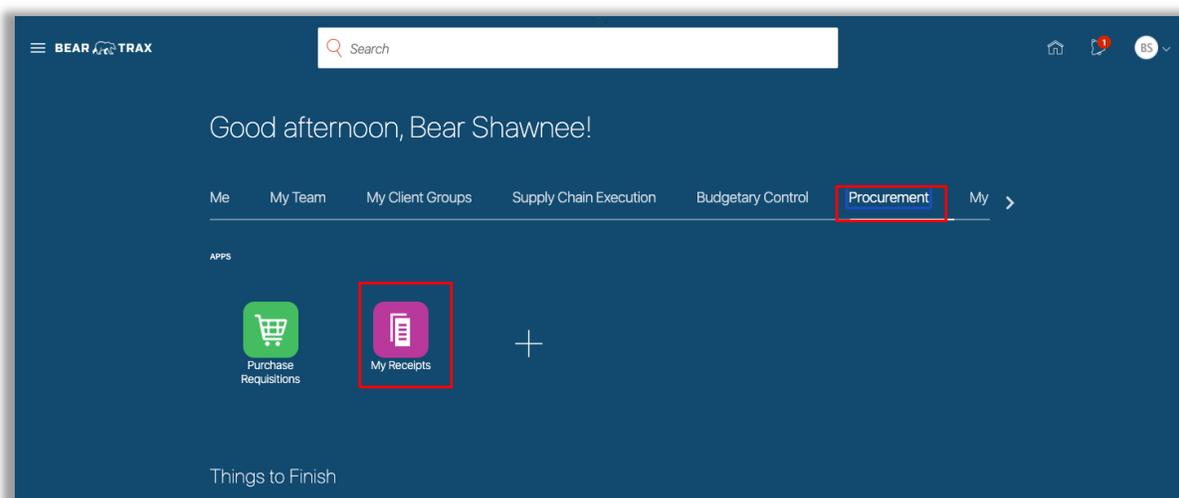


Procurement: Return Receipt

For employees that manage returns

- Purpose:** To create a return receipt.
- How to Access:** Log into the [Bear Trax](#) application. Select the task in the Navigator.
- Helpful Hints:** Be sure to keep in mind that...
- You can make notes on why you are returning your item in the receipt
 - Contact Procurement Services at procurement@shawnee.edu anytime you are returning a receipt
- Procedure:** Complete the following steps to create a return receipt:

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



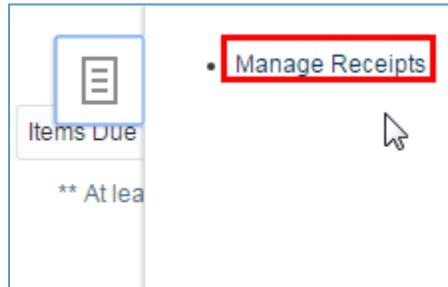
2. Click the icon on the right to open the menu and display more options.



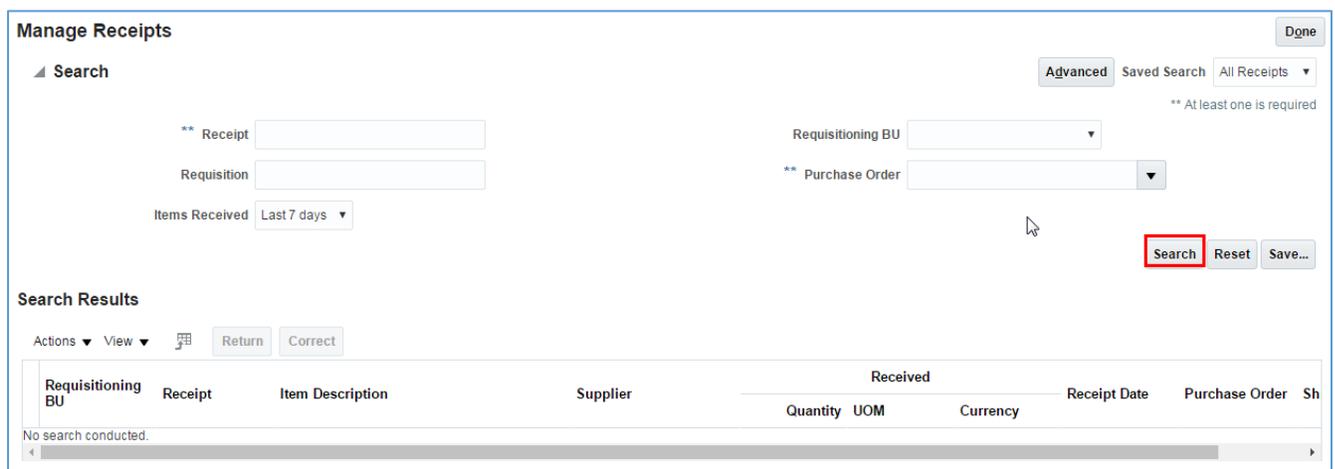
The screenshot shows the "Receive Items" form. The form has a search bar and several input fields. The "Items Due Anytime" dropdown menu is open, showing "Any time" as the selected option. The "My Receipts" icon is highlighted with a red box. The form includes the following fields and options:

- Search:** Search bar with "Advanced" and "Saved Search" buttons.
- Requester:** Dropdown menu with "Finch, Dawn" selected.
- Entered By:** Dropdown menu.
- Requisition:** Text input field.
- Items Due:** Dropdown menu with "Any time" selected.
- Requisitioning BU:** Dropdown menu.
- Purchase Order:** Dropdown menu with "PO200123" selected.
- Buttons:** "Search", "Reset", and "Save..." buttons.

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



A screenshot of the 'Manage Receipts' search interface. The page title is 'Manage Receipts' with a 'Done' button in the top right. Below the title is a search section with several input fields: '** Receipt', 'Requisition', 'Items Received' (set to 'Last 7 days'), 'Requisitioning BU', and '** Purchase Order'. There are also buttons for 'Advanced', 'Saved Search', and 'All Receipts'. A note says '** At least one is required'. At the bottom right of the search section, the 'Search' button is highlighted with a red box, along with 'Reset' and 'Save...' buttons. Below the search section is a 'Search Results' section with 'Actions' and 'View' dropdowns, and 'Return' and 'Correct' buttons. A table header is visible with columns: 'Requisitioning BU', 'Receipt', 'Item Description', 'Supplier', 'Received' (sub-columns: 'Quantity', 'UOM', 'Currency'), 'Receipt Date', 'Purchase Order', and 'Sh'. The table content shows 'No search conducted.'

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

Manage Receipts Done

Advanced Saved Search All Receipts ** At least one is required

** Receipt Requisitioning BU
 Requisition ** Purchase Order PO200251

Items Received Any time Search Reset Save...

Search Results

Actions Return Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received		Receipt Date	Purchase Order	Sh
				Quantity	UOM			
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	Reason	RMA	Note
				Quantity	UOM	Quantity			
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

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		

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

 **Confirmation**

The return transaction was created.

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

Manage Receipts

▶ Search 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 Saved Search Items Due Anytime ▾

▾ Search ** At least one is required

** Requester Items Due

** Entered By Requisitioning BU

Requisition ** 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.

