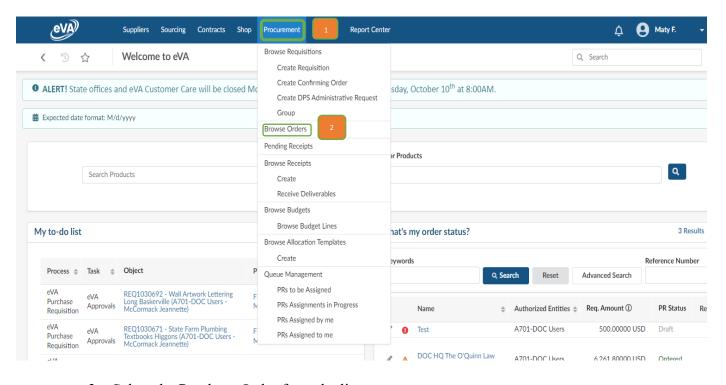
Receiving on an Order in eVA

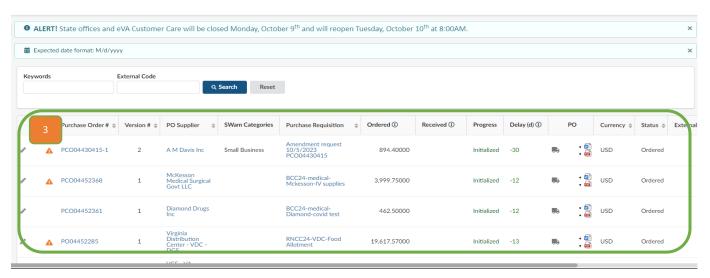
This Reference Guide provides steps needed to complete receiving on an order in eVA.

A. Receiving an order from the Purchase Order

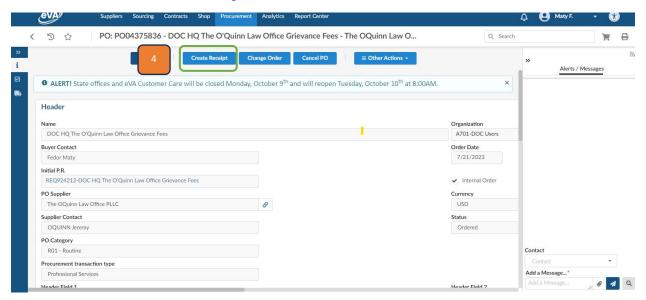
- 1. Select the Procurement Tab
- 2. Select the Browse Orders Option from the dropdown menu.



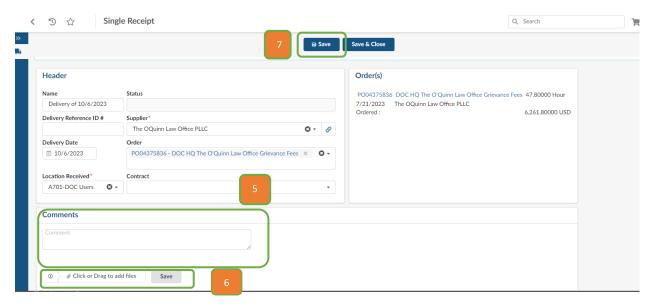
3. Select the Purchase Order from the list.



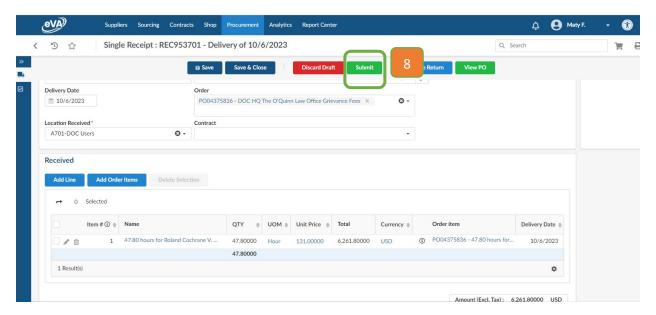
4. Select Create Receipt.



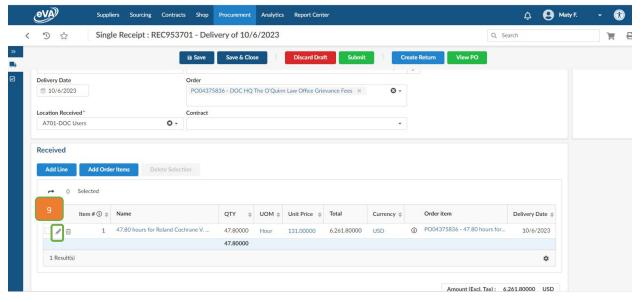
- 5. Add any necessary comments to the comment box.
- 6. Attached any needed documents (i.e., Invoice Copy).
- 7. Click Save.



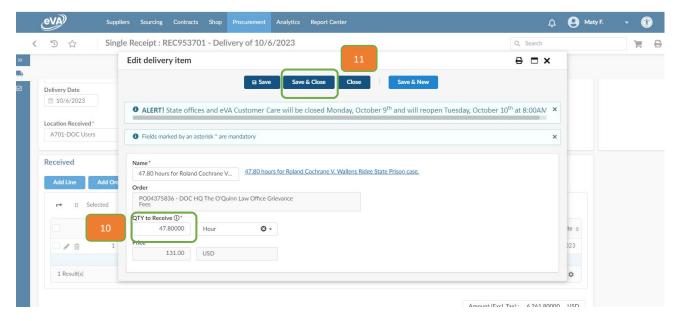
8. If you are receiving the total amount of all line items, you can click submit.



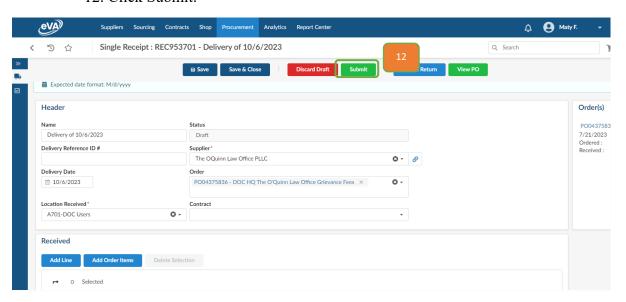
9. If you need to partially receive a line item on the PO select the pencil icon of the line item needed.



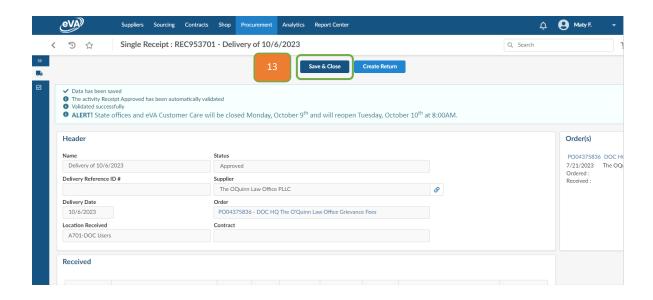
- 10. Edit the quantity or amount that needs to be received. If amount needs changed select USD from drop down box.
- 11. Then click Save and Close.



12. Click Submit.



13. Click Save and Close.



Complete.