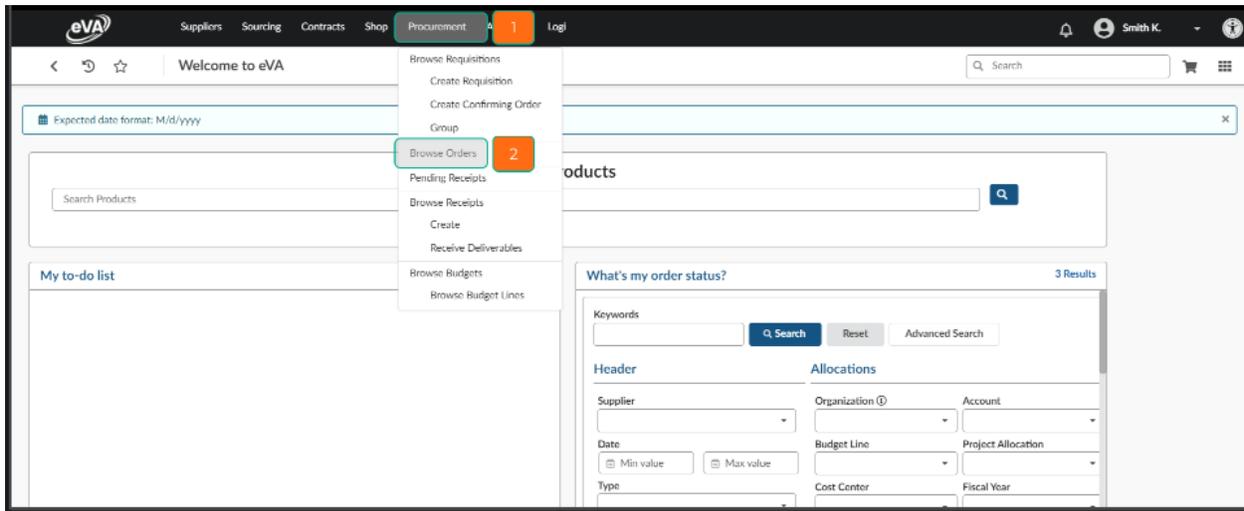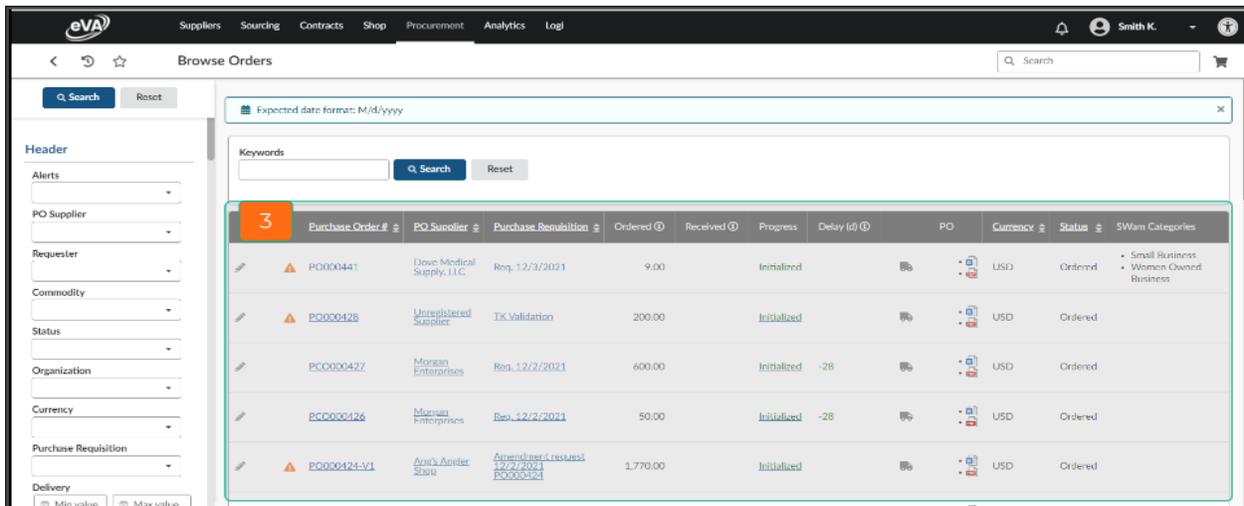Receiving on an Order

This Quick Reference Guide contains steps needed to complete receiving on an order.

    A. **Receiving an Order from the Purchase Order**
1. Select the Procurement Tab
2. Select the Browse Orders option from the dropdown menu.

3. Select the Purchase Order from the list.

4. Select Create Receipt.

5. Add any needed comments within the comments box.
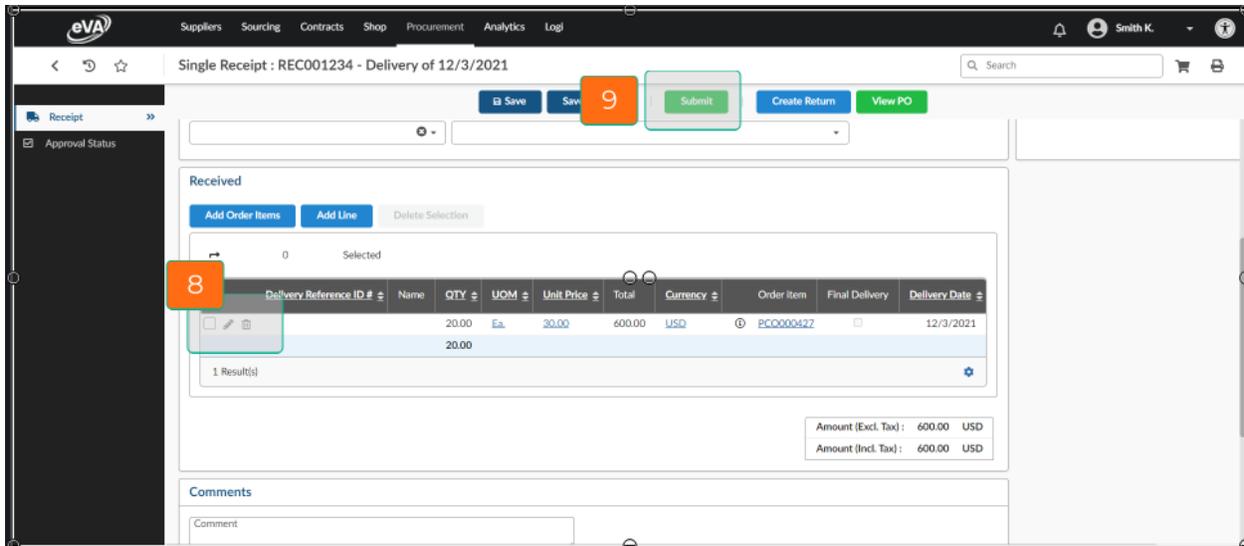6. Attach any related documents (i.e., Invoice Copy) and save.
7. Click Save.

8. If you are receiving the total amount of the line item you can select the check box to the left of the line.
9. The click submit.

10. If you need to receive a partial amount of the line item you will need to select the pencil icon.
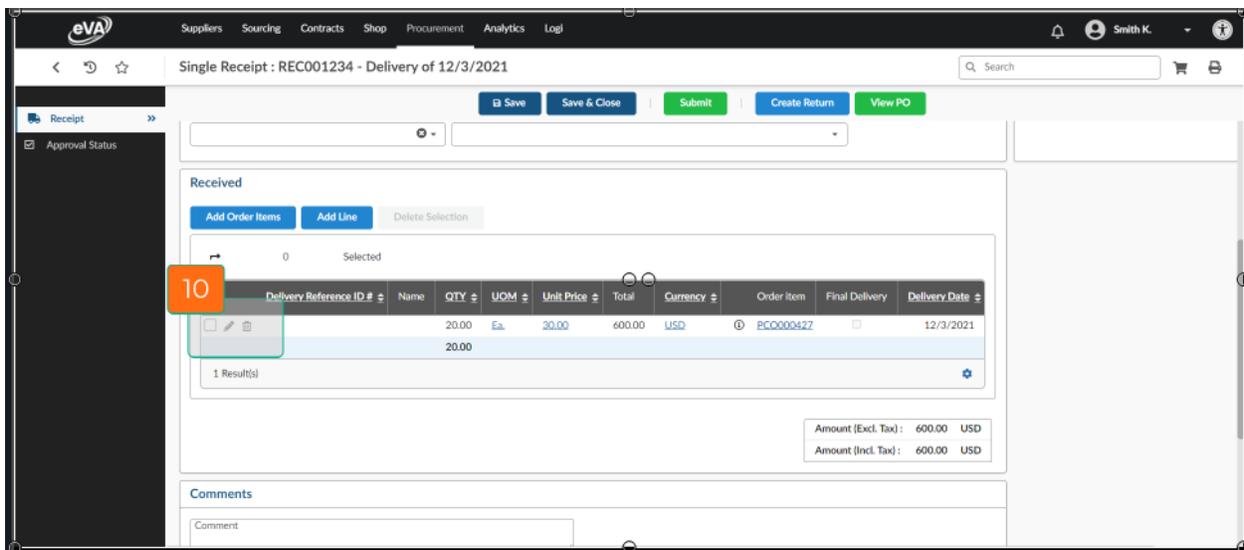
11. Edit the quantity that needs to be received.

12. The click Save and Close.
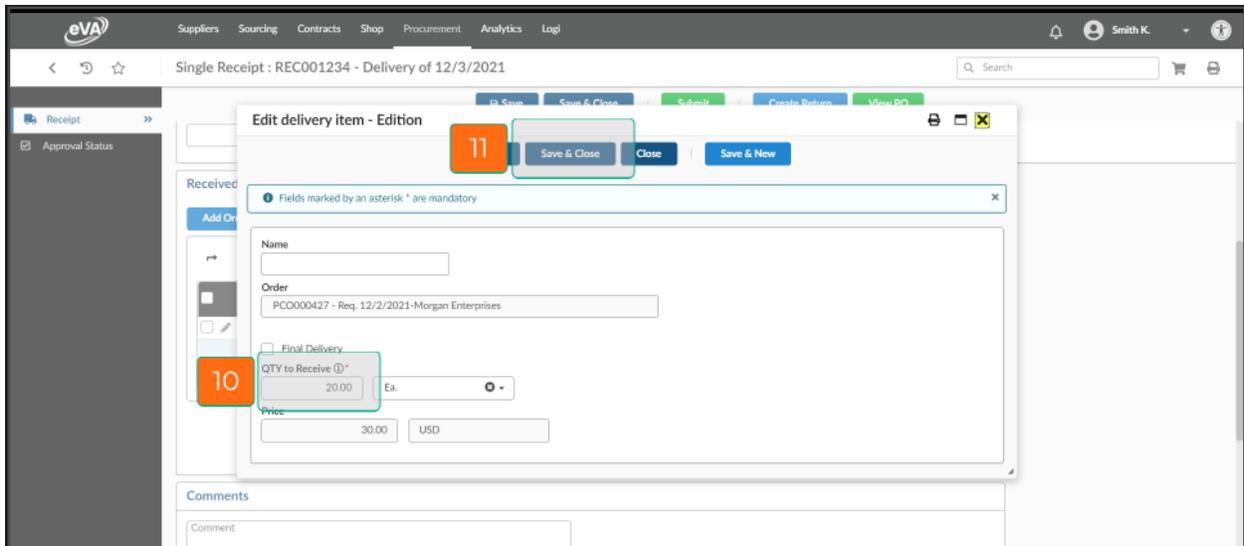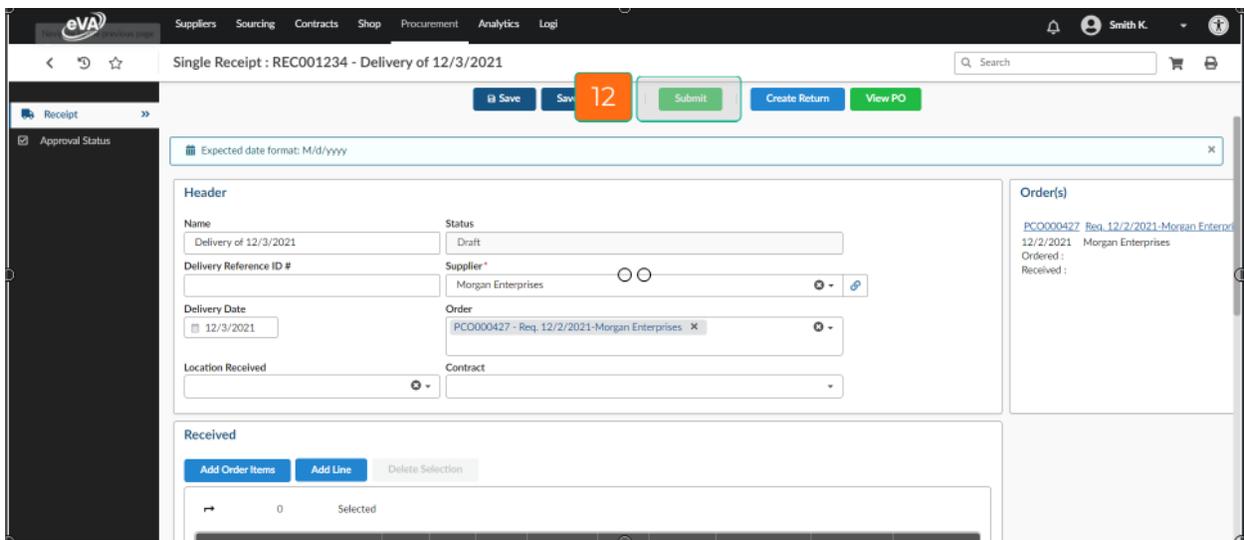
12. Click Submit.

13. Click Save and Close.

eVA   Suppliers   Sourcing   Contracts   Shop   Procurement   Analytics   Logi

Smith K.

13   Save & Close   Create Return   View PO

✓ Data has been saved
ℹ Validated successfully

📅 Expected date format: M/d/yyyy

Receipt
☑ Approval Status

Header

Name
Delivery of 12/6/2021

Status
In progress

Delivery Reference ID #

Supplier*
Morgan Enterprises

Delivery Date
📅 12/6/2021

Order
PCO000427 - Req. 12/2/2021-Morgan Enterprises ✕

Location Received

Contract

Received

Add Order Items   Add Line   Delete Selection

Order(s)

PCO000427 Req. 12/2/2021-Morgan Enterpri
12/2/2021   Morgan Enterprises
Ordered :
Received :