

## Quick guide/Information EB ASP Flow

### E-mail message to suppliers at the time of Confirmation reversals

When Project Coordinator or Project Manager try to reverse a confirmation at item level, it will be mandatory to enter "Reasons for return delivery" text under "Notes and Attachments".

If the user is trying to do the return delivery without entering the reasons for each and every item, a message is displayed asking to specify the reason for return delivery. Then the reason for reversal for every line item should be entered at the item level after choosing the line item which has to be reversed.

#### Example


Below additional reasons are defined as reasons for return delivery along with standard reasons available

***Confirmation approved in error, Duplicate, Goods Not Delivered, Incorrect Network, Incorrect payment, Mismatch on Site ID, PO issued to wrong vendor, Poor Quality, Project Cancelled, Site closure, Vendor no longer in business, Work not completed, Work not performed by ASP, Wrong Part Names, Wrong Pricing, Wrong quantity***

An email will be sent to the mail id maintained for the vendor in the below format

### Send E-mail when Return Delivery to Vendor

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**Created**  Workflow-System

This e-mail was generated automatically. Please do not reply to this address.

Your delivery was returned by user ACC4266.

Information on return delivery:

Return Delivery Number: 1003793774.  
Purchase Order Number: 9300889960.  
Returned on: 05.12.2013.

Returned item details:

Line No./Description	Reason for Return
1. Drive Test	Goods Not Delivered
2. Drive Test	Mismatch on Site ID
3. Drive Test	Goods Delivered Twice