

eVA Next Complete Receiving Guide for Departments

Filtering your Orders for Receiving

The first step in receiving in eVA Next is finding the orders you need to see. The best way to tackle this is by saving two searches, “My Ordered POs” and “My Ordered POs Pending Receipt”.

“My Ordered POs”

1. From the Navigation Bar, click “Procurement” then “Browse Orders”
2. Open the Filters Pane using the ‘Funnel’ icon on the left
3. Under “Requestor”, search and choose *yourself*
4. Under “Status”, select “Ordered”
5. Click “Search”
6. Click the ‘Star’ icon in the top right
7. Enter “My Ordered POs” in the text box and click “Add Page”

“My Ordered POs Pending Receipt”

1. From the Navigation Bar, click “Procurement” then “Browse Orders”
2. Open the Filters Pane using the ‘Funnel’ icon on the left
3. Under “Requestor”, search and choose *yourself*
4. Under “Status”, select “Ordered”
5. At the bottom, check “Without Final Delivery”
6. Click “Search”
7. Click the ‘Star’ icon in the top right
8. Enter “My Ordered POs” in the text box and click “Add Page”

Now that these searches have been Favorited, you can navigate back to them at any time using the ‘Star’ icon. These queries will show you a table of all of your completed POs and give you insights into the receiving of each.

“My Ordered POs” will show you all your orders whereas “My Ordered POs Pending Receipt” will show you only things that aren’t fully received [NOTE: due to a bug, fully received Converted Orders will continue to show in both searches].

You can also use the “Ordered” and “Received” columns to understand how much of each order has been received. You should note that Draft Receipts are counted towards the “Received” total.

You can open orders using the hyperlink PO Number in the left column to create/view receipts at a detailed level!

Creating a Receipt

Once you have the Purchase Order you wish to receive pulled up, you should follow this flow to ensure that the receiving is done fully and correctly!

1. From the Sidebar, click the 'Truck' icon to navigate to the "Receipts" tab
2. Check that there are no RECs listed with "Draft" in the Status column
 - a. If there are, you should open the one with an amount in the Received column and skip Step 3
3. If all checks out, click "Create Receipt" at the top
4. Update the "Name" to reflect the receipt type and **Actual** receipt date
 - a. Ex. "Final Delivery-11/30/22" or "Partial-Lines 1&2-11/30/22"
5. Update the "Delivery Date" to the **Actual** receipt date
6. Click "Save" at the top
7. You should now see the items populated at the bottom. RECs default to a **Full Receiving** but you can do a **partial**. Use the 'Trash' icon to delete unreceived items from the receipt. Use the 'Pencil' icon beside the line to edit the quantity received (i.e. Ordered 10, Received 2).
 - a. If you are receiving on a Blanket Order, change the Item Qty to the Invoice Amount.
 - b. DO NOT select "Add Line"
 - c. If you get an error of "No Items" it is likely you have a Draft REC floating around. Return to Step 1 and try again
8. Click "**Submit**" at the top to finish the Receipt
 - a. You do not have to review the vendor, you can just click "Close"

You have now completed a receipt and can review the REC from the "Receipts" tab of the PO.

Backing Out Receiving [Only Done by Procurement]

If you need to undo an erroneous receipt, you should reach out to Procurement directly to ensure the proper methods are used. The primary contacts for this are [Hunter Malcom](#) and [Sharon Proffitt](#).