

## Goods Receipting

### Procurement > Purchase orders > Goods Received > Goods Receipt

Orders should be goods receipted **as soon as possible** after the goods/services have been delivered.

It is **not necessary** to wait for a task to prompt you to goods receipt, and doing so can risk delaying the payment.

On entering the screen, enter the order number to view all the lines on the order:

**UNIT4 ERP** Liverpool Hope University dalbyk

Goods receipt x

**Goods receipt**

**Order information**

Order number: 8020958  
Order status: Ordered  
Supplier: KIMPTON LIMITED  
Status: \*

**Delivery**

Delivery date: 8/19/2021

☒ Workflow log (row 1)

**Order details**

Order line	Journey From	Journey To	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit
1	BOILERPLANT	Boiler Plant and Air Condit...	BOILERPLANT	May Reactive 2021 - Contract Repairs ...	1.00	478.81	1.00	0.00	UN
2	BOILERPLANT	Boiler Plant and Air Condit...	BOILERPLANT	May Reactive 2021 - Other Works (GE...	1.00	1,856.80	1.00	0.00	UN
3	BOILERPLANT	Boiler Plant and Air Condit...	BOILERPLANT	May Reactive 2021 - Upgrade Works (...)	1.00	1,746.82	1.00	0.00	UN
Σ					3.00		3.00	0.00	

Set received to zero Goods received Rest cancelled Delete Batch and serial information

For any lines have been fully or partially received already, the **Previously received** column will show the received quantity. If nothing has been received, this will be 0.00.

To Goods Receipt **all remaining quantities** on selected lines, click in the box to the left of the lines and click the **Goods Received** button. Click on Save.

To partially receipt a line (i.e. a quantity of 10 ordered but only 7 delivered), enter the quantity received in the **Qty Received** box on the relevant line, and click **Save**. **DO NOT** click on **Goods Received** as this will overwrite the quantity entered with the full line value.