

Summary

From this screen, you can create, view and manage Supplier Returns.

A Supplier Return is a fully audited way of removing stock from the system. This will allow you to take stock in an unavailable location, and have a process that removes that stock and tracks those changes both in Supplier Returns and the Stock History report.

Supplier Returns may also be created via the [Returns](#) screen, or via the [Sales Order Detail](#) screen





These may be exported as a CSV.

Supplier Returns

Search: Status: ACTIVE From: dd/mm/yyyy To: dd/mm/yyyy

Displaying 13 supplier return(s)

[+ add new supplier return](#) [↓ Download supplier returns as CSV](#)

	id	order	purchase order	status	supplier	collection date
	SR42	Z6254	PO788	Authorised	Iconography Ltd	10/10/2025
	SR41	Z6254	-	Authorised	Iconography Ltd	-
	SR38	-	-	Awaiting Collection	Iconography Ltd	-
	SR34	-	-	Authorised	Fresh Fruit Ltd	-

Key to icons

 = requested

 = authorised

 = awaiting collection/credit

 = completed

 = cancelled

Note: 'awaiting collection' Supplier Returns are those which are awaiting the stock unit to be collected by a Supplier; the 'awaiting credit' status is an additional step between 'awaiting collection' and 'completed'. While in this status, a user is only able to mark the Supplier Return as completed, or alternatively to add notes. It is intended that this be used to manage and track any Supplier Returns which are due credit notes, refunds or other forms

of reimbursement from the Supplier.

Creating a new Supplier Return

Click [here](#) for a full guide on how to create a new Supplier Return.

Supplier Return Management

To manage a Supplier Return, click on the SR number.

For more information, click [here](#).

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