

Updated 9/10/2024

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to reverse a goods receipt.

Helpful Hints

Assemble all supporting documentation prior to beginning work in SAP Ariba.

For the best experience, please use the following browsers:

- Google Chrome (64-bit)
- Microsoft Edge (32-bit)

- Apple Safari (64-bit)
- Microsoft Edge Chromium (32-bit and 64-bit)

• Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the SAP Ariba – Procure to Pay tile in Firefly.

	Circle News		PADDUIDE	Submit a biain
3 Home	Firely News		Documentation	Request
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Budget Workbench (BCS) and	Business Applicatio			
Firefly Help	Dusiness Applican.			
Statt Lists Selection Reports	ePAF Actions	SAP Logon	Business Intelligence Roporting	SAP Ariba Procure to Pay
Project Verification				

2. Click the B&I Classic UI tile.





Updated 9/10/2024

3. From the dropdown menu next to Manage, choose Receive.

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E CONTRACTS PROCI	UREMENT CATALOG MOREV					Recent V	Manage 🔨 Create 🗸
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ang Request						My Tasks	SM Admin
act Request (Procurement)	0			10	1	My To Do	Sourcing Library
v	Submitted ECRs	Escalated	Escalation	Total Submitted		Payments	Supplier data snapshots
do						Personal Workspace	Unassigned Charges
ve	News					Prepackaged Reports	Upload History
nistration						Public Reports	
isks	Access Guided Buying						
×							
	To Do						~

4. Enter the Purchase Order number in the Order ID box. Click the *All* radial button, then the Search button. Use the dropdown menu to search by Req ID, Receipt ID or Contract ID.

Receiving Steps	
Select Request	Enter search criteris for the order you want to locate, and search. To select the order, click the order ID or title. Click the check boxes to accept all line items on multiple orders.
2 Select Receipt 3 Receive	Search Results Enter search criteria above

5. Click on Reopen Order.

Receiving Steps	ERP Order 4800001056: Sample	Prev Next Exit				
Select Request Select Receipt Select Receipt Select Receipt Additional Info	Select a receipt to work on or Note: This order is currently of Receipts - No Approve Receipts	view. To select an item in the list, click its ID. coard for recoiving. Reopen the purchase order to do further re	celving.			
0	Receipt ID †	Order ID	Title	Date	Is Subcontractor	Status
(5) Summary	RC1543	4800001056	Sample #1	Tue, 30 Jul, 2024		Approved

6. A new Receipt and Receipt ID Number will generate with a status of *Submitted*. The Reopen Order button will turn blue. Click on the blue *Reopen Order* button.

Receiving Steps	ERP Order 4800001056: Sample #	1				Prev Next Exit
Select Request Select Receipt	Select a receipt to work on or vide Note: This order is currently close Reopen Order	w. To select an item in the list, click its it ed for receiving. eopen the purchase order to do further). receiving.			
3 Receive	Receipts - No Approval	Needed				
Additional Info	Receipts					
-	Receipt ID 1	Order ID	Title	Date	Is Subcontractor	Status
(5) Summary	RC1543	4800001056	Sample #1	Tue, 30 Jul, 2024		Approved
	RC1544	4800001056	Sample #1			Submitted
	Order ID: Vension: Order Confirmation Status: Titele: Concertories Concertories Source System: Ann or My Labels:	4800001056 1 Unconfirmed Sample 41 8 & H PHOTO & MOED Open Arba Guided Buying Apply LabetV ①				



Updated 9/10/2024

7. Click the *Receive Manually* button. The new receipt changes to *Composing* status. Select the new receipt ID.

Receiving Steps	ERP Order 4800001056: Sample	#1				Prev Next	Exit
Select Request Select Receipt	Select a receipt to work on or vi Note: The items on this partially Receipts - No Approval	iew. To select an item in the list, click its ID. y received order an ed Receive Ma Needed	Charle the auto-received	d lines to manual and edit the received values.			
3 Receive	Receipts						
4 Additional Info	Receipt ID 1	Order ID	Title	Date	Is Subcontractor	Status	
	RC1543	4800001056	Sample #1	Tue, 30 Jul, 2024		Approved	
9-	RC1544	4800001056	Sample #1			Submitted	

8. In the "Accepted" box, enter "- (negative) quantity number". As per the example below, a quantity of 5 (five) was previously "Accepted". To reverse the goods receipt, enter -5 (negative five) in the "Accepted" box. Click the blue "Update Totals" box. The "Total Received" should change to 0 (zero). Be sure to do this step for every line of the order to reverse. Click "Submit".

elpt RC1544: 4800001	056 - Sample #1								Prev Next	Submit	Exit
or a receipt, indicate th	e amount or quantity to	accept or reje	t for each line item, and the da	te received. If you reject i	receipt line items, you n	nust provide comments t	o explain your action.				
o	rder ID: 4800001056						Date: Tue, 30	Jul. 2024			
Ord	er Title: Sample #1 umber:					Pro	cessing Status: Receivin	8			
My	Labels: Apply Label.	• 0									
iote: Clicking Submit, o ine Items - Auto-	r saving the changes, o Received by Qua	onverts all edite antity When	ed auto-receipts to manual rece n Ordered	ipts.		↓		↓			=
No. † Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Atcepted	Rejected	Total Received	Date Received		
1 5	Sample 1	each	2455	5	0	5	0	0	Tue, 30 Jul, 2024		
	principase anooop r a neelipt, indicate th O O C C O C O C O C O C O C O C O C O C O C O C O C O C O C O C O C C D C C C C C C C C C C C C C	pr nr_1544 400001056 * Sample 41 r a notept, indicate the answer or quartity to Order 10: 400001056 Order 116: Sample #1 EXPReceipthamber: My Lahel: Apply Label: Are: Cicking Submit, or saving the changes, one Items - Auto-Received by Que o. 1 Quartity Full Description 1 S Sample 1 Update Totols	pr nr.1544 400001056 - Sample #1 r a notely. Indicate the amount or quantity to accept or nije Order 10: 400001056 Order Title: Sample #1 EXPFluctipithumber: My Label: Apply Label () the Clicking Submit, or saving the changes, converts all exit ne Items - Auto-Received by Quantity Where 1 5 Sample 1 each Update Tools	pr (r_1):54: 4800001056 - Sample A1 a secold; indicate the amount or quantity to accept or reject for each line item, and the da Coder ID: 480001056 Order Thir: Sample A1 EDF/ReceiptianTher: My Lather: Agely Late▼ ① ac Clicking Solemit, or saving the changes, converts all edited auto-receipts to manual nece the ItemS: - Auto-Received by Quantity When Ordered a. I Quantity Full Discription Unit Supplier Part Number 5 Sample 1 exch 2465 United Totols	pr rc1:544 eM00001054 - Sample r1 a secold, indicate the amount or quantify to accept or nject for each line item, and the date received. If you reject Coder ID: 400001056 Order Thir: Sample r1 EDF/ReceiptionThir: My Laher: Repty Label> ① ter Cloking Solumit, or saving the changes, converts all edited auto-receipts to manual receipts. ter Editing Solumit, or saving the changes, converts all edited auto-receipts to manual receipts. ter Editing Solumit, or saving the changes, converts all edited auto-receipts to manual receipts. ter Editing Solumit, or saving the changes, converts all edited auto-receipts to manual receipts. ter Editing Solumit, or saving the changes, converts all edited auto-receipts to manual receipts. ter Editing Solumit, or Saving the changes, converts all edited auto-receipts to manual receipts. ter Editing Solumit, or Saving the changes, converts all edited auto-receipts to manual receipts. ter Editing Solumit, Full Discription Line Supplier Plant Number Prev. Accepted S Sample 1 esch 2465 S Update Totols	pr (r_15:4: 480000100+ - Sample F1 a secold, indicate the amount or quartity to accept or mject for each line item, and the date received. If you reject receipt line items, you n Order ID: 4800001056 Order Title: Sample F1 EDFFlecipthamber: My Laher: Agely Label_↓ ① etc: Clicking Solemit, or saving the changes, converts all edited auto-receipts to manual receipts. he Items: - Auto-Received by Quantity When Ordered 1 S Sample 1 each 2465 S 0 Update Totol	pr (r_15:44. 4800001000 - Sample F1 a secolgt, indicate the amount or quartily to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments i Order Title: Sample F1 Pro- EDFFReceipteAmother: My Laher: Agely Label_ V O etc. Clicking Sahmt, or saving the changes, converts all edited auto-receipts to manual receipts. he items: - Auto-Received by Quantity When Ordered 1 S Sample 1 each 2465 S 0 Update Totol	pr rc1:54: 4800001054 - Sample r1 a secold; indicate the amount or quantify to accept or night for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action. Coder ID: 4800001056 Date: Tem. 20 Order ID: 4800001056 Date: Tem. 20 Date: Tem. 20 Defent Tem: Sample r1 Processing Status: Receive EPFReceiptamenter: Art Defence of the Statypise Plant Number Prece Accepted Prece Rejected of Date: Tem. 2 to Sample 1 each 2465 5 0 Defent Tem. 2 Defente Tem	pr (L1544: 480000000 - Jampie 71 a secoligi, indicate the amount or quantify its accept or reject for each line item, and the date recoived. If you reject receipt line items, you must provide comments to explain your action. Order ID: 4800001056 Order Tile: Sample 71 Definition of the changes, converts all edited auto-receipts to manual receipts. Rel Items: - Auto-Received by Quantify When Ordered S Sample 1 each 2465 5 0 Definition of the changes of the second of th	pre LSS4. M00001059 - Sample F1. Prev. Accepted from line lane, and the date received. If you reject receipt line lanes, you must provide comments to explain your action. Defer ID: 400001156 Defer Title: Sample F1 Defer Cicking Submit, or saving the changes, converts all edited auto-receipts to manual receipts. RecEditing Submit, or saving the changes, converts all edited auto-receipts to manual receipts. RecEditing Submit, or saving the changes, converts all edited auto-receipts to manual receipts. RecEditing Submit, or saving the changes, converts all edited auto-receipts to manual receipts. ResEditing Submit, or saving the changes, converts all edited auto-receipts to manual receipts. ResEditing Submit, or Supplier Part hamber Prev. Accepted Prev. Rejected Total Received Date Received Second Submit Submit Subjer Part hamber Prev. Accepted Prev. Rejected Submit S	pr (L1544: 400001006 - Sample 1 Prev (Locate of a manual receipts of manual receipts of manual receipts and the date received of the date received for the manual receipts of the filter of th

9. Click *Submit* and the Reverse Receipt is complete.

Receiving Steps	Recipt RCI544 4400030564 - Sample 43. Prov Submit Dat
	This request has generated warnings: review the warnings.
1 Select Request	The charges you made to this document may require the approval of different people. Arba will regenerate the approval flow automatically.
2 Select Receipt	
3 Receive	
4 Additional Info	
5 Summary	
	Prev Submit Exit

10. Validation of the completed receipt will be generated.

HOME MORE_V	Recent 🗸	Manage 🗸	Create 🗸
Receiving - Done			
You successfully received the selected items. Continue receiving or return to the home page.			
4800001056 - Sample #1 has been received.			
Continue receiving against ERP Order 4800001056			
Continue receiving an order			
Return to the Ariba Buyer Home page			
Don't show this page again (to reset, click Preferences).			