Quick Reference Card
Receiving in Ariba

This QRC provides the basic steps to receive, reverse, return, reject and close a Purchase Order (PO) in Ariba during the receiving process. Receiving is required on PO’s >$250. PO’s <$250 will be auto-receipt at the end of the lead time. For non-catalog items the lead time is 0 days. For catalog items the lead time is determined by the vendor for each item.

<table>
<thead>
<tr>
<th>Full Receipt for PO’s &gt; $250</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving indicates that the goods or services ordered were received from the supplier, and that the supplier should receive payment. <strong>A receipt is required by a receiver when the PO total &gt;$250.</strong> A packing slip should be used as the back-up documentation for the receipt.</td>
</tr>
</tbody>
</table>

Access Ariba from the Employee Portal.

Log in using Purdue career account ID and password.

From the **Manage** menu, choose **Receive**.

Search for the Purchase Order
Enter PO number in the **Order ID** field
Click **Search**.

PO’s will begin with a “45”.

**Note:** You can also search using

http://www.purdue.edu/employeeportal/
other IDs. Simply choose an alternate document type from the drop-down menu, and then enter that ID type into the search field.

If all lines full quantity was physically received, click **Accept All** at the top of the screen.

Click **Yes** to **Close Order** if the PO is complete.

Use the calendar icon to select the **Date** the items were physically received.

Click **Submit**

A full receipt for a purchase order has been completed.
## Partial Receipt for PO’s > $250

If a partial quantity of a line was physically received then enter the quantity on the line item in the **Accepted** Field.

Repeat this step for each line item of the PO that items have been physically received.

If no other items will be physically received on the PO:
- Click **Yes** to **Close Order** if the PO is complete.

**NOTE:** If more items will be physically received for this PO click **No, Close Order**

Click **Submit**

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**A partial receipt for a purchase order has been completed. In this example we closed the PO; the remaining items would not be physically received by Purdue. View the Re-open order section if an additional receipt is needed.**

## Reversal of Receipt (nothing being returned to vendor, see last section if items being returned)

If an item or items were not physically received from the vendor and an auto-receipt posted or someone processed a receipt in error.

Follow the search steps above. Click **All** if unsure whether a receipt may have already been completed.

Enter a negative quantity in **Accepted** field for items not physically received or received in error.

For this example all items on PO were not physically received and will not be sent by the vendor.

**Close Order:**
- **No,** if replacements items will be sent.
- **Yes,** if no replacement items will be sent for this PO.

Click **Submit**
A reversal of a receipt return for a purchase order with no receipt processed has been completed. In this example we did not close the PO, the replacement items would be physically received by Purdue.

Return items when a receipt has not been processed for PO’s > $250

If an item or items need to be returned and no receipt has yet been submitted.

Follow the search steps above. Click All if unsure whether a receipt may have already been completed.

Enter the quantity in Rejected field for items being returned.

For this example all items in package were damaged.

Close Order:
No, if replacements items will be sent.
Yes, if no replacement items will be sent for this PO.

Click Submit
Enter the Rejection reason or the reason the items were being returned.

Return by:
Select **Replacement** if the items were damaged and new items are expected. If No to Close Order was selected on the previous page then select this option.

Select **Credit** if the items are being sent back and no items will be sent for this PO. If Yes to Close Order was selected on the previous page then select this option.

Click **Next**

Enter the **Return Authorization Number** given by the supplier.

Click **Submit**

*A return for a purchase order with no receipt processed has been completed. In this example we did not close the PO, the replacement items would be physically received by Purdue.*

### Return items when a receipt has been processed (for both auto-receipt PO’s and user processed receipts)

If an item or items need to be returned after a receipt has been completed either by auto-receipt or a receiver.

Follow the search steps above, except select **All** instead of needs receiving

Click **Search**

If the PO has been closed for receiving it must be reopened to process the return.

Click **Reopen Order**

**Note:** This order is currently closed for receiving.

Reopen the purchase order to do further receiving.
Once Po is re-opened, the screen will appear as if you are receiving the PO.

For a return that has previously accepted items, enter a negative number in the **Accepted** field and enter a positive number in the **Rejected** field.

In this example, we are returning a quantity of 5.

If the same items will not be sent as a replacement on this PO, mark the PO **Yes to Close Order**.

If the same replacement items would be physically received by Purdue mark the **Close Order, NO**.

Enter the **Return Authorization Number** given by the supplier.

Click **Submit**

Enter the Rejection reason or the reason the items were being returned.

Return by:
- Select **Replacement** if the items were damaged and new items are expected. If No to Close Order was selected on the previous page then select this option.
- Select **Credit** if the items are being sent back and no items will be sent for this PO. If Yes to Close Order was selected on the previous page than select this option.

Click **Next**
A return receipt for a purchase order has been completed. In this example we closed the PO and Return by Credit was selected, the items would not be resent by the supplier.

<table>
<thead>
<tr>
<th>Close entire PO (Steps to “Cancel a PO”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the PO has been canceled with the vendor via a phone call or email; follow these steps to close the PO in Ariba.</td>
</tr>
</tbody>
</table>

Follow the search steps above, except select **All** instead of **needs receiving**

<table>
<thead>
<tr>
<th>Order ID</th>
<th>Search</th>
<th>Needs receiving</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500001294</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Search**

Leave quantity as zero for each line item.

Close PO: **YES**

<table>
<thead>
<tr>
<th>Accepted</th>
<th>Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Click **Submit**

The P Manual Supplier Team will be in the approval flow. They will be required to manually process this transaction in SAP.
Close partial PO (Steps to “Cancel a line item or partial line item”)

If the PO line items have been canceled with the vendor via a phone call or email; follow these steps to close the remaining items on the PO in Ariba.

<table>
<thead>
<tr>
<th>Follow the search steps above, except select All instead of needs receiving</th>
<th><img src="#" alt="Order ID" /></th>
<th><img src="#" alt="Search" /></th>
<th><img src="#" alt="Needs receiving" /></th>
<th><img src="#" alt="All" /></th>
</tr>
</thead>
</table>

Click **Search**

<table>
<thead>
<tr>
<th>Leave quantity as zero for each line item to close.</th>
<th><img src="#" alt="Accepted" /></th>
<th><img src="#" alt="Rejected" /></th>
</tr>
</thead>
</table>

**NOTE**: All other items need to be received in Ariba before closing the PO.

Close PO: **YES**

Click **Submit**

*The P_Manual Supplier Team may be in the approval flow. They may be required to manually process this transaction in SAP, if the receipt total is zero. If there is a quantity to be received on at least one line item, the P_Manual Supplier Team will not be in the approval flow.*