

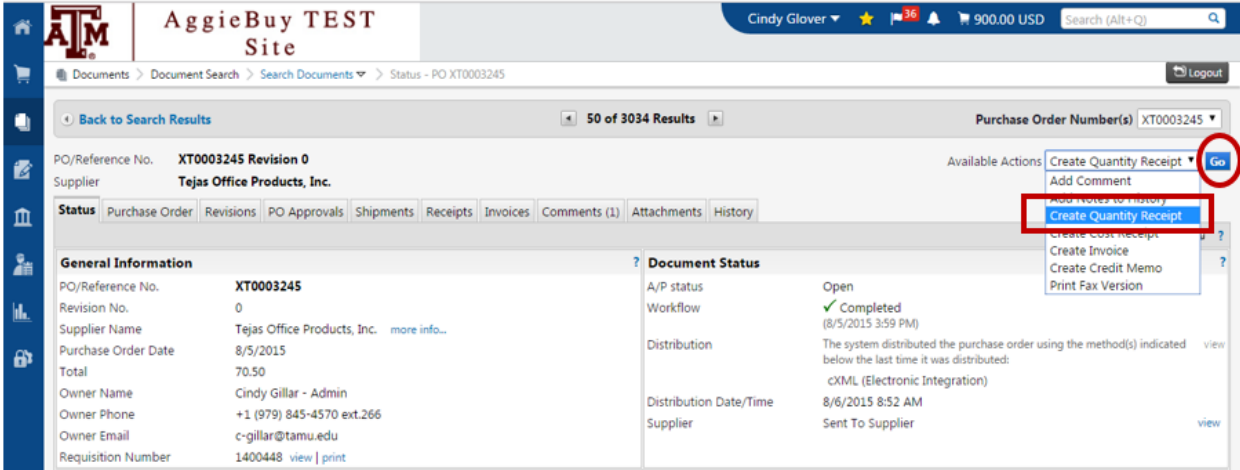
# Return Items

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### How to Return Items

- 1. Open the purchase order
- 2. Select **Create Quantity Receipt** and click Go
- 3. Remove the items that you have NOT returned
- 4. Enter the actual goods received date in the **Receipt Date** field
- 5. *Optional* Enter the invoice/packing slip number in the **Packing Slip No.** field
- 6. Verify/adjust the quantity being returned and select Retuned from the drop down
- 7. Select Save Updates
- 8. After you save then the **Returned For** section will appear and you need to select the reason for the return (required). You can add additional notes if needed
- 9. Select **Complete**



Flexible Drop Down

Attachments

Notes (1,000 Chars. Max)

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**Receipt Lines**

**Line Details**

Show Receipt Details For Selected Lines:

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
XT0003245	1	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk	808401	1 DZN	190979 190990 190991 190992	<input type="text" value="1"/>		Received	Remove Line Receive & Return
XT0003245	2	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Blue Ink, 12/Pk	807882	1 DZN	190979 190990 190991 190992	<input type="text" value="1"/>		Received	Remove Line Receive & Return
XT0003245	3	Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk	651807	3 DZN	190979 190990 190991 190992	<input type="text" value="3"/>		Received	Remove Line Receive & Return

<https://usertest.sciquest.com/apps/Router/ReceiptSummary?receiptAction=A...>

**Header Information**

Receipt Name: 2016-12-18 920000792 07    Receipt Create Date: 12/18/2016 1:26:32 PM    Source: Manual

Receipt No.	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	<input type="text" value="12/18/16"/> <small>mm/dd/yyyy</small>	<input type="text"/>	Tejas Office Products, Inc.	Cindy Glover

**RECEIPT ADDRESS**

Location:

Attn: John Wayne  
DEPT. OF PROCUREMENT SERVICES  
P. O. BOX 30013  
1477 TAMU  
COLLEGE STATION, TX 77842-0013  
United States

**DELIVERY**

Carrier:

Other:

Tracking No.:

Flexible Text Field:

Optional Receipt Text:

Flexible Drop Down:

Attachments:

Notes (1,000 Chars. Max):

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**Receipt Lines**

**Line Details**

Show Receipt Details For Selected Lines:

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
XT0003245	3	Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk	651807	3 DZN	190979 190980 190990 190991 190992	<input type="text" value="1"/>		Returned	Remove Line Receive & Return

**Header Information**  
Receipt Name: 2017-01-02 920000792 01    Receipt Create Date: 1/2/2017 4:54:36 PM    Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	1/2/17		Tejas Office Products, Inc.	Cindy Glover

**RECEIPT ADDRESS**  
Location: Attn John Wayne  
DEPT. OF PROCUREMENT SERVICES  
P. O. BOX 30013  
1477 TAMU  
COLLEGE STATION, TX 77842-0013  
United States

**DELIVERY**  
Carrier: Other  
Tracking No.:  
Flexible Text Field:  
Optional Receipt Text:  
Flexible Drop Down:  
Attachments: Attach/Link  
Notes (1,000 Chars. Max):

**Receipt Lines**  
Line Details

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
XT0003245	1	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk	808401	1 DZN	190979 190980 190983 190990 190991 190992	1		Returned	Remove Line Receive & Return

Contract No. Optional Receipt Text Attachments Notes

Returned For RMA No.

1000 characters remaining expand | clear

For Selected Lines: Remove Selected Items Go

Delete Add PO Save Update Complete

### How to Cancel Items from the Purchase Order

- 1. Open the purchase order
- 2. Select **Create Quantity Receipt** and click Go
- 3. Remove the items that you do NOT want cancelled
- 4. Enter the actual goods received date in the **Receipt Date** field
- 5. *Optional* Enter the invoice/packing slip number in the **Packing Slip No.** field
- 6. *Optional* Enter Notes or Comments explaining why the items are being cancelled
- 7. Verify/adjust the quantity that you are cancelling and select Cancelled from the drop down
- 8. Select **Complete**

AggieBuy TEST Site  
Cindy Glover | 900.00 USD | Search (Alt+Q)

Documents > Document Search > Search Documents > Status - PO XT0003245

Back to Search Results | 50 of 3034 Results | Purchase Order Number(s) XT0003245

PO/Reference No. **XT0003245 Revision 0**  
Supplier **Tejas Office Products, Inc.**

Status: Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Invoices | Comments (1) | Attachments | History

Available Actions: Create Quantity Receipt (Go), Add Comment, Create Invoice, Create Credit Memo, Print Fax Version

**General Information**  
PO/Reference No. XT0003245  
Revision No. 0  
Supplier Name Tejas Office Products, Inc. more info...  
Purchase Order Date 8/5/2015  
Total 70.50  
Owner Name Cindy Gillar - Admin  
Owner Phone +1 (979) 845-4570 ext.266  
Owner Email c-gillar@tamu.edu  
Requisition Number 1400448 view | print

**Document Status**  
A/P status Open  
Workflow ✓ Completed (8/5/2015 3:59 PM)  
Distribution The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view  
cXML (Electronic Integration)  
Distribution Date/Time 8/6/2015 8:52 AM  
Supplier Sent To Supplier view

Flexible Drop Down  
Attachments Attach/Link  
Notes (1,000 Chars. Max)

**Receipt Lines**

Line Details

Show Receipt Details | For Selected Lines: Remove Selected Items | Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
XT0003245	1	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk	808401	1 DZN	190979 190990 190991 190992	1		Received	Remove Line Receive & Return
XT0003245	2	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Blue Ink, 12/Pk	807882	1 DZN	190979 190990 190991 190992	1		Received	Remove Line Receive & Return
XT0003245	3	Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk	651807	3 DZN	190979 190990 190991 190992	3		Received	Remove Line Receive & Return

Delete | Add PO | Save Updates | Complete

https://usertest.sciquest.com/apps/Router/ReceiptSummary?receiptAction=A...

Summary **Comments (0)** History Delete Add PO Save Updates Complete

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**Header Information**

Receipt Name: 2016-12-18 920000792 08    Receipt Create Date: 12/18/2016 2:13:03 PM    Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	12/18/16		Tejas Office Products, Inc.	Cindy Glover

RECEIPT ADDRESS: Attn John Wayne, DEPT. OF PROCUREMENT SERVICES, P. O. BOX 30013, 1477 TAMU, COLLEGE STATION, TX 77842-0013, United States

CARRIER: Other

DELIVERY: Other

Attachments: Attach/Link

Notes (1,000 Chars. Max)

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**Receipt Lines**

Line Details

Show Receipt Details    For Selected Lines: Remove Selected Items    Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
XT0003245	3	Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk	651807	3 DZN	190979 190980 190990 190991 190992 190993	1		Cancelled	Remove Line Receive & Return

Delete Add PO Save Updates Complete

### How to Create Cost Receipt

- 1. Open the purchase order
- 2. Select **Create Cost Receipt** and click Go
- 3. Enter the actual goods received date in the **Receipt Date** field
- 4. *Optional* Enter the invoice/packing slip number in the **Packing Slip No.** field
- 5. *Optional* Enter Notes or Comments if needed
- 6. Verify/adjust the AMOUNT that you are approving for payment
- 7. Select **Complete**
- 8.

