**Receiving in Ariba Quick Reference Guide**

**Last Updated**: 03/05/2021

This QRC provides the basic steps to receive, reverse, return, reject and close a Purchase Order (PO) in Ariba. Receiving is required on PO’s greater than $1000. PO’s $1000 or less the auto-receipt will process at the end of the lead-time. For non-catalog items the lead time is 5 days. For catalog items, the lead time for each item is set by the vendor.

Please note that documentation is to be retained on file that the item(s) were received, regardless of auto-receive threshold.

**Jump Links**: [Access Ariba](#_Access_Ariba), [Receive](#_Receive), [Attach Packing Slip](#_Attach_Packing_Slip), [Reversal](#_Heading_2), [Return](#_Return), [Cancel/Close](#_Cancel/Close)

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| Access Ariba | |
| Visit the **OneCampus Portal** and select **Procurement – Ariba**. | <https://one.purdue.edu/> |
| Log in using **Purdue Career Account ID** and **BoilerKey passcode**. |  |
| Receive | |
| Receiving indicates that the goods or services ordered were received from the supplier, and that the supplier should receive payment.  A receipt is required by a receiver when the PO total is greater than $1000.  A packing slip should be used as the back-up documentation for the receipt. Attach the packing to the receipt when processing. If the receipt has already been processed, attach the packing slip to the PO. | |
| Search for Receipt | |
| From the **Manage** drop-down, select **Receive**. |  |
| Enter **PO number** in the **Order ID** field.  Click the **Needs receiving** radio button.  Click **Search**.  PO’s will begin with a “45”.  If the PO is not found, click the **All** radio button and execute search again.  NOTE: A search can be executed using other IDs, simply choose an alternate document type from the drop-down menu and enter corresponding data into the search text entry box. |  |
| For a 2-way match PO no results will be found, even when the all button is selected. |  |
| For a 3-way match PO, if the PO needs receiving the receipt will appear in the search results.  Click the **Order ID/PO Number** to view receipt. |  |
| Full Receipt | |
| Click **Accept All** at the top of the screen. |  |
| Verify the **Accepted** field has the correct quantity listed for each line item. |  |
| Click **Yes** to **Close Order**. |  |
| Use the calendar icon to select the **Date** the items were physically received. |  |
| Click **Submit**. |  |
| Partial Receipt – Remaining Items Expected | |
| 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. |  |
| In the **Close Order** field, click the **No** radio button, as remaining items are still expected.  Enter **Comments**, if desired. |  |
| Click **Submit**. |  |
| Click **Submit** again. |  |
| In order for the receipt to be approved, the receiver must **submit** the receipt a second time for this scenario. If this step is not completed the receipt remains in composing status.  Click **Select**. |  |
| Click **Submit**. |  |
| Partial Receipt – Cancel Remaining Items | |
| 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 the **Yes** radio button to **Close Order** if the PO is complete. |  |
| Click **Submit**. |  |
| Attach Packing Slip | |
| Packing slips are required for all purchases, regardless of dollar amount. They should be scanned and attached when processing the receipt. | |
| Click **Add Attachment**. |  |
| Click **Browse**. |  |
| Find file and click to select.  Click **Open**. |  |
| File extension is displayed. |  |
| Click **OK**. |  |
| The file is listed under the **Attachment** header of the receipt. |  |
| Reversal | |
| If an item(s) was/were **not physically received** from the vendor and an **auto-receipt** posted or someone processed a receipt in error, check the Prev. Accepted field to see if a receipt was processed already.  After a receipt has been processed, either an auto-receipt or by an Aria receiver, a negative number entered in the accepted field will “reverse” the previously processed receipt. This often occurs when an auto-receipt is processed and the vendor, for a variety of reasons, does not fill the PO. | |
| Reversal of Receipt | |
| Enter a negative quantity in **Accepted** field for items not physically received. |  |
| In the **Close Order** field, select:   * **No,** if items will be sent for this PO. * **Yes**, if items will ***not*** be sent for this PO.   NOTE: If **Close Order – No** is selected the receipt will have to be submitted a second time or the receipt will stay in composing status and be processed. |  |
| Click **Submit**. |  |
| Return | |
| Items are physically sent back to the vendor. This is recorded is the Rejected field. Only when items are physically sent back to the vendor, should there be a quantity recorded in this field. | |
| Return – Receipt Not Processed | |
| Enter the quantity in **Rejected** field for items being returned. |  |
| In the **Close Order** field, select:   * **No,** if replacements items will be sent under this PO. * **Yes**, if no replacement items will be sent under this PO.   Enter the **Return Authorization Number** from the supplier |  |
| Click **Next**. |  |
| Enter the **Rejection Reason** or the reason the items were being returned.    In the **Return By** field, 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.*   * **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**. |  |
| Click **Submit**. |  |
| Return – Receipt Processed | |
| If an item or items need to be returned after a receipt has been completed either by auto-receipt or a receiver. | |
| Click **Reopen Order**. |  |
| 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 the **Close Order** field, select:   * **Yes** if the same items will not be sent as a replacement on this PO. * **No** if the same replacement items will be physically received.   Enter the **Return Authorization Number** given by the supplier. |  |
| Click **Next**. |  |
| Enter the **Rejection Reason** or the reason the items are being returned.  In the **Return By** field, 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.*   * **Credit** if the items are being sent back and no items will be received for this PO.   *If Yes to Close Order was selected on the previous page than select this option.* |  |
| Click **Next**. |  |
| Click **Submit**. |  |
| Cancel/Close | |
| If the PO has been canceled with the vendor via a phone call or email; follow these steps to close the PO in Ariba. | |
| Cancel/Close PO | |
| Previously accepted should be zero. If there is a quantity here, go to the [Reversal](#_Reversal) section and follow those steps.    Leave quantity as zero for each line item. |  |
| In the **Close Order** field, select the **YES** radio button. |  |
| Click **Submit**. |  |
| Cancel/Close PO - Partial | |
| 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. | |
| If all quantities that have been physically received have not yet been received in Ariba, go to the [Partial Receipt – Cancel Remaining Items](#_Partial_Receipt_–) section.  Leave quantity **Accepted** as zero for each line item to close.  NOTE: All other items need to be received in Ariba before closing the PO. |  |
| In the **Close Order** field, select the **YES** radio button. |  |
| Click **Submit**. |  |