MC MONTGOMERY COLLEGE

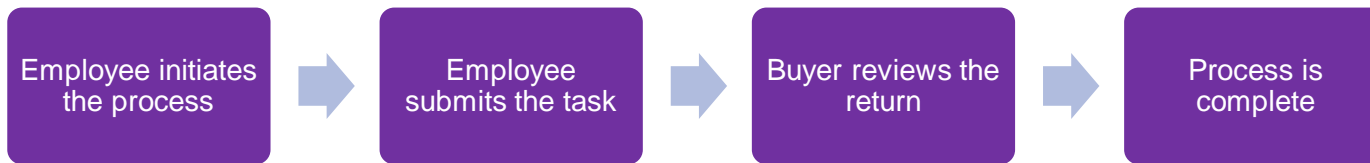**Create Supplier Return**
Workday Job Aid for Employees

Overview

You can create a return for goods from Purchase Orders or Receipts. This is a new process for Montgomery College which the employee (receiver or requestor) will initiate in Workday.

Process Flow: Create Supplier Return

Employee initiates the process	→	Employee submits the task	→	Buyer reviews the return	→	Process is complete

Create Return

1. Using the Search field, enter and select **Create Return**.

2. The Create Receipt screen displays. Select one of the following options:

Option	Guidance
Purchase Order	• Enter the Purchase Order number. • Search through the suppliers to find your PO, if applicable.
Supplier Contract	Search for and select the Supplier Contract for the receipt, if applicable.
Receipt	Search for and select the supplier for your receipt, if applicable.

3. Click **OK**.

4. In the **Return Reason** field, search for and select the applicable reason.

5. Select the **Return Date**. This will automatically populate to today's date.

6. In the **Supplier Invoice Reference** field, search for and select the supplier invoice number, if applicable.

7. Enter the applicable information in the **Supplier RMA** field.

8. Enter a **Memo**, if applicable.

9. Enter the amount in the **To Return** field in the **Good Lines** items.

10. Click **Submit**.