e-Mall Receiving

March 2017
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Receiving Overview

The receiving process is a relatively simple procedure.

Receiving allows you to track the receipt of an item. The Receiving section provides the ability to partially or completely accept goods and/or services, or reject items/services.

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 preparer of the requisition has the authority to receive the goods or services directly from the vendor when it is delivered.

In Central Receiving, a designated user (such as an employee at a central warehouse) receives the goods or services on behalf of the preparer.

The receiving process begins when a requisition reaches “Ordered” status.

When a requisition is fully approved and is in ordered status, the system creates a receipt ‘shell’ in anticipation that Receiving will be logged on order(s) created as a result of the approved requisition.

Upon receipt of shipped goods or provided services, the receiver can receive the items and verify they match the items from the original request.

Receiving phrases/terms/descriptions:

- **Reopen Closed Order** – A ‘Reopen Order’ button is provided in Receiving for situations where changes must be made on the requisitions and the order has been fully received.

- **Rejected Items** – A ‘Reject’ field is provided in Receiving 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 in Receiving for situations where item(s) are accepted. It is also used, however, to back out items previously recorded as having been received when the item must be returned to the vendor **OR** if the requisition must be changed and the system is requiring that receiving be altered.
Processing Receipts

1. After finding the order number*, click the Receive link on the eVA eMall ‘My Home’ page.

2. Enter the order number* in the Search field, as shown:

* If the order number is unknown, a Requisition number (Req ID) or Receipt number (Receipt ID) can also be entered by using the drop down menu to select the alternate search type:

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

   a. To receive all items on the order, click the ‘Accept All’ button. If necessary, adjust the date received on line(s) where product was received prior to current day.
b. To record partial receiving, enter the quantity in the Accept/Return field, adjusting the date received, if necessary.

c. If an item has been 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. 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, be sure to back out the erroneous quantity in the Reject field (i.e. -5)

4.
After clicking the Next Button for partial receiving, the Summary screen appears.

5. Take the necessary action on the Summary screen, as noted below.

6. When the receipt is complete, click the Submit button.

7. Based on your default Preference setup for Receiving, after clicking the SUBMIT button, you will see this screen,

... or this screen.
Let us look at the receipt audit trail!

If partial receiving was done, the requisition would be in “Receiving” status. If all items were received, the requisition status would be in received status.

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

1. Find the order number*, then click the Receive link on the eVA eMall ‘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 also be entered by using the drop down menu to select the alternate search type:
3. When the applicable screen appears, click the 'Reopen Order' button.
5. Click ‘Save this request’ on the next screen.

The requisition moves to receiving status so requisition changes can be made. *Once Receiving has been done, the requisition stays in RECEIVING status even when all quantity has been negatively received (backed out).*

![Image](image-url)

**IMPORTANT RECEIVING INFO**

- 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 applicable.
- 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.

**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 (O).
- 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.