


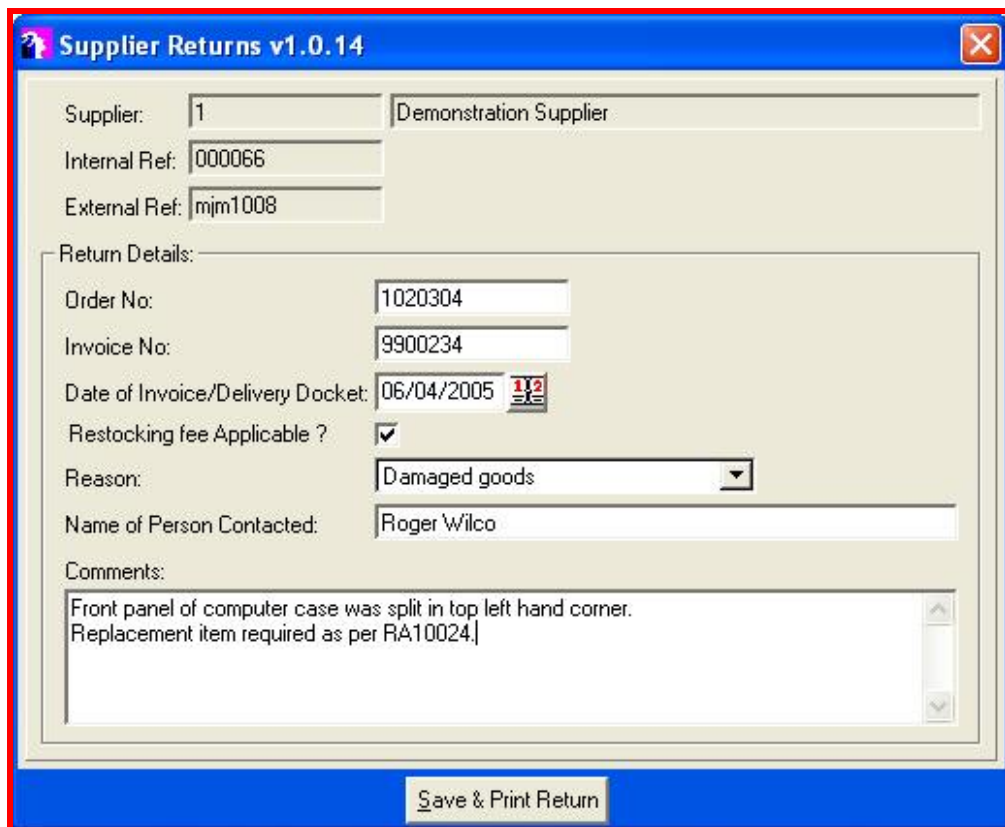
## Suppliers Return Utility Operating Procedures

### Overview

When a supplier return is processed, the program will prompt for various details and save these details to a data file which can be reported on later. The program will then automatically print a supplier return form.

This utility activates a popup window when the process button is clicked in Supplier Return you then have facility to enter the details below as well as text details. To print the return click on Save and Print Return or click the  to exit without printing.

You can obtain a list of returns via the Supplier Reports menu. This will print any supplier returns including the return details by branch location by supplier.



**Supplier Returns v1.0.14**

Supplier: 1 Demonstration Supplier

Internal Ref: 000066

External Ref: mjm1008

Return Details:

Order No: 1020304

Invoice No: 9900234

Date of Invoice/Delivery Docket: 06/04/2005

Restocking fee Applicable ?

Reason: Damaged goods

Name of Person Contacted: Roger Wilco

Comments:

Front panel of computer case was split in top left hand corner.  
Replacement item required as per RA10024.

Save & Print Return