

**UMMC VENDOR-RETURN WORKSHEET: If possible, please utilize UPS Ground for returning products to the vendor. UPS has provided UMMC with favorable ground shipping rates.**

**SECTION A: ITEM DETAILS** – Section A ONLY *To be completed by the INITIATOR of this form*

Requestor Name: \_\_\_\_\_ Contact Phone / Email: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Requesting Location: \_\_\_\_\_ Accounting Unit/Account \_\_\_\_\_ / \_\_\_\_\_

Ship by UPS Ground (**Most Economical Means of Transportation-Your AU will be charged by IDI**)

Ship by FedEx Priority-Overnight **FedEx Account** \_\_\_\_\_ (**Required**) \*\*\*\* **The FedEx Account number established for the exclusive use of your department must be indicated on this form and the Airbill. Contact Barbara Merry-Accounts Payable if a FedEx Account has not been established for your department.\*\*\*\***

Ship to: Vendor \_\_\_\_\_

**Please email all supporting documents to**

Address \_\_\_\_\_

**Frances at emorris@umc.edu**

Vendor Name \_\_\_\_\_ PO # \_\_\_\_\_  CAS PO  Non-PO

**PO Line** \_\_\_\_\_ **Lawson Item #** \_\_\_\_\_ **Item Description** \_\_\_\_\_

**Quantity:** \_\_\_\_\_ **UOM:** \_\_\_\_\_ **Ven Catalog # /Serial #** \_\_\_\_\_ **Date Rec** \_\_\_\_\_

**PO Line** \_\_\_\_\_ **Lawson Item #** \_\_\_\_\_ **Item Description** \_\_\_\_\_

**Quantity:** \_\_\_\_\_ **UOM:** \_\_\_\_\_ **Ven Catalog # /Serial #** \_\_\_\_\_ **Date Rec** \_\_\_\_\_

**PO Line** \_\_\_\_\_ **Lawson Item #** \_\_\_\_\_ **Item Description** \_\_\_\_\_

**Quantity:** \_\_\_\_\_ **UOM:** \_\_\_\_\_ **Ven Catalog # /Serial #** \_\_\_\_\_ **Date Rec** \_\_\_\_\_

**\*\*\* Packing Slip #** \_\_\_\_\_ **(Email packing slip if available to Frances/Purchasing)**

*Identify Reason for Return – check each appropriate box and add pertinent comments*

Expired  Recall  Damaged  Inactive Stock  Other \_\_\_\_\_

Overshipment  Wrong Item  Repair  Loaner  Credit  Exchange  Consignment

**Warranty Repair\_NO CHARGEBACK**  **Vendor Error-All Shipping/Handling Due UMMC**

Is this a CUSTOM purchased item (e.g. custom pack)?  Yes  No

**Equipment Items Only: No return of equipment will be authorized until the UMMC property tags are removed and received by Property Control. Please contact Property Control @ 4-1326 for assistance.**

**UMMC Property Tag #** \_\_\_\_\_ **Serial Number** \_\_\_\_\_

**Property Control Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**SECTION B: To be completed by the Buyer**

Buyer Name: \_\_\_\_\_

Decide whether to RETURN OR DISPOSE of product?     RETURN     DISPOSE

If vendor return is required, contact vendor for following information

Vendor Contact \_\_\_\_\_ Phone # \_\_\_\_\_ RMA #: \_\_\_\_\_

Will vendor credit UMMC for original freight?     YES     NO **\*\*Take credit for freight if Vendor Error (see above)**

Is UMMC shipping product to vendor? Or hold for pickup?     SHIP     HOLD

If shipping, how much will vendor reimburse for shipping charges? \_\_\_\_\_

How much will UMMC have to pay as restock / handling fee? \_\_\_\_\_

Lawson vendor return created (PO31-Add)? Return Number: \_\_\_\_\_

Lawson vendor return-add RMA, contact name and number

Lawson vendor return-add freight and handling charges/reimbursement

Lawson vendor return-AUTHORIZE

Print Lawson Return document (PO132)

Save copy of PO132 and this document on hard drive

Attach scanned image of this document to Lawson PO31 vendor return and to p.o. in PO20

Email original requester with copy to Receiving  
– attach scanned image of this document and the PO132

If disposal is required, determine proper disposition to take?

Reprocess     Refurbish     Dispose – NON-HAZMAT

Dispose HAZMAT    Date disposal complete: \_\_\_\_\_

Other Comments:

**FINAL BUYER REVIEW- Verify CB line amount. Check PO64 for invoice and AOC charge.  
Can you link to a PO?**

Requesting department delivers goods and paperwork to Shipping and Receiving

Shipping and Receiving to ship or hold for pickup. Once goods leave UMMC update PO31 status to SHIPPED

Vendor Pick Up Signature \_\_\_\_\_ Printed Signature \_\_\_\_\_

Date Picked Up \_\_\_\_\_ FedX/UPS Tracking # \_\_\_\_\_