



1. View Return Items

1.1. From Supplier Portal left side menu click on "View Returns" and enter the **PO number,** or directly click on **"Receipts"** in the

Dashboard.

pplier Portal					
Crders V Order Number	۹.				
ks					0
ex Manage Colors Manage Schedules in Spreadheet Achteolegie Schedules in Spreadheet manage Agreements Manage Agreements Vare Researc Vare Researc Vare Researc Vare Researc Manage Colorsets Manage Colorsets Manage Colorsets	Requiring Attention	Recent Activity Las IS Day Negations responses availed or rejected Agreements opened Contex counts Receipts	Po Parciase Amount Po Parciase Amount	12.1K AED	
view Active Negotistions Manage Responses pany Profile	Supplier News Hettol UKF supplier test news.				
Manage Profile					

- 1.2. From **View Returns** page, enter the PO number and click Search.
- 1.3. From the search results you can see the returns details.

View Return	ns												Ç. S	iK
Search											Advanced	Saved Search	All Returns	-
Search Resu _{View} view view	Its													
Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity UOM N	lame			
31	UKF_Invent	PO-000000113			31-01-2024 11:1	1001-104-00		Office Table	25	15 Each				

1.4. Or from **Receipts** page, the receipt items will be listed, and you can

view the details.

View Receipts							2 P P 0	Q₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽
▶ Search							Advanced Saved Search All Receipts 🗸	<u>1</u>
Search Results								6
View 👻 📰								· ·
Receipt	Receipt Date	Organization Shipment	Ship Date Purchase Ord	er Invoice Pack	ting Slip Bill of Lading	Supplier Site		0
28	10-01-2024 4:00 AM	UKF_Inventory	PO-000000105			Khorfakkan		
19	11-12-2023 4:00 AM	UKF_Inventory	PO-00000037	Multiple		Khorfakkan		-
								+

Thank You