

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.

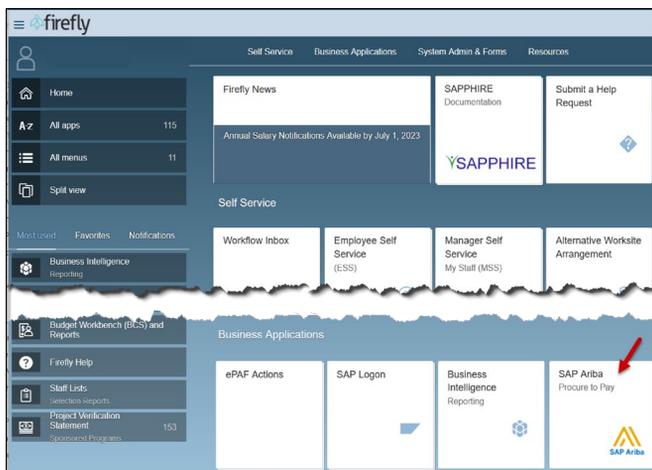
There is a custom form available to request a reversal of an automated goods receipt.

HELPFUL HINTS

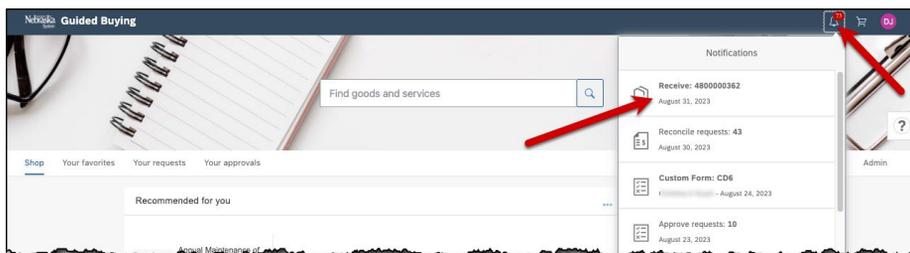
- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:
 - Google Chrome (64-bit)
 - Apple Safari (64-bit)
 - Microsoft Edge (32-bit)
 - Microsoft Edge Chromium (32-bit and 64-bit)
 - Mozilla Firefox (64-bit)

PROCEDURE

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

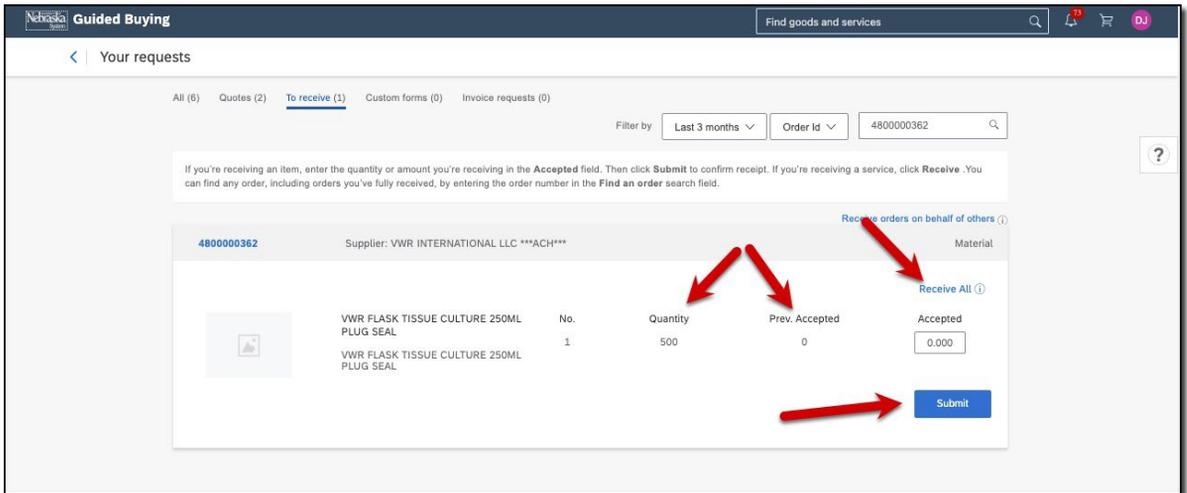


2. Click the “Notifications” icon and locate the order to be received.



PROCEDURE (CONTINUED)

- The order displays. Note the “Quantity” expected (ordered) and the quantity “Prev. Accepted” (if any). Enter the quantity to be received at this time in the “Accepted” field **OR** click “Receive All” to receive the entire expected amount. Click “Submit.”



- The confirmation screen displays. Click “OK” to continue.

