

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**

Expected date format: M/d/yyyy

External Code
PO03192116

Filters Keywords: PO03192116

Purchase Order #	Version #	PO Supplier	SWam Categories	Purchase Requisition	Ordered	Received	Progress	Delay (d)	PO	Currency	Status
PO03192116	1	# 1 OrderAnything		A270 - Receiving Instructions	48,250.00000		Initialized	-30		USD	Ordered
PO03192114	1	# 1 OrderAnything		A270 - Receiving Instructions	48,250.00000	33,250.00000	Initialized	-30		USD	Ordered
PO03192111	1	Dell Corporation		Kay Confirming Order	5,000.00000	5,000.00000	Initialized			USD	Ordered

4. Select Create Receipt

PO: PO03192116 - A270 - Receiving Instructions -# 1 OrderAnything - # 1 OrderAny...

Save Create Receipt Change Order Cancel PO

Header

Name: A270 - Receiving Instructions -# 1 OrderAnything Organization: A270-Procurement Operations

Buyer Contact: Order Date: 11/7/2022

Initial P.R.: REQ192849-A270 - Receiving Instructions Internal Order

PO Supplier: # 1 OrderAnything Currency: USD

Supplier Contact: Status: Ordered

PO Category: R01 - Routine

Procurement transaction type: Non-professional Services - Non-Technology

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

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.

Delivery Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency	Order Item	Delivery Date
Pack Slip 12345	Text Line One	25.00000	EA	1,000.00000	25,000.00000	USD	PO03192116 - Text Line Two	11/7/2022
Pack Slip 12345	Text Line Three	10.00000	EA	1,200.00000	12,000.00000	USD	PO03192116 - Text Line Three	11/7/2022
Pack Slip 12345	Text Line One	15.00000	EA	750.00000	11,250.00000	USD	PO03192116 - Text Line One	11/7/2022
		50.00000						

10.Using the QTY to Receive Field enter the quantity that needs to be received.

11.Click **Save**

NOTE: If you wish to receive by dollar amount, select the drop-down menu on the Unit of Measure field and select USD. Then enter the dollar amount in the quantity field.

Edit delivery item



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Save

Save & Close

Close

Save & New

Fields marked by an asterisk * are mandatory

Name

Test Line Two [Test Line Two](#)

Order

PO03192116 - A270 - Receiving Instructions -# 1
OrderAnything

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QTY to Receive *

1000000

Ea.



Price

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.

Single Receipt : REC222727 - Delivery of 11/7/2022

Buttons: Save, Save & Close, **Submit**, Create Return, View PO

Received Section:

- Buttons: Add Order Items, Add Line, Delete Selection
- Table:

Delivery Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency	Order Item	Delivery Date	
Pack Slip 12345	Test Line Two	10.00000	Ea.	1,000.00000	10,000.00000	USD	PO03192116 - Test Line Two	11/7/2022	
Pack Slip 12345	Test Line Three	10.00000	Ea.	1,200.00000	12,000.00000	USD	PO03192116 - Test Line Three	11/7/2022	
Pack Slip 12345	Test Line One	15.00000	Ea.	750.00000	11,250.00000	USD	PO03192116 - Test Line One	11/7/2022	
		35.00000							

3 Result(s)

Amount (Excl. Tax): 33,250.00000 USD
Amount (Incl. Tax): 33,250.00000 USD

16. The Receipt Number can be located on the top bar of the receipt shell.

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Single Receipt REC222727 Delivery of 11/7/2022

Save & Close Create Return

✓ Data has been saved
❗ The activity Receipt Approved has been automatically validated
✅ Validated successfully

Header

Name	Delivery of 11/7/2022	Status	Approved
Delivery Reference ID #	Pack Slip 12345	Supplier	# 1 OrderAnything
Delivery Date	11/7/2022	Order	PO03192116 - A270 - Receiving Instructions -# 1 OrderAnything
Location Received	A270-Procurement Operations	Contract	

Order(s)

PO03192116 A270 - Receiving Instructions -# 1 OrderAnything 50.00000 each
11/7/2022 # 1 OrderAnything
Ordered : 48.250.00000 USD
Received : 21.250.00000 USD

Received

Delivery Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency	Order Item	Delivery Date
Pack Slip 12345	Test Line Two	10.00000	Ea.	1.000.00000	10.000.00000	USD	PO03192116 - Test Line Two	11/7/2022
Pack Slip 12345	Test Line One	15.00000	Ea.	750.00000	11.250.00000	USD	PO03192116 - Test Line One	11/7/2022
		25.00000						

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).

PO: PO03192116 - A270 - Receiving Instructions - # 1 OrderAnything - # 1 OrderAny...

Header

Name: A270 - Receiving Instructions - # 1 OrderAnything
 Organization: A270-Procurement Operations

Buyer Contact: Canull Michele
 Order Date: 11/7/2022

Initial P.R.: REQ192849-A270 - Receiving Instructions
 Internal Order

PO Supplier: # 1 OrderAnything
 Currency: USD

Supplier Contact:
 Status: Ordered

PO Category: R01 - Routine

Procurement transaction type: Non-professional Services - Non-Technology

Header Field 1:
 Header Field 2:
 Bypass Integration?

Ship to
 Shared Services Center
 147 Daleville Centre Dr
 Daleville Virginia 24083
 UNITED STATES
 877-340-5577

Bill to
 Virginia Community College's Shared Services Center
 147 Daleville Centre Dr Attn: Accounts Payable
 Daleville Virginia 24083
 UNITED STATES
 877-340-5577
 invoice@ssc.vccs.edu

Comment

Items

Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	Delivery
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3. Select the Receipt that needs to be returned or corrected.

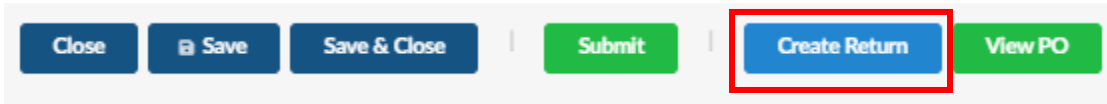
PO: PO03192116 - A270 - Receiving Instructions - # 1 OrderAnything - # 1 OrderAny...

Receipts

Code	Name	Supplier	Origin	Organization	Delivery Date	Ordered	Received	Status
REC222727	Delivery of 11/7/2022	# 1 OrderAnything	A270 - Receiving Instructions - # 1 OrderAnything	A270-Procurement Operations	11/7/2022	48,250.00000USD	21,250.00000USD	Approved

1 Result(s)

4. Select Create Return.



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**

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.

Create a Return

Close Save Save & Close

Expected date format: M/d/yyyy

Header

Name: Return of the 11/7/2022 **5**

Return Ref. **5**

Supplier: # 1 OrderAnything

Shipping Date: 11/7/2022

Shipping Place*: A270-Procurement Operations

Order: PO03192116 - A270 - Receiving Instructions - # 1 OrderAnything

Contract:

Order(s)

PO03192116 A270 - Receiving Instructions -# 1 OrderAnything 50.00000 each
11/7/2022 # 1 OrderAnything
Ordered : 48,250.00000 USD
Received : 21,250.00000 USD

Comments **7**

Correct Amount Received

6 Click or Drag to add files Save

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

NOTE: THE RETURN DEFAULTS TO THE TOTAL AMOUNT THAT WAS RECEIVED.

If you do not want to return the entire amount, use the pencil icon to edit the amount first.

Return : RET222728 - Return of the 11/7/2022

Close Save Save & Close Cancel Schedule Return View PO

Shipping Date: 11/7/2022
Shipping Place*: A270-Procurement Operations

Order: # 1 OrderAnything
PO03192116 - A270 - Receiving Instructions -# 1 OrderAnything

Received

Add Line Delete Selection

Deliv	Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Original receipt	Delivery Date
<input type="checkbox"/>		Test Line One	4.00000	Ea.	750.00000	3,000.00000	USD	PO03192116 - Test Line One	REC222727 - Test Line One	11/7/2022

1 Result(s)

Amount (Excl. Tax): 13,000.00000 USD
Amount (Incl. Tax): 13,000.00000 USD

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.

Edit delivery item

11 Save Save & Close Close Save & New

Fields marked by an asterisk * are mandatory

Name: Test Line One [Test Line One](#)

Order: PO03192116 - A270 - Receiving Instructions -# 1 OrderAnything

QTY to Receive: 4000000 Ea.

Price: 750.00 USD

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

13. Select Schedule Return

Return : RET222728 - Return of the 11/7/2022

Close Save Save & Close Cancel **Schedule Return** View PO

Shipping Date: 11/7/2022
Shipping Place: A270-Procurement Operations

1 OrderAnything
Order: PO03192116 - A270 - Receiving Instructions -# 1 OrderAnything
Contract:

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Received

Add Line Delete Selection

0 Selected

Delivery Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Original receipt	Delivery Date
	Test Line One	4.00000	Ea.	750.00000	3,000.00000	USD	PO03192116 - Test Line One	REC222727 - Test Line One	11/7/2022
		4.00000							

1 Result(s)

Amount (Excl. Tax): 13,000.00000 USD
Amount (Incl. Tax): 13,000.00000 USD

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14. Select Confirm Shipping

Return : RET222728 - Return of the 11/7/2022

Close Save Save & Close Cancel **Confirm shipping** View PO

Name: Return of the 11/7/2022
Return Ref.:
Shipping Date: 11/7/2022
Shipping Place: A270-Procurement Operations

Status: Scheduled
Supplier: # 1 OrderAnything
Order: PO03192116 - A270 - Receiving Instructions -# 1 OrderAnything
Contract:

PO03192116 A270 - Receiving I
11/7/2022 # 1 OrderAnything
Ordered :
Received :

Received

Add Line Delete Selection

0 Selected

Delivery Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Original receipt	Delivery Date
	Test Line One	4.00000	Ea.	750.00000	3,000.00000	USD	PO03192116 - Test Line One	REC222727 - Test Line One	11/7/2022
		4.00000							

1 Result(s)

Amount (Excl. Tax): 3,000.00000 USD

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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 : RET222728 - Return of the 11/7/2022

Close Save Save & Close Reject return **Confirm Receipt** View PO

✓ Data has been saved
Validated successfully

Expected date format: M/d/yyyy

Header

Name	Return of the 11/7/2022	Status	Scheduled
Return Ref.		Supplier	# 1 OrderAnything
Shipping Date	11/7/2022	Order	PO03192116 - A270 - Receiving Instructions - # 1 OrderAnything
Shipping Place*	A270-Procurement Operations	Contract	

Order(s)

PO03192116 A270 - Receiving
11/7/2022 # 1 OrderAnythin
Ordered :
Received :

Received

Add Line Delete Selection

0 Selected

Delivery Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Original receipt	Delivery Date
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