Agresso – Goods Receipt

Goods Receipt

A Goods Receipt should be performed on Agresso when you have received the goods or service you have ordered from a supplier, a prompt to complete this should be a Delivery Note which should be provided upon Delivery (services provided do not tend to submit a Delivery Note)

The Goods Receipt can be found:

Goods Receipt

Once open the Goods Receipt task should look as follows:

Goods Receipt

Now that you have the PO information on screen the 'Qty. received' column will automatically be populated with the outstanding quantity left on the order you placed, you can adjust the quantity received for each item on the delivery by changing the values in this column.

On occasion you may not receive the full order you placed in one delivery, if you have not received an item please make sure you amend the value to zero (0).

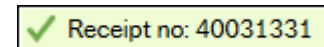Once you are happy with the changes you have made please click **Save**

If you have made an error and are not happy with the changes click **Clear** and start again.

Once you have saved you should see the following at the top of the screen: ✓ Receipt no: 40031331

Which confirms you have completed the Goods Receipt process.

Please be aware that the purpose of the Goods Receipt is to confirm the quantity you received not the value.

It is important that a Goods Receipt is processed as when an invoice is entered onto Agresso we match the invoice with a PO. If the Goods Receipt is not processed the invoice will not be paid.