

## eReceiving Training



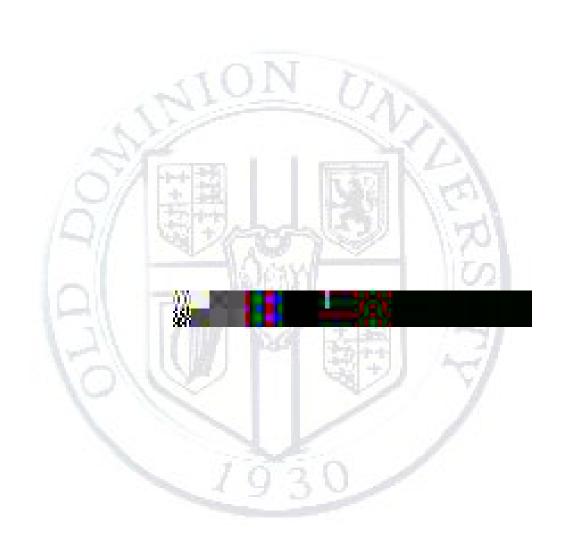


## eReceiving Introduction

Procurement Services implemented electronic receiving on July 1, 2010. It is Old Dominion University's goal to use electronic receiving for all eVA purchase orders except capitals process increases efficiency forocurement Services, counts Payable, University departments and vendolits also improves accountability, promotes prompt payment, and provides a complete audit trail as well as increases customer service.

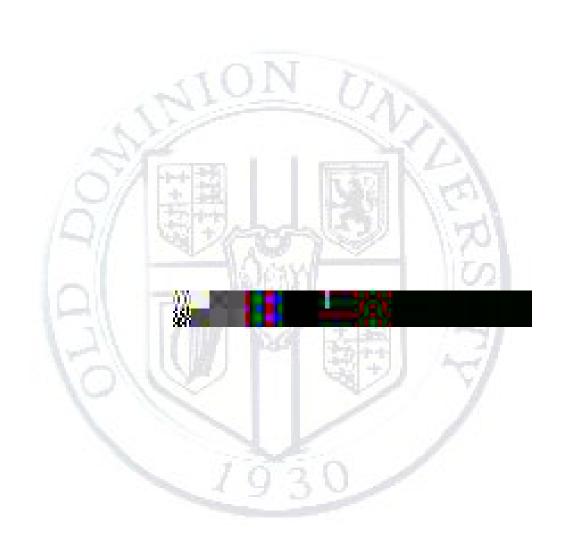






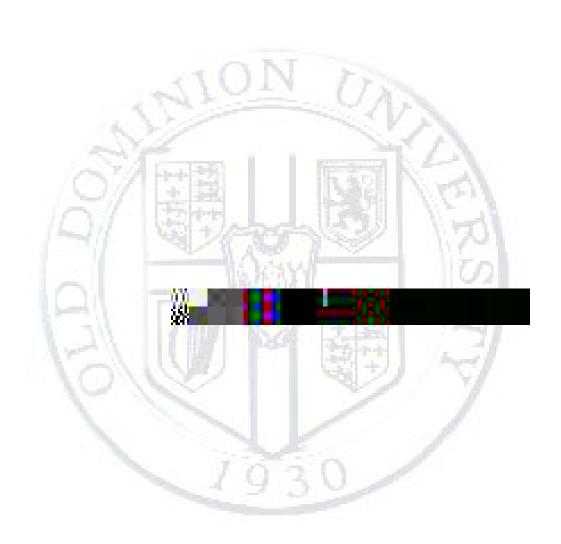






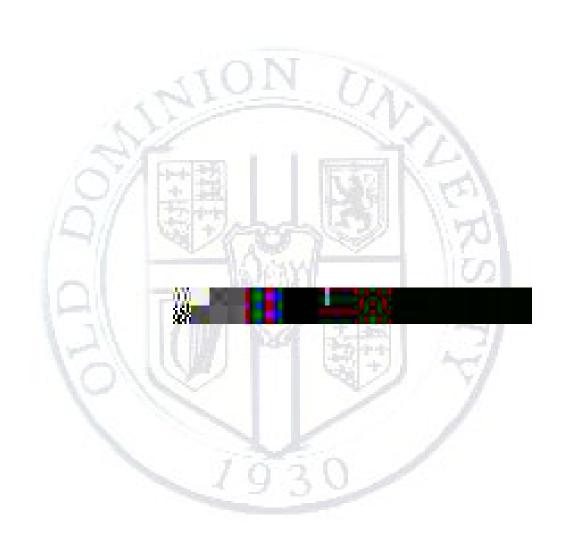
















- The quantity received an only be changed if the receiver incomplete.
- Incompletereceiverscanbe removed bysending a request torocurement@odu.edu
- Oncea receiver iscompleted, it cannot be removed or changed. To correct a mistake on a completed eceiver, an adjustment receiver is required
- If the receiver will notomplete, check to be sure each line item has a quantity in the current field. If a specific line item hasn't been received by the department and was added to thereceiver, '0' (zero) will need to be entered in the current field in order to complete the receiver.
- Central Warehouse personnel will be the later to the contral Warehouse.
- Prepayments: The receiving method should be PPAY and the date received should reflect the date the good/service will be received.
- Packing Slip Field: This is a required field which can be used for the packing slip number. If no packing slip the Banner user can use this field at their discretion.
- Returns are processed using form FPARCVD as 'adjusted items'.





