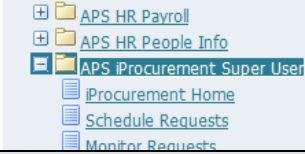


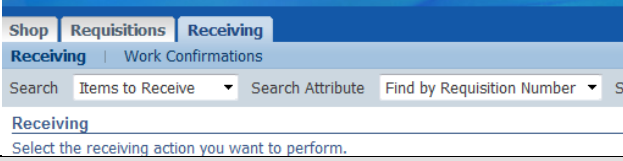
Entering Return Transaction R12

Step 1



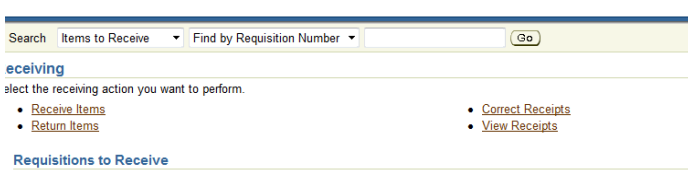
Click the APS iProcurement Super User link.
Click the iProcurement Home link.

Step 2



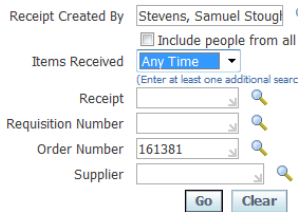
Click the Receiving tab.

Step 3



Click the Return Items link.

Step 4



Note: You may want to change the time frame for Items Received to 'Any Time.'

Enter PO Number in the Order Number field in the Search criteria.
Click Go button.

Step 5

	Return Quantity Unit	Quantity Received	Supplier	Order Number
ini-Blk - Mfg#: OTB-77-	4 EACH Return Quantity	19	APPLE COMPUTER INC	161381

Enter the Return Quantity in the Return Quantity field.

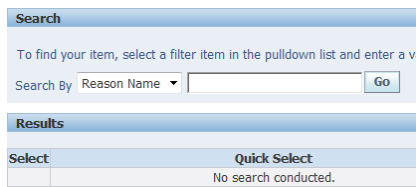
Click the Next button.

Step 6



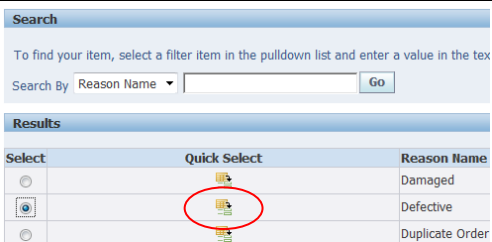
Click the Search button (Flashlight) next to the Reason field.

Step 7



Click the Go button

Step 8



Select the appropriate Reason Name by clicking the Quick Select icon.

Step 9

Information

Reason: Defective

Return Material Authorization: Test for R12

Comments:

Review and Submit

Cancel Back Step 2 of 3 Next

In the RMA field, enter the RMA Number if the vendor gave you one.

Click the Next button.

Step 10

Return Information

Review and Submit

Quantity Returned Unit	Quantity Received Supplier	Reason	Return Material Authorization	Comments
4 EACH	19 APPLE COMPUTER INC	Defective	Test for R12	

Cancel Back Step 3 of 3 Submit

Cancel Back Step 3 of 3 Submit

Verify the return details.

Click the Submit button.

Step 11

Confirmation

Your returns have been submitted.

[Return Items: Confirmation Details](#)

Get Return Confirmation.