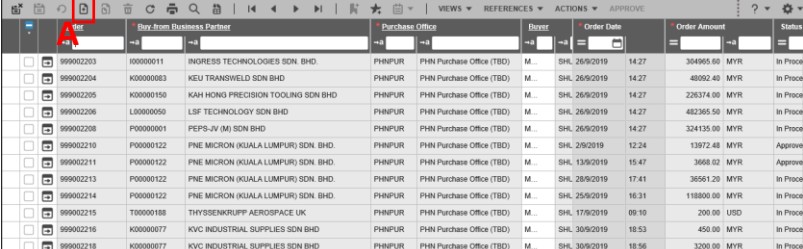
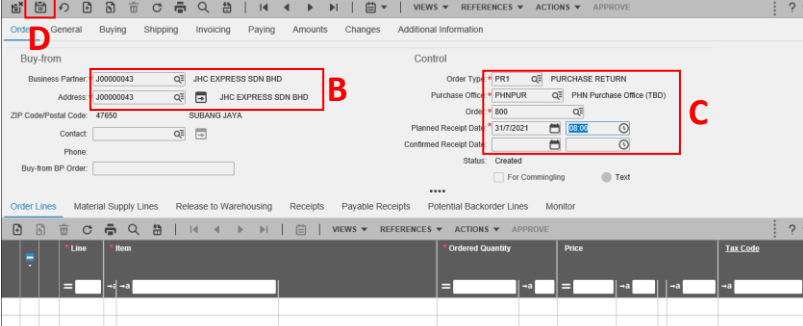
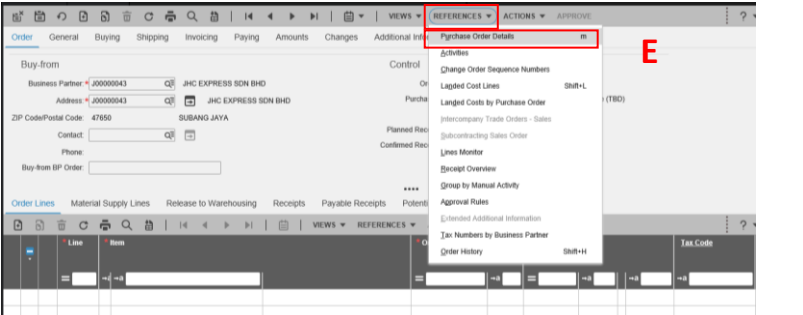

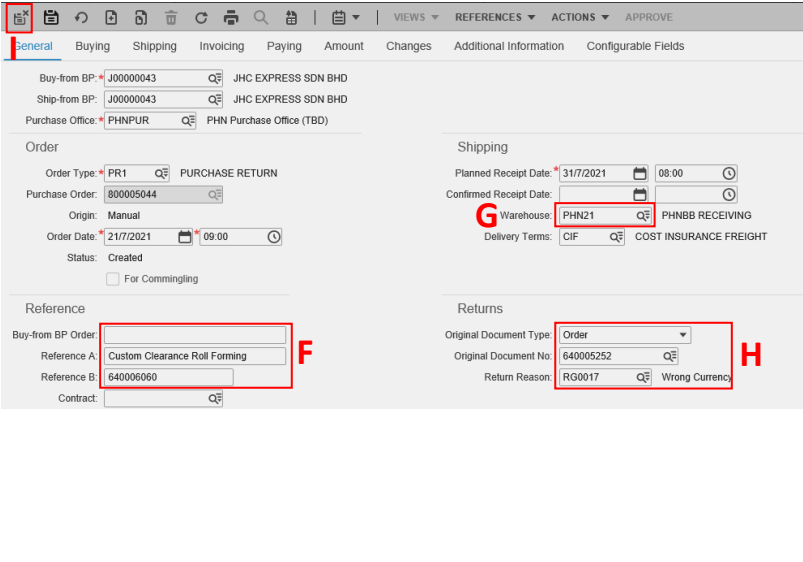
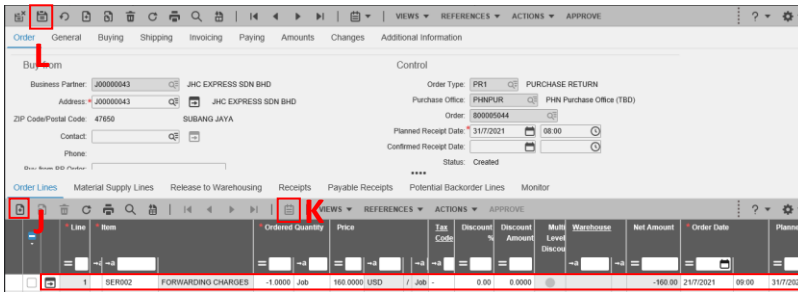


TITLE

PURCHASE RETURN CREATION

NO	SESSION/DIAGRAM	INSTRUCTIONS
1.0		<p>1.0 Maintain Purchase Order (tdpur4100m000): Procurement\ Orders\ Purchase Orders</p>
		<p>A. Click this icon to create new Purchase Return.</p> <p>B. Insert the business partner code in the “Buy-from Business Partner” field.</p> <p>C. Next, insert details in the required field:</p> <ul style="list-style-type: none"> • Order type in the “Order Type” field “PR1” for “Purchase Return” • “PHNPUR” in the “Purchase Office” field • Purchase order series in the “Order” field • Planned receipt date and time in the “Planned Receipt Date” field
		<p>D. Click this icon  to save the data.</p> <p>E. Go to “References” and select Purchase Order Details.</p>
		<p>F. Insert reference in the Reference A and Reference B field.</p> <p>G. Insert the warehouse received in the “Warehouse” field.</p> <p>H. For Purchase Return, insert details as below:</p> <ul style="list-style-type: none"> • Select “Order” in the “Original Document Type” field • Insert “PO No” in the “Original Document No” field • Insert “Return Reason” <p>I. Next, click this icon to save and close the Purchase Order details.</p>

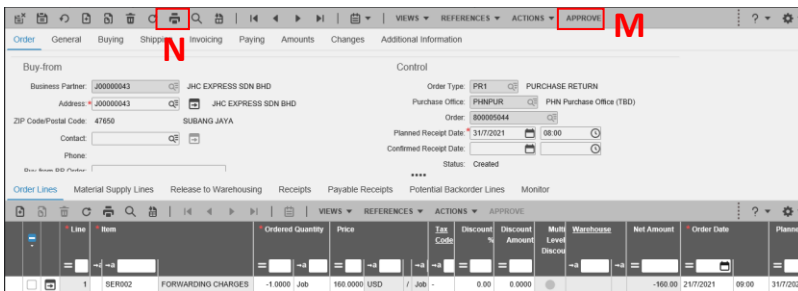


J. Click this icon to create new order line and insert details as below:

- Item/part in the “**Item**” field
- Quantity ordered in the “**Ordered Quantity**” field
- Price per item in the “**Price**” field
- Warehouse in the “**Warehouse**” field if any
- Planned receipt date in the “**Planned Receipt Date**” field

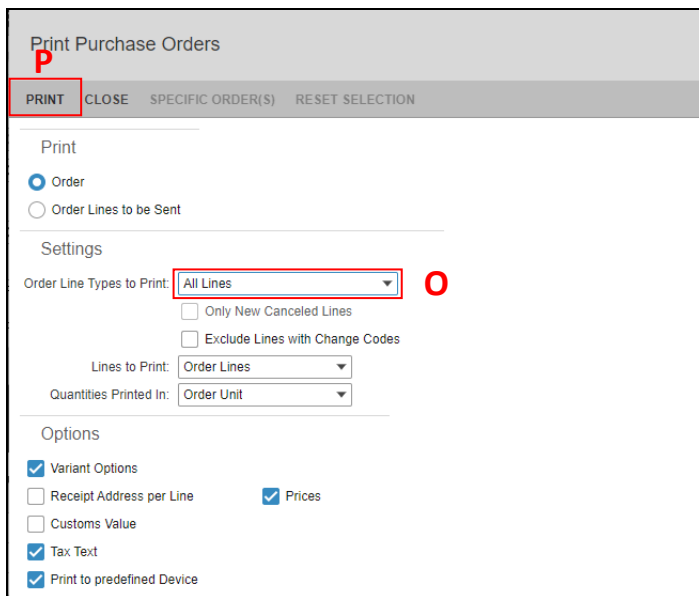
K. Click at this icon to insert text if any.

L. Next, click this icon to save the record.



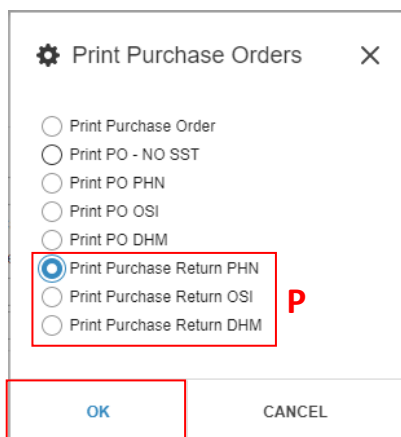
M. Click “Approve”.

N. Then, click this icon to print.



O. Select “All Lines” in the “Order Line Types to Print” list box.

P. Next, click “Print” command button.



Q. Select the required report to print the Purchase Order and click “OK”.

Select Device

R

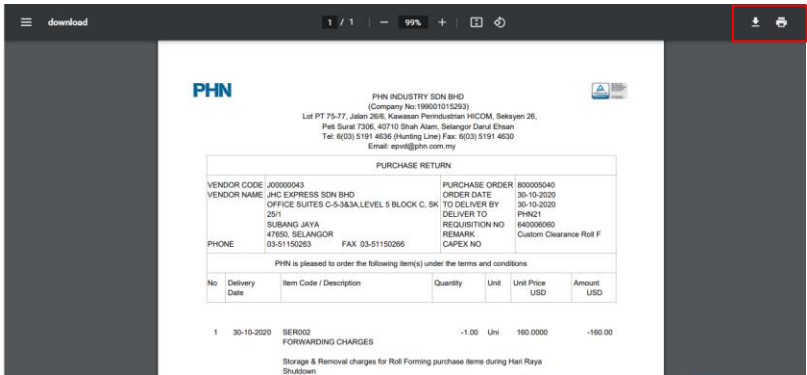
CONTINUE CLOSE SAVE DEFAULTS CLEAR DEFAULTS GET DEFAULTS SELECT LANGUAGE...

Printer Display Send Message File

Q

Device: Document Output Management

Report tdpur440104sr1 Print Purchase Return PHN



Order	Buy From Business Partner	Purchase Office	Order	Order Date	Order Amount	Status
800005044	J00000043 JHC EXPRESS SDN BHD	PHNPUR PHN Purchase Office (TBO)	M	SHL 21/7/2021 09:00	160.00 USD	Sent

Q. Insert “DOCMAN” in “Device” field to display the Purchase Order.

R. Next, click “Continue”.

The display browser shows the Print Purchase Order Return (Custom) report. You may click download button in order to download in PDF format or print the report.

Now, the Purchase Return has been released and ready for user to maintain.