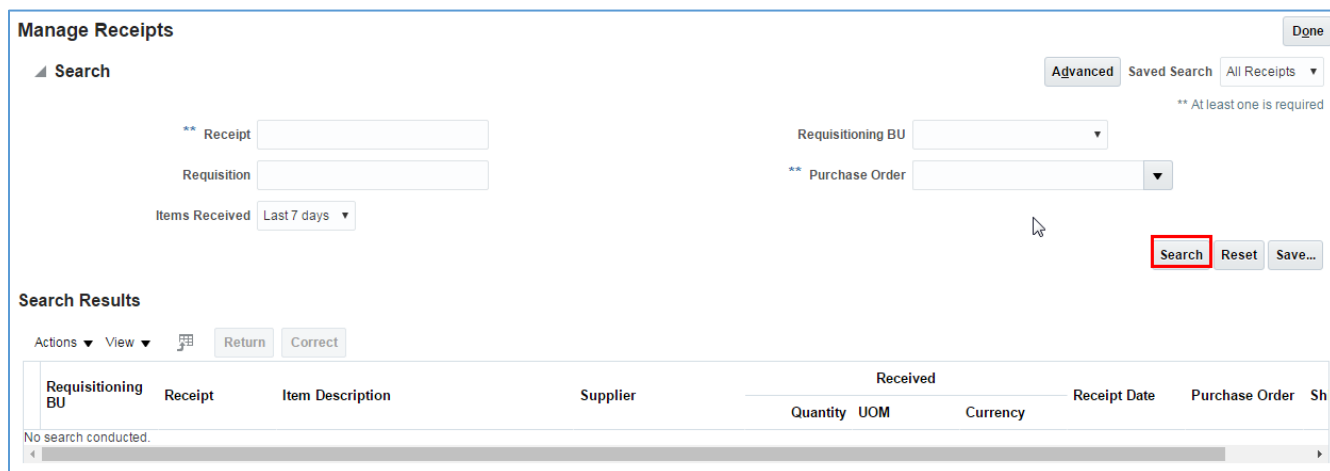
Search Reset Save...

3. Click **Manage Receipts** to go to the next page and view all past-received receipts.



Manage Receipts

4. Search for the receipt you want to return. Enter the Purchase Order number the item was received on or the Receipt or Requisition number to search for the specific receipt. Change the **Items Received** field to "Any Time". Click **Search**.



**Manage Receipts**

Done

Advanced Saved Search All Receipts

\*\* At least one is required

\*\* Receipt

Requisitioning BU

Requisition

\*\* Purchase Order

Items Received Last 7 days

Search Reset Save...

**Search Results**

Actions View Return Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Sh
				Quantity	UOM	Currency			
No search conducted.									

5. Highlight the receipt line to return and click **Return**.

**Manage Receipts** Done

**Search** Advanced Saved Search All Receipts ▼

\*\* Receipt

Requisition

Items Received Any time ▼

Requisitioning BU

\*\* Purchase Order PO200251 ▼

\*\* At least one is required

Search Reset Save...

**Search Results**

Actions ▼ View ▼ Return Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Sh
				Quantity	UOM	Currency			
Shawnee State ...	400119	multiple line items	Gordan Flesch Company ...	1	EA		5/24/17	PO200251	

6. Fill out the **Return Quantity**, **Reason** and **RMA** field.

**Return Receipts** Submit Cancel

Actions ▼ View ▼ Remove Line

Requisitioning BU	Receipt	Item Description	Supplier	Received		* Return Quantity	Reason	RMA	Note
				Quantity	UOM				
Shawnee State ...	400119	multiple line items	Gordan Flesch Company ...	1	EA	<input type="text" value="1"/>	Rejects ▼	<input type="text"/>	<input type="text"/>

7. Add any notes in the **Note** field and click **OK**.

**Create Note**

Receipt 400119

Item Description multiple line items

Note

OK Cancel


8. Click **Submit** to complete the return receipt.

**Return Receipts** **Submit**

Actions ▾ View ▾

Requisitioning BU	Receipt	Item Description	Supplier	Received		* Return Quantity	Reason	RMA	Note
				Quantity	UOM				
Shawnee State ...	400119	multiple line items	Gordan Flesch Company ...	1	EA	1	Rejects ▾	<input type="text"/>	<input type="button" value=""/>

9. A confirmation message will appear. Click **OK**.

 **Confirmation**  
 The return transaction was created.  
**OK**

10. The Manage Receipts window will appear. Click **Done**.

**Manage Receipts** **Done**

► Search Advanced Saved Search All Receipts ▾

**Search Results**

Actions ▾ View ▾

Requisitioning BU	Receipt	Item Description	Supplier	Received		Receipt Date	Purchase Order	Sh
				Quantity	UOM			
Shawnee State ...	400119	multiple line items	Gordan Flesch Company ...	0	EA	5/24/17	PO200251	

The **Receive Items** page will appear.

**Receive Items**

Advanced Saved Search Items Due Anytime ▾

\*\* At least one is required

\*\* Requester

\*\* Entered By

Requisition

Items Due

Requisitioning BU

\*\* Purchase Order

**Search Results**

View ▾

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered		Purchase Order	Shipment
						Quantity	UOM		
No results found.									

**Final Notes**

By following these steps, you have successfully created and submitted a return receipt.