

**PURPOSE**

This Quick Reference Guide (QRG) is designed to show the steps needed to record a goods receipt in SAP Ariba.

NOTE: Some purchases will be auto-received in SAP Ariba (i.e., you will not have to manually enter a receipt), as follows:

- Orders from **preferred catalog vendors less than \$10,000 USD** will be auto-received; and
- Orders from **all other vendors less than \$5,000 USD** will be auto-received.

There is a custom form available to request a reversal of an automated goods receipt.

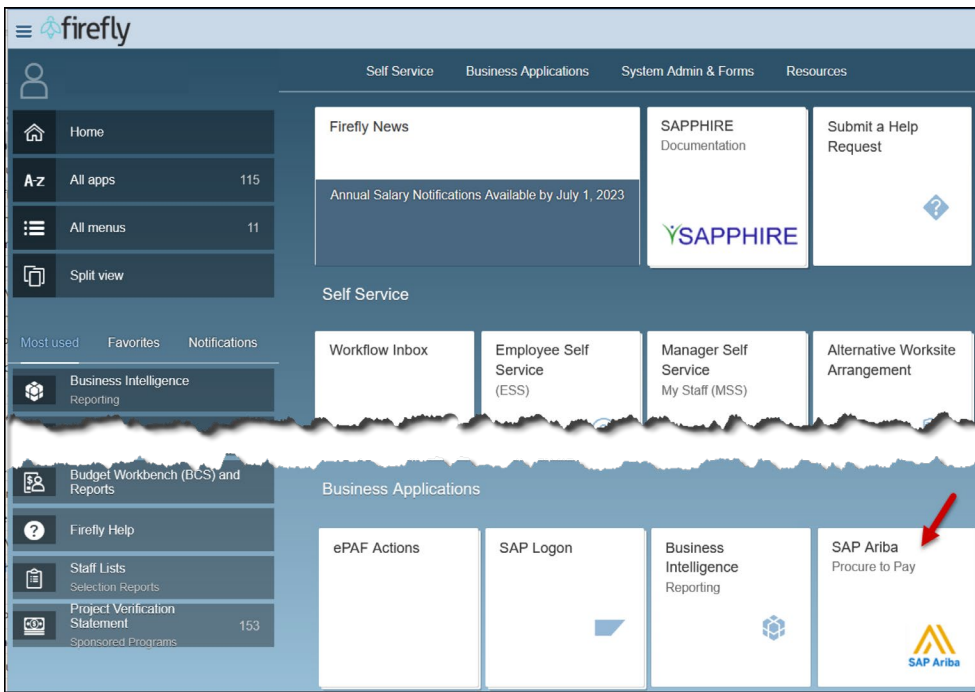
**HELPFUL HINTS**

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

- Google Chrome (64-bit)
- Apple Safari (64-bit)
- Microsoft Edge (32-bit)
- Microsoft Edge Chromium (32-bit and 64-bit)
- Mozilla Firefox (64-bit)

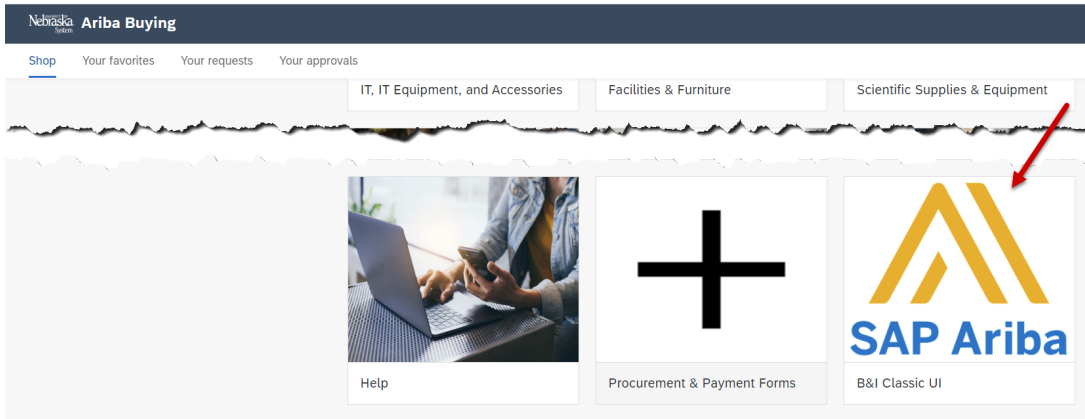
**PROCEDURE**

1. Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile on Firefly home page.
2. Click the “SAP Ariba – Procure to Pay” on the Ariba landing page.

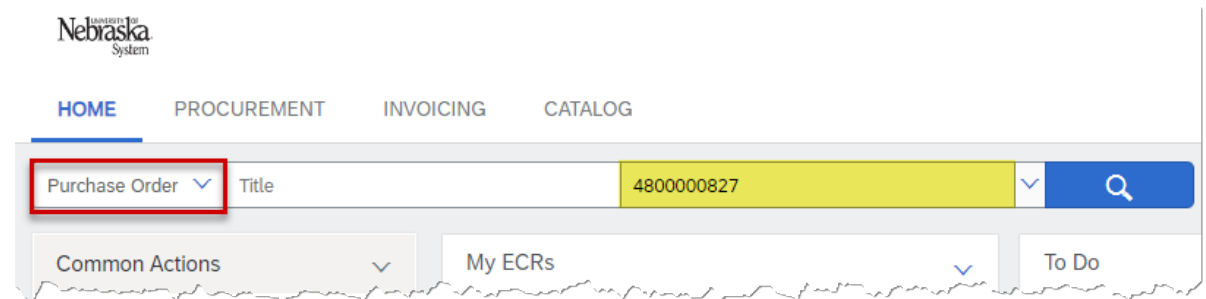


**PROCEDURE (CONTINUED)**

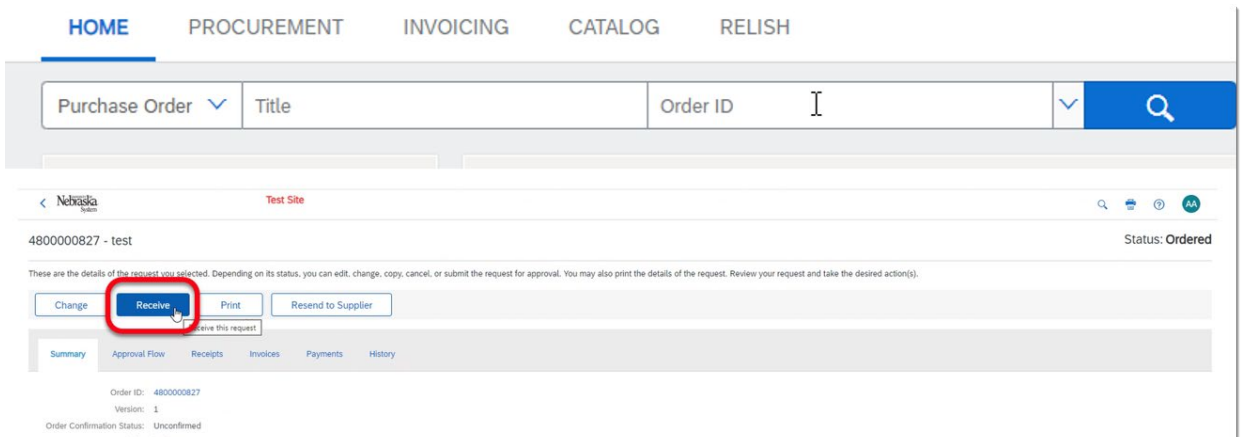
2. Scroll down and click the “SAP Ariba BI Classic UI” tile.



3. In the “Search” field, select “Purchase Order” from the dropdown and enter the PO number (e.g., 4800000827) in the “Order ID” field.



4. Click the PO to open.
5. Click the “Receive” button.



**PROCEDURE (CONTINUED)**

- 6. Record the items received.
- 7. Select the date received.
- 8. Click "Submit".

Receipt RC1255: 480000827 - test

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

Order ID: 480000827      Date: Tue, 16 Apr, 2024  
Order Title: test      Processing Status: Receiving  
ERPReceiptNumber:  
My Labels: Apply Label...

Line Items - Receive by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	1	test	each	1	0	0	<input type="button" value="⊕"/>	<input type="text" value="0"/>	0	Tue, 16 Apr, 2024 <input type="button" value="📅"/>

Comments - Entire Receipt

- 9. The confirmation screen displays. Click "OK" to continue.

