

# **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.

riba Buying		ि ि म •
Find goods and services		?
orites Your requests Your approvals		Admin
	Request on behalf of යි	
Catalog Updates for SAP Ariba Marketplace Launch Below is a detailed breakdown of supplier catalogs that are ready to use and those undergoing final integration. Catalog Orders Ready for Use The following supplier catalogs are fully operational and rea	Buy with a team දී	
C Learn more	Recent requests	
	INVWR02212025-1255 Composing INVWR02212025-1255 \$2,000.00 USD	
	Requested 0 days ago	
SAP Ariba Training Resources	INV1254 Composing Copy of INV965	

**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.

Contraction of the second seco	a Buying			Find g	oods and services	۹ 🖉	Ŕ	0	<b>)</b> (
< Your reque	ests If you're receiving an item, e can find any order, including	nter the quantity or amount you're receiving in the A orders you've fully received, by entering the order r	ccepted field. T	hen click <b>Submit</b> to confirm nd an order search field.	n receipt. If you're receiving a se	rvice, click <b>Receive</b> . You			
	U0330720	Supplier: Amazon.com Amazon Basics Multipurpose Copy Printer Paper	No.	Quantity	Prev. Accepted	Material Receive All () Accepted			?
		Amazon Basics Multipurpose Copy Printer Paper, 5.5 x 11 inches, 20 lb, 1 Ream, 500 Sheets, 92 Bright More Amazon Basics 1/3-Cut Tab, Assorted Positions Amazon Basics 1/3-Cut Tab, Assorted	1 No. 2	u Quantity 1	0 Prev. Accepted 0	Accepted			
	10220108	Positions File Folders, Letter Size, Manila - Pack of 100				Submit			
•	00326108	Supplier: Amazon.com				Material			·

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

<b>S</b> Drexel Arib	a Buying			Find c	goods and services	۹ 🕰	Ä	0		•
< Your reque	ests If you're receiving an item, er can find any order, including U0330720	nter the quantity or amount you're receiving in the A orders you've fully received, by entering the order r Supplier: Amazon.com Amazon Basics Multipurpose Copy Printer Paper	Accepted field. T number in the Fir No. 1	hen click <b>Submit</b> to confin nd an order search field. Quantity 1	m receipt. If you're receiving a serv Prev. Accepted 0	Material Receive All Accepted			?	
		Amazon Basics Multipurpose Copy Printer Paper, B. S. 11 Inches, 201b, 1 Ream, 500 Sheets, 92 Bright More Amazon Basics 1/3-Cut Tab, Assorted Positions Amazon Basics 1/3-Cut Tab, Assorted Positions File Folders, Letter Size, Manila - Pack of 100	No. 2	Guantity 1	Prev. Accepted 0	Accepted 0.00000 Submit				
•	U0326108	Supplier: Amazon.com				Material				•

#### 5. Click "Submit"

C Drexel Ariba	a Buying				Find goods and services	م 🕻	Ä	0		*
< Your reque	sts									
	If you're receiving an item, er can find any order, including	nter the quantity or amount you're receiving in the A orders you've fully received, by entering the order n	ccepted field. The Fin	hen click Submit to ad an order search	confirm receipt. If you're receiving a serv field.	ice, click Receive. You				l
	U0330720	Supplier: Amazon.com				Material			?	8
		Amazon Basics Multipurpose Copy Printer Paper Amazon Basics Multipurpose Copy Printer Paper, 8.5 x 11 inches, 20 lb, 1 Ream, 500 Sheets, 92 Bright More	No. 1	Quantity 1	Prev. Accepted 0	Receive All (i) Accepted 1.00000				
		Amazon Basics 1/3-Cut Tab, Assorted Positions Amazon Basics 1/3-Cut Tab, Assorted Positions File Folders, Letter Size, Manila - Pack of 100	No. 2	Quantity 1	Prev. Accepted 0	Accepted 1.00000				
•	U0326108	Supplier: Amazon.com				Material				*

#### 6. Click "**OK**."

CDrexel Ariba	a Buying			Find goods and se	ervices	٩	( <mark>13</mark>	Ħ	0	
< Your reque	sts									
	If you're receiving an item, can find any order, including	enter the quantity g orders you've ful	or amount you're receiving in the Accepted field. Then click Sub ly received, by entering the order number in the Find an order so	mit to confirm receipt. If yo earch field	u're receiving a serv	ce, click <b>Receive</b> . You				
	U0330720	Supplier	: Amazon.com			Material				?
			Confirmed receipt submission for U0330720	×		Receive All (j)				
		Amazon Printer F Amazon Printer F Ream, 5	You've successfully received the selected items.		ccepted	Accepted 1.00000				
		Amazon Position Amazon Positions Manila - F	sener vis-tum tab, Asserted File Folders, Letter Size, Seck of 100	ОК	ccepted	Accepted 1.00000				
						Submit				
•	U0326108	Supplier	: Amazon.com			Material				

### Viewing the Receipt Document

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

<b>⊈</b> Drexel Ar	iba Buying				Find goods and services	٩ ١	<mark>,</mark> д	0	
Amazon PR4970-V2	Basics Multipurpose Cop 2 / U0330720	y Printer Paper				View in SA	P Ariba Pr	ocurement	
	Address NEW COLLEG	E BUILDING PHILADELPHIA, I	PA 19102 United States	P Comments	& Attachments				
	> Terms and conditions								?
ſ	Related documents								
	Document ID	Document type 🗸 🗸	Dat	te created $\downarrow$	Status 🗸	1			1.1
	0C72	Order Confirmation	Feb	oruary 18, 2025 5:16 PM	Added	1			- 1
	RC1541	Receipt	Feb 2 record	oruary 18, 2025 3:50 PM	Approved	I .			- 1
	History								
	Date	Real User	User	Action	Summary				- 1
	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.				·

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

<b>₫%Drexel</b> Ar	iba Buying				Find goods and services	Q ( <sup>12</sup> )=
Amazon PR4970-V2	Basics Multipur 2 / U0330720	pose Copy Printer Paper				View in SAP Ariba P
	Address 1	NEW COLLEGE BUILDING PHILADELPHIA, F	A 19102 United States	P Comments	<i>₿</i> Attachments	
	> Terms and conditi	ions				
	Related docur	ments				
	Document ID	Document type 🛛 🗸	Date	created $\downarrow$	Status 🗸	
	OC72	Order Confirmation	Febr	ruary 18, 2025 5:16 PM	Added	
	RC1541	Receipt	Febr 2 records	ruary 18, 2025 3:50 PM	Approved	
	History					
	Date	Real User	User	Action	Summary	
	February 18, 2025	5 3:50 PM	aribasystem	Ordered	Order U0330720 was successfully carbon of the ERP system.	opied to
	February 18, 2025	5 3:50 PM	aribasystem	Ordered	Order U0330720 was successfully sent via A Network to Amazon.com : Amazon.com,	vriba

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

rexe Aril	ba Buying										2
Amazon PR4970-V2	Basics Multipur; 2 / U0330720	oose Copy Prin	ter Paper					View in :	SAP Ariba	Procurem	ent
	Address N	Receipt notice					×				
	> Terms and conditio	C Received da	te Friday, February 21, 2025								
	Related docum	Processing status	Processing								
	Document ID	Items									
	OC72	Name		Accepted	Ordered Qty.	Prev. accepted	Unit				
	RC1541		Amazon Basics Multipurpose Copy Printer Pa per	1	1	0	Each				
	History		Amazon Basics 1/3-Cut Tab, Assorted Positio ns	1	1	0	Each				
	Date						Close				
	February 18, 2025 3	:50 PM	aribasystem	Ordered	the	ERP system.		0			
	February 18, 2025 3	:50 PM	aribasystem	Ordered	Orde Neti	er U0330720 was s work to Amazon.co	uccessfully sent via Ariba m : Amazon.com.				

#### 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.

Accounts Payable & Procurement Services										
Requires your action     On loward of William     Submitled requires your approval.       This receipt that William     submitled requires your approval.       Reason: Required to receive to the Purchase Oxfor     Control       Univer     Control       View     Findag, May 2, 2025 at 154 PML, POT										
Line Items										
1 Description	Total Cuantity 1.00	Num, Acospted Num, Rejected 0.00 0.00	Ant, Accepted \$0.00 USD	Amt. Rejected I \$0.00 USD I	Receiving Type Manual Receive By	Count				
Approval Flow (As of Monday, May 5, 2025 at 2:02 AM, PDT)										
Status	Required	Resson	Approver		Date	Time				
Ready for approval	Yes	Required to receive for the Purchase Order	[William							
View										

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

IR1D3GDJLJ71M4-18622
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
IR1D3GDJLJ71M4-18622
Invoice ID: INV1D3GDJLL/21M4-18622 Invoice From: Amazon.com on Tue, 29 Apr, 2025 Invoice Type: Purchase Order Purchase Order(s): U0334362
Header Information >
Assigned To Me (1) All Exceptions (1)
ACTION REQUIRED: Compare the goods receipt and invoice within 10%, then create and submit goods receipt.
Order: U0334362     Invoice Line No. : 1     Quantity : 0       Wabi Baby Electric Steam Sterilizer and Dryer     Order Line No. : 1     Expected Quantity : 0       View Details ¥     Reference ¥     Image: Comparison of the second secon

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

U0334362 - Wa	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	Close Print										
Summary A	Summary Approval Flow Receipts Invoices Payments History										
Receipts											
Receipt ID 1	Title		Order ID	Order Title							
RC7853	Wabi Baby Electric Ste	eam 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										
These are the details of the request you selected. Depending on its status, you can edit, changes, cape, 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										
Onder 1D:     U0234482       Order TDi:     Ward, 14 May, 2025       Order TDi:     Ward, 14 May, 2025       Processing Staffus:     Processing Staffus:       My Labels:     Apply Labels:										
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	B07CTK7X15	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									
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 prior the details of the request. Review your request and take the desired action(s).									
Сору	Print								
Summary	Approval Flow Reference	History							
Orders									-
Order ID 1	Date	Title		Supplier	Total Received	Total Invoiced	Total Reconciled	Total Ordered Status	
U0334362	Thu, 24 Apr, 2025	and Dryer	Amazon.com	\$1,777.60 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			Wabi Baby Electric Stear	m Sterilizer and Dryer		Wed, 14 May, 2025 Approved		
Peronciliation									-
Reconcidation									
ID 1			Date Created		Supplier	Status		Summary	
IR1D3GDJLJ71M4/	A-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	
PAY1D3GDJLJ71M	4A-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	
IR1D3GDJLJ71M4A-22194	<i>@</i> 👳
Imole ID: INVIDIGD,U.7/IM44-22194 Imole Finer Amazon.com on Vel. 14 May. 2025 Imole Tipse Frankase Order Purchase Order(t): U0334982	Total Amount: \$533.28 USD Details
Heade Information V	
Assigned To Me (0) All Exceptions (0)	
There are no exceptions assigned to you on this invoice.	

Header Tax	Header Taxes, Charges, and Discount											Ш	
Name 1	Туре	Tax Rate	Tax Rate		mount A		Accounting		Details				
No items													
Line Items (1)									=				
No. 1	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)	Details	