

RETURNING RECEIVED PURCHASE

1. Purpose

1.1. To have a standard navigational instruction to Purchasing users of Oracle in **returning Received Purchase**.

2. Scope

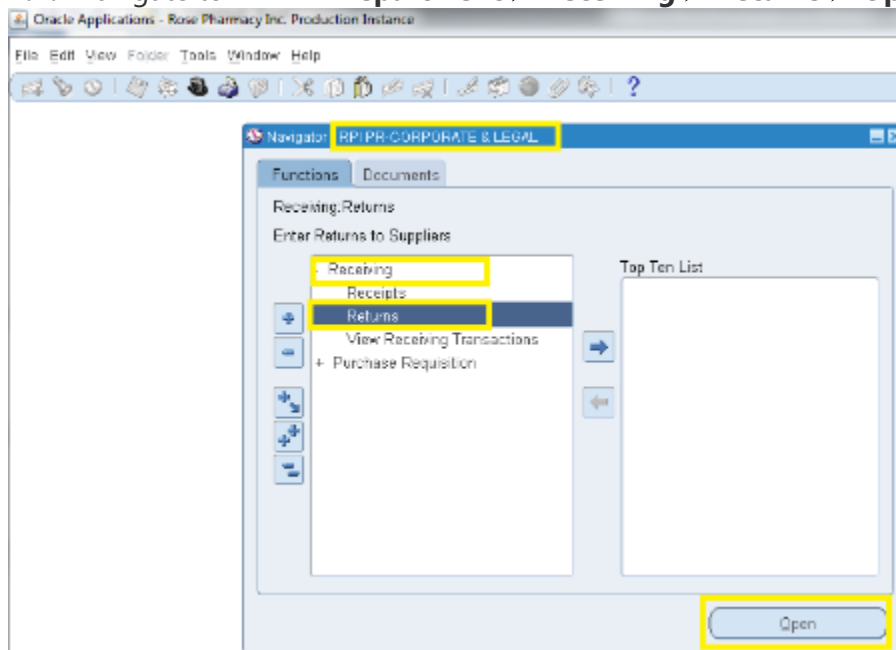
2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

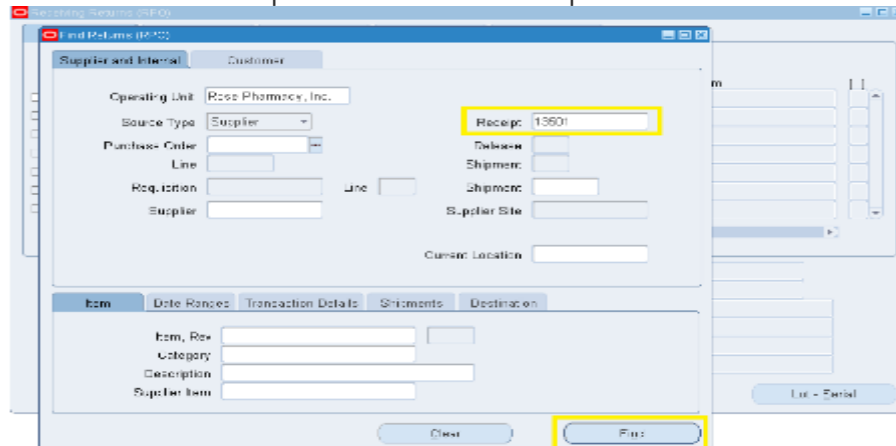
3.1. Refer Finance and Accounting SOP No. 06-014 version 03 for detailed policy in creating Purchase request.

4. Navigation Procedures

4.1. Navigate to **RPI PR-Department > Receiving > Returns > Open button**



4.2. Write the Receipt number under Receipt field > Click **Find** button



- 4.3. In Receiving Returns (RPO) window, supply the following important fields:
- Checkbox** – check the item that you would want to return.
 - Quantity** – indicate the total amount of quantity that is for return.
 - Return To** – select return to and choose where to return, either to SUPPLIER or to RECEIVING.

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File Edit View Folder Tools Window Help

Receiving Returns (RPO)

Transactions Details Return From Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Return to	Supplier/Customer Location	RMA Number	Item
	UNT						
	UNT						
	UNT						

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470S-7200, 8GB
 Destination: -Mandau City-
 Header Receiver Note:
 Shipment Receiver Note:

Receipt Number: 13601
 Order: 13482
 Parent Type: Deliver
 Routing: Direct Delivery
 Current Location: Mandau City
 Hazard Class:

Loc - Detail

Clear Find

- 4.4. Drag the task bar highlighted below to see the Item description and items received.

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Receiving Returns (RPO)

Transactions Details Return From Order Information Outside Services


Quantity	UOM	Secondary Quantity	UOM	Parent City	Transaction Type	Item Description	Create Debit Memo
	UNT			1	Deliver	LENOVO THINKPAD T470S-7200, 8GB	
	UNT			1	Deliver	LENOVO THINKPAD T470S-7200, 8GB	
	UNT			2	Deliver	LENOVO THINKPAD T470S-7200, 8GB	

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470S-7200, 8GB
 Destination: -Mandau City-
 Header Receiver Note:
 Shipment Receiver Note:

Receipt Number: 13601
 Order: 13482
 Parent Type: Deliver
 Routing: Direct Delivery
 Current Location: Mandau City
 Hazard Class:

Loc - Detail

Clear Find

4.5. Prepare and complete the return, click **SAVE**  icon when done.

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Receiving Returns (RPT)

Transactions Details Return From Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Return To	Supplier/Customer Location	RMA Number	Item
1	UNT			Supplier	NG KHAI DEVELOPMENT		

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470 E-7200, 8GB
 Destination: -Mandau City--
 Header Receiver Note:
 Shipment Receiver Note:

Record: 13501
 Order: 13409
 Parent Type: Del-ctr
 Routing: Direct Delivery
 Current Location: Mandau City
 Hazard Class:

Clear Find

Next ➡

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Receiving Returns (RPT)

Transactions Details Return From Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Return To	Supplier/Customer Location	RMA Number	Item
1	UNT			Supplier	NG KHAI DEVELOPMENT		

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470 E-7200, 8GB
 Destination: -Mandau City--
 Header Receiver Note:
 Shipment Receiver Note:

Return To: Supplier

Find's
 Return To
 Supplier
 Receiving

Find OK Cancel

Clear Find

Next ➡

UNICE Applications - Rose Pharmacy Inc. Production Instance

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Creating Return (RPO)

Transactions Details Clean Form Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Parent Qty	Transaction Type	Item Description	Create Del Memo
1	UNIT			1	Deliver	LENOVO THIN-PAD T470-E	<input type="checkbox"/>
1	UNIT			1	Deliver	LENOVO THIN-PAD T470-E	<input type="checkbox"/>
2	UNIT			2	Deliver	LENOVO THIN-PAD T470-E	<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Operating Unit: Rose Pharmacy Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THIN-PAD T470 E 7200, BGD
 Destination: Mandalay City
 Header Receiver Note:
 Shipment Receiver Note:

Receipt: 15501
 Order: 154E9
 Parent Type: Deliver
 Routing: Direct Delivery
 Current Location: Mandalay City
 Hazard Class:

Unit - Serial

Close Find