

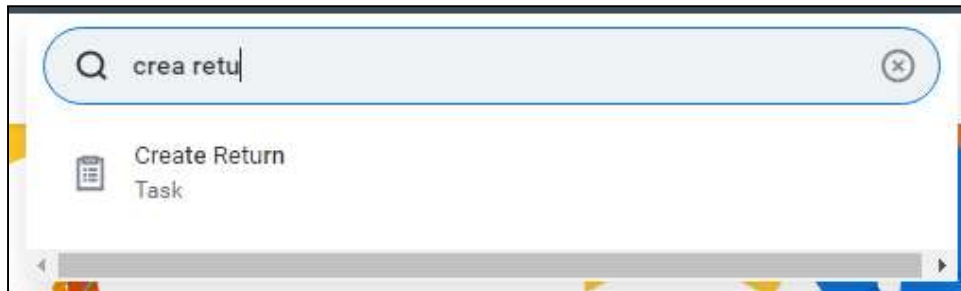


## Create Return

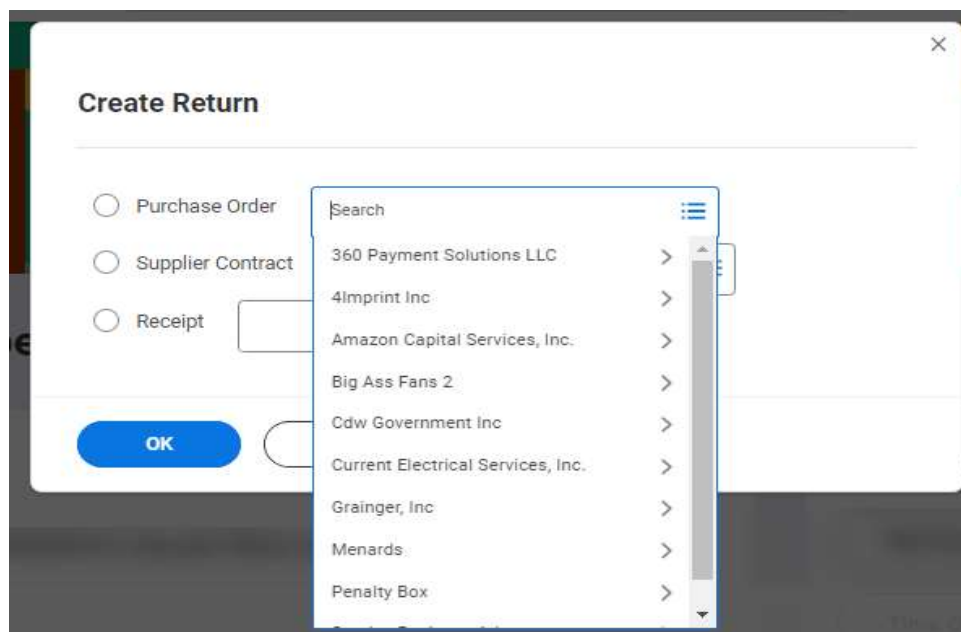
### Overview

This job aid outlines how to create a return for a purchase. Complete this step after initiating the return with the supplier.

1. From the Workday Landing Page, search for and select the **Create Return** task.



2. Use the menus to find your purchase order or receipt that relates to the return you want to initiate.



3. Select **Ok**.



4. Enter the appropriate **Return Reason**.

Return Reason *	Search	☰
	<input type="radio"/> Damaged Goods	
	<input type="radio"/> Incorrect Item Supplied	
	<input type="radio"/> Overshipment	
	<input type="radio"/> Replacement	

5. Enter the date you are making the return.

Return Date *	MM/DD/YYYY	📅
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6. Enter additional information such as the supplier invoice number if available.  
Enter the **Supplier RMA** if provided by the supplier in the return email.

Supplier Invoice Reference	<input type="text"/>	☰
Supplier RMA	<input type="text"/>	
Restocking Fee	0.00	
Return Ship-To Address	<input type="text"/>	☰
Pick Up Location	<input type="text"/>	☰

7. Enter additional information about the reason for return in the **Memo**.

Memo	<input type="text"/>
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8. Enter the quantity you are returning in the **To Return** field.

To Return

Submit

9. Select **Submit**.