



# Drexel University P2P Transformation

Create Goods Receipt

# Agenda

- Explain the steps to create a Goods Receipt

# Important: Points to be considered for creating goods receipt

- Goods Receipt can be created by logging in to Ariba Guided Buying
- This QRG explains on how to create goods receipt

# Create Goods Receipt

**Drexel Ariba Buying** Find goods and services

Shop Your favorites Your requests Your approvals

Catalogs Sourcing & Procurement Contracts Requisition & Approvals

Purchase Orders **Receiving** Invoice & Payment

Requested 0 days ago

PR902 Received

Copy of Copy of Copy of test01

\$21,984.00 USD

Requested 4 days ago

See all >

1 Click on the 'Receiving' tile

# Create Goods Receipt (Continued)

The screenshot displays the Ariba Buying interface. At the top left, the Drexel logo and 'Ariba Buying' text are visible. A search bar on the top right contains the text 'Find goods and services' and a magnifying glass icon, with a notification bell icon showing '52' next to it. Below the header, a navigation bar shows a back arrow and the word 'Receiving'. The main content area features four white tiles with blue icons and the text 'Website': 'Purchasing Policy', 'Training Guides', 'Contact for Questions', and 'Reports'. Below these is a section titled 'Receiving' which contains a large white tile with a person and clipboard icon, the text 'View Your POs to Receive', and a 'Website' icon. A yellow callout box with a blue circle containing the number '2' and an arrow points to this tile. The callout box contains the text: 'Click on the tile 'View Your POs to Receive''.

# Create Goods Receipt (Continued)

**Drexel Ariba Buying** Find goods and services 52 1 ?

< | Your requests

Recent requests   Requisitions   Purchase orders   **To receive**   Request for quotes   Invoices   Custom forms

Filter by   Your items ▾   Last 3 months ▾   Order Id ▾   Find an order

If you're receiving an item, enter the quantity or amount you're receiving in the **Accepted** field. Then click **Submit** to confirm receipt. If you're receiving a service, click **Receive**. You can find any order, including orders you've fully received, by entering the order number in the **Find an order** search field.

**U0320863**   Supplier: Telrose Corporation   Material

**3** Enter the quantity to receive

Enter a description for this item.   No.   Quantity   Prev. Accepted   Accepted

Enter a description for this item.   1   16   0   0.00000

**4** Click 'Submit' button to submit the receipt

Submit

# Create Goods Receipt (Continued)

**Drexel Ariba Buying** Find goods and services

Your requests

Recent requests Requisitions Purchase orders **To receive** Request for quotes Invoices Custom forms

Filter by Your items Last 3 months Order Id Find an order

Confirmed receipt submission for U0320863

You've successfully received the selected items.

OK

5

Click 'OK' button to complete