

Stock Part Number Change on PO

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.

Purchase Order Form

The screenshot shows the 'Purchase Order' form in FAMIS. The 'PO Number' field is highlighted in yellow and contains the text '*ASSIGN*'. The 'Purchase Type' is set to 'INVENTORY' and the 'Status' is 'OPEN'. The 'Remaining PO Amount' is displayed as '.00'. The form includes various input fields and buttons for managing the purchase order.

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.

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Purchase Order Form

Purchase Order Form

PO Number: 2007A23163 | TOPBO983394

PA Number: |

Vendor: JB28297 | BELL, JAMES A/ DBA METRO INDUS

Vendor Site: 000

General | **Lines** | Insurance

PO Information

Purchase Type: INVENTORY
Status: PLACED
Freight Terms: |
Vendor Terms: NET30

Buyer: PPRRH
Drop Ship: |
Ship Via: |
Freq No: 271969
Requester: UT_INTER

Deliver To...
Dates...
Audit...
Print...
Chg Orders...
Invoices...
RTVs...
Receipts...

Vendor Confirmed
 Batch Print
 Print Notes on Same Page

Credited to Date: .00
Invoiced To Date: .00
Original PO Amount: 126.33
Current PO Amount: 126.33
Remaining PO Amount: 126.33

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

Purchase Order Form – Lines Tab

Purchase Order Form – Lines Tab

PO Number: 2007A23163 | TOPBO983394

PA Number: |

Vendor: JB28297 | BELL, JAMES A/ DBA METRO INDUS

Vendor Site: 000

General | **Lines** | Insurance

| Line | Part Number | Description | Status | Qty | UOP | Amount |
|------|-------------|--------------------------------------|--------|-------|-----|--------|
| 1 | 001071 | 07514112007 CEMENT, WEATHERSTRIP AC | PLACED | 2.00 | EA | 7.50 |
| 2 | 011731 | 67056161002 FAUCET CONTROL UNIT, COM | PLACED | 10.00 | EA | 69.90 |
| 3 | 011734 | 67056167207 FAUCET CONTROL UNIT, COM | PLACED | 7.00 | EA | 48.93 |

Add Line... | View... | Complete | Audit...

Total: 126.33

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.

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Line Detail Form – General Information Section

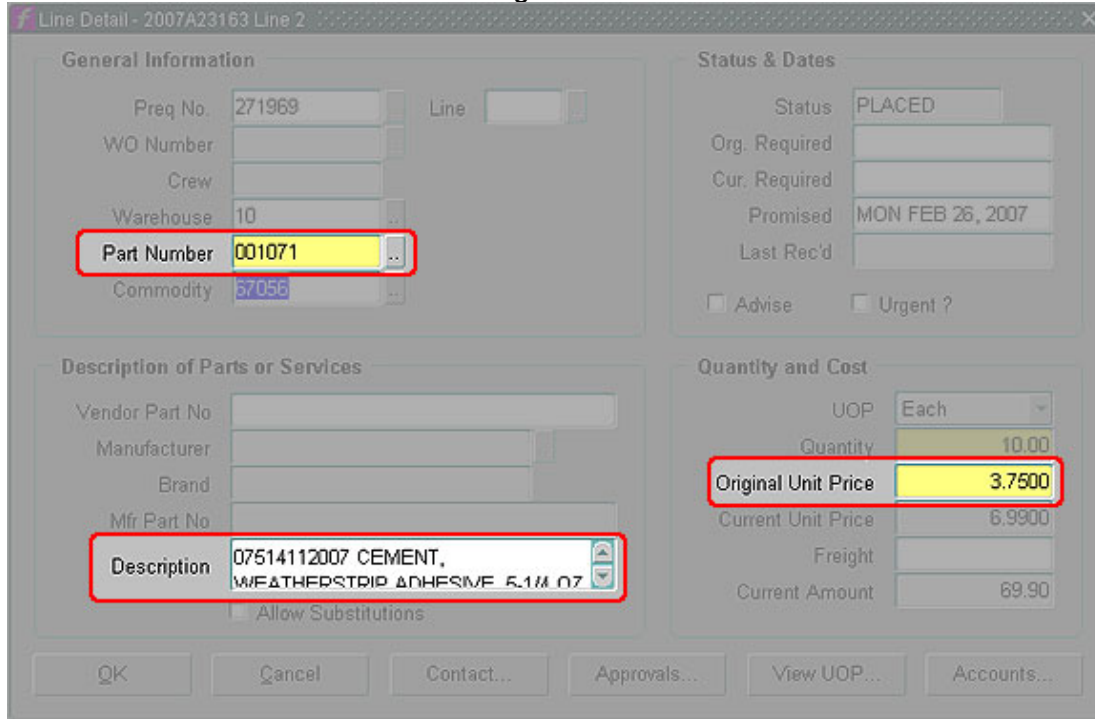
4. In the Line Detail form, General Information section complete the following:
 - a. **Part Number** – Move cursor to the Part Number field and then click on the list of values button or press Ctrl+L to launch the Find Part form.

Find Part Form

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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Line Detail Form – Post Part Number Change



General Information
 Preq No. 271969 Line
 WO Number
 Crew
 Warehouse 10
Part Number 001071
 Commodity 37055

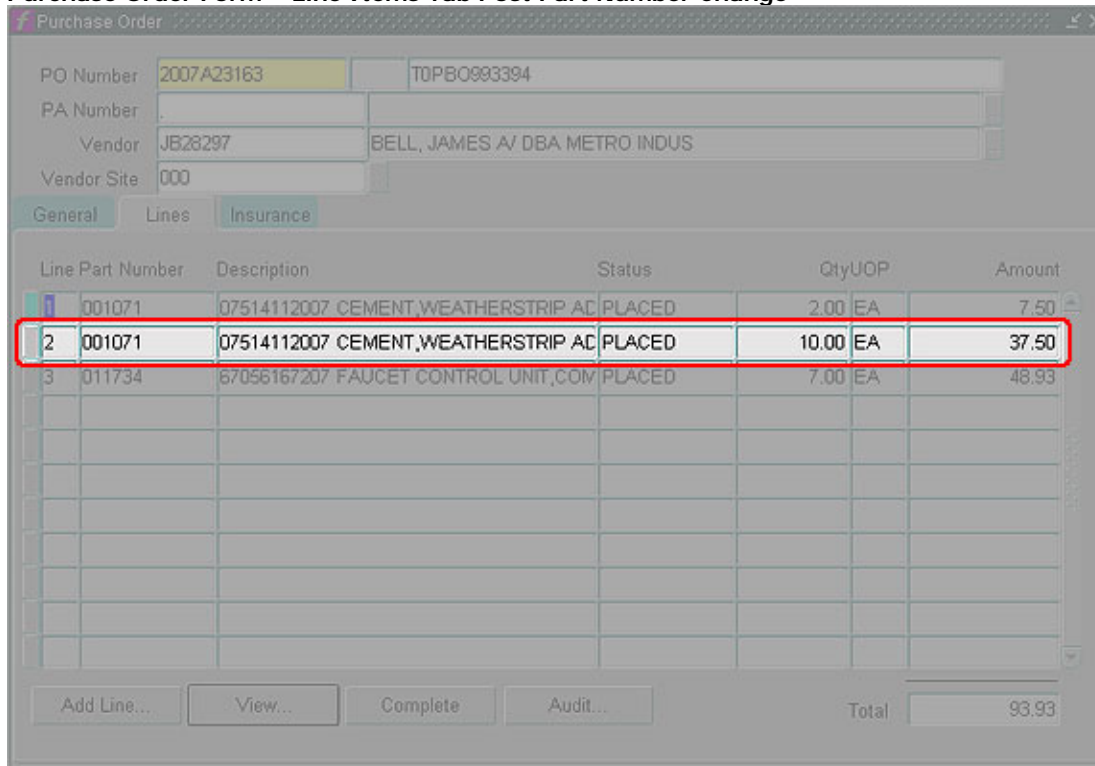
Status & Dates
 Status PLACED
 Org. Required
 Cur. Required
 Promised MON FEB 26, 2007
 Last Rec'd
 Advise Urgent ?

Description of Parts or Services
 Vendor Part No
 Manufacturer
 Brand
 Mfr Part No
Description 07514112007 CEMENT, WEATHERSTRIP ADHESIVE 5.1M 07
 Allow Substitutions

Quantity and Cost
 UOP Each
 Quantity 10.00
Original Unit Price 3.7500
 Current Unit Price 6.9900
 Freight
 Current Amount 69.90

- 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 2007A23163 TOPBO993394
 PA Number
 Vendor JB28297 BELL, JAMES A/ DBA METRO INDUS
 Vendor Site 000

General Lines Insurance

| Line | Part Number | Description | Status | Qty | UOP | Amount |
|------|-------------|--------------------------------------|--------|-------|-----|--------|
| 1 | 001071 | 07514112007 CEMENT, WEATHERSTRIP AD | PLACED | 2.00 | EA | 7.50 |
| 2 | 001071 | 07514112007 CEMENT, WEATHERSTRIP AD | PLACED | 10.00 | EA | 37.50 |
| 3 | 011734 | 67056167207 FAUCET CONTROL UNIT, COM | PLACED | 7.00 | EA | 48.93 |

Total 93.93