## **Introduction**

A goods receipt (GR) provides confirmation that the items ordered have been satisfactorily received and an invoice has been approved for payment. Supplier invoices will not be paid until a goods receipt is performed.

"PO Requires a Goods Receipt" emails are sent to schools and departments listing purchase orders (PO) and line items that require a goods receipt (GR) be entered into SAP.

You can create a partial receipt if only part of the order has been received. Only submit GRs for POs listed in the email, problems are caused if a goods receipt is submitted for items that have not been delivered. Contact the Purchasing Department if this happens, (702) 799-5225.

Note: A goods receipt (GR) can also be called a confirmation or a receiver.

# How to Find the Goods Receipt (GR) Window





A blank Goods Receipt Purchase Order opens in a new browser tab.

💇 Purchasing - SAP Net	Weaver Po 🗙 🐷 Goods Receipt - PO - SAP NetW 🗙 🕂	- 🗆 X											
		Options 🔻											
Goods Rece	ipt Purchase Order - John Smith	<b>1</b>											
Menu 🖌	A Back Exit Cancel System   Hide Overview Restart Hold Check Post Help												
<u>va</u>   🗂   💌	Goods Receipt   Purchase Order  GR goods receipt  GR goods receipt	101											
My Documents	General Vendor												
<ul> <li>Purchase Orders</li> <li>4500016719</li> </ul>	Document Date Delivery Note												
<ul> <li>Reservations</li> </ul>	Posting Date 10/24/2023 Bill of Lading HeaderText	J											
Blank	La ✓ Collective Slip ▼												
<ul> <li>Material Documents</li> </ul>													
Case of the later	Line Material Mat. Short Text MPN Material OK Qty in UnE EUn S	SLoc											

# How to Fill in the Goods Receipt Form

Enter the Purchase Order (PO) number

Copy the PO number from the email and paste it into the Purchase Order field. Press the Enter key.

Goods Receipt Purcha	se Order - John Smith	
Menu 🖌	Back Exit Cancel System A Show	Overview Restart Hold Check Post Help
Goods Receipt    Purchase Order	▼ 3000804822 Q	GR goods receipt

If the GR has already been submitted, the lines will remain blank and the message "Document 3000xxxxx does not contain any selectable items" will be displayed in the lower left corner of the window. You don't need to do anything more with the PO.

The available items from the PO are filled in by the system. Only items from the PO that require a GR will be listed. Items on a PO that have already been received and do not require a GR will not be listed.

# Important – Close Detail Data area

If the Detail Data area is open at the bottom of the form, click the Close Detail Data button 🛅. If you leave the Detail Data area open, you will not be able to click in the OK checkbox in the line.

			<b>_</b>		
Line	Material	Mat. Short Text	MPN Material	OK 🔤	i
1		Ltd Ext Crd 50ft 14Ga 15A SJTW Org/Blk			
	•				
87		🔀 🔀 📅 Delete 👔 Contents			
Materia r the Close	laterial Quantity	Where Purchase Order Data Partner Accorected Soft 14Ga 15A SJTW Org/Blk	unt Assignment		
				_	
Line I	Material	Mat. Short Text	MPN Material	ок	Qty in U
1		Ltd Ext Crd 50ft 14Ga 15A SJTW Org/Blk			

## Fill in the GR information

Go	Goods Receipt Purchase Order 3000804822 - John Smith													
Men	Menu ]   Show Overview Restart Hold Check Post Help													
Good	ds Recei	pt   Purchase	Order 🔻			GR goods r	eceipt 1	01						
	General Vendor													
E F J	Document Date     1       Posting Date     10/06/2023       Bill of Lading     Bill of Lading													
L	Line	Material	Mat. Short Text	MPN Material	ОК	Qty in UnE	Cost Center	Busi	G/L Account	EUn	SLoc	М	D. 🗄	đ
C C	1		PAPER,ARTKRFT,36"X1000',AQUA	5		2	9110001258	1000	5610000000	ROL		101	+	•
C	2		PAPER,ART,LTGRN,36XM			6	9110001258	1000	561000000	ROL		101	+	
C	3		PAPER,ART,RED,36X1000			6	9110001258	1000	561000000	ROL		101	+	
														-
														2
_														
e e	s V		Contents	8										

- 1. Document Date Type in the date item(s) were received (MM/DD/YYYY)
- 2. Delivery Note Name of the person who received the items (maximum 16 characters)
- 3. Bill of Lading Type in type of delivery, for example, Carrier, UPS, FedEx, etc. or packing slip number or delivery ticket (maximum 16 characters)
- 4. Header Text Leave blank (maximum 25 characters)

Example:

General Ver	ndor 🏠				
Document Date	10/05/2023	Delivery Note	TESS MARTIN	Supplier	Achieve3000 Inc
Posting Date	10/06/2023	Bill of Lading	P1234-567-89Z	HeaderText	John Smith
Collective	Slip 💌			,	

- 5. Check boxes of items received. If less than full quantity was received, see <u>Receiving Less Than the</u> <u>Full Order</u>.
- 6. Post (submit) the Goods Receipt Click either Post button

All the fields on the Goods Receipt Purchase Order form will become blank. The Material document number will be displayed at the bottom of the form. Note: SAP uses "Material document" as a generic name for any document related to a material. Here it refers to the goods receipt document.

Material document 5000318320 posted

# **Troubleshooting**

## Receiving less than the full order

Example: Line item details

In this example, only some of the items were shipped by the supplier -- 2 rolls (all) of line 1 and 3 of 6 rolls of line 2. None of line 3 has been delivered yet.

In line 1 -- click the OK checkbox.

In line 2 -- change the quantity in the Qty in UnE field to 3 and click the OK checkbox

Do not check the OK box or change the Qty in UnE on line 3 since this item has not yet been delivered

l							
	Line	Material	Mat. Short Text	MPN Material	ок	Qty in UnE	Cos
	1		PAPER,ARTKRFT,36"X1000',AQUA		-	2	911
	2		PAPER,ART,LTGRN,36XM		-	3	91:
	3		PAPER,ART,RED,36X1000			6	911

Click the Check button.

Goods Receipt Pu	rchase Order 3000804822 -	John Smith	
Menu 🖌	▼ ◀ Post Back Exit Cancel System ↓ S	how Overview Restart Hold	Check Post Help

After clicking the Check button, the system displays the message "Document is O.K." at the bottom of the form.

Document is O.K.

If any other message is displayed, make the necessary corrections and click the Check button again. For this example a warning message about the difference in quantity for line 2 is displayed. This is OK. Click the *Continue (Enter)* button (

D	Display logs										
ſ	Тур	Item	Message Text	Long							
	Δ	2	Deficit of PU Ordered quantity 3 ROL : 1000	0							
-											
				<b>F V</b>							

If you get a message about a serial number, do not check the OK checkbox. The Purchasing Department handles goods receipts for items with serial numbers.

# How to check shopping cart to see if a goods receipt was submitted

The Material document number (GR number) will be listed on the shopping cart, illustrating that a goods receipt has been submitted for that item.

Open the shopping cart.

#### Troubleshooting and Frequently Asked Questions - Goods Receipts

The item status is displayed. Scroll to the right to see the Item Status.

•	Item Overview							
C	Details Add Ite							
Ē	Line Number	Item Type	Product ID	Description	P		Item Status	S
	• <u>1</u>	Material		PAPER,ARTKRFT,36"X1000',AQUA	60		Completely Confirmed	A
	• 2	Material		PAPER,ART,LTGRN,36XM	60	•••	Partially confirmed	A
	• <u>3</u>	Material		PAPER,ART,RED,36X1000	60		Purchase order created	A

Click the Details button or the Description link to go to the Details for Item area at the bottom of the window.

✓ Item Overview												
	Details Add Ite	em 🖌 Copy	Paste Du	plicate Delete Create Confirmation	1							
Ē	Line Number	Item Type	Product ID	Description	Р							
	• <u>1</u>	Material		PAPER,ARTKRFT,36"X1000',AQUA	60							
	• 2	Material		PAPER,ART,LTGRN,36XM	60							
	• <u>3</u>	Material		PAPER,ART,RED,36X1000	60							

Click the Related Documents tab.

The Goods Receipt is called a Confirmation on the shopping cart. The name of the person who received the items that was entered on the GR is listed. The example GR number here is 2023/5000318320/1 (year / GR# / GR line item number). A GR line item number may be different than the shopping cart line number which may also be different than the purchase order line item number.

Details for item 1 PAPER,ARTKRFT,36"X1000',AQUA											
Item Data Account Assignment Notes and Attachments Sources of Supply / Service Agents Approval Process Overview Related Documents											
✓ History											
View: United States Dollar	•										
Document	Name	Document Number	Back-End Document Number	Status	Date						
Shopping Cart	PAPER,ARTKRFT,36"X100	<u>4349493/1</u>		Follow-on Document Created	10/05/2023						
	Total										
Purchase Order	PAPER,ARTKRFT,36"X100		3000804822/1		10/05/2023						
	Total										
Confirmation	TESS MARTIN		2023/5000318320/1		10/06/2023						
	Total										

### **Frequently Asked Questions**

#### Should I submit a goods receipt when items are delivered?

Wait for the email notice to submit a goods receipt. The notice is only sent for items that require a goods receipt. If a PO does not have any items that require a GR, a notice will not be sent. Notifications for items with serial numbers are sent to be processed by the Purchasing Department, not to schools or departments.

### What if the GR requires a serial number?

Goods receipts that require a serial number are processed by the Purchasing Department. Do not check the OK checkbox for items that require a serial number be entered in the GR.

#### What does "Document 3000xxxxxx" does not contain any selectable items" mean?

Either the PO does not have any items that require a GR or a GR has already been submitted for items that required a GR. You don't need to do anything for this PO.

### Why can't I click the OK checkbox? Why are only two lines of the PO displayed?

If the Detail Data area is open at the bottom of the form, you will not be able to check the OK checkbox in the line item. Click link to see instructions to <u>Close Detail Data Area</u>.

## Troubleshooting and Frequently Asked Questions - Goods Receipts

# Why are there less items on the PO than on my shopping cart?

A shopping cart may have items purchased from different suppliers. A separate PO will be created for each supplier, for example, a shopping cart with three suppliers will have three separate POs.

## Why are there less items on the GR than on the PO?

Items that do not require a GR will not be listed. Only items from the PO that currently require a GR will be listed. If items on a PO have already received a GR, they will not be listed.

## Are Goods Receipts required for items ordered using a Purchasing Card?

No, only items ordered using SAP shopping carts may require a Goods Receipt.

## Does funding for an item affect whether it needs a GR?

Yes, items purchased with certain funds require a GR.

For some funds and product categories, the value of a shopping cart can determine if a GR is required.

### What is a confirmation or receiver?

Confirmation and receiver are other names for goods receipts.

## What does a "PO Requires a Goods Receipt" email look like?



# Why is the goods receipt line number different than the shopping cart line number?

A GR line item number may be different than the shopping cart line number which may also be different than the purchase order line item number. In this example the shopping cart has items from two suppliers, so two POs are created. The items from supplier B were shipped at different times, so needed two GRs.



# **Contact Information**

If you have any questions regarding goods receipts, please contact the applicable Purchasing Buyer at (702) 799-5225. Click the following link for a list of extensions or email addresses: <u>Purchasing</u> <u>Department Directory</u>.