

## How to create / reverse goods receipt in Ariba

1. Select Purchase Order / Purchase Requisition from the **To Do** or **My Documents** list on the Ariba main page or search for the Purchase Order using Search bar at the top. Note: if no items are found, remove **From** date in the Search Filters

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Purchase Order ▾ Title 4300333732 ▾ 🔍

**Search Filters** [Search Options ▾](#)

Order Title:

Close Order: No Choice ▾

Date Created: Custom ▾

From:

To: Tue, 28 Jan, 2025

Date Ordered: No Choice ▾

Order ID: 4300333732

Order Method: No Choice ▾

Receipt Date (any receipt): No Choice ▾

Receipt ID (any receipt):

Receipt Status (any receipt): No Choice ▾

Requester: (select a value) [ [select ▾](#) ]

Requisition ID:

Status: No Choice ▾

Supplier: (select a value) [ [select](#) ]

[Search](#) [Reset](#) [Save Search](#)

2. Go to the **Receipts** tab in the Purchase Order and select RC document. The Receipt must be in the status **Composing** to be edited (If there is no RC in the status Composing in the Receipt tab, it is due to the fact that the PO has been closed – in this case contact local Purchasing team or Ariba Hotline to re-open the PO)

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[Change](#) [Cancel](#) [Receive](#) [Close](#) [Print](#) [Resend to Supplier](#)

[Summary](#) [Approval Flow](#) [Receipts](#) [History](#)

**Receipts**

Receipt ID ↑	Title	Order ID	Order Title	Date	Status
RC1023108	IRE703262 - Wykucie w ścianie otworu	4300120098	IRE703262 - Wykucie w ścianie otworu		Composing

3. **To create Good Receipt:** Click populate received quantities / amounts on specific line items or click on **Accept All** button at the top.
4. **To reverse Goods Receipt:** Populate quantities / amounts with minus sign.
5. If no more Good Receipts are expected on the PO, select **Close Order: Yes**, otherwise, if further Receipts will be required, select: **No**
6. Click **Submit** at the top

Receiving Steps

Receipt RC5697: PO4846 - Sysco 01-08-19

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 [More](#)

1

Select Receipt

2

Receive

3

Additional Info

4

Summary

Accept All

Order ID: PO4846

Date: Fri, 25 Jan, 2019

Order Title: Sysco 01-08-19

Processing Status: Receiving

My Labels: [Apply Label...](#)

Line Items - Receive by Quantity

No.	Category	Quantity	Full Description ↑	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejecter
14	20 - MEAT, SEAFOOD, FROZEN ENTREES	8	BEEF PATTY ANGUS SEASONED	case	0345886	0	0	0	0
8	36 - BAKERY	2	BREAD ROLL SANDW TELERA SLI	case	0187668	0	0	0	0

Related articles

- I have received a query "Please create GRN"
- I have received a query "GR utilized for another invoice"
- I have created GRN in Ariba but it is not reflected in SAP