

eVA Quick Reference for Entering **Receiving**

<https://eva.virginia.gov/>

Per the Commonwealth Accounting Policy and Procedure Manual (CAPP Manual), **receiving should be processed within (3) days of receipt of goods and/or services.** It is important to enter receiving information in a timely manner to allow for efficient payment processing and good vendor relations. Please assist by entering receiving as quickly as possible.

1. Refer to the eVA Login Instruction Guide
2. Click on eMail /eForms
3. Click Receive-located on the tab “My Home” – Common Actions – Receive
4. Enter PO# in the value field
5. Enter the quantity received in the Accept/Return field
6. Check date for accuracy-date goods/services are received-use calendar function to adjust
7. May eliminate steps 9-11 by Clicking Accept All button (if order is complete in one shipment)
8. Click Home button at top to return to My Home
9. \*Note: Comments/Remarks do not display in reports used by Accounting Services/Accounts Payable. If you need to communicate special instructions to Accounts Payable, you will need to email [acctspayable@radford.edu](mailto:acctspayable@radford.edu)
10. If you have corrections or adjustments to make to receiving please contact Accounting Services via email [acctspayable@radford.edu](mailto:acctspayable@radford.edu) for assistance.
11. To review your receiving report, return home and locate your purchase order under my documents.
12. When PO is open, click on the receipts tab and then the receiving document(s).

Note: **Never use the reject field**-this is not compatible with eVA/Banner integration. For further directions, contact the Procurement and Contracts office.