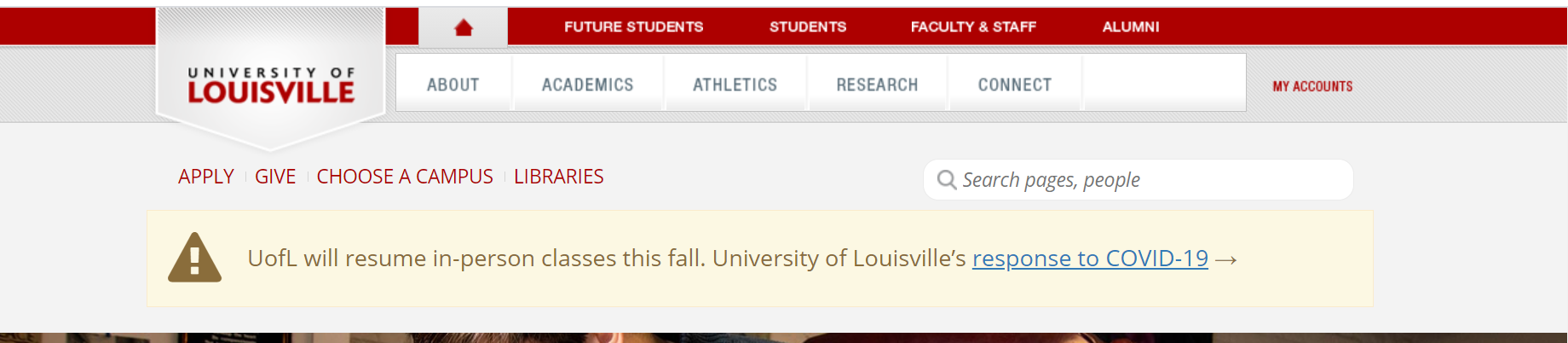
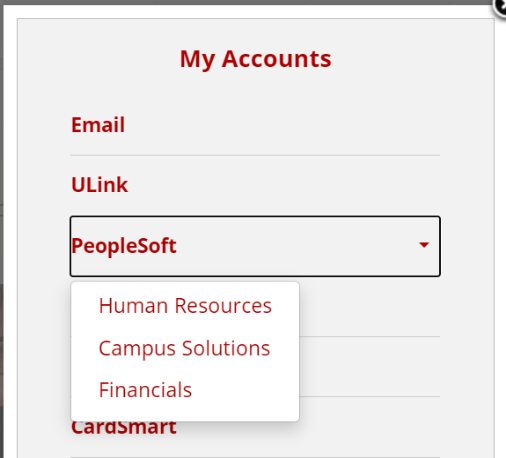
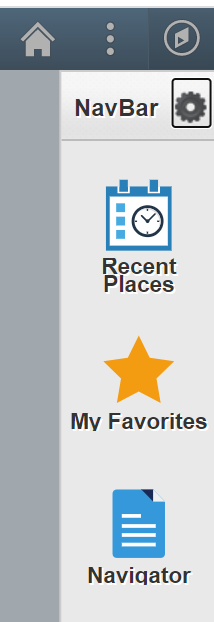
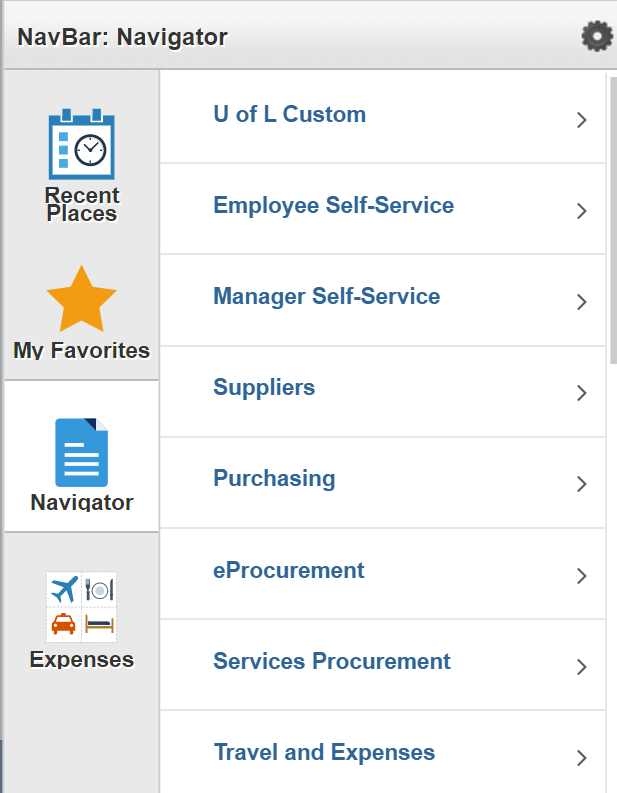
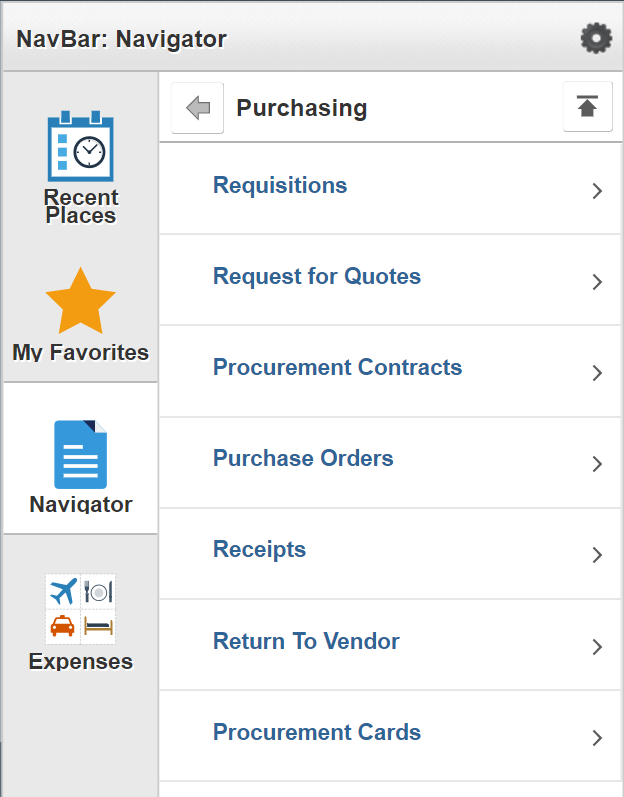
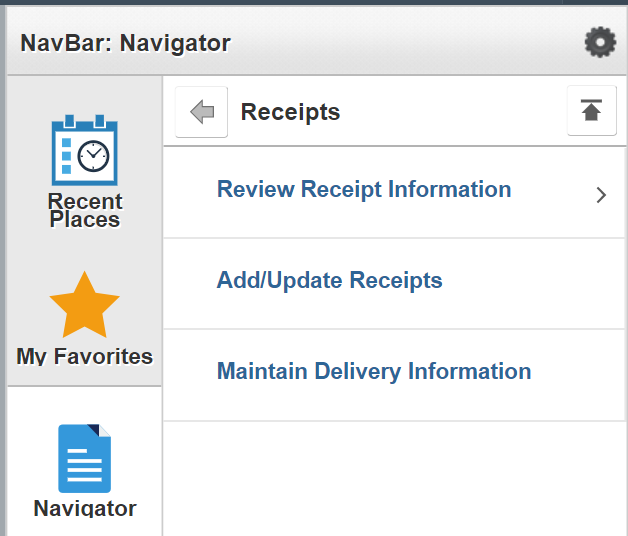
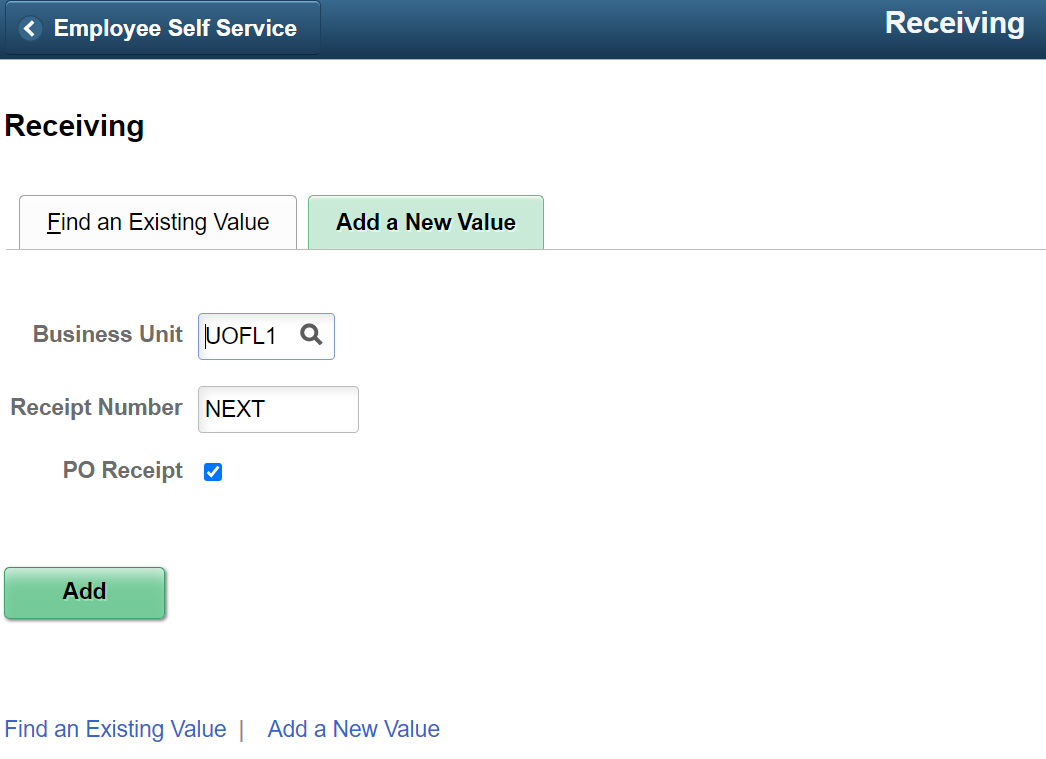
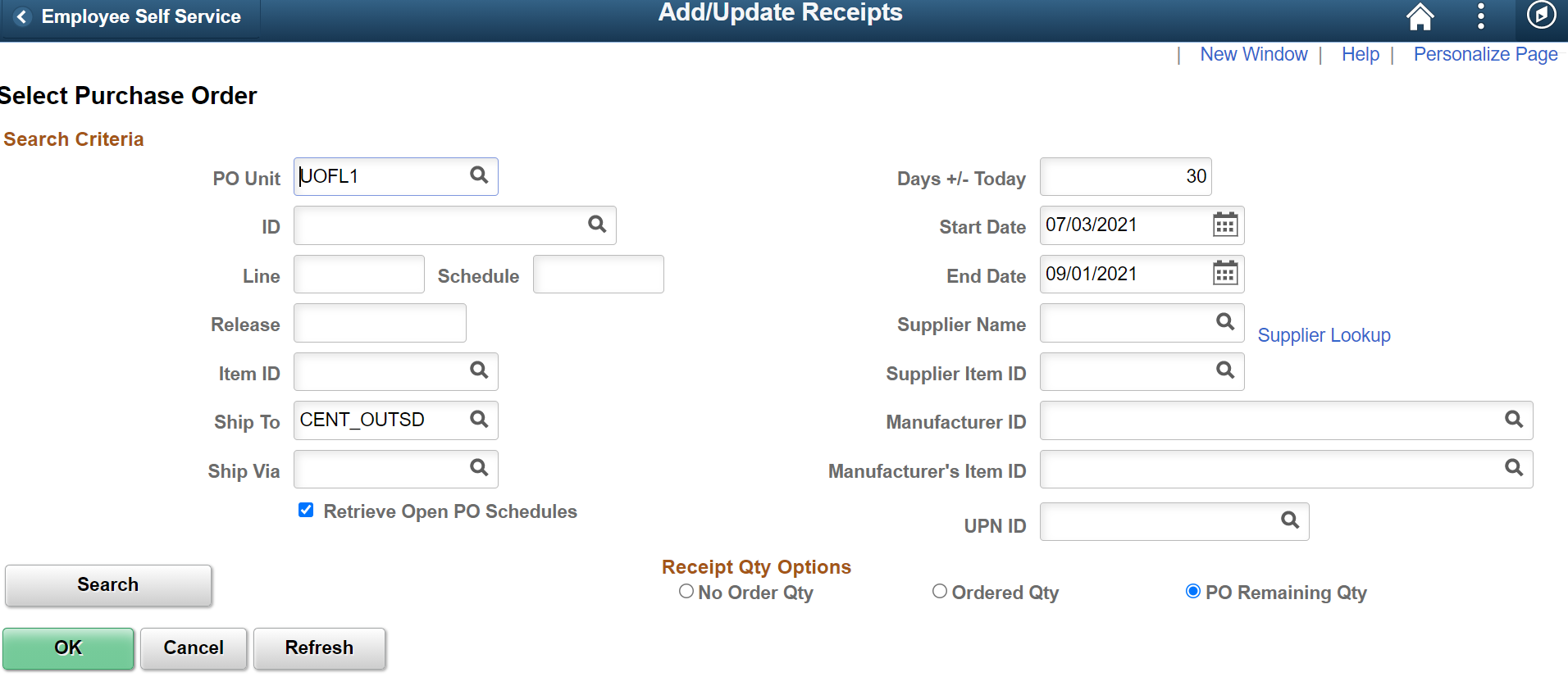
**How to Receive in Peoplesoft a Fully Received PO**

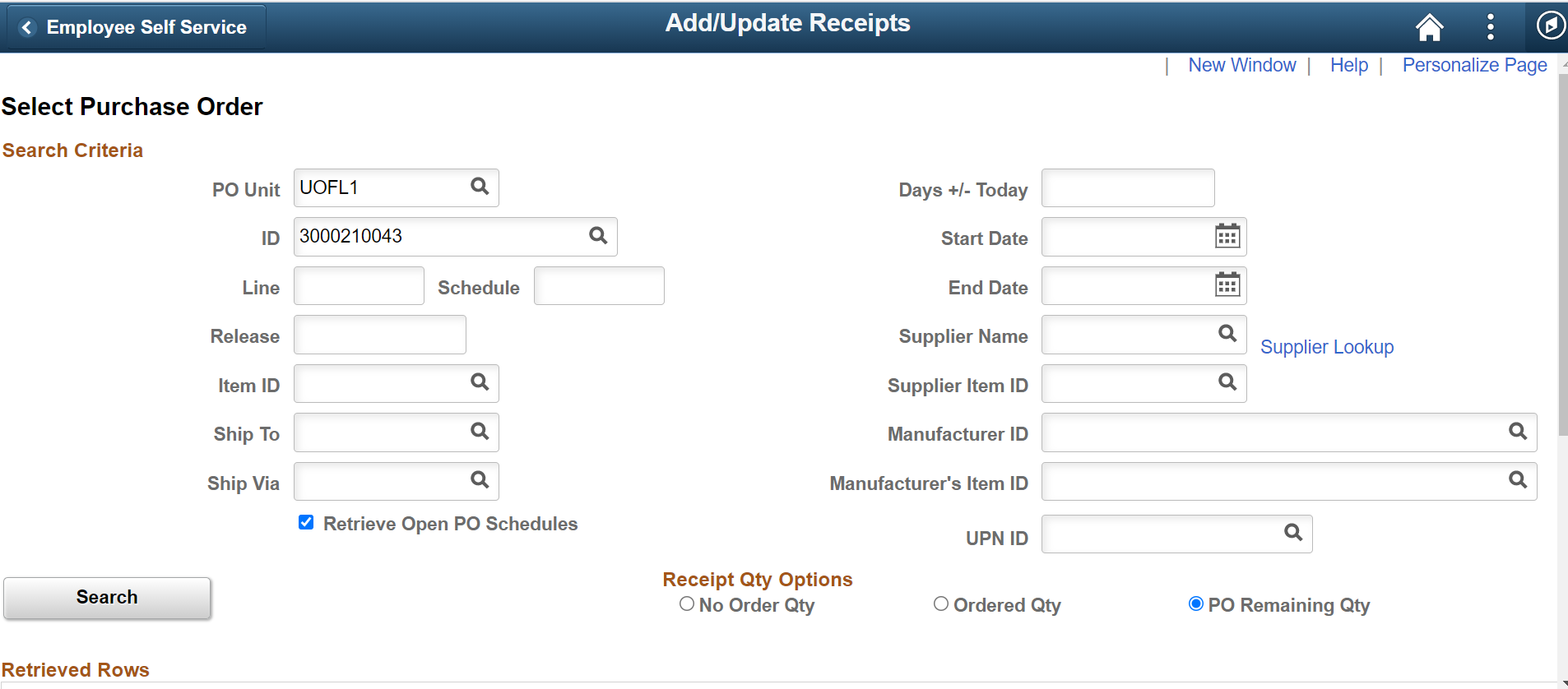
1. Go to Louisville.edu website 
2. Click on “My Accounts”
3. Click on “Peoplesoft” 
4. Click on “Financials”
5. Once you click Financials - Log into Oracle Peoplesoft 
6. Find the NavBar located in the Upper Right and click 
7. Click on “Navigator” 

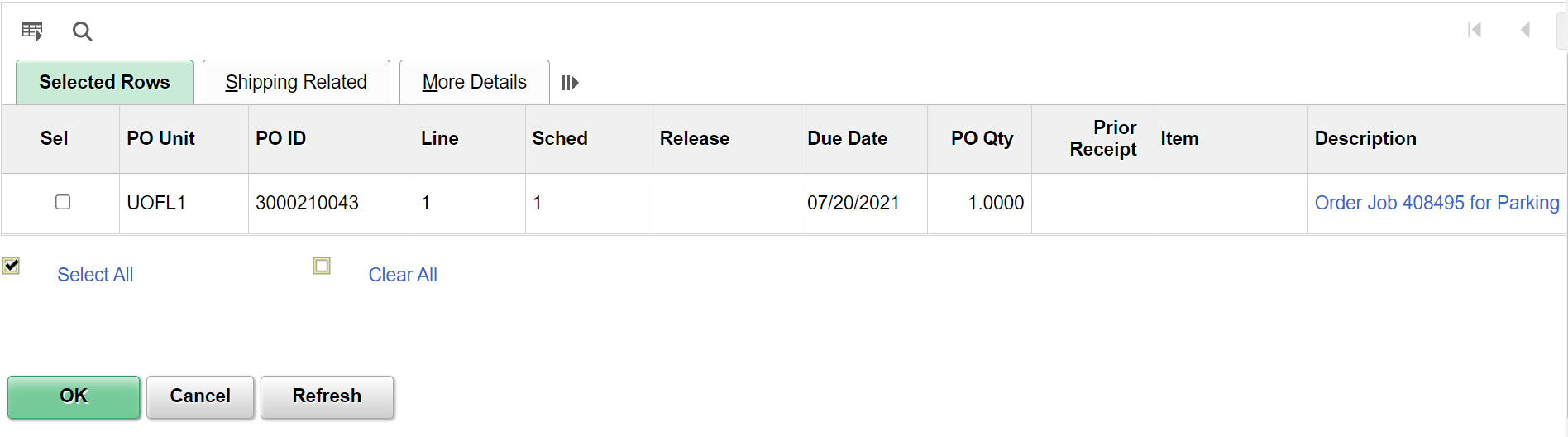
**How to Receive in Peoplesoft a Fully Received PO (cont.…)**

1. Click “Purchasing” 
2. Click “Receipts” 
3. Click “Add / Update Receipts” 

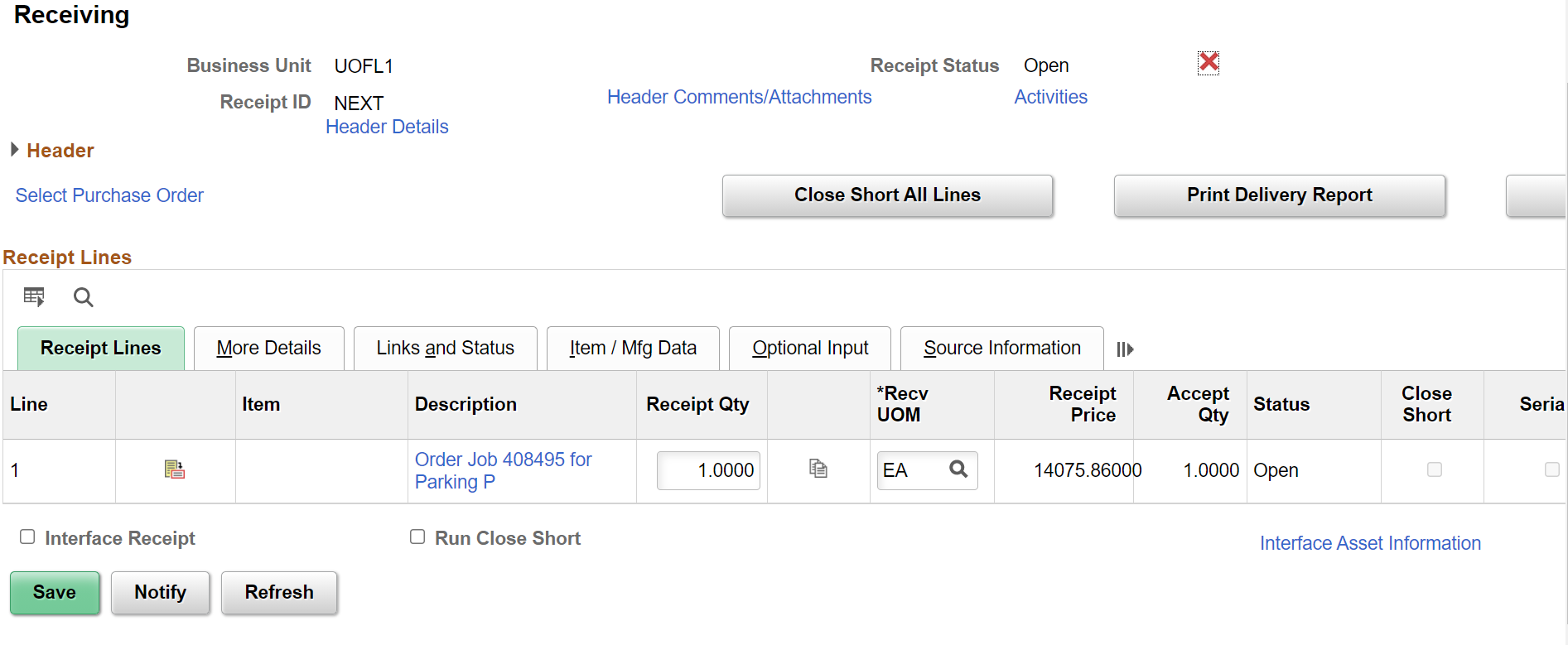
**How to Receive in Peoplesoft a Fully Received PO (cont.…)**

1. Click “Add” 
2. ID = Enter PO Number 
3. Make Sure Ship To is Blank
4. Click “Search”





**How to Receive in Peoplesoft a Fully Received PO (cont.…)**

1. Select Item to Receive – if more than one (1) – Select All 
2. Click “OK”
3. Click “Save” 
4. After you click “Save” – Peoplesoft will generate a Receipt ID – see below as an example:

