What if I make an error receiving items or receive a discrepancy to what was ordered?

Receiving and correcting requisitions are two different processes that begin by searching the requisition or purchase order in Fusion.

You are required to update requisitions by accurately entering in Fusion *only* the items and quantities, or services received. It is important that you follow the process as soon as possible to ensure invoices are paid accurately and your resort is not impacted negatively.

1. Verify with the vendor whether remaining items in the order are being delivered at later date or an estimated date of arrival.

2. Search for the requisition or purchase order in the **Managing Requisitions screen**.

3. Correct quantities to reflect what was actually received at your property. Do this prior to receiving and closing requisitions.

4. Receiving and correcting requisitions begin with clicking the **My Receipts button** on your Fusion **Home Page** to access the **Receive Items screen**. *You must have a PO or requisition number at a minimum.
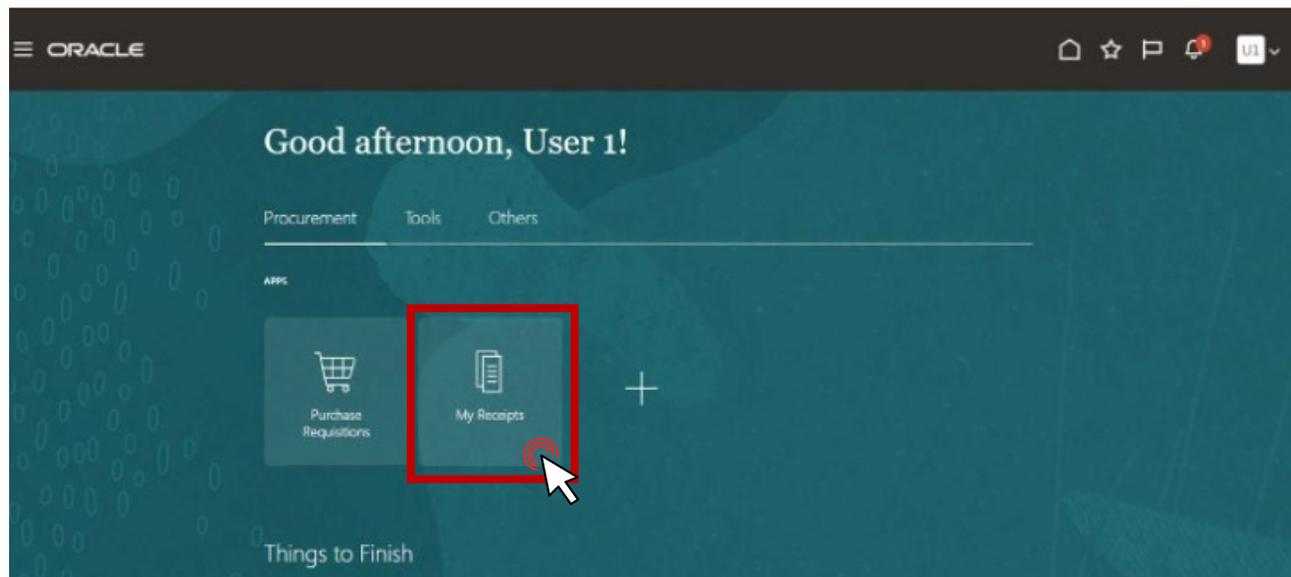
5. Search for the requisition by entering the required information the **Manage Requisitions screen**.

For your convenience, please **double-click** the links below to access the corresponding modules in the **Requisition Process in Fusion** course to learn how to:

- Search and sort requisitions in *Module 2 – Advanced Requisitions Functions*, and review the *Managing Requisitions section*.

- Receive, Correct, Unreceive, and close requisitions in *Module 3 - Receiving Purchases*.