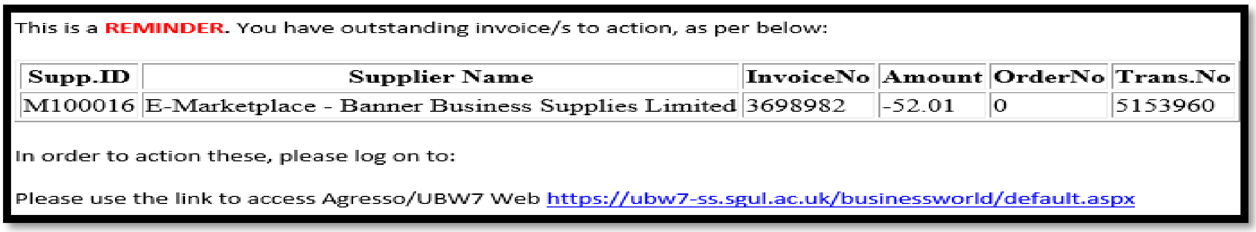
QUICK REFERENCE CARD – RECEIPTING ALERT

Purchase Orders should be receipted in Agresso, once you receive the goods or the service has been delivered. Anyone with an Agresso account can receipt the goods when they arrive. Most deliveries will have a delivery note attached that will have a PO number on it.

You will receive "Missing Goods Received" tasks if you did not do the receipting before the Supplier invoices were received by Accounts Payable.

STEP 1: You will receive email reminder like the below, click on the link within the email and it will take you to Agresso.

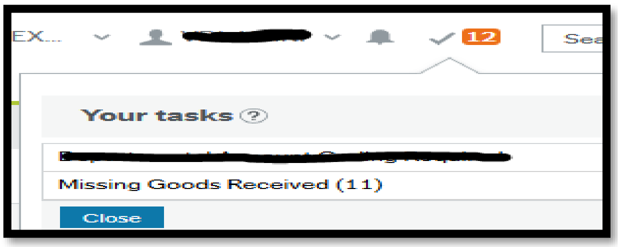

This is a REMINDER. You have outstanding invoice/s to action, as per below:

Supp.ID	Supplier Name	InvoiceNo	Amount	OrderNo	Trans.No
M100016	E-Marketplace - Banner Business Supplies Limited	3698982	-52.01	0	5153960

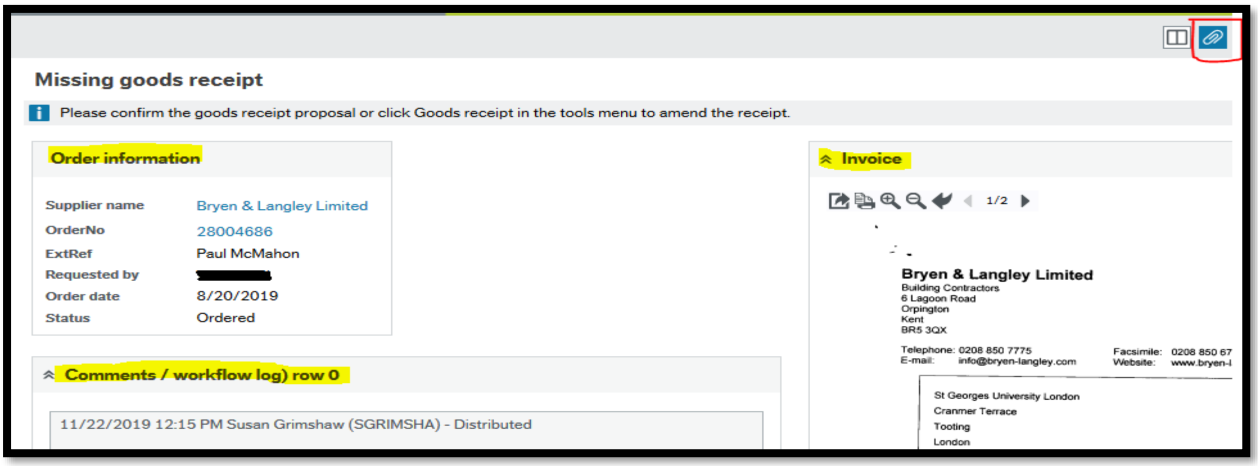
In order to action these, please log on to:

Please use the link to access Agresso/UBW7 Web https://ubw7-ss.sgul.ac.uk/businessworld/default.aspx

STEP 2: Click on Missing Goods received task.



Check Workflow log, Order Information and Invoice. If you find it difficult to see the invoice click on the "**paper clip**" circled in red to view the PDF invoice.



STEP 3: Click on Accept button, if you want to automatically receipt the invoice OR Click on **"Goods receipt"** to receipt or amend the receipting amount.

To receipt/amend an item click on box below **"Qty received"** column and input the amount/quantity you want to receipt & click **Save,** You then need to click on **Accept**, the system will generate the message **"The item is successfully processed"**.