

Instruction for eVA Receiving Request form

You will need to enter your NVCC user name and password to open the form.

You will have 45 minutes to submit or save the form.

The screenshot shows the 'eVA Receiving Request Form' interface. At the top left is the NOVA Northern Virginia Community College logo. At the top right, a blue callout bubble says 'You will have 45 minutes to complete the form', and a yellow timer box shows '44:55'. Below the logo, the form title 'eVA Receiving Request Form' is centered, followed by contact information for the Purchasing Department. A horizontal line separates the header from the main content. Below the line, a link to instructions is marked with a red circle '1'. The 'Requestor Information' section contains fields for Last Name (Le), First Name (Quyen), M.I., and NOVA Email (qnle@nvcc.edu). The 'Purchase Order Information' section includes instructions to enter the PO number (marked with a red circle '2'), a PO Number field (marked with a red circle '3'), a Campus dropdown (marked with a red circle '4'), a 'PO paid by P-Card?' dropdown (marked with a red circle '5'), and a Date Received field (marked with a red circle '6'). A 'Receiving Option' dropdown is marked with a red circle '7'. At the bottom, there are 'Optional: Attach documentation' instructions, a 'Browse...' button (marked with a red circle '8'), and 'Save Progress' and 'Next' buttons (marked with a red circle '9'). A note at the bottom states 'Files over 25 Mb will not be accepted'.

1. Link to this instruction
2. Select the PO type from the drop-down menu: **EP** or **PCO**
3. Enter the purchase order number: **only number**, DO NOT enter EP or PCO
Example: purchase order number PCO156489, type 156489

4. **Select Campus** from the drop-down menu

Note: If you are College Staff, select **Fairfax/Brault/Pitney Bowes**

5. **PO Paid by P-Card?**

If you selected **PCO** for PO type, system will automatically select **Yes**

If you selected **EP** for PO type:

- Choose **"Yes"** if PO will be or was paid by P-Card
- Choose **"No"** if PO will be paid by check.

Note: Contact campus buyer if you unclear

6. **Date Received:** Select the **actual received date**.

Note: An error message will appear if you type in the date

7. **Receiving Option:** Select one of the three options from drop-down menu:

- All goods/services have been received:** Select this option if all items have been fully received. Comment box will appear for optional note as needed
- Partially received, see table/Comment below:** If you have not received all items and want to list out the received line item
 - Number of Line Items I wish to Enter:** Select the number of line range. For example, if you received 3 items, select 1-5
 - Table will appear: Enter PO line number, quantity and received date for each line
 - Comment box** will appear for optional note as needed

Number of Line Items I wish to Enter:

Line Item	Quantity	Date Received
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: If you want to change another receiving option, make sure the **Number of Line Items I wish to Enter** is in **"Please Select"** otherwise the receiving line table will not disappear

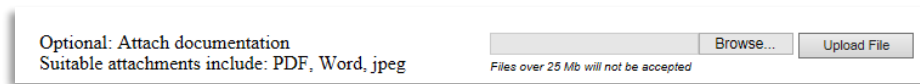
Receiving Option:

Number of Line Items I wish to Enter:
 << Field required >>

- c. **Other, See Comment below:** Comment box is required

Notes: This option is recommended for PO with multiple line items. For example comment: "received line # 1 to 30, except line 3, 6 and 8"

8. **Optional attach documentation:** If you have **payment receipt** for PCO purchase order, attach here

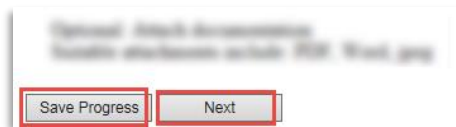


Optional: Attach documentation
Suitable attachments include: PDF, Word, jpeg

Browse... Upload File

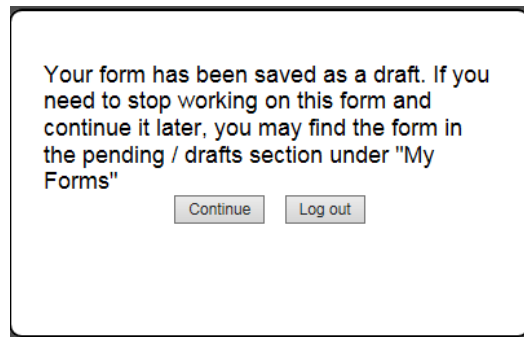
Files over 25 Mb will not be accepted

9. **Save or Submit:**



Save Progress Next

- a. If you are running out of time, 45 minutes, click **Save Progress** to extend time. Message below will appear, click **continue** to go back to the form



Your form has been saved as a draft. If you need to stop working on this form and continue it later, you may find the form in the pending / drafts section under "My Forms"

Continue Log out

- b. Click **Next** to submit the form when you done

10. Signature page will appear:

Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Quyen Le

Your First Name Your Last Name

Previous Sign Electronically

To provide your electronic signature you must type your name exactly as it appears in the boxes above.

If you would like to [opt out](#) of electronic signature, please click the "opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

- Enter your **First** and **Last Name** as it appears in the box
- Click **Sign Electronically** to complete the form

11. Confirmation page will appear:

NOVA | Northern Virginia Community College

Congratulations!

The eVA Receiving Request form has been successfully submitted to the Purchasing Department. Please be advised that it will take one hour for Purchasing to receive your eform and will process your form within 24 hours.

If you have any questions, please contact P-Card Program Management at the email or phone number below.

Do you have another form that you would like to submit? If so, [click here](#)

Thank you.

NOVA Purchasing Department
pcardadmin@nvcc.edu
703-323-2163

View PDF & Logout
View PDF & DO NOT Logout
My Pending Forms
Logout

- The form will be sent to purchasing department for processing
- If you have another request, click on "**click here**" link
- You can **View** the form or open your **incomplete form** by choose one of the blue buttons

Notes: Do not use logout or View PDF & Logout option if you want to submit another form