VCCS Receiving and Returns in eVA Next

This Quick Reference Guide will cover the following topics:

A. Create a Receipt

- Completing the receiving function on a purchase order
- B. Create a Return
 - Returning product or correcting a receiving order

eVA Next automatically **defaults to Receiving in Full** on each receipt. Please be sure to remove and edit each line to ensure the correct amount is being received. This is a critical change from eVA classic.

A. Create a Receipt

- 1. Once you have signed in to eVA, go to Procurement and select Browse Orders
- 2. Type in your Purchase Order Number
- 3. Select it by clicking on the Purchase Order Number

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4. Select Create Receipt					
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Buyer Contact			Order Date		
			11/7/2022		
Initial P.R. REQ192849-A270 -	Receiving Instructions		Internal Order		
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Virginia's Community Colleges	QRG: Receiving	Vor	sion: 1.0	Effective Date:	Approved by:
Community Colleges	and Returns	ver	31011. 1.0	11/9/2022	Michele Canull

5. Edit the Receipt Header information such as Name of the Delivery, Delivery Reference ID and Date, if needed.

6. Attach any necessary documentation such as invoice or packing slip

7. Click Save

Note: By clicking save, the next action screens will be available to you. If you click Save & Close, the receipt will create a draft and close

Expected date format: M/d/yyyy				
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Location Received*	Contract			
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③	Save			

- 8. Locate the Received box and review your items to be received.
- 9. Click the pencil icon to edit the line item.

NOTE: THE RECEIPT WILL DEFAULT TO FULLY RECEIVED.

Please be sure to review each line of your order to ensure the correct amount is being received. In this example we are going to receive one line in full, one line partially and the other line we will not be receiving at all.

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Pack Slip 12345	One										



10. Using the QTY to Receive	e Field enter the qua	ntity that needs to be receive	d.	
11.Click Save				
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1,000.00 USD				



- **12.** Since we are only going to receive on 2 lines, we will need to delete the line we do not wish to receive.
- 13. To Delete an item select the Trash Can icon next to the line item.
- 14. Lines being received in full do not require editing
- 15. Click Submit

NOTE: Please review your entire receipt and ensure the lines and quantities to be received are correct. If you remove a line by accident, it can be added back by selecting the Add Order Items button and selecting the line item and adding it back to your receipt.

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25.	000							
2 Result(s)					\$			



B. Create a Return

- **1.** Follow steps 1-3 of receipts to locate and open your Purchase Order.
- 2. Using the Left Navigation Bar locate and select the Receipts Tab (Truck Icon).

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4. Select Create Return.	
Close 🕞 Save Save & Close	Submit Create Return View PO

- **5.** Edit the Return Header information such as Return Reference and Date, as needed.
 - **6.** Attach any documentation required by the Supplier, if applicable.
 - 7. If the return is being completed to return items to the Supplier, please add a comment explaining why they are being returned. If the return is being completed to correct a receipt, please add a comment stating that it is to correct a previous receipt.
 - 8. Click Save

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NOTE: By clicking save, the next action screens will be available to you. If you click Save & Close, the return will create a draft and close.

Expected date format: M/d/yyy	^(y)		
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and Returns

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11/9/2022

Approved by:

Michele Canull

9. Using the Trash Can icon please remove any lines that you do not wish to return.

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		4.00000									

10.Using the QTY to Receive Field enter the quantity that needs to be returned. This will default to the Unit of Measurement that was selected on the Receipt.

11. Click Save.

	11 🖬 Save Save & Close Close Save	& New
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Approved by: Michele Canull

12. Review your Received box to ensure only the items that need to be returned are included.

13. Select Schedule Return

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Approved by: Michele Canull **15.** Select **Confirm Receipt**, and then **Save & Close**. You should now see your return in the list of receipts on your Purchase Order. This number can also be located on the top bar of the return shell.

NOTE: If you have multiple line items and have performed partial receipts and returns, etc. you may need to use the Add Lines button to find your additional lines to receive for future receipts.

If you create a draft receipt (a draft is created upon clicking on the Create Receipt button) you cannot delete it but are able to edit it for future receiving.

Return Ref. Supplier Ordered : Received : Pocoler Received : Receive	Close	Save Save & Close Reject return Confirm Receipt	View PO				
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