

Receiving on an Order in eVA

This Reference Guide provides steps needed to complete receiving on an order in eVA.

A. Receiving an order from the Purchase Order

1. Select the Procurement Tab
2. Select the Browse Orders Option from the dropdown menu.

The screenshot shows the eVA Procurement dropdown menu. The 'Procurement' tab is selected in the top navigation bar. The dropdown menu is open, and the 'Browse Orders' option is highlighted with a green box and a red '2'. Other options in the menu include 'Browse Requisitions', 'Create Requisition', 'Create Confirming Order', 'Create DPS Administrative Request', 'Group', 'Pending Receipts', 'Browse Receipts', 'Create', 'Receive Deliverables', 'Browse Budgets', 'Browse Budget Lines', 'Browse Allocation Templates', 'Create', 'Queue Management', 'PRs to be Assigned', 'PRs Assignments in Progress', 'PRs Assigned by me', and 'PRs Assigned to me'.

3. Select the Purchase Order from the list.

The screenshot shows the eVA Purchase Order list. A green box highlights the first four rows of the table. The table has columns: Purchase Order #, Version #, PO Supplier, SWam Categories, Purchase Requisition, Ordered, Received, Progress, Delay (d), PO, Currency, Status, and External Code. The first four rows are:

Purchase Order #	Version #	PO Supplier	SWam Categories	Purchase Requisition	Ordered	Received	Progress	Delay (d)	PO	Currency	Status	External Code
PCO04430415-1	2	A M Davis Inc	Small Business	Amendment request 10/5/2023 PCO04430415	894.40000		Initialized	-30		USD	Ordered	
PCO04452368	1	McKesson Medical Surgical Govt LLC		BCC24-medical-Mckesson-IV supplies	3,999.75000		Initialized	-12		USD	Ordered	
PCO04452361	1	Diamond Drugs Inc		BCC24-medical-Diamond-covid test	462.50000		Initialized	-12		USD	Ordered	
PO04452285	1	Virginia Distribution Center - VDC -		RNCC24-VDC-Food Allotment	19,617.57000		Initialized	-13		USD	Ordered	

4. Select Create Receipt.

The screenshot shows the eVA system interface. At the top, there's a navigation bar with tabs: Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, and Report Center. Below this, a breadcrumb trail shows the path: PO: PO04375836 - DOC HQ The O'Quinn Law Office Grievance Fees - The OQuinn Law O... A search bar is on the right. In the main area, there's a button bar with 'Create Receipt' (highlighted with a green box), 'Change Order', 'Cancel PO', and 'Other Actions'. A blue box with the number 4 is placed over the 'Create Receipt' button. Below the button bar, there's an alert banner: 'ALERT! State offices and eVA Customer Care will be closed Monday, October 9th and will reopen Tuesday, October 10th at 8:00AM.' The main form is titled 'Header' and contains fields for Name, Organization, Buyer Contact, Order Date, Initial P.R., Internal Order, PO Supplier, Currency, Supplier Contact, Status, PO Category, and Procurement transaction type. A 'Contact' dropdown is on the right.

5. Add any necessary comments to the comment box.
6. Attached any needed documents (i.e., Invoice Copy).
7. Click Save.

The screenshot shows the 'Single Receipt' form in the eVA system. At the top, there's a navigation bar with tabs: Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, and Report Center. Below this, a breadcrumb trail shows the path: Single Receipt. A search bar is on the right. In the main area, there's a button bar with 'Save' (highlighted with a green box) and 'Save & Close'. A blue box with the number 7 is placed over the 'Save' button. Below the button bar, there's a 'Header' section with fields for Name, Status, Delivery Reference ID #, Supplier*, Delivery Date, Order, Location Received*, and Contract. A 'Comments' section is below the header, with a text area for comments. A blue box with the number 5 is placed over the 'Contract' dropdown. A green box with the number 6 is placed over the 'Comments' text area. At the bottom, there's a 'Click or Drag to add files' button and a 'Save' button. A blue box with the number 7 is placed over the 'Save' button.

8. If you are receiving the total amount of all line items, you can click submit.

Single Receipt : REC953701 - Delivery of 10/6/2023

Buttons: Save, Save & Close, Discard Draft, **Submit** (8), Create Return, View PO

Delivery Date: 10/6/2023

Order: PO04375836 - DOC HQ The O'Quinn Law Office Grievance Fees

Location Received*: A701-DOC Users

Contract:

Received

Buttons: Add Line, Add Order Items, Delete Selection

0 Selected

Item #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Delivery Date
1	47.80 hours for Roland Cochrane V...	47.80000	Hour	131.00000	6,261.80000	USD	PO04375836 - 47.80 hours for...	10/6/2023
		47.80000						

1 Result(s)

Amount (Excl. Tax): 6,261.80000 USD

9. If you need to partially receive a line item on the PO select the pencil icon of the line item needed.

Single Receipt : REC953701 - Delivery of 10/6/2023

Buttons: Save, Save & Close, Discard Draft, Submit, Create Return, View PO

Delivery Date: 10/6/2023

Order: PO04375836 - DOC HQ The O'Quinn Law Office Grievance Fees

Location Received*: A701-DOC Users

Contract:

Received

Buttons: Add Line, Add Order Items, Delete Selection

0 Selected

Item #	Name	QTY	UOM	Unit Price	Total	Currency	Order item	Delivery Date
1	47.80 hours for Roland Cochrane V...	47.80000	Hour	131.00000	6,261.80000	USD	PO04375836 - 47.80 hours for...	10/6/2023
		47.80000						

1 Result(s)

Amount (Excl. Tax): 6,261.80000 USD

10. Edit the quantity or amount that needs to be received. If amount needs changed select USD from drop down box.

11. Then click Save and Close.

eVA Suppliers Sourcing Contracts Shop Procurement Analytics Report Center Maty F.

Single Receipt : REC953701 - Delivery of 10/6/2023

Search

Edit delivery item

Save Save & Close Close Save & New

ALERT! State offices and eVA Customer Care will be closed Monday, October 9th and will reopen Tuesday, October 10th at 8:00AM

Fields marked by an asterisk * are mandatory

Received

Add Line Add Order

0 Selected

1 Result(s)

Name*

47.80 hours for Roland Cochrane V... [47.80 hours for Roland Cochrane V. Wallens Ridge State Prison case.](#)

Order

PO04375836 - DOC HQ The O'Quinn Law Office Grievance Fees

QTY to Receive

47.80000 Hour

Price

131.00 USD

Amount (Excl. Tax) : 6,261.80000 USD

12. Click Submit.

eVA Suppliers Sourcing Contracts Shop Procurement Analytics Report Center Maty F.

Single Receipt : REC953701 - Delivery of 10/6/2023

Search

Save Save & Close Discard Draft Submit Return View PO

Expected date format: M/d/yyyy

Header

Name

Delivery of 10/6/2023

Status

Draft

Delivery Reference ID #

Supplier*

The O'Quinn Law Office PLLC

Delivery Date

10/6/2023

Order

PO04375836 - DOC HQ The O'Quinn Law Office Grievance Fees

Location Received*

A701-DOC Users

Contract

Order(s)

PO0437583
7/21/2023
Ordered :
Received :

Received

Add Line Add Order Items Delete Selection

0 Selected

13. Click Save and Close.

eVA

SuppliersSourcingContractsShopProcurementAnalyticsReport Center

Maty F.

Single Receipt : REC953701 - Delivery of 10/6/2023

Search

13

Save & Close

Create Return

✓ Data has been saved

ⓘ The activity Receipt Approved has been automatically validated

ⓘ Validated successfully

⚠ ALERT! State offices and eVA Customer Care will be closed Monday, October 9th and will reopen Tuesday, October 10th at 8:00AM.

Header

Name

Delivery of 10/6/2023

Status

Approved

Delivery Reference ID #

Supplier

The OQuinn Law Office PLLC

Delivery Date

10/6/2023

Order

PO04375836 - DOC HQ The O'Quinn Law Office Grievance Fees

Location Received

A701-DOC Users

Contract

Order(s)

PO04375836 DOC HQ

7/21/2023 The OQ

Ordered :

Received :

Received

Complete.