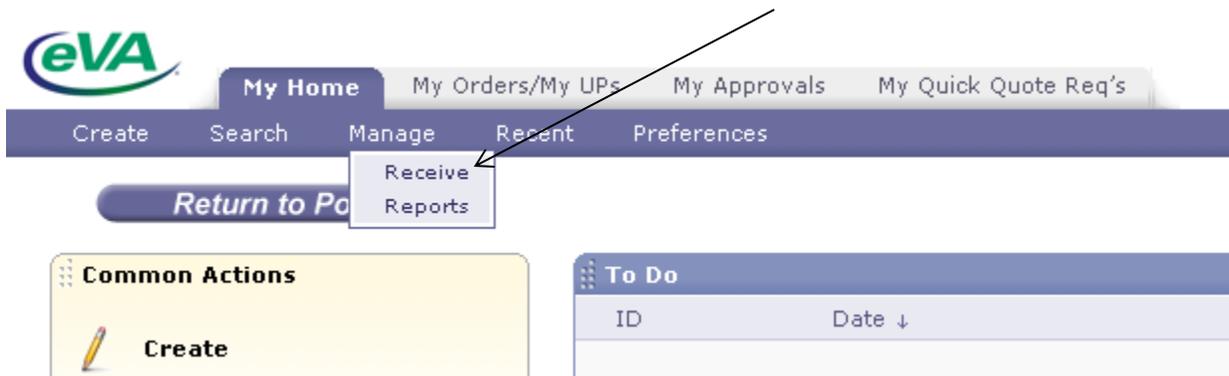


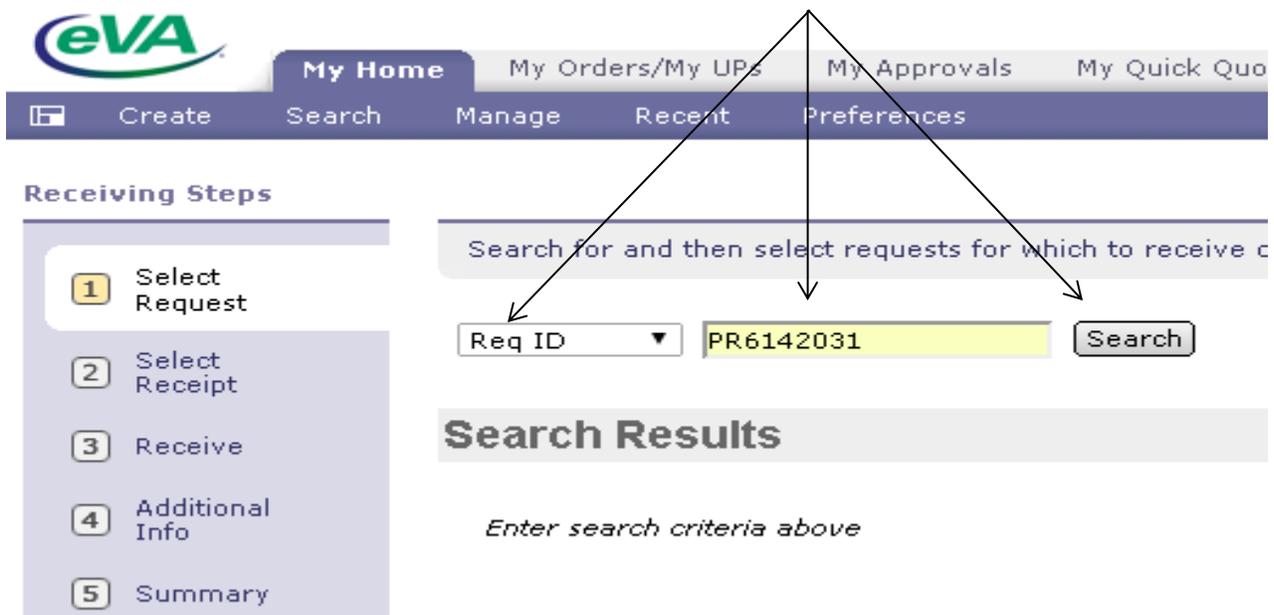
# How to Receive an eVA Order

Once your eVA order has arrived; partially or in full, you will need to log into the eVA system and access the order in the email (Shop Now)

From the email (Shop Now) home screen you will want to click on the “Manage” tab, located on the purple bar under “My Home”. Click on “Receive”



Once you click on “Receive” a new screen will appear, in the Order ID drop down box you can search by; Order ID, Req ID (Requisition) , Receipt ID, or Contract ID. Searches can be done by all options. Chose Req ID, and type the PR (Purchase Requisition) Number into the blank field and click “Search”



A new screen will appear, with a summary of your order by line item.

Order ID: [PCO1554190](#)  
 Order Title: Pen Order for OAIR  
 Supplier: [THE SUPPLY ROOM COMPANIES](#)  
 Location: [SUPPLY ROOM COMPANIES, INC/RICHMOND](#)  
 My Labels:  [Apply Label...](#)

Date: Wed, 6 Aug, 2014, 1:38 PM  
 Processing Status: Receiving  
 Header Cross Reference:

Line Items - Quantity Receiving Needed							
No. ↑	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	60	BIC Round Stic Ballpoint Pen	dozen	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Wed, 6 Aug, 2014"/> 
2	65	BIC Round Stic Pen	dozen	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Wed, 6 Aug, 2014"/> 

Close Order:   Yes  No

The left side will provide you with; the line item number, quantity, and the descriptions:

Line Items - Quantity Receiving Needed		
No. ↑	Quantity	Description
1	60	BIC Round Stic Ballpoint Pen
2	65	BIC Round Stic Pen

The right side will provide you with; the unit of measurement, totals previously received, Quantity to accept/ return or reject, and the date received.

Depending on the item you are ordering, you may need to go into the order on multiple occasions to receive items. Example: Monthly payments, or a partial shipment received.

Date: Wed, 6 Aug, 2014, 1:38 PM  
 Processing Status: Receiving  
 Header Cross Reference:

Unit	Prev. Total	Accept/Return	Reject	Date Received
dozen	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Wed, 6 Aug, 2014"/> 
dozen	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Wed, 6 Aug, 2014"/> 

You will want to input the correct number received and date of receipt in the associated fields.

Accept/Return	Reject	Date Received
<input type="text" value="60"/>	<input type="text" value="0"/>	<input type="text" value="Wed, 6 Aug, 2014"/>
<input type="text" value="65"/>	<input type="text" value="0"/>	<input type="text" value="Wed, 6 Aug, 2014"/>

By using the 'Accept/Return' field you are indicating that: The item has been received. But, can also be used in special cases where an item(s) needs to be "backed out" of the system, this is called "Negative Receiving."

By using the 'Reject' field you are indicating that: The item has been received, and must be returned to the vendor. This field should NOT be used for items that have previously been received

Close Order: You may choose to close the order, but only do so if you are completely done with all receiving and any modifications you may need to make. If done by accident, this can be reversed. Contact Materiel Management for assistance on this procedure. You can leave this as a "No" and it will not affect your order.

Add any comments into the comments box if needed.

Close Order:  Yes  No

**COMMENTS - ENTIRE RECEIPT**

Comments:

“Attachments- Entire Receipt”, you can attach an electronic receipt or copies of the packing slips.

The image shows a web form interface. At the top, there is a 'Comments:' label followed by a large, empty rectangular text area. Below this, there is a horizontal bar with the text 'ATTACHMENTS - ENTIRE RECEIPT' in blue. Underneath this bar is a button labeled 'Add Attachment'. An arrow points from the top left towards the 'Add Attachment' button.

Once all fields have been filled in, click “Submit”

In order to print a copy of the “Receipt” for accounts payable purposes, you will need to go back to the eMail (shop now) screen, and click “Search” and select “Requisition.”



Type the PR number into the ID: Field. It is important to make sure you have the “No Choice” selected in the “Date Created” field, this will auto populate with the current date, and will result in no results.

Click “Search”

Type:

Change the search criteria or name, and then **Search**.

**Search Filters**

Title:

ID:

Date Created:

Open the PR Listed below on the search results screen.

At the top of the PR click on the "Receipts" Tab

**Summary** Approval Flow Orders **Receipts** History

Title: Pen Order for OAIR

From the "Receipts" Tab, click on the Receipt ID

[Back](#)

Summary Approval Flow Orders **Receipts** History

Receipt ID ↑	Title
<a href="#">RC5012471</a>	Receipt for PCO1554190

A “Receipt” will open, and this will contain a “Print” button.

The screenshot shows a software interface with a top navigation bar containing a "Back" button on the left and a "Print" button on the right. Below this is a tabbed interface with "Summary", "Approval Flow", and "History" tabs. The "Summary" tab is active, displaying order information: Order ID: [PCO1554190](#), Order Title: Pen Order for OAIR, Supplier: [THE SUPPLY ROOM COMPANIES](#), Location: [SUPPLY ROOM COMPANIES INC/RICHMOND](#), and My Labels: [Archive Items](#) and [Apply Label...](#). On the right side, there are fields for Date, Processor, and Header C. Below this is a table titled "Line Items Received By Quantity".

No.	Quantity	Description	Unit	Prev. Total
1	60	BIC Round Stic Ballpoint Pen	dozen	0
2	65	BIC Round Stic Pen	dozen	0

You may use the “Back” button to back out of this screen and exit the order.

Important Receiving Information:

- Orders in Closed status must be reopened before an item, previously received, can be backed out.
- To accurately process a change to a requisition, the order associated with the change must be first reopened, if previously closed.
- To process a PRICE change on a non-catalog item previously received, it will be necessary to back out all quantities previously received by doing negative receiving on the item(s). NOTE: If the order is in closed status, it must first be reopened. After the price change is made, receiving must be re-done.
- All quantities backed out on a receipt should be entered as a negative number in the Accept/Return field. (i.e. -10)
- Receivers are strongly discouraged from closing an order out short. An adjustment should be made to the requisition if the item(s) will not be delivered or replaced. If a change requisition is processed to reflect a quantity that equals the adjusted total received, the PR will automatically move to Received status, regardless whether the receiver specified on the last receipt that the order was to remain open.
- A PR can be cancelled if ALL items previously received on the PR have been completely backed out.
- When all items on a requisition are backed out, the requisition remains in Receiving status and will not revert back to Ordered status.
- New receipts will show the new/adjusted quantity in the “Prev. Total” field.