Step-by-Step Guide

Shopper: Entering Goods Receipt Status, Single Cart Search

To search for a Cart using the list of all outstanding Confirmations, refer to “Entering Goods Receipt Status, Multiple Cart Search” in the Advanced Functions section.

1. On the Buy@Duke tab, click on the Receiving page.

2. Click on the Confirmation link in the left-hand sidebar.

3. In the resulting Confirmation window, enter the Purchase Order number in the Purchase Order number box. You will find the Purchase Order number on the packing slip that came with the items.

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4. Click the **Search** button.

5. In the Search Results list, be certain that the line item is selected.

6. Click the **Start** button.

7. On the **Create Confirmation** page, make certain the **Overview** tab is selected.

8. In the **Confirm Quantity** field, enter the number of items you have received OR click the **Copy All Outstanding Quantities** button. You may confirm receipt of multiple items at one time.

9. If you receive less than the number of items you ordered, but you choose not to wait for future delivery, click the **Last Delivery** box.

10. Once you’ve completed entering the confirmation quantities and clicking the appropriate Last Delivery boxes for all items, click the **Confirm** button.

11. Review the text in the **Confirm Document** box. Click **Yes** to continue.
12. Review the confirmation message in the dialog box. Click **Close**.