The University of Texas at Tyler
Procedures for Receiving a PO in PeopleSoft

Navigation

1. Main Menu > eProcurement > Receive Items
2. Click the Add New Receipt link

3. Verify that Add a New Value is the selected tab
4. Click the Add button

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5. Click in the ID field
6. Enter the desired PO number into the ID field. Enter a valid value e.g. "0000020747".
7. Click Search

Select Purchase Order

Search Criteria

PO Unit UTTYL	Days +/- Today	120
ID 0000020747	Start Date 02/10/2019	
Line / Schedule /	End Date 10/08/2019	
Release	Supplier Name	Supplier Lookup
Item ID	Supplier Item ID	
Ship To PHY1.108	Manufacturer ID	
Ship Via	Manufacturer's Item ID	
☑ Retrieve Open PO Schedules		

Search

Receipt Qty Options
○ No Order Qty   ○ Ordered Qty   ● PO Remaining Qty

8. Check the Select box for each line to be received or Select All to receive entire PO.
9. Click the OK button

Select Purchase Order

Search Criteria

PO Unit UTTYL	Days +/- Today	
ID 0000020747	Start Date	
Line / Schedule /	End Date	
Release	Supplier Name	Supplier Lookup
Item ID	Supplier Item ID	
Ship To PHY1.108	Manufacturer ID	
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Search

Receipt Qty Options
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Retrieved Rows

Personalize | Find | View All | | | First ◁ 1-5 of 25 ▷ Last

Selected Rows | **Shipping Related** | **More Details**

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☑	UTTYL	0000020747	1	1		06/18/2019	12.0000			ACCESSORIES,36W,UNDERSURFACE
☐	UTTYL	0000020747	2	1		06/18/2019	12.0000			ACCESSORIES,48WX12H,MODESTY PA
☑	UTTYL	0000020747	3	1		06/18/2019	12.0000			SUPPORT BASE,3WX28H,ROUND
☐	UTTYL	0000020747	4	1		06/18/2019	7.0000			WAVEWORKS,15WX50H,BOOKCASE,OPE
☐	UTTYL	0000020747	5	1		06/18/2019	10.0000			WAVEWORKS,17DX15W,PEDESTAL,BOX

☑ Select All   ☐ Clear All

OK   **Cancel**   **Refresh**

10. Verify the Receipt Quantity and change if necessary.
11. Click the Save button.
12. Verify that the Receipt Status is correct.

13. End of Procedure