Detailed Procedure
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

### Navigate:
Transactions ➔ Receiving ➔ Returns

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.
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.

7. Enter your reason in the **Comments** field.

8. **Save** your work. The processing for your return of goods on CUFS is now complete.