How do I correct "over-receiving" in 49er Mart?

Tell Me

1. If an invoice has not been processed against the Purchase Order, you may be able to reopen and revise the receipt.

   Reference **Reopening A Receipt** in the Receiving module within the 49er Mart Training in Canvas.

2. If an invoice has been processed against the Purchase Order, you may enter an additional receipt to correct the "over-receiving."

   Reference **Reversing Receiving** in the Receiving module within the 49er Mart Training in Canvas.

Related FAQs

- How do I return items in 49er Mart?
- How do I retrieve a Purchase Order that has "disappeared" from "My Orders" in 49er Mart?
- How do I order from a supplier who is not in 49er Mart?
- How do I access the Amazon Punch-out Catalog training materials?
- How do I access the eCR (electronic check request) in 49er Mart?