

# Receiving FAQs and Tips

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## 1. When is Receiving Required?

- An IACT of 6730, 6731 or 6740
- A PReq Total  $\geq$  \$25,000
- A PReq Total  $\geq$  \$10,000 and uses an IACT between 6200-6235
- A Blanket Order (starting with a B) with IACT between 6200-6235 or 6730, 6731 or 6740
- A Contract Orders (starting with a C) with an IACT between 6200-6235 or 6730, 6731 or 6740
- Blanket Order Vouchers that are  $\geq$  \$25,000
- Has Non-Inventory Items where Receiving is not already checked as “Required”

## 2. Is Receiving required for each line item?

Yes. Each line item must be fully received for the invoice to pay.

## 3. What if I forget to Receive the items on the PReq?

A/P will contact you. Payment will not be made until goods/services are received.

## 4. What if we have a small department where the Initiator and Receiver are the same?

Contact Purchasing at [pregs@uiowa.edu](mailto:pregs@uiowa.edu) to review for exceptional circumstances.

## 5. Can you receive more than you ordered?

Yes, however, this will create a match exception and you may be contacted by A/P.

## 6. Can I add attachments such as a packing slip, when I receive?

Yes, you can upload an attachment but they cannot be sent to the Vendor.

## 7. I received the full amount, but some were damaged, how do I enter my receipt?

The quantity received must equal the amount ordered, remember: quantity received = quantity + quantity rejected. So if you receive 45 and reject 5, only 40 were kept. Enter quantity received and enter the number of damaged items in the rejected field. Add a comment to receipt.

## 8. Is it possible to receive .5?

Yes.

## 9. How will the department know when invoice is received in A/P?

The requester will receive the voucher report via email the following day it's entered.

## 10. How will this affect my blanket orders?

Any blanket order or contract order voucher = \$25,000 and/or with IACT (6200-6235, 6730, 6731 or 6740) will require receiving in the online receiving process.

## 11. Does the requester still receive an email notification after a voucher is created?

Yes, the requester will receive the voucher report via email as they do currently. The receiver will get an email after the requisition is created.

## 12. Can payment be made without a receipt?

No, the invoice will not pay until a receipt is entered.

## 13. Can the requester also receive?

No, you will receive an error message if you enter the initiator or requester as the receiver. Due to best practices of separation of duties, the receiver must be different than initiator/requester.

## 14. Can the end user and receiver be the same?

Yes.

## 15. How do I know if receiving is required?

The specified Receiver will get an email when the PO is created and receiving is required. They can click on “Enter Receipt” and go directly to the receiving information.

## 16. Are subcontracts included in the receiving process?

Yes, if they meet any of the criteria, they will require receiving.

### 17. What if I enter an incorrect amount? Can I cancel the receipt?

Yes, you can cancel the receipt, but if you need just certain lines canceled contact one of the **Match Exception Team** members under **Contacts** on the AP/Purchasing website at [www.uiowa.edu/ap-purchasing](http://www.uiowa.edu/ap-purchasing) or email [ap-receiving@uiowa.edu](mailto:ap-receiving@uiowa.edu) and they will have it canceled. Once canceled, the lines will display canceled.

### 18. Do I need to receive a negative line?

No, these lines will display, "Can't receive against negative lines".

### 19. What if I'm not the Receiver but I want to check on other POs to be received in my department?

On the Requisition Search Center at the bottom of the page, you may enter the Receiver's HawkID and Receipt Status (or any other criteria you have).

Receiving Required	Equal To	Yes
Receiver (HawkID)	Equal To	JBERGEON
Receipt ID	Equal To	
Receipt Status	Equal To	PO Not Received

### 20. How do I receive on freight?

You will only receive on freight if it has its own line item. Do not add it with the good or service.

## Tips

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- Add comments for Accounts Payable or your own reference
- PO status shows when receiving is still required
- Remember to click **Save as Draft** or **Submit** so that a Receipt ID is displayed