

## Ariba 9R1 Training Workbook: Receiving

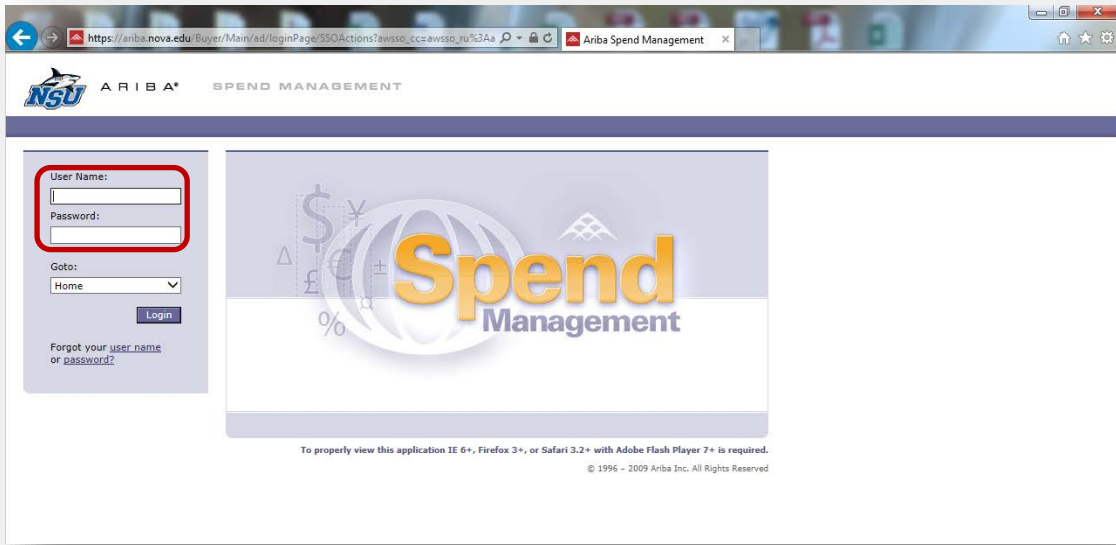
This document will review tips for receiving, rejecting, and editing a receipt (RC). RCs are a document type in Ariba used to indicate if items ordered via purchase requisition (PR) have been delivered and are in hand prior to issuing payment.

### Receiving Tips

- Mark RCs as received **only** for items that have been delivered.
  - Approving an RC is your official 'OK to Pay' to Accounts Payable (AP).
  - AP cannot pay an invoice until the RC is submitted.
  - Failure to pay invoices may negatively impact your, and other university requesters', ability to place future orders.
  - Close RCs only when no further items on an order will be delivered.
- 
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### Log in to Ariba

1. Log in to Ariba at <https://ariba.nova.edu> using your email/computer user name and password.



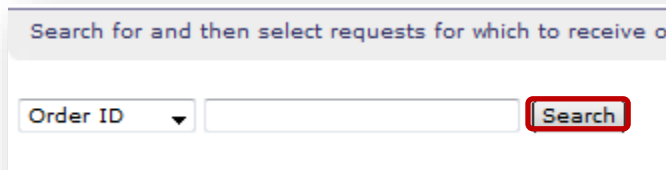
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### Access Receiving

1. Click 'Manage' → 'Receive' at the top of the page.



2. Click 'Search,' leaving the search field blank.



- a. This will pull up all RCs requiring your approval.

3. Click the 'Order ID' or 'Title' to open the specific RC.

**Search Results**

Requests returned: 111

Order ID	Title	Date Created	Status	Supplier
<a href="#">DO82503</a>	<a href="#">Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses</a>	Mon, 5 Dec, 2016	Ordered	United Data Technologies Inc,
<a href="#">DO82492</a>	<a href="#">UDT TEST ORDER TRANSMISSION - NON-CATALOG WITHOUT ATTACHMENT - 2 ship to addresses</a>	Fri, 28 Oct, 2016	Ordered	United Data Technologies Inc,
<a href="#">DO82485</a>	<a href="#">E Invoicing - Edit account for added lines</a>	Fri, 21 Oct, 2016	Ordered	NSU Test Company
<a href="#">DO82480</a>	<a href="#">Copy of TEST - space in attachment name</a>	Fri, 14 Oct, 2016	Ordered	NSU Test Company
<a href="#">DO82479</a>	<a href="#">TEST - space in attachment name</a>	Fri, 14 Oct, 2016	Ordered	NSU Test Company
<a href="#">DO82460</a>	<a href="#">FERGUSON - TEST DELIVER TO CONCATENATION</a>	Mon, 26 Sep, 2016	Ordered	Ferguson Enterprises Inc,
<a href="#">DO82459</a>	<a href="#">FERGUSON CONCATENATION TEST #2</a>	Mon, 26 Sep, 2016	Ordered	Ferguson Enterprises Inc,

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### Receive All

Use this option only when you have physically received everything on a given order.

1. Click 'Accept All.'

**Accept All**

Order ID: [DO82503](#)      Date: Today, 1:39 PM  
 Order Title: [Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses](#)      Processing Status: Receiving  
 My Labels: [Apply Label...](#)

Line Items - Quantity Receiving Needed						
No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 1:39 PM <input type="text"/>
2	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 1:39 PM <input type="text"/>
3	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 1:39 PM <input type="text"/>
4	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 1:39 PM <input type="text"/>

a. This will update the 'Accepted' quantity so that it matches the 'Quantity' ordered.

lo.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 1:40 PM <input type="text"/>
2	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 1:40 PM <input type="text"/>
3	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 1:40 PM <input type="text"/>
4	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 1:40 PM <input type="text"/>



2. Select 'Yes' at 'Close Order.'
- a. 'Close Order' means that no further receiving is needed against this RC.
3. Click 'Submit.'

Receipt RC90685: DO82503 - Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses

Review the receipt, make changes as necessary, and then submit it for approval.

Summary Approval Flow

Order ID: [DO82503](#) Date: Today, 1:39 PM  
Order Title: Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses Processing Status: Receiving  
My Labels: [Apply Label...](#)

No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 1:40 PM
2	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 1:40 PM
3	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 1:40 PM
4	1	TEST ONLY - DO NOT FULFILL	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 1:40 PM

Close Order:  Yes  No

2.

4. This will take you to the 'Receiving – Done' page.
- a. Click 'Select' to begin receiving against other orders.
- b. Click 'Home' to return to the Ariba Buyer Home page.

Receiving - Done

You successfully received the selected items. Continue receiving or return to the home page.

DO82503 - Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses has been successfully received.

- [Select](#) another request to receive
- Return to the Ariba Buyer [Home](#) page

Don't show this page again (to reset, click **Preferences**).

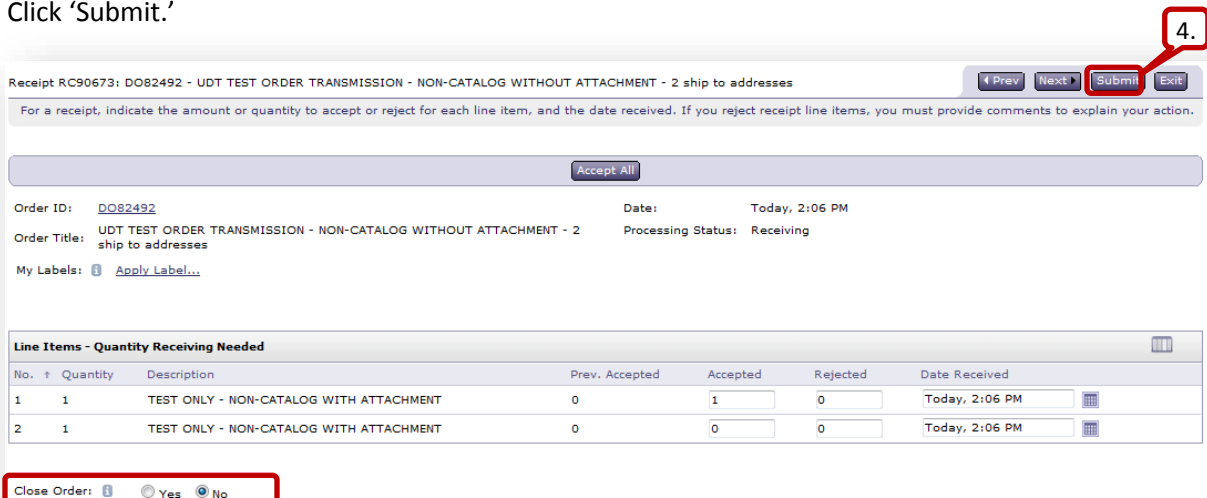
### Partial Receiving

Use this option when you have received some items and are waiting for others to arrive. This action will create a new RC in Ariba for the items that you do not receive initially.

1. Manually type the 'Accepted' quantity for the item(s) you have in hand.
2. Leave the 'Accepted' quantity as '0' for items not yet in hand.

Line Items - Quantity Receiving Needed						
No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	TEST ONLY - NON-CATALOG WITH ATTACHMENT	0	1	0	Today, 2:06 PM
2	1	TEST ONLY - NON-CATALOG WITH ATTACHMENT	0	0	0	Today, 2:06 PM

3. Select 'No' at 'Close Order.'
  - a. 'Close Order' means that no further receiving is needed against this RC.
4. Click 'Submit.'



Receipt RC90673: DO82492 - UDT TEST ORDER TRANSMISSION - NON-CATALOG WITHOUT ATTACHMENT - 2 ship to addresses

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: [DO82492](#) Date: Today, 2:06 PM

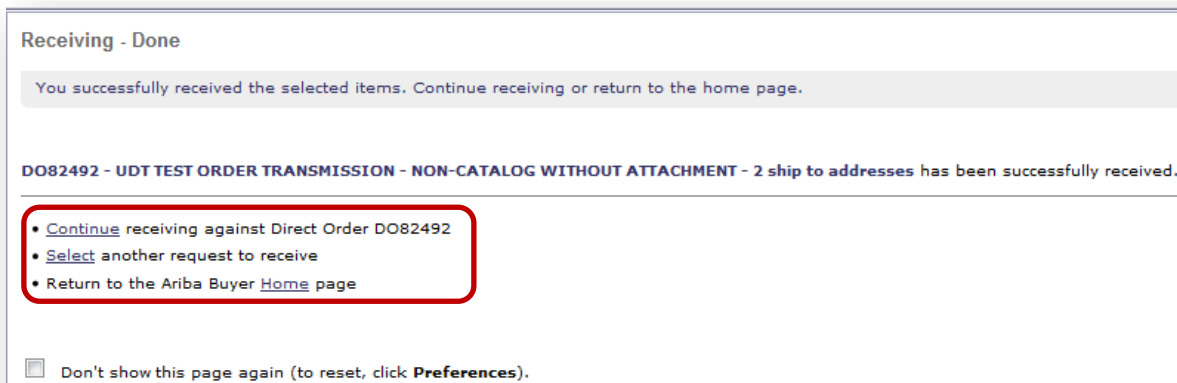
Order Title: UDT TEST ORDER TRANSMISSION - NON-CATALOG WITHOUT ATTACHMENT - 2 ship to addresses Processing Status: Receiving

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

Line Items - Quantity Receiving Needed						
No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	TEST ONLY - NON-CATALOG WITH ATTACHMENT	0	1	0	Today, 2:06 PM
2	1	TEST ONLY - NON-CATALOG WITH ATTACHMENT	0	0	0	Today, 2:06 PM

Close Order:  Yes  No

5. This will take you to the 'Receiving – Done' page.
  - a. Click 'Continue' to continue receiving against the same DO.
  - b. Click 'Select' to begin receiving against other orders.
  - c. Click 'Home' to return to the Ariba Buyer page.



Receiving - Done

You successfully received the selected items. Continue receiving or return to the home page.

DO82492 - UDT TEST ORDER TRANSMISSION - NON-CATALOG WITHOUT ATTACHMENT - 2 ship to addresses has been successfully received.

- [Continue](#) receiving against Direct Order DO82492
- [Select](#) another request to receive
- Return to the Ariba Buyer [Home](#) page

Don't show this page again (to reset, click **Preferences**).

### Partial Rejection

Use this option when you have received some items and will not be receiving the other items. Rejection is for use only when orders are cancelled or items are returned. Verify the status of your items with the supplier or Procurement before rejecting if you are unsure if the items will be delivered. Once items are rejected, contact Budget to have funds disencumbered.

1. Manually type the 'Accepted' quantity for the item(s) you have in hand.
2. Manually type the 'Rejected' quantity for the item(s) that will not be delivered or have been returned.

Line Items - Quantity Receiving Needed						
No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	5A 120/240V Control Board Circuit Breaker	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 2:56 PM
2	1	48 in. Sliding Screen Door in Bronze	0	<input type="text" value="0"/>	<input type="text" value="1"/>	Today, 2:56 PM

3. Select 'Yes' at 'Close Order.'
  - a. 'Close Order' means that no further receiving is needed against this RC.
  - b. 'Close Order' **must** be used when rejecting items. If an RC with rejected items is not closed, Ariba will create a new RC for those items.
4. Click 'Submit.'

Receipt RC90641: DO82460 - FERGUSON - TEST DELIVER TO CONCATENATION

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.

**Alert:** This receipt, when submitted, will close the order for receiving as the Close Order option is set to Yes.

Order ID: [DO82460](#)      Date: Today, 2:56 PM

Order Title: FERGUSON - TEST DELIVER TO CONCATENATION      Processing Status: Receiving

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

Line Items - Quantity Receiving Needed						
No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	5A 120/240V Control Board Circuit Breaker	0	<input type="text" value="1"/>	<input type="text" value="0"/>	Today, 2:56 PM
2	1	48 in. Sliding Screen Door in Bronze	0	<input type="text" value="0"/>	<input type="text" value="1"/>	Today, 2:56 PM

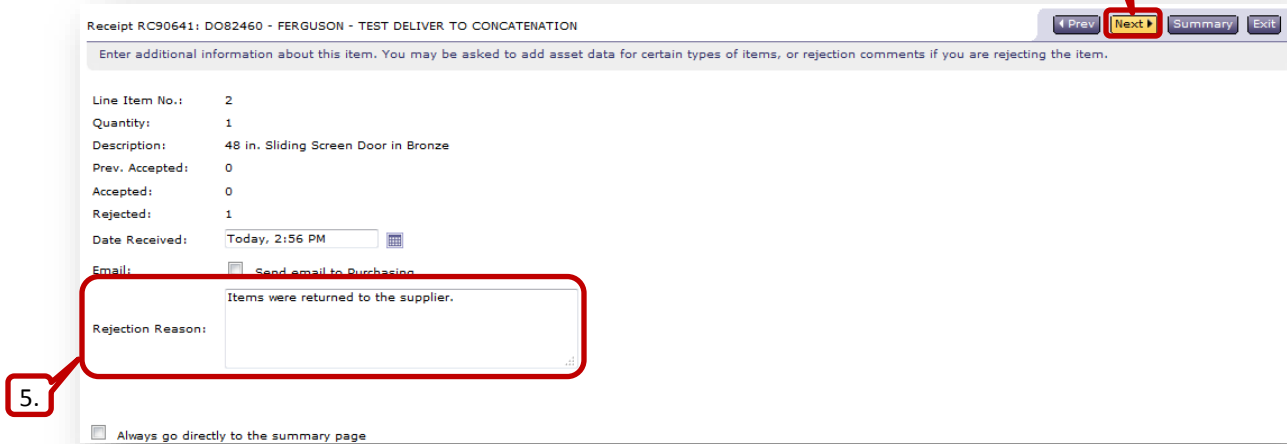
Close Order:  Yes  No

3.

4.

5. Enter a 'Rejection Reason.'

6.



Receipt RC90641: DO82460 - FERGUSON - TEST DELIVER TO CONCATENATION

Enter additional information about this item. You may be asked to add asset data for certain types of items, or rejection comments if you are rejecting the item.

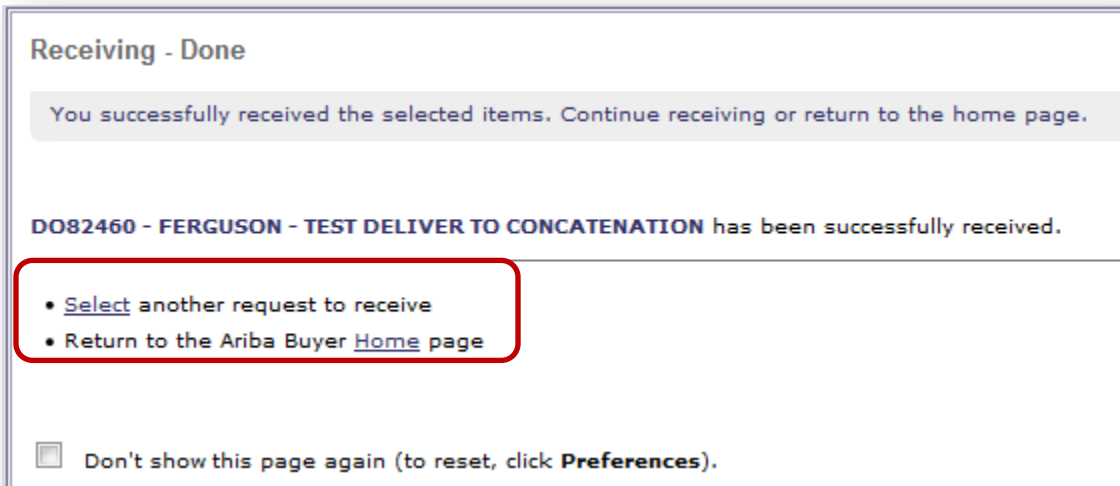
Line Item No.: 2  
 Quantity: 1  
 Description: 48 in. Sliding Screen Door in Bronze  
 Prev. Accepted: 0  
 Accepted: 0  
 Rejected: 1  
 Date Received: Today, 2:56 PM

Email:  Send email to Purchasing

Rejection Reason: Items were returned to the supplier.

Always go directly to the summary page

6. Click 'Next.'
7. Click 'Submit.'
8. This will take you to the 'Receiving - Done' page.
  - a. Click 'Select' to begin receiving against other orders.
  - b. Click 'Home' to return to the Ariba Buyer Home page.



**Receiving - Done**

You successfully received the selected items. Continue receiving or return to the home page.

**DO82460 - FERGUSON - TEST DELIVER TO CONCATENATION** has been successfully received.

- [Select](#) another request to receive
- Return to the Ariba Buyer [Home](#) page

Don't show this page again (to reset, click **Preferences**).

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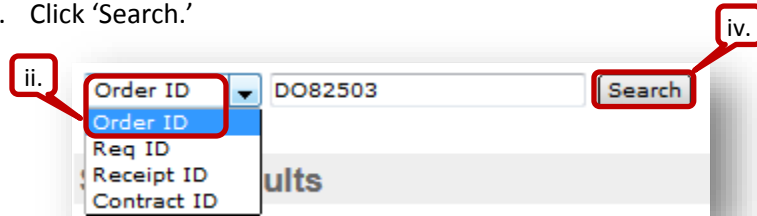
### Editing Receipts

If items on an RC are accepted or rejected in error, the RC can be edited to reflect the correct status for the goods.

1. To correct an erroneous RC
  - a. Search for the RC.
    - i. Click 'Manage' → 'Receive' at the top of the page.



- ii. Use the dropdown to select the type of document to search by.
  - 1) 'Order ID' is the DO number
- iii. Type the document number.
- iv. Click 'Search.'



- b. Click the 'Order ID' or 'Title' to open the RC.
- c. The message 'This order is currently closed for receiving.' will display.
- d. Click 'Reopen Order.'

**This order is currently closed for receiving.**  
If you need to receive additional items, reopen the order.

**Reopen Order**

**C. RECEIPTS - NO APPROVAL NEEDED**

Receipt ID	Order ID	Title	Date	Status
<a href="#">RC90685</a>	DO82503	Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses	Wed, 7 Dec, 2016	Submitted

Order ID: [DO82503](#)  
 Version: 1  
 Title: Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses  
 Supplier: United Data Technologies Inc.  
 Contact: United Data Technologies Inc  
 Close Order: Order Closed For Receiving  
 My Labels: [Apply Label...](#)

Prev Next Exit





e. The previously received quantity will be displayed in the 'Prev. Accepted' column.

Line Items - Quantity Fully Received						
No. ↑	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	TEST ONLY - DO NOT FULFILL	1	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 9:25 AM
2	1	TEST ONLY - DO NOT FULFILL	1	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 9:25 AM
3	1	TEST ONLY - DO NOT FULFILL	1	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 9:25 AM
4	1	TEST ONLY - DO NOT FULFILL	1	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 9:25 AM

f. To clear an erroneous receiving, type a negative quantity in the 'Accepted' column.

g. Select 'No' at 'Close Order,' because these items will require receiving once they are in hand.

h. Click 'Submit'

Receipt RC90687: DO82503 - Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses

← Prev 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 ...

**Accept All**

Order ID: [DO82503](#) Date: Today, 9:25 AM  
 Order Title: Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses Processing Status: Receiving  
 My Labels: [Apply Label...](#)

Line Items - Quantity Fully Received						
No. ↑	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	TEST ONLY - DO NOT FULFILL	1	<input type="text" value="-1"/>	<input type="text" value="0"/>	Today, 9:25 AM
2	1	TEST ONLY - DO NOT FULFILL	1	<input type="text" value="-1"/>	<input type="text" value="0"/>	Today, 9:25 AM
3	1	TEST ONLY - DO NOT FULFILL	1	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 9:25 AM
4	1	TEST ONLY - DO NOT FULFILL	1	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 9:25 AM

Close Order:  Yes  No

i. This will take you to the 'Receiving – Done' page.

i. Click 'Continue' to receive against the same DO.

ii. Click 'Select' to begin receiving against other orders.

iii. Click 'Home' to return to the Ariba Buyer Home page.

Receiving - Done

You successfully received the selected items. Continue receiving or return to the home page.

DO82503 - Test - UDT Order Transmission - Non-Catalog with multiple ship to addresses has been successfully received.

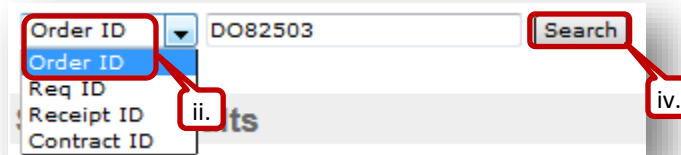
- Continue receiving against Direct Order DO82503
- Select another request to receive
- Return to the Ariba Buyer Home page

Don't show this page again (to reset, click Preferences).

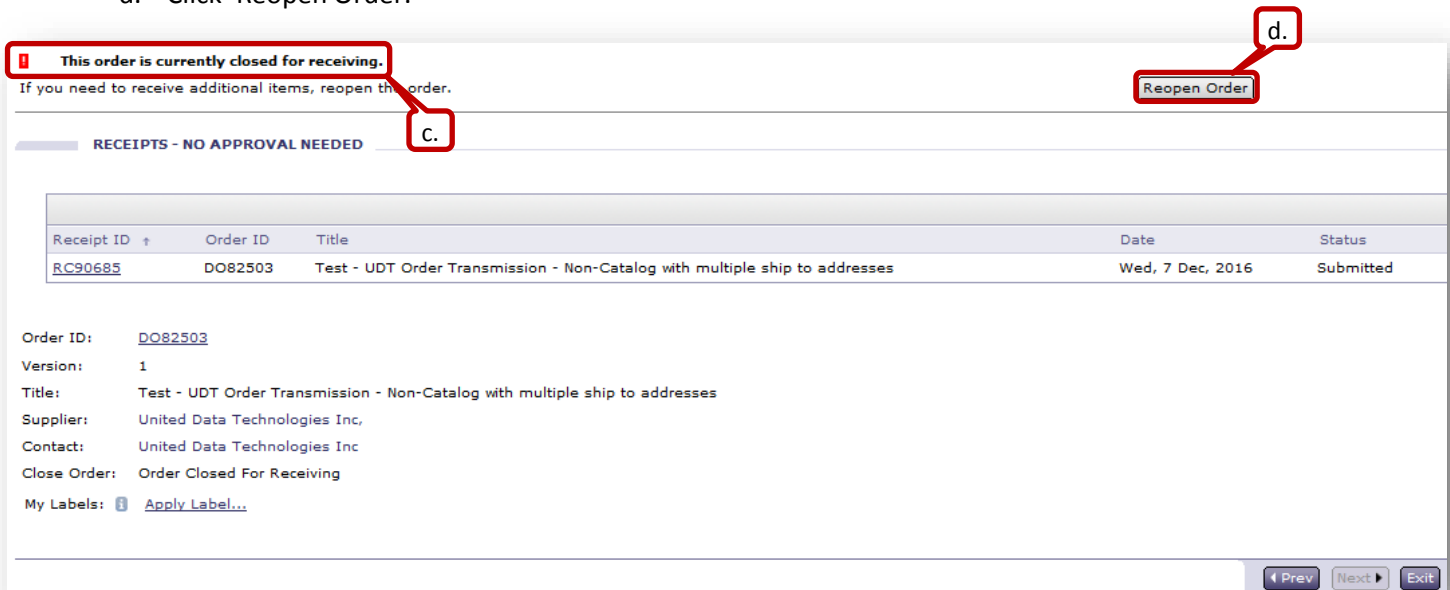
2. To correct an erroneous rejection
  - a. Search for the RC.
    - i. Click 'Manage' → 'Receive' at the top of the page.



- ii. Use the dropdown to select the type of document to search by.
  - 1) 'Order ID' is the DO number
- iii. Type the document number.
- iv. Click 'Search.'



- b. Click the 'Order ID' or 'Title' to open the RC.
- c. The message 'This order is currently closed for receiving.' will display.
- d. Click 'Reopen Order.'





- e. The rejection will automatically be cleared by reopening the order.
  - i. If the previously rejected item is not yet delivered, click 'Exit' and 'Save.'
  - ii. If the previously rejected item has been delivered, click 'Accept All,' then click 'Submit.'

Receipt RC90689: DO82460 - FERGUSON - TEST DELIVER TO CONCATENATION

← Prev 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 rejection.

**Alert:** This receipt, when submitted, will close the order for receiving as the Close Order option is set to Yes. **i.**

**Accept All** **ii.**

Order ID: [DO82460](#) Date: Today, 4:12 PM  
Order Title: FERGUSON - TEST DELIVER TO CONCATENATION Processing Status: Receiving  
My Labels: [Apply Label...](#)

**Line Items - Quantity Receiving Needed**

No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
2	1	48 in. Sliding Screen Door in Bronze	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 4:12 PM

**Line Items - Quantity Fully Received**

No.	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	1	5A 120/240V Control Board Circuit Breaker	1	<input type="text" value="0"/>	<input type="text" value="0"/>	Today, 4:12 PM

Close Order:  Yes  No

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Please visit the Ariba form in [Service Manager](#) for additional assistance.