# **VCCS** Receiving and Returns in eVA

This Quick Reference Guide will cover the following topics:

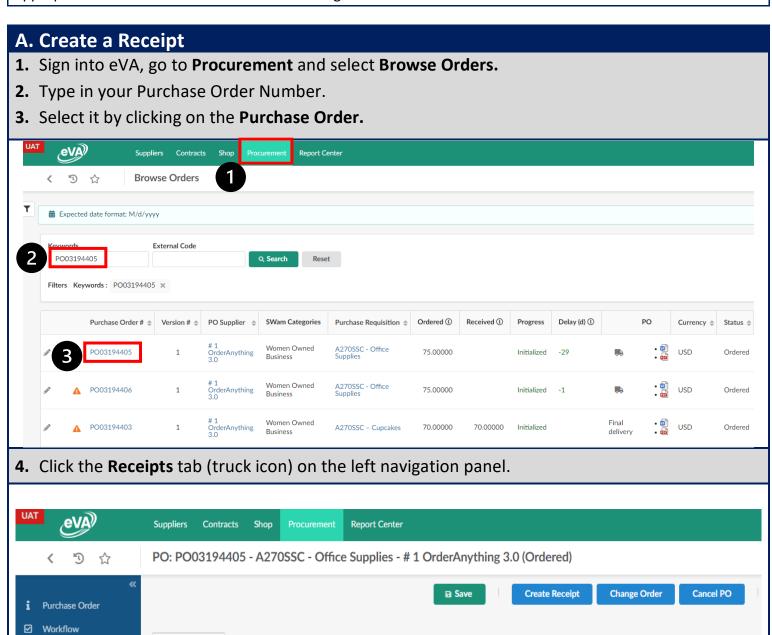
### A. Create a Receipt

Completing the receiving function on a purchase order

### B. Create a Return

Returning product or correcting a receipt

eVA automatically **defaults to Receiving in Full** on each receipt. Please be sure to remove/edit each line as appropriate to ensure the correct amount is being received.





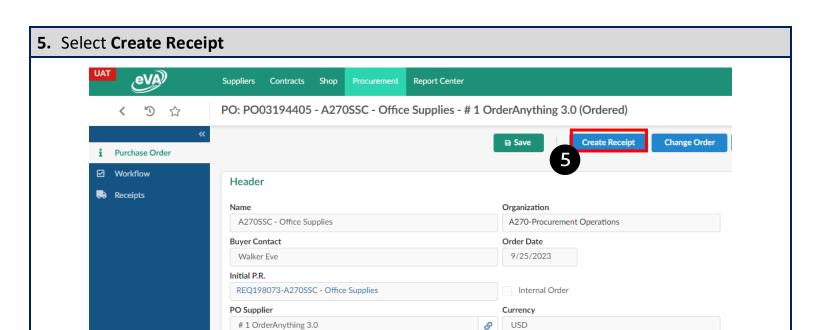
Receipts

0 Result(s)

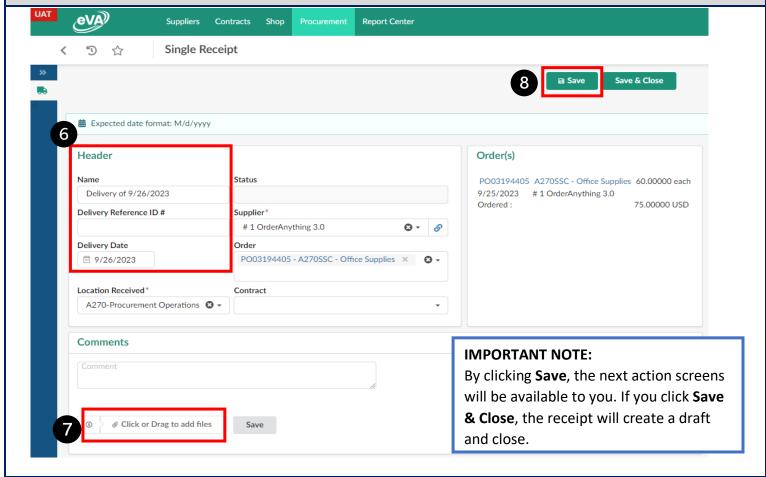
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- **6.** Edit Receipt **Header** information such as **Name** of the delivery, **Delivery Reference ID** #, and **Delivery Date**, if needed.
- 7. Add Comments and attach any necessary documentation such as invoice or packing slip.
- 8. Click Save.





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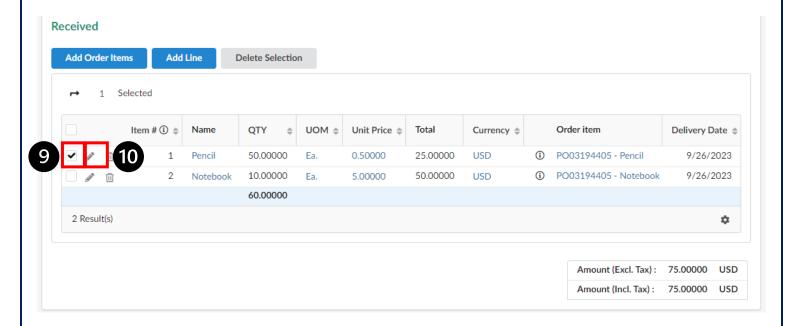
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- **9.** Locate the **Received** box and review your items to be received.
- **10.** Click the pencil icon to edit the line item.

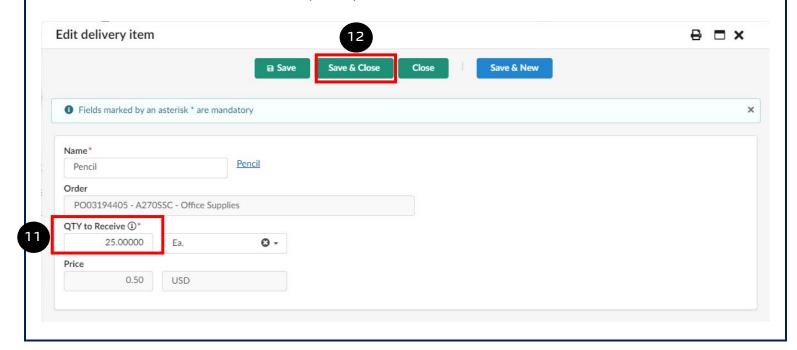
#### NOTE: THE RECEIPT WILL DEFAULT TO FULLY RECEIVED.

Please 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 and one line partially.



- **11.** Using the **QTY to Receive** field, enter the quantity that needs to be received.
- 12. Click Save & Close.

**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.





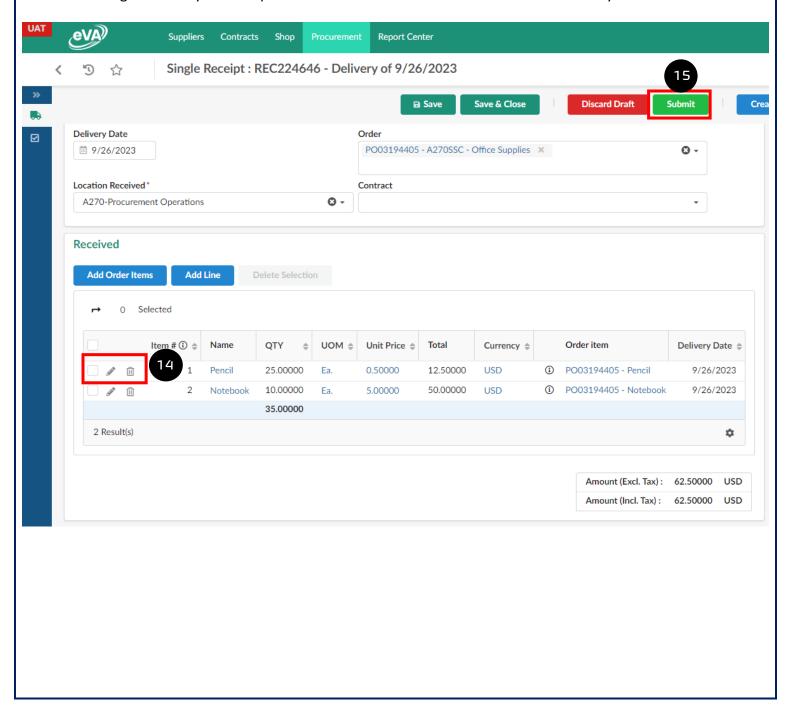
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- **13.** Lines being received in full do not require editing.
- 14. If you need to Delete an item, click on the Trash Can icon next to the line item.
- 15. Click Submit.

**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. **Do not use Add Line** to add back a line removed by accident.

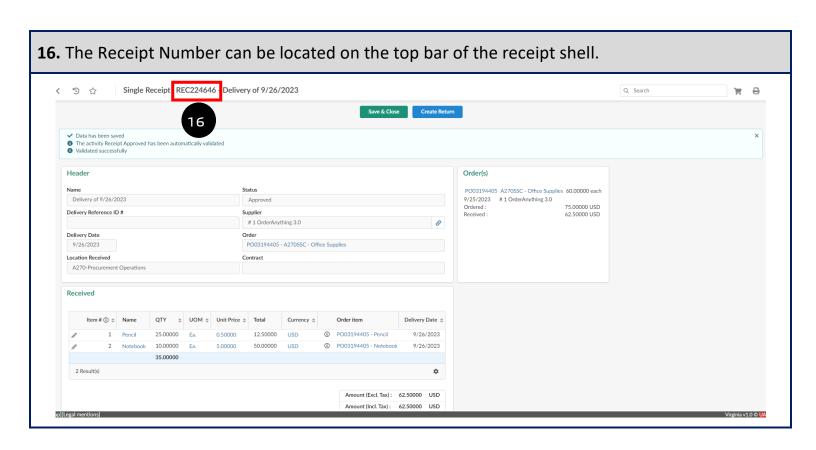




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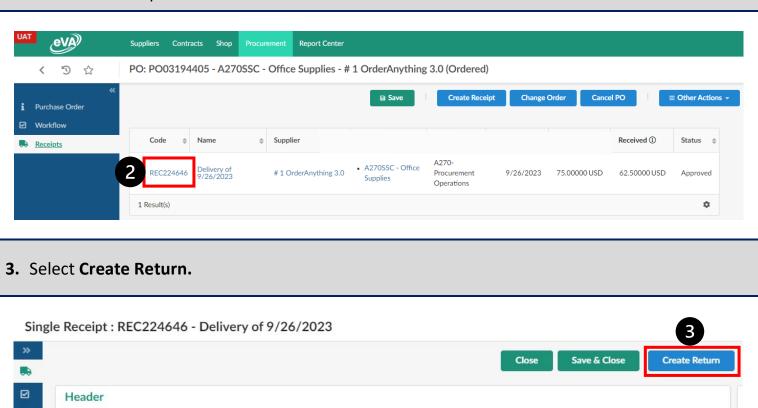


# **B.** Create a Return

Name

Delivery of 9/26/2023

- 1. Follow steps 1-4 of receipts to locate and open your Purchase Order.
- 2. Select the Receipt that needs to be returned or corrected.

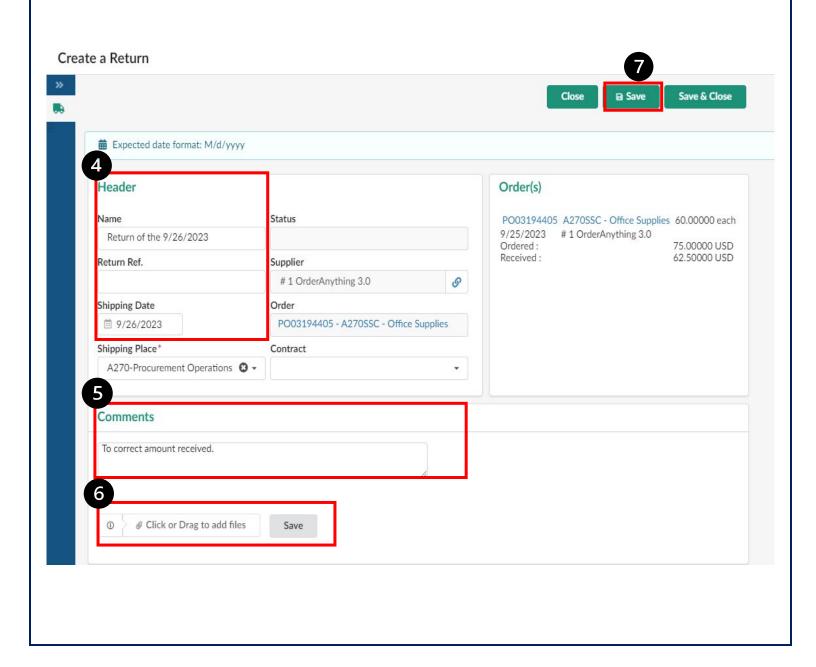


Status

Approved

- 4. Edit the Return Header information such as Return Reference and Date, as needed.
- **5.** 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.
- **6.** Attach any documentation required by the Supplier, if applicable.
- 7. 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.





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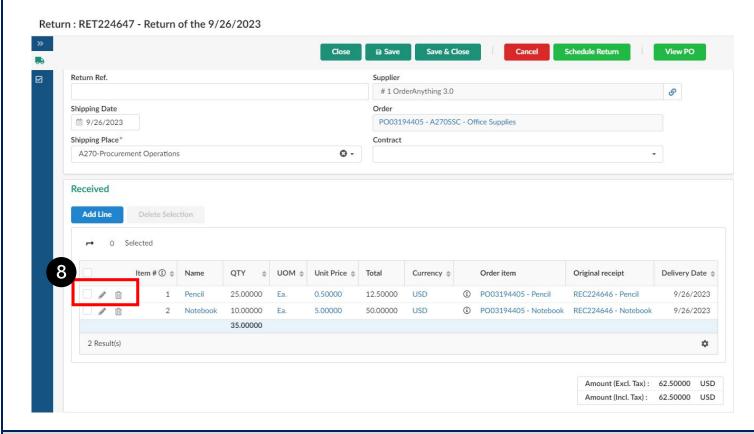
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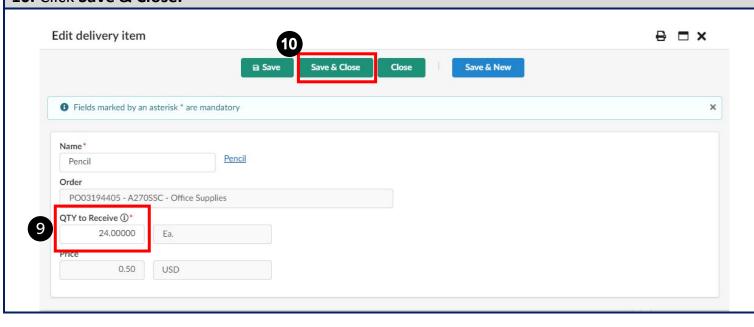
8. Using the **Trash Can** icon, remove any lines that you do not wish to return.

### 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.



- **9.** 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.
- 10. Click Save & Close.





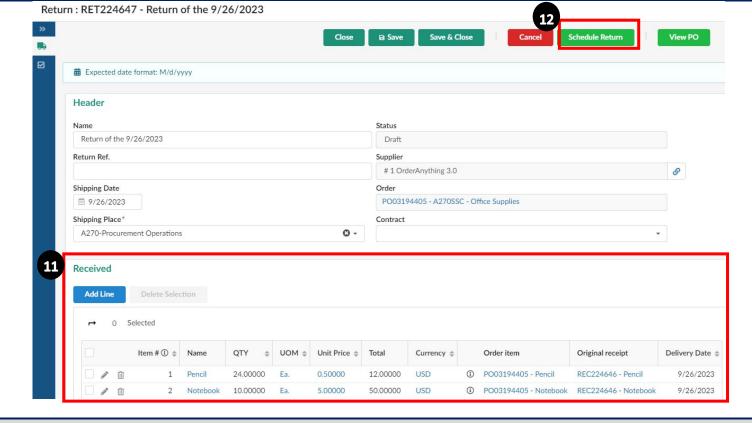
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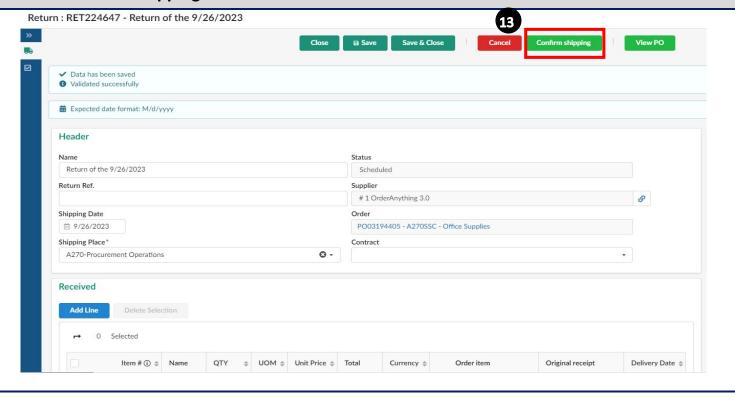
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## 11. Review your Received box to ensure only the items that need to be returned are included.

#### 12. Select Schedule Return.



## 13. Select Confirm Shipping.





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**14.** 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.

