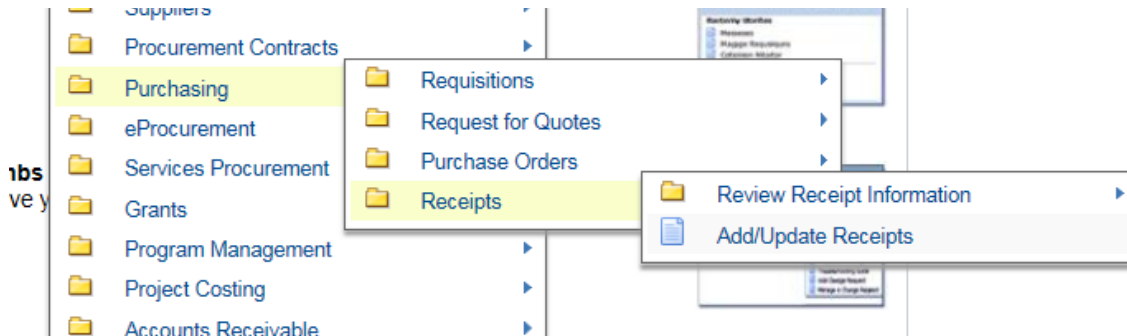


Receiving Goods and Services on a PO

From PeopleSoft, click “Main Menu” → “Purchasing” → “Receipts” → “Add/Update” Receipts



To enter a new receipt, click “Add” on the “Add a New Value” tab.

Receiving

Business Unit

Receipt Number

PO Receipt

On the next page, enter your PO number in the ID field and click “Search”

Select Purchase Order

Search Criteria

PO Unit: USC01
ID: 2000028734
Days +/- Today: 30
Start Date: 07/20/2016
End Date: 09/18/2016
Supplier Name: [Search] Supplier Lookup
Supplier Item ID: [Search]
Manufacturer ID: [Search]
Manufacturer's Item ID: [Search]
Line / Schedule: /
Release: [Search]
Item ID: [Search]
Ship To: [Search]
Ship Via: [Search]
 Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Search

OK

Cancel

Refresh

A list of the lines available for receipting will appear. (Note: If no lines appear, then your PO does not need to be receipted and you may forward your invoice to USCB Accounts Payable).

Mark the check box by the line that you wish to receive and click "Ok"

Retrieved Rows

Personalize | Find | View All | First 1 of 1 Last

Selected Rows	Shipping Related	More Details									
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description	
<input type="checkbox"/>	USC01	2000028734	1	1		06/30/2017	1.0000			BLANKET ORDER EFFECTIVE 7/1/16	

Select All

Clear All

On the next page you will be able to adjust either the "Receipt Price" if you are receiving by dollar amount or you will be able to adjust the "Receipt Qty" if you are receiving by the number of items ordered. Once you enter the amount received, click "Save"

Header

Select Purchase Order

Close Short All Lines

Print Delivery Report

Run PO Receipt Accrual

Receipt Lines

Personalize | Find | View All | First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information										
Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track					
1		BLANKET ORDER EFFECTIVE 7/1/16	1.0000	40000.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track					

Interface Receipt

Run Close Short

Interface Asset Information

Save Notify Refresh

Add Update/Display

If you previously received against the PO and simply need to edit your receipt, click the tab that says “Find an Existing Value”.

Receiving

Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value | **Keyword Search** | **Add a New Value**

▼ **Search Criteria**

From that page, enter your PO number and click search. A list of previously entered receipts will appear, allowing you to click on them and either update or delete the receipt as needed using the steps above.

Find an Existing Value | **Keyword Search** | **Add a New Value**

▼ **Search Criteria**

Business Unit = ▾ JSC01 x 🔍

Receipt Number begins with ▾

Bill of Lading begins with ▾

PO Business Unit begins with ▾ 🔍

Item ID begins with ▾ 🔍

PO Number begins with ▾ 🔍

Ship To Location begins with ▾ 🔍

Shipment Number begins with ▾

Supplier ID begins with ▾ 🔍

Received Date = ▾ 📅

Receipt Status = ▾ ▾

User ID begins with ▾ 🔍

Case Sensitive