

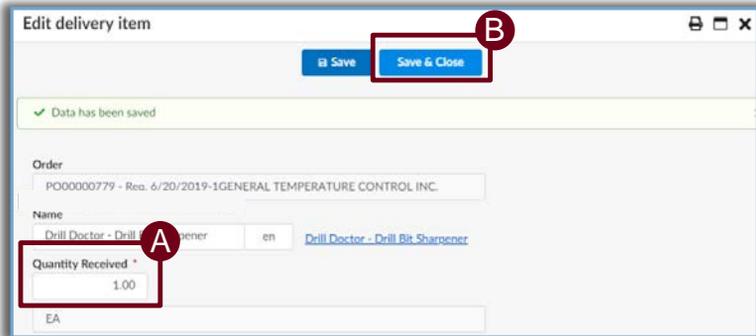
Step-by-Step Instructions for Confirming or Rejecting a Return

- ▲ You will receive an email notification when the State creates a return for you to confirm or reject in Ohio Buys.

1 Log in to Ohio Buys. The **Validations** window on the Ohio Buys homepage shows your most recent tasks that are awaiting your review. Click on the **Object hyperlink** for any tasks that have an Action of *Acknowledgement* to quickly view and take action on any returns.

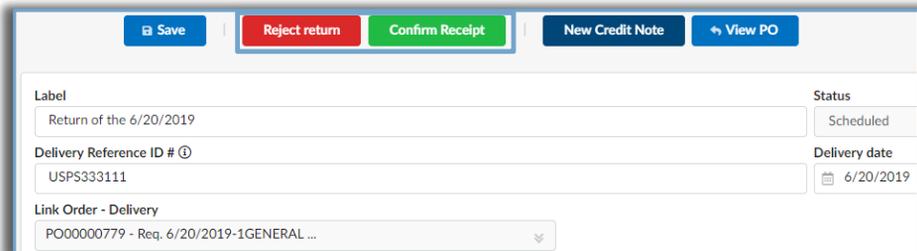
2 a) On the returns page, scroll down to the line item(s) associated with the return.
b) Click the **Pencil** () icon next to each line item to review the accuracy of its information (e.g., name, quantity, associated purchase order).

3 a) In the Edit Delivery Item box, ensure the pre-populated **Quantity Received** field is accurate and update as necessary.
b) Click **Save & Close**.



You can either reject or confirm the return:

a) If you want to reject the return for your selected item(s), click **Reject Return**.
▲ If you click Reject Return, a pop-up appears where you must indicate your reason. The associated Requester will receive a notification regarding your rejection, including your reason.



a) If you want to confirm the return for your selected item(s), click **Confirm Receipt**.
▲ The associated Requester will receive a notification regarding your confirmation.