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

UT TYLER				
Favorites - N	1ain Menu★ 🧼 > – ePro	ocurement 😁 🕞 F	Receive Items	
Employee Self-Ser	rvice Training			
Manage Receipt	ts			
Received Da	ate From 02/10/2019	То	06/10/2019	Show Status Received//Open V
Busin	ess Unit UTTYL 🔍	Receipt ID		Ship To
	PO Unit	PO ID		Search Clear
Add New Receipt	Process Receipts	Inspection	Review ASN Receipt	Manage Return To Supplier
Your Search returns m	nore than 50 receipts, please i	modify the search crite	ria to limit your search.	

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

4. Click the Add button

Favorites -	Main Me	enu v 🔷 🚿	eProcurement *	Receive Items	Add/Update Receipts
Employee Se	lf-Service	Training			
Receiving					
<u>Find an Existing</u>	Value <u>K</u> eyw	ord Search	Add a New Value		
_					
Business Unit U	TTYL Q				
Receipt Number N	EXI				
PO Receipt					
Add					

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

- 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	,Q	Supplier Lookup
Item ID	Supplier Item ID	٩ ٩	
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	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

Search	Criteria									
Scarch	enterna		CT)/I	-						
		PO Unit U	TYL	Q				Days +/-	Today	
		ID 00	0002074	7	Q			Star	t Date	3
	L	ine / Schedule		1				En	l Date	91
		Release						Supplier	Name	Q Supplier Lookup
		Item ID		Q				Supplier l	em ID	
		Shin To Ph	HY1.108	Q				Manufacti	irer ID	0
		Chip Via					Manu	facturoria li	om ID	
		Ship Via	Retriev	e Onen PO S	chodulos		Wallu	lacturer ST		4
_		_	- Rounov	e open i o si	incudico	Receipt Qtv	Options			
Se	arch					No Order	Qty	Or	lered Qty	PO Remaining Qty
							-		-	
Select	ed Rows	Shipping Polator	1 Mor	o Dotaile						Personalize Find View All 🖾 🏛 First 🔍 1-5 of 25 🖤 Las
JUICER	d nons	Omposing related	<u></u> OI	e Detailo				Prior		
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	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
	at All		Olean All							
Sei	BCL AII		Clear All							
OK	Ca	ancel Refres	h							

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

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

Mainta	in Rec	eipts																
Rece	iving																	
		Business Unit	UTTYL		Receipt	Status	Open	>	c									
		Receipt ID	NEXT	Header Comr	ments/Attachments	A	Activities											
			Header Details															
Hea	ıder																	
Select F	ourchas	e Order			Close Short A	II Lines		Pr	rint Delivery	Report	1	Run PO Rec	eipt Accrual					
Receip	ot Line:	S											Persor	nalize Find	View All	2	First 🕚 1	l of 1 🕑 Last
Receip	ot Lines	More Detail	s Links and Status	Item / Mfg Data	Optional Input	Sourc	e Information											
Line		Item	Description				Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	
1	P		ACCESSORIES,36W,U	JNDERSURFACE			12.0000	Þ	EA Q	71.10000	12.0000	Open				EA	Device Track	×
🗆 Inte	rface R	eceipt	Run Close	Short					Interfac	e Asset Inform	ation							
R Save	e 🗄	Notify 📿 Re	fresh													📑 A	dd 🔰 Up	odate/Display

13. End of Procedure