Step-by-Step Guide

Entering Goods Receipt Status, Multiple Cart Search

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

2. The list labeled Purchase Orders-Confirmations Pending shows all currently pending confirmations in the Buy@Duke system.

3. Narrow the list by clicking on the Show Quick Criteria Maintenance button.

4. Enter your Requestor number by clicking on the search button in the Requestor field.

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5. In the subsequent **Business Partner Number** box, enter your last name in the **Name 1/last name field** and click the **Start Search** button.

6. In the resulting box, select your name by clicking on the gray button on the left side of the line and click **OK**.

7. Click the **Apply** button. The resulting list will show the carts for which you are the Shopper or Submitter.
8. Narrow the list further by selecting other criteria, such as **Timeframe** or **Item Description**.

9. Click the gray button on the left side of the line that shows the Purchase Order whose Goods Receipt you wish to Confirm.

10. Click the **Create Confirmation** button.

11. 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.

12. 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.
13. Once you’ve completed entering the confirmation quantities and clicking the appropriate Last Delivery boxes for all items, click the **Confirm** button.

14. Review the text in the **Confirm Document** box. Click **Yes** to continue.

15. Review the confirmation message in the dialog box. Click **Close**.