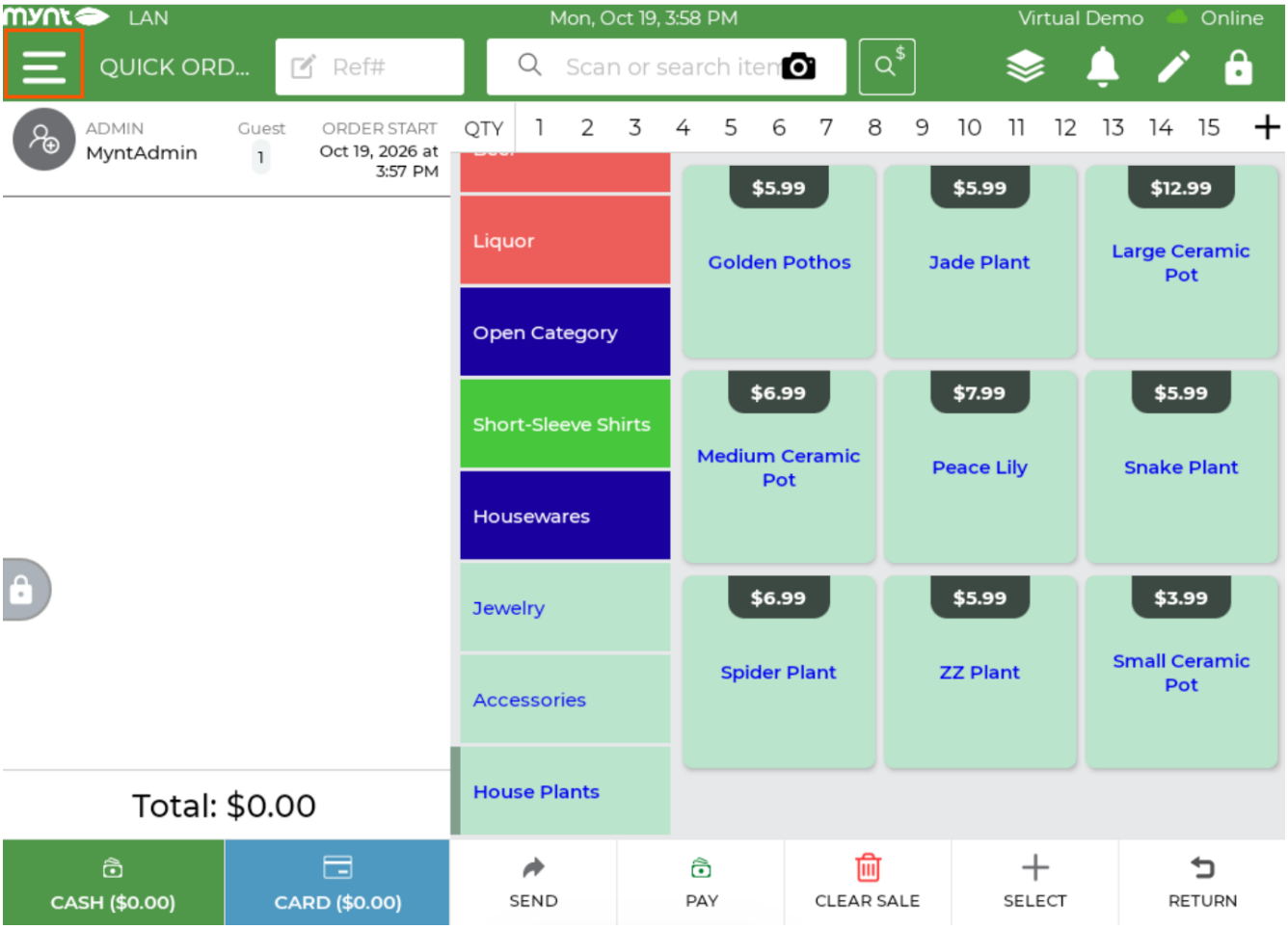
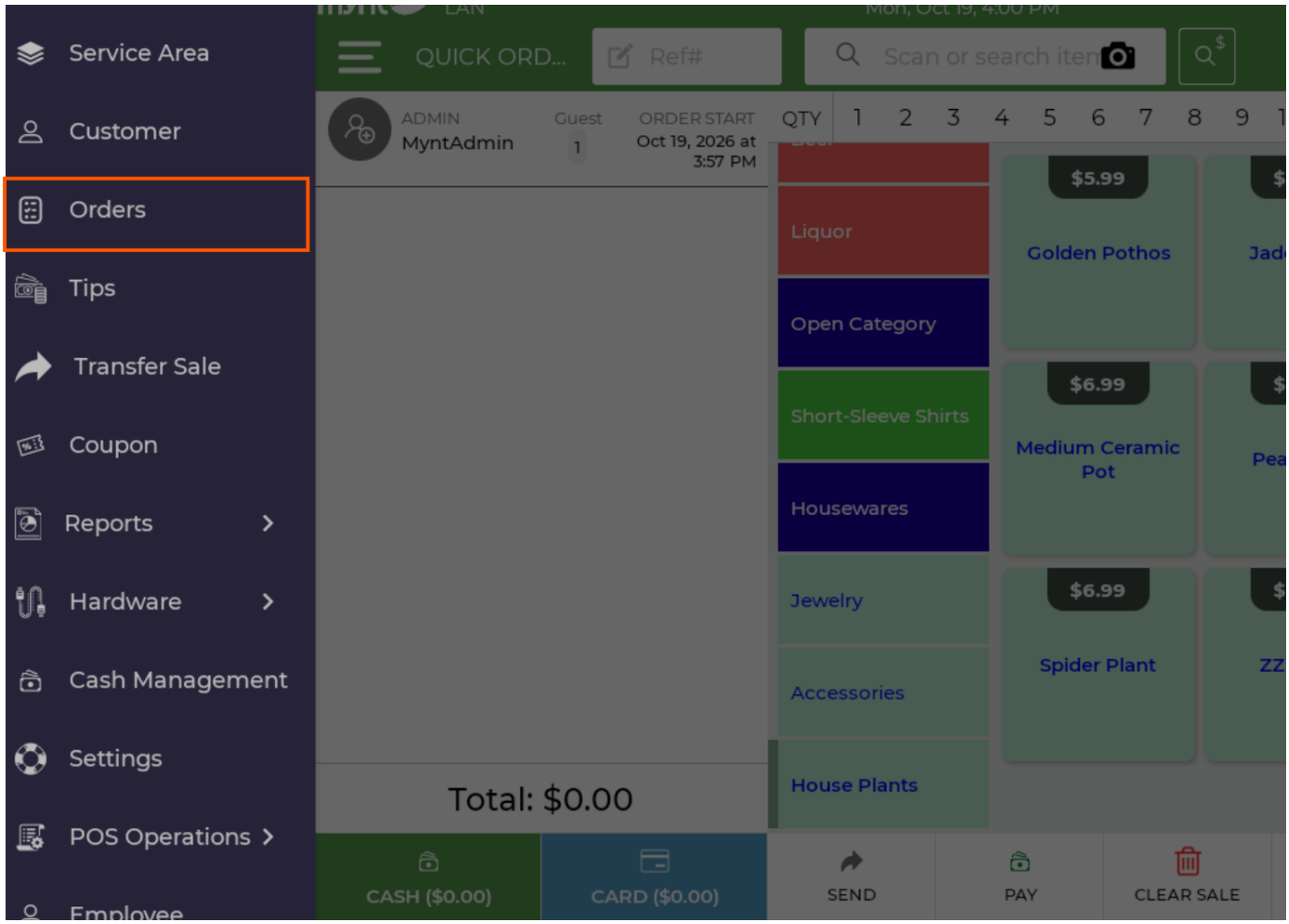
RETURNS AND REFUNDS

MYNT RETAIL

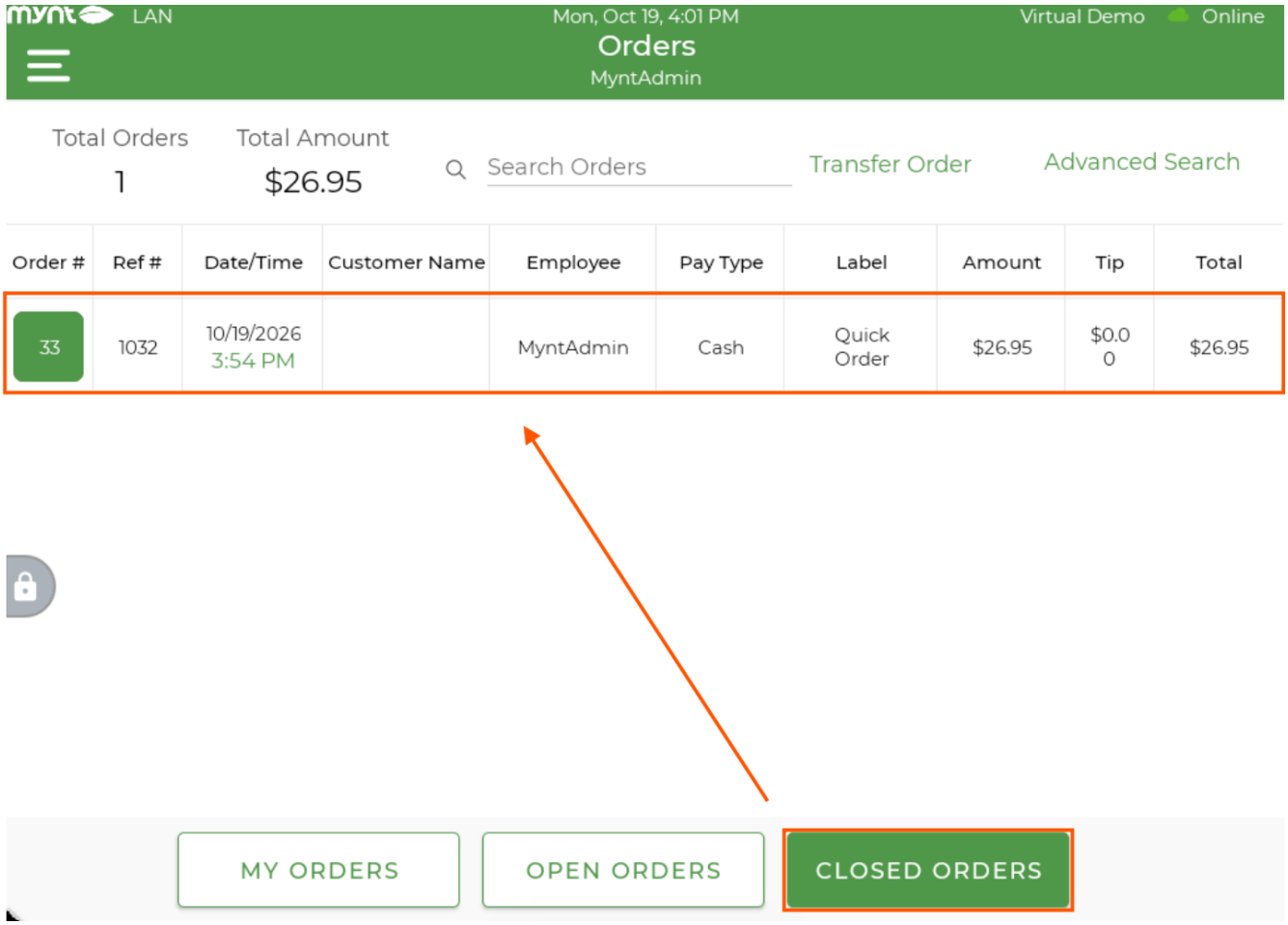
This Is a step-by-step guide on how to process returns in Mynt Retail.



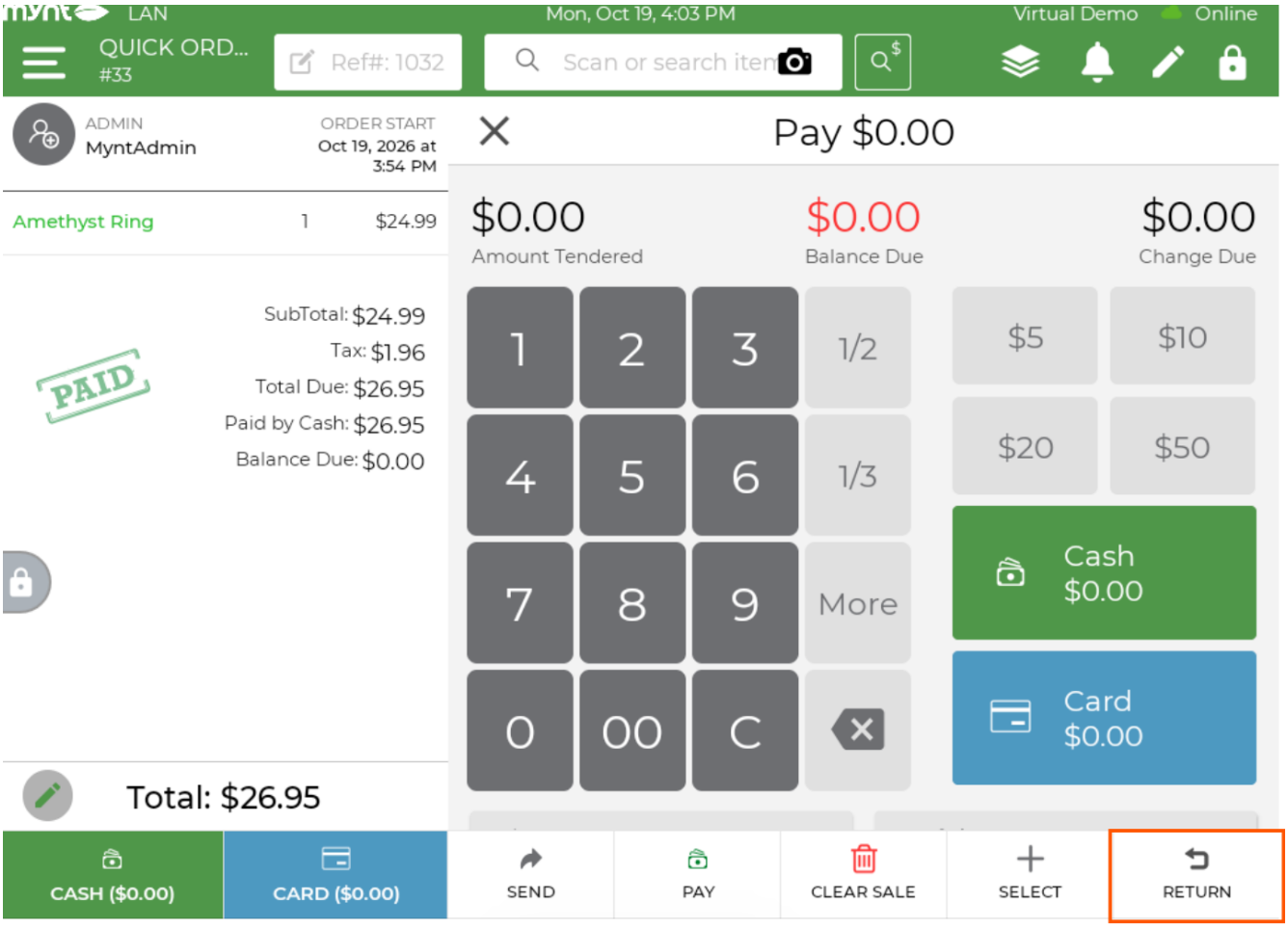
Press the three lines on the top left of the screen.



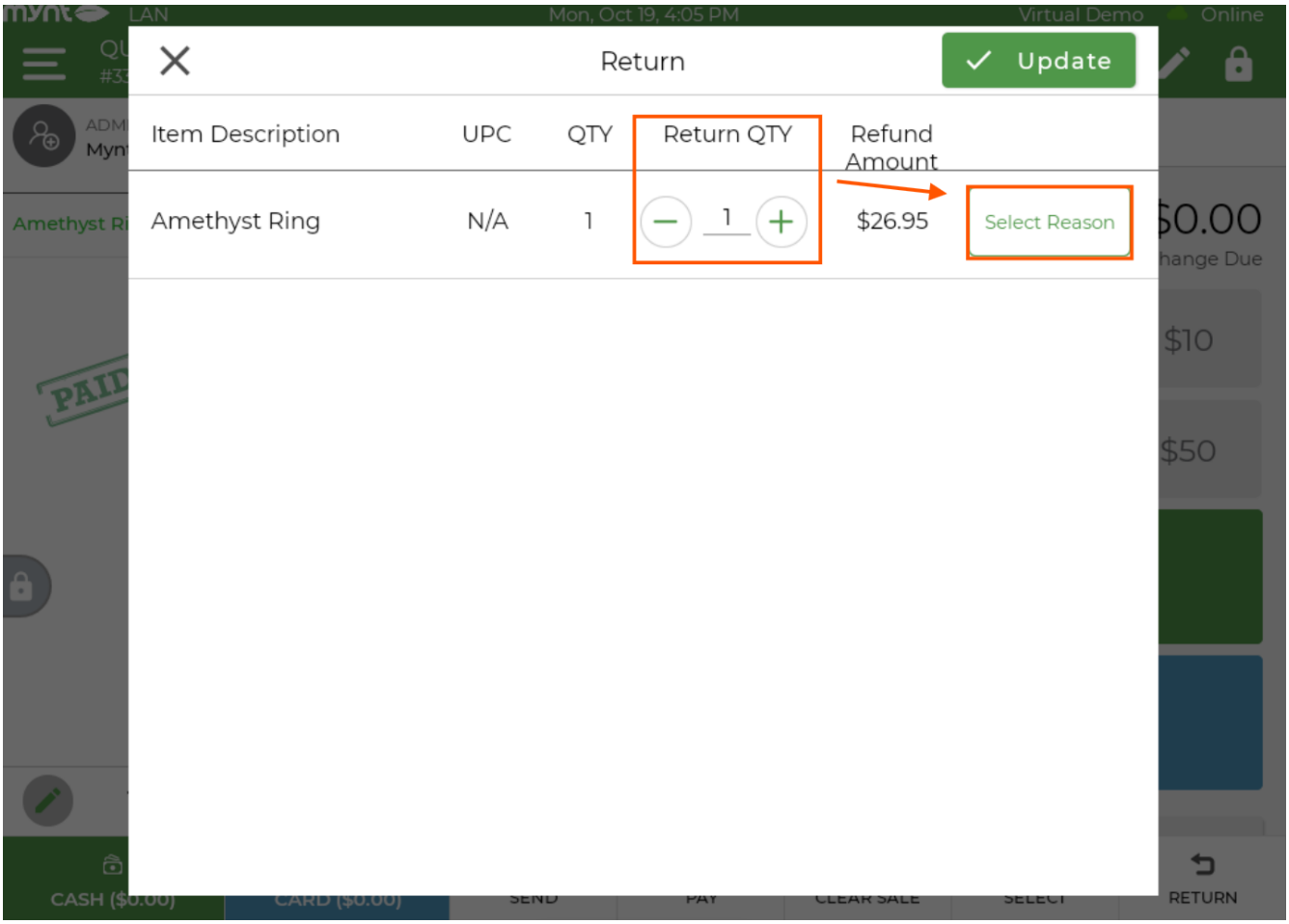
Press “Orders”.



Select “Closed Orders”, and then press the order you would like to refund.

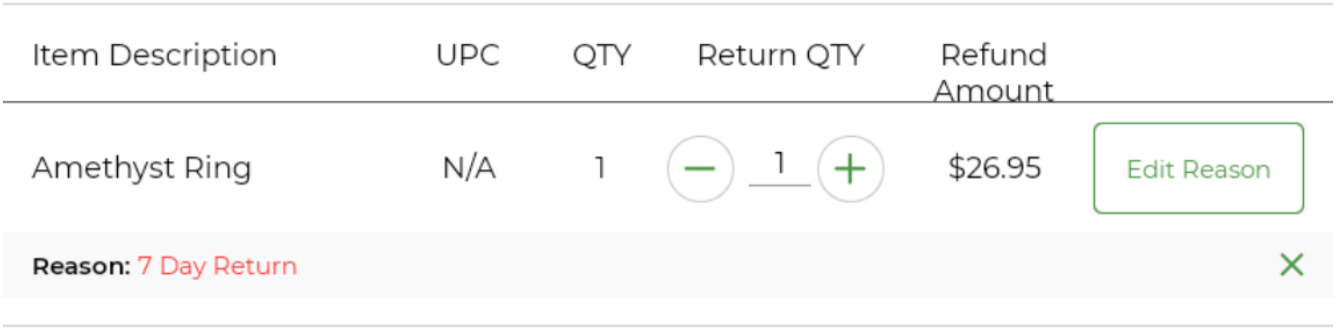


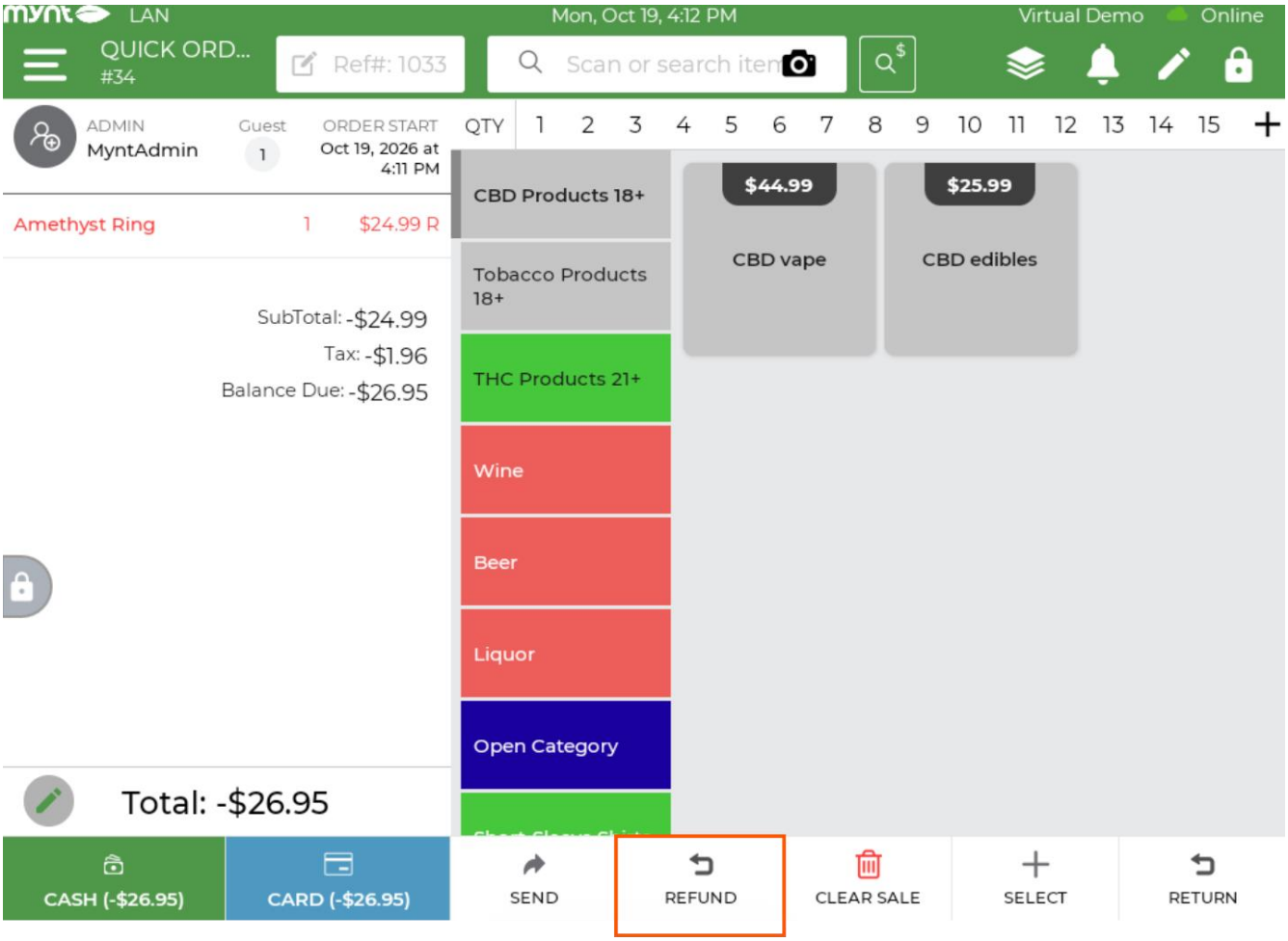
Press “Return” on the bottom right.



Select the “Return QTY” to refund specific items for a partial refund, or simply select all to refund the entire order. Press “Select Reason”, and then select a reason for the Return.

NOTE: Return reasons can be created through the Portal login inside **Settings > Setup > Return Reasons**





Press “Refund” and then close the transaction out as normal. The amount will be refunded to the customer instead of charging them.

Congratulations!

You can now successfully return and refund orders!