

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 ▾ | Main Menu ▾ > eProcurement ▾ > Receive Items

Employee Self-Service | **Training**

Manage Receipts

Search Criteria

Received Date From: 02/10/2019 [BT] To: 06/10/2019 [BT] Show Status: Received//Open ▾

Business Unit: UTTYL [Q] 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 more than 50 receipts, please modify the search criteria to limit your search.

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

Favorites ▾ | Main Menu ▾ > eProcurement ▾ > Receive Items > **Add/Update Receipts**

Employee Self-Service | **Training**

Receiving

[Find an Existing Value] [Keyword Search] **Add a New Value**

Business Unit: UTTYL [Q]

Receipt Number: NEXT

PO Receipt:

Add

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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

ID

Line / Schedule /

Release

Item ID

Ship To

Ship Via

Retrieve Open PO Schedules

Days +/- Today

Start Date

End Date

Supplier Name Supplier Lookup

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

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

ID

Line / Schedule /

Release

Item ID

Ship To

Ship Via

Retrieve Open PO Schedules

Days +/- Today

Start Date

End Date

Supplier Name Supplier Lookup

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

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
<input checked="" type="checkbox"/>	UTTYL	0000020747	1	1		06/18/2019	12.0000			ACCESSORIES,36W,UNDERSURFACE
<input type="checkbox"/>	UTTYL	0000020747	2	1		06/18/2019	12.0000			ACCESSORIES,48WX12H,MODESTY PA
<input checked="" type="checkbox"/>	UTTYL	0000020747	3	1		06/18/2019	12.0000			SUPPORT BASE,3WX28H,ROUND
<input type="checkbox"/>	UTTYL	0000020747	4	1		06/18/2019	7.0000			WAVEWORKS,15WX50H,BOOKCASE,OPE
<input type="checkbox"/>	UTTYL	0000020747	5	1		06/18/2019	10.0000			WAVEWORKS,17DX15W,PEDESTAL,BOX

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

Maintain Receipts

Receiving

Business Unit: UTTYL Receipt Status: Open ✖

Receipt ID: NEXT Header Comments/Attachments Activities

Header Details

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		ACCESSORIES.38W.UNDERSURFACE	12.0000	EA	71.10000	12.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Device Track ✖

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

13. End of Procedure