



NCAS- Receiving a Line Item

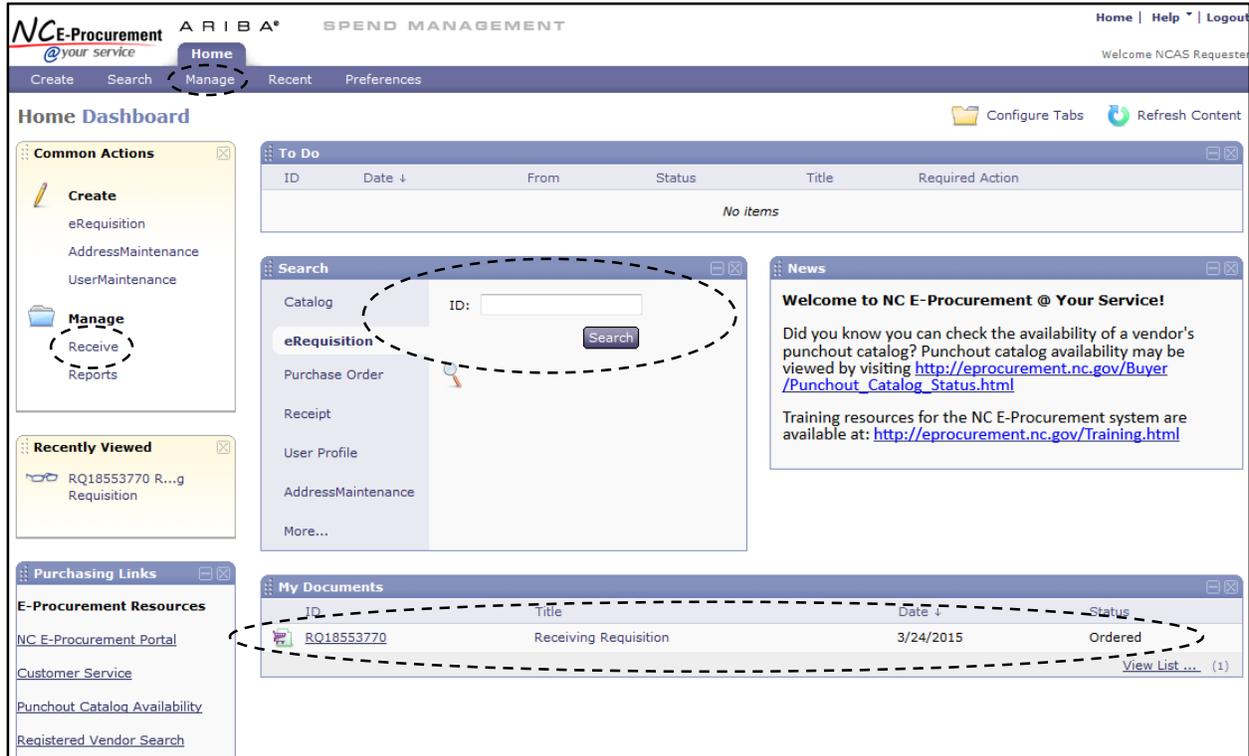
Receiving is the process an agency uses to record goods and services that are delivered. In the NC E-Procurement process, receiving completes the purchase order lifecycle. A receipt is an acknowledgement that the goods have arrived and/or the service is complete. Receipt records ensure that all items on the purchase order were correctly received and accounted for in the financial system. Once items have been received in the system, the supplier can be paid for their goods or services. Every purchase order line item should be received in Ariba. Items that are Unit of Measure '**Dollar**', however, do not transmit between NC E-Procurement and NCAS. PO failures must be resolved before receiving can occur.

Depending on the agency, receiving occurs at either a centralized location, known as Central Receiving, or at the desktop of the requester, known as Desktop Receiving. Ariba allows for both methods of receipt. The ship-to address on the PO will determine the shipment's destination and is also associated with either a central receiving facility or a desktop receiving facility. Each NC agency has determined which type of receiving best meets its needs.

- **Desktop Receiving:** The user listed as 'Created on Behalf Of' on the eRequisition receives the items at their desk. They will open the package, check the product, and then go into NC E-Procurement to accept or reject the items in the order.
- **Central Receiving:** Purchase orders are delivered to a centralized location. One user with the central receiving group associated with that Ship To address then logs into NC E-Procurement to accept or reject the items in the order.

Receipt Email Notifications: An automated email message is sent to the receiver reminding the user to receive a specific order when the purchase order is generated. However, it is critical that the receiver waits until the products have arrived and check the quality and quantity before receiving the order in Ariba.

1. Select the **'Receive'** command from the Ariba Dashboard. This can be accessed using the **'Manage'** shortcut menu on the Menu Bar, in the **'Common Actions'** portlet, by clicking on the eRequisition ID in the **'My Documents'** portlet, or by conducting a system search for the eRequisition to be received on.



The screenshot shows the Ariba Home Dashboard with the following components:

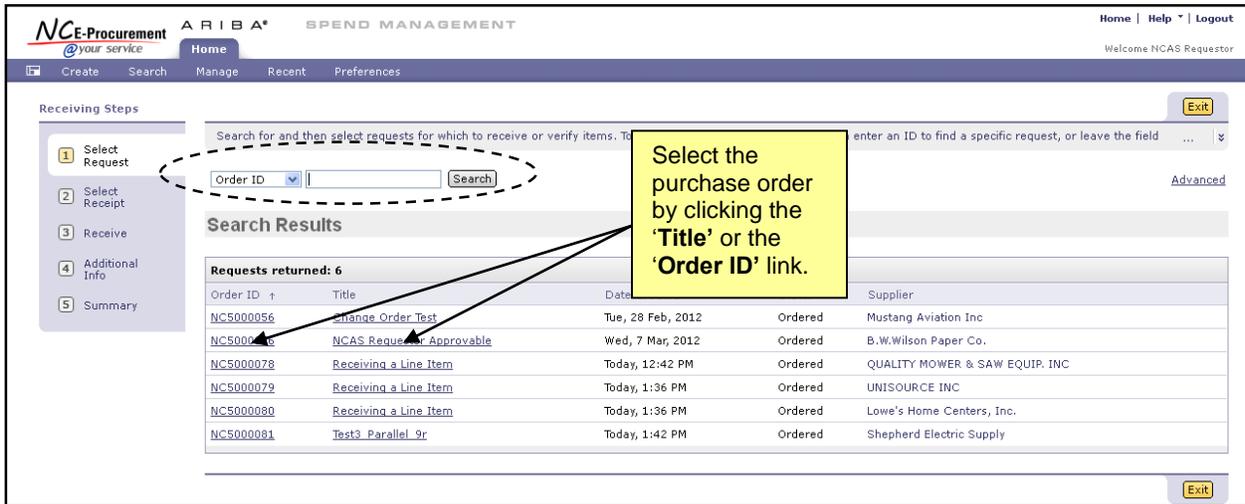
- Menu Bar:** Home (selected), Search, Manage (circled), Recent, Preferences.
- Common Actions Portlet:**
 - Create:** eRequisition, AddressMaintenance, UserMaintenance.
 - Manage:** Receive (circled), Reports.
- Search Portlet:** Search bar with ID: and Search button (circled).
- My Documents Portlet:** Table with columns ID, Title, Date, Status. One entry is visible:

ID	Title	Date	Status
RQ18553770	Receiving Requisition	3/24/2015	Ordered

 The entry is circled.

2. A list of purchase orders waiting to be received will appear once you've selected 'Receive' under the 'Manage' tab or 'Common Actions' portlet. Select the purchase order on which you would like to receive.

Note: You can also select 'Search' to explore the system for a specific purchase order, eRequisition, or Receipt on which to receive.



The screenshot shows the NCE-Procurement interface with the search results for purchase orders. A yellow callout box contains the text: "Select the purchase order by clicking the 'Title' or the 'Order ID' link." The search results table is as follows:

Order ID	Title	Date	Status	Supplier
NCS000056	Finance Order Test	Tue, 28 Feb, 2012	Ordered	Mustang Aviation Inc
NCS000076	NCAS Request for Approvable	Wed, 7 Mar, 2012	Ordered	B.W.Wilson Paper Co.
NCS000078	Receiving a Line Item	Today, 12:42 PM	Ordered	QUALITY MOWER & SAW EQUIP. INC
NCS000079	Receiving a Line Item	Today, 1:36 PM	Ordered	UNISOURCE INC
NCS000080	Receiving a Line Item	Today, 1:36 PM	Ordered	Lowe's Home Centers, Inc.
NCS000081	Test3 Parallel 9r	Today, 1:42 PM	Ordered	Shepherd Electric Supply

I. Accepting Line Items

1. Enter the number of items received in the **'Accepted'** column. Be sure to enter the items received based on the appropriate unit of measure. For example, if the purchase order was issued for 10 each, the receiver will receive based on the unit of measure, each. If the purchase order was issued for 12,500 dollars, the receiver will receive based on the unit of measure, dollar.

Note: Not all shipments will be received in full. Users may enter a partial receipt by entering the number of items received in the **'Accepted'** column. More than one receipt can be entered for the same purchase order.

Note: If all items have been physically received or the service order has been completed, users may use the **'Accept All'** button to automatically enter the full amount ordered for each line item in the **'Accepted'** column.

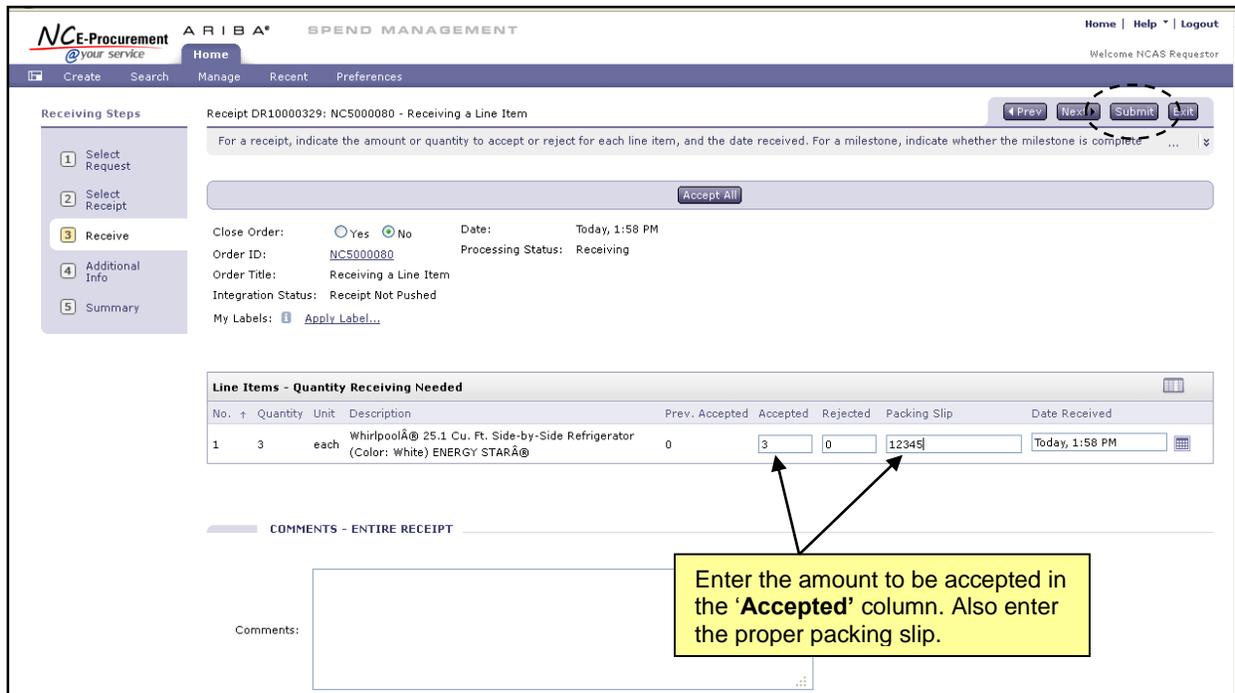
Note: In some cases, users may physically receive more than what was ordered. In this case, the user may enter the amount ordered plus the receiving tolerance.

2. Enter the packing slip number in the **'Packing Slip'** field.

Note: Packing slip information is required for any unit of measure other than **'Dollar.'**

Note: If a receipt approver is required, please see section **'VI. Adding Approvers.'**

3. Click **'Submit.'**



The screenshot shows the NCE-Procurement web application interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' options. Below this is a 'Receiving Steps' sidebar with five steps: 1. Select Request, 2. Select Receipt, 3. Receive (highlighted), 4. Additional Info, and 5. Summary. The main content area is titled 'Receiving a Line Item' and includes a table for 'Line Items - Quantity Receiving Needed'. The table has columns for 'No.', 'Quantity', 'Unit', 'Description', 'Prev. Accepted', 'Accepted', 'Rejected', 'Packing Slip', and 'Date Received'. The first row shows a quantity of 3 for a Whirlpool refrigerator, with '3' entered in the 'Accepted' column and '12345' in the 'Packing Slip' column. A yellow callout box with arrows pointing to these two columns contains the text: 'Enter the amount to be accepted in the 'Accepted' column. Also enter the proper packing slip.'



Once the receipt has been submitted it will be in **'Approved'** status and the **'Integration Status'** will change to **'Receipt Pushed.'** Receipts for orders with all lines set to Unit of Measure **'Dollar'** will have an integration status of **'Receipt Push Bypassed.'**

DR10000660 - Receipt for NC5000152 Status: Approved

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 ...

Back Print

Summary Approval Flow History

Close Order: No Date: Today, 2:38 PM
 Order ID: NC5000152 Processing Status: Processed
 Order Title: Receiving a Line Item
 Integration Status: Receipt Pushed

My Labels

Line Items Received By Quantity								
No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	6	each	Solid Laminated Tire, 6 x 9 x 20	1	3	0	12345	Today, 2:38 PM

Note: Users will receive an email after a receipt is transmitted to NCAS. If the receipt does not pass validation in NCAS, users may receive two emails. The first email is sent to let the user know the receipt has successfully transmitted to NCAS. The second means that the receipt failed to pass NCAS validation.

The **'Integration Status'** can also be seen on the **'Receipts'** tab of the requisition or purchase order. Receipts that are in **'Composing'** status and have not been submitted will have an integration status of **'Receipt Not Pushed.'** If a receipt fails NCAS validation the status will appear as **'Receipt Push Failed.'**

NC10075479 - Untitled Requisition Status: Receiving

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 ...

Back Print

Summary Approval Flow Receipts History

Receipt ID	Title	Order ID	Order Title	Date	Status	Integration Status
DR12480993	Receipt for NC10075479	NC10075479	Untitled Requisition	Today, 2:24 PM	Approved	Receipt Pushed
DR12480997	Receipt for NC10075479	NC10075479	Untitled Requisition		Composing	Receipt Not Pushed



Note: Once a receipt is submitted, the subsequent receipt is automatically created. This new receipt can be edited, but the user will not be able to submit it until the previous receipt has passed NCAS validation or has been approved/denied (if applicable).

The screenshot displays the NCE-Procurement web application interface. The top navigation bar includes the logo, 'A R I B A*', 'SPEND MANAGEMENT', and user options like 'Home | Help * | Logout'. Below the navigation bar, there are tabs for 'Home', 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area shows a 'Receiving Steps' sidebar with four steps: '1 Select Receipt', '2 Receive', '3 Additional Info', and '4 Summary'. The main pane displays 'Receipt DR12481039: NC10075479 - Untitled Requisition' and a message: 'This request contains errors. You must correct these errors before continuing.' Below this, a red error message states: 'The previous receipt is in the process of being pushed. A new receipt can be submitted only after the previous receipt is pushed.' A yellow callout box with a black border and an arrow pointing to the error message contains the text: 'If a receipt is submitted before the previous receipt has passed NCAS validation, this error will be displayed.'

II. Rejecting Line Items

If a receiver received damaged or incorrect products in an order, he or she may opt to reject those items using the 'Reject Items' functionality. The rejection field is **not** stored in NCAS and is strictly for internal purposes only. This field may be referenced by users at a later date to determine why the full amount of the purchase order was not received. When rejecting a shipment, users can enter comments as to why the line item is being rejected to serve as a reference in the future.

1. Enter the amount to reject in the **'Rejected'** column. Remember, this information is **not** stored in NCAS.

Note: Do **not** enter a packing slip number when rejecting a line item.

2. Click **'Next.'**

The screenshot shows the 'Receiving a Line Item' interface. The 'Line Items - Quantity Receiving Needed' table is as follows:

No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	3	each	Whirlpool® 25.1 Cu. Ft. Side-by-Side Refrigerator (Color: White) ENERGY STAR®	0	0	3		Today, 1:58 PM

A yellow callout box points to the 'Rejected' column with the text: "Enter the amount to be rejected in the 'Rejected' column."



3. Enter a comment in the **'Rejection Reason'** field as to why the items are being rejected (e.g., Items received were broken).
4. Click **'Next.'**

Note: Users may opt to skip the **'Additional Information'** page in the future by checking the box beside **'Always go directly to the summary page.'** Users will still be able to enter a rejection reason; however, it will be added directly on the **'Summary'** page. For more information on resetting default preferences, reference the Reset Default Preferences Process Guide.

The screenshot displays the NCE-Procurement ARIBA SPEND MANAGEMENT interface. The page title is "Receipt DR10000660: NC5000152 - Receiving a Line Item". The "Receiving Steps" sidebar shows four steps: 1. Select Receipt, 2. Receive, 3. Additional Info (highlighted), and 4. Summary. The main content area contains a form for "Enter additional information about this item. You may be asked to add asset data for certain types of items, or rejection comments if you are rejecting the item." The form fields include: Line Item No.: 1, Quantity: 6, Description: Solid Laminated Tire, 6 x 9 x 20, Prev. Accepted: 1, Accepted: 0, Rejected: 1, and Date Received: Today, 2:19 PM. The "Rejection Reason" field contains the text "Items received were broken." A yellow callout box with the text "Enter the reason for rejection." points to this field. The "Next" button is highlighted in yellow. A checkbox labeled "Always go directly to the summary page" is circled with a dashed line. The top navigation bar includes "Home | Help * | Logout" and "Welcome NCAS Requester".



5. The **'Summary'** page will be displayed. Review the information and click **'Submit.'**

Receiving Steps

- Select Receipt
- Receive
- Additional Info
- Summary**

Receipt DR10000660: NC5000152 - Receiving a Line Item

Review the receipt or milestone, make changes as necessary, and then submit it for approval.

Summary | Approval Flow

Close Order: Yes No Date: Today, 2:19 PM
 Order ID: [NC5000152](#) Processing Status: Receiving
 Order Title: Receiving a Line Item
 Integration Status: Receipt Not Pushed
 My Labels: [Apply Label...](#)

Line Items - Quantity Receiving Needed

No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	6	each	Solid Laminated Tire, 6 x 9 x 20	1	0	1		Today, 2:19 PM

Rejection Reason:

Once the receipt has been submitted it will be in **'Approved'** status and the **'Integration Status'** will change to **'Receipt Pushed.'** Receipts for orders with all line items set to Unit of Measure **'Dollar'** will have an integration status of **'Receipt Push Bypassed.'**

Receiving Steps

- Select Receipt
- Receive**
- Additional Info
- Summary

Receipt DR10000329: NC5000080 - Receiving a Line Item

These are the details of the receipt you selected. If the receipt has not been processed by the system, and if you have the appropriate permission, you can edit and change ...

Summary | Approval Flow | History

Close Order: No Date: Today, 9:36 AM
 Order ID: [NC5000080](#) Processing Status: Processed
 Order Title: Receiving a Line Item
 Integration Status: Receipt Pushed
 My Labels: [Apply Label...](#)

Line Items Received By Quantity

No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	3	each	Whirlpool® 25.1 Cu. Ft. Side-by-Side Refrigerator (Color: White) ENERGY STAR®	0	1	0	12345	Today, 9:36 AM



III. Reopening a Closed Order

Once an order has been fully received or the 'Close Order' option has been set to 'Yes' in Ariba Buyer, the status of the purchase order will be 'Received.' This indicates that the order has been completed and is closed in NC E-Procurement. Users may reopen a closed order by following the steps below:

1. As the specified receiver on the purchase order, select the 'Receive' command from the Home Dashboard.

The screenshot shows the NCE-Procurement Home Dashboard. The 'Manage' menu is open, and the 'Receive' option is highlighted. The dashboard includes sections for Common Actions, To Do, Search, News, and Purchasing Links.

2. Set the approvable type you would like to search by, and then populate the free-text field next to the 'Search' button with that approvable ID (eRequisition/Purchase Order/ Receipt ID). Click 'Search.'

The screenshot shows the NCE-Procurement Receiving Steps screen. The 'Search' step is active, showing a search bar and a table of search results for requests.

Order ID	Title	Date Created	Status	Supplier
NCS000056	Change Order Test	Tue, 28 Feb, 2012	Ordered	Mustang Aviation Inc
NCS000076	NCAS Requestor Approvable	Wed, 7 Mar, 2012	Ordered	B.W.Wilson Paper Co.
NCS000080	Receiving a Line Item	Today, 1:36 PM	Ordered	Lowe's Home Centers, Inc.
NCS000081	Test3_Parallel_9r	Today, 1:42 PM	Ordered	Shepherd Electric Supply

- Click the **'Reopen Order'** button. The status of the purchase order will update from **'Received'** to **'Receiving.'**

Receiving Steps

- Select Request
- Select Receipt
- Receive
- Additional Info
- Summary

ERP Order NC5000079: Receiving a Line Item

Select a receipt to work on or view, or, if authorized, a milestone to verify. To select an item in the list, click its ID.

This order is currently closed for receiving. If you need to receive additional items, reopen the order.

RECEIPTS - NO APPROVAL NEEDED

Receipt ID ↑	Order ID	Date	Status
DR10000330	NC5000079	Today, 4:09 PM	Approved

Order ID: NC5000079
 Version: 1
 Title: Receiving a Line Item
 Supplier: UNISOURCE INC
 Contact: UNISOURCE INC
 Encumbrance Status: Encumbered
 Close Order: Order Closed For Receiving
 Order Transmitted to Supplier?
 My Labels: [Apply Label...](#)

This message indicates that the order is currently closed and must be reopened for additional receiving.

Note: Once you click **'Reopen Order'** there will be a new receipt in **'Composing'** status to be used for further receiving. Click the **'Receipt ID'** to view the receipt and continue. If the user is reopening an order to create a change on the purchase order, they will need to submit a receipt unreceiving items, with **'Close Order'** set to **'No.'** See section **'IV. Backing out Previously Accepted Items/ Unreceiving Items'** for more information on unreceiving line items.

NC5000079 - Receiving a Line Item

Status: Receiving

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 ...

Back Receive Print

Summary | Approval Flow | **Receipts** | History

Receipt ID ↑	Title	Order ID	Order Title	Date	Status
DR10000330	Receipt for NC5000079	NC5000079	Receiving a Line Item	Today, 4:09 PM	Approved
DR10000333	Receipt for NC5000079	NC5000079	Receiving a Line Item	Today, 4:15 PM	Composing

IV. Backing out Previously Accepted Items/Unreceiving Items

If an incorrect amount was accepted or if the user needs to unreceive items for any reason, users will have the ability to back out the previously accepted line amount(s). This is also known as “negatively receiving” or “unreceiving” line items. Users can follow the steps below to back out previously accepted items.

Note: If the order has been fully received, the user will need to reopen the closed order before following the below process. Reference ‘Section III’ for instructions on reopening a closed order.

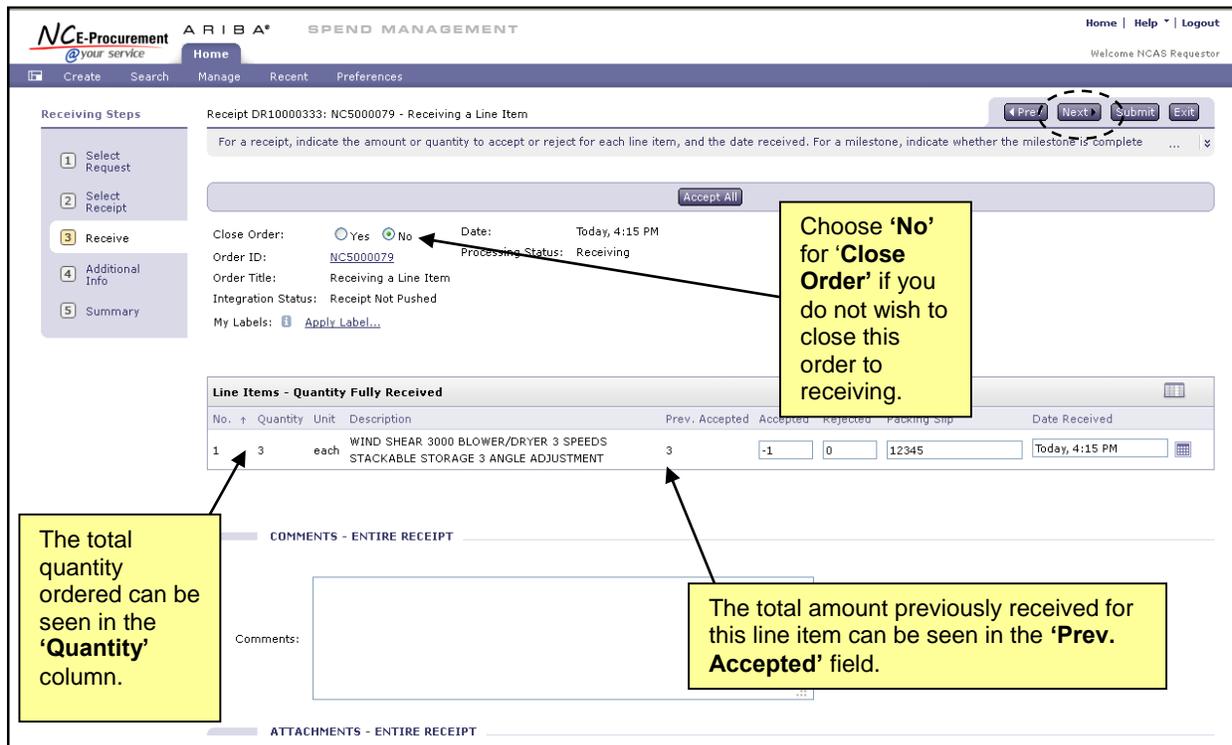
1. Enter the amount to unreceive as a negative number in the ‘**Accepted**’ field (e.g. -1). A user cannot unreceive more than has previously been received.

Note: Rejecting and Unreceiving are **not** the same thing. When an item is unreceived or “negatively accepted,” this information is passed to NCAS and the total quantity received in NCAS is reduced. Rejecting items is simply for internal purposes and does not transmit to NCAS.

2. Enter the packing slip number that was originally used to receive the item in the ‘**Packing Slip**’ field.

Note: If a value is not entered in the packing slip field before clicking the ‘**Next**’ button, previously used packing slips that have not yet been unreceived will be displayed on the screen for your use. A packing slip does not need to be entered when receiving or unreceiving line items with the Unit of Measure set as ‘**Dollar**.’

3. Click ‘**Next**’.



The screenshot shows the 'Receiving a Line Item' process in the NCE-Procurement system. The interface includes a 'Receiving Steps' sidebar with five steps: 1. Select Request, 2. Select Receipt, 3. Receive, 4. Additional Info, and 5. Summary. The main area displays the receipt details for 'Receipt DR10000333: NC5000079 - Receiving a Line Item'. The 'Close Order' section has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Date' is 'Today, 4:15 PM' and the 'Processing Status' is 'Receiving'. The 'Line Items - Quantity Fully Received' table shows one line item with a quantity of 3. The 'Prev. Accepted' field is set to -1. Annotations highlight the 'Next' button, the 'No' radio button, the 'Quantity' column, and the 'Prev. Accepted' field.

No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	3	each	WIND SHEAR 3000 BLOWER/DRYER 3 SPEEDS STACKABLE STORAGE 3 ANGLE ADJUSTMENT	3	-1	0	12345	Today, 4:15 PM



4. Review the entered information on the **'Summary'** page and click **'Submit.'**

Note: Users may click **'Submit'** on the previous page; however, they will not have a chance to review the information entered for this receipt.

The screenshot shows the 'Summary' page for receipt DR10000660: NC5000152 - Receiving a Line Item. The page includes a navigation menu on the left with steps: 1 Select Receipt, 2 Receive, 3 Additional Info, and 4 Summary. The main content area displays receipt details and a table of line items.

Receipt DR10000660: NC5000152 - Receiving a Line Item

Review the receipt or milestone, make changes as necessary, and then submit it for approval.

Summary | Approval Flow

Close Order: Yes No Date: Today, 2:19 PM
Order ID: [NC5000152](#) Processing Status: Receiving
Order Title: Receiving a Line Item
Integration Status: Receipt Not Pushed
My Labels: [Apply Label...](#)

Line Items - Quantity Receiving Needed

No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	6	each	Solid Laminated Tire, 6 x 9 x 20	1	-1	0	12345	Today, 2:19 PM

COMMENTS - ENTIRE RECEIPT

Comments:

ATTACHMENTS - ENTIRE RECEIPT

[Add Attachment](#)

V. Manually Closing an Order

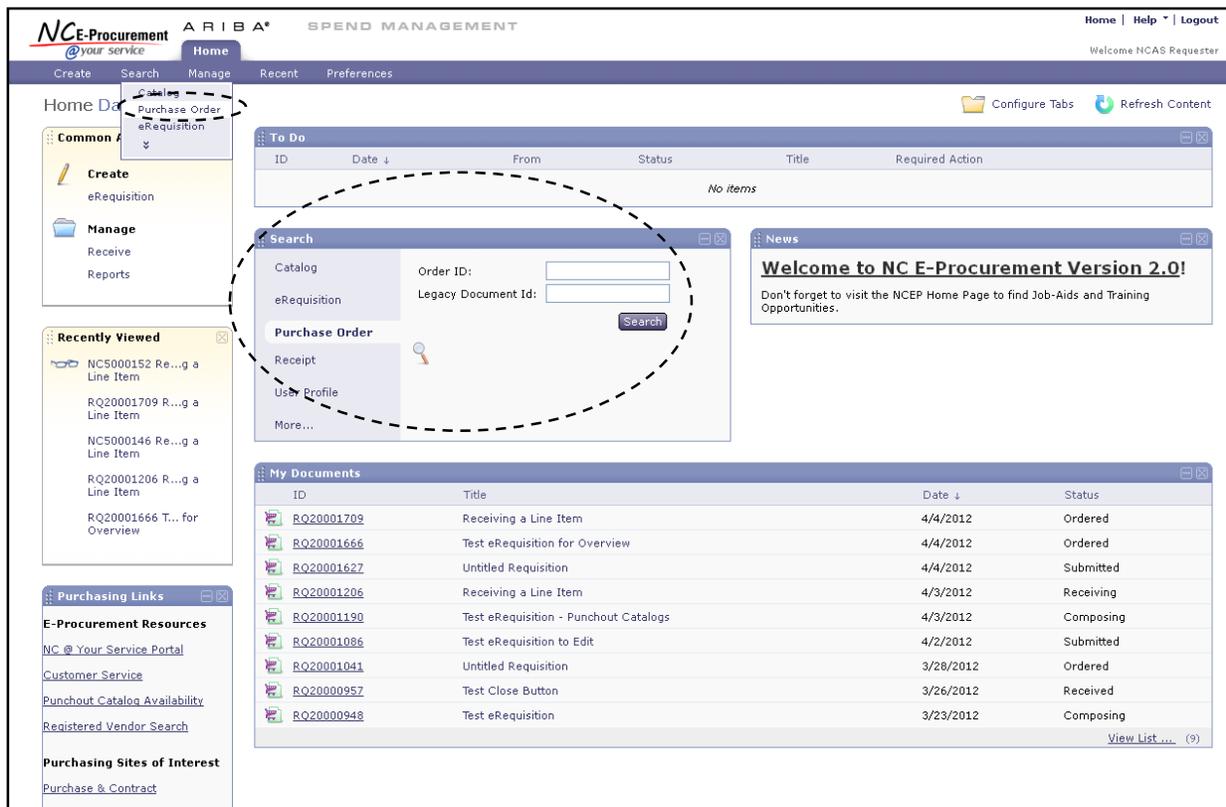
Users assigned the proper roles will have the option to close purchase orders manually in NC E-Procurement without submitting a receipt. A **'Close'** button will appear and gives users three options:

- **Close Order For Change** – Prevents users from changing the order in the future. Users will still be able to receive on the order until it is fully received.
- **Close Order For Receiving** – Prevents users from receiving on the order in the future. Users will still have the option to change the order.
- **Close Order For All Actions** – Prevents user from changing or receiving on the order.

Note: Manually closing a purchase order in NC E-Procurement via the **'Close'** button does not integrate with NCAS.

1. To access the **'Close'** button, users will search the system by entering the purchase order number into the **'Order ID'** field of the **'Search'** portlet.

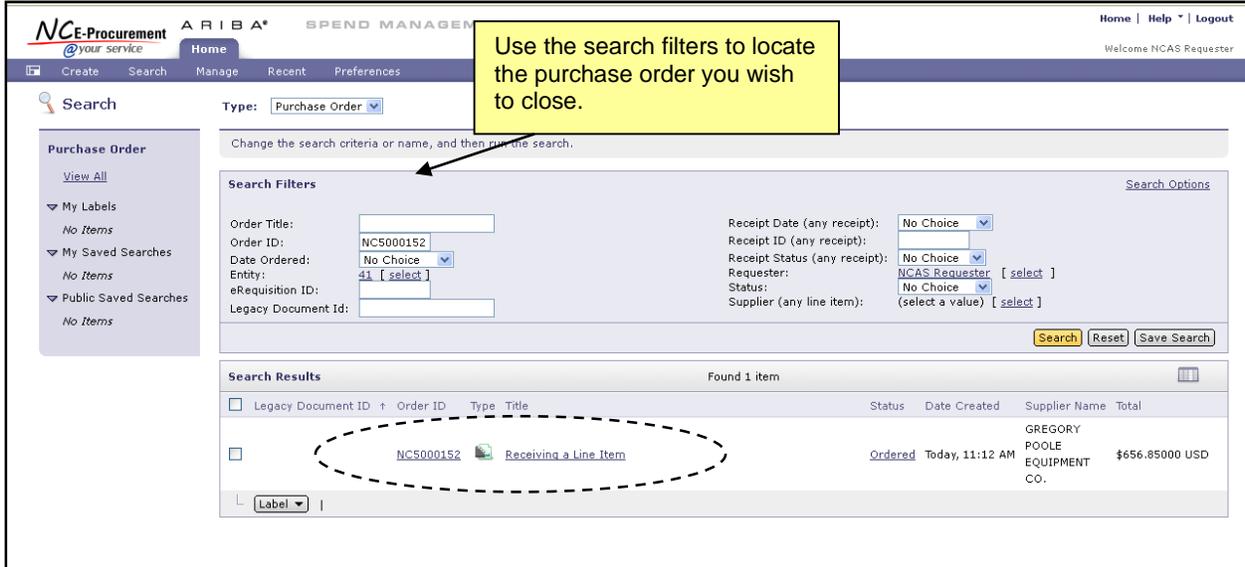
Note: Users can also search for the purchase order using various search filters by selecting **'Purchase Order'** under the **'Search'** tab.



ID	Title	Date ↓	Status
RQ20001709	Receiving a Line Item	4/4/2012	Ordered
RQ20001666	Test eRequisition for Overview	4/4/2012	Ordered
RQ20001627	Untitled Requisition	4/4/2012	Submitted
RQ20001206	Receiving a Line Item	4/3/2012	Receiving
RQ20001190	Test eRequisition - Punchout Catalogs	4/3/2012	Composing
RQ20001086	Test eRequisition to Edit	4/2/2012	Submitted
RQ20001041	Untitled Requisition	3/28/2012	Ordered
RQ20000957	Test Close Button	3/26/2012	Received
RQ20000948	Test eRequisition	3/23/2012	Composing

2. The search results are displayed. Click on the Order ID or Title of the order you wish to close.

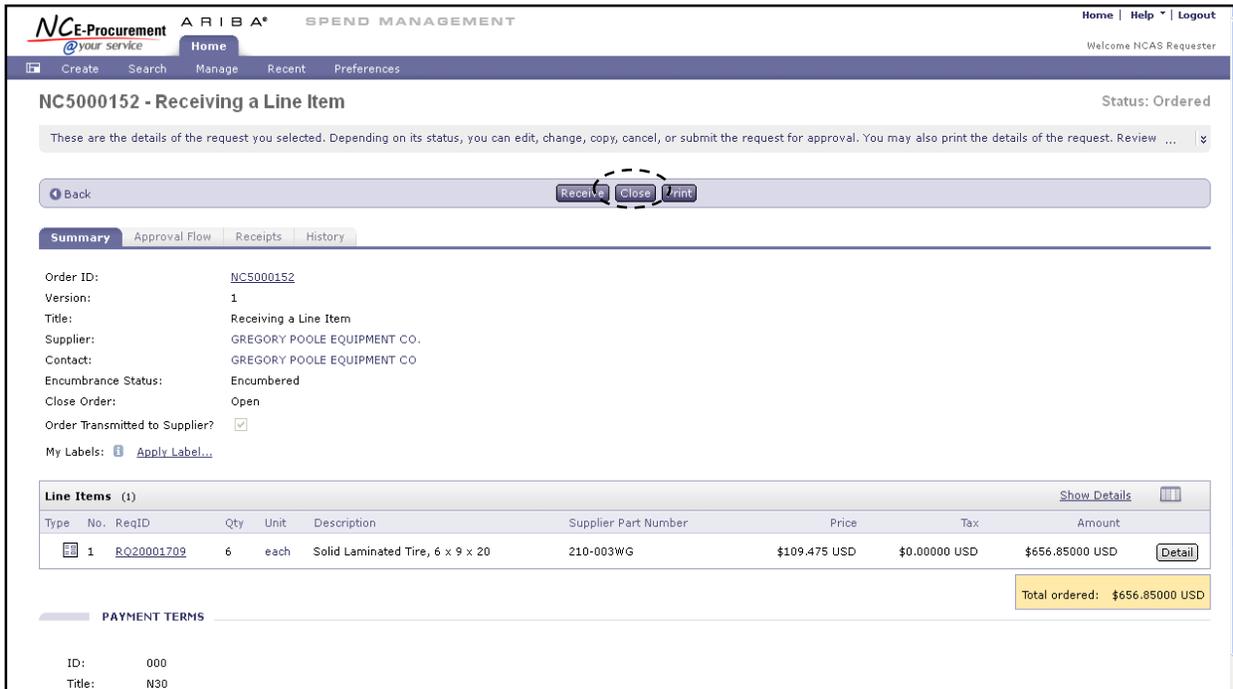
Note: The same screen is displayed without returned Search Results or information in the Search Filters if you select **'Purchase Order'** from the **'Search'** tab on the Home Dashboard. Enter the search criteria for the purchase order you wish to close and click **'Search.'**



Use the search filters to locate the purchase order you wish to close.

Legacy Document ID	Order ID	Type	Title	Status	Date Created	Supplier Name	Total
	NC5000152		Receiving a Line Item	Ordered	Today, 11:12 AM	GREGORY POOLE EQUIPMENT CO.	\$656.85000 USD

3. Click the **'Close'** button at the top of the screen displaying the purchase order.



NC5000152 - Receiving a Line Item Status: Ordered

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 ...

Back Receive Close Print

Summary | Approval Flow | Receipts | History

Order ID: NC5000152
Version: 1
Title: Receiving a Line Item
Supplier: GREGORY POOLE EQUIPMENT CO.
Contact: GREGORY POOLE EQUIPMENT CO
Encumbrance Status: Encumbered
Close Order: Open
Order Transmitted to Supplier?
My Labels: [Apply Label...](#)

Type	No.	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Tax	Amount
1		RQ20001709	6	each	Solid Laminated Tire, 6 x 9 x 20	210-003WG	\$109.475 USD	\$0.00000 USD	\$656.85000 USD

Total ordered: \$656.85000 USD

PAYMENT TERMS

ID: 000
Title: N30

- Select the correct option from the 'Close Order' drop-down menu and click 'OK.' Comments can also be added at this time.

The screenshot shows the 'Close Order' interface. At the top, there's a header with 'NCE-Procurement @your service', 'ARIBA SPEND MANAGEMENT', and user options like 'Home | Help | Logout' and 'Welcome NCAS Requester'. Below the header is a navigation bar with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'Close Order' and contains a text input field for comments. Below this is a message: 'You chose to close order NC5000152.' A dropdown menu labeled 'Close Order' is open, showing options: 'Close Order For Change', 'Close Order For Receiving', and 'Close Order For All Actions'. A yellow callout box with an arrow points to the comments text area, containing the text: 'Insert comments to be added to the purchase order.' At the bottom left, there are 'OK' and 'Cancel' buttons.

Note: When an order is closed via the 'Close' button on the purchase order, a receipt is created with '0' items Accepted or Rejected, the 'Close Order' option set to 'Yes', and an 'Integration Status' of 'Receipt Pushed.' The information is not integrated with NCAS. The 'History' tab displays two additional lines of information, one stating 'Order Closed' and the other 'Received' with an 'Amount accepted: \$0.00 USD.'

The screenshot shows the 'NC5000152 - Receiving a Line Item' page. The header includes 'NCE-Procurement @your service', 'ARIBA SPEND MANAGEMENT', and user options. The page title is 'NC5000152 - Receiving a Line Item' and the status is 'Receiving'. Below the title is a message: '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 ...'. There are 'Back', 'Reopen', and 'Print' buttons. Below this is a tabbed interface with 'Summary', 'Approval Flow', 'Receipts', and 'History' tabs. The 'History' tab is active, showing a table of events. A dashed oval highlights two rows: 'Received' and 'Order Closed', both with 'Amount accepted: \$0.00 USD.'

Date	User	Role	Action	Summary
Today, 1:26 PM	Ariba System		Received	Amount accepted: \$0.00 USD.
Today, 1:26 PM	NCAS Requester	NCAS Requester	Order Closed	Order Closed.
Today, 1:19 PM	NCAS Requester	NCAS Requester	Order Reopened	Order Reopened.
Today, 1:15 PM	NCAS Requester	NCAS Requester	Order Closed	Order Closed. Comments .
Today, 1:15 PM	Ariba System		Received	Amount accepted: \$0.00 USD.
Today, 1:14 PM	NCAS Requester	NCAS Requester	Order Reopened	Order Reopened.
Today, 1:13 PM	NCAS Requester	NCAS Requester	Order Closed	Order Closed.
Today, 1:13 PM	Ariba System		Received	Amount accepted: \$0.00 USD.
Today, 11:13 AM	Ariba System		Ordered	Order NC5000152 was successfully sent by email to GREGORY POOLE EQUIPMENT CO. : GREGORY POOLE EQUIPMENT CO.
Today, 11:12 AM	Ariba System		Ordered	Order NC5000152 was successfully sent to NCAS.



- To reopen an order that has been manually closed to receiving or all actions, search for the purchase order and click the **'Reopen'** button.

NC5000152 - Receiving a Line Item Status: Receiving

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 ...

[Back](#)
[Reopen](#)
[Print](#)

Summary | [Approval Flow](#) | [Receipts](#) | [History](#)

Order ID: [NC5000152](#)
 Version: 1
 Title: Receiving a Line Item
 Supplier: GREGORY POOLE EQUIPMENT CO.
 Contact: GREGORY POOLE EQUIPMENT CO
 Encumbrance Status: Encumbered
 Close Order: Order Closed For Receiving
 Order Transmitted to Supplier?
 My Labels: [Apply Label...](#)

Line Items (1)										Show Details
Type	No.	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Tax	Amount	
1		RQ20001709	6	each	Solid Laminated Tire, 6 x 9 x 20	210-003WG	\$109.475 USD	\$0.00000 USD	\$656.85000 USD	Detail
									Total ordered: \$656.85000 USD	

PAYMENT TERMS

ID: 000
 Title: N30
 Description: PAY IN 30 DAYS

CONDITIONS OF PURCHASE

Conditions: [Terms and Conditions](#)

VI. Adding Approvers to a Receipt

Users are able to manually add an approver or approvers to a receipt.

1. After entering the number accepted and the packing slip info, click **'Next.'**

Receipt DR12480997: NC10075479 - Untitled Requisition

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. For a milestone, indicate whether the milestone is complete and the date

Close Order: Yes No Date: Today, 2:54 PM
 Order ID: NC10075479 Processing Status: Receiving
 Order Title: Untitled Requisition
 Integration Status: Receipt Not Pushed
 My Labels: [Apply Label...](#)

No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	6	each	Solid Laminated Tire, 6 x 9 x 20	1	3	0	12345	Today, 2:54 PM

2. Click on the **'Approval Flow'** tab.

Receipt DR12480997: NC10075479 - Untitled Requisition

Review the receipt or milestone, make changes as necessary, and then submit it for approval.

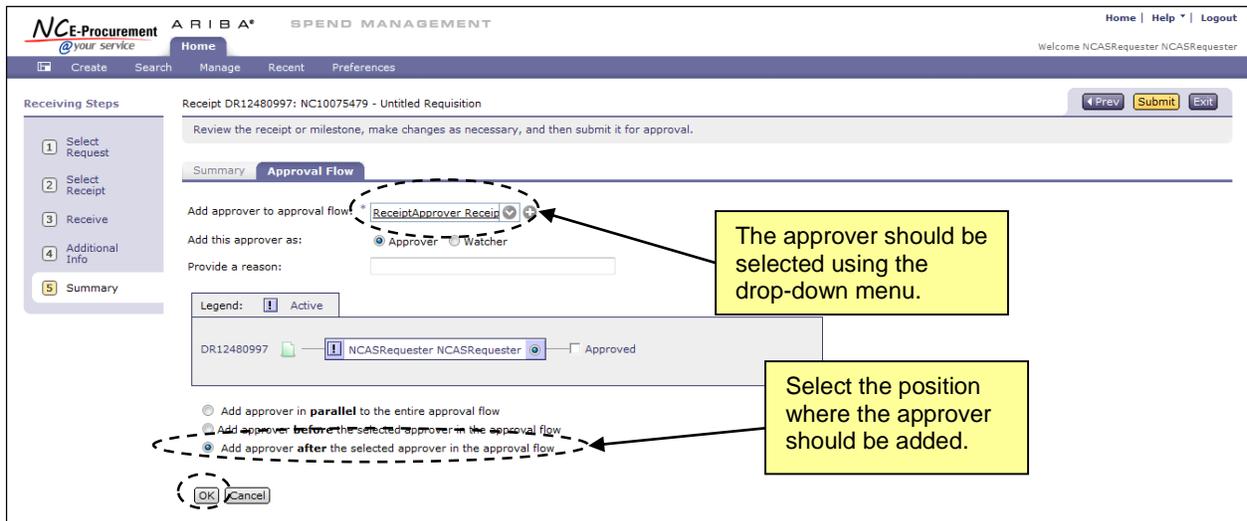
Close Order: Yes No Date: Today, 2:54 PM
 Order ID: NC10075479 Processing Status: Receiving
 Order Title: Untitled Requisition
 Integration Status: Receipt Not Pushed
 My Labels: [Apply Label...](#)

No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	6	each	Solid Laminated Tire, 6 x 9 x 20	1	3	0	12345	Today, 2:54 PM

3. Click the 'Add Approver' button.



4. Select the approver and where they should be added in the approval flow, and click 'OK.'



Note: Approvers should be added *after* the system generated approver.



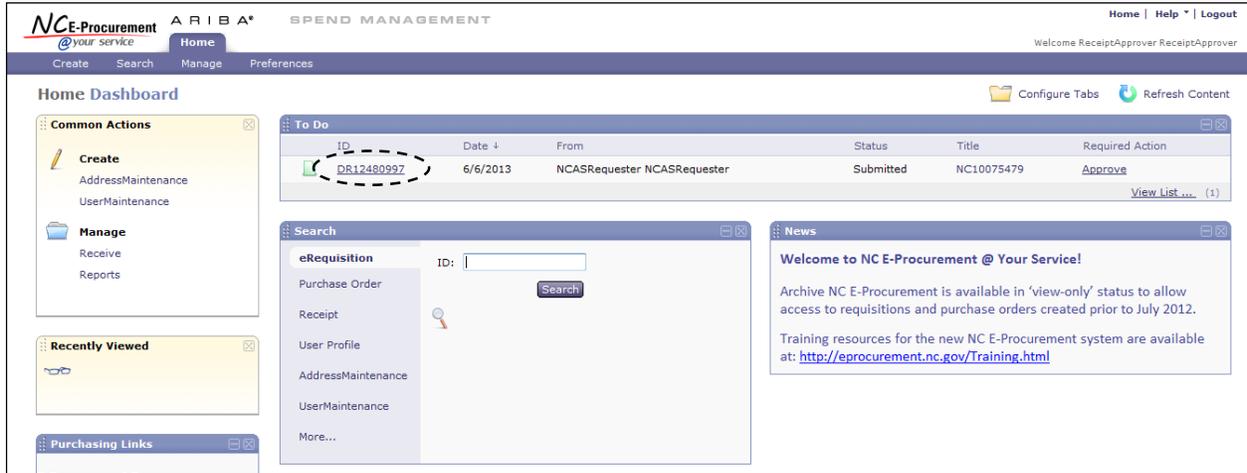
5. The approver has been added to the receipt approval flow. Click **'Submit.'**

The screenshot displays the NCE-Procurement interface for managing a receipt. The top navigation bar includes 'NCE-Procurement @your service', 'ARIBA', and 'SPEND MANAGEMENT'. The user is logged in as 'NCASRequester NCASRequester'. The main content area shows the 'Approval Flow' for receipt DR12480997. The flow consists of two steps: '1 NCASRequester NCASRequester' and '1 ReceiptApprover ReceiptApprover'. A 'Submit' button is highlighted with a dashed circle, indicating the next action. The interface also includes a 'Receiving Steps' sidebar, a 'Legend' for 'Active' and 'Pending' items, and a 'New approver was added successfully.' message.

VII. Approving or Denying Receipts

Receipt approvers can chose to approve or deny a receipt.

1. Receipts that need to be approved will appear in the 'To Do' portlet. Click the 'Receipt ID.'



The screenshot shows the NCE-Procurement Home Dashboard. In the 'To Do' portlet, a table lists items for approval. The first row is highlighted, and the ID 'DR12480997' is circled. The table has columns for ID, Date, From, Status, Title, and Required Action.

ID	Date	From	Status	Title	Required Action
DR12480997	6/6/2013	NCASRequester NCASRequester	Submitted	NC10075479	Approve

Note: Receipts that need to be approved can also be accessed by going to 'Manage,' then 'Receive,' and searching for the Requisition ID, Order ID or Receipt ID.

2. Click 'Approve' or 'Deny' accordingly.



The screenshot shows the details for receipt DR12480997. The status is 'Submitted'. Below the title, there are buttons for 'Back', 'Edit', 'Approve', 'Deny', and 'Print'. The 'Summary' tab is active, showing details like 'Close Order: No', 'Order ID: NC10075479', and 'Order Title: Untitled Requisition'. At the bottom, there is a table for 'Line Items Received By Quantity'.

No.	Quantity	Unit	Description	Prev. Accepted	Accepted	Rejected	Packing Slip	Date Received
1	6	each	Solid Laminated Tire, 6 x 9 x 20	1	3	0	12345	Today, 2:54 PM

- If a receipt is denied, comments on why the receipt was denied are required.

Deny - Comments

Enter a comment explaining why you are denying the request; other users will see your comments. To move denied items out of your To Do list, archive the document to the default Archive Items folder or select ...

You chose to deny DR12481039.

Comments:

Archive items to label: Archive Items

OK Cancel

- Once a receipt has been denied, it cannot be re-submitted. The **'Denied'** receipt should be left as-is and the receiver should enter valid information on the new receipt in **'Composing'** status.

RQ16894940 - Requisition Status: Receiving

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).

Back Copy Change Receive Print

Summary Approval Flow Orders Receipts

Receipt ID	Title	Date	Status	Integration Status
DR12481215	Receipt for NC100	Today, 5:03 AM	Denied	Receipt Not Pushed
DR12481216	Receipt for NC100		Composing	Receipt Not Pushed

Once a receipt has been **'Denied'**, a new receipt will be created in **'Composing'** status.