

Receiving Returned Orders

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After a return shipment arrives, you must mark it as received so the item will be logged back into inventory.

1. Navigate to **Menu > Order Management > Shipping Log**.
2. Locate and select the shipment you want to work with by browsing the list or [using the Quick Search bar](#).

Note: You can also navigate directly to the order via Order Management > Orders and click on the Management tab, then navigate to the Shipping screen and select the shipment.

3. From the shipment's detail view, click **Actions > Mark Shipment as Received**.
4. At the confirmation dialog, click **Yes**.

This generates a Shipment Received notice to relevant personnel.
