ODP Business Solutions Punchout in UCIBuy
Requesting Returns for Delivered Items – Step by Step Guide

Order must be in Delivered Status to initiate a Return

Be sure to only select the specific items to be picked up and returned to the supplier.
Select 'Begin Return' button
Place Return (Step 1 of 3)

1. Verify Return Address
2. Select Your Items
3. Review Information

**Return Address**

<table>
<thead>
<tr>
<th>Your address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9931</td>
</tr>
<tr>
<td>UC IRVINE</td>
</tr>
<tr>
<td>131 INNOVATION DR STE 250</td>
</tr>
<tr>
<td>IRVINE</td>
</tr>
<tr>
<td>CA</td>
</tr>
<tr>
<td>92617-3085</td>
</tr>
<tr>
<td>USA</td>
</tr>
</tbody>
</table>

**Will default to Ship To address associated with PO**

CONTINUE

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**Select the item(s) you would like to return by providing the following details:**
- Quantity to return
- Return for Credit or Even Exchange
- Reason for return
- Number of boxes to return

**Returnable Items**

<table>
<thead>
<tr>
<th>Cart Items</th>
<th>Price/Unit</th>
<th>Quantity Ordered</th>
<th>Returnable Quantity</th>
<th>Quantity To Return</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle</strong> Item # 0941066</td>
<td>$1.990 / each</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Clorox® Disinfecting Wipes, 35 Wipes Per Tub, Pack Of 3 Tubs</strong> Item # 0149452</td>
<td>$5.780 / pack</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Return action:**
- Return for Credit
  - Why can't I exchange these items?

**Number of boxes to return:**
- Why is this important?

CONTINUE
1. Verify Return Address

2. Select Your Items

3. Review Information

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Return action:
- Return for Credit
- Why can't I exchange these items?
- Please specify a reason for your return.
- Reason for your return: Please select a reason...
- This is a required field.
- * Number of boxes to return

Why is this important?

Please review your return information. If you need to edit your information, select the "Modify Return" link at the bottom of the page. You may print this page as a reference but your return is not complete until you click "Place Your Return".

Cart Items                                                                 | Price/Unit | Quantity To Return | Credit |
| Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle                    | $1.990 / each | 1                |        |

Return action: Return for Credit
Reason for your return: Ordered Wrong Item

You've chosen to return your item in 1 box.

Subtotal: $(1.99)
Taxes: $(0.15)
Miscellaneous: $0.00
Total Credit: $1.84

Modify Return | Cancel Return PLACE YOUR RETURN