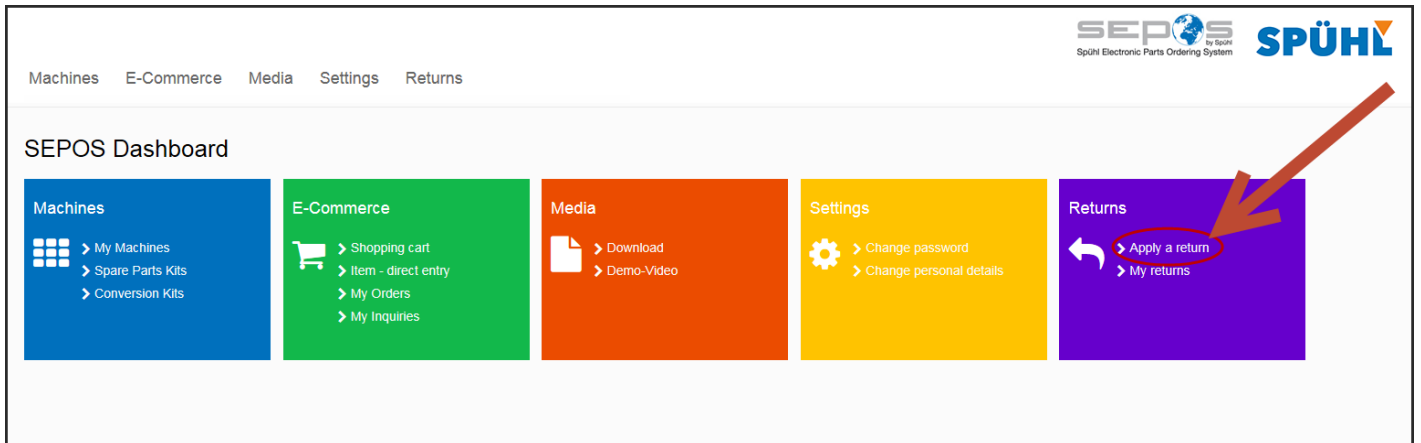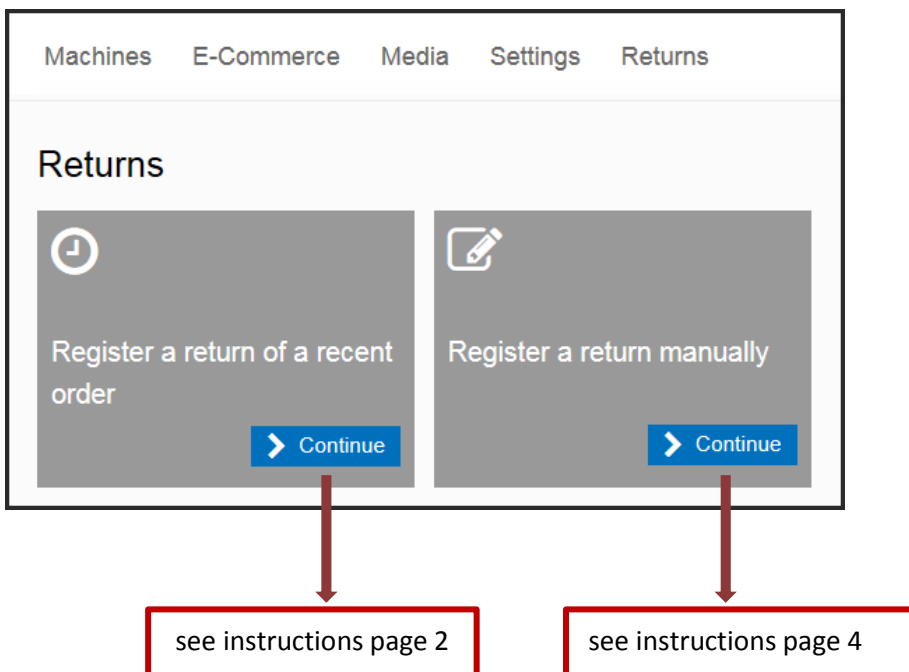# Quick start guide for returns with SEPOS

## Apply a return :

Once you are logged in to SEPOS, please select ''Apply a Return''.
The button ''My Returns'' displays an overview of your returns.



Please choose if you either want to register a return of a recent order, or to register a return manually.



see instructions page 2          see instructions page 4

![SPÜHL logo]

## Register a return of a recent order :

Choose your order,



and select the items you are going to return. Please move on with ''Register a Return''.



This overview of your return will follow up, where you can add, delete an article, or prepare the return :

In order to prepare the return, you need to edit your articles first, and fill in (at least) the required fields:



Once you are done with editing your items, you can prepare the return.
After the successful completion of your return, you will receive a confirmation mail.

Please enclose a copy of the confirmation mail to your parts to be returned.

![SPÜHL logo]

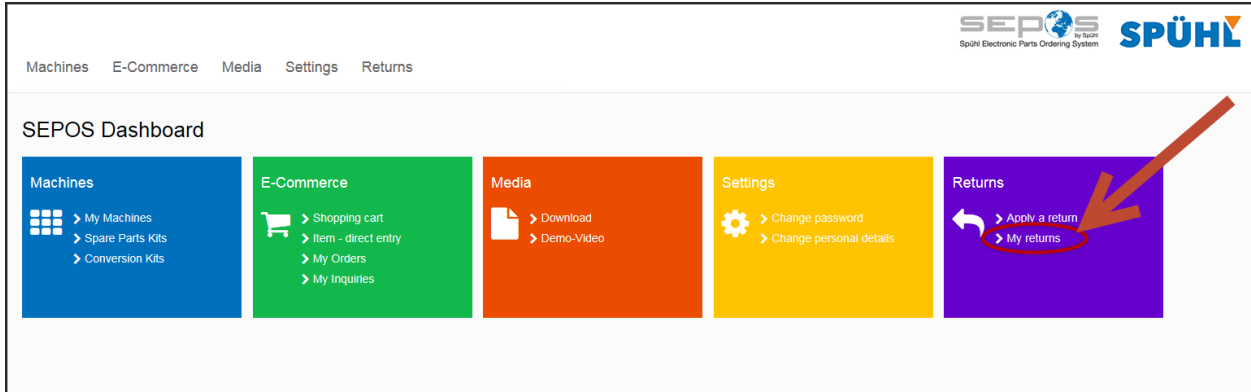## Register a return manually :

To register a return manually, you need to fill in (at least) the required fields, for each item.



After you saved the first item, the following overview of your return will show up :
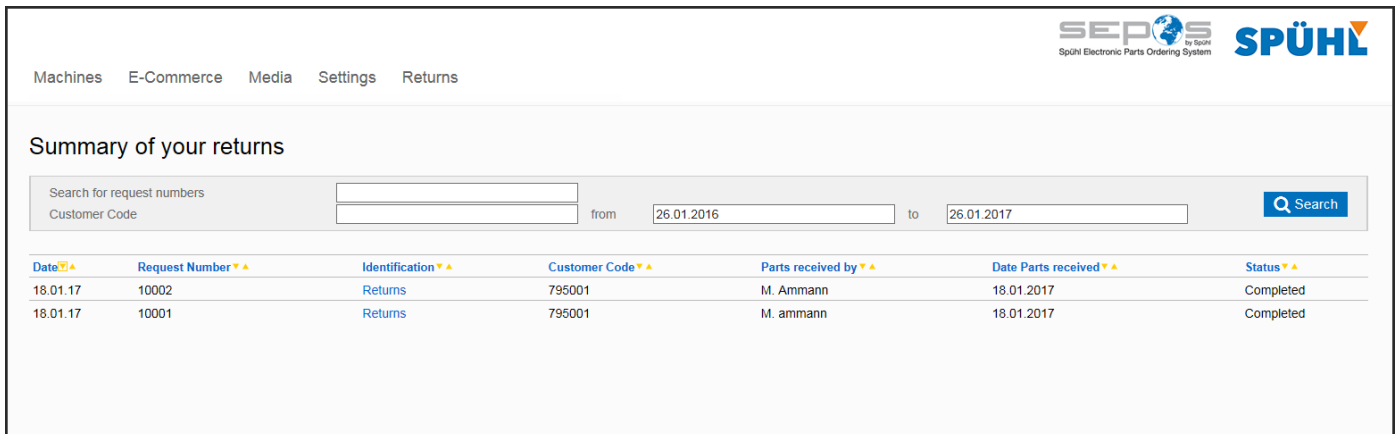


Here you can  (1) add an article, (2) delete, (3) edit, or (4) copy an article, (5) delete the return and (6) prepare the return.

## My Returns :



This is the summary of your returns.
Here you will find all information about your returns, and the possibility to search for a specific one:



Please do not hesitate to contact me if you have any questions about the return process of SEPOS:

markus.ammann@spuhl.com