

# Create Reverse Goods Receipt

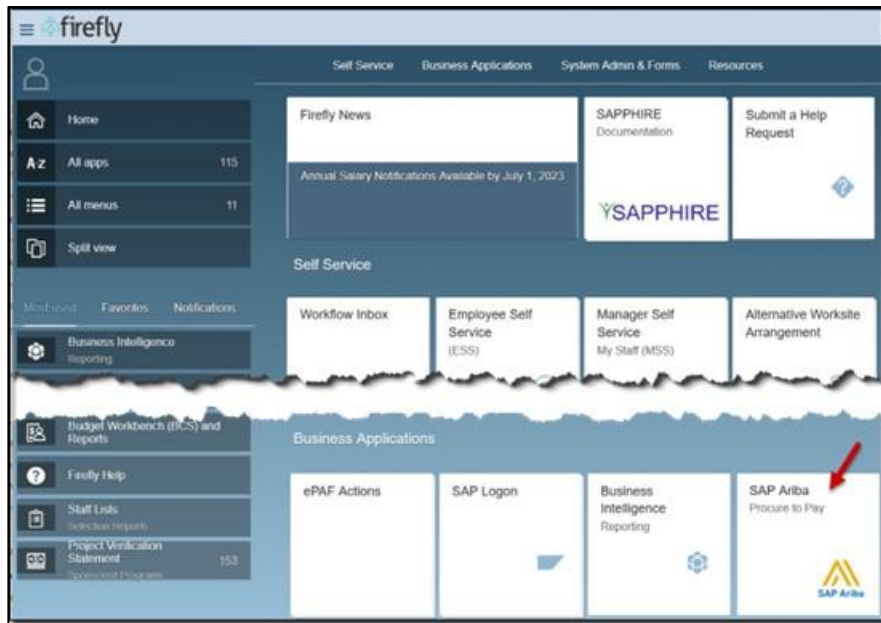
Updated March 5, 2026

## Purpose

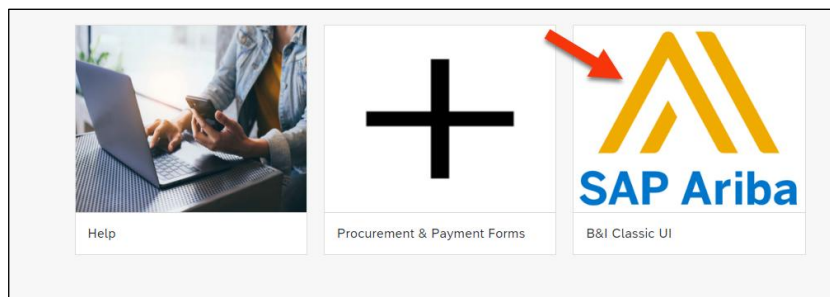
This document shows the steps needed to reverse a goods receipt.

## Procedure

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



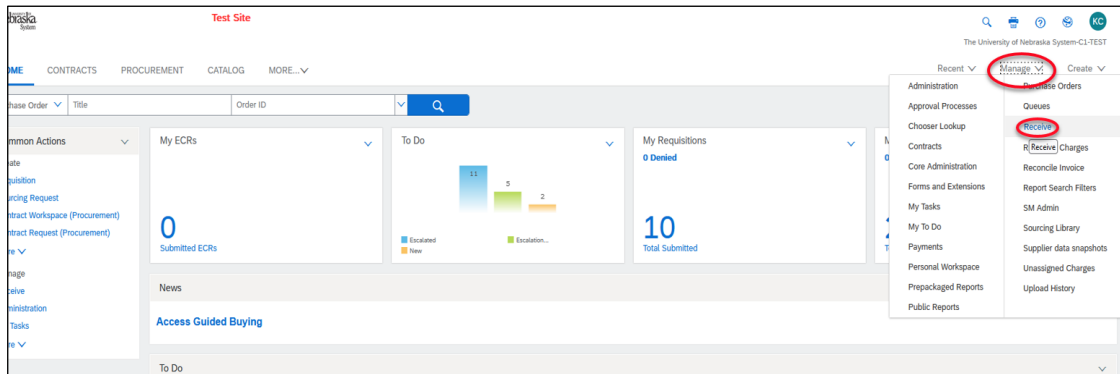
Click the **B&I Classic UI** tile.



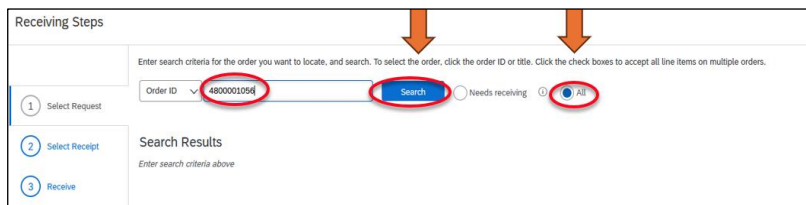
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From the dropdown menu next to Manage, choose **Receive**.



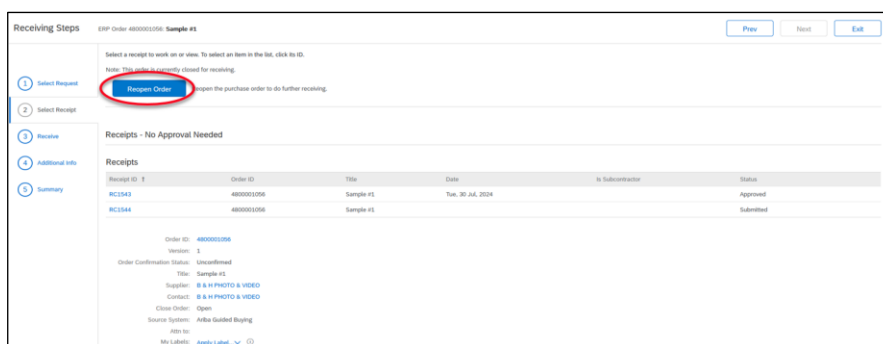
Enter the Purchase Order number in the Order ID box. Click the **All** radial button, then the Search button. Use the dropdown menu to search by Req ID, Receipt ID or Contract ID.



Click on **Reopen Order**.



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.



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

Receiving Steps ERP Order 4800001056: Sample #1

Select a receipt to work on or view. To select an item in the list, click its ID.  
Note: The items on this partially received order are of receipt type: **Receive Manually** Change the auto-received lines to manual and edit the received values.

1 Select Request  
2 Select Receipt  
3 Receive  
4 Additional Info  
5 Summary

Receipts - No Approval Needed

Receipt ID	Order ID	Title	Date	In Subcontractor	Status
RC1543	4800001056	Sample #1	Tue, 30 Jul, 2024		Approved
RC1544	4800001056	Sample #1			Submitted

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".

Receiving Steps Receipt RC1544: 4800001056 - Sample #1

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: 4800001056 Date: Tue, 30 Jul, 2024  
Order Title: Sample #1 Processing Status: Receiving  
ERP Receipt Number: My Labels: Apply Label

Note: Clicking Submit, or saving the changes, converts all edited auto-receipts to manual receipts.

Line Items - Auto-Received by Quantity When Ordered

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	5	Sample 1	each	2455	5	0	-5	0	0	Tue, 30 Jul, 2024

Update Totals

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

Receiving Steps Receipt RC1544: 4800001056 - Sample #1

This request has generated warnings; review the warnings.  
The changes you made to this document may require the approval of different people. Arba will regenerate the approval flow automatically.

1 Select Request  
2 Select Receipt  
3 Receive  
4 Additional Info  
5 Summary

Submit

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Validation of the completed receipt will be generated.

