Confirmation of Goods Receipt

A Goods Receipt is confirmation that the goods ordered have been received by the requestor. For JHU a goods receipt or confirmation is required on any Purchase Order $2500 or over to allow payment of any invoice on that Purchase Order (PO). PO’s under that amount may require a GR if they are of certain document types, namely, Sub‐award and Subcontract Purchase Orders (SPPO’s), Project Purchase Orders (PROJ), Capital Expenditures- equipment purchase Orders (CAPP), Independent Contractors, inventory purchases and auto confirming vendors.

Let’s start by searching for the shopping cart or purchase order number.

1. Select “Go Shopping.” After you select the “Go Shopping” tab from the top line, select “Go Shopping” again from the next line to access the Shopping Cart Home Page.

2. Refresh. At the Shopping Cart Home Page, click “Refresh” to make sure that you are viewing the most up-to-date information.

   • Your most recent work will not appear until you have clicked “Refresh.”
3. **To create a confirmation of goods.** Your shopping cart must have gone through approval and have a purchase order number in order to create a confirmation of goods. Highlight the document from the shopping cart home page and click on the Create Confirmation button at the top of the screen.

4. **Edit the amount or quantity of goods received.** Confirm the quantity of the goods you have received in the Confirm Quantity field by typing the quantity of the goods received then click on the Confirm button. You may also enter a confirmation name and reference number (such as the packing slip number) at this time.
5. **Display Confirmation Number.** The system will return a Confirmation number.

### Display Confirmation

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>Purchase Order Number</th>
<th>Status</th>
<th>Confirmed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>6500409170</td>
<td>2000766496</td>
<td>Awaiting Approval</td>
<td>3,000.00 USD</td>
</tr>
</tbody>
</table>

- Your confirmation 6500409170 has been posted.

**Please note:** The goods receipt confirmation will take up to 30 minutes to appear in your work list on your Shopping Cart Home Page.