# Return a Stock Item to Vendor

**Receipt Routing MUST Be Turned Off**

## Overview

Under certain circumstances, a stock (S line type) may need to be returned to the vendor after it has made it through the receipt routing process and the goods have been paid.  It is also possible to return to goods from a different BranchPlant than the original receiving BranchPlant.

Prior to the creation of the Return to Vendor document, users must make sure PINS is turned off for the associated BrandhPlant/Supplier number.  (P43090 / Supplier Item Information)

This work instruction shows how to create a Return to Vendor document.

## NIS Policies

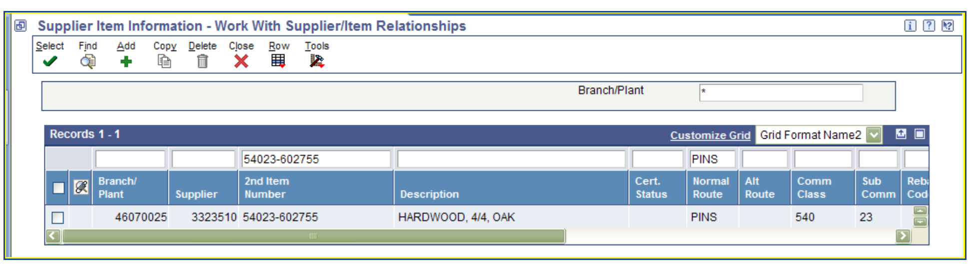
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS.  It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies.  For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

## Navigation

Prior to the creation of the Return to Vendor document, users must make sure PINS is turned off for the associated BranchPlant/Supplier number.  (P43090 / Supplier Item Information)

Click Roles, Procurement

Dist & Mfg – Agencies > Dist & Mfg – CSI > Purchasing > Receive Purchases > Receipt Routing Stock Purchases > Supplier Item Information




The example above shows the Hardwood 4x4 Oak as having PINS in BranchPlant 46070025.  If PINS is on for the returning BranchPlant, the Supplier Item Relationship must be deleted and re-added once the Return to Vendor Document is created.

How to Create the Return to Vendor Click Roles, Procurement.

Dist & Mfg – Agencies > Dist & Mfg – CSI > Purchasing > CSI Purchase Order > Inventory/Floor Stock Purchase Order > Revise Inventory/Floor Stock PO (ZP)

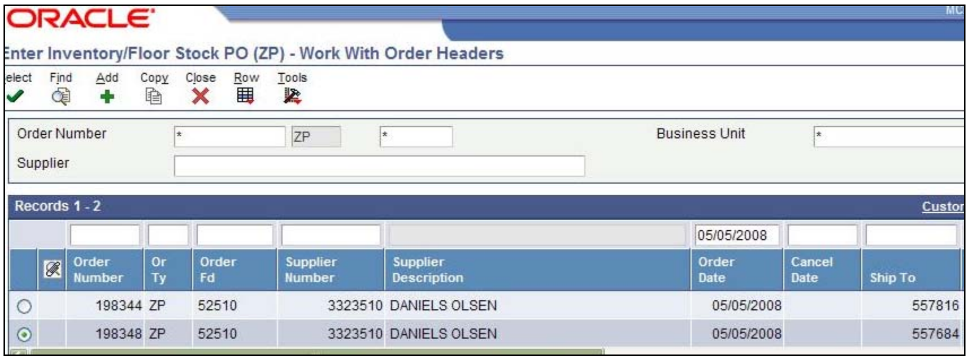
Or

Dist & Mfg – Agencies > Dist & Mfg – CSI > Purchasing > CSI Purchase Order > Inventory/Floor Stock Purchase Order > Revise Inventory/Floor Stock PO (ZG)

# Steps

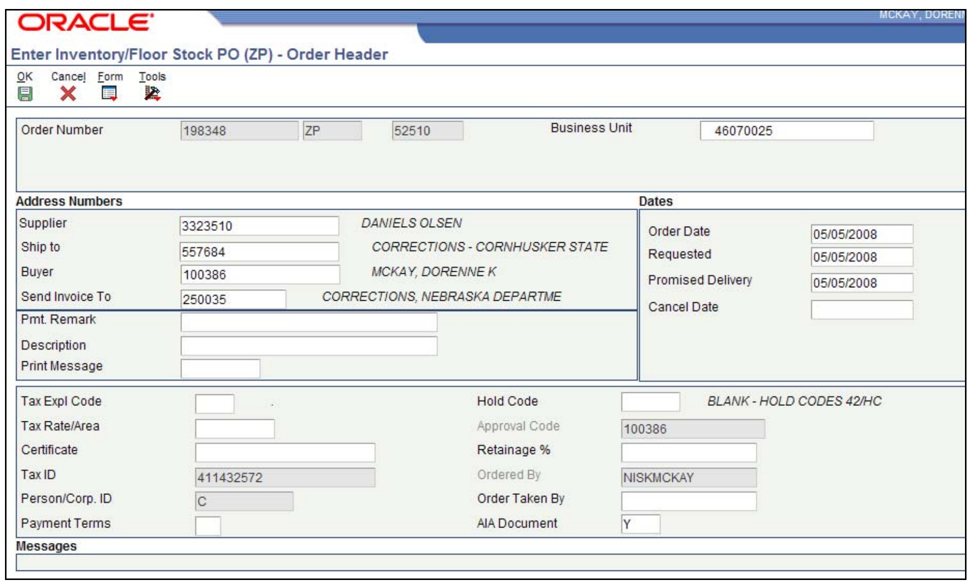
## Enter Inventory/Floor Stock PO (ZP) –

Start this instruction from the Work with Order Headers window.




1. Click **Find**. Choose the Originating Purchase Order
2. Click **Select**

The Order Header Screen appears




3. Verify the PO is the originating Purchase Order for the stocked goods:
   - **Branch/Plant –** Warehouse accountable for the order
   - **Supplier Number** – the Address Book number of the vendor to whom the stock item will be returned to.
   - **Ship To** – address to which the goods are to be picked up from.

     The Ship To number will automatically populate the Send Invoice To field.

Your login ID will default to the Ordered By field.

- **Dates –** Do Not change

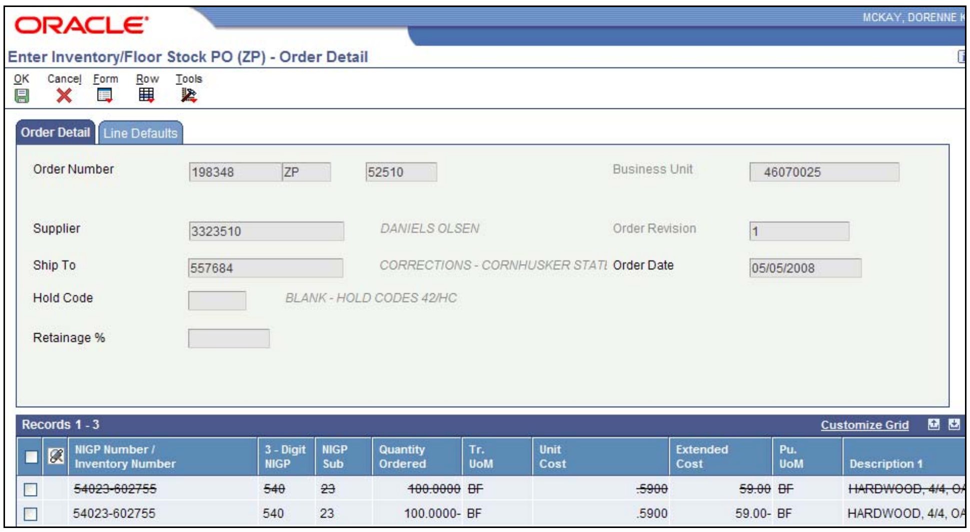
Today's date will automatically populate in the **Order Date** field. If the Requested Date is not filled in, it will default to today's date as well.

- **Cancel Date** – Remove ALL Cancel Dates

AN ORDER HEADER ATTACHMENT MUST BE ADDED TO THE DOCUMENT TO INDICATE WHICH LINE ITEMS ARE BEING RETURNED TO THE VENDOR. PLEASE FOLLOW THE WORK INSTRUCTIONS FOR ADDING ATTACHMENTS.

4. Click **OK**. The Order Detail window will appear.

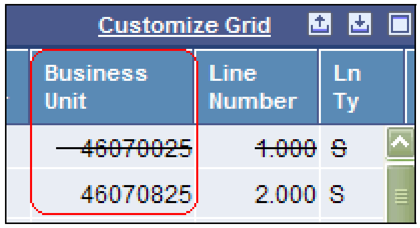
The Order Number will display in the upper Order Detail tab.




5. Complete the following information in the grid:

- **NIGP Number/Inventory Number –** represents the NIGP commodity code (11 digit stock number) for items to be purchased.
- **Quantity Returned** – Enter the quantity of the item that you returning to the Vendor (MUST BE A NEGATIVE NUMBER)
- **Tr. UoM** – Transaction Unit of Measure. Automatically populates based on the 11 digit stock number.
- **Unit Cost –** Verify Unit Cost – This will automatically populate based on the last Purchase Price.
- **Ln Ty** – Defaults based on the NIGP Item Master Number.
- **Description 1** – Automatically populates based on Inventory Number.
- **Description 2** – Automatically populates based on Inventory Number.
- **Account Number** – Automatically populates based on G/L class code tied to Inventory Number
- **3-digit NIGP –** Automatically populates
- **NIGP Sub** – Automatically populates

IF RETURNING BRANCHPLANT IS DIFFERENT THAN ORDERING BRANCHPLANT THE BUSINESS UNIT MUST BE CHANGED ON THE DETAIL LINE




ALSO

Verification must be made to turn PINS off prior to adding the line.

- Other fields as required by your agency
- Line Attachments: Text (to Detail Lines) if desired. (Please refer to the work instructions to Enter Attachments to Detail Lines)
- Line Attachments:  OLE (to Detail Lines) if desired.  (Please refer to the work instructions to Enter Attachments to Detail Lines)

6. Use the down arrow on the keyboard to move the cursor to the next line if required

If you have additional items to return, repeat steps 5 and 6 until the order is complete.

7. Click **OK** to return to the Order Header window.
8. Click **Close**
9. Print the Purchase Order – return to vendor document – Prepare Items to be Returned
10. Follow the Process to receive the negative lines to reduce inventory.