### Introduction to the CoreNV Receiver Transaction (RC)

CoreNV Receiver (RC) transactions are used to post receiving information for purchase orders (PO). The receiver is one part of the three-way match necessary to pay the vendor for items ordered.

Receivers shall also be posted for partial orders received. Per NRS 333.460 "Within 5 working days after the receipt of supplies, materials and equipment, each state officer, department, institution, board, commission or agency shall authorize the State Controller to draw money by transfer or warrant from the using agency's account for payment of the claim."

**NOTE:** If your agency received a quantity greater than ordered and plans to keep the items, please contact the Purchasing Division prior to posting the receiver.

Changes or cancellations to a receiver cannot be made once payment has been submitted. Contact the Purchasing Division for any changes or cancellations to a receiver. **Changes and cancellations can only be completed by the Purchasing Division.** 

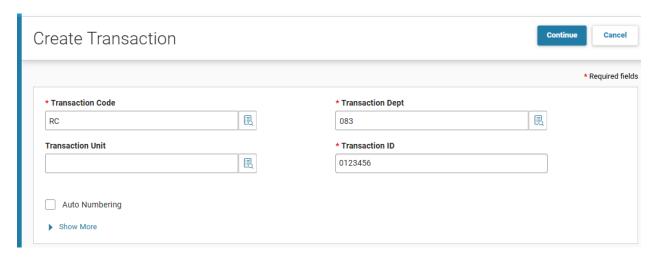
When a requisition is submitted to the Purchasing Division with an invoice attached, the Purchasing Division will issue a Centralized Purchase Order and an "Automatic Receiver" will be issued. You do not need to post a receiver for these purchase orders.

1 | P Revised: 08/01/2025

### **CoreNV Receiver (RC) Transaction**

- To create a Receiver (RC), search for the 'RC' page code in the search bar on the CoreNV homepage
- Click the "Create" button on the top right of the screen

### **RC Create Transaction Screen**



Transaction Code Leave as default (RC)

Transaction Dept Enter your agencies 3-digit agency code

Transaction Unit Not used

**Transaction ID**The transaction ID should match the NevadaEPro

receipt number. If you don't have a NVEPro receipt

number, consult your agencies P&P for your

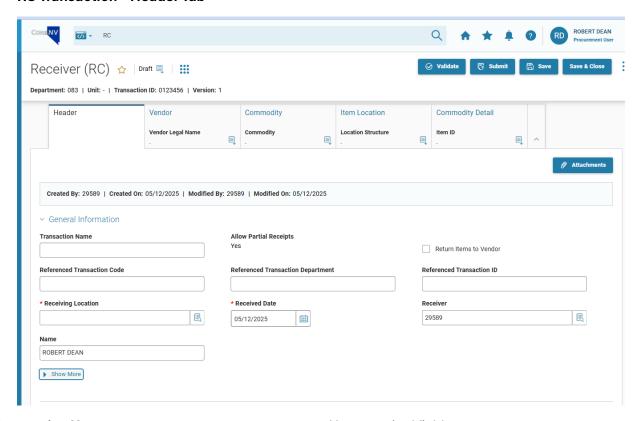
numbering format

**Auto Numbering** Check this box is your agency uses the Auto

Numbering format for the Transaction ID

Click the "Continue" button in the top right

#### **RC Transaction - Header Tab**



**Transaction Name** Not a required field

Allow Partial receipts Defaults to 'Yes'

**Referenced Transaction Code**This should always be "PO" as receivers are tied

to Purchase Orders

Referenced Transaction Department

This is the 3-digit agency code tied to the

Purchase Order in CoreNV

**Referenced Transaction ID**This is the transaction ID for the Purchase Order

as it appears in CoreNV

**Receiving Location**This is the 3-digit location code where the

commodity was received

Received Date This is the date the commodity was received

**Receiver** This is the employee number of the person who

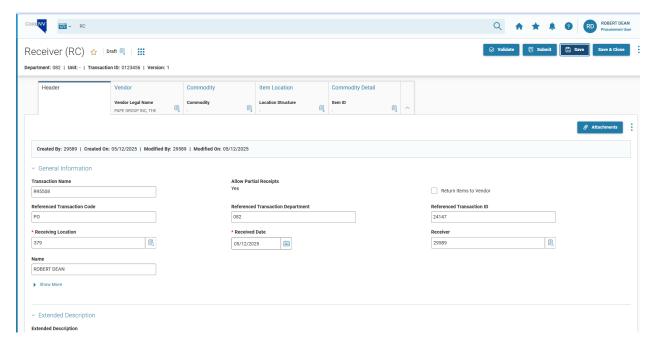
received the item. Note: not all users are in CoreNV. This can also be the person entering

the RC.

Name This field is tied to the Receiver above

**Extended Description** 1500 characters for any additional information

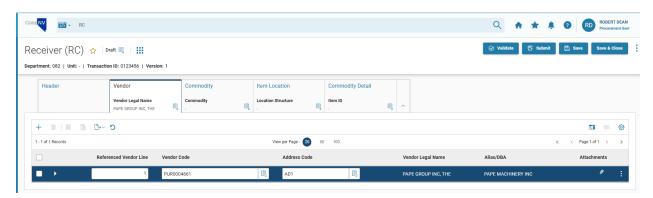
# Example



• Once the Header tab is complete, click the 'Save button on the top right. This will auto populate the vendor tab information on the Vender tab to match the PO

### **RC Transaction - Vendor Tab**

## Example



Note: All the information on this tab should auto populate once the 'Save' button is clicked

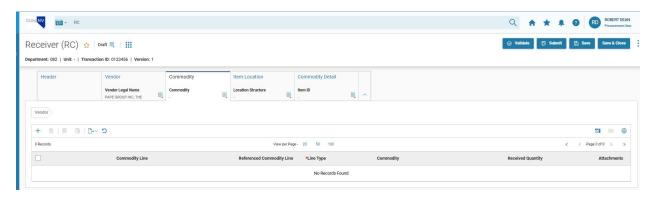
Referenced Vendor Line	The numerical order of the Vendor. Each PO will only have one Vendor.
Vendor Code	The number assigned to a Vendor by the Controller's Office
Address Code	The code associated with the Vendor's remit to address
Vendor Legal Name	The legal name of the Vendor (auto populates)
Alias/DBA	The Vendor's DBA (auto populates)
Attachments	Click the paperclip icon to add an attachment (optional)

### Note:

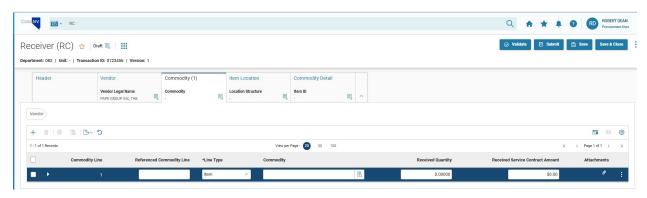
- Click the arrow next to the Referenced Vendor Line field to see additional information about the vendor.
- Click the gear icon on the right to add/remove fields for a customized view

## **RC Transaction - Commodity Tab**

## Example



Note: Click the "+" button to add a commodity line to receive



**Note:** The only two fields on this tab that need to be entered are "Referenced Commodity Line" and "Received Quantity"

receiving (manual entry)

**Line Type** The line type of the commodity from the PO

(auto populates)

**Commodity** The NIGP code of the commodity from the PO

(auto populates)

Received Quantity The number of commodities being received

(manual entry)

Received Service Contract Amount This field is always "\$0.00"

#### Attachments Attachments can be added here as needed

NOTE: once all commodity lines are added, you will need to save and submit. RCs require two levels of approval.