

Return Items

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How to Return Items

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1. Open the purchase order
2. Select **Create Quantity Receipt** and click Go

The screenshot shows the JavelinaBuy interface for purchase order AB0905357. The 'Document Status' is 'Open' and the workflow is 'Completed'. A dropdown menu is open, showing options like 'Add Comment', 'Create Change Request', and 'Create Receipt', with 'Create Receipt' highlighted in a red box. The 'Summary' section shows a total of 605.64 USD.

Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	--	HP 655A Black Standard Yield Toner Cartridge (CF450A)	2706378	EA	257.46	1 EA	257.46	<input checked="" type="checkbox"/>
2	--	Expo Dry Erase Markers, Chisel Point, Assorted, Starter Set/Kit (81503)	500678	SET	8.44	2 SET	16.88	<input type="checkbox"/>
3	--	Avery Hi-Liter Tank Highlighter, Chisel Tip, Assorted, 4/Pack (17752)	617894	PK	2.94	2 PK	5.88	<input type="checkbox"/>
4	--	Staples Smooth Paper Clips, Jumbo, 100/Box (A7026600A)	525923	BX	1.05	2 BX	2.10	<input type="checkbox"/>
5	--	Staples Smooth Paper Clips, Silver, 100/Box, 10 Boxes/Pack (A7026607/72377)	472480	PK	3.25	2 PK	6.50	<input type="checkbox"/>
6	--	Staples 2" Binder Clips, Large, Black, 12/Pack (10669)	831610	PK	2.64	2 PK	5.28	<input type="checkbox"/>
7	--	Paper Mate Liquid Paper Fast Dry Correction Fluid, 22 ml, White, 3/Pack	200329	PK	5.06	1 PK	5.06	<input type="checkbox"/>
8	--	HP 655A Magenta Standard Yield Toner Cartridge (CF453A)	2706387	EA	306.48	1 EA	306.48	<input type="checkbox"/>

3. Only select the items you wish to return.

The screenshot shows the 'AB0905357: Create Receipt' dialog box. It contains a table with columns for 'Net Qty Received', 'Net Cost Received', 'Item', 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', 'Ext. Price', and a checkbox. Item 1 is selected with a checkmark. At the bottom, there are 'Create Quantity Receipt' and 'Cancel' buttons.

Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
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4. Enter the actual goods received date in the **Receipt Date** field

JavelinaBuy All

Quantity Receipt • 42902881

Summary Comments Attachments History

Receipt Name	2024-04-16 130007883 01	Carrier	Other
Receipt No	To Be Assigned	Tracking No.	
Receipt Date	4/16/2024	Flexible Text Field	
Packing Slip No.		Optional Receipt Text	
Supplier Name	Summus - Staples	Flexible Drop Down	
Received by	Rachel Erben (17-Texas A&M University - Kingsville)	Attachments	Add
Receipt Address	Attn: Darla Etheridge Chemistry Nierman Hall Room 102 c/o Central Receiving 1255 Retama Dr Kingsville, TX 78363 United States	Notes	1000 characters remaining

5. *Optional* Enter the invoice/packing slip number in the **Packing Slip No.** field

6. Verify/adjust the quantity being returned and select Returned from the drop-down selection under “status”.

PO • AB0905357

Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status
1	HP 655A Black Standard Yield Toner Cartridge (CF450A)	2706378	1 EA	1	Returned

ITEM DETAILS

PO Business Unit	17-Texas A&M University - Kingsville (17)	Returned For	★
Contract No.	no value		
Line Item Type	no value	RMA No.	
Optional Receipt Text			
Attachments	Add		
Notes	1000 characters remaining		

7. Make sure to put the reason for the returned item in the “returned for” box. Notes can be made to further explain.

PO • AB0905357 🖨️ □

Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status
1	HP 655A Black Standard Yield Toner Cartridge (CF450A)	2706378	1 EA	<input type="text" value="1"/>	Returned 🔄 🗑️ □

^ ITEM DETAILS +

PO Business Unit	17-Texas A&M University - Kingsville (17)	Returned For ★	<input type="text" value="Receiving Error"/>
Contract No.	no value		
Line Item Type	no value	RMA No.	<input type="text"/>
Optional Receipt Text	<input type="text"/>		
Attachments	Add		
Notes	<input type="text"/>		

1000 characters remaining

8. You can add any other information you feel is important to note on the PO.

9. Select **Complete**

a. *If you made an error and chose to note show as returned, use the drop-down arrow under the complete button to delete the receipt.*