



e-Mall Receiving

April 2016



Table of Contents

RECEIVING OVERVIEW	4
PROCESSING RECEIPTS	5
APPROVING RECEIPTS	9
REOPENING CLOSED ORDERS	10
IMPORTANT RECEIVING INFORMATION.....	12

RECEIVING OVERVIEW

Receiving allows you to track the receipt of item. The functionality provides the ability to partially or completely accept goods and/or services, or reject items/services. The receiver of the goods/services is also the *approver* of the receipt. The approval is automatic when the receipt is processed. (Ad hoc approvers can be added to the receipt.)

There are two **types** of receiving: **Desktop** Receiving and **Central** Receiving. The type of receiving used is determined by the setup of the BuysenseOrg (BSO) to which your user profile is assigned.

*In **Desktop** Receiving*, the requester of the requisition is authorized to process the receipt(s) when goods or services are delivered. **ONLY** the requester can receive against the order. This means that if the preparer is NOT the requester (the preparer name does not appear in the 'on behalf of' field on the requisition), the preparer will not be able to receive against the order they initiated.

*In **Central** Receiving*, a designated user (e.g. an employee at a central warehouse) receives the goods or services on behalf of the requester. The requester of the requisition cannot do receiving if the receiving role is assigned to the applicable requester's BSO (Buysense Org).

There are two **methods** of receiving: receive by **Quantity** and/or receive by **Amount**. The default method is Quantity but a user within an entity authorized to Receive by Amount will have the option to change the method to Amount on the line.

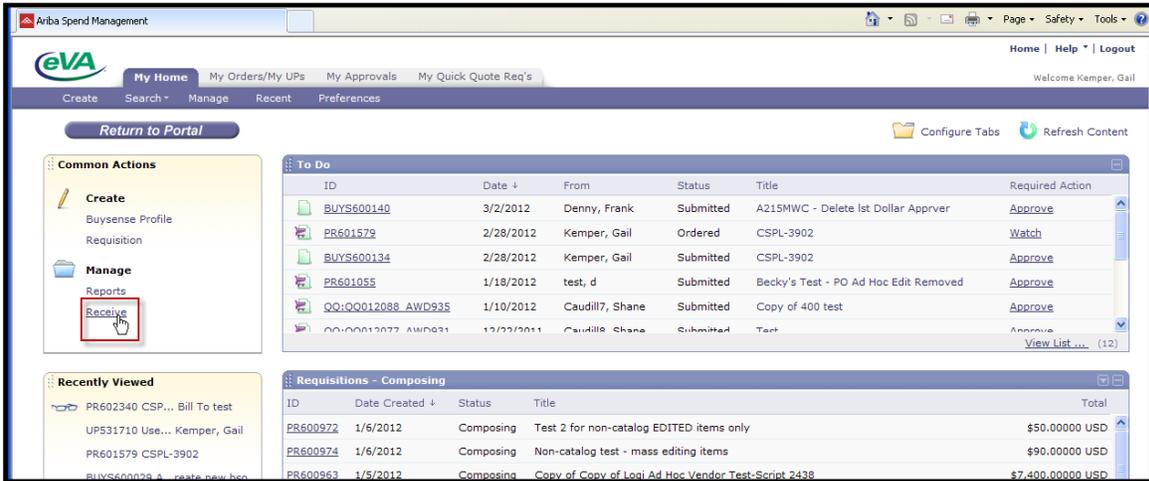
IMPORTANT- If the user's BSO changes for receiving at the time a receipt is processed, the official receiver on any partial receipt could change. See Important Notes at end of document.

Receiving phrases and descriptions:

- ✚ **Reopen Closed Order** – A 'Reopen Order' button is provided for situations where changes must be made on requisitions and the order has been fully received.
- ✚ **Rejected Items** – A 'Reject' field is provided for situations where an item is received but not yet recorded as having been received, and must be returned to the vendor for some reason (defective/not ordered, etc.). This field should NOT be used for items that need to be returned *after* the item(s) has been recorded as having been received.
- ✚ **Negative Receiving** – The 'Accept/Return' field is used for situations where item(s) are accepted but is also used to back out items previously received. Backing out items may be necessary to: 1) denote return item(s) to the vendor *or*, 2) position the requisition to allow for a change to Quantity and/or Unit price.

PROCESSING RECEIPTS

1. After finding the order number*, click the Receive link on the eVA eMail 'My Home' page.

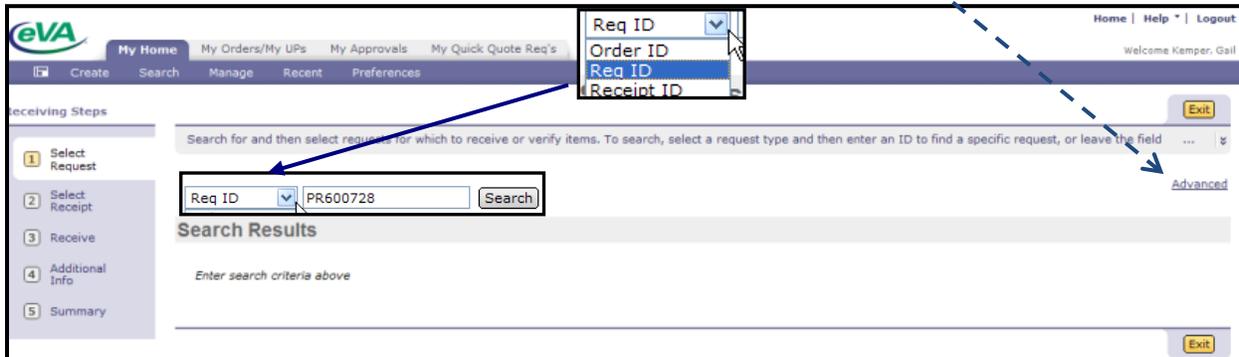


NOTE: *If you are a desktop receiver, and your name appears in the 'on behalf of' field of the requisition, you can access receiving by clicking the RECEIVE button when you open the requisition.*



2. Enter the desired ID in the Search field: OrderID, ReqID, or ReceiptID.

If desired, you can also click the Advanced option to choose other filters for receipts, such as Supplier, Order Title, Requisition Preparer or Requester.



3. When below screen appears, take the appropriate action:

- a. To receive all items on the order, click the 'Accept All' button.

b. To record partial receiving, enter the quantity in the Accept/Return field.

NOTE: If the item/service was received prior to the current date, enter the correct date received, as shown below.

Receiving Steps: 1 Select Request, 2 Select Receipt, 3 Receive, 4 Additional Info, 5 Summary

Receipt RC600334: PCO600095 - TEST for email Approver Access

Order ID: PCO600095, Date: Fri, 6 Apr, 2012, 3:58 PM
 Order Title: TEST for email Approver Access, Processing Status: Receiving
 Supplier: VBUSE_NAME CHANGE, Header Cross Reference:
 Contact: VBUSE
 My Labels: Apply Label...

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	15	Vita contract categories mandvita	each	0	9	0	Fri, 6 Apr, 2012

Close Order: Yes No

COMMENTS - ENTIRE RECEIPT

Comments:

It's possible to see lines on an order with different receiving methods: Quantity and Amount. The below screen illustrates this scenario:

Receiving Steps: 1 Select Request, 2 Select Receipt, 3 Receive, 4 Additional Info, 5 Summary

Receipt RC613527: PCO602994 - Office Supplies

Order ID: PCO602994, Date: Mon, 11 Jan, 2016, 9:55 AM
 Order Title: Office Supplies, Processing Status: Receiving
 Supplier: ACT_OFFICE, Header Cross Reference:
 Location: ACT - HUNTERSVILLE
 My Labels: Apply Label...

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	2	Office supplies - 2 dozen file folders	dozen	0	0	0	Mon, 11 Jan, 2016

Line Items - Amount Receiving Needed

No.	Amount	Description	Prev. Accepted	Amt. Accepted	Amt. Rejected	Date Received
2	\$800.00000 USD	Rearrange/redesign cubicles to meet OSHA Rqmts	\$0.00000 USD	\$0.00000 USD	\$0.00000 USD	Mon, 11 Jan, 2016

Close Order: Yes No

COMMENTS - ENTIRE RECEIPT

Comments:

4. If an item is received damaged, or should not have been sent by the vendor, the receiver should always, upon immediate receipt of item(s),
- denote the quantity to be rejected in the REJECT field, as shown below. *NOTE: This field should NEVER be used to record a 'return' after the product or service has been received on a prior receipt. If this was mistakenly done, back out the erroneous quantity in the Reject field (i.e. -5) after erroneous receipt has processed.*

Receiving Steps: 1 Select Request, 2 Select Receipt, 3 Receive, 4 Additional Info, 5 Summary

Receipt RC600347: PCO600099 - Copy of Logi Ad Hoc Vendor Test-Script 2438

Order ID: PCO600099 Date: Tue, 3 Apr, 2012, 1:33 PM
 Order Title: Copy of Logi Ad Hoc Vendor Test-Script 2438 Processing Status: Receiving
 Supplier: New Ad Hoc Vendor Header Cross Reference: Ad hoc vendor
 Contact: New Ad Hoc V
 My Labels: Apply Label...

No.	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	10	Social Director Banquet	each	0	0	5	Tue, 3 Apr, 2012
2	10	Socialites for Banquet	each	0	0	0	Tue, 3 Apr, 2012

Close Order: Yes No

COMMENTS - ENTIRE RECEIPT

- then enter a Rejection reason, as noted below.

Receiving Steps: 1 Select Request, 2 Select Receipt, 3 Receive, 4 Additional Info, 5 Summary

Receipt RC601800: PCO600095 - TEST for email Approver Access

Order ID: PCO600095 Date: Tue, 28 Jul, 2015, 11:42 AM
 Order Title: TEST for email Approver Access Processing Status: Receiving
 Supplier: VBUSE NAME CHANGE Header Cross Reference:
 Location: VBUSE
 My Labels: Apply Label...

No.	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	15	Vita contract categories mandvita	each	9	0	3	Tue, 28 Jul, 2015

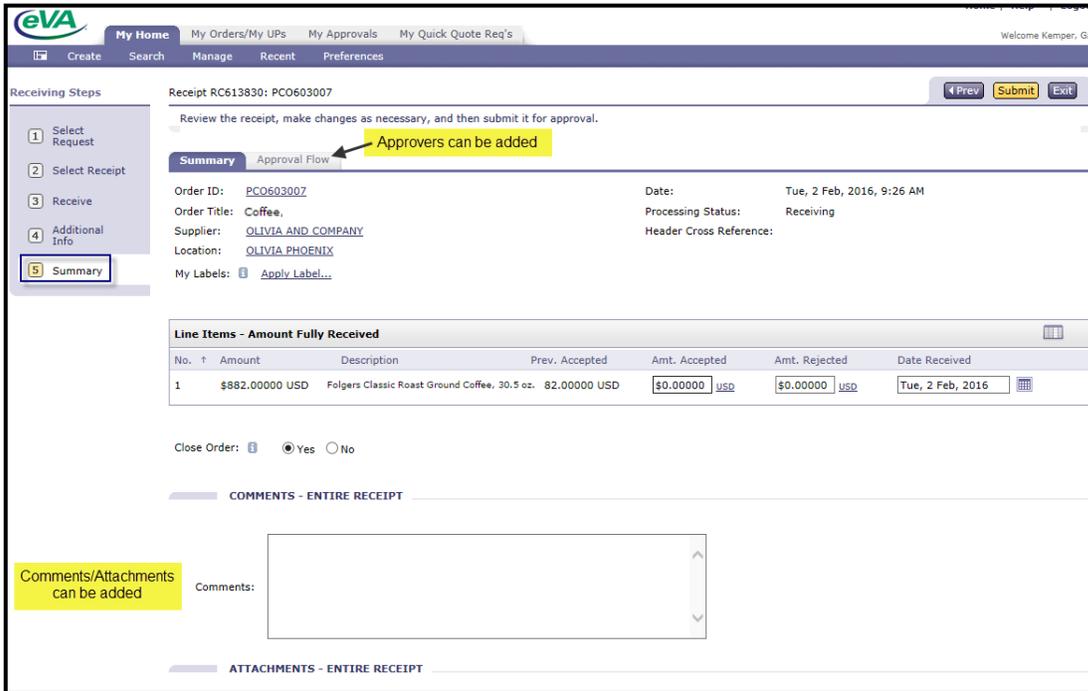
Email: Send email to Purchasing

Rejection Reason: Items received damaged; being sent back.

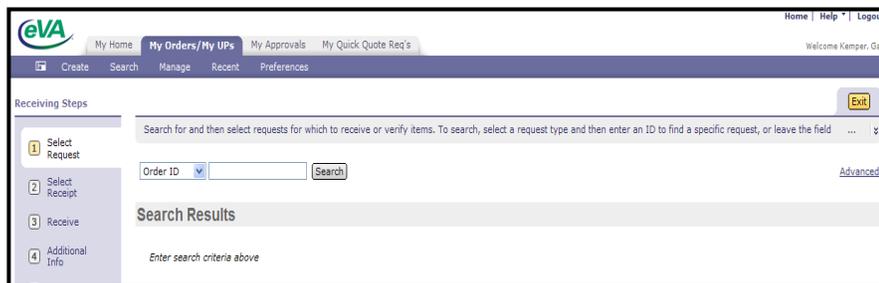
5. If needed, additional information can be added (Step 4; above screen). Otherwise, proceed to the Summary screen.

6. Review the Summary screen to ensure accuracy.
7. If desired, an additional approver can be added to the receipt by clicking the 'Add Approver' on the Approval Tab. (See *important information in the 'Approving Receipts' section of this document*).

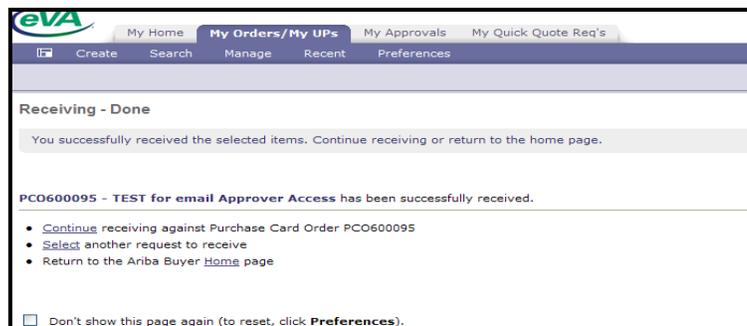
NOTE: The Close Order field defaults to the 'Yes' button. Leave as is.



8. When the receipt is complete, click the Submit button.
9. Based on your default Preference setup, after clicking Submit button, you will see this screen,



... or you will see this screen.



Let's look at the receipt audit trail!

The requisition will be in one of two statuses: If partial receiving was done, the requisition will be in *Receiving* status. If all items were received, the requisition status will be in *Received* status.

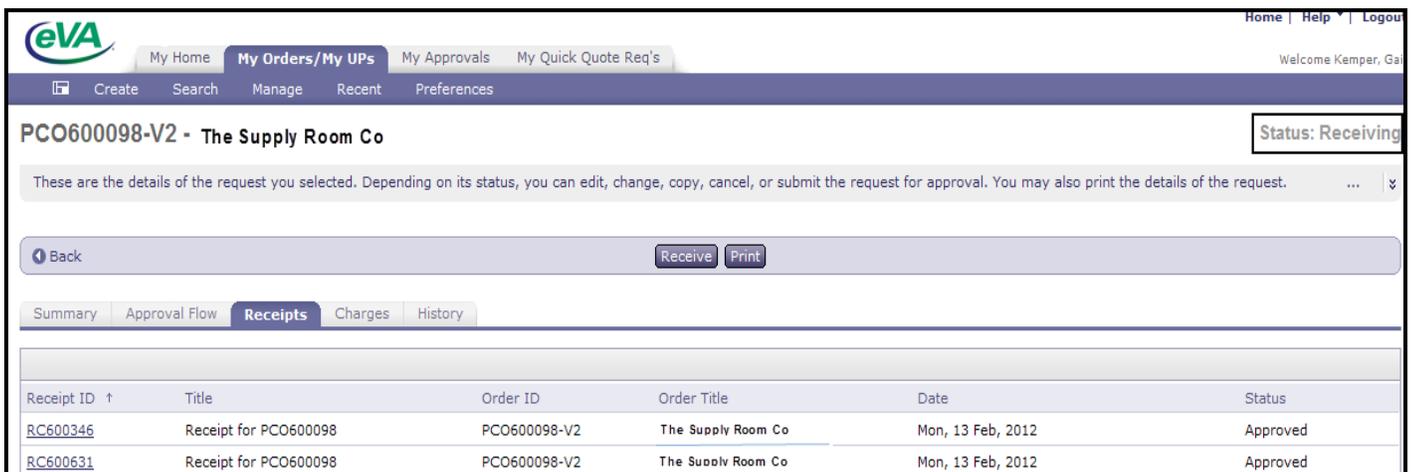


A screenshot of a web application interface showing a table titled "My Documents". The table has columns for ID, Title, Date, and Status. The "Status" column for the second row is highlighted with a red box. The table contains the following data:

ID	Title	Date	Status
PR561004-V3	New test for Refresh Content - Jan 5 12	4/6/2012	Receiving
PR600797-V2	The Supply Room Co	4/6/2012	Receiving
PR602755	CSPL-4049-Test #2	4/5/2012	Composing
BUYS600164	CSPL-3167	4/3/2012	Approved
PR602340	CSPL-3595-on behalf of Bill To test	3/28/2012	Ordered
BUY5600138	Doctors CSPL-3007 changes (default values were removed)	2/28/2012	Approved

When reviewing the receipt tab for this example, the newly processed receipt appears, as well as a NEW receipt in composing status.

NOTE: For partially received orders, the system creates a new composing receipt in preparation for additional receiving.



A screenshot of the eVA system interface showing the details for requisition PCO600098-V2 - The Supply Room Co. The status is "Receiving". The interface includes a navigation bar with "My Home", "My Orders/My UPs", "My Approvals", and "My Quick Quote Req's". Below the navigation bar, there are tabs for "Summary", "Approval Flow", "Receipts", "Charges", and "History". The "Receipts" tab is selected, showing a table of receipts:

Receipt ID	Title	Order ID	Order Title	Date	Status
RC600346	Receipt for PCO600098	PCO600098-V2	The Supply Room Co	Mon, 13 Feb, 2012	Approved
RC600631	Receipt for PCO600098	PCO600098-V2	The Supply Room Co	Mon, 13 Feb, 2012	Approved

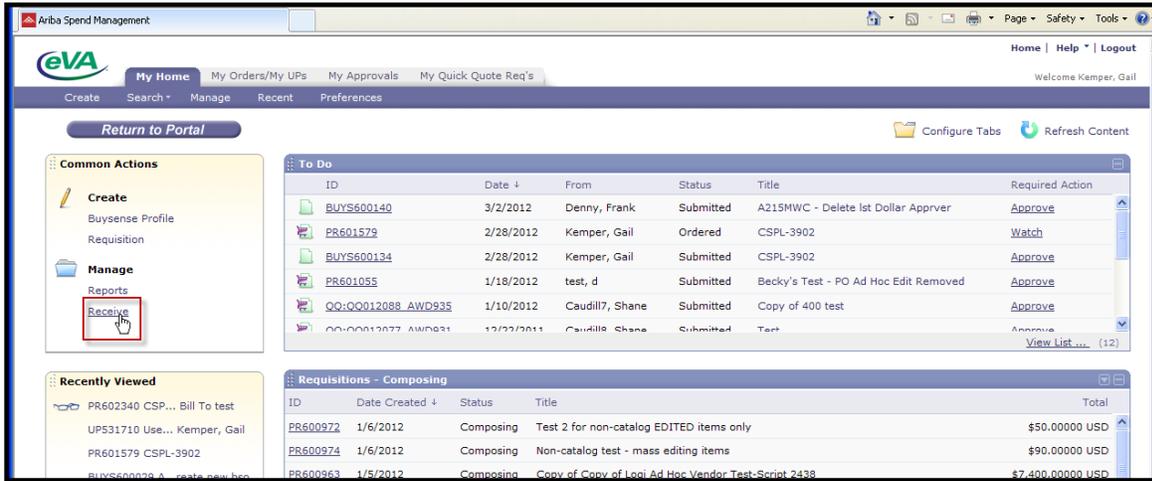
APPROVING RECEIPTS

There are no required approvals for receipts *unless a receiver enters an approver*. If the receiver inserts an approver in the workflow before the box showing the regular receiver, that approver can only find the receipt after it's submitted by going into the RECEIVE screen and searching for the order. If, however, the receiver inserts the approver after the regular receiver, the receipt (RC) will appear in the 'To Do' pane of the eMail home screen. An email notification is NOT sent to the receiver stating an order is ready to be received. The only approver to receive a notification will be one added to the workflow that falls *AFTER* the regular receiver.

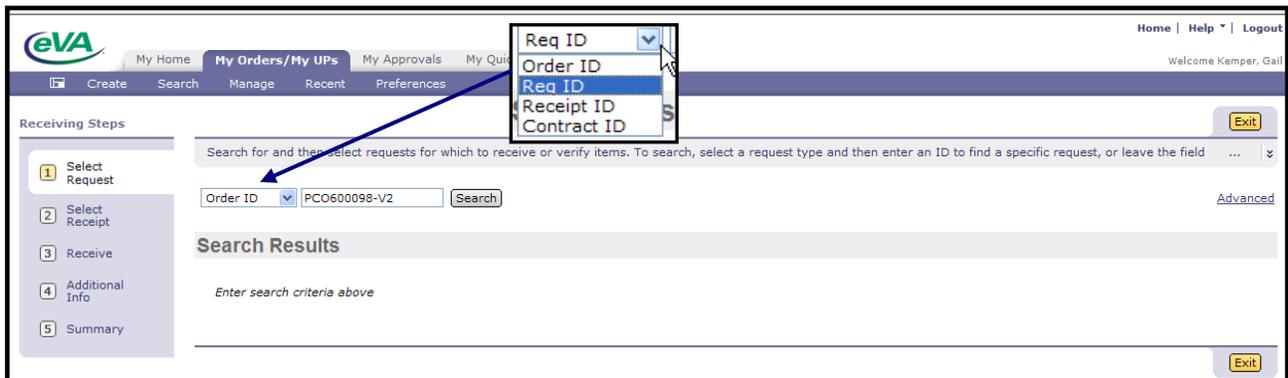
REOPENING CLOSED ORDERS

Once closed, it will be necessary to REOPEN an order so change(s) can be processed for the associated eVA requisition.

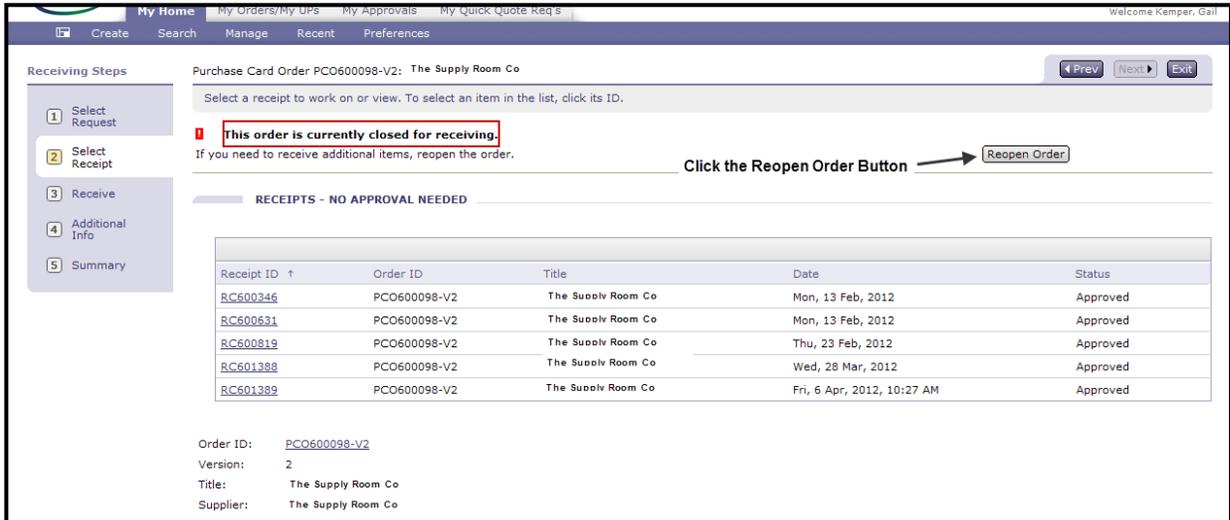
1. Click the Receive link on the eVA eMail 'My Home' page.



2. When the below screen appears, enter the order number in the Search field, as shown. If the order number is unknown, a Requisition number (ReqID) or Receipt number (Receipt ID) can be entered by accessing the drop- down menu to select an alternate search type. (Ignore Contract ID)



3. When the applicable screen appears, click the 'Reopen Order' button.



4. Take the below action according to your situation:

a. If you need to reopen the order to reduce the quantity/amount on a requisition line item(s) below the quantity/amount already received,

(1) Enter the adjusted negative receiving on the applicable line(s).
NOTE: If items must be re-received after the changed requisition is approved, make a note of the original RECEIVED date of each line.

(2) Ensure the Close Order button is set to 'No'.



If this step is missed, the order will stay in Closed status.

(3) Click the Submit button.

This action will place the order and requisition in Receiving status.

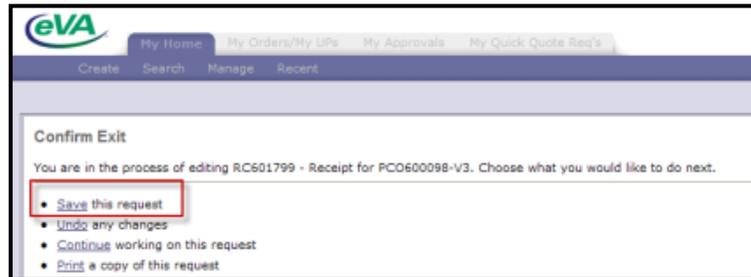
b. If you must reopen the order to allow changes to the associated requisition for any situation other than 4 a. scenario above,

(1) Click the EXIT button (after clicking the Reopen Order button).

NOTE: Do no select the 'No' Close Order button.

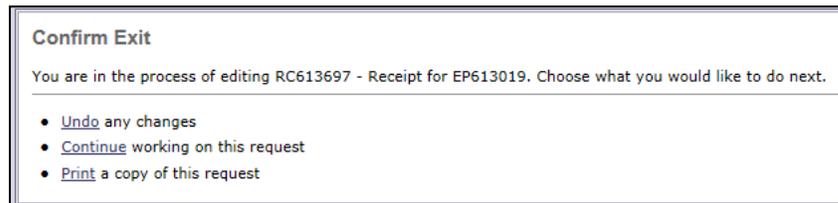


- (2) When below screen appears, click 'Save this request' link. The requisition status changes to 'Receiving' so changes can now be made to the requisition.



Important Note:

If an attempt is made to process a new composing RECEIPT too soon after an RC has been submitted, the below screen, instead of the above screen, may appear. Wait at least 15-20 minutes before Reopening the order and Exiting.



The original preparer of the requisition should now see the CHANGE button on the requisition to effectively make the desired changes.

If necessary to re-receive the item(s) after the changed requisition has been fully approved, go back into Receiving and process the receipt, making sure to enter the original receiving date(s).

IMPORTANT RECEIVING INFORMATION

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- BSO is a term used to designate the unit/division/department associated with an eVA user's account. The receiving process can be either Central Receiving or Desktop receiving (receiving completed by the requestor), based on the requester's BSO. If the BSO has Central Receiving for receiving, anyone assigned to the Central Receiving role can receive against orders initiated by requesters within that BSO. It's important to understand that the *initial* receipt is created *at the time the order is created* and will use the BSO setting for receiving *at that time*. If the receiving field of the BSO is changed from Central Receiving to Desktop receiving (or vice versa), and a partial receipt is processed after the BSO change, the next receipt (in composing status), will require that receiving be done by the NEW receiver. This situation could also occur if the requester is moved to a different BSO with different receiving setup.

REMINDER: Whatever the receiving field reflects on the BSO for that requester at the time of receipt creation will necessitate *that* type of receiving for the receipt(s); either Central Receiving or Desktop.*

*HELPFUL HINT: If the BSO receiving field was switched from Desktop to Central Receiving, the requester can be inserted in the applicable Central Receiving role to complete receiving.

- ✚ The same Central Receiving role can be assigned to multiple BSO's.
- ✚ After a requisition is submitted, a Receipts tab appears as one of the Tabs on the requisition.



NOTE: The Requisition History tab does not contain date/time details for receipts; the Receipts tab does.

- ✚ The receiving method (quantity or amount), is determined by selection made by the requisition preparer on the line item(s). The default is quantity. If this option is not available, consult your eVA entity lead.
- ✚ A receipt could potentially have a mix of receiving methods. Some items may be designated for receiving by Quantity, while other items might specify receiving by Amount.
- ✚ All quantities/amounts that must be backed out on a receipt should be entered as a negative number in the **Accept/Return** field. (e.g. -10 or -\$300.00).
- ✚ **COMMON MISTAKE!** Do NOT enter a quantity/amount in the REJECT field if that item has already been recorded as RECEIVED on a prior receipt.
- ✚ Processed receipts will show the new/adjusted quantity or amount in the "Prev. Total" field.
- ✚ A PR can be cancelled if ALL items previously received on the PR are completely backed out.

CAUTION: If multiple orders to different vendors exist on the same requisition, canceling the requisition will cancel ALL orders associated with the requisition. Instead, create a change to decrease the quantity on the applicable line item(s) to zero (0).

- ✚ To accurately process a change to a requisition, the order associated with the change must first be reopened, and, if applicable, receiving BACKED out. Even if *all* receiving is backed out, the below changes cannot be done on a requisition if it is greater than vs2.
 - Supplier name and/or supplier location
 - Method of payment (changing from a pcard to invoice OR vice versa)
 - Billing address
 - Order delivery (Print to Electronic or vice versa)
- ✚ To process a PRICE change on a non-catalog item previously received, it will be necessary to back out quantities/amount previously received by doing negative receiving on the item(s).
- ✚ Receivers are discouraged from closing an order *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 chose the 'No' button in the Closed Order field on the RC.

- ✦ Once any receiving is processed, the requisition will never revert back to Ordered status, even if all items are backed out of receiving.
- ✦ If applicable, re-receive items after a changed requisition is fully approved.
NOTE: Past receipts will provide receive date(s).
- ✦ There is no concept of 'Delegating your Receiving Authority'. No role or action will allow anyone other than the authorized receiver (requester [aka desktop] or Central Receiver) to receive the order.
- ✦ Refer to the Report and Resource Center for helpful receiving reports.

There are a number of ways to determine orders that are still outstanding.

You can choose a variety of reports (e.g. 200, 201, 202, 208) and select the status of 'Ordered' and/or 'Receiving' for a past time period to view which orders have not yet been fully received.

For Accounts Payable personnel, the 211 Order Receiving Details report can prove especially helpful for viewing what receipts have processed within a designated time period. In addition, a specific receipt can also be opened and printed from this report!

The screenshot displays the eVA Customer Center interface. On the left is a navigation menu with categories: Applications, Portal, and Support. The 'Report and Resource Center' link is circled in blue. The main content area is titled 'Welcome to eVA' and 'eVA Customer C...'. Below this is a 'Buyer Reports' section with a list of reports. The 'Spend Analysis' section is circled in blue, and the '211 Order Receiving Details' report is highlighted in yellow with a blue arrow pointing to it. To the right of the reports are several dashboard widgets: 'Top 20 Commodities' (a horizontal bar chart), 'Small Business Spend' (a gauge chart), and 'Vendor Notifications' (a vertical bar chart).

Buyer Reports

Vendor Data

- 100 Vendor Data by NIGP Code
- 101 General Vendor Information
- 102 Vendor Location for Specific Order
- 1010 Vendor Active Ordering Location Address 030

Spend Analysis

- 200 Order Details with Accounting/Receiving
- 201 Order Totals - No Accounting
- 202 General Order Information
- 203 View or Print Order(s)
- 204 Spend by NIGP Class
- 205 Spend Summary-Registered vs. Non-Registered Vendors
- 206 Spend Totals with SWAM Breakout
- 207 Total Vendor Spend by BSO
- 208 Order Line Item Details
- 209 SWAM Vendor Summary with FY Totals
- 210 Spend by User for Time Period
- 211 Order Receiving Details**
- 212 Total Order Count and Spend Summary
- 213 Top Vendor List
- 215 Orders Created with Vendor as Un-Registered
- 216 Services Spend by Vendor

Approver Analysis

- 300 Approval Cycle Time on eVA Requisitions