



Returns to Supplier

You must not receive goods on the system just to return them, only receive 'acceptable goods' on the system. Returning to the supplier should only be used if the goods need to be returned at a later date. If the goods are not acceptable, then let the supplier know before the receiving process, send them back and ask the supplier to adjust their invoice accordingly.

This process only returns the items on CUFS, you will still need to liaise with the supplier for the goods to be returned. You will only be able to return goods that have been received.

Responsibility: INV Stores Supervisor Responsibility
Navigate: Transactions → Receiving → Returns

Find Returns (KAA)

Supplier and Internal Customer

Operating Unit Cambridge University

Source Type Supplier

Purchase Order 1739196

Line

Requisition Line

Supplier

Supplier Site

Current Location

Receipt

Release

Shipment

Shipment

Item Date Ranges Transaction Details Shipments Destination

Item, Rev

Category

Description

Supplier Item

Clear Find

1. Using the screen shown above enter either the **Purchase Order Number** or the Receipt number that you want to return against.
2. Click on the **Find** button and the *Receiving Returns* screen will display.
3. Click in the box on the far left to highlight the line for the item you wish to return.

Detailed Procedure Returns to Supplier

Receiving Returns (KAA)

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"/>		Each						HCA0001
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Operating Unit: Cambridge University
 Supplier: STARLAB (U K) LTD
 Description: GLOVES - DOMESTIC BLUE INDUSTRI
 Destination: PARKER, Mrs Helen-KA-ASSET-
 Header Receiver Note:
 Shipment Receiver Note:

Receipt: 4373
 Order: 1739196
 Parent Type: Deliver
 Routing: Direct Delivery
 Current Location: KA
 Hazard Class:

Lot - Serial

4. Type the number of items being returned in the **Quantity** field.
5. Use the list of values to fill in the **Return To** field, choose **Supplier**.
6. You may wish to enter a reason for the return, if so click on the **Details** tab and a screen similar to below will display.

Receiving Returns (KAA)

Transactions Details Return From Order Information Outside Services

	Quantity	UOM	Secondary Quantity	UOM	Reason	Supplier Lot	Comments
<input checked="" type="checkbox"/>	2	Each			14:03		Damaged
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

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7. Enter your reason in the **Comments** field.
8. **Save** your work. The processing for your return of goods on CUFS is now complete.