

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.

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

Create Transaction

Continue Cancel

* Required fields

* Transaction Code
RC

* Transaction Dept
083

Transaction Unit

* Transaction ID
0123456

☐ Auto Numbering

[Show More](#)

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 if 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

CONTINUITY

RC

RD ROBERT DEAN
Procurement User

Receiver (RC) ☆ Draft

Validate Submit Save Save & Close

Department: 082 | Unit: - | Transaction ID: 0123456 | Version: 1

Header	Vendor	Commodity	Item Location	Commodity Detail
	Vendor Legal Name PAPE GROUP INC, THE	Commodity -	Location Structure -	Item ID -

Attachments

Created By: 29589 | Created On: 05/12/2025 | Modified By: 29589 | Modified On: 05/12/2025

General Information

Transaction Name
R95508

Referenced Transaction Code
PO

* Receiving Location
379

Name
ROBERT DEAN

Allow Partial Receipts
Yes

Referenced Transaction Department
082

* Received Date
05/12/2025

☐ Return Items to Vendor

Referenced Transaction ID
24147

Receiver
29589

Show More

Extended Description

Extended Description

- 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

Receiver (RC) ☆ | Draft | [Grid Icon]

Department: 082 | Unit: - | Transaction ID: 0123456 | Version: 1

Header | Vendor | Commodity | Item Location | Commodity Detail

Vendor Legal Name: PAPE GROUP INC, THE | Commodity: | Location Structure: | Item ID: |

1 - 1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Referenced Vendor Line	Vendor Code	Address Code	Vendor Legal Name	Alias/DBA	Attachments
1	PUR0004661	AD1	PAPE GROUP INC, THE	PAPE MACHINERY INC	[Paperclip Icon]

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

Receiver (RC) ☆ Draft | Department: 082 | Unit: - | Transaction ID: 0123456 | Version: 1

Vendor Legal Name: PAPE GROUP INC, THE

Commodity: -

Location Structure: -

Item ID: -

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Attachments
No Records Found					

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

Receiver (RC) ☆ Draft | Department: 082 | Unit: - | Transaction ID: 0123456 | Version: 1

Vendor Legal Name: PAPE GROUP INC, THE

Commodity (1): -

Location Structure: -

Item ID: -

Commodity Line	Referenced Commodity Line	*Line Type	Commodity	Received Quantity	Received Service Contract Amount	Attachments
1		Item		0.00000	\$0.00	

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

Referenced Commodity Line

The PO Commodity Line that you are 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.