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.