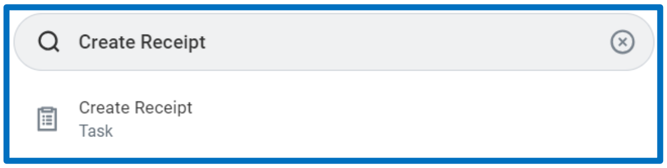
ERP Job Aid
RI Enterprise Resource Planning

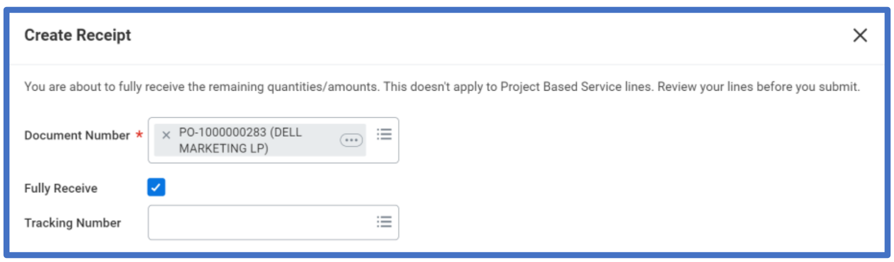
Create Receipt/Create Receipt Adjustment **Buyer**

This is a step-by-step guide on how to create a receipt, and how to create a receipt adjustment, for a purchase order in the ERP system.

1. In the ERP system search bar, type in *Create Receipt* and then select **Create Receipt** task.

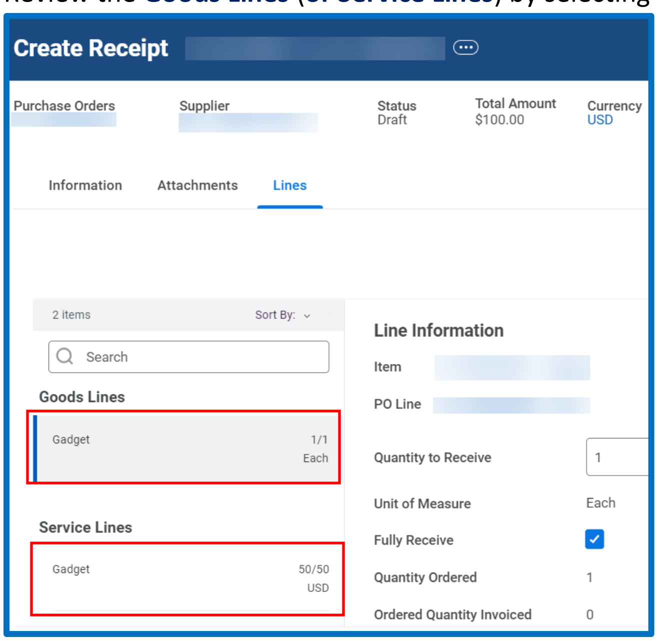


2. Select a **Document Number**.
3. To **Fully Receive** remaining quantities/amounts, check the **Fully Receive** checkbox.
4. Select **OK**.



Note: *Alternatively, type in a **Purchase Order Number** (or PO-) and then select enter to search*.

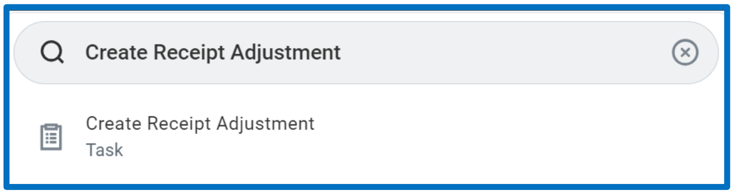
5. Review the **Goods Lines** (**or Service Lines**) by selecting an item from the left panel.



6. Once ready to create a **Receipt**, select **Submit**.

This is a step-by-step guide on how to adjust a receipt for a purchase order in the ERP system.

1. In ERP system search bar, type in *Create Receipt Adjustment* and then select the **Create Receipt Adjustment** task.



2. To select a **Receipt to Adjust**, select the menu icon, select **Receipt by PO**, and then make your selection.
3. Select **OK**.
4. Review the **Line Information**.
5. From the left panel, select a **Goods Line** item or a **Service Line** item, and then make an adjustment.
6. Once an adjustment is made, select **Submit**.