

Creating a Return to Vendor (RTV)

All product(s) that is returned to the vendor should be recorded in the PeopleSoft Financials system via the RTV (Return to Vendor) module. This information will be utilized by the Accounts Payable staff to ensure that the department receives credit from the vendor for the return.

IMPORTANT: Before creating an RTV, call the Vendor to obtain authorization to return goods. Many vendors will issue a Return Merchandise Authorization (RMA) Number. When contacting the vendor, be sure to note the date, name and phone number of individual who authorized the return. If the vendor does not issue an RMA number, the contact person's name can be noted on the RTV.

Navigate to eProcurement > Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

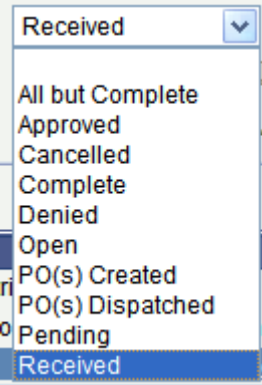
To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

| Req ID | Requisition Name | BU | Date | Status | Budget | Total | |
|--------------|------------------|-------|------------|--------------------|--------|--------------|----------------------|
| ▾ 1000108197 | 1000108197 | UOFL1 | 01/08/2009 | Partially Received | Valid | 62,212.00USD | <Select Action. ▾ Go |

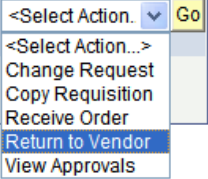
[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

Enter the Requisition ID



Request Status: use the drop down arrow to pick Received

Click Search 

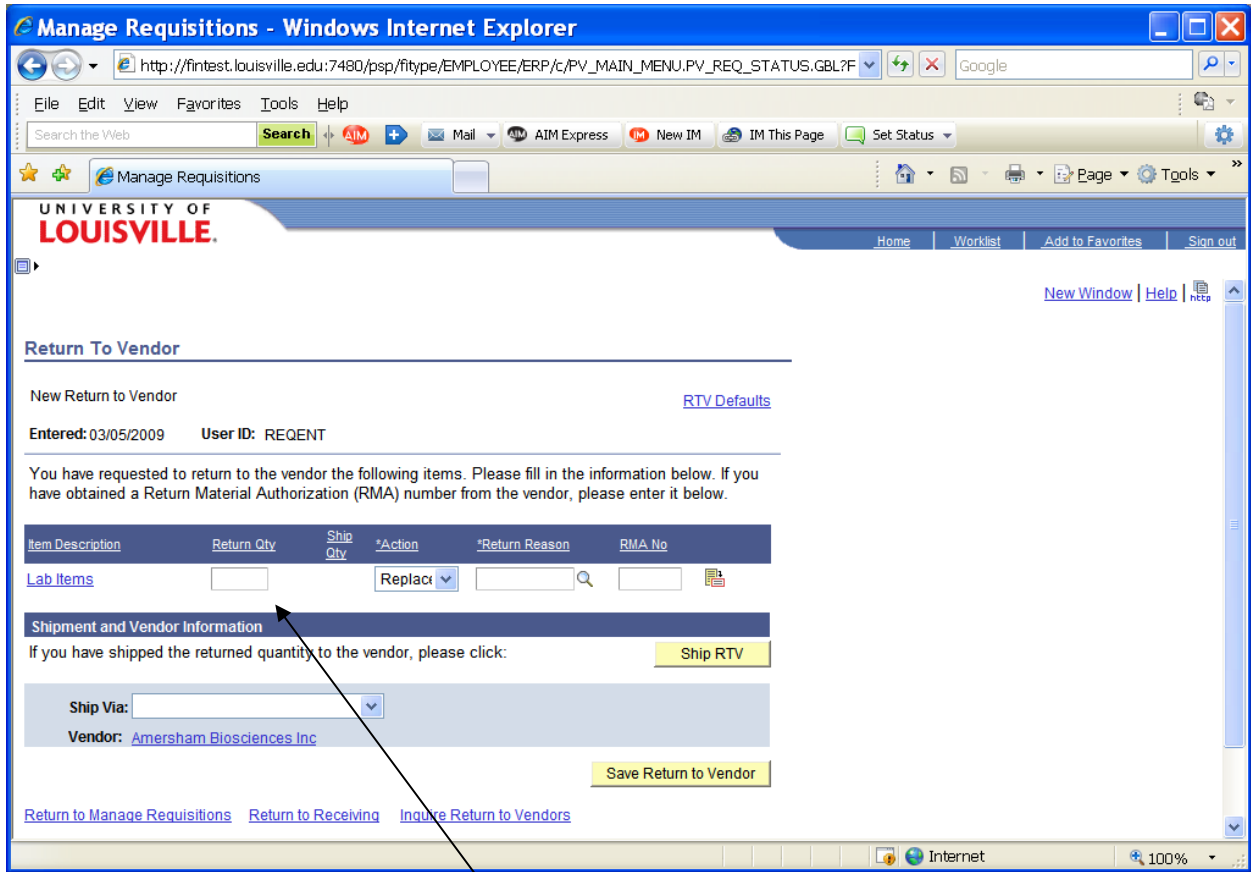
| Req ID | Requisition Name | BU | Date | Status | Budget | Total | |
|----------------------------|------------------|-------|------------|--------------------|--------|--------------|---|
| 1000108197 | 1000108197 | UOFL1 | 01/08/2009 | Partially Received | Valid | 62,212.00USD |  |

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

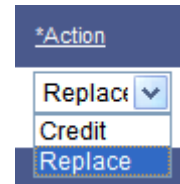
Requisition will be returned

Click arrow on the drop down box "Select Action", to choose Return to Vendor

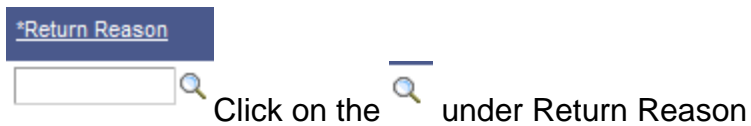
Click 



Enter the Quantity to be returned



Click arrow on the drop down box "Action" to choose credit or replace



Pop up window will appear

Look Up Return Reason

Search by: Reason Code begins with

[Advanced Lookup](#)

Search Results

| Reason Code | Description |
|------------------------|------------------------|
| DAMGED | Damaged Goods |
| EARLY | Failed Inspection |
| FAIL | Failed Inspection |
| INC | Incomplete Shipment |
| LATE | Late Shipment |
| WRG | Wrong Goods or Service |

Click on the reason for your return

New Return to Vendor

[RTV Defaults](#)

Entered: 03/05/2009 User ID: REQENT

You have requested to return to the vendor the following items. Please fill in the information below. If you have obtained a Return Material Authorization (RMA) number from the vendor, please enter it below.

| Item Description | Return Qty | Ship Qty | *Action | *Return Reason | RMA No |
|---------------------------|--------------------------------|----------|---|---|---|
| Lab Items | <input type="text" value="1"/> | | Credit <input type="button" value="v"/> | DAMGED <input type="button" value="m"/> | <input type="text"/> <input type="button" value="i"/> |

Shipment and Vendor Information

If you have shipped the returned quantity to the vendor, please click:

Ship Via:

Vendor: [Amersham Biosciences Inc](#)

[Return to Manage Requisitions](#) [Return to Receiving](#) [Inquire Return to Vendors](#)

Enter the RMA No obtained from the vendor if applicable

Click on the RTV details icon

Item Detail

The following is the receipt information for the selected item.

| Receipt No | Item ID | Item Description | Acpt Qty Available for Return |
|--------------|---------|------------------|-------------------------------|
| 1 5000059014 | | Lab Items | 1.0000 |

[Return to Previous Page](#)

The Receipt information is available for review

Click on the link “Return to Previous Page”

Manage Requisitions - Windows Internet Explorer

http://fintest.louisville.edu:7480/psp/fitype/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_STATUS.GBL?F

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

New Return to Vendor [RTV Defaults](#)

Entered: 03/05/2009 User ID: REQENT

You have requested to return to the vendor the following items. Please fill in the information below. If you have obtained a Return Material Authorization (RMA) number from the vendor, please enter it below.

| Item Description | Return Qty | Ship Qty | *Action | *Return Reason | RMA No |
|---------------------------|------------|----------|---------|----------------|--------|
| Lab Items | 1.0000 | | Credit | DAMGED | |

Shipment and Vendor Information

If you have shipped the returned quantity to the vendor, please click: [Ship RTV](#)

Ship Via:

Vendor:

[Return to Manager](#) [Inquire Return to Vendors](#)

[Save Return to Vendor](#)

Click on the Ship Via drop down box to choose how the return will be sent

click

Ship RTV

The following message will appear

This will set the Shipped Quantity equal to Return Quantity. Do you really want this? (10302,51)

Yes

No

Yes

Click

New Return to Vendor

[RTV Defaults](#)

Entered: 03/05/2009 User ID: REQENT

You have requested to return to the vendor the following items. Please fill in the information below. If you have obtained a Return Material Authorization (RMA) number from the vendor, please enter it below.

| Item Description | Return Qty | Ship Qty | *Action | *Return Reason | RMA No |
|---------------------------|------------|----------|---|---|--------------------------------------|
| Lab Items | 1.0000 | 1.0000 | Credit <input type="button" value="v"/> | DAMGED <input type="button" value="m"/> | 125 <input type="button" value="p"/> |

Shipment and Vendor Information

If you have shipped the returned quantity to the vendor, please click:

Ship RTV

Ship Via: DHL Worldwide

Vendor: [Amersham Biosciences Inc](#)

Save Return to Vendor

Click

Save Return to Vendor

Return to Vendor Saved Successfully

Return To Vendor #: 9000000012

Your return to vendor request has been saved with the following items:

| <u>Line</u> | <u>Item Description</u> | <u>Return Qty</u> | <u>Ship Qty</u> | <u>Receipt No</u> | <u>PO No.</u> |
|-------------|-------------------------|-------------------|-----------------|-------------------|---------------|
| 1 | Lab Items | 1.0000 | 1.0000 | 5000059014 | 3000102990 |

[Return to Manage Requisitions](#) [Return to Receiving](#) [Return to RTV](#)

Return to Vendor has successfully been created and saved.