CREATE GOODS RECEIPT

Have you received your order for $1K or above? Here's how to create a Goods Receipt in SRM.

1

GO SHOPPING

- In SRM, click the "**Go Shopping**" tab.
- Click the "**Order Status**" tab.
- Highlight the line item by clicking the grey cell in the first column

2

CREATE CONFIRMATION

- Click the "**Create Confirmation**" button.
- Enter the "**Confirmation Name**".
- Enter the quantity received.

3

CONFIRM

- Click "**Confirm**".
- A **Goods Receipt Confirmation Message** will display, confirming that the Goods Receipt was successfully created.