MyAccount
Internet Goods Receipt
English

Revision Date: **June 8, 2012**

Purpose:
To explain the process for entering goods receipt using the MyAccount application.

Log In

Log onto www.airproducts.com

On top right corner select <APDirect MyAccount>

Air Products Worldwide ↘ 🌐

Search AirProducts.com 🔍

APDirect® MyAccount | Contact Us | Customer Support

Enter you Username (email address) and Password.

Already registered

If you have already registered, please login below

Username / E-mail: supplier@companyname.com
*Click here if this is not you

Password :   ••••••••••
Forgot your password?

Login

You will be directed to the Supplier Landing Page and will **only** see the applications that you have access to on the left toolbar. Click on <Submit Goods Receipt>:

Submit Goods Receipt ⬅
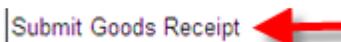
Welcome

Supplier are integral members of our team. We created this site to give yo online access to procurement and payables organziations. You will find information on how to manage supplier-related items and policies.

Through our full range of online services, you'll be able to place orders, download invoices, enroll in e-Payment and much more!

x - Supplier Information
x - Information to help you do business with us.
x - tell me more →

x - Automated Clearing House
x - Get paid electronically!
x - Fill out the ACH form →

Use Only

You will see the following screen:
> Central Confirmation allows you to see the confirmation you have already done
> Create Confirmation to create a new confirmation

Create Confirmation

Click on <Create Confirmation>:
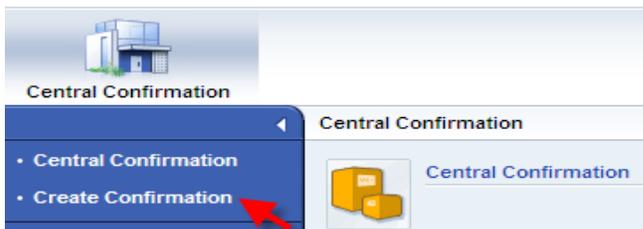
You will see the following screen in a new window where you can enter the "Purchase Order Number".

> **Note:** If you do not remember the PO number, you can search using SAP wildcards, (*). Also select a timeframe from the drop down menu and click on <Search>.

Once you have found the "Purchase Order", click on it to highlight the row.

Your search returned the following results;

Search Results: Purchase Orders

	Purchase Order / Item Number	Docu
	▶ 4502241699	
	▶ 4502241698	
	▶ 4502241697	
	▶ 4502241654	

Click on the <Start> button towards the top of the screen:

Search Purchase Order

Start
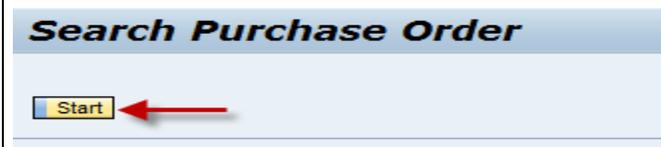
You will see the following screen where you may add the "Confirmation Name" and "Reference Document".

       Note: These fields are Optional and are NOT required to be filled in.

Also you can edit the "Delivery Date" and enter the quantity received in the "Confirm Quantity" field. You can see the Status of your Confirmation and the header.

Confirmation Number 3000113	Purchase Order Number: 4502241699	Status In Process	Confirmed Value 0.00

Confirm | Check | Save | Revert

Overview | Header | Item | Tracking

Confirmation Name: Test Confirmation   Reference Document: 23456
Delivery Date: *   06/18/2012

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Copy All Outstanding Quantities

	Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity
	▪ 1	Material	000000000000125847	RB_GMM_RTD_WIKA	4100	1	0 E

Note: Outstanding quantity is the quantity left to be still received on the PO. It is not the total PO quantity.

Note: If this confirmation fulfills the outstanding quantity, click the "Last Delivery" box in order to complete purchase order.

Assign Number	Last Delivery	Purchase Order	Item No.
50006153	☑	4502241699	0000000010

Check/Correct Errors

Click the <Check> button to verify if there are any errors:

| Confirm | Check | Save | Revert |

If there are any errors, they will appear at the top of the page. For example, this error indicated that the "Confirm Quantity" is larger than the "Outstanding Quantity". Review and adjust the quantity and click the <Check> button again:

⚠ Line 1: Back-end purchase order quantity exceeded by 1 EA

> **Note:** If you received more that the quantity of the Purchase Order, you will need to contact the Requisitioner to issue a change order.

If there are no errors, you will see the following message at the top of the page.

✅ Confirmation has no errors

Confirm Order

Click the <Confirm> button when you have corrected any outstanding errors

Confirmation Number 3000113   **Purchase Order Number:** 4502241699

✅ Confirmation has no errors

| Confirm | Check | Save | Revert |
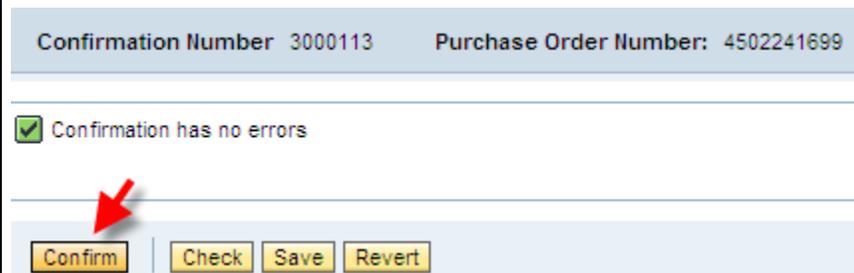
You should see the following notification. Click <Yes>:

Confirm Document

⚠ Items with quantities greater than zero or which have the Last Delivery checkbox selected will be confirmed. Continue?

Yes | No
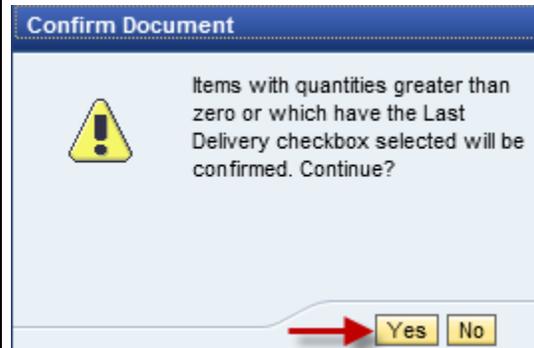
You should receive the following message that the confirmation has been successfully processed. You can see the status of the Confirmation "Awaiting Approval"

Confirmation Number 3000113   **Purchase Order Number:** 4502241699   **Status** Awaiting Approval

☑ Confirmation 3000113 posted
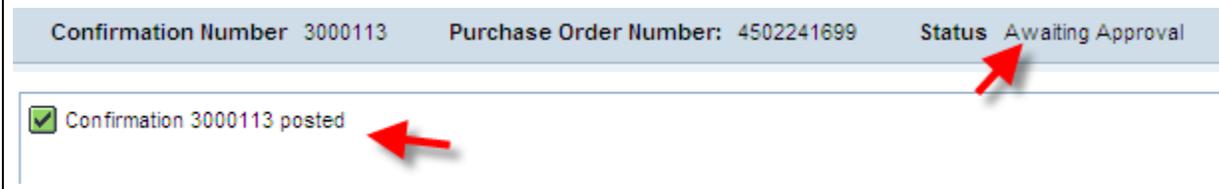
Click the <Refresh> button to see the Status of the Confirmation

Confirmation Number 3000113   **Purchase Order Number:** 4502241699   **Status** Approved

Refresh
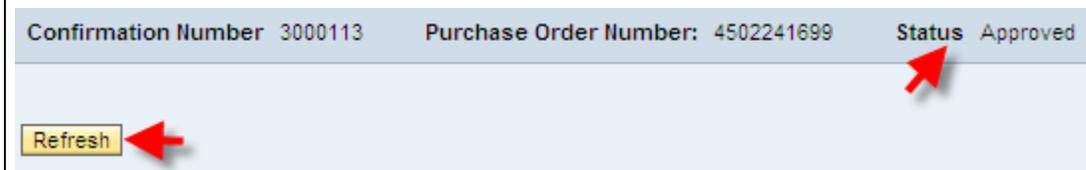
Reverse Goods Receipt

To reverse/cancel the Goods Receipt on the Purchase Order, click on Central Confirmation from the MyBuyer dashboard

• Central Confirmation

• Create Confirmation
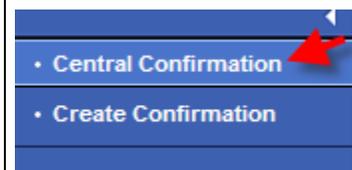
Locate and highlight the appropriate Confirmation that you need to reverse/cancel. Click on <Delete/Cancel>

Confirmation Number	Confirmation Name	Item Number	Status	Reference Document	Product ID	Product Description
3000071	4400000313 order confirm	1	Posted in the Backend	999880		3M(3M)神奇隐形胶带 #8
3000082	eerttyt	1	Posted in the Backend	78990		Box of Boxes
3000084	Test Confirmation	1	Posted in the Backend	23562		TEst Material Procuremen

View: [Standard View] — Create Confirmation | Display | Edit | Delete/Cancel | Refresh | Export

You will receive a warning message. Select Yes:

Confirm

? Really delete/cancel selected confirmation?

Yes   No   Cancel
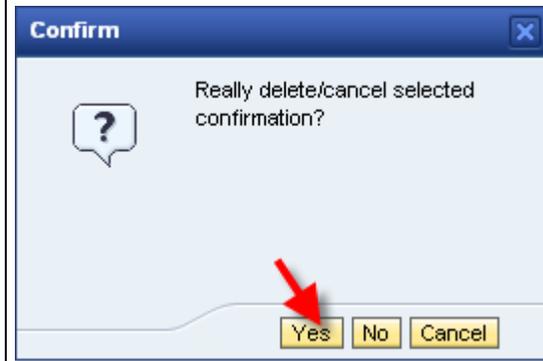
You will be directed to the Cancellation Screen:

Create Cancellation

Cancellation Number 3000122   Purchase Order Number: 4400000403   Status In Process   Confirmed Value 61.75 USD

Confirm   Close | Check   Save

Overview | Header | Item | Tracking

Name of Cancellation: Test Confirmation   Reference Document: 23562
Canceled on: * 06/19/2012

Select the line item that you want to cancel and click 'Confirm'. You can also select multiple line items by holding CTRL + SHIFT keys and selecting the line items that you want to cancel.

▼ Item Overview

Select All | Details | Add Item | Copy | Paste | Duplicate | Delete

Line Number	Item Type	Product ID	Description	Product Category	Confirmed Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	L
• 1	Material		TEst Material Procurement	93131608	5	EA	12.35	USD	1	06/05/2012	Cost Center	US10315	

Click on Check to confirm that there are no errors. If no errors exist, you will receive the following message:

✓ Cancellation has no errors

Confirm   Close | Check   Save

Click on Confirm and you will receive the following message and click on <Close> to return to MyBuyer Dash Board

☑ Cancellation 0003000122 posted

Confirm   Close
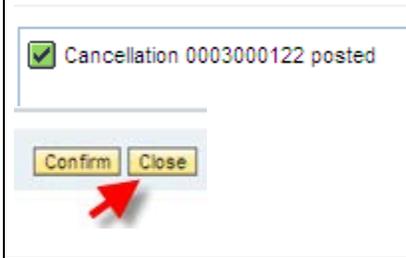
Confirmation Status

To see a listing of all your Confirmations go to the MyBuyer (SRM) dashboard and click <Central Confirmation>:

Central Confirmation

• Central Confirmation
• Create Confirmation
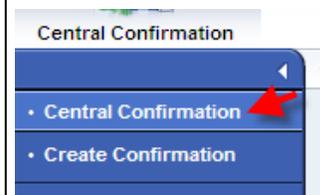
You should see your confirmation appear, with its respective Status.

Confirmations - All

▸ Show Quick Criteria Maintenance

View: [Standard View] ▼ | Create Confirmation | Display | Edit | Delete/Cancel | Refresh | Export ◢

	Confirmation Number	Confirmation Name	Item Number	Status	Reference Document	Product ID	Product Description
	3000071	4400000313 order confirm	1	Posted in the Backend	999880		3M(3M)神奇隐形胶带 #810
	3000090	Test Confirmation	1	Approved	23562		TEst Material Procurement

Status Definitions:

Saved – means saved document for future use. The user can go back and open the document and post it or delete it.

Approved – means confirmed (posted in SRM) document that is on its way to ECC but have not posted in backend yet.

Posted in Backend – means the MIGO document is posted in ECC against the PO.

Deleted – Goods Receipt Confirmation was reversed/cancelled.

-End Internet Goods Receipt Training-