

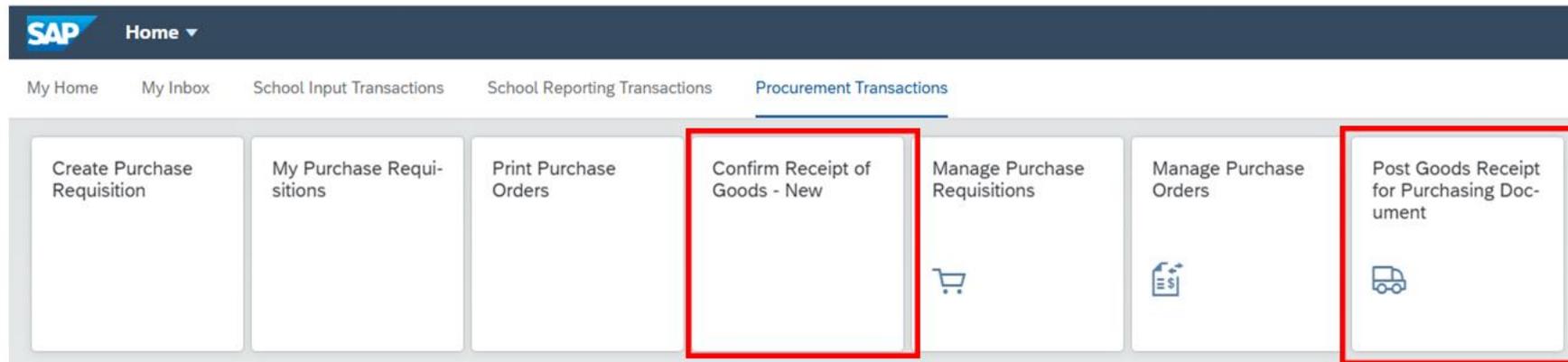
School Requisitioner Guide

How to Goods Receipt using the Post Goods Receipt for Purchasing Document app

Version Control

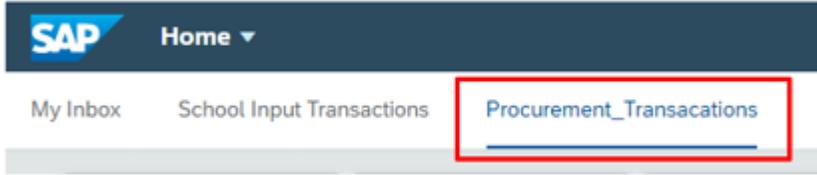
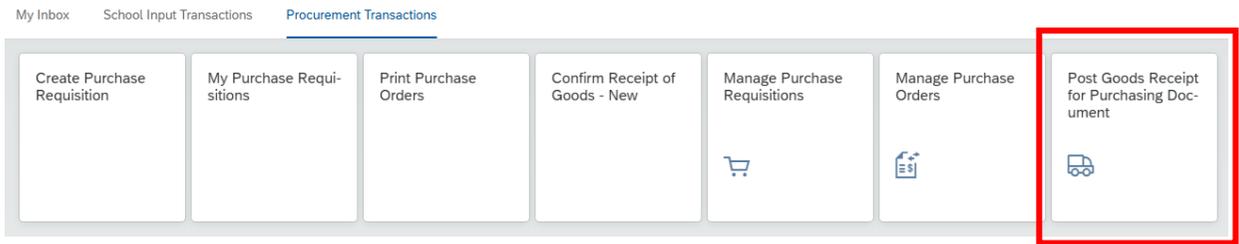
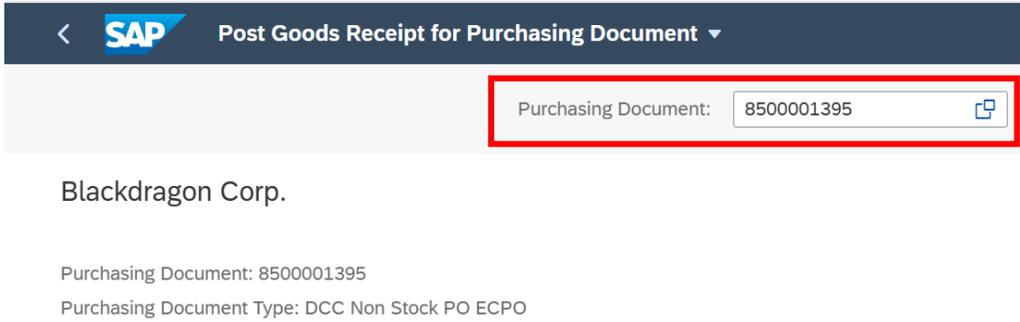
1.0	Published version	Andrew Love	17.06.2025
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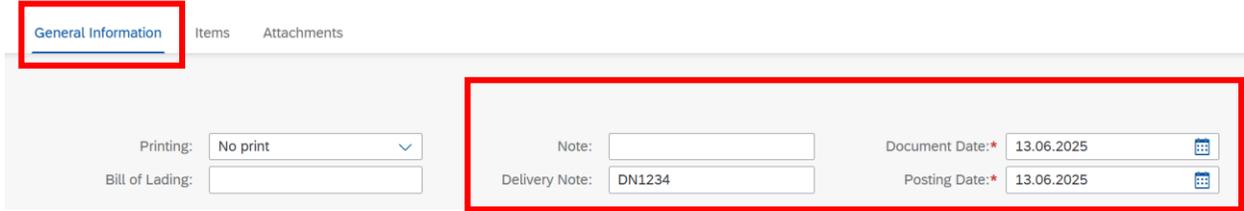
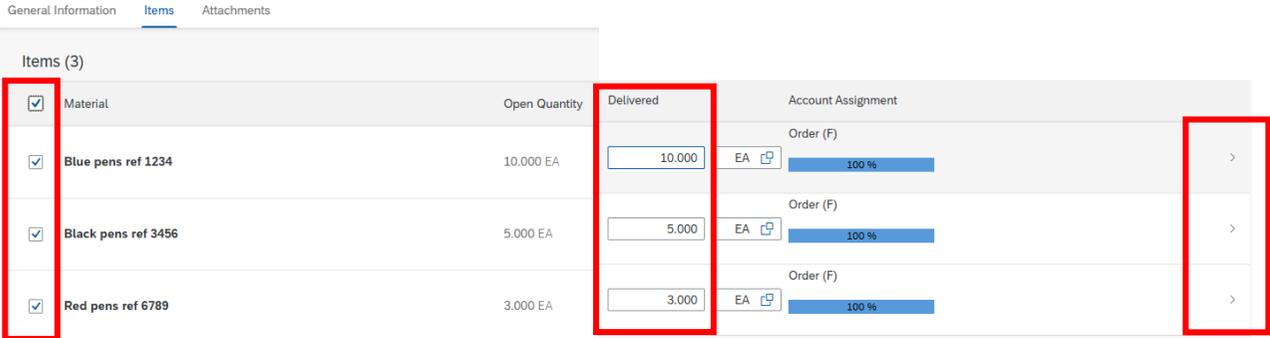
There are two different Apps available to enable you to goods receipt items / services for your school.

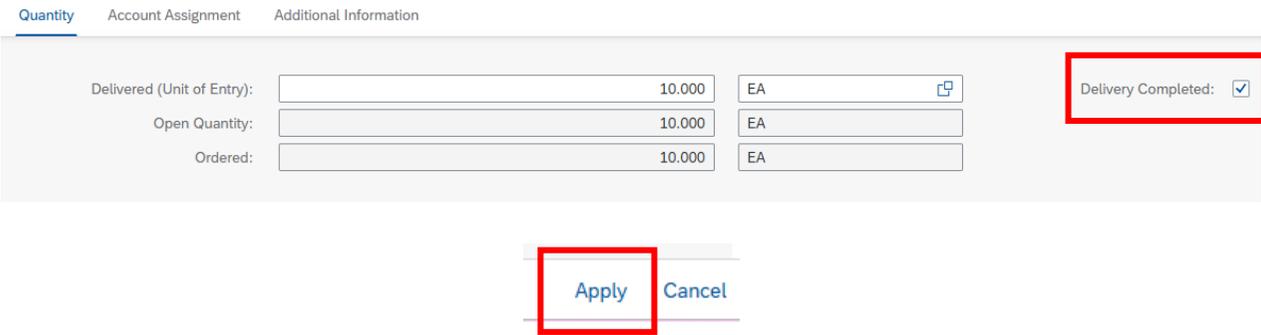
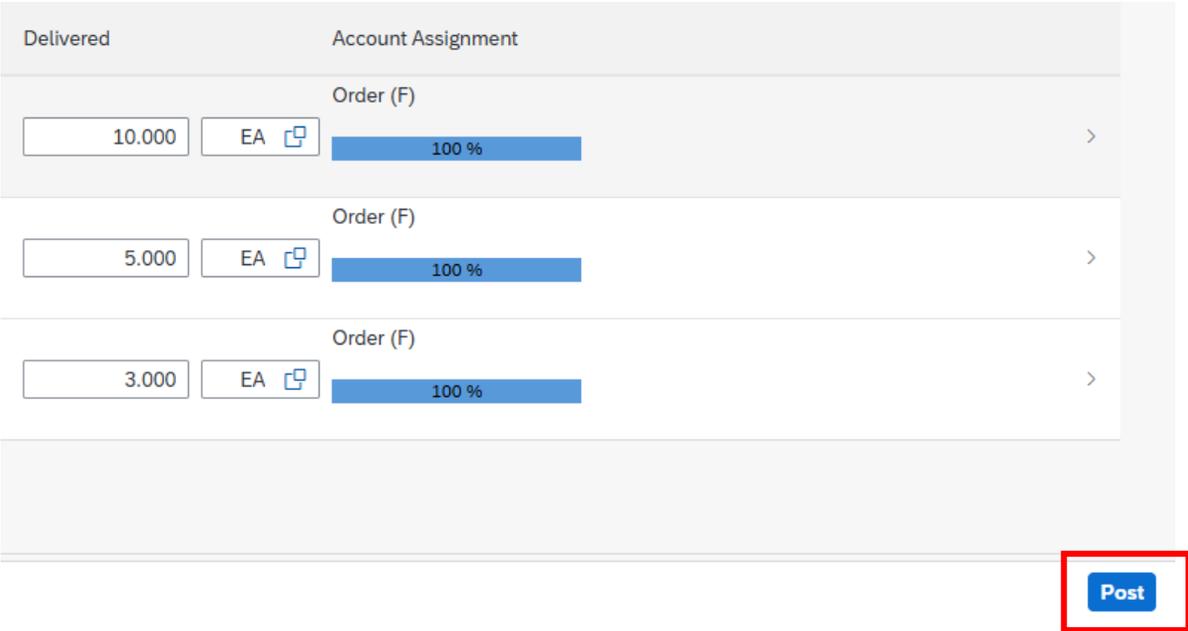


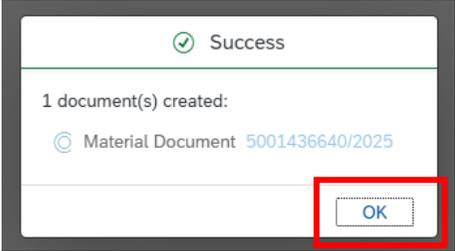
The **Confirm Receipt of Goods – New app** should be used by Requisitioners **when goods receipting items / services they themselves have ordered**. Details of how to use this app are provided in the [School Requisitioner guide \(section 5A\)](#)

The **Post Goods Receipt for Purchasing Document app** should be used by Requisitioners **who need to goods receipt items ordered by other Requisitioners in school or Requisitioners who have recently left the school**. Details of how to use this app are provided in this guide.

<p>1.</p>	<p>From the Fiori homepage</p> <p>Click on Procurement Transactions</p>	
<p>2.</p>	<p>Click on the Post Goods Receipt for Purchasing Document app</p>	
<p>3.</p>	<p>Enter the Purchase Order number in the Purchasing Document field and press enter</p> <p>The Purchase Order number will usually be shown on your delivery note or invoice.</p>	

<p>4.</p>	<p>The Goods Receipting screen is now displayed</p> <p>Enter the delivery note or invoice number into the delivery note field. Adding information into the note field is optional.</p> <p>The Document Date and Posting Date are pre-populated and <u>must not be changed</u></p>	
<p>5.</p>	<p>Tick the relevant boxes to select the required item(s).</p> <p>If all items have been delivered then you can tick the top box to select all items</p> <p>The delivered quantity box displays the number of items outstanding for receipt, so where a partial delivery has been received then this quantity should be adjusted to reflect the quantity received</p> <p>If the delivery is complete or if you wish to view the Account Assignment details then click on the arrow on the right hand side of the screen to open the Goods Receipt item screen</p>	

<p>6.</p> <p>Tick the delivery complete box only when all of this item type have been delivered</p> <p>Click Apply (bottom right-hand corner of the screen) to return back to the previous screen</p>	 <p>Quantity Account Assignment Additional Information</p> <table border="1"><tr><td>Delivered (Unit of Entry):</td><td>10.000</td><td>EA</td><td><input checked="" type="checkbox"/> Delivery Completed:</td></tr><tr><td>Open Quantity:</td><td>10.000</td><td>EA</td><td></td></tr><tr><td>Ordered:</td><td>10.000</td><td>EA</td><td></td></tr></table> <p>Apply Cancel</p>	Delivered (Unit of Entry):	10.000	EA	<input checked="" type="checkbox"/> Delivery Completed:	Open Quantity:	10.000	EA		Ordered:	10.000	EA	
Delivered (Unit of Entry):	10.000	EA	<input checked="" type="checkbox"/> Delivery Completed:										
Open Quantity:	10.000	EA											
Ordered:	10.000	EA											
<p>7.</p> <p>Check that the delivered quantities are recorded correctly</p> <p>Click Post.</p>	 <p>Delivered Account Assignment</p> <table border="1"><tr><td>10.000</td><td>EA</td><td>Order (F) 100 %</td></tr><tr><td>5.000</td><td>EA</td><td>Order (F) 100 %</td></tr><tr><td>3.000</td><td>EA</td><td>Order (F) 100 %</td></tr></table> <p>Post</p>	10.000	EA	Order (F) 100 %	5.000	EA	Order (F) 100 %	3.000	EA	Order (F) 100 %			
10.000	EA	Order (F) 100 %											
5.000	EA	Order (F) 100 %											
3.000	EA	Order (F) 100 %											

<p>8.</p>	<p>A confirmation message is now displayed showing the 500.. confirmation number</p> <p>Click OK to close this message</p>	 <p>The screenshot shows a white dialog box with a green checkmark icon and the word "Success". Below this, it says "1 document(s) created:" followed by a blue circular icon and the text "Material Document 5001436640/2025". At the bottom right of the dialog box, there is a blue button with the text "OK" inside, which is highlighted with a red rectangular border.</p>
<p>9.</p>	<p>Click on the SAP icon to return to the Fiori Home page</p>	 <p>The screenshot shows a dark blue navigation bar. On the left, there is a white left-pointing chevron icon followed by the SAP logo, which is highlighted with a red rectangular border. To the right of the logo, the text "Post Goods Receipt for Purchasing Document" is displayed in white, followed by a white downward-pointing triangle icon.</p>