Return to Vendor/Credit from Vendor Procedure

To return product to a vendor or credit from Vendor, create a “Negative Purchase Order”

In Purchase Order Entry --- enter vendor

Enter Item number(s) … quantity is a negative value.

**Enter Comment line with info pertaining to the credit or return. Example: damaged goods, recall.**

When done entering items – Print a copy to use as a packing list or give copy to Rep for Credit.

Now Receive the PO: enter RGA # or other reference # if available as the “Supplier Reference Number”

This relieves your inventory.

When credit is received in AP from vendor, they will be able to match credit to your Negative PO assuring your store gets credit due.

This procedure will allow us to track credits were waiting on better. Better profits for your store.