

ORACLE NAVIGATION MANUAL

ORA-20-006: RETURNING RECEIVED PURCHASE (version 2)

Effectivity date: May 01, 2022

1. Purpose:

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

2. Scope:

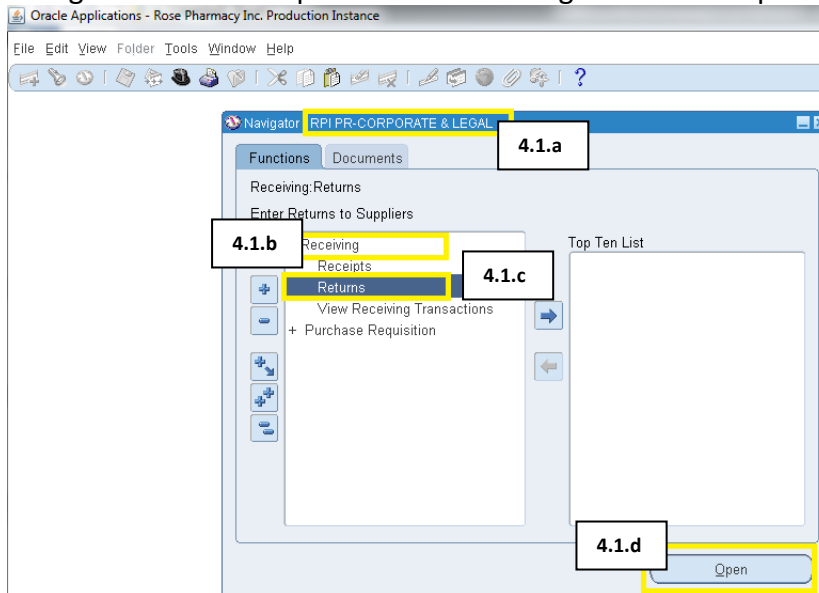
2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

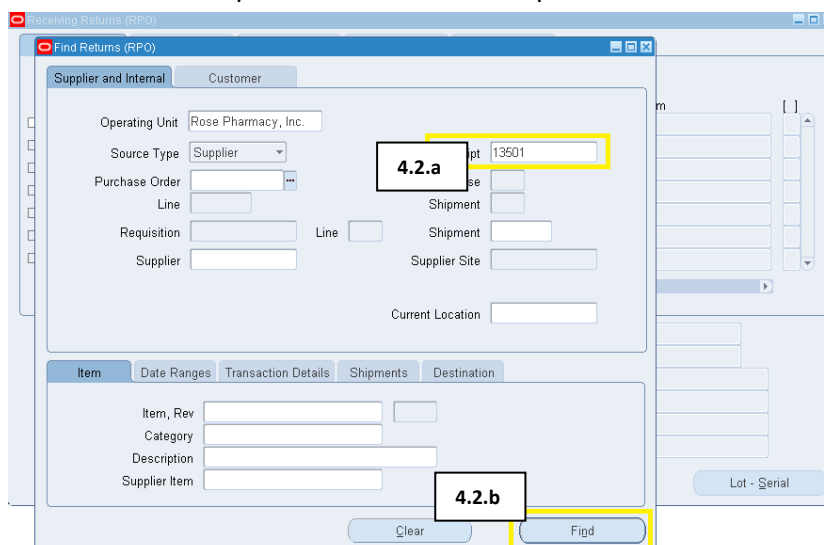
3.1. Refer Finance and Accounting SOP No. 06-014 version 03 for detailed policy in creating Purchase request.

4. Navigation Procedures

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



4.2. Provide the Receipt number under Receipt field > Click Find button



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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.

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

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

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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
<input type="checkbox"/>					NG KHAI DEVELOPMENT		
<input type="checkbox"/>	UNT				...		
<input checked="" type="checkbox"/>	1 UNT			Supplier	NG KHAI DEVELOPMENT		
<input type="checkbox"/>							
<input type="checkbox"/>							

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470-I5-7200, 8GB
 Destination: -Mandaue City--
 Header Receiver Note:
 Shipment Receiver Note:

Receipt: 13501
 Order: 13469
 Parent Type: Deliver
 Routing: Direct Delivery
 Current Location: Mandaue City
 Hazard Class:

Lot - Serial

Clear Find

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Receiving Returns (RPO)

Transactions Details Return From Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Return To	Supplier/Customer/ Location	RMA Number	Item
<input checked="" type="checkbox"/>	1 UNT				NG KHAI DEVELOPMENT		
<input type="checkbox"/>	UNT						
<input checked="" type="checkbox"/>	1 UNT			Supplier	NG KHAI DEVELOPMENT		
<input type="checkbox"/>							
<input type="checkbox"/>							

Operating Unit: Rose Pharmacy, Inc.
 Supplier: NG KHAI DEVELOPMENT CORP.
 Description: LENOVO THINKPAD T470-I5-7200, 8GB
 Destination: -Mandaue City--
 Header Receiver Note:
 Shipment Receiver Note:

Return To

Find %

Return To
 Supplier
 Receiving

Find OK Cancel

Clear Find

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Receiving Returns (RPO)

Transactions Details Return From Order Information Outside Services

Quantity	UOM	Secondary Quantity	UOM	Parent Qty	Transaction Type	Rev	Item Description	Create Del Memo
<input checked="" type="checkbox"/>	1 UNT			1	Deliver		LENOVO THINKPAD T470-I	<input type="checkbox"/>
<input type="checkbox"/>	UNT			1	Deliver		LENOVO THINKPAD T470-I	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1 UNT			2	Deliver		LENOVO THINKPAD T470-I	<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

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