

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.

Missing goods receipt

Please confirm the goods receipt proposal or click Goods receipt in the tools menu to amend the receipt.

Order information

Supplier name: Bryen & Langley Limited
OrderNo: 28004686
ExtRef: Paul McMahon
Requested by: [redacted]
Order date: 8/20/2019
Status: Ordered

Invoice

Bryen & Langley Limited
Building Contractors
6 Lagoon Road
Orpington
Kent
BR5 3QX
Telephone: 0208 850 7775
E-mail: info@bryen-langley.com
Facsimile: 0208 850 67
Website: www.bryen-l

St Georges University London
Cranmer Terrace
Tooting
London

Comments / workflow log) row 0

11/22/2019 12:15 PM Susan Grimshaw (SGRIMSHA) - Distributed

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”.

Order details

Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit p
1	LH13 Autoclaves	Autoclaves	LH13 Autoclaves	Autoclaves Call Out 2019/...	15,000.00	15,000.00	12,880.24	1.00	EA	
Σ					15,000.00		12,880.24	1.00		

Buttons: Add, Set received to zero, Receipt all Goods on order, Cancel the rest of goods to be delivered, Delete, Batch and serial information

Buttons: Save, Back, Workflow user log, Reports / Guides