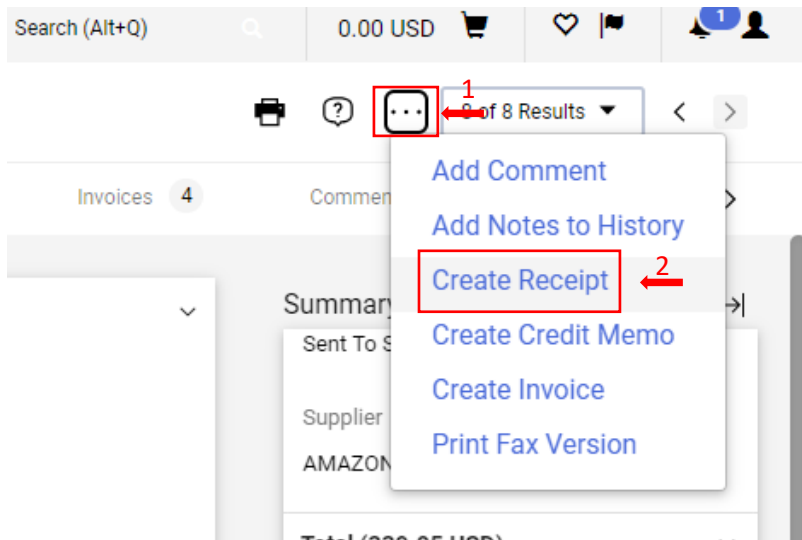


Locate the PO

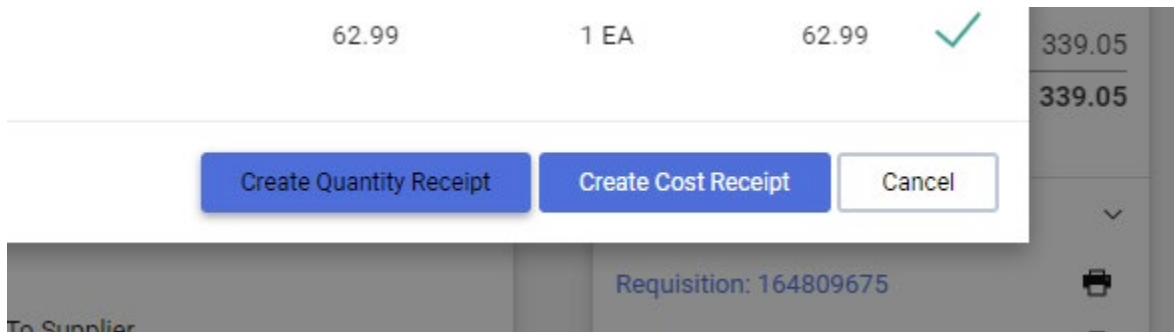
select the **3 horizontal dots** in the top right hand corner **create receipt**



**uncheck** the item(s) you are not receipting for as shown below in red

Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>	
1	1	--	Hasbro Gaming Taboo Party Board Game With Buzzer for Kids Ages 13 and Up (Amazon Exclusive)	B06XYL6Y5C	EA	20.07	1 EA	20.07	<input checked="" type="checkbox"/>
2	2	--	Canon 045 Black Toner Cartridge	B06XZ88THM	EA	63.00	2 EA	126.00	<input type="checkbox"/>
3	1	--	Canon 045 Magenta Toner Cartridge	B06Y171NQT	EA	66.00	1 EA	66.00	<input type="checkbox"/>
4	1	--	Canon 045 Yellow Toner Cartridge	B06Y1DTCNX	EA	63.99	1 EA	63.99	<input type="checkbox"/>
5	1	--	Canon 045 Cyan Toner Cartridge	B06Y1MB5N6	EA	62.99	1 EA	62.99	<input checked="" type="checkbox"/>

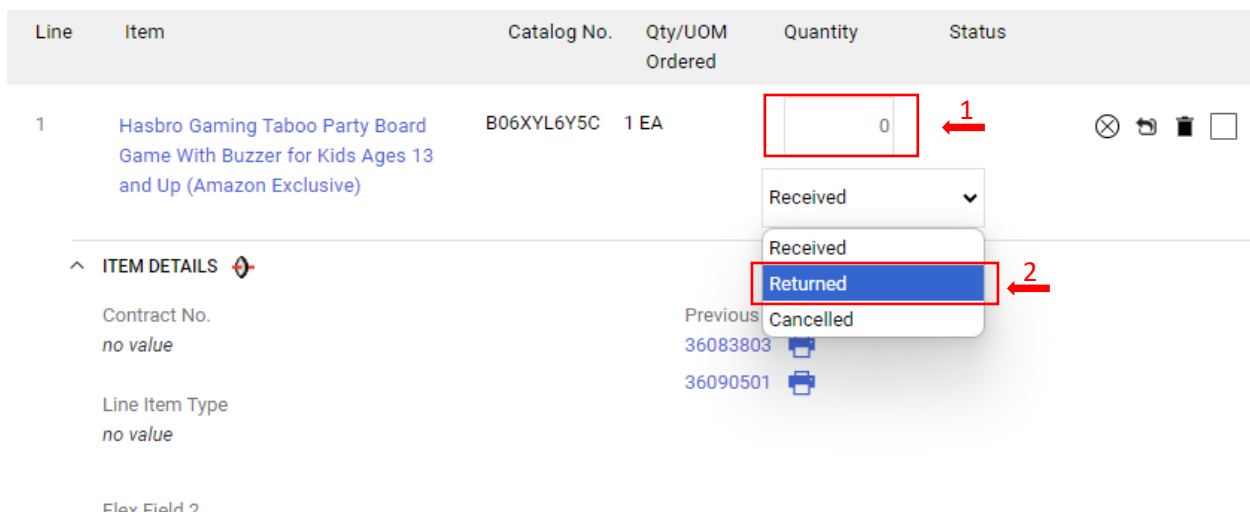
select the correct type of receipt (quantity is for items you can count, cost is for items you cannot count like services)



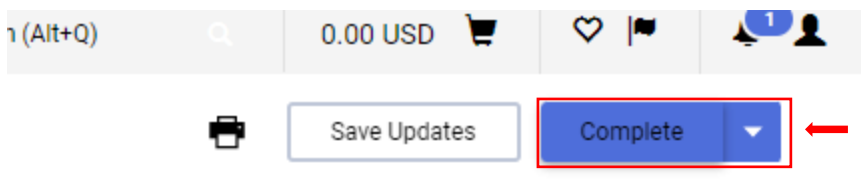
scroll down to the item(s)

**Change the amount** circled below in red

use the **drop-down** menu and select **Return**



Select "complete" the top right hand corner



**you will also need to communicate with the supplier for how to return the item.**