

ODP Business Solutions Punchout in UCIBuy

Requesting Returns for Delivered Items – Step by Step Guide

UCIBuy Punchout Your UCIBuy Punchout Session will expire in: 52:52 [Reset Session](#)

Products

Orders | Order By Item | Shopping Lists | Proprietary Items | Bulletin Board Account: 90

What's New

Orders

Select By Status: **All** | Approver User ID:

PO Number:

Order Number:

Ordered By: **RM**

PO Number

PHONE:

Item Number:

Ship To Id:



Date To: 03/19/2024 | Min Order Total: | Max Order Total:

Order must be in Delivered Status to initiate a Return

All Orders

<input type="checkbox"/>	Order #	Order Date	Ordered By	Approver	PO Number	RM	PHONE	Status	Total	Delivery Date
<input type="checkbox"/>	360216021-001 P	03/19/2024	Zaprianoff, Lillian		442912	250	9498246668	Ready to be loaded	\$16.12	03/20/2024
<input type="checkbox"/>	360110230-001 P	03/19/2024	Tran, Michael/RM# 406		442476	406 / CHEMISTRY TEAC	9498247402	In Process	\$107.99	04/02/2024
<input type="checkbox"/>	360110231-001 C	03/19/2024	Tran, Michael/RM# 406		442476	406 / CHEMISTRY TEAC	9498247402	Ready to be loaded	\$61.90	03/20/2024
<input type="checkbox"/>	360081892-001 P	03/19/2024	Alejo, Lori		442476	7200 / UROLOGY	7144566047	Ready to be loaded	\$171.68	03/20/2024

Order Summary [Hide Images](#)

Description	Your Price / Unit	Quantity	Back Ordered B/O	Shipped	Total	Reorder Price / Unit	Reorder Qty.	<input checked="" type="checkbox"/> Deselect all
 Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle Item # 941066 PREFERRED REVIEW THIS PRODUCT	15.99 / each	4	0	4	63.96	15.99 / each	<input type="text" value="4"/>	<input checked="" type="checkbox"/>
 Clorox® Disinfecting Wipes, 35 Wipes Per Tub, Pack Of 3 Tubs Item # 149452 BEST VALUE REVIEW THIS PRODUCT	15.99 / pack	1	0	1	15.99	15.99 / pack	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Be sure to only select the specific items to be picked up and returned to the supplier.

Select 'Begin Return' button

Subtotal:	79.95
Delivery Fee:	\$0.00
Adjustments:	\$0.00
Taxes:	15.99
Total:	95.94

Print Order | Email Us | [Back to Order Tracking](#)

[View Search Results](#) **Begin Return** [ADD TO LIST](#)

All selected items will be added to your shopping cart. [REORDER](#)

Place Return (Step 1 of 3)

1. Verify Return Address

2. Select Your Items

3. Review Information

Return Address

Your address:

9931
UC IRVINE
131 INNOVATION DR STE 250
IRVINE,
CA
92617-3085
USA

Will default to Ship
To address
associated with PO

CONTINUE

1. Verify Return Address



2. Select Your Items

3. Review Information

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

Cart Items	Price/Unit	Quantity Ordered	Returnable Quantity	Quantity To Return
 Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle Item # 0941066	\$1.990 / each	4	4	<input type="text"/>
		* Return action:		Return for Credit Why can't I exchange these items?
 Clorox® Disinfecting Wipes, 35 Wipes Per Tub, Pack Of 3 Tubs Item # 0149452	\$5.780 / pack	1	1	<input type="text"/>
		* Return action:		Return for Credit Why can't I exchange these items?

To coordinate your return, we need to know how many boxes to expect from you.

* Number of boxes to return.

Why is this important?

CONTINUE

1. Verify Return Address


2. Select Your Items

3. Review Information

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

Cart Items	Price/Unit	Quantity Ordered	Returnable Quantity	Quantity To Return
 Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle Item # 0941066	\$1.990 / each	4	4	<input type="text" value="1"/>

* Return action: [Return for Credit](#)
[Why can't I exchange these items?](#)
Please specify a reason for your return.

* Reason for your return:

 Clorox® Disinfecting Wipes, 35 Wipes Per Tub, Pack Of 3 Tubs Item # 0149452	\$5.780 / pack	1		
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* Return action:
This is a required field.
* Number of boxes to

- Please select a reason...
- Please select a reason...
- Damaged Item
- Delivered Late
- Catalog Description Incorrect
- Received Wrong Item
- Don't Want Item
- Defective Item
- Ordered Wrong Item
- No longer needed

[Why is this important?](#)


CONTINUE ▶

1. Verify Return Address

2. Select Your Items

3. Review Information

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 Entered Item # 941066	\$1.990 / each	1	(\$1.99)

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:	(\$2.14)

[Modify Return](#) | [Cancel Return](#)

PLACE YOUR RETURN ▶