VCCS Receiving and Returns in eVA Next

This Quick Reference Guide will cover the following topics:

A. Create a Receipt
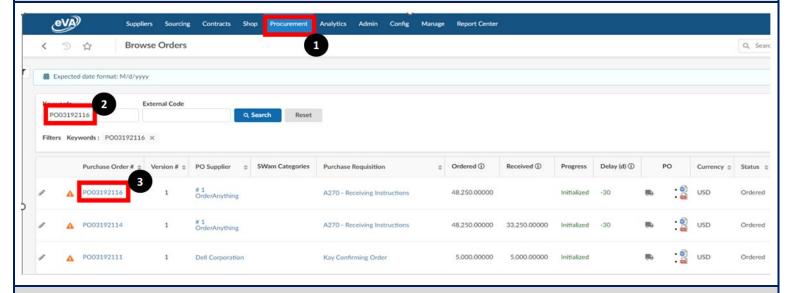- Completing the receiving function on a purchase order

B. Create a Return
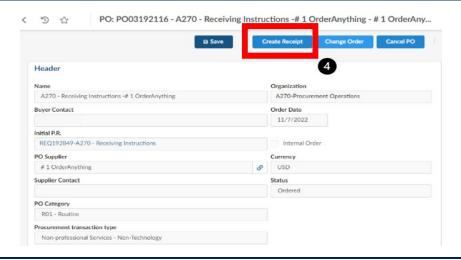- Returning product or correcting a receiving order

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**
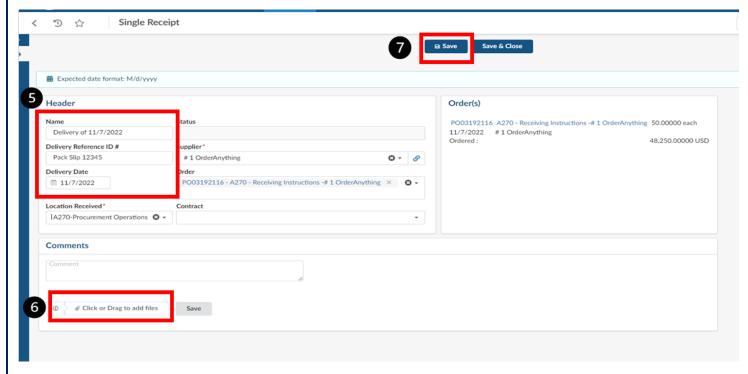

4. Select **Create Receipt**

	QRG: Receiving and Returns	Version: 2.0	Effective Date: 11/9/2022	Approved by: Michele Canull

Virginia's Community Colleges

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
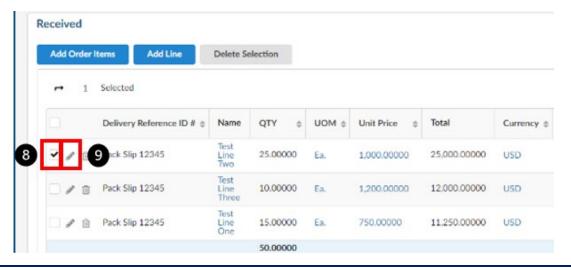
7. Click **Save**

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

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.
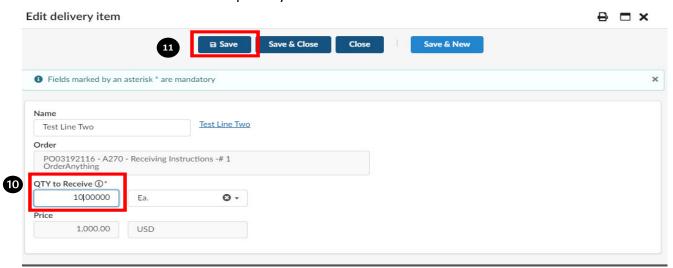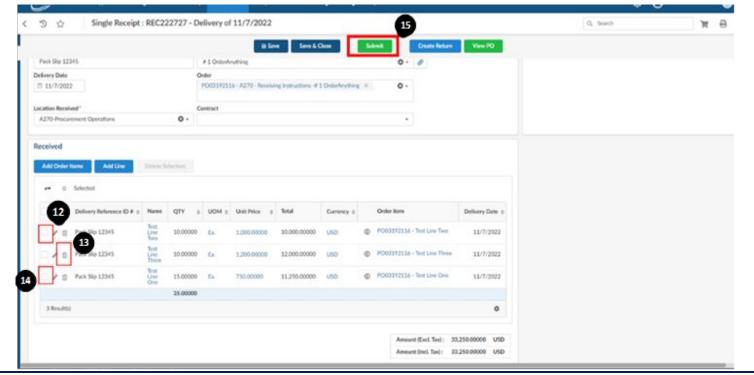
10. Using the **QTY to Receive** field, enter the quantity that needs to be received.

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.

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.
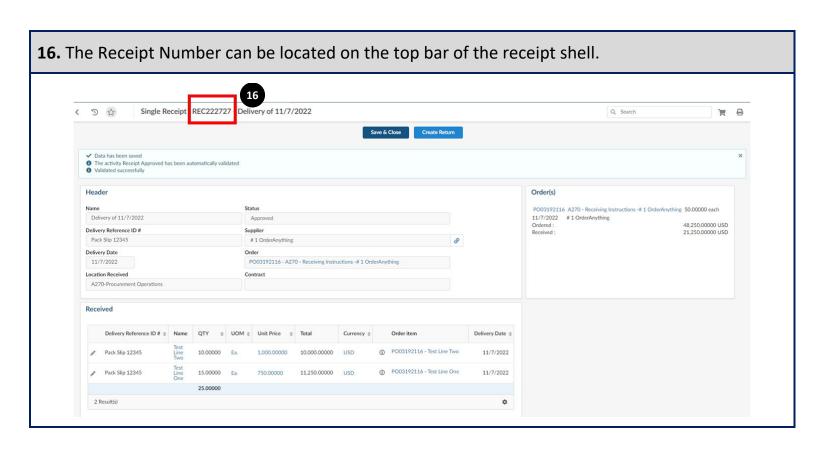
16. The Receipt Number can be located on the top bar of the receipt shell.
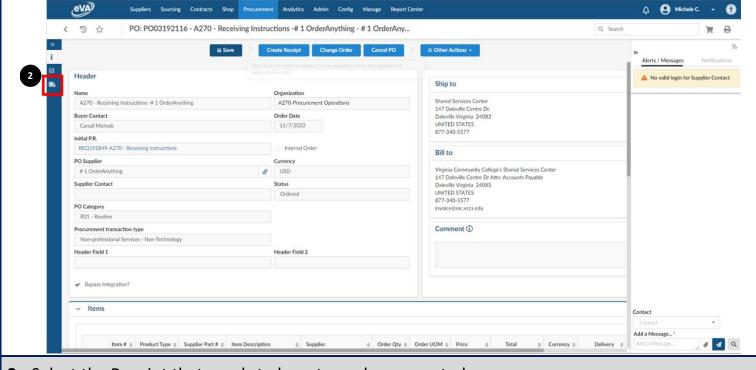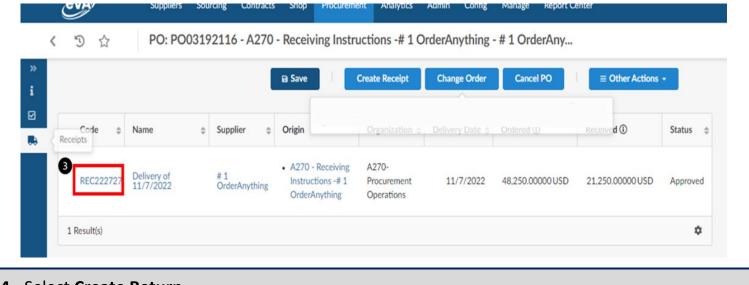
B. Create a Return

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).

3. Select the Receipt that needs to be returned or corrected.
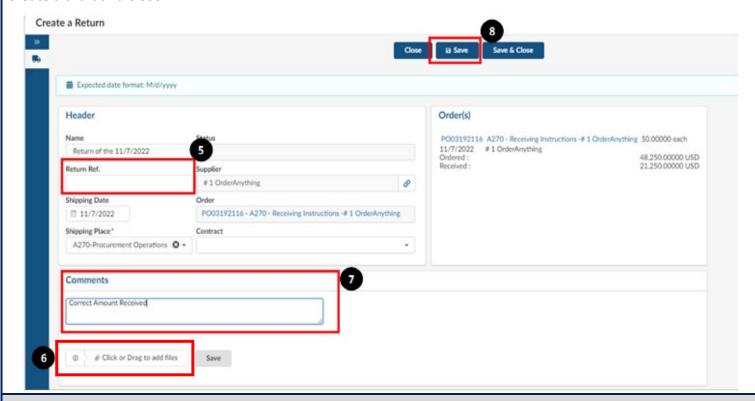

4. Select **Create Return**

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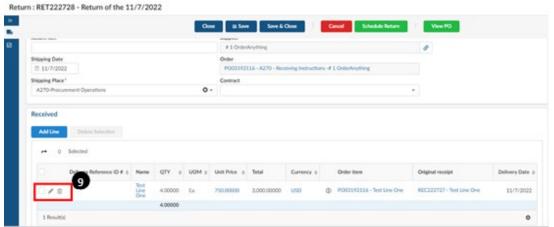
NOTE: By clicking save, the next action screens will be available to you. If you click Save & Close, the return will create a draft and close

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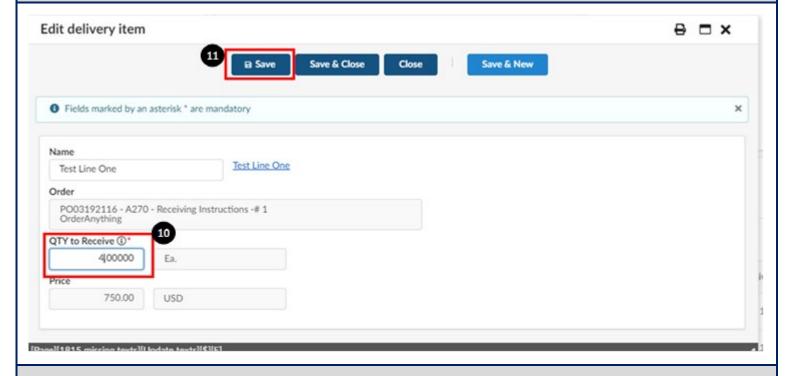
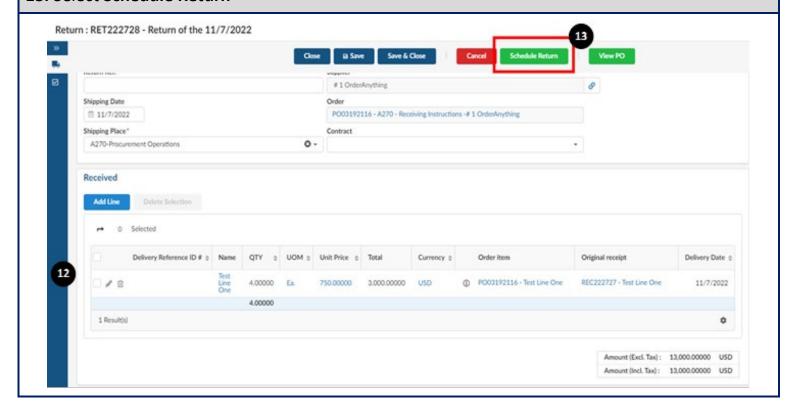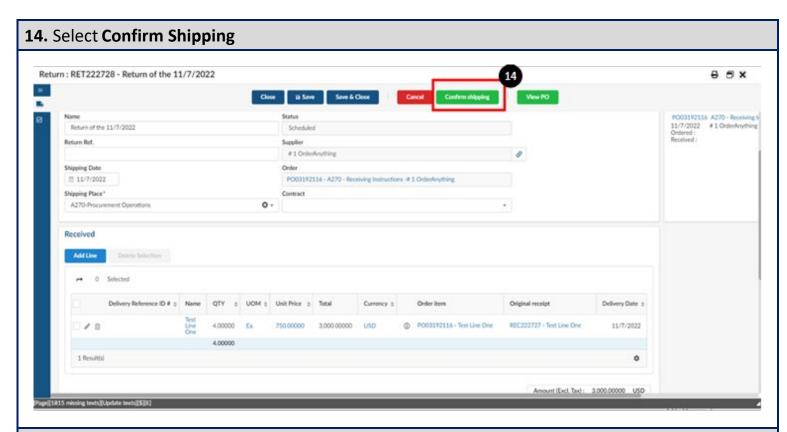**10.** Using the **QTY to Receive** field enter the quantity that needs to be returned. This will default to the Unit of Measurement that was selected on the Receipt.

11. Click **Save**

Edit delivery item

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 ⓘ*

4.00000   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

1 OrderAnything

Shipping Date   Order
11/7/2022   PO03192116 - A270 - Receiving Instructions -# 1 OrderAnything

Shipping Place*   Contract
A270-Procurement Operations

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.	750.0000	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

14. Select **Confirm Shipping**

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.