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.

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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.

Nebraska _{System}	<i>a</i>				
HOME	PROCUREMENT	INVOICING CATALO	G		
Purchase Or	rder 🔨 Title		480000827	~	۹
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- 4. Click the PO to open.
- 5. Click the "Receive" button.

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Purchase Or	rder 🗸 Title		C	order ID	I	~	Q,
< Nebiäiska.	Test Site					٩	🖶 💿 📣
4800000827 - test							Status: Ordered
These are the details of the request Change Received	vou selected. Depending on its status, you can edit. ch ve Print teive this request	inge, copy, cancel, or submit the request for a	pproval. You may also print the details	of the request. Review your request	t and take the desired action(s).		
Summary Approval Flov	v Receipts Involces Payments	History					
Order ID: 48 Version: 1 Order Confirmation Status: Ur	nconfirmed						

Nebraska

Updated: 4/17/2024

PROCEDURE (CONTINUED)

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

Receipt RC1255	480000827	r - test								Ne	kt Su	Jomit	Exit	
For a receipt,	indicate the a	mount or quantity t	to accept or rej	ect for each line item, and the c	late received. If you rejec	t receipt line items, you	i must provide comm	ents to explain your a	action.		_			
Acces	ot All													
	Orde	r ID: 4800000823	7					Date:	Tue. 16 Apr. 2024					
	Order 1	Title: test						Processing Status:	Receiving					
ER	PReceiptNum	iber:												
	My Lal	bels: Apply Label												
Line Items	- Receive	e by Quantity												-
No. † Qu	antity Fi	ull Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received				
1 1	9	test	each	1	0	0	8	0	•	Tue, 16 Apr. 20	124			
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9. The confirmation screen displays. Click "OK" to continue.