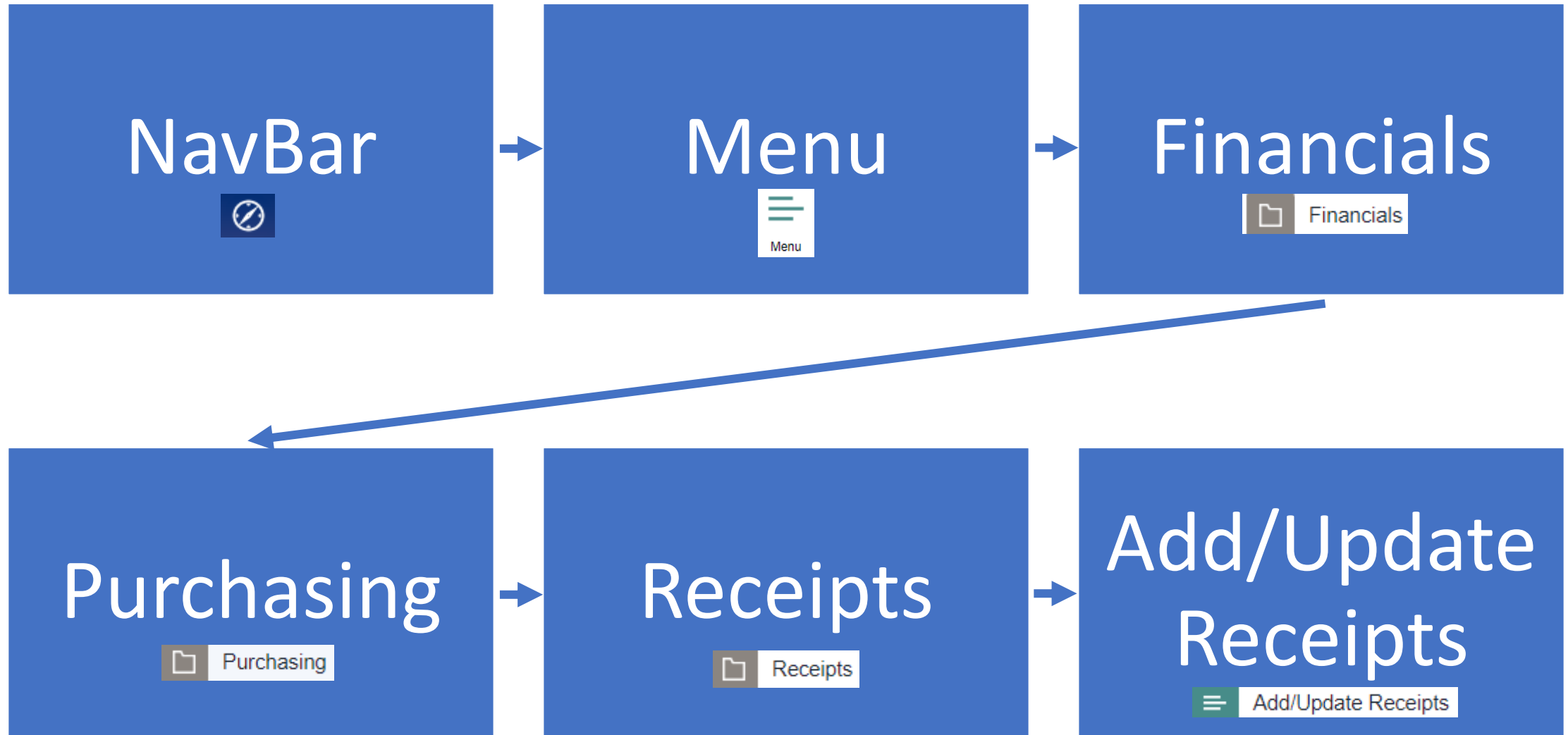# Creating a PO Receipt

Procedures for Receiving a PO in PeopleSoft

Navigation

Receiving

- Click the Add button

Receiving

Add a New Value

Find an Existing Value

*Business Unit UTTYL
*Receipt Number NEXT
PO Receipt ☑
Add

Select Purchase Order

- Click in the ID field

- Enter the desired PO number into the ID field. Enter a valid value e.g. "0000020747".

- Click Search

- Note – If the PO doesn't pull up, remove Ship To, Date Range, Uncheck Retrieve Open PO Schedules and search again.

Select Purchase Order

- Check the Select box for each line to be received or Select All to receive entire PO.

- Click the OK button

Select Purchase Order

- Verify the Receipt Quantity and change if necessary

- Click the Save button

- Verify that the Receipt Status is correct.

- End of Procedure