

## What you should know:

**a.** An RTV must be done before changing the part number on an Inventory Purchase Order where items were received. See the SOP for Issuing a Return to Vendor for instructions on posting the RTV.

# PROCEDURE

1. Open the Purchase Order form in FAMIS.

es insurance		
ion		Deliver To
	Buyer	
JS OPEN	Drop Ship	Dates
ns	Ship Via	··· Audit
ns	Preq No	
	Requester	
	Credited to Date	Chg Orders
or Confirmed	Impiced To Date	Invoices
Print	Original PO Amount	
Notes on Same Page	Current PO Amount	RTVs
		no Receipts
	es Insurance tion pe INVENTORY us OPEN ns ms or Confirmed Print Notes on Same Page	es Insurance tion  pe INVENTORY

2. Click the yellow question mark or press F11 to go into query mode. Enter the purchase order number in the first field, and click Ctrl+F11 to execute the query.

		20100			
PA Number Vendor	JB283	297	BELL, JAMES A/ DBA METRO	) INDUS	
Vendor Site ieneral I	000 Lines	Insurance			
PO Inform	nation				Deliver To
Purchase	Туре	INVENTORY	- Buyer	PPRRH	Delee
S	tatus	PLACED	Drop Ship     Ship Via	<u> </u>	Dates
Freight T	erms	NET20	Preq No	271969	Audit
vendor i	erms	142130	Requester	UT_INTER	Print
			Credited to Date	.00	Chg Orders
<ul> <li>Vendor Confirmed</li> <li>Batch Print</li> <li>Print Notes on Same Page</li> </ul>		onfirmed	Invoiced To Date	.00	Invoices
		nt is on Same Page	Original PO Amount	126.33	RTVs
			Current PO Amount Remaining PO Amount	126.33	Receipts

#### Purchase Order Form

a. Click on the Lines tab on the purchase order form.

### Purchase Order Form – Lines Tab

PO Numi PA Numi	er 2007/	A23163	T0PB0993394				
Ven	for JB28.	297	BELL, JAMES AV DBA ME	TRO INDUS			
Vendor S	ite 000						
	Lines						
ine Part	Number	Description		Status	Qty	UOP	Amount
001	171	07514112007	CEMENT, WEATHERSTRIP AD	PLACED	2.00	EA	7.50
2 011	31	67056161002	FAUCET CONTROL UNIT, COM	PLACED	10.00	EA	69.90
3 011	34	67056167207	FAUCET CONTROL UNIT, COM	PLACED	7.00	EA	48.93
		View	Complete Audit	3		100000	400.00

- 3. In the Line Items section, complete the following:
  - a. Line Item Select the line item needing the work order number changed by placing cursor on the line.
  - b. Click on View button to open the Line Detail form.

General Informa	tion	Status & Dates		
Preq No.	271969 Line	Status	PLACE	ED
WO Number		Org. Required		
Crew		Cur. Required		
Warehouse	10	Promised	MON F	FEB 26, 2007
Part Number	011731	Last Rec'd		
Commodity	67056	Advise	C Ura	ent ?
escription of Pa	irts or Services	Quantity and Co	ost	
escription of Pa Vendor Part No	nts or Services	Quantity and Co	IOP E	ach 👻
escription of Pa Vendor Part No Manufacturer	arts or Services	Quantity and Co U Quar	ost IOP E Itity	ach
escription of Pa Vendor Part No Manufacturer Brand	ints or Services	Quantity and Co U Quar Original Unit P	ost IOP E ntity rice	ach 💌 10.00 6.9900
Vendor Part No Vendor Part No Manufacturer Brand Mfr Part No	arts or Services	Quantity and Co U Quar Original Unit P Current Unit P	ost IOP E ntity rice	ach // 10.00 6.9900 6.9900
escription of Pa Vendor Part No Manufacturer Brand Mfr Part No Description	67056161002 FAUCET CONTROL UNIT,	Quantity and Co U Quar Original Unit P Current Unit P Fre	ost IOP E rice rice	ach 10.00 6.9900 6.9900
Vendor Part No Manufacturer Brand Mfr Part No Description	67056161002 FAUCET CONTROL UNIT,	Quantity and Co U Quar Original Unit P Current Unit P Fre Current Amo	ost IOP E nitity nice ight junt	ach • 10.00 6.9900 6.9900 69.90

Line Detail Form – General Information Section

- 4. In the Line Detail form, General Information section complete the following:
  - a. **Part Number** Move cursor to the Part Number field and then click on the list of values button or press Ctrl+L to launch the Find Part form.

Warehouse	10	Status	ACTIVE					Find	1
		010100							1
Descriptio	on			On Hand	Reserved	On Order	Staged	Part Numb	
1									Ê
								1	
3								1	18
1									18
									18
(4)								B	
ategory									
Long									6
cription									
									4

- 5. In the Find Part form, complete the following:
  - a. Click the yellow question mark or press F11 to go into query mode. Enter the part number or description in the appropriately labeled field, and click Ctrl+F11 to execute the query.
  - b. Check the box for the appropriate part and click the OK button to return to the Line Detail form.

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General Informa	lon		Status & Dates		
Preg No.	271969	Line	Status	PLA	CED
WO Number			Org. Required		
Crew			Cur. Required		
Warehouse	10		Promised	MON	N FEB 26, 2007
Part Number	001071	.]	Last Rec'd		
Commodity	57056		Advise	Γ0	rgent ?
Description of Pa	rts or Services		Quantity and Q	ost	
Vendor Part No				JOP	Each 👻
Manufacturer			Gua	ntity	10.00
Brand			Original Unit F	rice	3.7500
			Current Unit F	rice	6.9900
Mfr Part No				eight	
Mfr Part No Description	07514112007 CEM	IENT.		· · · ·	
Mfr Part No Description	07514112007 CEN WEATHERSTRIP Allow Substituti	IENT, ADHESIVE 5-1// 07 ons	Current Am	ount	69.90

## Line Detail Form – Post Part Number Change

c. FAMIS will populate the part number field with the correct number, so tab to update Description and Original Unit Price. Note: this will not affect the UOP (unit of purchase) or Quantity.
i) Click the OK button to return to the Lines Tab and confirm change has been made.

Purchase Order Form – Line Items Tab Post Part Number Change

PO Number	2007/	A23163	T0PBO9933	194		
PA Number						
Vendor	JB282	297	BELL, JAMES A	V DBA METRO INDUS		
Vendor Site	000					
	Lines	Insurance				
Line Part Nur	nber	Description		Status	QtyUOP	Amount
001071		07514112007	CEMENT, WEATHER		2.00 EA	7.50
2 001071		07514112007	CEMENT, WEATHER	RSTRIP AD PLACED	10.00 EA	37.50
3 011734		67056167207	FAUCET CONTROL	UNIT,COM PLACED	7.00 EA	48.93
Add Line			Complete	Audit	Total	03.03