

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.

A. Create a Receipt

1. Sign into eVA, go to **Procurement** and select **Browse Orders**.
2. Type in your Purchase Order Number.
3. Select it by clicking on the **Purchase Order**.

The screenshot shows the eVA Procurement interface. The top navigation bar includes 'Suppliers', 'Contracts', 'Shop', 'Procurement' (highlighted with a red box and a circled '1'), and 'Report Center'. Below the navigation bar, the 'Browse Orders' section is active. A search bar contains the text 'Expected date format: M/d/yyyy'. Below the search bar, the 'Keywords' field contains 'PO03194405' (highlighted with a red box and a circled '2'). The 'Search' button is highlighted with a green box. Below the search bar, the 'Filters' section shows 'Keywords: PO03194405'. A table of search results is displayed below the filters. The first row is highlighted with a red box and a circled '3'. The table has columns: Purchase Order #, Version #, PO Supplier, SWam Categories, Purchase Requisition, Ordered, Received, Progress, Delay (d), PO, Currency, and Status.

Purchase Order #	Version #	PO Supplier	SWam Categories	Purchase Requisition	Ordered	Received	Progress	Delay (d)	PO	Currency	Status
PO03194405	1	# 1 OrderAnything 3.0	Women Owned Business	A270SSC - Office Supplies	75.00000		Initialized	-29		USD	Ordered
PO03194406	1	# 1 OrderAnything 3.0	Women Owned Business	A270SSC - Office Supplies	75.00000		Initialized	-1		USD	Ordered
PO03194403	1	# 1 OrderAnything 3.0	Women Owned Business	A270SSC - Cupcakes	70.00000	70.00000	Initialized		Final delivery	USD	Ordered

4. Click the **Receipts** tab (truck icon) on the left navigation panel.

The screenshot shows the eVA Procurement interface. The top navigation bar includes 'Suppliers', 'Contracts', 'Shop', 'Procurement' (highlighted with a green box), and 'Report Center'. Below the navigation bar, the 'PO: PO03194405 - A270SSC - Office Supplies - # 1 OrderAnything 3.0 (Ordered)' is displayed. On the left side, the 'Receipts' tab (highlighted with a red box and a circled '4') is selected. The 'Receipts' tab shows a '0 Result(s)' message. On the right side, there are buttons: 'Save', 'Create Receipt', 'Change Order', and 'Cancel PO'.

5. Select Create Receipt

UAT eVA Suppliers Contracts Shop Procurement Report Center

PO: PO03194405 - A270SSC - Office Supplies - # 1 OrderAnything 3.0 (Ordered)

Save Create Receipt Change Order

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Header

Name	A270SSC - Office Supplies	Organization	A270-Procurement Operations
Buyer Contact	Walker Eve	Order Date	9/25/2023
Initial P.R.	REQ198073-A270SSC - Office Supplies	<input type="checkbox"/> Internal Order	
PO Supplier	# 1 OrderAnything 3.0	Currency	USD

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**.

UAT eVA Suppliers Contracts Shop Procurement Report Center

Single Receipt

Save Save & Close

8

Expected date format: M/d/yyyy

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Header

Name	Delivery of 9/26/2023	Status	
Delivery Reference ID #		Supplier*	# 1 OrderAnything 3.0
Delivery Date	9/26/2023	Order	PO03194405 - A270SSC - Office Supplies
Location Received*	A270-Procurement Operations	Contract	

Order(s)

PO03194405 A270SSC - Office Supplies 60.00000 each
9/25/2023 # 1 OrderAnything 3.0
Ordered : 75.00000 USD

Comments

Comment

7

Click or Drag to add files Save

IMPORTANT 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.

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.

Received

Add Order Items Add Line Delete Selection

1 Selected

<input type="checkbox"/>	Item # ⓘ	Name	QTY	UOM	Unit Price	Total	Currency	Order item ⓘ	Delivery Date
<input checked="" type="checkbox"/>	1	Pencil	50.00000	Ea.	0.50000	25.00000	USD	PO03194405 - Pencil	9/26/2023
<input type="checkbox"/>	2	Notebook	10.00000	Ea.	5.00000	50.00000	USD	PO03194405 - Notebook	9/26/2023
			60.00000						

2 Result(s)

Amount (Excl. Tax) : 75.00000 USD
Amount (Incl. Tax) : 75.00000 USD

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.

Edit delivery item

12

Save Save & Close Close Save & New

Fields marked by an asterisk * are mandatory

Name *
Pencil [Pencil](#)

Order
PO03194405 - A270SSC - Office Supplies

11 QTY to Receive ⓘ *
25.00000 Ea. ⌵

Price
0.50 USD

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.

UAT

eVA

Suppliers

Contracts

Shop

Procurement

Report Center

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Single Receipt : REC224646 - Delivery of 9/26/2023

15

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Save

Save & Close

Discard Draft

Submit

Create

Delivery Date

9/26/2023

Order

PO03194405 - A270SSC - Office Supplies

Location Received*

A270-Procurement Operations

Contract

Received

Add Order Items

Add Line

Delete Selection

0 Selected

	Item # ⓘ	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Delivery Date
<div>☐ ✎ 🗑</div>	14 1	Pencil	25.00000	Ea.	0.50000	12.50000	USD	PO03194405 - Pencil	9/26/2023
<div>☐ ✎ 🗑</div>	2	Notebook	10.00000	Ea.	5.00000	50.00000	USD	PO03194405 - Notebook	9/26/2023
35.00000									

2 Result(s)

Amount (Excl. Tax) : 62.50000 USD

Amount (Incl. Tax) : 62.50000 USD

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

Single Receipt

REC224646

Delivery of 9/26/2023

Q Search

Shopping Cart

Print

16

Save & Close

Create Return

✓ Data has been saved

🔔 The activity Receipt Approved has been automatically validated

🔔 Validated successfully

Header

Name

Delivery of 9/26/2023

Status

Approved

Delivery Reference ID #

Supplier

1 OrderAnything 3.0

Delivery Date

9/26/2023

Order

PO03194405 - A270SSC - Office Supplies

Location Received

A270-Procurement Operations

Contract

Order(s)

PO03194405 A270SSC - Office Supplies 60.00000 each

9/25/2023 # 1 OrderAnything 3.0

Ordered : 75.00000 USD

Received : 62.50000 USD

Received

Item #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Delivery Date
1	Pencil	25.00000	Ea.	0.50000	12.50000	USD	PO03194405 - Pencil	9/26/2023
2	Notebook	10.00000	Ea.	5.00000	50.00000	USD	PO03194405 - Notebook	9/26/2023
					35.00000			

2 Result(s)

Amount (Excl. Tax) : 62.50000 USD

Amount (Incl. Tax) : 62.50000 USD

Legal mentions

Virginia v1.0

B. Create a Return

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.

UAT eVA Suppliers Contracts Shop Procurement Report Center

< ⌂ ☆ PO: PO03194405 - A270SSC - Office Supplies - # 1 OrderAnything 3.0 (Ordered)

Save Create Receipt Change Order Cancel PO Other Actions

Code	Name	Supplier	Received ⓘ	Status
REC224646	Delivery of 9/26/2023	# 1 OrderAnything 3.0 • A270SSC - Office Supplies	A270-Procurement Operations 9/26/2023 75.00000 USD 62.50000 USD	Approved

1 Result(s)

3. Select Create Return.

Single Receipt : REC224646 - Delivery of 9/26/2023

Close Save & Close Create Return

Header

Name Delivery of 9/26/2023 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.

Create a Return

Close **Save** Save & Close

Expected date format: M/d/yyyy

Header

Name: Return of the 9/26/2023

Status:

Return Ref.:

Supplier: # 1 OrderAnything 3.0

Shipping Date: 9/26/2023

Order: PO03194405 - A270SSC - Office Supplies

Shipping Place*: A270-Procurement Operations

Contract:

Order(s)

PO03194405 A270SSC - Office Supplies 60.00000 each

9/25/2023 # 1 OrderAnything 3.0

Ordered : 75.00000 USD

Received : 62.50000 USD

Comments

To correct amount received.

Click or Drag to add files

Save

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.

Return : RET224647 - Return of the 9/26/2023

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CloseSaveSave & CloseCancelSchedule ReturnView PO

Return Ref.

Supplier
1 OrderAnything 3.0

Shipping Date
9/26/2023

Order
PO03194405 - A270SSC - Office Supplies

Shipping Place*
A270-Procurement Operations

Contract

Received

Add LineDelete Selection

0 Selected

	Item # ⓘ	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Original receipt	Delivery Date
8	1	Pencil	25.00000	Ea.	0.50000	12.50000	USD	PO03194405 - Pencil	REC224646 - Pencil	9/26/2023
	2	Notebook	10.00000	Ea.	5.00000	50.00000	USD	PO03194405 - Notebook	REC224646 - Notebook	9/26/2023
			35.00000							

2 Result(s)

Amount (Excl. Tax) : 62.50000 USD
Amount (Incl. Tax) : 62.50000 USD

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**.

Edit delivery item

10

SaveSave & CloseCloseSave & New

Fields marked by an asterisk * are mandatory

Name*
Pencil

Order
PO03194405 - A270SSC - Office Supplies

9

QTY to Receive ⓘ*
24.00000

Price
0.50

11. Review your **Received** box to ensure only the items that need to be returned are included.
12. Select **Schedule Return**.

Return : RET224647 - Return of the 9/26/2023

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

Expected date format: M/d/yyyy

Header

Name: Return of the 9/26/2023 Status: Draft

Return Ref.: Supplier: # 1 OrderAnything 3.0

Shipping Date: 9/26/2023 Order: PO03194405 - A270SSC - Office Supplies

Shipping Place*: A270-Procurement Operations Contract:

11 Received

Add Line Delete Selection

0 Selected

	Item #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Original receipt	Delivery Date
<input type="checkbox"/>	1	Pencil	24.00000	Ea.	0.50000	12.00000	USD	PO03194405 - Pencil	REC224646 - Pencil	9/26/2023
<input type="checkbox"/>	2	Notebook	10.00000	Ea.	5.00000	50.00000	USD	PO03194405 - Notebook	REC224646 - Notebook	9/26/2023

13. Select **Confirm Shipping**.

Return : RET224647 - Return of the 9/26/2023

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

✓ Data has been saved
Validated successfully

Expected date format: M/d/yyyy

Header

Name: Return of the 9/26/2023 Status: Scheduled

Return Ref.: Supplier: # 1 OrderAnything 3.0

Shipping Date: 9/26/2023 Order: PO03194405 - A270SSC - Office Supplies

Shipping Place*: A270-Procurement Operations Contract:

Received

Add Line Delete Selection

0 Selected

	Item #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Original receipt	Delivery Date
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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.

Return : RET224647 - Return of the 9/26/2023

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

Header

Name: Return of the 9/26/2023 Status: Scheduled

Return Ref. Supplier: # 1 OrderAnything 3.0

Shipping Date: 9/26/2023 Order: PO03194405 - A270SSC - Office Supplies

Shipping Place*: A270-Procurement Operations Contract:

Received

Add Line Delete Selection

0 Selected

Item #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Original receipt	Delivery Date
1	Pencil	24.00000	Ea.	0.50000	12.00000	USD	PO03194405 - Pencil	REC224646 - Pencil	9/26/2023
2	Notebook	10.00000	Ea.	5.00000	50.00000	USD	PO03194405 - Notebook	REC224646 - Notebook	9/26/2023
					34.00000				

2 Result(s)