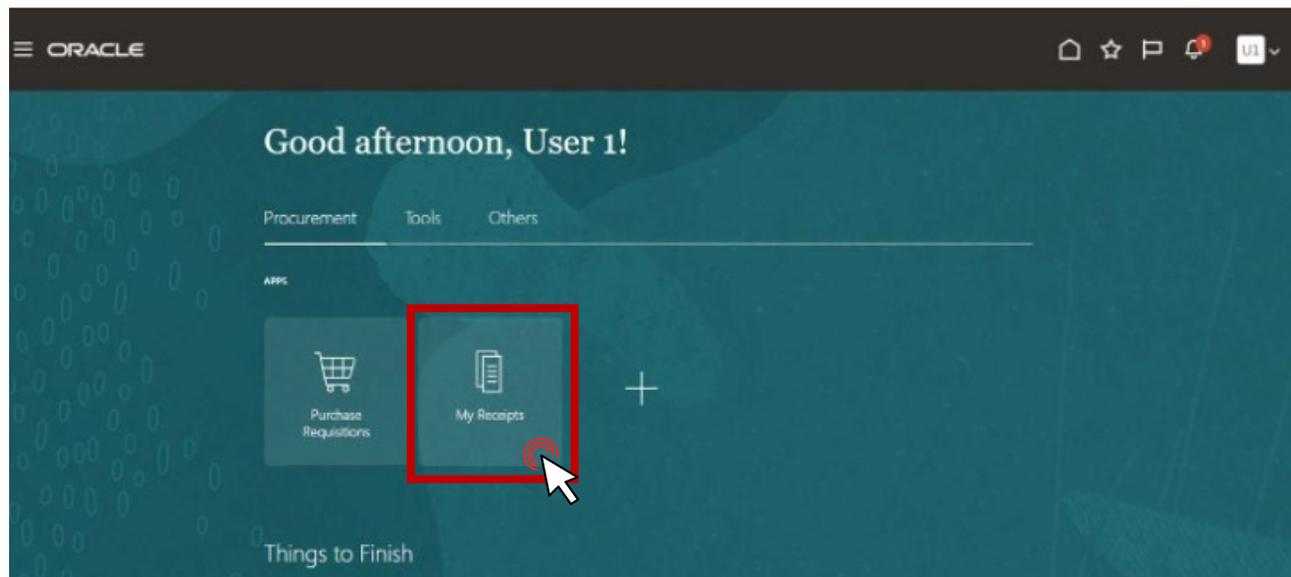


## What if I make an error receiving items or receive a discrepancy to what was ordered?

**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.

The screenshot displays the Oracle Manage Requisitions interface. The top navigation bar includes the Oracle logo, a home icon, a star, a flag, a notification bell, and a user profile icon. The main title is "Manage Requisitions" with a "Done" button. Below the title is a "Search" section with various filters: "Requisitioning BU" (dropdown), "\*\* Entered By" (text input with search icon), "\*\* Requisition" (text input), "Description" (text input), "Created" (dropdown), "Status" (dropdown), "Requests" (text input with search icon), "\*\* Supplier" (text input with search icon), "Order" (text input with search icon), "\*\* Item" (text input with search icon), and "Requisitions Requiring Attention" (dropdown). There are "Search", "Reset", and "Save..." buttons. Below the search filters is a "Search Results" section with a table. The table has columns: Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, and Order. The first row shows a requisition with ID "REQ25953", description "AMKES CLEANING - INV#238 WNE - 01/13/2022 APPROVED BY - WESTGATE TEAM MEMBER 1", creation date "1/12/22", approval amount "9,202.50 USD", status "Withdrawn", and funds status "Not received".

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
REQ25953	AMKES CLEANING - INV#238 WNE - 01/13/2022 APPROVED BY - WESTGATE TEAM MEMBER 1	1/12/22	9,202.50 USD	Withdrawn	Not received	

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](#).