

Receiving

Procurement and sourcing > Common > Purch. orders > All purch. orders > Receive tab

Summary Use the Receiving process to track goods that have arrived from the vendor. This section has a simplified receiving process; many times this is done through a handheld scanner.

Steps

1. Find the Purchase order
2. Enter the quantity received
3. Posting product receipt

Tips

- Turn on financial posting of packing slips in inventory settings

Find the Purchase order

- Type the **Purchase order** number in the quick filter.
- Click the **Edit** button on the **Purchase order tab**.

The screenshot displays the SAP Receiving interface. At the top, there is a navigation bar with tabs: File, Purchase order, Purchase, Manage, Receive, Invoice, and General. Below this is a ribbon with various icons and labels: Receipts list, Product receipt, Intercompany picking list, Pro forma receipts list, Pro forma product receipt, Non conformances, Quality orders, Receipts list, Product receipt, and Journals. A search bar contains the text 'All purchase orders (Unsaved filter)' and the number '000462'. Below the search bar is a table with the following data:

	Purchase order	Vendor account	Name	Invoice account	Purchase type	Approval status	Status
<input type="checkbox"/>	000462	1000	Pear, Inc.	1000	Purchase order	Confirmed	Open order

Enter the quantity received

- **Receive now** the quantity shipped by the vendor.
- Click the **Receive tab**.
- Click the **Product receipt button**.

Purchase order (1 - ceu) - Purchase order: 000462, Pear, Inc.

File | Purchase order | Purchase | Manage | **Receive** | Invoice | General

Posting receipts list | Product receipt | Intercompany picking list | Pro forma receipts list | Pro forma product receipt | Non conformances | Quality orders | Receipts list | Product receipt | Journals

000462 : 1000 - Pear, Inc. Open order

▶ Purchase order header

Purchase order lines

Type	Line number	Item number	Product name	Quantity	Unit	Unit price	Net amount	Receive now
	10	9026	iPad - 32GB Wifi - White	10.00	Pcs	499.00	4,990.00	9.00

Interactive 3.3 Receive Now

Product receipt

Purchase order (1 - deu) - Purchase order: 000462, Pear, Inc.

File Purchase order Purchase Manage Receive Invoice General

Posting receipts list Product receipt Intercompany picking list Generate Pro forma receipts list Pro forma product receipt Non conformances Quality management Receipts list Product receipt Journals

000462 : 1000 - Pear, Inc. Receive now Open order

► Purchase order header

Purchase order lines

Type	Line number	Item number	Product name	Quantity	Unit	Unit price	Net amount	Receive now
	10	9026	iPad - 32GB Wifi - White	10.00	Pcs	499.00	4,990.00	9.00

Receive now



Posting product receipt

- Select Receive now quantity in the **Quantity** field.
- Check **Posting**.
- Put the vendor's packing slip number in **Product receipt**.
- Click **OK**.

Posting product receipt (1 - ceu)

Parameters Other

Parameters **Print options**

Quantity: Receive now quantity Print: Current

Posting: Print product receipt:

Use print management destination:

Print sales documents:

Select

Arrange

Totals

Printer setup

Overview Setup Lines Line details Purchases Fixed assets

New Delete

	Update	Purchase order	Name	Product receipt
<input checked="" type="checkbox"/>	Product receipt	000462	Pear, Inc.	545542

OK Cancel Batch

Packing slip number

Movie 3.3 Packing Slip Receipt

Purchase order (1 - ceu) - Purchase order: 000464, Pear, Inc.

File Purchase order Purchase Manage Receive Invoice General

Posting receipts list **Product receipt** Intercompany picking list Generate Pro forma receipts list Pro forma product receipt Non conformances Quality orders Receipts list Product receipt Journals

000464 : 1000 - Pear, Inc. Open order Latest purchase o... [icon] v

▶ Purchase order header

Purchase order lines

Add line
 Add lines
 Remove
 ⚡ Purchase order line v
 📊 Financials v
 📦 Inventory v
 📄 Product and supply v
 >>

Type	Line number	Item number	Product name	Quantity	Unit	Unit price	Net amount	Receive now
	10	9027	iPad - 64GB - White	5.00	Pcs	699.00	3,495.00	5.00

▶ Line details

Quantity received now in purchase units | 📢(0) | USD | ceu | Close