

SSC – eVA Un-Receiving

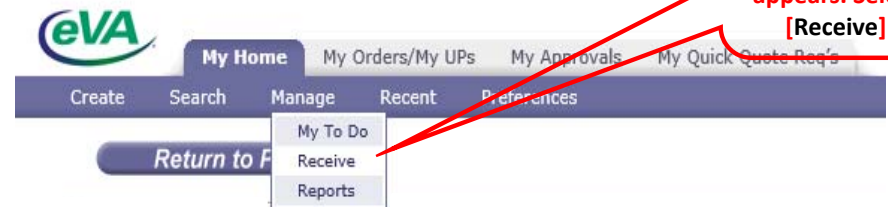
Step by Step How to Reverse an eVA Receiving Action

From your "Home" page in eVA click

[Manage]



Once you click [Manage], this drop down menu appears. Select [Receive]



Either enter the EP number in this field or click the down arrow for options

Receiving Steps

1 Select Request

2 Select Receipt

3 Receive

4 Additional Info

5 Summary

Search for and then select requests for which to receive

Order ID Search

Search Results

Enter search criteria above

From here, select [Order ID] (AKA purchase order number or EP number)

Then enter the EP to correct

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Receiving Steps

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Receipt RC6875880: EP2705667 - A286VWCC - A270BLS_PR_Piano Tuning for LASS^r

◀ PrevNext ▶ Exit

These are the details of the receipt you selected. If the receipt has not been processed by the system, and if you have the appropriate permission, you can edit and change the existing receipt details.

SummaryApproval FlowHistory

Order ID: PCO123456

Order Title: SSC-XX-HOT-BEST CATERERS-MEETING CATERING-PUR

Supplier: BEST CATERERS

Location: YOURTOWN, USA

My Labels: ⓘ [Apply Label...](#)

Date: Thu, 15 Mar, 2018

Processing Status: Processed

Header Cross Reference:

ERP PO Number:

ERP Receipt Number:

The quantity ordered originally

The amount originally received. To un-receive – simply receive minus this amount as of yesterday's date. That is receive -2 as of yesterday

Line Items - Received by Quantity

No. ↑	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	2	Catering for upcoming event	each	0	2	0	Thu, 8 Mar, 2018

Close Order: ⓘ No

COMMENTS - ENTIRE RECEIPT

Add Comment

ATTACHMENTS - ENTIRE RECEIPT

Add Attachment