



NEXT STEPS RETURNS & REFUNDS



The following instructions are for customer and supporting documentation along with dealership inventory tracking purposes. For dealership financial reimbursement from Bayer, be sure to complete the processes required by Bayer.

RETURNS

1

NAVIGATE TO THE ORIGINAL INVOICE

Orders	Sales Year	Order Date	Invoice Number	Name
+ Add	2022	1/21/2022	0063034	Home Farm

2

RIGHT CLICK ON THE PRODUCT RETURNED & "SPLIT LINE ITEM"

4/4/2022 DKC59-81RIB SS-A

AG26XF1 XF-BULK

Edit Line Item Notes

Split Line Item

Notes:

Transfer Product

3

A DUPLICATE PRODUCT WILL BE ADDED TO THE INVOICE

4/4/2022	DKC59-81RIB SS-AF2-Bag-ELT500-N-B-E	H18MKM9JX	29
	AG26XF1 XF-BULK-UNTR		0
	DKC59-81RIB SS-AF2-Bag-ELT500-N-B-E		0

ADD A NEGATIVE QUANTITY TO REFLECT THE RETURN AMOUNT

Delivery Date	Lot	Quantity	
4/4/2022	DKC59-81RIB SS-AF2-Bag-ELT500-N-B-E	H18MKM9JX	29
	AG26XF1 XF-BULK-UNTR		0
	DKC59-81RIB SS-AF2-Bag-ELT500-N-B-E		-9

4

ADD A LINE ITEM NOTE

RIGHT CLICK ON THE RETURN PRODUCT

DKC59-81RIB SS-AF2-Bag-ELT500-N-E

Edit Line Item Notes

Line Item Notes

RETURN

OK Cancel

DKC59-81RIB SS-AF2-Bag-ELT500-N-B-E RETURN

REFUNDS

5

RECALCULATE DISCOUNTS

\$ Payments Discounts Splits

Edit Order Discounts

Restrict	To	% Disc	\$ Disc	Units	Amount	Recalc
12% Volume	Bayer DIRECT	All			\$936.0	Recalc
Additional Corn Disc...	Bayer DIRECT	Corn	\$90.43	20	\$1,808.0	Recalc

OK Cancel

6

OPEN THE REFUND WIZARD

Send Invoice \$ Payments Discounts

Calculate Refund

This order has a refund, do you want to process it now?

Yes No

7

CALCULATE THE REFUND

Calculate Refund

Refund To: United Seeds

Cash Discount Date: 1/6/2022

CONFIRM THE CASH DISCOUNT DATE

Calculate Cancel

Order Payments

Check Date	Check #	Payer	Amount	Discount	Cash Discount Date
6/1/2023	REFUND	United Seeds	(\$9,589.13)	(\$833.84)	1/6/2022
1/19/2022		United Seeds	\$14,323.30	\$1,155.07	1/19/2022

THE REFUND WILL DISPLAY ON THE INVOICE UNDER THE PAYMENTS

Payments	Check #	Payer	Cash Disc.	Amount	Gross Total:
1/19/2022		United Seeds	\$1,155.07	\$14,323.30	Discount Total:
6/1/2023	REFUND	United Seeds	(\$833.84)	(\$9,589.13)	Subtotal:
					Cash Discount:
					Net Total:
					Payment:
					Balance: