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.

				Sh	ipping Log						
🔶 Record: 18 o	f 18						New	🖡 Edit 🥒 Delet	e 🗶 🛛 Print 🖶	Action	15 🞢
Shipme	nts										
		Montboro									۹
 Shipment 	Date	Title	Asgn	Company 🔍	Carrier Service	Tracking #	Cost	Tracking Status	Status		
50015	04/27/20	Montboro School District	КН	Montboro School			0.00		SHIPPED		٣
50060	04/14/20	Montboro School District	KH	Montboro School			0.00		SHIPPED	0	×,
50196	12/16/20	Montboro School District	КН	Douglas Fairbanks			0.00		SHIPPED	0	٣
50197	12/16/20	Montboro High School West	КН	Montboro High			0.00		SHIPPED	0	r,
50200	01/27/21	Montboro School District	КН	Montboro School	FedEx Ground		9.99		SHIPPED	0	R.
50208	02/24/21	Montboro School District	KH	Montboro School	FedEx Ground		29.99		SHIPPED	0	r,
50232	03/19/21	Montboro School District	KH	Montboro School	FedEx 2 Day	39471658263 🛃	0.00		SHIPPED	0	${\mathcal R}$
50293	04/23/21	Montboro High School East	KH	Montboro High			0.00		SHIPPED	0	${\cal R}$
50330	05/14/21	Montboro School District	KH	Montboro School			0.00		SHIPPED	0	π
50333	05/14/21	Montboro High School East	КН	Montboro High			0.00		SHIPPED	0	${}^{\rm R}$
50382	07/09/21	Montboro School District	КΗ	Montboro School			0.00		SHIPPED	0	${}^{\eta}$
50394	07/16/21	Montboro High School West	KH	Montboro High			0.00		SHIPPED	0	${}^{\rm R}$
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	ĸн	Montboro High	FedEx Ground		12.99		SHIPPED	0	${}^{\eta}$
50712	05/20/22	Montboro High School East	κн	Montboro High			0.00	Ready to Pick	SHIPPED	0	${}^{\mu}\!$
60058	06/17/22	Montboro School District	КН	Montboro School			0.00		SHIPPED	0	${}^{\eta}$
60061	06/17/22	Return; Montboro School District	KH	Montboro School	FedEx Ground	16467461344 🔼	7.99		PENDING	•	$\overline{\pi}$
ist 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: 60	061	Return; Montboro School District								06/17/22		View Logs Mark Shipment as Received		
Incoming Return Ship	ment									N	otices 🔒 🛛 Tat	Mark Shipment	as Void	
hip From	Plea	ise use extra bubble wrap! 📌	Shipment Info						Purchased	Des	cription	Duplicate Shipr Duplicate to Im	iport	
Company >	Ô 9	Shipment Type	Carrier	Carrier	Servio	e			Account #	Ret	urning tablet w c	Generate Purch	ase for Shipm	
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	31 🛃			2	06/17/22					
	Declared Value		Weight	t L		W	н		Shipping Cost	Package Type		Package IDs		
		300.00	2	8		5	.5		7.99	FedEx Small Box		94644666618		
		hear	Uruer											
1 > TBLT-8	Stud	ent Tablet, 8" Screen	≣ ★ > 60146	i						1	0.15		#s ≫ ^	
1 > TBLT-8	Stud	nt Tablet, 8" Screen	* > 60146	•						1	0.15		#3 ×	

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

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