



OLD DOMINION UNIVERSITY

Procurement Services

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PROCEDURE #11-013: Electronic Receiving (eReceiving) Requirements

EFFECTIVE DATE: October 2012

REVISED DATE: June 2013, May 2014, September 2015, January 2016, July 2017, April 2023

Purpose: To document proper procedure for departments receiving goods or services ordered on an eVA purchase order (EP). eReceiving reports document goods and/or services that have been received and reflects the actual date of receipt which is entered by the receiving personnel.

I. Steps to Ensure Proper Completion of eReceiving Document

- A. Department receiving personnel should inspect goods/services received and generate the Banner eReceiving document within 3 working days after receipt of goods/services.
- B. eReceiving User Guide located on the Procurement Services website provides Banner screen shots and detailed steps on how to complete an eReceiver.
- C. Date Received is a required field which automatically defaults to the current date. The default date shall be adjusted and the actual date the goods/services are received shall be entered. Acceptance of the system default date which does not accurately reflect the date goods/services are received may result in loss of department's delegated purchasing authority.
- D. Receiving Method is a required field. You must select the correct associated receiving method. It is crucial that Prepayments are entered with a receiving method of PPAY.
- E. Select Complete to fully complete the Banner eReceiver. Incomplete receivers cannot be processed and matched for payment.
- F. Do not wait for an invoice to complete a Banner eReceiver. If your department requires a copy of an invoice for reconciliation prior to completing the Banner eReceiver, you may request a copy of the invoice from the vendor. Banner users can access and view scanned images of the vendor invoice via BDMS (see the Office of Finance website for details). All invoices for eVA purchase orders shall be sent to Accounts Payable at invoice@odu.edu or mailed to Office of Finance, Rollins Hall Room 202, Norfolk, VA 23529.

II. 3-Way-Match

- A. 3-way-match is the automated Banner process used to match the purchase order, invoice and receiver, resulting in payment being processed if:
 - 1. The purchase order is developed appropriately in eVA based on quantity, unit of measure ordered and is written to facilitate 3-way-match.
 - 2. An eReceiver is completed in Banner by the department. Page 2 of 3
 - 3. The invoice is received in the Office of Finance and entered into Banner by Accounts Payable.

III. Invoicing

- A. Multiple invoices do not require multiple eReceivers (with the exception of Capital Construction). One receiver can be completed for multiple quantities and multiple line items.
 - 1. Partial shipments – an eReceiver shall be completed for partial shipments that are not part of a complete ‘system’ configuration.
 - 2. Complete shipments – an eReceiver shall be completed for complete shipments.
- B. Capital Construction invoices will each require a paper receiver.

IV. Defects in Goods/Services Received

- A. Must be documented in writing.
- B. The University must notify the vendor within 15 calendar days of receipt of damaged goods/services.

V. Exemptions and Exceptions to eReceiving

- A. Capital Construction transactions shall be exempt from eReceiving. Paper receiving documentation shall be provided to the Budget Officer, where appropriate paper receiving package shall be reviewed and/or prepared along with invoice. The receiving package shall be submitted to Accounts Payable for payment.
 - 1. A paper receiving report should be submitted for each invoice to be paid.
 - 2. Copy of eVA purchase order
 - 3. Indicate partial or complete.
 - 4. Actual date the goods/services were received.
 - 5. Print the name and title of the individual receiving the order.
 - 6. Enter the date you completed the receiving report.

7. Forward a copy to Accounts Payable within 3 working days of receipt of delivery.
 8. Keep a copy for your department file.
- B. If invoices are to be paid against purchase orders with balances of less than \$500 that have been liquidated and closed as part of the year end process, a paper receiving report will be required. The paper receiving report is located on the Procurement Services website. Indicate partial or complete.
1. Enter the actual date the goods and/or service were received.
 2. Print the name and title of the individual receiving the order.
 3. Enter the date you completed the receiving report.
 4. Forward a copy to Account Payable within 3 working days of receipt of delivery.
 5. Keep a copy for your department file.

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