Return Requisition Item to Warehouse

To return a requisition item back to the warehouse, you will need to locate the requisition item by going to the Requisition Search Tab. Once you locate the item (the item must have a status of Pick List Finalized), click the Maintain Requisition button to display the Requisition Overview tab with the Requisition Maintenance navigation bar. Next click Returns on the Requisition Maintenance navigation bar to display the following submenu of options: Request Returns and Return History

Click the Request Returns to display the Request Return tab. In the Return Qty field, enter the quantity being returned. Next select the Return Reason from the drop down list. In the Delivery Mode field, select one of the following options, Pick up from Campus (transportation will pick up from campus and deliver to warehouse) or Deliver to Warehouse (campus staff will take item to warehouse). Leave the RMA number field blank. Click the Submit button. This generates the Ticket ID number for the return and the return is submitted for processing.

To view the status of the returned ticket, click Return History on the Requisition Maintenance navigation bar. Select an item in the Requisition History list to view. Click the view button to display the Return History Detail tab.