



Confirmation of Goods Receipt

Use this Job Aid to:

- Confirm a Goods Receipt

BEFORE YOU BEGIN

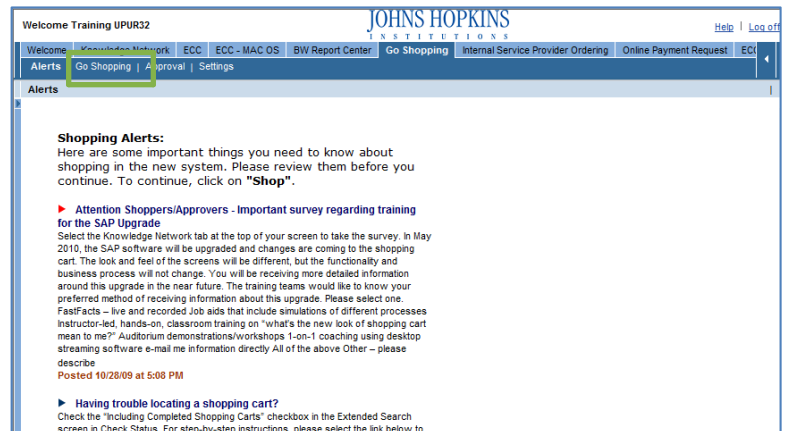
You need the purchase order or shopping cart number.

Confirmation of Goods Receipt

A Goods Receipt is confirmation that the goods ordered have been received by the requestor. For JHU a goods receipt or confirmation is required on any Purchase Order \$2500 or over to allow payment of any invoice on that Purchase Order (PO). PO's under that amount may require a GR if they are of certain document types, namely, Sub-award and Subcontract Purchase Orders (SPPO's), Project Purchase Orders (PROJ), Capital Expenditures- equipment purchase Orders (CAPP), Independent Contractors, inventory purchases and auto confirming vendors.

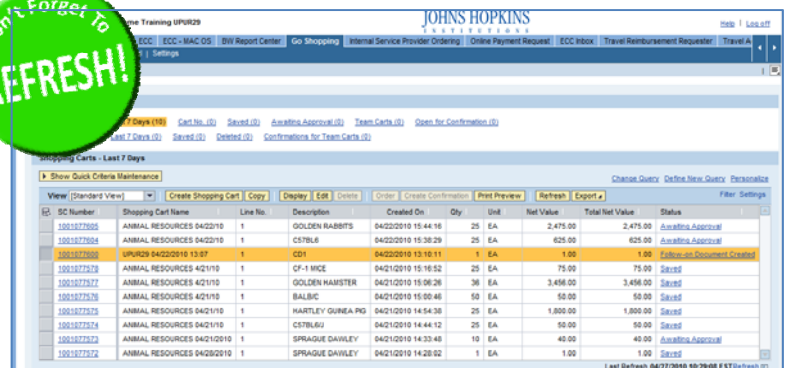
Let's start by searching for the shopping cart or purchase order number.

1. **Select "Go Shopping."** After you select the "Go Shopping" tab from the top line, select "Go Shopping" again from the next line to access the Shopping Cart Home Page.



2. **Refresh.** At the Shopping Cart Home Page, click "Refresh" to make sure that you are viewing the most up-to-date information.

- Your most recent work will not appear until you have clicked "Refresh."



3. **To create a confirmation of goods.** Your shopping cart must have gone through approval and have a purchase order number in order to create a confirmation of goods. Highlight the document from the shopping cart home page and click on the Create Confirmation button at the top of the screen.

Welcome Annette Kamau

JOHNS HOPKINS INSTITUTIONS

Navigation: Welcome | QA - 2 | Knowledge Network | ECC | BW GUI | BW Report Center | Online Payment Request | SRM GUI | PI GUI | SUS GUI | SolMan GUI | Travel Reimbursement Requester | Central Receiving | **Go Shopping** | ECC Int

Alerts | **Go Shopping** | Approval | Settings

Go Shopping

Active Queries

Shopping Carts Last 7 Days (2) | Cart No. (0) | Saved (0) | Awaiting Approval (0) | Team Carts (0) | Open for Confirmation (0)

Confirmations Last 7 Days (0) | Saved (0) | Deleted (0) | Confirmations for Team Carts (0)

Shopping Carts - Last 7 Days

Show Quick Criteria Maintenance

View [Standard View] | Create Shopping Cart | Copy | Display | Edit | Delete | Order | **Create Confirmation** | Print Preview | Refresh | Export

SC Number	Shopping Cart Name	Line No.	Description	Created On	Qty	Unit	Net Value	Total Net Value	Status
1001714388	Office Furniture 04/27/2010	1	Office Chairs	04/27/2010 16:59:24	10	EA	3,000.00	3,000.00	Awaiting Approval
1001713843	Office furniture	1	Office Chair	04/21/2010 16:36:20	1	EA	300.00	300.00	Awaiting Approval

4. **Edit the amount or quantity of goods received.** Confirm the quantity of the goods you have received in the Confirm Quantity field by typing the quantity of the goods received then click on the Confirm button. You may also enter a confirmation name and reference number (such as the packing slip number) at this time.

Create Confirmation

Confirmation Number: 6000498170 | Purchase Order Number: 2000766496 | Status: In Process | Confirmed Value: 0.00 USD

Buttons: Close | Print Preview | Check | **Confirm** | Save | Revert

Related Links

Overview | Header | Item | Notes & Attachment | Approval | Tracking

Confirmation Name: | Reference Document:

Delivery Date: * 04/28/2010

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Copy All Outstanding Quantities | **Confirm Quantity** | Filter | Settings

Line Number	Item Type	Product ID	Description	Product Category	Outstanding	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery
1	Material		Office Chairs	56000000		A	300.00	USD	1	05/02/2010	Cost Center	1010483003	<input type="checkbox"/>

5. Display Confirmation Number. The system will return a Confirmation number.

Display Confirmation

Confirmation Number: 6000498170 **Purchase Order Number:** 2000766496 **Status:** Awaiting Approval **Confirmed Value:** 3,000.00 USD

Your confirmation 6000498170 has been Posted

[Close](#) | [Print Preview](#) | [Refresh](#)

Please note: The goods receipt confirmation will take up to 30 minutes to appear in your work list on your Shopping Cart Home Page.