Goods Receipt and Return

Entering Goods Receipt/Confirmation Status

A Goods Receipt is the confirmation that the items you ordered have been delivered, are correct, and are in working order. If your purchase order requires goods receipt, when your order arrives, you should locate the packing slip in the box and check the items against the slip. Then log into Buy@Duke and follow the steps in this section.

1. On the Buy@Duke tab, select the **Receiving** page.

2. Select the **Confirmation** link in the left-hand sidebar.

3. In the resulting **Search Purchase Order** window, enter the purchase order number in the **Purchase Order Number** box. Select **Search** to retrieve the purchase order.

   **Note:** You will find the Purchase Order number on the packing slip that came with the items.
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4. When the purchase order is returned, highlight the line containing the purchase order number. Select **Continue**.

**Note:** If no purchase order number is returned, either the confirmation has been completed or the purchase order does not require a confirmation.
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5. To confirm the quantity received:

   a. Highlight a line and select **Copy All Outstanding Quantities** if you received all items for all lines of the purchase order.

   ![Copy All Outstanding Quantities](image1.png)

   b. If you did not receive all items, for all lines of the purchase order, in the **Confirm Quantity** column, manually enter the quantity that you received. In this situation, it will be necessary to perform another goods receipt confirmation when the remaining items are delivered.

   ![Confirm Quantity](image2.png)

   c. If you receive less than the number of items you ordered, but you choose not to wait for future delivery, enter the number of items you actually received and select the **Last Delivery** box. This action will close the line of the purchase order.

   ![Last Delivery](image3.png)
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6. Once you’ve completed entering the confirmation quantities for all items, select Confirm.

7. Review the text in the Confirm Document box. This action will confirm the number of items received and the items where the Last Delivery box was checked. Lines with a zero or less than the outstanding quantity in the Confirm Quantity column will be available for a future goods receipt confirmation. Select Yes to post the confirmation.

8. Review the confirmation message in the dialog box. Select Close.