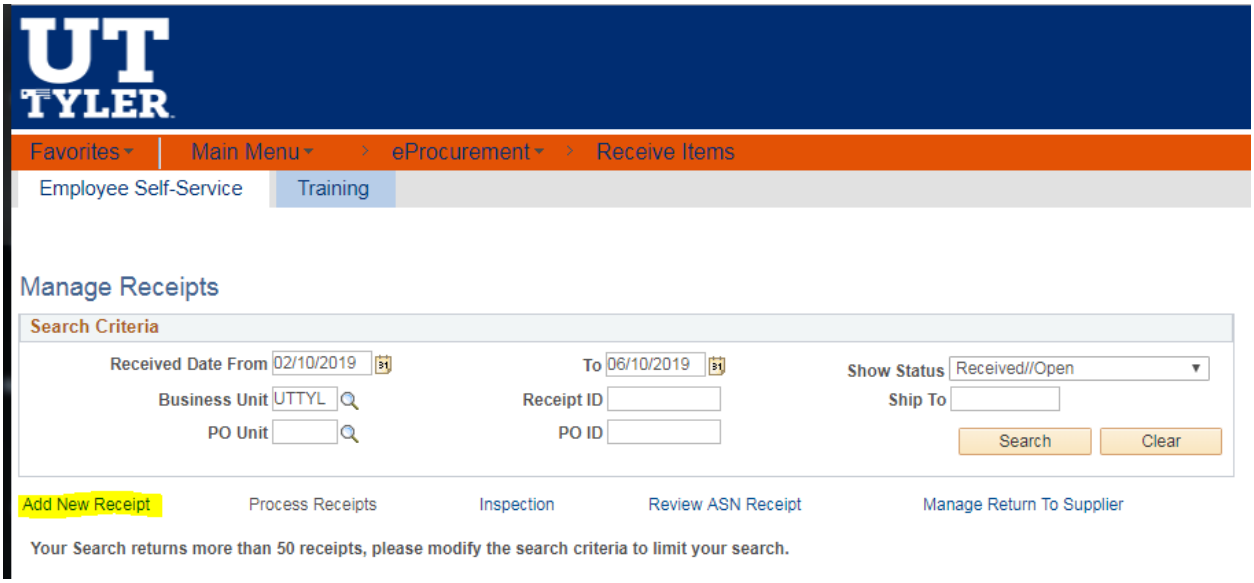
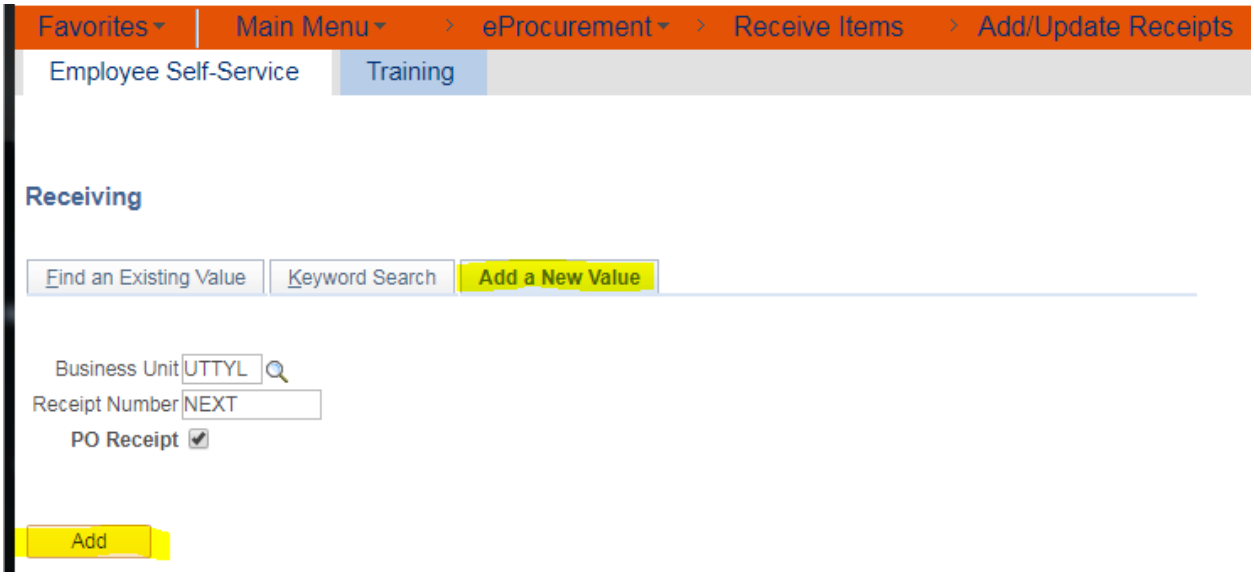
The University of Texas at Tyler
Procedures for Receiving a PO in PeopleSoft

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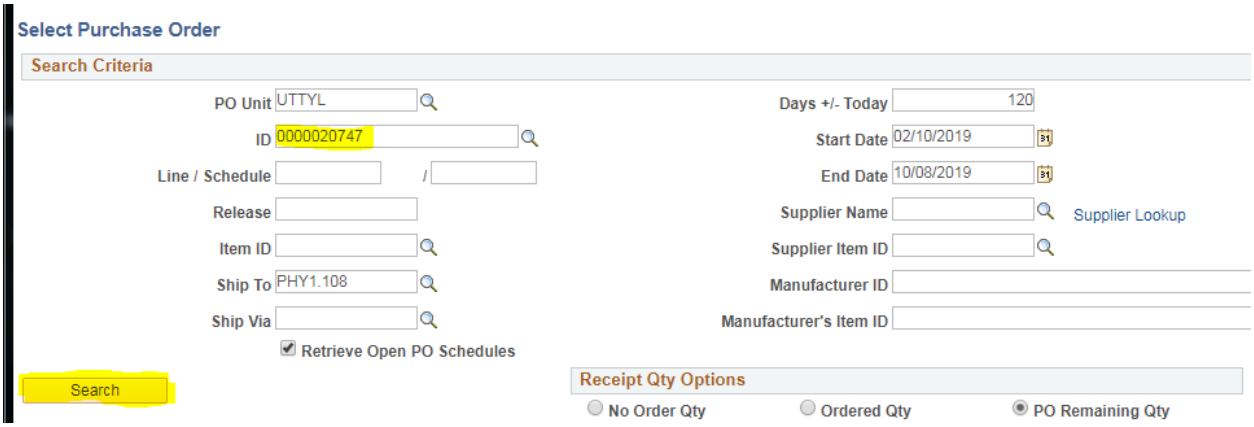
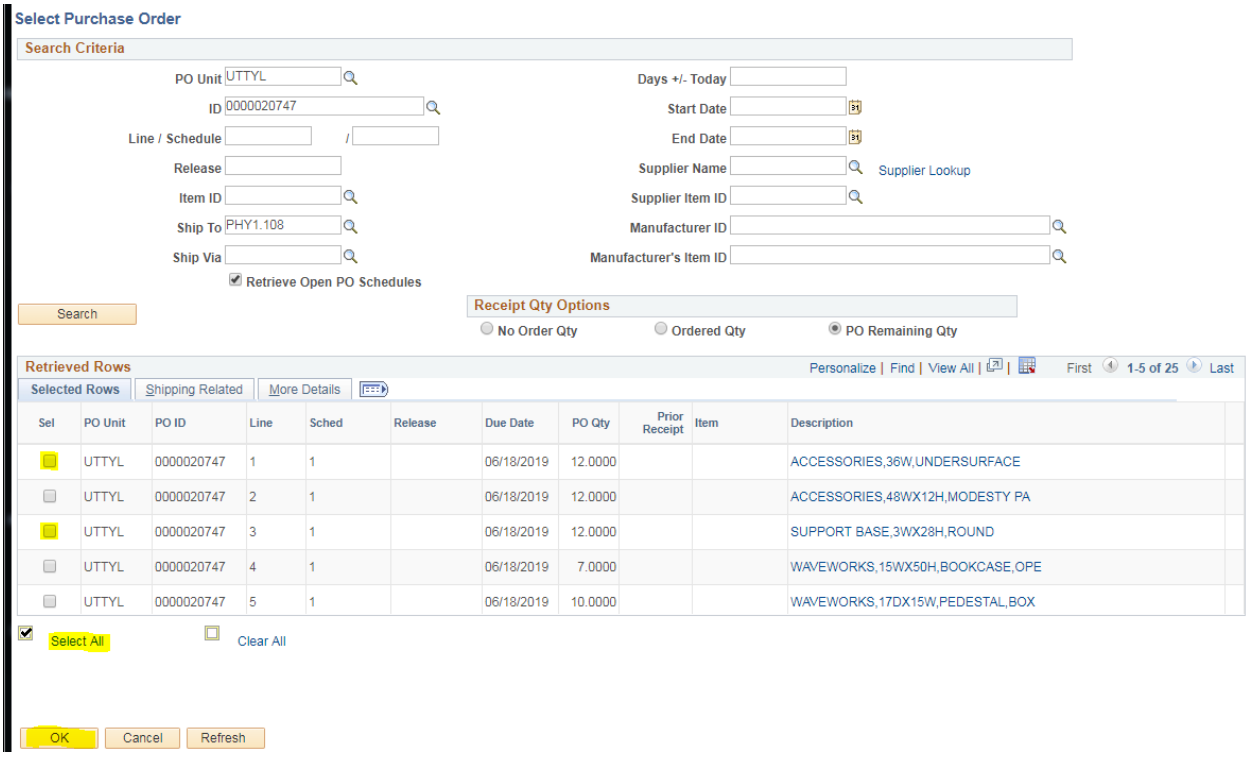
5. Click in the ID field
6. Enter the desired PO number into the ID field. Enter a valid value e.g. “0000020747”.
7. Click Search



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



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

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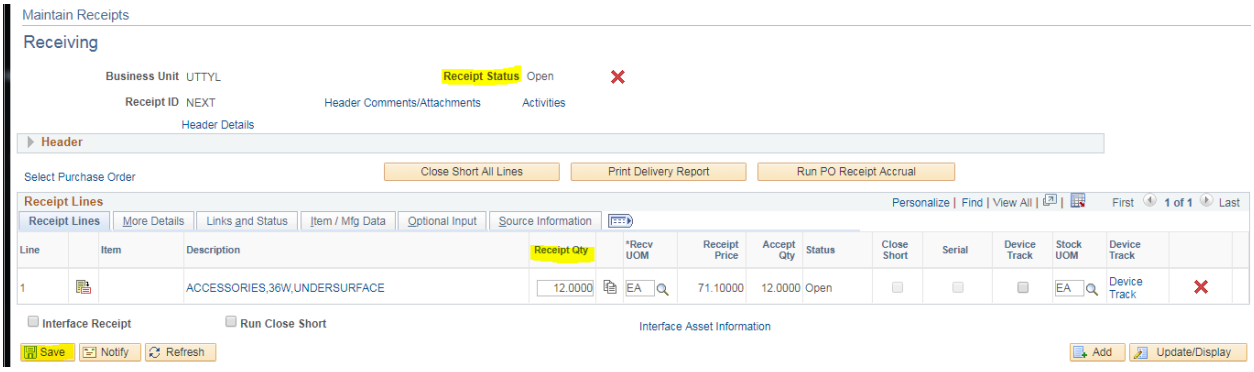
10. Verify the Receipt Quantity and change if necessary.
11. Click the Save button.
12. Verify that the Receipt Status is correct.



13. End of Procedure