

# Enter Domestic Shipment Receipt

**Direct Ship RAs ONLY** will use this procedure to manually enter a shipment receipt also known as a Goods Receipt (GR). The receipt documents:

- Requested materials delivered to Ship-To
- Overages
- Shortages
- Damages
- Late quantities

## RECEIPT ALL

\* Use to report same information for multiple line items

1	Click on <b>“Operations”</b>
2	Click on <b>“Shipment Receipts”</b>
3	In the <b>“Order Number”</b> field enter <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Purchase Order # <i>or</i></li> <li>• Sales Order # <i>or</i></li> <li>• Requisition #</li> </ul>
4	Click on <b>“Order Number”</b> in <b>“Associated Document”</b> column
5	In <b>“Receipt Header”</b> complete the following: <ul style="list-style-type: none"> <li>• Railcar/BOL</li> <li>• Signed By</li> <li>• Date Received</li> <li>• Comments (if necessary)</li> </ul>
6	Click <b>“Receipt All”</b> button to copy header data into all lines associated with order
7	Click <b>“Submit Receipt”</b>
8	Review confirmation message at top of the screen <ul style="list-style-type: none"> <li>• S indicates successful submission</li> <li>• E indicates error with instructions to complete corrections</li> </ul>

## RECEIPT SINGLE LINE ITEMS

\*Use to report different information for line items

1	Click on <b>“Operations”</b>	
2	Click on <b>“Shipment Receipts”</b>	
3	In <b>“Order Number”</b> field enter <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Purchase Order # <i>or</i></li> <li>• Sales Order # <i>or</i></li> <li>• Requisition #</li> </ul>	
4	Click on <b>“Order Number”</b> in <b>“Associated Document”</b> column	
5	Click on the <b>“Select”</b> checkbox next to the desired line item(s) to receipt	
6	In <b>“Receipt Header”</b> complete the following: <ul style="list-style-type: none"> <li>• Signed By</li> <li>• Date Received</li> </ul>	
7	Review and complete the following fields <ul style="list-style-type: none"> <li>• Good Qty (amount in good condition)</li> <li>• Good Qty in CS (CS in good condition)</li> <li>• Over Qty (amount exceeding ordered qty)</li> <li>• Previous Qty (qty previously received)</li> <li>• Open Qty (amount not yet received)</li> <li>• Reject Qty (amount not usable)</li> </ul>	
8	If not reporting damages: <ul style="list-style-type: none"> <li>A. Click <b>“Submit”</b></li> <li>B. Review confirmation message</li> </ul>	If reporting damages: <ul style="list-style-type: none"> <li>A. Click number icon in <b>“Damage Qty”</b> column</li> <li>B. Enter damage details in Pop-Up</li> <li>C. Click <b>“Ok”</b></li> <li>D. Click <b>“Submit”</b></li> </ul>

**Need screenshots or more detail?**



Use RA104 Part I: Entering PPT  
or Part I Handout PDF



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division  
National School Lunch Program

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