

How to create a RC (Receiver) Transaction in CoreNV

- In the search bar, search for the 'RC' page code for Receiver
- In the top right, click on 'Create'
- Enter your Transaction Department and the Transaction ID
 - Transaction ID should match your NVEPro receiver number.
- Click "Continue"

HEADER TAB

- Enter the 'Referenced Transaction Code', 'Referenced Transaction Department' and 'Referenced Transaction ID' as they appear in CoreNV for the PO you are receiving for:

Referenced Transaction Code PO	Referenced Transaction Department 083	Referenced Transaction ID 126071234
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- Click 'Validate' in the top right to bring in all your referenced purchase order information
- Enter the 'Receiving Location' and 'Received Date' as well as the person receiving

* Receiving Location 379	* Received Date 02/18/2025	Receiver 29589
Name ROBERT DEAN		

COMMODITY TAB

- Click the '+' icon to enter a new Commodity Line
- Enter the "Referenced Commodity Line" number from your PO for the item that you are receiving
- Enter the total number of Commodities that you are receiving for that line

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Commodity Description	Ordered Quantity	Received Quantity
0	1	- Select -	1			

- Repeat these steps for each commodity line that you are receiving.
 - Make sure to reference your PO in CoreNV to ensure you are receiving the correct commodity line(s)
- Once you are done, click 'Validate'
 - If you have errors, follow the system guidance to clear your errors
- Once the transaction has validated successfully, click 'Submit'
- Receivers require two levels of approval. You will need to search for your receiver in the financial worklist to apply approval (WRKLSTC Worklist (Financial))