

# 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.

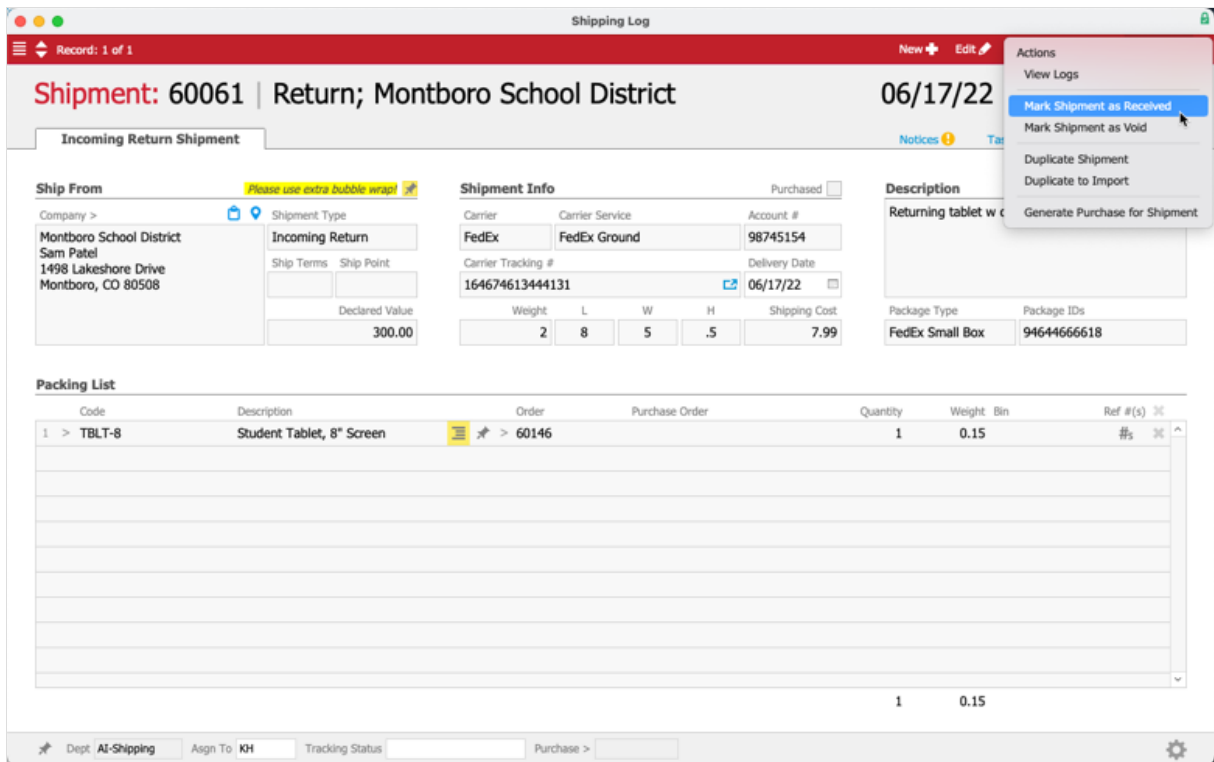
After a return shipment arrives, you must mark it as Received so the item will be logged back into inventory.

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

Shipment	Date	Title	Asgn	Company	Carrier Service	Tracking #	Cost	Tracking Status	Status
> 50015	04/27/20	Montboro School District	KH	Montboro School			0.00		SHIPPED
> 50060	04/14/20	Montboro School District	KH	Montboro School			0.00		SHIPPED
> 50196	12/16/20	Montboro School District	KH	Douglas Fairbanks			0.00		SHIPPED
> 50197	12/16/20	Montboro High School West	KH	Montboro High			0.00		SHIPPED
> 50200	01/27/21	Montboro School District	KH	Montboro School	FedEx Ground		9.99		SHIPPED
> 50208	02/24/21	Montboro School District	KH	Montboro School	FedEx Ground		29.99		SHIPPED
> 50232	03/19/21	Montboro School District	KH	Montboro School	FedEx 2 Day	39471658263	0.00		SHIPPED
> 50293	04/23/21	Montboro High School East	KH	Montboro High			0.00		SHIPPED
> 50330	05/14/21	Montboro School District	KH	Montboro School			0.00		SHIPPED
> 50333	05/14/21	Montboro High School East	KH	Montboro High			0.00		SHIPPED
> 50382	07/09/21	Montboro School District	KH	Montboro School			0.00		SHIPPED
> 50394	07/16/21	Montboro High School West	KH	Montboro High			0.00		SHIPPED
> 50445	08/27/21	Montboro High School West	KH	Montboro High			0.00		SHIPPED
> 50658	04/18/22	Montboro High School West	KH	Montboro High	FedEx Ground	92614854896	26.84		SHIPPED
> 50697	05/11/22	Montboro High School East	KH	Montboro High	FedEx Ground		12.99		SHIPPED
> 50712	05/20/22	Montboro High School East	KH	Montboro High			0.00	Ready to Pick	SHIPPED
> 60058	06/17/22	Montboro School District	KH	Montboro School			0.00		SHIPPED
> 60061	06/17/22	Return; Montboro School District	KH	Montboro School	FedEx Ground	16467461344	7.99		PENDING
<b>List Totals</b>							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**.



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

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