## **Receiving Returned Orders**

Last Modified on 06/17/2022 5:38 pm EDT

This guide explains how to mark returned orders as Received. It is intended for general users.

After a return shipment arrives, you must mark it as Received so the item will be logged back into inventory.

- 1. Navigate from Main Menu > Order Management > Shipping Log.
- 2. Use the <u>Quick Search bar (http://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> to locate and select the shipment you want to work with.

Record: 18	of 18				New	New 💠 Edit 🖋 Delete 🗶 Print 🚔 Actions 📌					
Shipme	ents										
		Montboro									Q,
Shipment	Date	Title	Asgn	Company 🤍	Carrier Service	Tracking #	Cost	Tracking Status	Status		
50015	04/27/20	Montboro School District	κн	Montboro School			0.00		SHIPPED		Ā
50060	04/14/20	Montboro School District	ĸн	Montboro School			0.00		SHIPPED	0	۳
50196	12/16/20	Montboro School District	КН	Douglas Fairbanks			0.00		SHIPPED	0	۳
50197	12/16/20	Montboro High School West	КН	Montboro High			0.00		SHIPPED	0	٣
50200	01/27/21	Montboro School District	κн	Montboro School	FedEx Ground		9.99		SHIPPED	0	٣
50208	02/24/21	Montboro School District	κн	Montboro School	FedEx Ground		29.99		SHIPPED	0	$\bar{\tau}_{\!$
50232	03/19/21	Montboro School District	KH	Montboro School	FedEx 2 Day	39471658263 🛃	0.00		SHIPPED	0	$\overline{\mathbf{n}}$
50293	04/23/21	Montboro High School East	KH	Montboro High			0.00		SHIPPED	0	${}^{\pi}$
50330	05/14/21	Montboro School District	KH	Montboro School			0.00		SHIPPED	0	$\overline{n}$
50333	05/14/21	Montboro High School East	КН	Montboro High			0.00		SHIPPED	0	$\overline{n}$
50382	07/09/21	Montboro School District	κн	Montboro School			0.00		SHIPPED	0	$\overline{\mathbf{n}}$
50394	07/16/21	Montboro High School West	κн	Montboro High			0.00		SHIPPED	0	${\bar {\bf n}}$
50445	08/27/21	Montboro High School West	KH	Montboro High			0.00		SHIPPED	0	٣
50658	04/18/22	Montboro High School West	KH	Montboro High	FedEx Ground	92614854896 🛃	26.84		SHIPPED	0	٣
50697	05/11/22	Montboro High School East	КН	Montboro High	FedEx Ground		12.99		SHIPPED	0	7
50712	05/20/22	Montboro High School East	κн	Montboro High			0.00	Ready to Pick	SHIPPED	0	$\overline{n}$
60058	06/17/22	Montboro School District	κн	Montboro School			0.00		SHIPPED	0	Ā
60061	06/17/22	Return; Montboro School District	KH	Montboro School	FedEx Ground	16467461344 🛃	7.99		PENDING	•	$\pi$
st Totals							87.80				_

Note: You can also navigate directly to the shipment via Main Menu > Order Management > Orders > Management tab > Shipping & Receiving tab > select the desired shipment.

- 3. At the shipment's detail view, review the shipment info.
- 4. Click Actions > Mark Shipment as Received.

Shipment: 60061		Return; Montboro School District								17/22	Mark Shipment as Received Mark Shipment as Void			
		se use extra bubble wrap 📝 Shipment Info Purchased								ption	Duplicate Shipment Duplicate to Import			
Company >	Ô 9	Shipment Type	Carrier Carrier Service Account #					Returning tablet w c		Generate Purchase for Shipme				
Montboro School District		Incoming Return	FedEx FedEx Ground				98745154							
Sam Patel 1498 Lakeshore Drive		Ship Terms Ship Point	Carrier Tracking # Delivery Date											
Montboro, CO 80508			164674613444	131			C2	06/17/22 🗆						
	Declared		Weight	L	W		Н	Shipping Cost	Package Type		Package IDs			
		300.00	2	8		5	.5	7.99	FedEx Small Box	Small Box	94644666618			
1 > TBLT-8	5.00	lent Tablet, 8" Screen	≯ > 60146	, 					1	0.15		#s >>		

5. At the confirmation dialog, click **Yes**.

aACE generates a Shipment Received notice and sends it to the relevant personnel.