



Drexel University P2P Transformation

Reversing a Goods Receipt

DREXEL UNIVERSITY

Reversing a Goods Receipt

- A goods receipt may need to be reversed if items are found to be damaged, items are returned, or if the user inadvertently receives too much of the order in the system
- Steps can be taken to fully or partially reverse a goods receipt

Reversing a Goods Receipt

- Sign into Ariba Guided Buying via SSO

The screenshot shows the Ariba Buying interface for Drexel University. The header includes the Drexel logo, the text 'Ariba Buying', and a search bar with the placeholder 'Find goods and serv...'. Below the header are navigation tabs: 'Shop' (selected), 'Your favorites', 'Your requests', and 'Your approvals'. The main content area is a grid of six tiles:

- Catalogs**: Icon of a document, a shopping cart, and a dollar sign.
- Link to SAP Buying & Invoicing**: Icon of a person in a circle connected to three other people.
- Requisition & Approvals**: Icon of a document with a checklist and a shopping cart.
- Sourcing & Procurement Contracts**: Icon of a document, a handshake, and a pencil.
- Purchase Orders**: Icon of a shopping cart, a document with a dollar sign, and a document.
- Receiving**: Icon of a shopping cart, a document with a checklist, and a checkmark. This tile is highlighted with a yellow border.

A callout box with a blue background and white text says 'Click on the "Receiving" tile'. A yellow arrow points from this box to the 'Receiving' tile. A small blue circle with the number '1' is located above the callout box.

Reversing a Goods Receipt

Drexel Ariba Buying Find goods and services

[←](#) Receiving

Resources



Purchasing Policy
[Website](#)



Training Guides
[Website](#)



Contact for Questions
[Website](#)



Reports
[Website](#)

Receiving



View Your POs to Receive
[Website](#)

Click on the "View Your POs to Receive" tile

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Reversing a Goods Receipt

The screenshot shows a web application interface for managing purchase orders. At the top, there's a navigation bar with tabs: 'Recent requests', 'Requisitions', 'Purchase orders', 'To receive' (which is selected), 'Request for quotes', 'Invoices', and 'Custom forms'. Below the navigation bar, there's a search and filter section. A search bar contains the PO number 'U0332866'. To the left of the search bar are filter buttons: 'Filter by', 'Your items', 'Last 3 months', and 'Order Id'. Below the search bar is a text box with instructions: '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.' Below this is a table with one row for the purchase order. The row contains the PO number 'U0332866', the supplier name 'Supplier: 10x Genomics, Inc', and a green checkmark with the text 'Received'. Below the table, the item description '2025 Phone Bill' is visible, and to its right is a blue 'Edit' button.

3
Search for your PO by entering the PO number in the search bar

4
If the PO has already been fully received, you will need to click "Edit". Otherwise skip to slide 8



Reversing a Goods Receipt

Receiving Steps ERP Order U0332866: 2025 Phone Bill

5 Prev Next Exit

Select a receipt to work on or view. To select an item in the list, click its ID. [More](#)

Note: This order is currently closed for receiving.

1 Select Request

2 Select Receipt

3 Receive

4 Additional Info

5 Summary

Reopen Order Reopen the purchase order to do further receiving.

Receipts - No Approval Needed

Receipts

Receipt ID ↑	Order ID	Title	Date	Is Subcontractor	Status
RC1743	U0332866	2025 Phone Bill	Wed, 9 Apr, 2025		Approved
RC1744	U0332866	2025 Phone Bill	Wed, 9 Apr, 2025		Approved
RC1745	U0332866	2025 Phone Bill	Wed, 9 Apr, 2025		Approved
RC1746	U0332866	2025 Phone Bill	Wed, 9 Apr, 2025		Approved

Reversing a Goods Receipt

Receiving Steps Receipt RC1748: U0332866 - 2025 Phone Bill

Prev Next **Submit** Exit

1 Select Request
2 Select Receipt
3 Receive
4 Additional Info
5 Summary

Accept All

Order ID: U0332866
Order Title: 2025 Phone Bill
My Labels: Apply Label... *i*

Date: Wed, 9 Apr, 2025
Processing Status: Receiving

Line Items - Quantity Fully Received

No. ↑	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	1,000	2025 Phone Bill	Each		1,000	0	-200		1,000	Wed, 9 Apr, 2025 <i>i</i>

Calculate Totals

Close Order: Yes No *i*

6 Enter the amount that needs to be reversed in the Accepted column as a negative. (e.g., For this PO we need to reverse 200, so we enter -200)

8 Click Submit

7 Confirm that Close Order: Is set to No if more receipts will be submitted against this PO, otherwise set to Yes

Reversing a Goods Receipt

< | Your requests

Recent requests Requisitions Purchase orders **To receive** Request for quotes Invoices Custom forms

Filter by Your item U0332866

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

U0332866 Supplier: 10x Genomics, Inc Material

No.	Quantity	Prev. Accepted	Accepted
1	1,000	800	<input type="text" value="-200.0000"/>

Receive All ⓘ

Submit

5

Enter the amount that needs to be reversed in the Accepted column as a negative. (e.g., For this PO we need to reverse 200, so we enter -200)

6

Click Submit