## Save time on your next return.

It's easy...just follow this Quick Guide.

## **Returns: My Shipped Orders**

- Returns can be initiated by choosing the **Return An Item** option on the dashboard through the **Return Item** drop down
- My Shipped Orders page displays orders that have been shipped.
- Click on Order # to review line item detail.
- Click on **Returns** to process a return for an order.

		PICK OF LOCKTON		ACCOUNTING INFORM	AN CIVITY	CATHER I HPORMATION	
Status (HAPPED Ordered By: Invite an Order Date: 10/05/20	erin. 196	2048 ABTOR 103 GVERLOOK AVE NORTH HALEDOK, NJ 201 USA	08	PD: JACK21212		Mechandrise Total Breastag Tanan Total	\$ 855.17 \$ 17.78 \$ 65.47 \$ 969.35
ACCOUNT NUMBER	e strastivic						
Fest name:		Last name:		Phone Number:		Commonita	
thail		atro-		10 (m)	900 (MAR)		0
<ol> <li>Bolar the quantity</li> <li>Solart a Russion 1</li> <li>Bolar the Russion 4</li> <li>Click Submit Rut</li> </ol>	to be returned. Ne Return tool the dogs (Deen, of return toose), Magnes will pick are.		— Hems In	Your Order —			durit Palkets
Num Description			Price Each	Available to return	Quantity To Roturn	Reason For Rela	
Ť.	Ber mer hen in de seue mener de neuer auf einer Gestionen Butterne Bertree Gestionen Butterne Bertree Bertree	nina anton yan arni Nanior 2711	\$ 100.40	1		Polat Paters	Í
	Stepaniel Primary Convention School Prand, 20147 + 7 107 Barn Ruandor; 1071 21 MPR Customer ID: 127173	n Rosc Morris, Gradu 1, 100 Rosats Namber: 425/194	8.0.32			Balan Raton	•
	OLEN MANKET BUT						- 1
	Market Buck Clinic Text Intel Free Buck Clinic Text Service States Clinic Clinic Service States Clinic Clinic Conference Social Clinic Clinic Conference Social Clinic Clinic Text	umum, et i a sti Nacioni 11111	8 (02.01			Robert Roome	-

## **Returns Confirmation Page**

• **Print a copy** of this page and include one in each box being returned.

Click have to see order stat	us definitions						hares 1 - 10 at
Order Number 1	PO Number	Neturn Status 11	Order Date 11	Order Method	Order Total	Quantity Ordered 1	Return Items
780003881	ANUUT212	Shipped Vew Returns	00.05/0016	Onine	\$919.35	13 (8 Petamed)	Peturn Items
7660004560	ANUUTEST123	Bridged Vew Returns	02-05-201e	Onine	\$309.82	7 (1 Peturned)	Patan tema
7650004499	TEST0204	Shipped	02/04/2016	Onine	\$76.02	2	Peturi teme
700004488	A78370204	Submitted	02/04/0016	Onine	\$152.20	+	Peters terms
7660004228	34607	Processing Return Track Order	01/27/2016	Onine	829.87	(1 Returned)	Parties North
7660004224	7948	Return Credit Issued Track Order	enctroone	Onine	828.87	(1 Patamed)	945.00 tanta
7650004223	78576	Pletum Credit Issued Track Order	01/27/2016	Onine	\$29.87	t (t Returned)	Peter tens
7690004222	848	Return Credit Issued Track Order	01/27/2016	Onine	826.87	(1 Meturned)	Palati Salta
7680004221	7657	Shipped Track Orber	61/27/2016	Onine	\$29.87	•	Peters terms
7660004210	(4548.)	Return Credit Issued Track Order	01/27/2016	Onine	629.87	(1 Returned)	Peter Service
7660004218	785678	Processing Return Track Order	01/27/2016	Onine	\$8.10	d Returned)	Parameters
7650004217	<b>0</b> 55534	Shipped Track Order View Returns	01/27/2016	Onine	\$8.10	2 (2 Aeturned)	feter term
7600004218	7057e	Shipped	01/27/2018	Online	65.10	2 (1. Bet-met)	Neturi Sarra

## **Return Items: Order Information**

- Your user and shipping information automatically populates
- Enter Quantity of specific item(s) to be returned.
- Select Reason for Return.
- Click **Submit** to complete online return.

Heturn Confirmation						➡ PRINT
Your return has be	een submitted. Please follow the instructions below	To prepare your return I	for pickup.			
1. Place the items in th	he original shipping box or a box suitable for shipping.					
2. Include a copy of th	re packing slip, if available, or a printout of this page in the box	C	it in the investory along parts	and an exempt det of		
4. The pickup driver w	All have the appropriate paperwork to ensure your return is pro	cessed comethy.	of all the strategy is made being	ages are rearried, verse		
5. A credit will be appl	led to your account within 30 days.					
you need a replaceme	ent item, please place a new online order.					
Return Items from O	Order Number 7650004561					
Customer Number:	1019657NYC					
Name: chub admin Phone Number: (765	9 758 - 5856 56565					
Order Date: 02/05/20	516					
Item Description		UOM / Quantity	Price Each	Total	Quantity Returned	Reason For Return
Item Description	Stapline® Primary Composition Book, Marche, Grande School Rules (9 July 17 11/7 100 Sheater	UOM / Guantity EA/10	Price Each \$3.32	Total \$3.32	Quantity Returned	Reason For Return Damaged
Item Description	Stapkell Primary Composition Book, Marble, Grade School Ruee, 9 341° x 7 102°, 100 Sheets Bern Number: 127173	UOM / Quantity EA/10	Price Each \$3.32	Total \$3.32	Quantity Returned	Reason For Return Damaged
Item Description	Bapiyali Pimay Composition Book, Marbie, Grade Bonce Ruse, 93.41 x 7 1/21, 100 Breets Bree Nauber (2017) MRR Nauber (2019) Customer (1017)13	UOM / Quantity EA-10	Price Each \$3.32	Total \$3.32	Quantity Returned	Reason For Return Demoged
Item Description	Stables Brimary Composition Book, Marble, Grade Boncol Rules, 19.214" x 7 1/2", 100 Sheets Bern Number: 122173 Cashiner Bh127173 Cashiner Bh127173 Cashiner Bh127173	UOM / Quantity EA/10	Price Each	Total \$3.32	Quantity Returned	Reason For Return
Rem Description	Baskell Pinnay Composition Boo, Marce, Grant Boron Rule, 3 S.4.7.102, 100 Breets Bon Namber 10773 Cathome En127123 Contoneer En127123	UOM / Guantity EA/10	Price Each	Total \$3.32	Quantity Returned	Reason For Return
Item Description	Baskell Prinky Composition Blos, Marcie, Grade Borolo Rude, 35447102, 100 Breets Ben Nacher 1077173 Cathome En127173 Cathome En127173 Orbensourd: pay mes	UOM / Guantity	Price Each 53.32	Total 53.32	Quantity Returned	Reason For Return
Rem Description	Dauguett Primary Composition Block, Mattau General Block Davids 3 3 4 4 7 7 00, 100 Diverse Term Number: 10713 Term Number: 10713 Contenient Block Televista General Block Televista	UOM / Guantity EA10	Price Each 53.32	Total 53.32	Guarthy Resurved	Reason For Return Damaged Return Total: \$3.3
Rem Description	Backet Rinney Concession Book, Marce, Genesi Boron Russi 3 34 * 7 * 00; Tokets Rem Russion: 07753 Rem Russion: 07753 Contenses: 077753 Granuesci survisus	UOM / Guantity EA-10	Price Each \$3.32	53.32	Guarstry Resurved	Reason For Return Damaged Return Total: \$3.3
Rem Description	Databal Brenzy Competent Boo, Marsa Grane Strong Nuclear 3 24 × 7 × 02, 100 Dream Rein Nuclear (2713) MRI Nuclear (2019) Cardonard RC20173 @ Grasswaket Bortta	UDM / Gaunty	Price Each 53.32	50.32	Guardity Resurved	Retarn Total \$3.3