

# 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**

The screenshot shows the eVA Procurement interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', 'Admin', 'Config', 'Manage', and 'Report Center'. The 'Procurement' menu item is highlighted with a red box and a circled '1'. Below the navigation bar, the 'Browse Orders' page is displayed. A search input field contains 'PO03192116' and is highlighted with a red box and a circled '2'. The search results table has the first row highlighted with a red box and a circled '3'.

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

The screenshot shows the 'Create Receipt' form in eVA. The 'Create Receipt' button is highlighted with a red box and a circled '4'. The form includes fields for Name, Organization, Buyer Contact, Order Date, Initial P.R., PO Supplier, Supplier Contact, PO Category, and Procurement transaction type.

Field	Value
Name	A270 - Receiving Instructions -# 1 OrderAnything
Organization	A270-Procurement Operations
Buyer Contact	
Order Date	11/7/2022
Initial P.R.	REQ192849-A270 - Receiving Instructions
PO Supplier	# 1 OrderAnything
Supplier Contact	
PO Category	R01 - Routine
Procurement transaction type	Non-professional Services - Non-Technology

5. Edit Receipt Header information such as **Name** of the delivery, **Delivery Reference ID**, and **Delivery 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

Single Receipt

Expected date format: M/d/yyyy

**5** Header

Name: Delivery of 11/7/2022

Delivery Reference ID #: Pack Slip 12345

Delivery Date: 11/7/2022

Location Received\*: IA270-Procurement Operations

Order(s)

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

Comments

**6** Click or Drag to add files

**7** Save Save & 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.

Received

Add Order Items Add Line Delete Selection

1 Selected

<input type="checkbox"/>	Delivery Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency
<input checked="" type="checkbox"/>	Pack Slip 12345	Test Line Two	25.00000	Ea.	1,000.00000	25,000.00000	USD
<input type="checkbox"/>	Pack Slip 12345	Test Line Three	10.00000	Ea.	1,200.00000	12,000.00000	USD
<input type="checkbox"/>	Pack Slip 12345	Test Line One	15.00000	Ea.	750.00000	11,250.00000	USD
			50.00000				

**8** **9**

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

11 **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

10 **QTY to Receive** \*  
1000000 Ea.

Price  
1,000.00 USD

12. Since we are only going to receive on 2 lines, we will 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

**Save** **Save & Close** **Submit** **Create Return** **View PO**

Pack Slip 12345 # 1 OrderAnything

Delivery Date 11/7/2022

Location Received\* A270-Procurement Operations

Order PO03192116 - A270 - Receiving Instructions -# 1 OrderAnything

Contract

Received

**Add Order Items** **Add Line** **Delete Selection**

Selected	Delivery Reference ID #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Delivery Date
<input checked="" type="checkbox"/>	Pack Slip 12345	Test Line Two	10.00000	Ea.	1,000.00000	10,000.00000	USD	PO03192116 - Test Line Two	11/7/2022
<input checked="" type="checkbox"/>	Pack Slip 12345	Test Line Three	10.00000	Ea.	1,200.00000	12,000.00000	USD	PO03192116 - Test Line Three	11/7/2022
<input type="checkbox"/>	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 Results()

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.

16

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
		<b>25.00000</b>						

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  
PO Supplier: # 1 OrderAnything  
Supplier Contact: # 1 OrderAnything  
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@sc.vcccs.edu

**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 (U)	Received (U)	Status
REC222727	Delivery of 11/7/2022	# 1 OrderAnything	A270 - Receiving Instructions - # 1 OrderAnything	A270-Procurement Operations	11/7/2022	48,250.00000 USD	21,250.00000 USD	Approved

1 Result(s)

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, add a comment explaining why they are being returned. If the return is being completed to correct a receipt, 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

The screenshot shows the 'Create a Return' interface. At the top right, there are three buttons: 'Close', 'Save' (highlighted with a red box and callout 8), and 'Save & Close'. The form is divided into several sections:

- Header:** Contains fields for Name (Return of the 11/7/2022), Return Ref. (highlighted with a red box and callout 5), Shipping Date (11/7/2022), Shipping Place\* (A270-Procurement Operations), Supplier (# 1 OrderAnything), Order (PO03192116 - A270 - Receiving Instructions - # 1 OrderAnything), and Contract.
- Order(s):** A summary box showing PO03192116 - A270 - Receiving Instructions - # 1 OrderAnything 50.00000 each, 11/7/2022 # 1 OrderAnything, Ordered: 48,250.00000 USD, and Received: 21,250.00000 USD.
- Comments:** A text area containing 'Correct Amount Received' (highlighted with a red box and callout 7).
- Attachments:** A section with a trash can icon, a plus icon, and the text '# Click or Drag to add files' (highlighted with a red box and callout 6), followed by a 'Save' button.

9. Using the Trash Can icon, 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.

The screenshot shows the 'Return: RET222728 - Return of the 11/7/2022' interface. At the top right, there are buttons for 'Close', 'Save', 'Save & Close', 'Cancel', 'Schedule Return', and 'View PO'. The form includes fields for Shipping Date (11/7/2022), Shipping Place\* (A270-Procurement Operations), Supplier (# 1 OrderAnything), Order (PO03192116 - A270 - Receiving Instructions - # 1 OrderAnything), and Contract.

The 'Received' section is active, showing a table with columns: Delivery Reference ID #, Name, QTY, UOM, Unit Price, Total, Currency, Order Item, Original receipt, and Delivery Date. A table row is shown with a pencil icon in the first column (highlighted with a red box and callout 9) and a trash can icon in the second column.

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							

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**

Fields marked by an asterisk \* are mandatory

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

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

**QTY to Receive** 400000 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

Buttons: Close, Save, Save & Close, Cancel, **Schedule Return**, View PO

Shipping Date: 11/7/2022

Shipping Place: A270-Procurement Operations

Received

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

1 Results

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

## 14. Select Confirm Shipping

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

Buttons: Close, Save, Save & Close, Cancel, **Confirm shipping**, View PO

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:

Received

Buttons: Add Line, Delete Selection

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

Amount (Excl. Tax): 3,000.00000 USD

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

Buttons: 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 OrderAnything  
Ordered :  
Received :

Received

Buttons: Add Line, Delete Selection

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