

### Introduction

This quick guide provides a one page reference to users of the PECOS system on how return items from within a purchase order. This guide is intended to be a high level quick reference rather than an exhaustive explanation of how the system works. More detailed information can be found in the online help or by downloading the PPS user guide at <http://nhspps.uk>

Before carrying out these steps, you should first contact the supplier to arrange the return and then arrange the collection of any items with the Receipt & Distribution Department (via the PPS help desk at <http://nhspps.uk>). Alternatively, you can ask the PPS help desk team to perform this step for you. Once collection has been arranged with the supplier, carry out the below procedure to log the return information in PECOS.

### Steps

1. Log in to PECOS at <https://pps.pecosipm.com> using your username and password
2. At the top of the screen, change the search box type to **PO Search**
3. Enter the purchase order number in the search box and click on the **Search** button
4. Select the PO number (in blue and underlined)
5. Click on the **Return Items** button
6. Once in the return items screen, key in the quantity to be returned against the appropriate item.
7. Click on the **Save Return** button
8. You will return to the Purchase Order Summary screen and the Audit Trail and the Receipt Status will have been updated.



Order Qty	Order Amt	Returned to Date	Qty to Return	RMA Number
1		0	0	
Item Comment		Reason for Return		
		Incorrect Item Received		

### Getting Help

You can get further help on using the PECOS system from the online help, accessed through the question mark icon on the top right of the page.

You can also review guidance documents, or refresh yourself on the eLearning at <http://nhspps.uk>

If you are still experiencing problems, you can log a call with the PPS help desk either online at <http://nhspps.uk> or by calling 020 3322 1935.