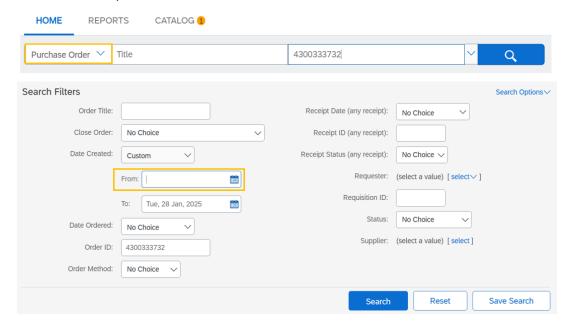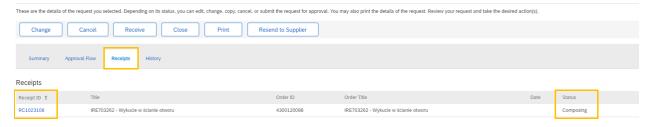**How to create / reverse goods receipt in Ariba**

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
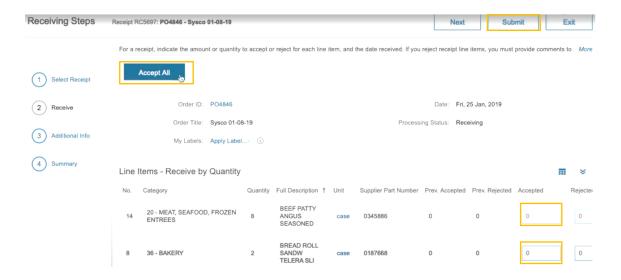

2. Go to the **Receipts** tab in the Purchase Order and select RC document. The Receipt must be in the status **Composing** to be edited (If there is no RC in the status Composing in the Receipt tab, it is due to the fact that the PO has been closed – in this case contact local Purchasing team or Ariba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

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

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