

Create Goods Receipt

Updated February 20, 2026

Purpose

This document 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:

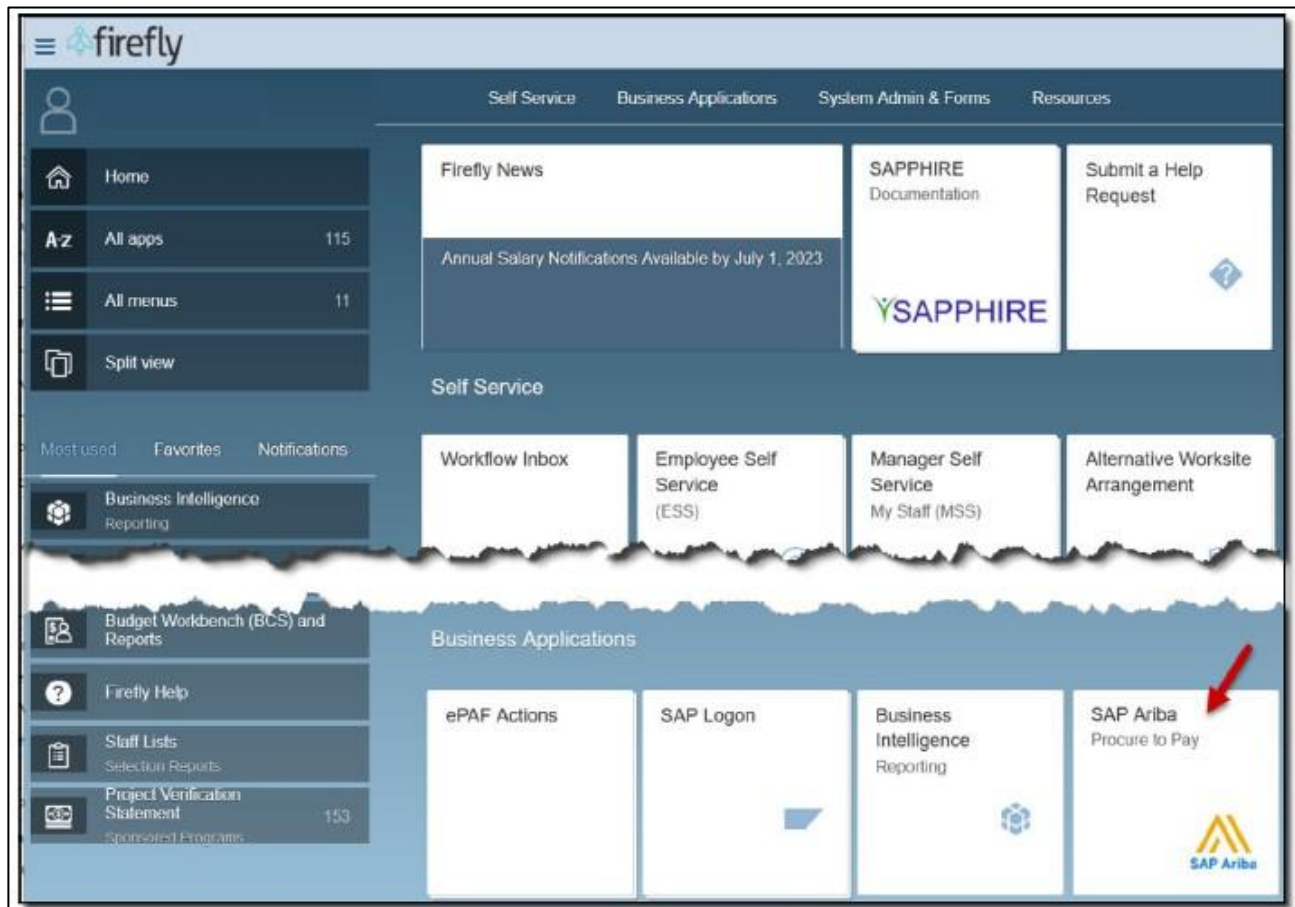
- Orders from preferred catalog vendors less than \$10,000 USD will be auto-received; and
- Orders from all other vendors less than \$5,000 USD will be auto-received.

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

Procedure

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

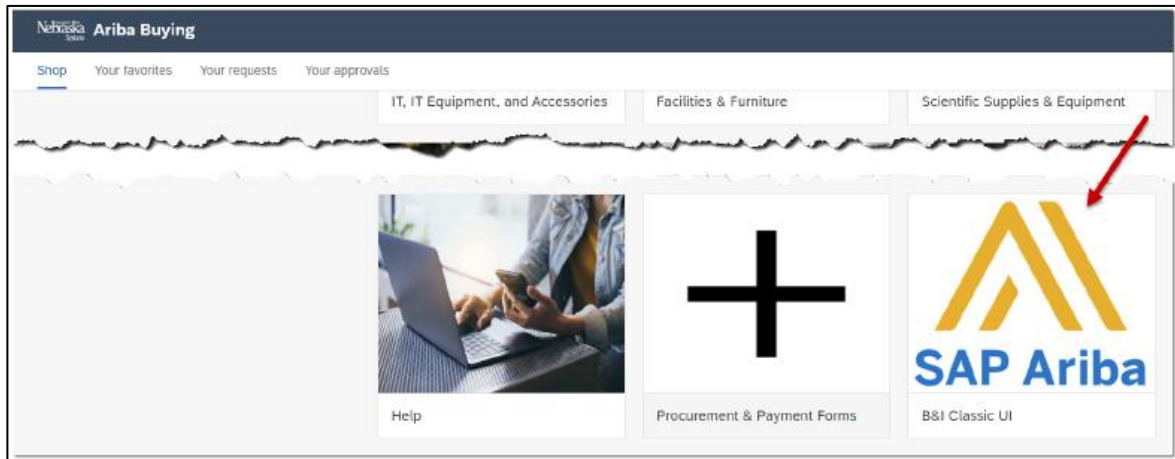
Click the “SAP Ariba – Procure to Pay” on the Ariba landing page.



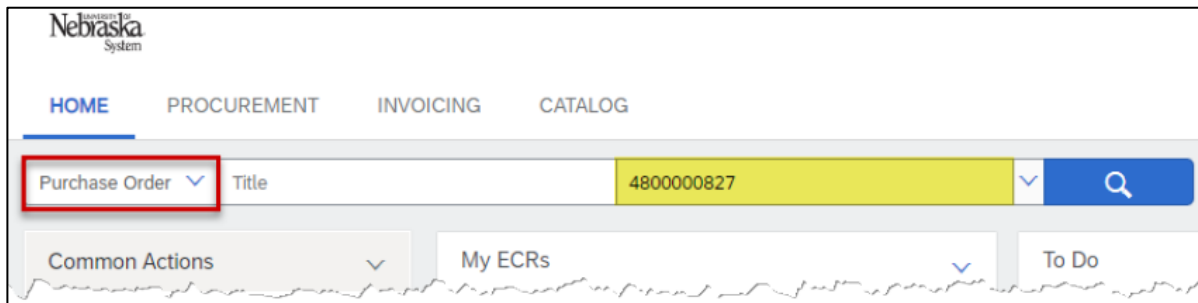
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Scroll down and click the “SAP Ariba BI Classic UI” tile.

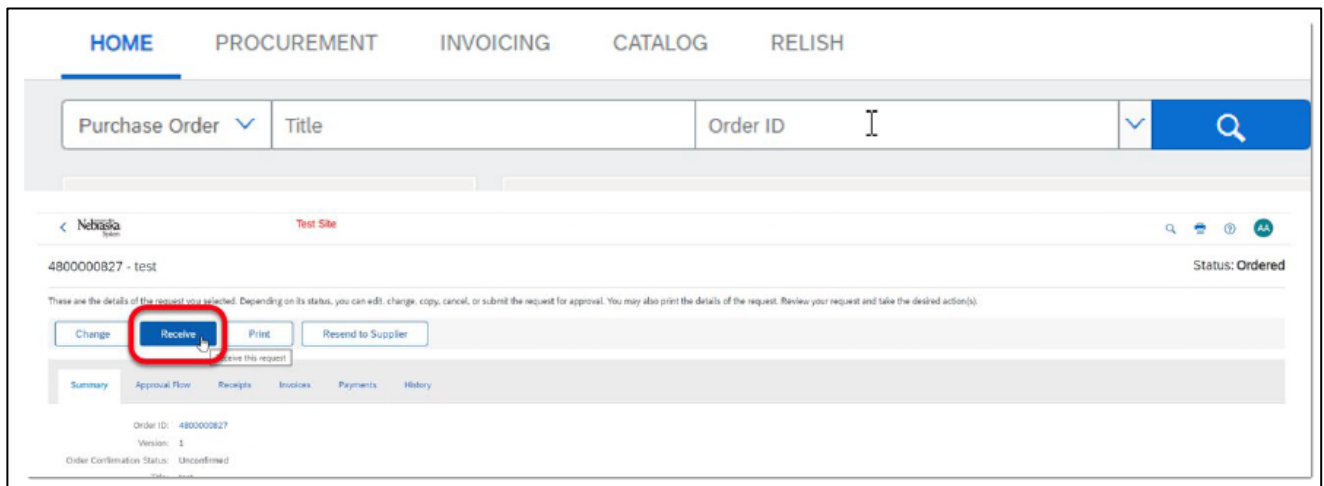


In the “Search” field, select “Purchase Order” from the dropdown and enter the PO number (e.g., 4800000827) in the “Order ID” field.



Click the PO to open.

Click the “Receive” button.



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Record the items received.

Select the date received.

Click “Submit”.

Receipt RC1255: 4800000827 - test

Next Submit Exit

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.

Accept All

Order ID: 4800000827 Date: Tue, 16 Apr, 2024
Order Title: test Processing Status: Receiving
EPPReceiptNumber:
My Labels: Apply Label... (i)

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="text" value="0"/>	<input type="text" value="0"/>	0	Tue, 16 Apr, 2024

Update Totals

Comments - Entire Receipt

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

Confirmed receipt submission for 4800000827

You've successfully received the selected items.

OK