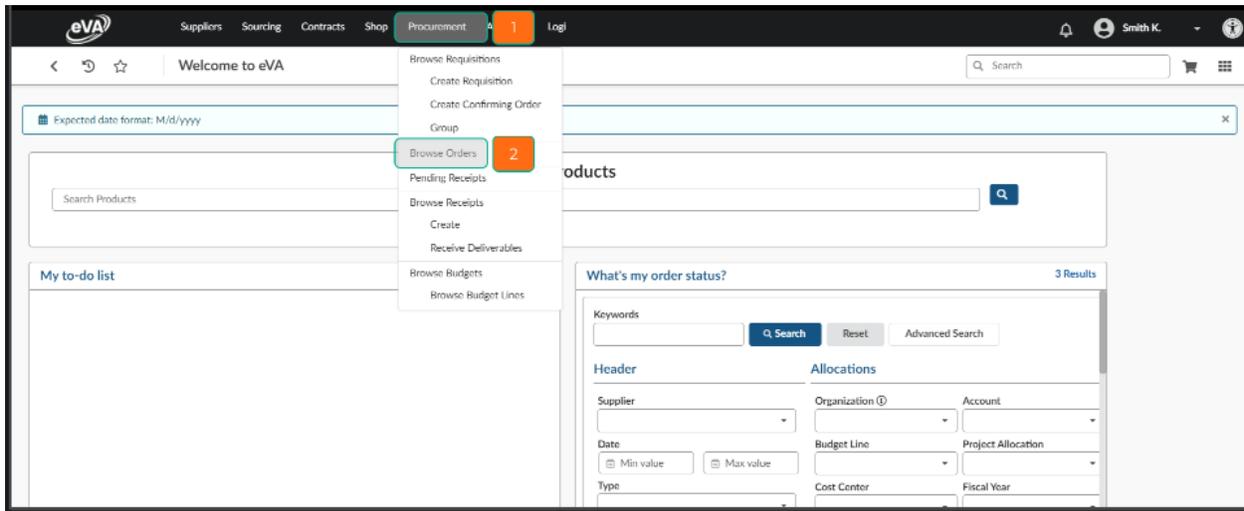


Receiving on an Order

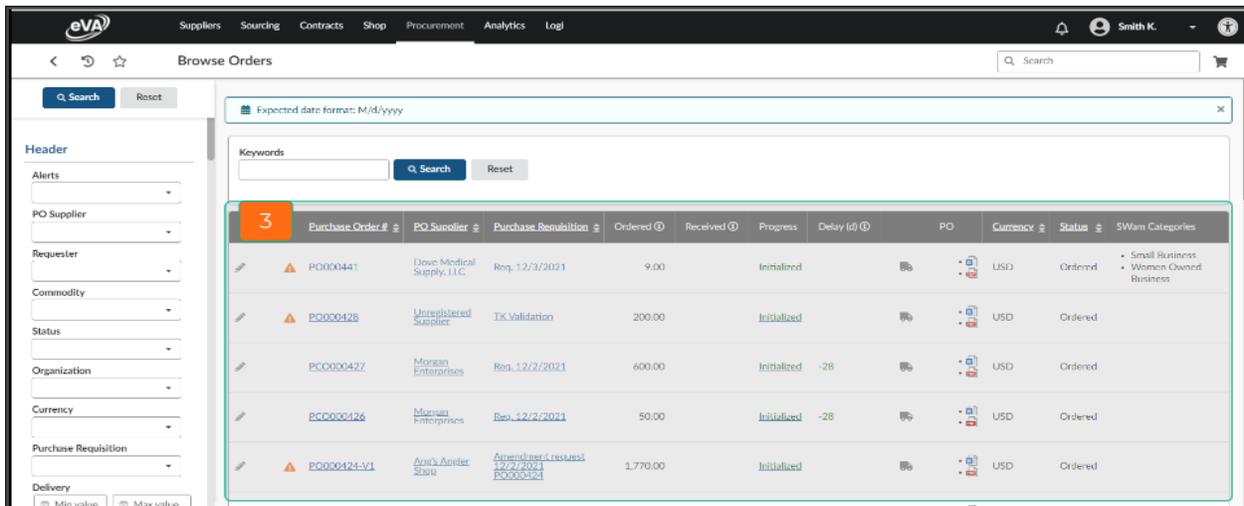
This Quick Reference Guide contains steps needed to complete receiving on an order.

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.

PO: PCO000427 - Req. 12/2/2021-Morgan Enterprises - Morgan Enterprises (Ordered)

Header

Name: Req. 12/2/2021-Morgan Enterprises
 Buyer Contact: Halle Ghana
 PO Supplier: Morgan Enterprises
 Supplier Contact: MORGAN Jason
 PO Category: R01 - Routine
 Procurement transaction type: Equipment - Non-Technology
 Pcard Flag

Organization: A194-DO-DGS Purchasing
 Order Date: 12/2/2021
 Currency: USD
 Status: Ordered
 Purpose:
 Bypass Integration?

Ship to
 Main Ship To
 1100 Bank St
 420
 23219 Richmond
 Virginia
 UNITED STATES

Bill to
 Main Office
 1100 Bank St
 420
 23219 Richmond
 Virginia
 UNITED STATES

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

Single Receipt

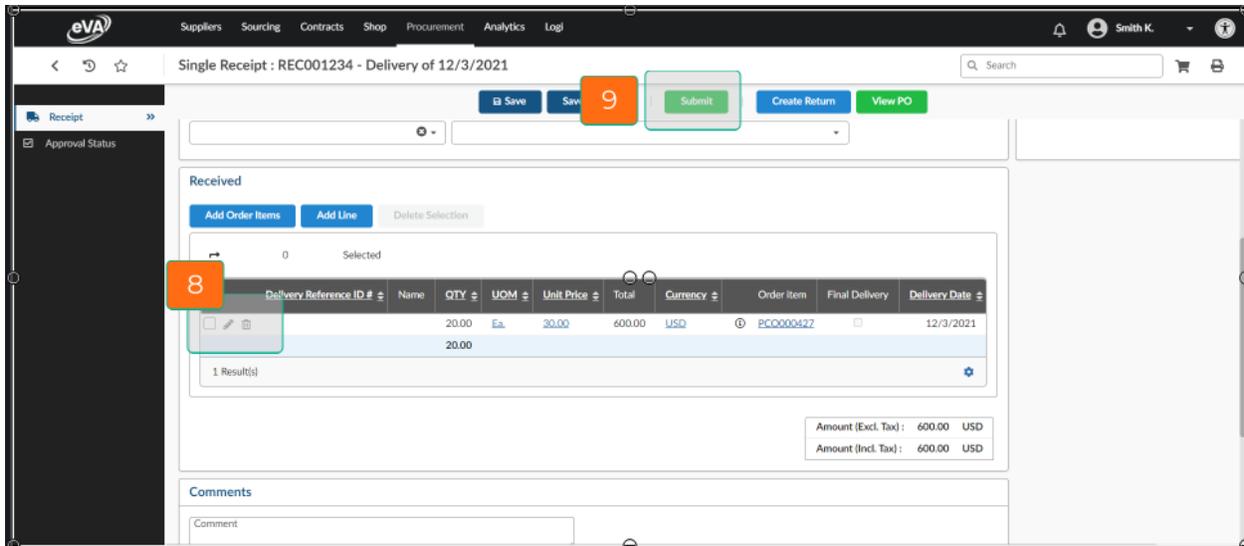
Header

Name: Delivery of 12/3/2021
 Delivery Reference ID #:
 Delivery Date: 12/3/2021
 Supplier*: Morgan Enterprises
 Order: PCO000427 - Req. 12/2/2021-Morgan Enterprises
 Contract:
 Received

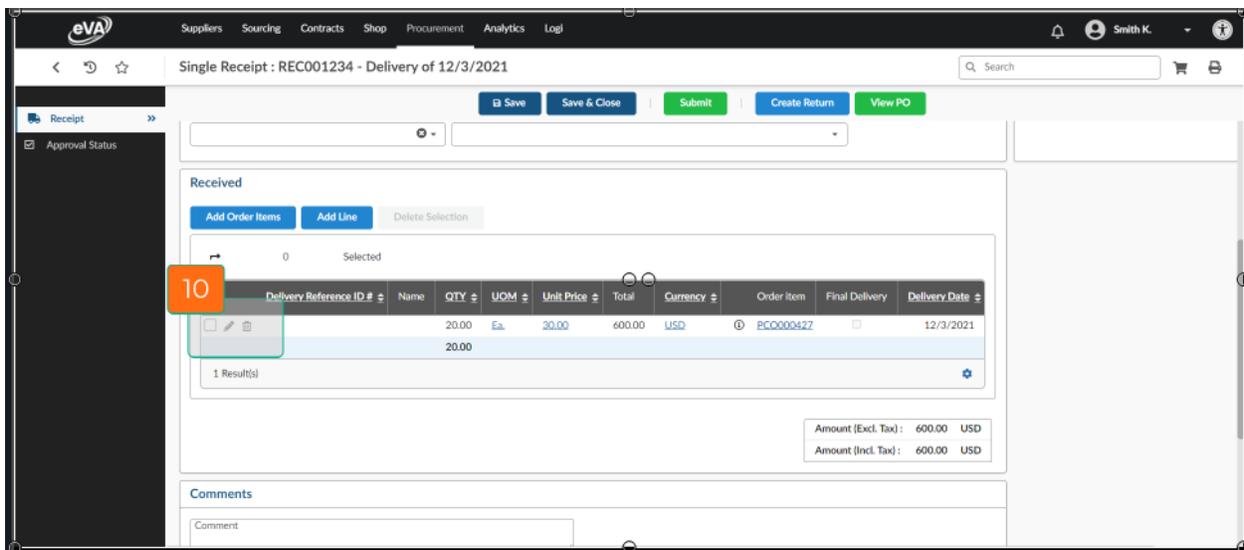
Order(s)
 PCO000427 Req. 12/2/2021-Morgan Enterprises 20.00 each
 12/2/2021 Morgan Enterprises
 Ordered: 600.00 USD

Comments
 Comment:

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.

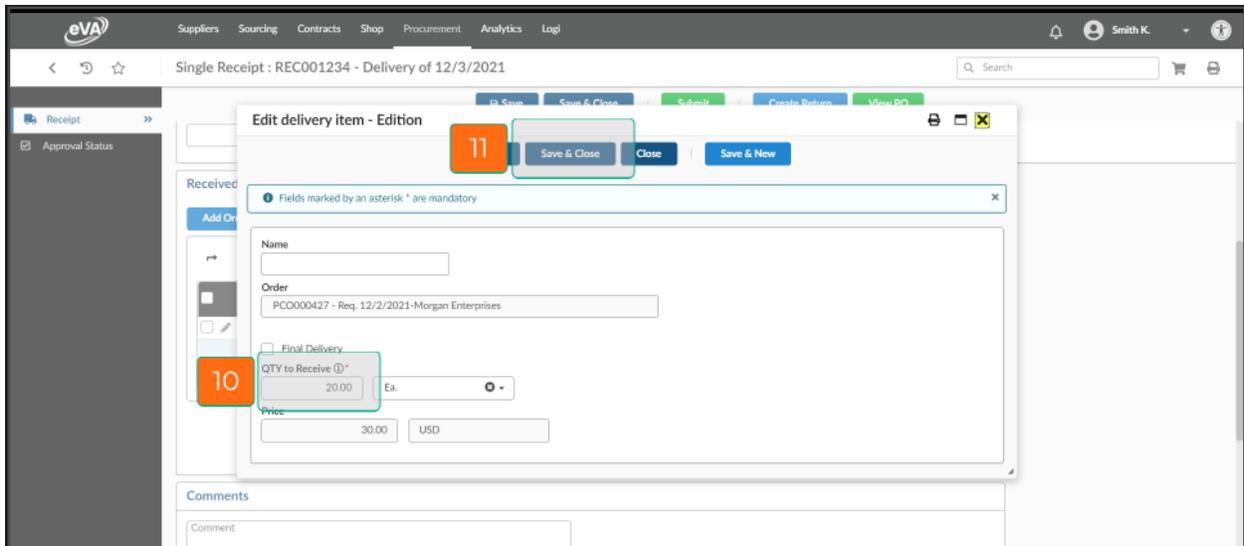


10. If you need to receive a partial amount of the line item you will need to select the pencil icon.

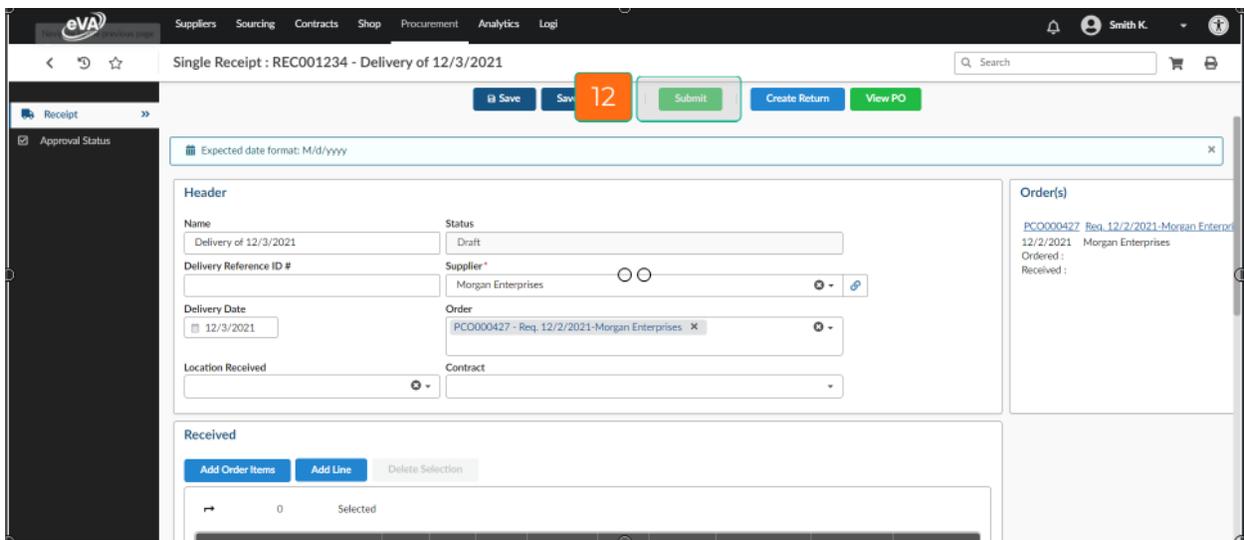


11. Edit the quantity that needs to be received.

12. The click Save and Close.



12. Click Submit.



13. Click Save and Close.

eVA Suppliers Sourcing Contracts Shop Procurement Analytics Log

Single Receipt : REC001238 - Delivery of 12/6/2021

13 Save & Close Create Return View PO

✓ Data has been saved
● Validated successfully

Expected date format: M/d/yyyy

Header

Name	Delivery of 12/6/2021	Status	In progress
Delivery Reference ID #		Supplier*	Morgan Enterprises
Delivery Date	12/6/2021	Order	PCC0000427 - Req. 12/2/2021-Morgan Enterprises
Location Received		Contract	

Order(s)

PCC0000427 Req. 12/2/2021-Morgan Enterprises
12/2/2021 Morgan Enterprises
Ordered:
Received:

Received

Add Order Items Add Line Delete Selection