



Department of Procurement Services

# 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 capital process increases efficiency. Procurement Services Accounts Payable, University departments and vendors also improves accountability, promotes prompt payment, and provides a complete audit trail as well as increases customer service.













- The quantity received can only be changed if the receiver is complete.
- Incomplete receivers can be removed by sending a request to [procurement@odu.edu](mailto:procurement@odu.edu)
- Once a receiver is completed, it cannot be removed or changed. To correct a mistake on a completed receiver, an adjustment receiver is required
- If the receiver will not complete, 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 the receiver, '0' (zero) will need to be entered in the current field in order to complete the receiver.
- Central Warehouse personnel will be responsible for all orders delivered to the Central 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'.

