

## 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	Referenced Transaction Department	Referenced Transaction ID
PO	083	12607:1234

- 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	* Received Date	Receiver
379	02/18/2025	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

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Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Commodity Description	Ordered Quantity	Received Quantity
0	1	Select	15			

- 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))