



Foundation Building Materials

Received Purchase Order Corrections

There are times when the wrong quantity or wrong product is received on a purchase order, and we need to go back into Purchase Order Receiving (POEI) to fix this mistake. You will know that you have access to make P.O. Corrections if you have the option "Received-Costed (PO Correction)" under the "Stage" menu inside of Purchase Order Receiving (POEI):

Whse	PO #	Suff	Type	Stage	Enter Date	Due Date	Vendor #	Name	PO Amount	Frt Expected
61	6164690	00	Purchase Order	Rcv	5/12/2023	5/12/2023	500	CONVERSION ONLY - INVENTORY	1,057.00	
61	6164692	00	Purchase Order	Rcv	5/12/2023	5/12/2023	500	CONVERSION ONLY - INVENTORY	139.00	
61	6164694	00	Purchase Order	Rcv	5/12/2023	5/12/2023	500	CONVERSION ONLY - INVENTORY	143.00	
61	6164749	00	Purchase Order	Rcv	5/17/2023	6/19/2023	500	CONVERSION ONLY - INVENTORY	923.00	

- We **cannot** change any freight charges or add-ons after initial receiving of purchase orders. Only the quantity received or the items received can be fixed via a PO Correction.
- We **cannot** correct any product lines of a P.O. if the amount needed to correct is more than the on hand available. For example, if you received the wrong quantity on 204 sheets of 8' ½" drywall you would not be able to do a correction for the correct quantity if there are currently less than 204 sheets in stock.
- Accounts Payables team for the correction. It is considered best practices with CSD and an FBM policy to have PO cost corrections done by the A/P department.



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- If you are doing a quantity correction, you can simply just change the product to the correct quantity received during the re-receiving of the same P.O. number that was originally received in error. The (-01) backorder PO number will be correction and the (-02) backorder will be new PO that you will need to delete if it backordered material after you have already corrected the PO. For example, if you originally ordered and received 102 sheets of 8' ½" drywall in SX, but actually got only 68 sheets off from the truck, you would need to do a PO correction to re-receive that PO with only 68 sheets. Your correction would be on the (-01) backorder PO and you would need to delete the (-02) backorder with 34 sheets on it.
1. In POEI, enter the Warehouse, Vendor, Stage (Received-Costed (PO Correction)), a list of PO's will populate that are available to be corrected.
 2. Select the box next to the PO you would like to correct and click on the right arrow to enter the details screen.
 3. A pop-up box will appear asking if you would like to correct the PO. Select YES.

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61	6164690	00	Purchase Orde	Rcv	5/12/2023	5/12/2023	500	CONVERSION ONLY - INVENTORY	1,057.00	
61	6164692	00	Purchase Orde	Rcv	5/12/2023	5/12/2023	500	CONVERSION ONLY - INVENTORY	139.00	
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61	6164749	00	Purchase Orde	Rcv	5/17/2023	6/19/2023	500	CONVERSION ONLY - INVENTORY	923.00	

Question

This Purchase Order Has Already Been Received. Would You Like To Correct It?

No Yes

4. In the example below, we are going to assume the vendor rounded up each line to full bundles, so we will select all lines by checking the box in the far-left column. The Qty Received has been increased to full bundles on each line.
5. Once data is reviewed and deemed accurate, select Submit (**Receive PO**).

Purchase Order Receipt of Inventory Entry

Purchase Order Details
Purchase Order # 6164690-00

Submit (Receive PO) **Cancel Receiving Work** Receiver #

Purchase Order ^

Type: po Vendor #: 500 - CONVERSION ONLY - INVENTORY

Product Line: Ship From: 0

Warehouse: 61 Bill To Warehouse: 61

Buyer: Total Received Amount: 1,057.07

Stage: (Prt)

Header Addons Line Items

Line Items (3)

3 Selected

Line #	Product	Description	Qty Ordered	Qty Received	Unit	Price	Ignore LT	Cancel	Serial/Lot	Non-Stock	Bin Loc	Comment	Notes	Each	Vendor Product
1	DFC087-43-10	18GA 7/8" DW FURRING 10FT	76.00	80.00	PC	370.90150									0038015-0011
2	DFC087-18-10	25GA 7/8" DW FURRING 10FT	72.00	80.00	PC	370.90130									0038011-0011
3	DFC087-30-10	20GA 7/8" DW FURRING 10FT	137.00	140.00	PC	370.90130									0038013-0011

6. You will be returned to the Purchase Order Receipt of Inventory Entry screen. **NOTE:** If the corrections were completed successfully, the Stage should now show Cor. From here, you can select other PO's to correct, or if you are finished, print the **Receiving Report** for your files, click **Final Update** and then **Print**. Close the screen.

Purchase Order Receipt of Inventory Entry

Quick Receive **Receiving Report** **Final Update**

Product Orders (4)

1 Selected

Whse	PO #	Suff	Type	Stage	Enter Date	Due Date	Vendor #	Name	PO Amount	Frt Expected	Ready ASN	Status Information	Tracking U
61	6164690	00	Purchase Order	Cor	5/12/2023	5/12/2023	500	CONVERSION ONLY - INVENTORY	1,057.00				
61	6164692	00	Purchase Order	Rcv	5/12/2023	5/12/2023	500	CONVERSION ONLY - INVENTORY	139.00				
61	6164694	00	Purchase Order	Rcv	5/12/2023	5/12/2023	500	CONVERSION ONLY - INVENTORY	143.00				
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50 Records per page

Purchase Order Receipt of Inventory Entry

Final Update
Journal #: 5716686 | Warehouse: 61

Print **Cancel**

Details ^

Printer For Allocation and Receipt Report *

Print

zthinair - Thinsair (Null) Printer

Printer For Pick Tickets

Print

Pick Ticket Print Order

Order #

☒ For Any Corrections, Adjust Back Orders



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After this has been printed out, if you decreased the quantity received, you will have a backordered PO, which is the correction PO number -01 and you will also have PO number -02, which will be your second backorder PO for you to delete the backordered material or receive it at a later date. You might want to give your AP person a heads up that you fixed this PO with the new backorder PO numbers. If you increased the quantity received, a -01 PO will be generated to account for the additional items received.