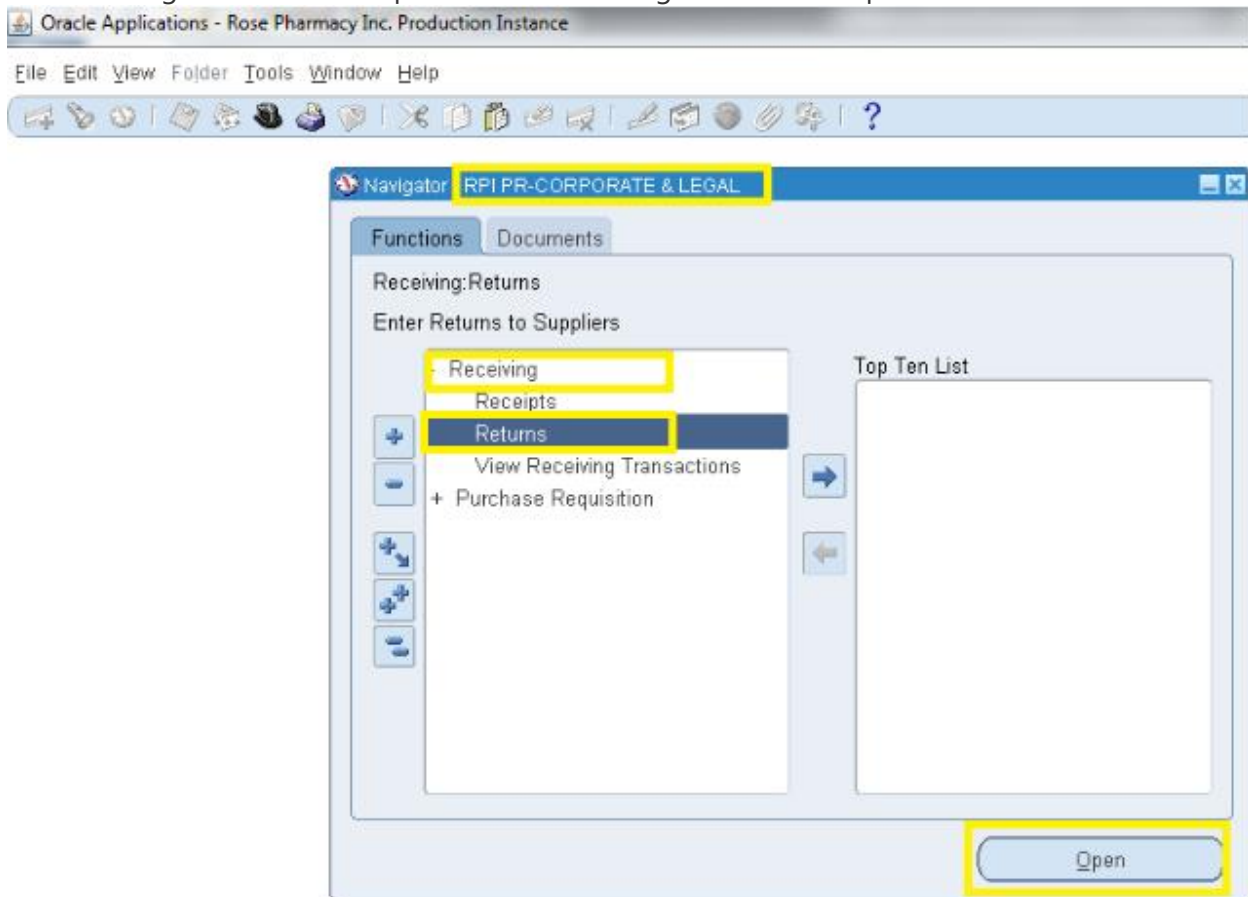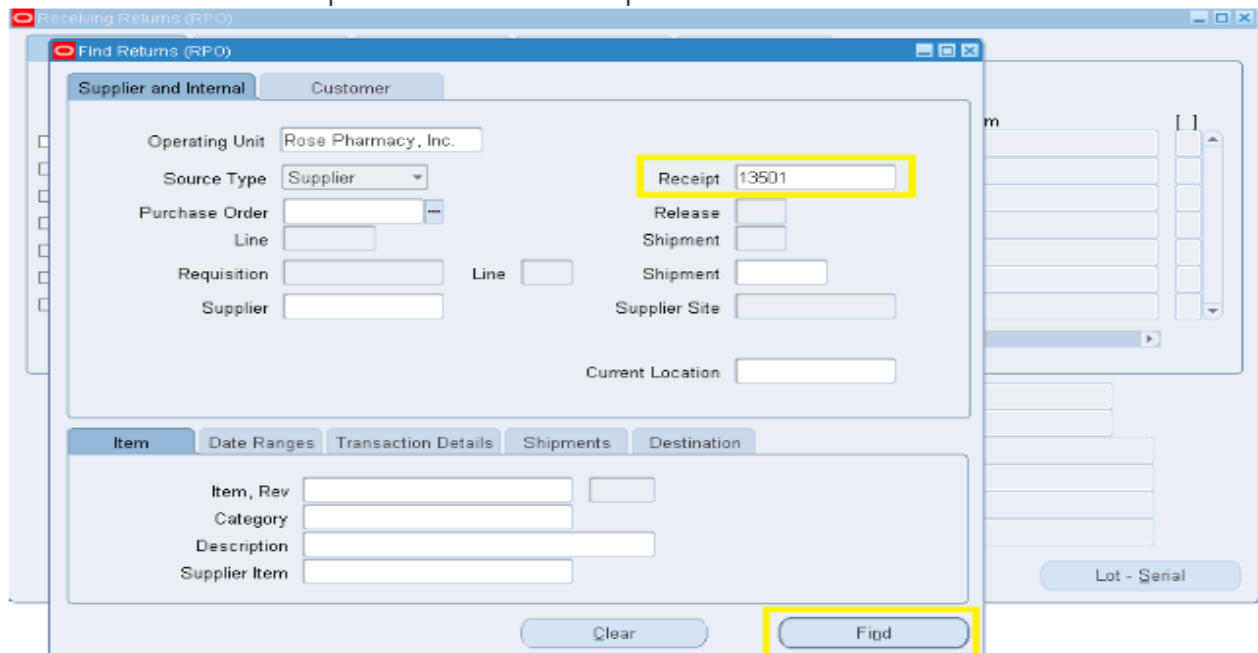# Receiving Purchase Request

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

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

3. In Receiving Returns (RPO) window, supply the following important fields:

      a. Checkbox – check the item that you would want to return.

      b. Quantity – indicate the total amount of quantity that is for return.

      c. Return To – select return to and choose where to return, either to SUPPLIER or to RECEIVING.

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

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

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	[ ]
☑	1	UNT				NG KHAI DEVELOPMENT			
☐		UNT							
☑	1	UNT			Supplier	NG KHAI DEVELOPMENT			
☐									
☐									
☐									
☐									

Return To

Find %

Return To
Supplier
Receiving

Find   QK   Cancel

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	

Cur

Clear   Find

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Receiving Returns (RPO)

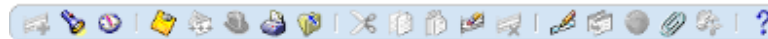| Transactions | Details | Return From | Order Information | Outside Services |

	Quantity	UOM	Secondary Quantity	UOM	Parent Qty	Transaction Type	Rev	Item Description	Create Del Memo	[ ]
☑	1	UNT			1	Deliver		LENOVO THINKPAD T470-#	☐	
☐		UNT			1	Deliver		LENOVO THINKPAD T470-#	☐	
☑	1	UNT			2	Deliver		LENOVO THINKPAD T470-#	☐	
☐									☐	
☐									☐	
☐									☐	
☐									☐	

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