



Create a Return Task

Workday allows Central and Non-Central employees to create a return of ordered items. A valid reason for the return must be indicated for approval. Follow the steps below to Create a Return.

From the Workday Homepage:

1. Type **Create Return** into the search bar.
2. Select the **Create Return Task**.
3. From the **Create Return** window, select whether you want to search for the return by **Purchase Order**, **Supplier Contract**, or **Receipt**. Select **Purchase Order**.
4. Select the **Appropriate option** from the drop-down menu.
5. Select the **Appropriate PO Number**.
6. Select **OK**.

From the Create Return Page:

1. Select the **Return Reason** (Complete list outlined in blue).
 2. Select the **Return Date** by either typing it in or choosing the date from the calendar.
- Note:** today's date will automatically populate but it can be edited.
3. In the table below under **Good Lines**, input the **number of items** to return, and verify the information in the table.
 4. Select **Submit**.

Create Return 10/10

Return Number - new -

Summary

Company: Vanderbilt University Medical Center

Supplier: 1 CELL BIO INC

Return Reason: Return Reason

Return Date: 07/22/2022

Supplier Invoice Reference:

Supplier RMA:

Restocking Fee: 0.00

Return Ship-To Address:

Pick Up Location:

Memo:

Additional Information

Receipt: RCT1000031 for PO100000000095

Currency: USD

Requisition Type: Supplies

Goods Lines 1 Item

Company	Purchase Order Line	Item and Category	Quantity Details	To Return	Return Unit of Measure	Unit Cost	Extended Amount	Memo
Vanderbilt Coffee Hospital, LLC	PO100000000095 - Line 1	Item	Ordered: 2	<input type="text" value="2"/>		50.00	0.00	
		Item Description: TEST ITEM	Received: 2					
		Spend Category: SC050 Med Sup: Surgical Products	Invoiced: 0					
		Approved Returns	0					
		Pending Return Quantity	0					

Submit **Save for Later** **Cancel**



Create a Return from a Receipt

Workday allows Central and Non-Central Receivers to create a return from a receipt they have submitted. This is an alternative shortcut from the Create a Return Task if you must return items from a recently submitted receipt. Follow the steps below to Create a Return from a Receipt.

From the Receipt Submission Page:

1. Select **Process**.
2. Select the **Related Actions** button next to **Receipt**.
3. An Actions Menu will appear, select **Return**.
4. Select **Create**.

You have submitted RCT1000328 for PO100000001226

Process Successfully Completed

Details and Process

For RCT1000328 for PO100000001226

Overall Process RCT1000328 for PO100000001226

Overall Status Successfully Completed

Details Process **1**

Details Process

Process History 8 items

Process

Receipt **2**

Receipt

Actions

Receipt **3**

Business Process

Favorite

Return **3**

Create **4**

View Receipt

RCT1000328 for PO100000001226

Status Approved

Vanderbilt University Medical Center

Supplier OLYMPUS AMERICA INC

Receipt Lines 1 item

From Create Return from Receipt:

1. Select the **Return Reason** (Complete list outlined in blue).
2. Select the **Return Date** by either typing it in or choosing the date from the calendar.

Note: Today's date will automatically populate but it can be edited.

3. Add **any other information** that is relevant to this return.

4. Select **Submit**.

Note: all required items are noted with a red asterisk. Some required items will be filled in automatically.

Create Return from Receipt

Return Number - new -

Search

- Damaged Goods
- Incorrect Item Shipped
- Outdated Product
- Overshipment
- Product Recall
- Replacement

Summary

Company * Vanderbilt University Medical Center

Supplier OLYMPUS AMERICA INC

Return Reason * **1**

Return Date * 07/21/2022 **2**

Supplier Invoice Reference

Supplier RMA **3**

Restocking Fee 0.00

Return Ship-To Address

Pick Up Location

Memo

Submit **4** Save for Later Cancel

Additional Information

Receipt RCT1000328 for PO100000001226

Agency USD

Acquisition Type Tecsys External Replenishment

QUESTIONS?

Please email BusinessEducation@vumc.org.