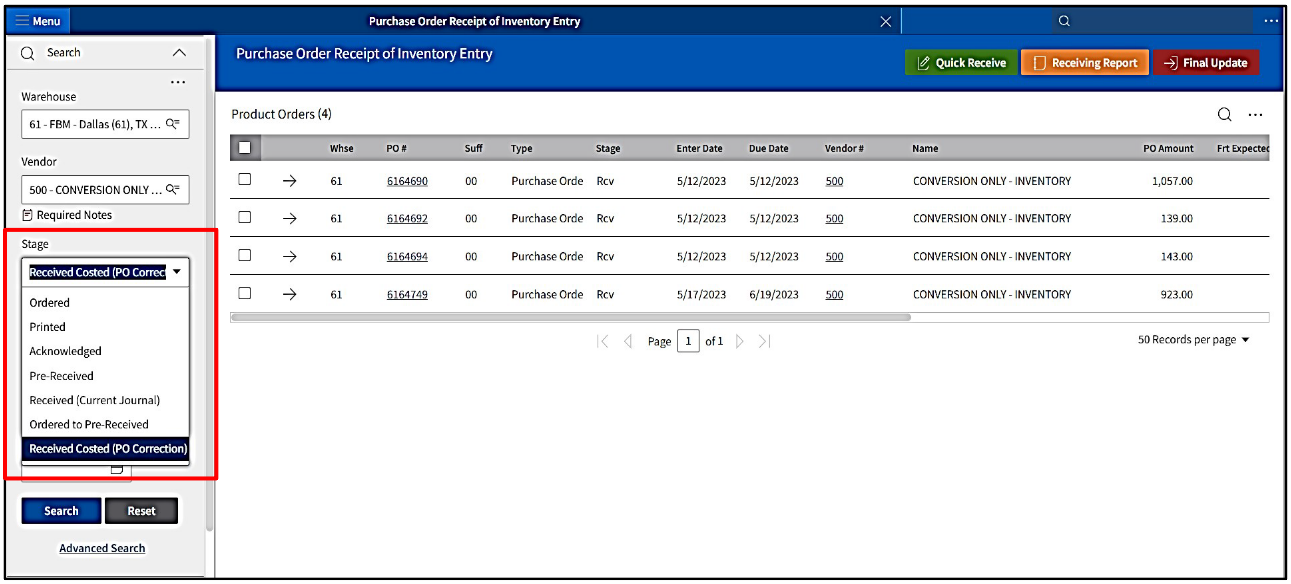
Received Purchase Order Corrections

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):



- 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.

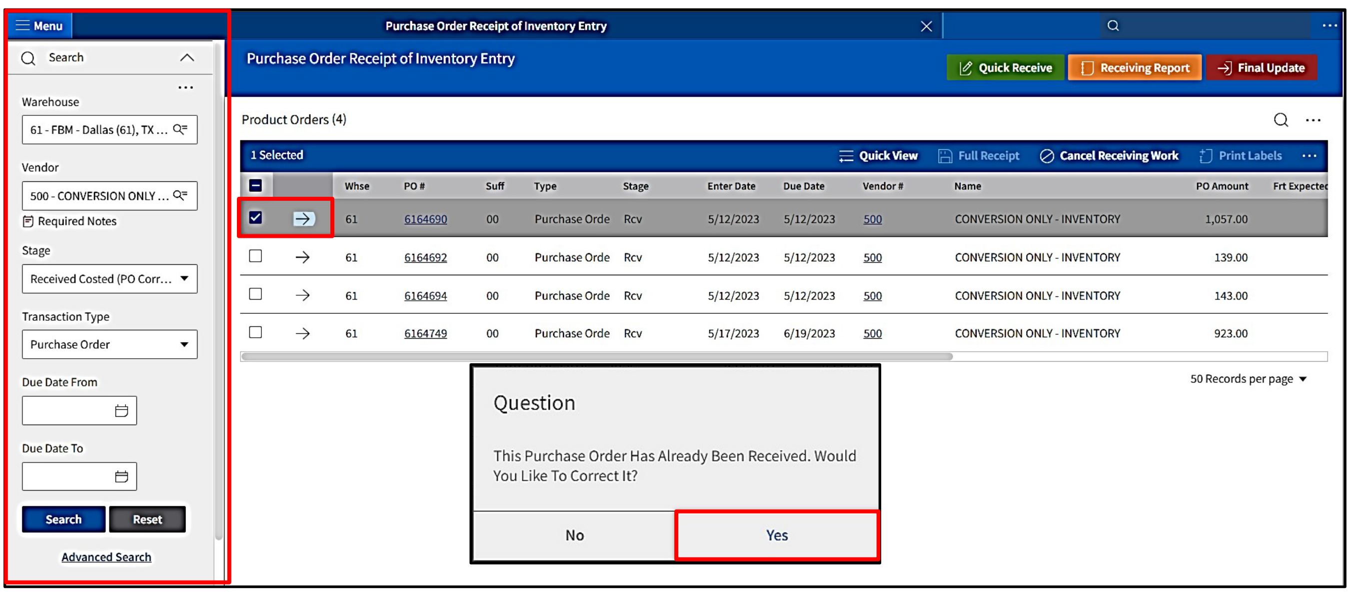
- *Accounts Payables team for the correction. It is considered best practices with CSD and an FBM policy to have PO cost corrections done by the A/P department.*

- 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.

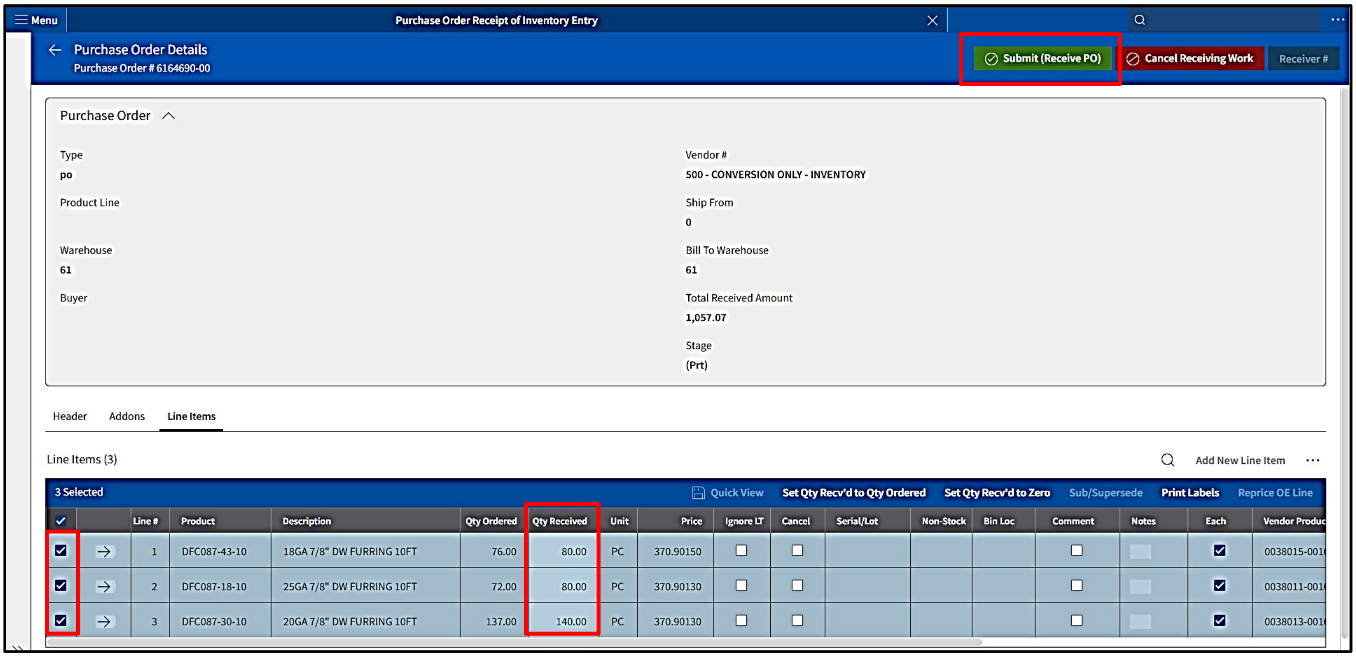
3. A pop-up box will appear asking if you would like to correct the PO. Select YES.



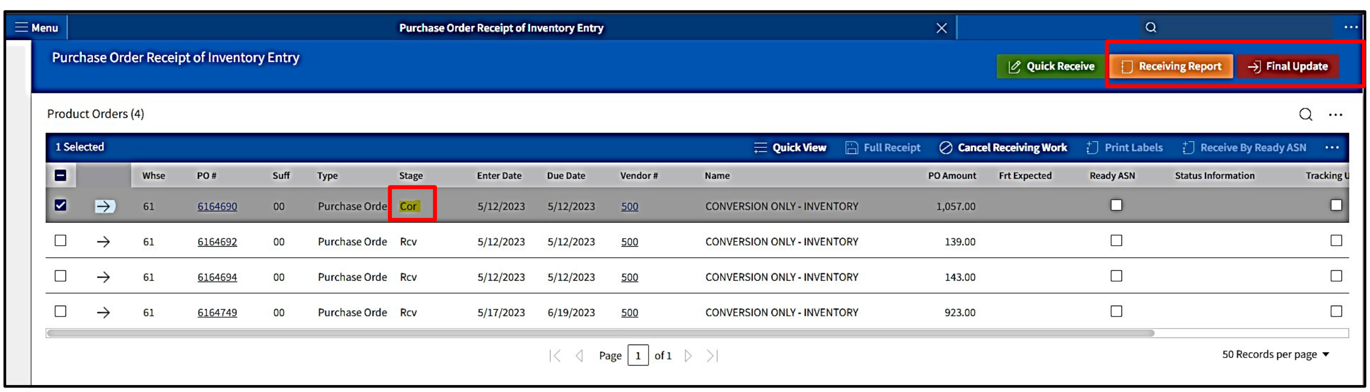
4. In the example below, we are going to assume the vendor rounded up each line to full bundles, so we will select all lines by checking the box in the far-left column. The Qty Received has been increased to full bundles on each line.

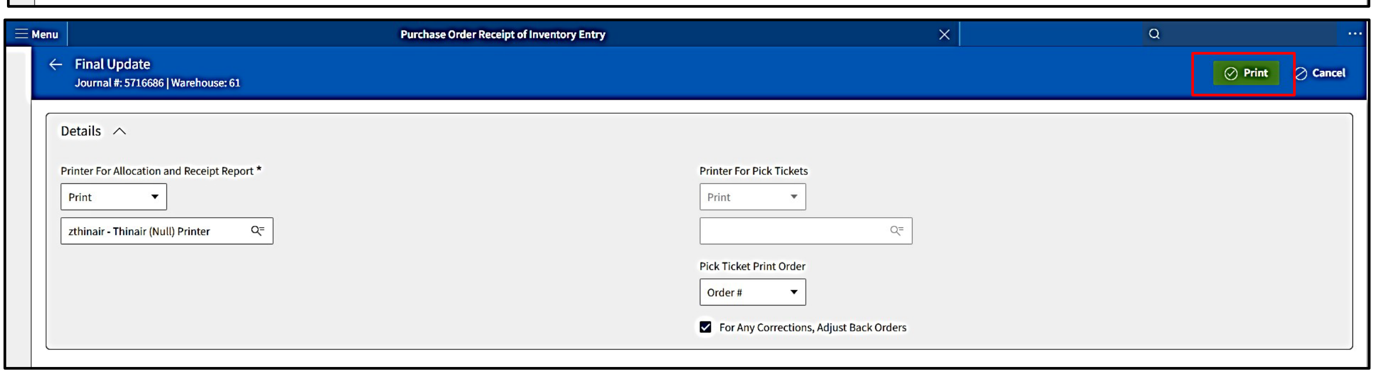
5. Once data is reviewed and deemed accurate, select Submit **(Receive PO).**

Foundation Building Materials



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.





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.