



# Drexel University

## SAP Ariba Marketplace End-User Guide Receiving Goods and Services in Ariba

### *Accounts Payable & Procurement Services*

# How To Receive Goods and Services in Ariba

This guide is essential for anyone involved in managing purchase orders in Ariba, as it outlines the critical process of confirming receipt of goods and services, which is vital for accurate invoicing. By following these steps, users can ensure they only acknowledge what has been physically received, thereby preventing discrepancies. Additionally, it provides insights into viewing the receipt document for better tracking and documentation. It includes guidance on resolving common exceptions that may occur during the receipt process.

**Alert!** Confirming receipt of goods or services is required for all Purchase Orders and *replaces the invoice approval process*. Accurate receipting ensures proper invoicing.

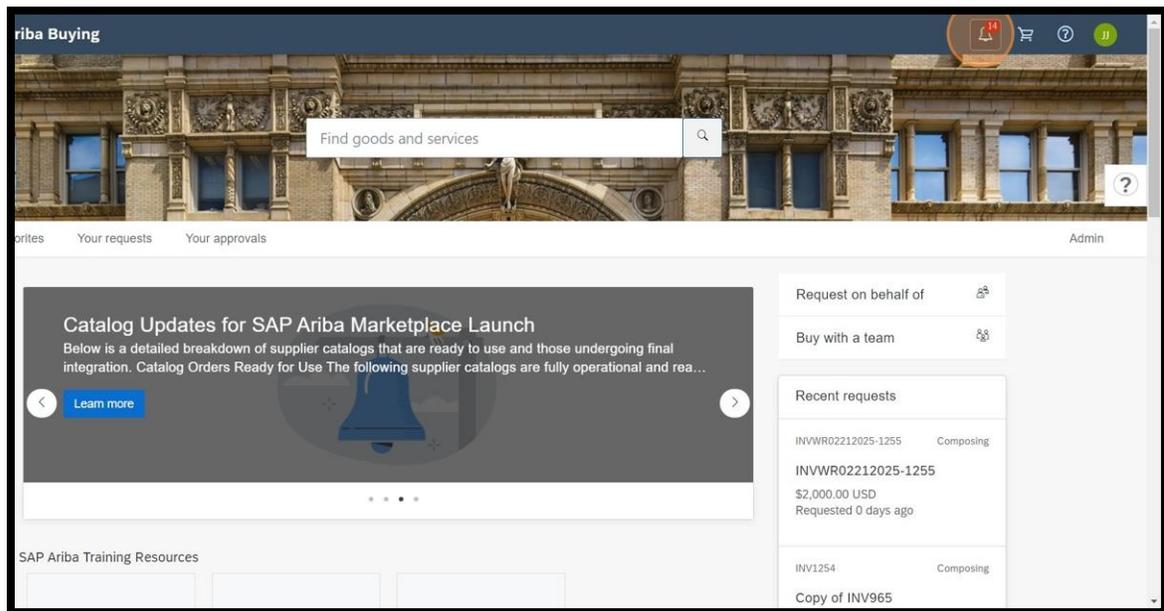
**Alert!** Only confirm the quantity of goods or services that have been **physically received or fully rendered**.

**Alert!** The second part of this guide walks through **clearing receipt invoice exceptions**.

## Part 1: Confirming Receipt of Goods or Services

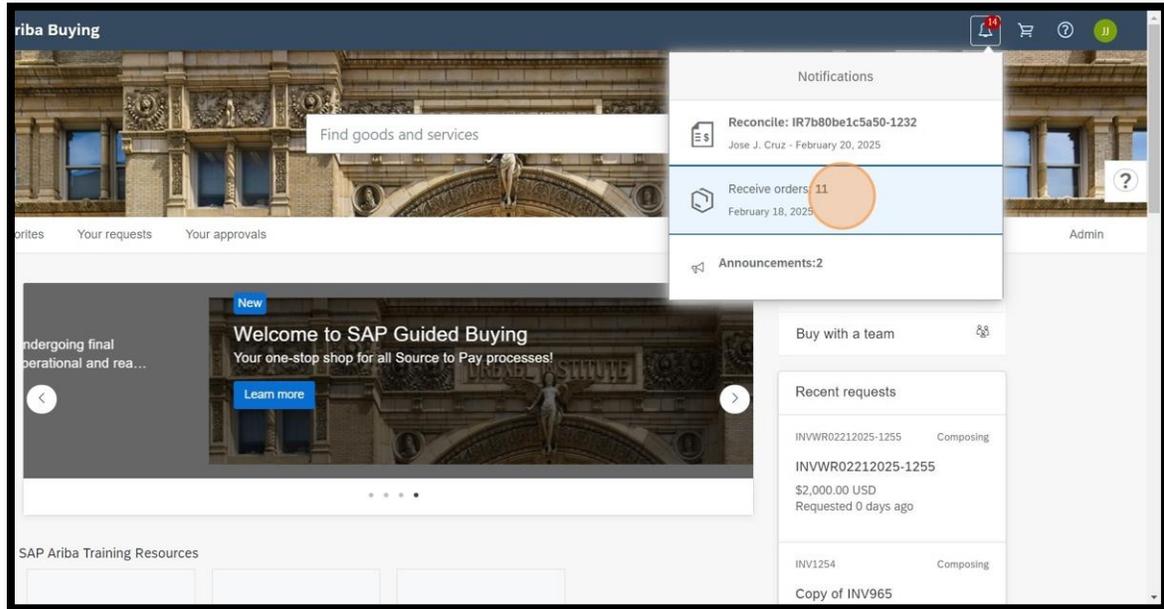
1. From Guided Buying, click the notification bell icon.

*This part is demonstrated in Guided Buying, but the process is similar in Buying & Invoicing.*

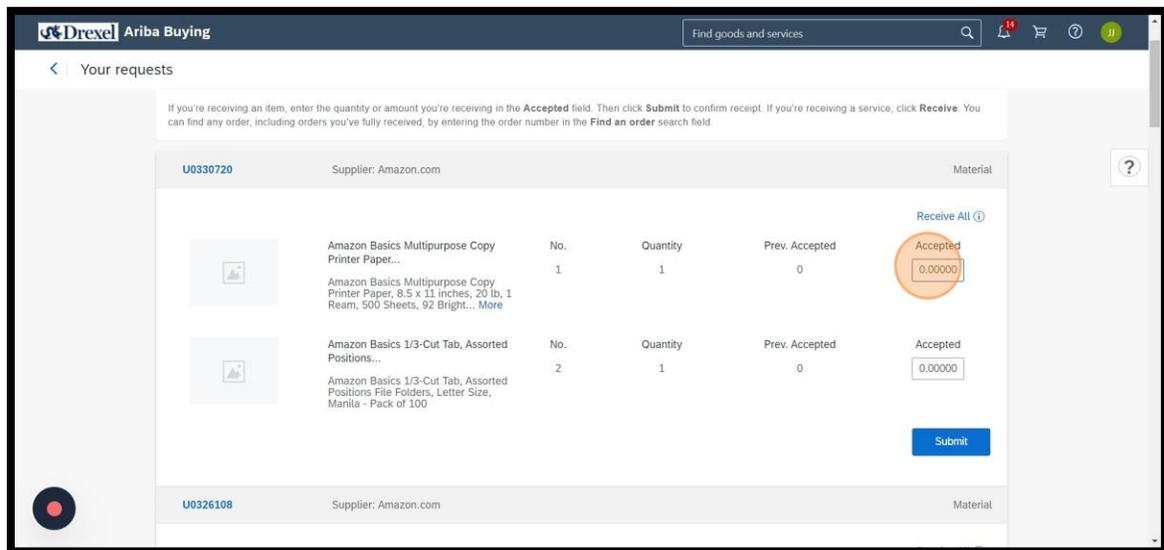


**Tip!** Another way to access Purchase Orders for receiving is by clicking **"Your Requests"** on the Guided Buying homepage and then selecting the **"To Receive"** tab.

## 2. Click "Receive Orders"



## 3. Enter the quantity of goods or services received in the "Accepted" field.



4. To receive all, click "**Receive All.**"

U0330720 Supplier: Amazon.com Material

If you're receiving an item, enter the quantity or amount you're receiving in the **Accepted** field. Then click **Submit** to confirm receipt. If you're receiving a service, click **Receive**. You can find any order, including orders you've fully received, by entering the order number in the **Find an order** search field.

No.	Quantity	Prev. Accepted	Accepted
1	1	0	0.00000
2	1	0	0.00000

Submit

U0326108 Supplier: Amazon.com Material

5. Click "**Submit**"

U0330720 Supplier: Amazon.com Material

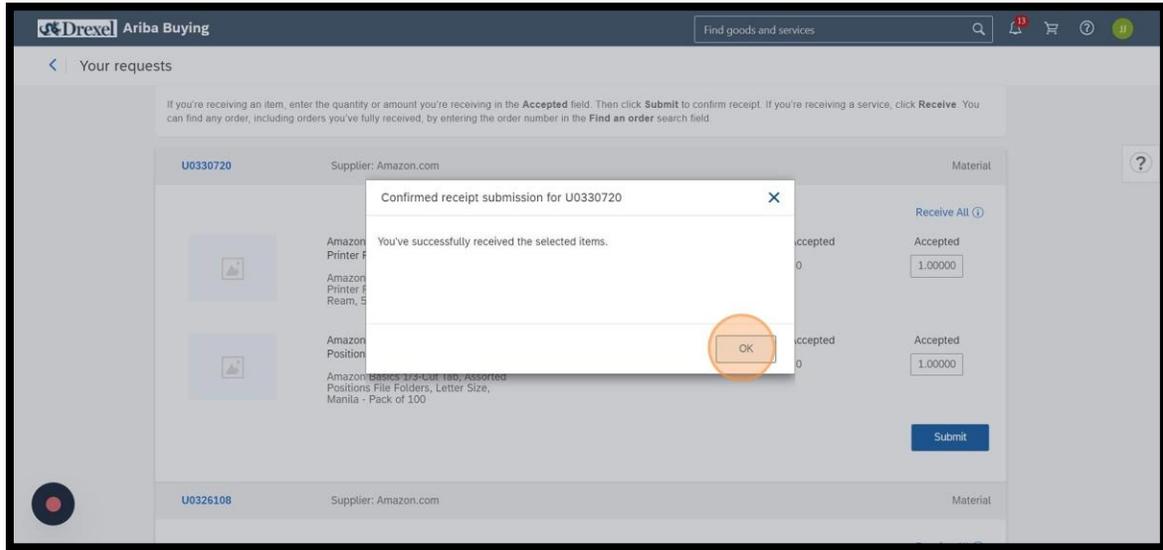
If you're receiving an item, enter the quantity or amount you're receiving in the **Accepted** field. Then click **Submit** to confirm receipt. If you're receiving a service, click **Receive**. You can find any order, including orders you've fully received, by entering the order number in the **Find an order** search field.

No.	Quantity	Prev. Accepted	Accepted
1	1	0	1.00000
2	1	0	1.00000

Submit

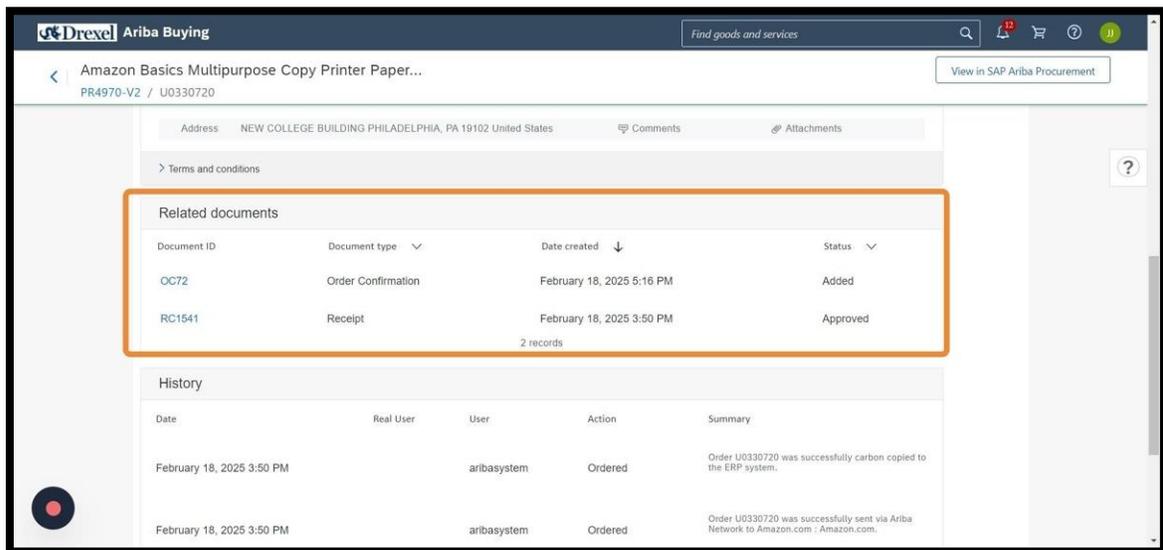
U0326108 Supplier: Amazon.com Material

6. Click "OK."



## Viewing the Receipt Document

7. Go to the **Purchase Order** and locate the **Related Documents** section.



8. Click on the receipt document to view the receipt.

Amazon Basics Multipurpose Copy Printer Paper...  
PR4970-V2 / U0330720

Address: NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States

Terms and conditions

Related documents

Document ID	Document type	Date created	Status
OC72	Order Confirmation	February 18, 2025 5:16 PM	Added
RC1541	Receipt	February 18, 2025 3:50 PM	Approved

2 records

History

Date	Real User	User	Action	Summary
February 18, 2025 3:50 PM		aribasystem	Ordered	Order U0330720 was successfully carbon copied to the ERP system.
February 18, 2025 3:50 PM		aribasystem	Ordered	Order U0330720 was successfully sent via Ariba Network to Amazon.com : Amazon.com.

9. The receipt document summarizes the quantities of items ordered and accepted.

Amazon Basics Multipurpose Copy Printer Paper...  
PR4970-V2 / U0330720

Address: NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States

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Related documents

Document ID

OC72

RC1541

History

Date

February 18, 2025 3:50 PM

aribasystem

Ordered

the ERP system.

February 18, 2025 3:50 PM

aribasystem

Ordered

Order U0330720 was successfully sent via Ariba Network to Amazon.com : Amazon.com.

Receipt notice

Received date: **Friday, February 21, 2025**

ID: RC1541

Processing status: Processing

Name	Accepted	Ordered Qty.	Prev. accepted	Unit
Amazon Basics Multipurpose Copy Printer Paper...	1	1	0	Each
Amazon Basics 1/3-Cut Tab, Assorted Positions...	1	1	0	Each

Close

## Part 2: Clearing Receipt Invoice Exceptions

Alert! Receipt invoice exceptions **must** be cleared from the **receipt (RC) document**, not the invoice reconciliation (IR) document.

10. The requester will receive an auto-generated email reminder from Ariba stating that there is a receipt invoice exception that needs to be cleared. This occurs when the receipt has not been completed, and the IR document has been generated.

The screenshot displays the Ariba Accounts Payable & Procurement Services interface. At the top, it states "Requires your action" and provides details about a receipt submitted for approval, with the reason being "Required to receive for the Purchase Order". A "View" button is present. Below this, a table titled "Line Items" shows a single line item with the following data:

Line	Description	Total Quantity	Num. Accepted	Num. Rejected	Amnt. Accepted	Amnt. Rejected	Receiving Type
1	[Redacted]	1.00	0.00	0.00	\$0.00 USD	\$0.00 USD	Manual Receive By Count

Below the table, the "Approval Flow" is shown as of Monday, May 5, 2025 at 2:52 AM, PDT. A table indicates the status is "Ready for approval", requested by "William", and the reason is "Required to receive for the Purchase Order".

11. Open the link from the email and click the "Purchase Order."

The screenshot shows the Ariba IR1D3GDJLJ71M4-18622 interface. It displays the details of the request, including a "Print" button and navigation tabs for "Exceptions", "Line View", "Approval Flow", "Reference", and "History". The invoice ID is INV1D3GDJLJ71M4-18622, and the invoice is from Amazon.com on Tue, 29 Apr, 2025. The invoice type is "Purchase Order" and the purchase order(s) is U0334362. The header information is expanded, showing "Assigned To Me (1)" and "All Exceptions (1)". An action required is noted: "Compare the goods receipt and invoice within 10%, then create and submit goods receipt." The order is U0334362, Wabi Baby Electric Steam Sterilizer and Dryer. The invoice line number is 1, and the order line number is 1. The quantity is 0, and the expected quantity is 0.

12. Click on the **“Receipts”** tab and click the appropriate **“RC”** document.

U0334362 - Wabi Baby Electric Steam Sterilizer and Dryer

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).

Close Print

Summary Approval Flow **Receipts** Invoices Payments History

Receipts

Receipt ID ↑	Title	Order ID	Order Title
RC7853	Wabi Baby Electric Steam Sterilizer and Dryer	U0334362	Wabi Baby Electric Steam Sterilizer and Dryer

13. Accept the quantity received; the RC document status should change to **“Approved.”**

RC7853 - Wabi Baby Electric Steam Sterilizer and Dryer Status: **Approved**

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).

Force Process Print

Summary Approval Flow History

Order ID: U0334362 Date: Wed, 14 May, 2025  
 Order Title: Wabi Baby Electric Steam Sterilizer and Dryer Processing Status: Processing  
 My Labels: Apply Label... ▾

Line Items - Received by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	20	Wabi Baby Electric Steam Sterilizer and Dryer	Each	807CTK7X15	0	0	20		20	Wed, 14 May, 2025

14. The exception in the IR document should automatically be cleared. To confirm this: go to the Purchase Order, click the **“Invoices”** tab, select the appropriate invoice, go to the **“Reference”** tab, and check that the **IR is in “Paying” status and there are “no exceptions assigned to you on this invoice.”**

INV1D3GDJLJ71M4A-22194 Status: **Reconciled**

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).

Copy Print

Summary Approval Flow **Reference** History

Orders

Order ID ↑	Date	Title	Supplier	Total Received	Total Invoiced	Total Reconciled	Total Ordered	Status
U0334362	Thu, 24 Apr, 2025	Wabi Baby Electric Steam Sterilizer and Dryer	Amazon.com	\$1,777.80 USD	\$1,244.32 USD	\$1,244.32 USD	\$1,777.60 USD	Received

Receipts (1)

ID ↑	Title	Order ID	Order Title	Date	Status
RC7853	Wabi Baby Electric Steam Sterilizer and Dryer	U0334362	Wabi Baby Electric Steam Sterilizer and Dryer	Wed, 14 May, 2025	Approved

Reconciliation

ID ↑	Date Created	Supplier	Status	Summary
IR1D3GDJLJ71M4A-22194	Wed, 14 May, 2025	Amazon.com	Paying	\$533.28 USD

Payment Requests (1)

ID ↑	Net Due Date	Scheduled	Discount	Amount To Pay	Transaction	Payment Method	Status
PRY1D3GDJLJ71M4A-22194	Sun, 8 Jun, 2025	Sun, 08 Jun, 2025	\$0.00 USD	\$533.28 USD		ACH	Scheduled

IR1D3GDJLJ71M4A-22194 Status: **Paying**

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).

[Print](#)

[Exceptions](#) | [Line View](#) | [Approval Flow](#) | [Reference](#) | [History](#)

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IR1D3GDJLJ71M4A-22194 [✎](#) [🔊](#)

Invoice ID: INV1D3GDJLJ71M4A-22194 Total Amount: **\$533.28 USD** [Details](#)  
 Invoice From: Amazon.com on Wed, 14 May, 2025  
 Invoice Type: Purchase Order  
 Purchase Order(s): U0334362

**Header Information** ▾

**Assigned To Me (0)** All Exceptions (0)

There are no exceptions assigned to you on this invoice.

**Header Taxes, Charges, and Discount** [🔍](#)

Name	Type	Tax Rate	Amount	Accounting	Details
No Items					

**Line Items (1)** [🔍](#)

No.	Description	Order ID	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Wabi Baby Electric Steam Sterilizer and Dryer	U0334362	6	Each	\$88.88 USD	\$533.28 USD				\$533.28 USD	(1)	<a href="#">Details</a>