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Receiving Overview

Receiving reports document the satisfactory receipt of goods, materials, equipment, supplies and services. Receiving reports provide an auditable source of verification that goods and/or services are received in a manner acceptable to the conditions and requirement of the contract or purchase order. The receiving report processed in eVA serves as the authorization to process payment of invoices by Accounting Services. Receiving is processed in eVA, unless other arrangements are in place between the department and Accounting Services and should accurately reflect the date goods/services were received and the exact quantities of those items. All receiving is processed through the eVA system unless prior authorization is given. The use of the eVA Receiving ensures receiving information is maintained electronically with the purchase order and provides a clear record of items that are received and ready for payment processing.

When a requisition is fully approved and is in the ordered status, the receiver can process receiving, or partial receiving, based on the actual receipt of goods and/or services. It is important to process receiving information in a timely manner to allow for efficient payment processing. Receiving should be processed as soon as possible, but in no case more than (3) days after delivery. Receiving date should reflect the actual date goods and/or services are received.

If goods and/or services are not delivered in accordance with the requirements of the purchase order or contract, the agency must notify the vendor of the defect as soon as possible. Appropriate action should be taken to remedy the defects. If receiving is processed and products are returned the receiving should be modified to “back out” receiving. Receiving should be processed when the corrected items have been delivered using the new received date.

1 http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20305.pdf
**Purchase Orders requiring multiple due dates**

Many times a vendor will ship items listed on a Purchase Order in separate shipments and typically will be delivered on different days. This will require unique received dates for each line item and in some cases unique received dates with a line item. When this occurs, process a separate receiving document in eVA for each due date. For example, an order is placed for four items to the ABC Company. Item #1 shows a quantity of 4 and Items #2-4 each show a quantity of 1. On August 1, 20xx, a shipment is received which contains a quantity of 2 for the first item and 1 for Item #2 and #4. On August 4, 20xx another shipment is received that contains the remaining 2 quantities of Item #1 and also a quantity of 1 for Item #3. Receiving should be entered as follows:

**Receiver Document #1-Use August 1, 20xx as the received date (be sure to change date if necessary)**

Item #1—Receive a quantity of 2

Item #2-Receive a quantity of 1

Item #4-Receive a quantity of 1

**Receiver Document #2-Use August 4, 20xx as the received date (be sure to change date if necessary)**

Item #1-Receive remaining 2 items

Item#3-Receive a quantity of 1

**Receiving phrases/terms/descriptions**

**Reopen Closed Order** – A ‘Reopen Order’ button is provided in Receiving for situations where changes must be made on requisition and the order has been fully received.

**Negative Receiving** – The “Accept/Return” field is used in receiving for situations where item(s) are accepted. It is also used, however, to back out items previously recorded as having been received when the item must be returned to the vendor OR if the requisition must be changed and the system is requiring the receiving information to be modified. When processing a negative receiving report, please be sure to advise Accounts Payable (AP) (acctspayable@radford.edu). Please keep in mind a payment may be scheduled for the items that are being reversed. By making AP aware of the change, the scheduled payment can be adjusted.
RECEIVING PROCEDURES

A. Access the eVA website at http://eva.virginia.gov
B. Enter your Username, Password and click submit
C. Answer the Security question (Security Information Dialog Box), if this is an option
D. Click on eMall(Shop Now)
E. Click Receive-located on the tab “My Home” – Common Actions – Receive

F. Enter PO# in the value field

G. Enter the quantity received in the Accept/Return field, May be able to select accept all if order is complete
H. Check date for accuracy-use date goods/services were ACTUALLY received use calendar function to adjust to correct date
I. Check Radio Button NO for Close Order

J. *Note: Comments/Remarks are not seen in reports used by Accounting Services/Accounts Payable. If you need to communicate special instructions to Accounts Payable you will need to call or email.

K. Select to submit (located at bottom or top of page)

L. To review your receiving report, return home and locate your purchase order under my documents.

M. When PO is open, click on the receipts tab and then the receiving document.
Modifying Receiving
Reopening Closed Orders

To reopen an order that is closed, (to allow a change order or a cancellation, or to back out receiving) follow these steps:

A. Go to eMall in eVA – the “Common Actions” box
B. Select Manage > Receive

C. Enter the PO number in the value field

D. Click Search

E. After the search is performed the order is displayed with an informational message stating that the order is closed. Select the REOPEN ORDER button.
F. In the Accepted field use a negative number to back out the receiving by line item (EX: -1). Note: At least one item will need to be backed out before a change order may be processed. **All** line items will need to be backed out in order to process a cancellation. Please check the quantity ordered and compare to the Prev. Accepted to ensure the correct number is used for backing out.

G. After all items are adjusted as needed, scroll down and select the radio button NO for the question “Do you want eVA to close the PO”.

H. Scroll to the top or bottom of the screen and select Submit. **Note: Do not** click the Accept All as this will receive all items.

I. This will complete the receiving modification. Return to the home screen and proceed with the change or cancellation.

J. Please remember that receiving should be completed after the PO Change is complete, please be sure to use the date the goods and/or services were originally received. Use the calendar function to adjust.