

Return to Supplier

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This Job Aid covers the process of initiating the RTV (return-to-vendor) process within the upgraded ONEPeralta system.


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Override RTV Supplier Address	

Log on to ONEPeralta

Sign in

All ONEPeralta Users

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**



The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there are two input fields: 'User ID' and 'Password'. A red box highlights these two fields, with a yellow circle containing the number '2' next to it. Below the input fields is a 'Select a Language' dropdown menu with 'English' selected. A green 'Sign In' button is highlighted with a red box, with a yellow circle containing the number '3' next to it. At the bottom, there is a checkbox for 'Enable Screen Reader Mode' and a link for 'Set Trace Flags'.



Note

Due to periodic system improvements and your evolving role within the system, the screenshots in this training may be different from what you will see when you log in to ONEPeralta.

Log on to ONEPeralta (cont'd)

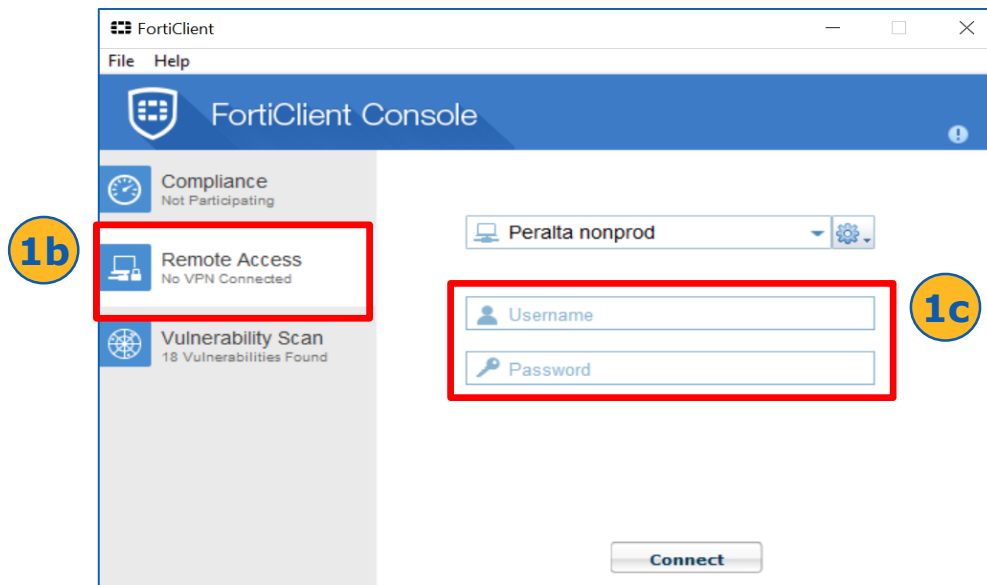
Turn on VPN

All ONEPeralta Users

If you are having trouble logging into ONEPeralta, you may need to connect to Peralta's **Virtual Private Network (VPN)** before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using **one of two methods**:

1. Desktop (recommended method)
 - a. Open > **FortiClient**
 - b. Select > **Remote Access**
 - c. Enter > Peralta email **Username** and **Password**



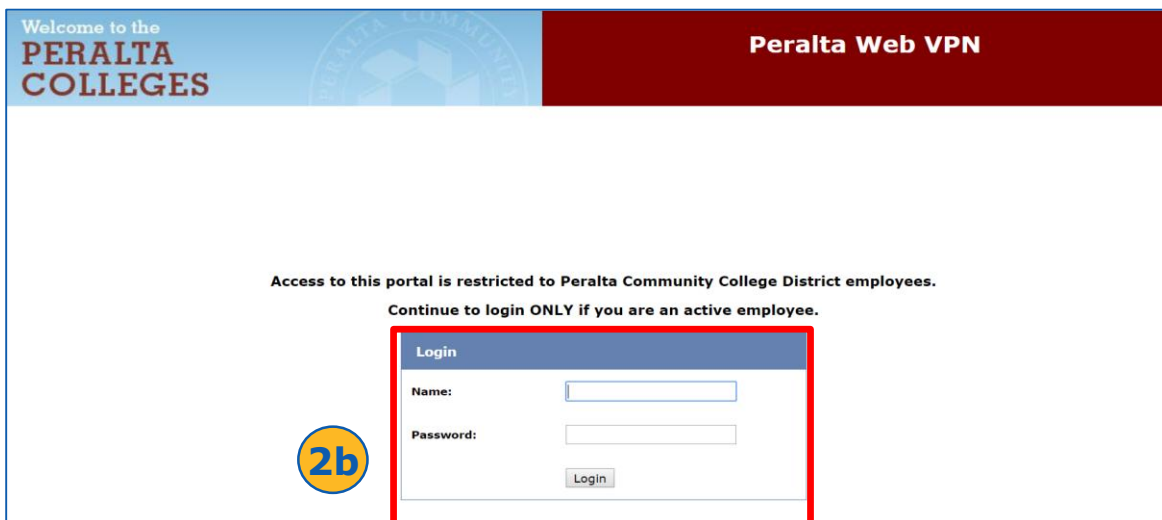
Log on to ONEPeralta (cont'd)

Turn on VPN

All ONEPeralta Users

2. Web / Browser

- a. Enter into your browser > <https://access.peralta.edu/>
- b. Enter > Peralta email **Username** and **Password**



Welcome to the
**PERALTA
COLLEGES**

Peralta Web VPN

Access to this portal is restricted to Peralta Community College District employees.
Continue to login **ONLY** if you are an active employee.

2b

Login

Name:

Password:

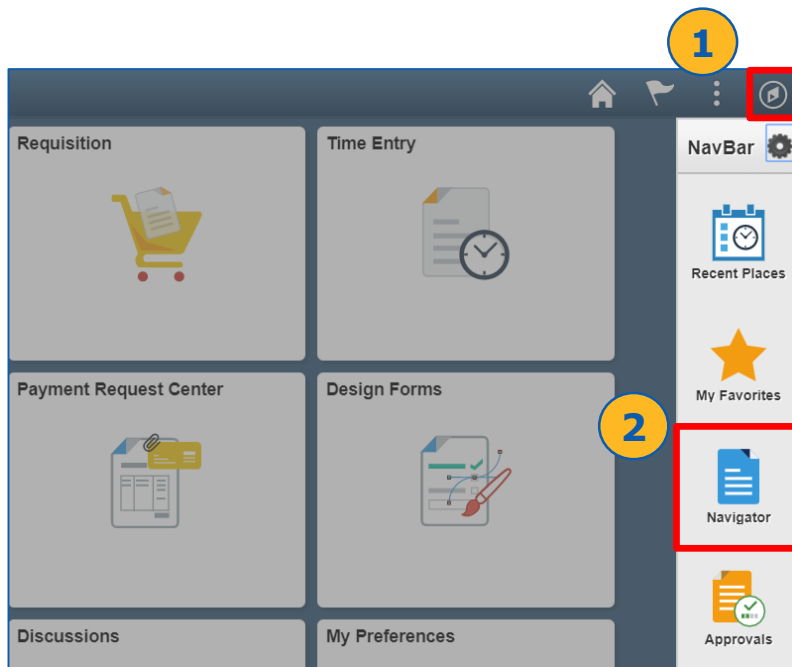
Login

Create a RTV Against a Receipt

In the upgraded ONEPeralta system, all returns of goods are completed online through the return-to-vendor (RTV) process, allowing for better tracking and accountability.

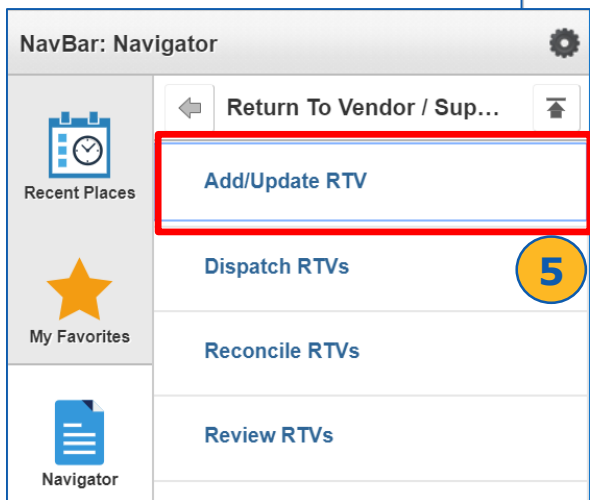
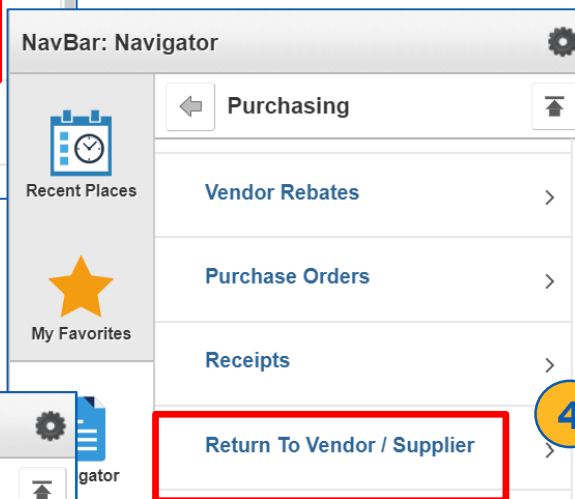
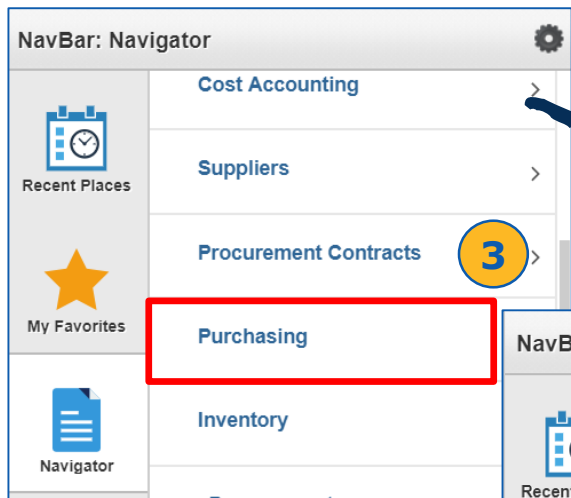
All Warehouse

1. Click > **NavBar** icon
2. Click > **Navigator**



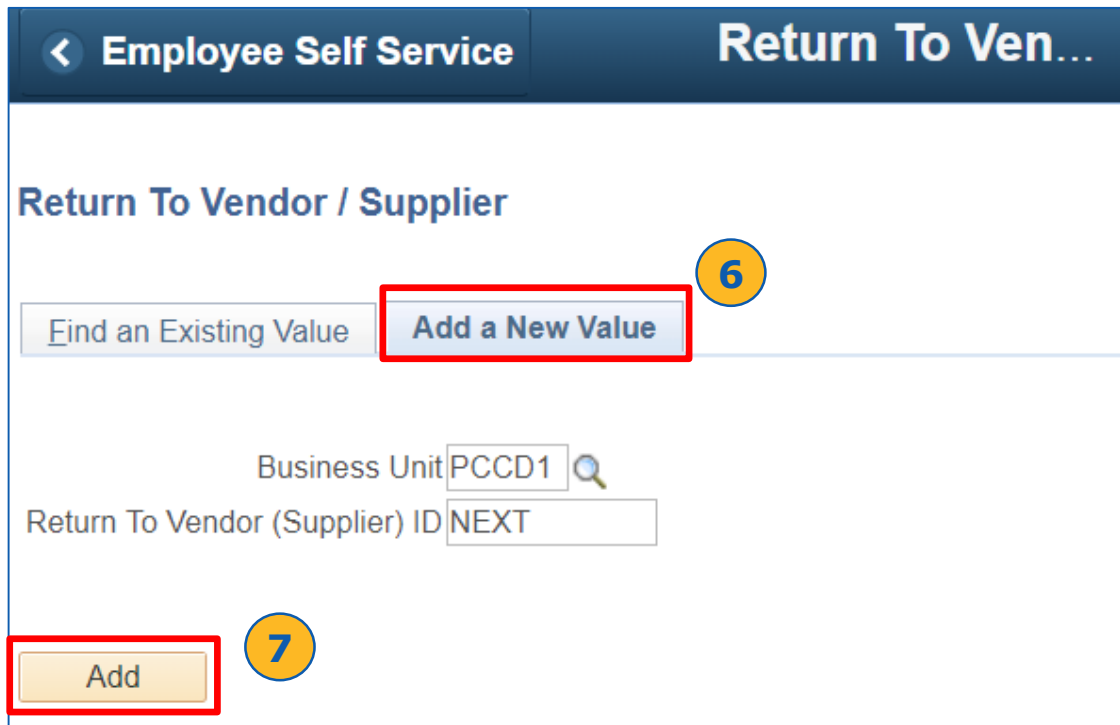
Create a RTV Against a Receipt (cont'd)

3. Click > **Purchasing**
4. Click > **Return to Vendor/Supplier**
5. Click > **Add/Update RTVs**



Create a RTV Against a Receipt (cont'd)

6. Click > **Add a New Value**
7. Click > **Add**



Employee Self Service Return To Ven...

Return To Vendor / Supplier

Find an Existing Value **Add a New Value** 6

Business Unit PCCD1

Return To Vendor (Supplier) ID NEXT

Add 7



There is only one **Business Unit** at Peralta (PCCD1). The **RTV ID** will be assigned automatically by the system.

Create a RTV Against a Receipt (cont'd)

8. Complete > **Supplier** information
9. Click > **Header Details**
10. Complete applicable fields
11. Click **OK**

Employee Self Service **Add/Update RTV** New Window | Personalize Page

Maintain Return To Vendor / Supplier 8

Return To Vendor / Supplier

Business Unit PCCD1
RTV ID NEXT
Status Open

*Supplier

*Supplier Name

Location

*Buyer

Dispatch Option

Header Details RTV Defaults Select PO Header Comment Override Supplier Address

RTV Lines

RTV Lines	Optional Input	Return Amounts	Source Information				
Line	*Action	*Disposition	*Reason	RMA Number	RMA Line	Item ID	Description
1	<input type="text"/>	Ship <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Description

Save Notify Refresh

Return To Vendor / Supplier Header Details

Business Unit PCCD1 RTV ID NEXT

Voucher Adjust Status

Freight Terms Destination

Ship Via

Carrier ID

Lading

OK Cancel Refresh

Create a RTV Against a Receipt (cont'd)

12. Click > **RTV Defaults**
13. Complete applicable fields
14. Click **OK**

Employee Self Service Add/Update RTV

New Window | Personalize Page

Maintain Return To Vendor / Supplier

Return To Vendor / Supplier

Business Unit PCCD1 *Supplier

RTV ID NEXT *Supplier Name

Status Open Location

12

RTV Defaults

Header Details Dispatch Option

Select Receipt Header Comment

Select PO Override Supplier Address

RTV Lines

RTV Lines	Optional Input	Return Amounts	Source Information				
Line	*Action	*Disposition	*Reason	RMA Number	RMA Line	Item ID	Description
1	<input type="text"/>	Ship	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Description

Save Notify Refresh

Return To Vendor / Supplier Defaults

Business Unit PCCD1 RTV ID NEXT

- RTV Adjust Source
- RTV Adjust Fees
- RTV Debit Memo
- Notify Inventory Manager
- Inventory Manager Notified

RTV Adjustment Voucher

RTV Dispatch Method

RTV Notification Method

13

14 OK Cancel Refresh

Create a RTV Against a Receipt (cont'd)

15. Click > **Select Receipt**
16. Enter > Receipt details
17. Click > **Search**
18. Select > **Checkbox** next to correct Receipt
19. Click > **OK**

Employee Self Service
Add/Update RTV
⌵

New Window | Personalize Page

Maintain Return To Vendor / Supplier

Return To Vendor / Supplier

Business Unit PCCD1

RTV ID NEXT

Status Open X

*Supplier

*Supplier Name

Location

*Buyer

Dispatch Option

RTV Defaults
Select Receipt
16
✕

PO Unit

PO No.

Item ID

BU Recv

Receipt No

Supplier ID

Today +/-

Start Date

End Date

Mfg ID

Search
 Select All
 Clear All

Receipt Lines

Personalize | Find | View All |

Details	Sel	BU Recv	Receipt No	Receipt Line	Seq	Item	Description	Sup R
Details	<input type="checkbox"/>	PCCD1	4000037627		1	1	HP 410x, (cf410x) High Yield B	
Details	<input type="checkbox"/>	PCCD1	4000037627		2	1	HP 410X Magenta Original Laser	
Details	<input type="checkbox"/>	PCCD1	4000037627		3	1	HP 410X Yellow Original LaserJ	
Details	<input checked="" type="checkbox"/>	PCCD1	4000037627		4	1	HP 410X Cyan Original LaserJet	

OK
Cancel
Refresh

Create a RTV Against a Receipt (cont'd)

20. Click **RTV Lines** tab
21. Select > desired action from the **Action** dropdown menu
22. Complete > other fields in **RTV Lines** tab
23. Complete > **Optional Input, Return Amounts, and Source Information** tabs as necessary
24. Click > **Save**

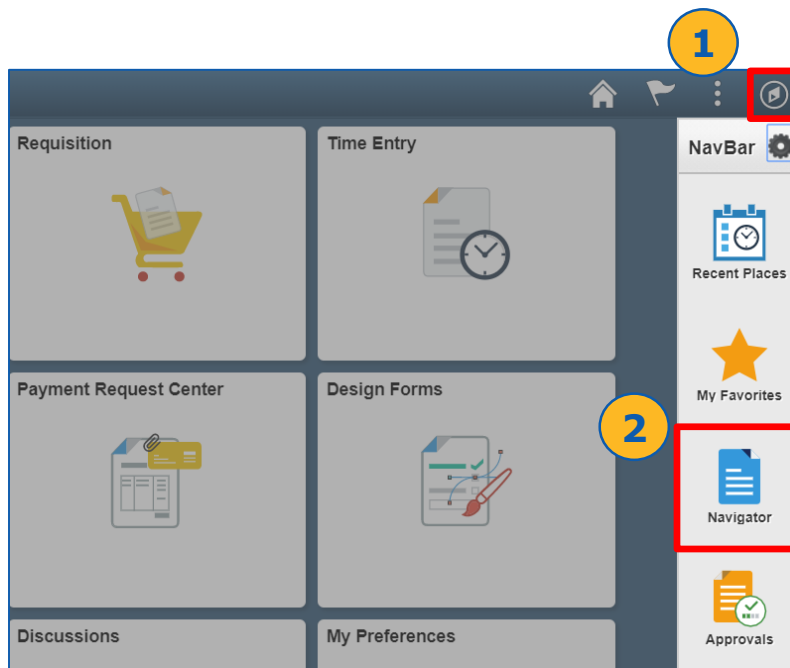
The screenshot shows the 'Add/Update RTV' interface. At the top, there are navigation options like 'Employee Self Service' and 'Add/Update RTV'. Below this, there are search and filter options for 'Business Unit', 'RTV ID', and 'Status'. The main area contains a form with fields for '*Supplier', '*Supplier Name', 'Location', '*Buyer', and 'Dispatch Option'. Below the form, there are tabs for 'RTV Lines', 'Optional Input', 'Return Amounts', and 'Source Information'. The 'RTV Lines' tab is active, showing a table with columns for 'Line', 'Action', '*Disposition', '*Reason', 'RMA Number', 'RMA Line', 'Item ID', and 'Description'. A red box highlights the 'RTV Lines' tab and the 'Optional Input' sub-tab. A dropdown menu is open under the 'Action' column for line 1, showing options like 'Credit', 'Exchange', and 'Replace'. A 'Save' button is also visible. Numbered callouts 20-24 indicate the steps: 20 points to the 'RTV Lines' tab, 21 points to the 'Action' dropdown, 22 points to the 'Optional Input' sub-tab, and 24 points to the 'Save' button.

Dispatch a RTV

Once you have created a RTV for goods that need to be returned, you will need to dispatch the RTV to the supplier to initiate the return of credit, or a replacement or exchange.

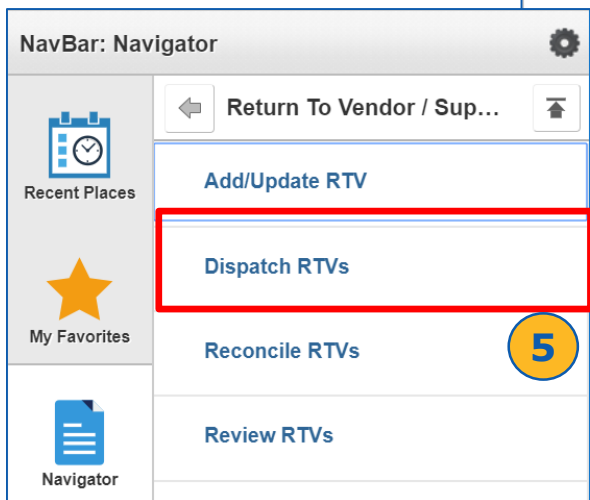
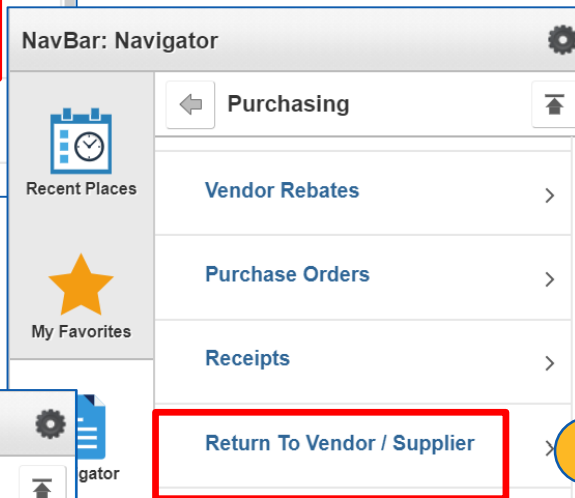
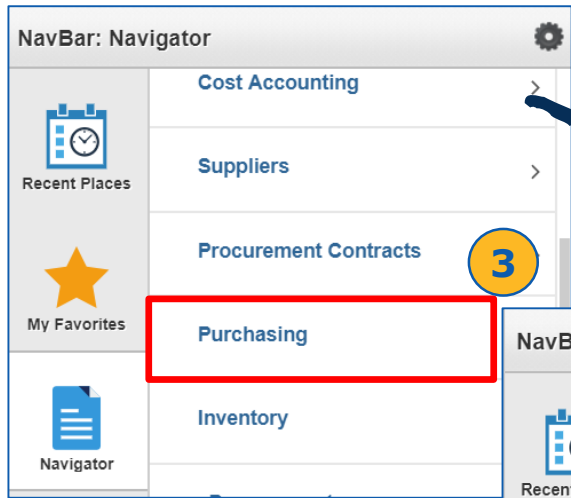
All Warehouse

1. Click > **NavBar** icon
2. Click > **Navigator**



Dispatch a RTV (cont'd)

3. Click > **Purchasing**
4. Click > **Return to Vendor/Supplier**
5. Click > **Dispatch RTVs**



Dispatch a RTV (cont'd)

6. Click > **Find an Existing Value** tab
7. Enter > **Run Control ID**
8. Click > **Search**

Employee Self Service Dispatch RTVs

Enter any information you have and click Search. Leave fields blank for

6 Find an Existing Value Add a New Value

▼ Search Criteria

7 Run Control ID begins with

Case Sensitive

8 Search Clear Basic Search Save Search Criteria

Search Results

View All 1-3 of 3

Run Control ID
Dispatch_PO
PS_PO_DISPATCH_DEFAULT
Print_REQ



Every user will create their own Run Control ID to help them identify specific processes. When creating it for the first time, you will need to go into the Add a New Value tab. After creating it, you will be able to search for it under the Find an Existing Value tab.

Dispatch a RTV (cont'd)

9. Complete > **Process Request Parameters** fields
10. Complete > **Statuses to Include** fields
11. Complete > **Dispatch Methods to Include** fields
12. Complete > **Miscellaneous Options** fields
13. Click > **Run**

< Employee Self Service
Dispatch RTVs

Run Control ID Dispatch_PO

Language English ▼

Report Manager Process Monitor **Run**

● Specified Language ● Recipient's Language

Process Request Parameters

Business Unit 🔍

RTV ID 🔍

Supplier ID 🔍

Buyer 🔍

Fax Cover Page 🔍

Statuses to Include

Dispatched Closed

Not Dispatched Shipped

Open Canceled

Dispatch Methods to Include

Print E-Mail

FAX Phone

EDX

Miscellaneous Options

Print Only

Print Duplicate

Test Dispatch

Number Of Copies

Save Return to Search Previous in List Next in List Notify

Add Update/Display

Dispatch a RTV (cont'd)

- 14. Complete > fields in **Process Scheduler Request** window
- 15. Select > Dispatch method from **Process List**
- 16. Click > **OK**

Process Scheduler Request

×

User ID FUNC_2
Run Control ID Dispatch_PO

Server Name

Recurrence

Time Zone

Run Date 04/24/2018

Run Time 10:29:18AM

Process List

Select	Dispatch	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	RTV Dispatch/Print	PORT001	SQR Process	Web	PDF	Distribution
<input type="checkbox"/>	Email	PO_RTV_EMAIL	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	RTV Dispatch & Email	RTV DISP	PSJob	(None)	(None)	Distribution

16

Dispatch a RTV (cont'd)

17. Select > **Process Monitor**

18. View > **PORT001** process **Run Status**

19. If Run Status is not successful, click **Details** for more information

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1571762		SQR Process	PORT001	FUNC_2	04/24/2018 10:29:18AM PDT	Error	Posted	Details
<input type="checkbox"/>	1571746		BI Publisher	PO_POROLLEXP	FUNC_2	04/23/2018 10:36:31AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571744		Application Engine	PO_POROLLVW	FUNC_2	04/23/2018 10:26:20AM PDT	Success	Posted	Details

Dispatch a RTV (cont'd)

20. Click > **Message Log**

21. Click > **Explain**

22. Click > **Return**, and then troubleshoot the identified error

Process Detail

Process

Instance 1571799	Type Application Engine
Name FS_BP	Description Comm. Cntrl. Budget Processor
Run Status Success	Distribution Status Posted

Run

Run Control ID Post_Voucher
Location Server
Server PSNT
Recurrence

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Actions

[Parameters](#) [Transfer](#)
Message Log [View Locks](#)
[Batch Timings](#)
[View Log/Trace](#)

Message Log

Process

Instance: 1571799	Type: Application Engine
Name: FS_BP	Description: Comm. Cntrl. Budget Processor

1-11
21

Severity	Log Time	Message Text
10	9:56:12PM	Commitment Control Budget Processing has begun.
10	9:56:13PM	Begin request number 1 for User ID "FUNC_2" and Run Control ID "Post_Voucher".
10	9:56:18PM	Request 1 for "FUNC_2" / "Post_Voucher" completed successfully.
10	9:56:18PM	Request 1 Statistics. Documents Processed: 1, Errors: 0, Warnings: 0
10	9:56:18PM	Commitment Control Budget Processing Complete.
10	9:56:27PM	Report Repository URL is: http://ps92lst.ad.peralta.edu:8100/SchedulerTransfer/FMTST1(63,68)
10	9:56:27PM	Transferred file: E:\psreports\FMTST1\20180427\1222445\AE_FS_BP_1571799.stdout file size: 0KB (63,5 3)
10	9:56:27PM	File transfer successful. Success (63,52)
10	9:56:27PM	Successful Http Reply Code: 200 - OK (63,57)
	9:56:27PM	Published message with ID 82135c7b-4aa0-11e8-baab-e085b23a8213 to create entry in folder FINANCIAL.
	9:56:27PM	Successfully posted generated files to the report repository

Explain

Explain

Explain

Explain

Explain

Explain

Explain

Explain

Explain

Explain

Explain

Return

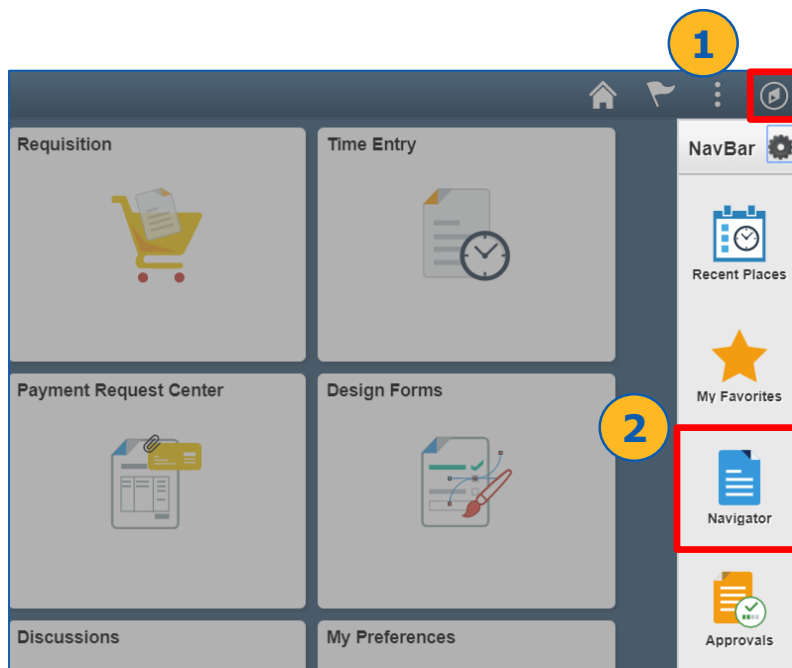
22

Override Supplier Address

There may be instances when a supplier's address for return shipments is different from its main address stored in ONEPeralta. If this is the case, you will need to override the supplier address for RTVs.

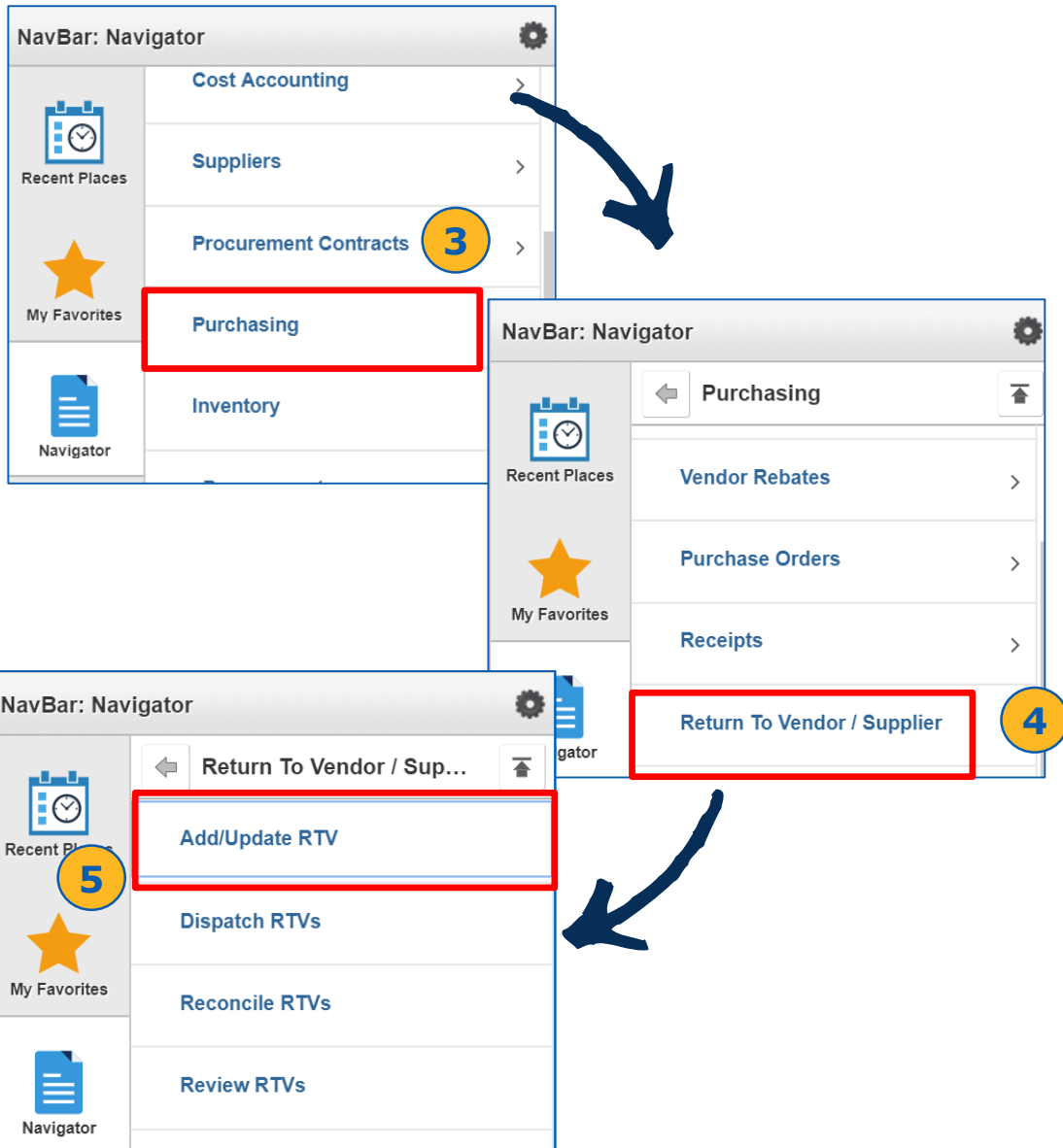
All Warehouse

1. Click > **NavBar** icon
2. Click > **Navigator**



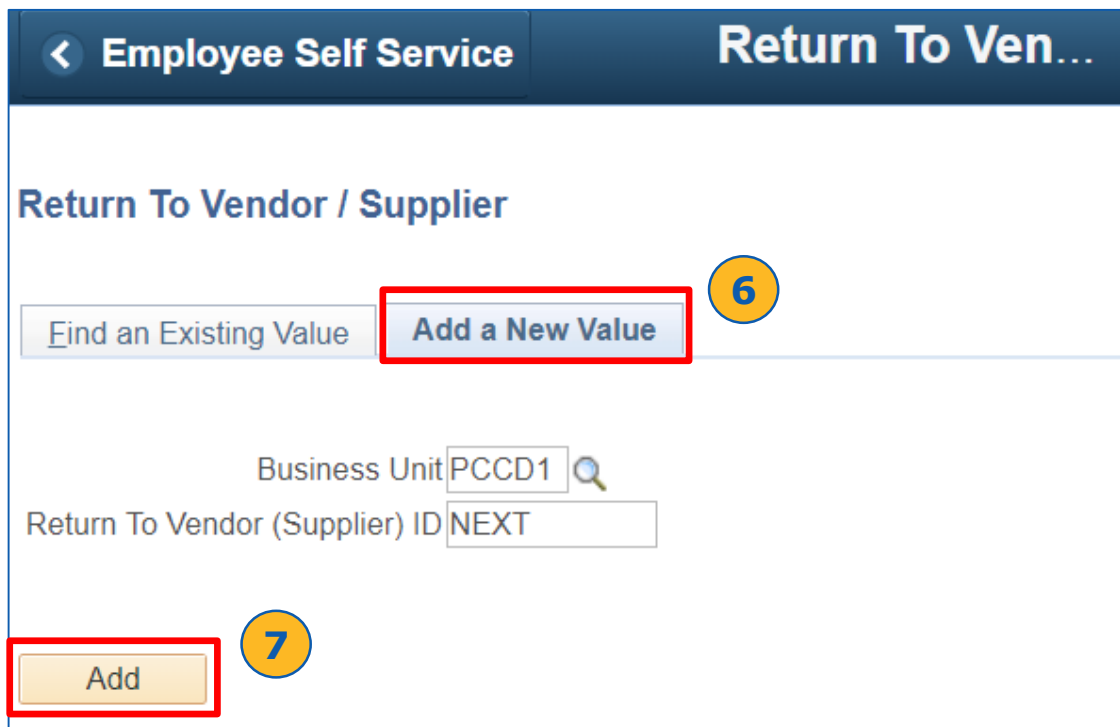
Override Supplier Address (cont'd)

3. Click > **Purchasing**
4. Click > **Return to Vendor/Supplier**
5. Click > **Add/Update RTVs**



Override Supplier Address (cont'd)

6. Click > **Add a New Value**. Do not edit the fields!
7. Click > **Add**



Employee Self Service Return To Ven...

Return To Vendor / Supplier

Find an Existing Value **Add a New Value** 6

Business Unit

Return To Vendor (Supplier) ID

Add 7



There is only one **Business Unit** at Peralta (PCCD1). The **RTV ID** will be assigned automatically by the system.

Override Supplier Address (cont'd)

8. Complete > **Supplier** information
9. Click > **Header Details**
10. Complete applicable fields
11. Click **OK**

Employee Self Service | Add/Update RTV

Maintain Return To Vendor / Supplier

Return To Vendor / Supplier

Business Unit PCCD1
RTV ID NEXT
Status Open

8

*Supplier
*Supplier Name
Location
*Buyer
Dispatch Option

9

Header Details | RTV Defaults | Header Comment | Override Supplier Address

RTV Lines

Line	*Action	*Disposition	*Reason	RMA Number	RMA Line	Item ID	Description
1	<input type="text"/>	Ship	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Description

Save | Notify | Refresh

Return To Vendor / Supplier Header Details

Business Unit PCCD1 | RTV ID NEXT

Voucher Adjust Status

10

Freight Terms DES Destination
Ship Via
Carrier ID
Lading

11

OK | Cancel | Refresh

Override Supplier Address (cont'd)

12. Click > **RTV Defaults**
13. Complete applicable fields
14. Click **OK**

Employee Self Service **Add/Update RTV** New Window | Personalize Page

Maintain Return To Vendor / Supplier

Return To Vendor / Supplier

Business Unit PCCD1 *Supplier

RTV ID NEXT *Supplier Name

Status Open Location

12 *Buyer

Dispatch Option

Header Details RTV Defaults Select Receipt Select PO Header Comment Override Supplier Address

RTV Lines

RTV Lines Optional Input Return Amounts Source Information

Line	*Action	*Disposition	*Reason	RMA Number	RMA Line	Item ID	Description
1	<input type="text"/>	Ship	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Description

Return To Vendor / Supplier Defaults

Business Unit PCCD1 RTV ID NEXT

13

RTV Adjust Source

RTV Adjust Fees

RTV Debit Memo

Notify Inventory Manager

Inventory Manager Notified

RTV Adjustment Voucher

RTV Dispatch Method

RTV Notification Method

14 OK Cancel Refresh

Override Supplier Address (cont'd)

- 15. Click > **Override Supplier Address**
- 16. Update > **Override Address** fields
- 17. Click > **OK**



Employee Self Service **Add/Update RTV** New Window

Maintain Return To Vendor / Supplier
Return To Vendor / Supplier

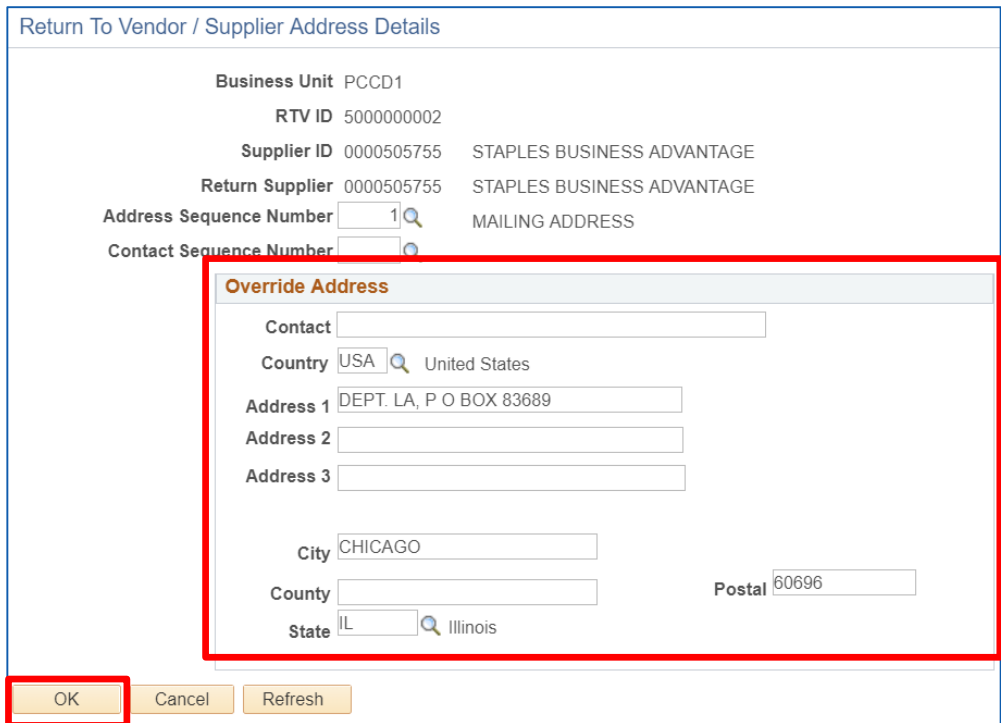
Business Unit PCCD1
RTV ID NEXT
Status Open

*Supplier 0000500002
*Supplier Name A1 STEAM-001
Location MAIN
*Buyer
Dispatch Option Manual

Header Details RTV Defaults Header Comment
Select Receipt Select PO

Override Supplier Address

15



Return To Vendor / Supplier Address Details

Business Unit PCCD1
RTV ID 5000000002
Supplier ID 0000505755 STAPLES BUSINESS ADVANTAGE
Return Supplier 0000505755 STAPLES BUSINESS ADVANTAGE
Address Sequence Number 1 MAILING ADDRESS
Contact Sequence Number

Override Address

Contact
Country USA United States
Address 1 DEPT. LA, P O BOX 83689
Address 2
Address 3
City CHICAGO
County Postal 80696
State IL Illinois

OK Cancel Refresh

16

17

Create a RTV Against a Receipt (cont'd)

18. Click > **Select Receipt**
19. Enter > Receipt details
20. Click > **Search**
21. Select > **Checkbox** next to correct Receipt
22. Click > **OK**

Employee Self Service Add/Update RTV New Window | Personalize Page

Maintain Return To Vendor / Supplier
Return To Vendor / Supplier

Business Unit PCCD1
RTV ID NEXT
Status Open

*Supplier
*Supplier Name
Location
*Buyer
Dispatch Option

18 Select Receipt

19 Select Receipt

PO Unit PO No. Item ID
 BU Recv Receipt No. Supplier ID
 Today +/- Start Date End Date
 Mfg ID

20 Search Select All Clear All

21

Details	Sel	BU Recv	Receipt No	Receipt Line	Seq	Item	Description	Sup R
Details	<input type="checkbox"/>	PCCD1	4000037627		1	1	HP 410x, (cf410x) High Yield B	
Details	<input type="checkbox"/>	PCCD1	4000037627		2	1	HP 410X Magenta Original Laser	
Details	<input type="checkbox"/>	PCCD1	4000037627		3	1	HP 410X Yellow Original LaserJ	
Details	<input checked="" type="checkbox"/>	PCCD1	4000037627		4	1	HP 410X Cyan Original LaserJet	

22 OK Cancel Refresh

Create a RTV Against a Receipt (cont'd)

23. Click **RTV Lines** tab
24. Select > desired action from the **Action** dropdown menu
25. Complete > other fields in **RTV Lines** tab
26. Complete > **Optional Input, Return Amounts, and Source Information** tabs as necessary
27. Click > **Save**

Employee Self Service **Add/Update RTV**

New Window | Personalize Page

Maintain Return To Vendor / Supplier
Return To Vendor / Supplier

Business Unit PCCD1
RTV ID NEXT
Status Open

*Supplier 0000505755
*Supplier Name STAPLES AD-001
Location MAIN
*Buyer SNZOMO
Dispatch Option Manual

Header Details RTV Defaults Header Comment
Select Receipt Select PO Select PO Override Supplier Address

RTV Lines **23**

RTV Lines | Optional Input | Return Amounts | Source Information **26**

Line	Action	*Disposition	*Reason	RMA Number	RMA Line	Item ID	Description
1	24 Credit	Ship					HP 410X Cyan Original LaserJet

25

Save | Credit | Refresh

27

Exchange
Replace