

Step-by-Step Instructions for Creating a Return

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Log in to Ohio Buys. From the Main Menu Navigation Bar, click **Procurement** and then select **Browse Orders** from the drop-down menu.

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Use the available search functionalities or scroll through the list of purchase orders and click the **Pencil** (✎) icon next to the relevant purchase order to open it.

PO ID	Supplier	Order Date	Purchase Requisition	Progress
PO0000723	Sporting Goods Shop	6/10/2019	Req. 6/10/2019	Initialized; Requisitioner Review; Supplier Acknowledgment
PO0000717	NET PAC INTERNATIONAL LLC	6/10/2019	Req. 6/10/2019	Initialized; Requisitioner Review; Supplier Acknowledgment
PO0000714	NET PAC INTERNATIONAL LLC	6/10/2019	Req. 6/10/2019	; Requisitioner Review
PO0000678-1	Sporting Goods Shop	6/6/2019	Amendment request 6/6/2019 PO0000678	Initialized; Requisitioner Review; Supplier Acknowledgment
PO0000688	ALLSTATE INDUSTRIAL INC	6/6/2019	Req. 6/6/2019	Initialized; Requisitioner Review; Supplier Acknowledgment
PO0000680	Sporting Goods Shop	6/5/2019	Req. 6/5/2019	Initialized; Encumbrance

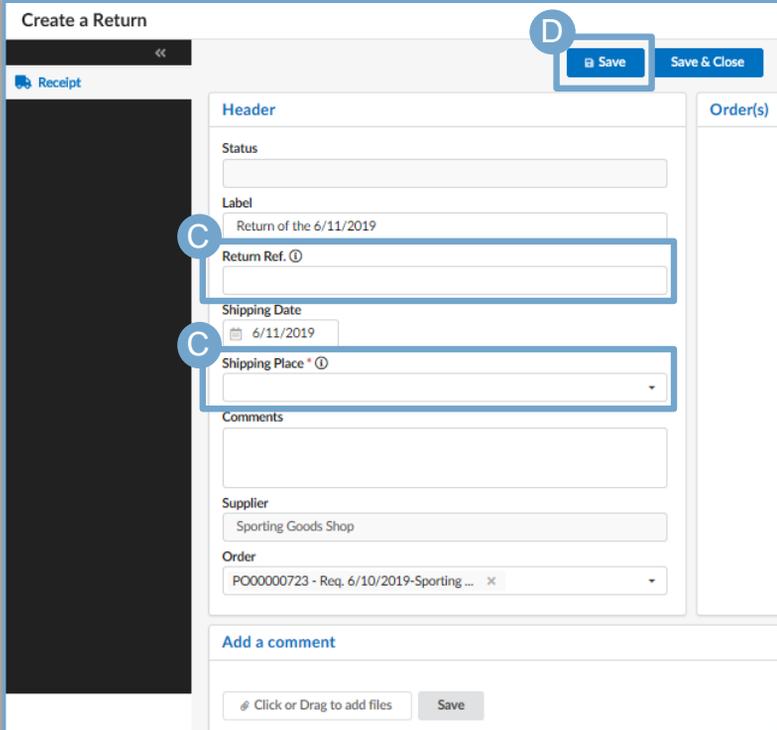
- On the purchase order page, click the **Receipts** tab.
 - A list of receipts associated with the purchase order is visible. Click the receipt number hyperlink of the associated receipt you want to create a return for.
- ▲ A receipt must exist for a return to be created.

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Code	Label	Supplier	Origin	Organization	Delivery date	Ordered	Received	Invoiced	Status
REC0000274	Delivery of	LOWES HOME CENTERS	Req. 11/14/2019-LOWES HOME CENTERS	DAS103000 Office of Collective Bargaining DASBRD	2/28/2020	9.00 USD	9.00 USD		Accepted

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- a) Within the Receipt pop-up box, click **Create Return**. 
- b) Review the pre-populated fields (i.e., Label, Delivery Date, Supplier, Order) for accuracy and edit them as necessary. These fields are automatically populated based on information from the purchase order and the day the return was created.
- c) Populate the **Return Reference ID** and mandatory **Shipping Place** fields:
 - Return Reference ID: The packing slip number and/or bill of lading.
 - Shipping Place: The location the goods were sent from.
- d) Click **Save**.



- a) Validate the saved information in the **Header** box and scroll to the bottom to view the available line item(s).
- b) Click the **Pencil** () icon next to the line item you want to create a return against.

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	Name	Qty	UOM	Unit price	Total	Order	Original receipt	Delivery date
<input type="checkbox"/>	Pajama Bottoms, Elastic Waist,...	5.00	EA	6.25	31.25	PO00000723 - Pajama Bottoms, Elastic Waist, size 2XL-3XL, Navy	REC0000193 - Pajama Bottoms, Elastic Waist, size 2XL-3XL, Navy	6/11/2019
		5.00						

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- a) Within the Edit Delivery Item pop-up box, change the **To Be Returned** field based on your specific needs.
- b) Click **Save & Close**.

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Edit delivery item

Name
Pajama Bottoms, Elastic Waist, size 2XL- en [Pajama Bottoms, Elastic Waist, size 2XL-3XL, Navy](#)

Commodity
53100000 - Clothing

Order
PO00000723 - Req. 6/10/2019-Sporting Goods Shop

To be returned
5.00 EA

Price
6.25 USD 6.25 USD

- a) On the Return page, click **Schedule Return** to complete the return.
- b) You are redirected to a similar page except the Shipping Return button is replaced with Confirm Shipping.
 - If you are not ready to ship the return to the Supplier, click **Save & Close**.
 - If you are ready to ship the return to the Supplier, click **Confirm Shipping**.

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Return : RET0000195 - Return of the 6/11/2019

Return

Workflow

Header

Status
Draft

Label
Return of the 6/11/2019

Return Ref. ⓘ
USPS 456

Shipping Date
6/11/2019

Shipping Place * ⓘ
DAS101000 Administrative Support Divisn GSVC

Order(s)

PO00000723	Req. 6/10/2019-Sporting Goods Shop	5.00 each
6/10/2019	Sporting Goods Shop	
Ordered :		31.25 USD
Received :		12.50 USD

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If you have clicked Confirm Shipping, your return is automatically validated and approved. A notification is sent to the Supplier informing them about the return. Click **Save & Close** to exit the return.

- ▲ You are redirected to the Receipts tab where you can validate whether or not you successfully created a return or just click **Save** to exit.