Receiving Guide

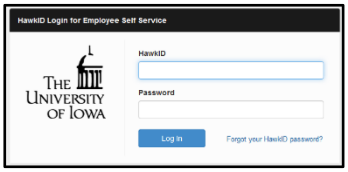
This guide demonstrates the process of receiving goods for the Receiver on requisition orders to an outside vendor. The receiver should be someone other than the initiator to ensure proper segregation of duties. The receiver should compare the received items with the original purchase request to ensure the correct item is received. Any damaged or incorrect items should be returned immediately for credit. Accounts Payable should be notified to ensure that the invoice is not paid until the correct or undamaged item is received.

Contents

Accessing Your Receipts

Sign In to

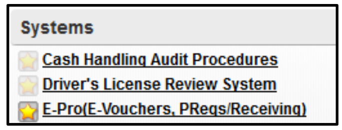
Employee Self Service
https://hris.uiowa.edu/portal/



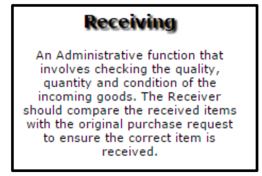
Go to the

ADMINISTRATION tab >**Systems** box>

E-Pro(E-Vouchers, PReqs/Receiving)



Continue by clicking **Receiving**
Or by **Email**



Requisitions Which Require Receiving

Recording receipt of items is required on ALL purchases. Proper receipt includes recording the date the items are received and who receives the items. In addition, the University requires electronic receipt on the following items:

- An IACT of 6230, 6231, 6730, 6731 or 6740
- A PReq Total ≥ $25,000
- A PReq Total ≥ $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 ≥ $25,000
- Has Non-Inventory Items where Receiving is not already checked as “Required”
- Subagreement Orders

When one of these requirements listed above are met on a requisition, the Receiver has four different ways to bring up the requisition so that they can complete a PO Receipt; either from One Stop e-Procurement, through Email Notification, from the PReq Home Worklist, or by the Requisition Search Center.

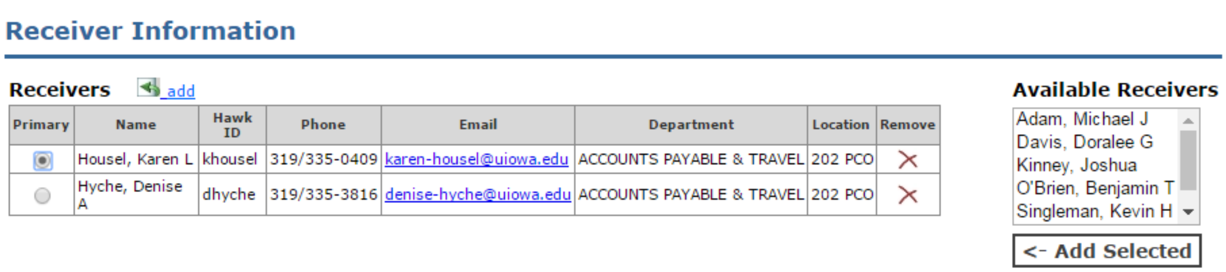
Establishing Primary and Secondary Receivers

The primary and secondary receivers that are selected on a requisition will be able to receive on that requisition and will receive separate emails with a link to the requisition after the purchase order is assigned.

The initiator/requester will “Add Selected” available receivers to the requisition when it is created. The primary receiver will need to be selected using the radio button. Anyone not marked primary will be a secondary receiver. You can add multiple secondary receivers from the list of available receivers.

The requester on the requisition is now able to update primary and secondary receivers after workflow complete. The requester can bring up the requisition in e-Pro and be able to designate a different primary receiver by changing the radio button, remove receivers by pressing the red X or add any receiver from their available receiver list. Make sure to press the “Save” button at the bottom of the requisition.

If you need to make a change to the list of available receivers (add/remove) please send an email to: preqs@uiowa.edu. If adding new receivers, please provide the full name and HawkID of the receiver to add.



Receiver Information

Receivers add

Primary	Name	Hawk ID	Phone	Email	Department	Location	Remove
●	Housel, Karen L	khousel	319/335-0409	karen-housel@uiowa.edu	ACCOUNTS PAYABLE & TRAVEL	202 PCO	X
○	Hyche, Denise A	dhyche	319/335-3816	denise-hyche@uiowa.edu	ACCOUNTS PAYABLE & TRAVEL	202 PCO	X

Available Receivers

Adam, Michael J
Davis, Doralee G
Kinney, Joshua
O'Brien, Benjamin T
Singleman, Kevin H

<- Add Selected

Receiving Email Notifications

When receiving is required an email will be sent to the designated primary Receiver indicating a need for a Receipt. In addition, a separate email will be sent to the designated secondary Receiver(s). The secondary Receiver is not required to receive, but they can fulfill this role if the primary Receiver is unable to complete receipt.

When the goods are accepted, the primary Receiver is required to enter the Receipt information and provide the equipment information when appropriate.

RECEIVING INFORMATION IS REQUIRED IN ORDER FOR THE PAYMENT TO BE PROCESSED ON CORRESPONDING VOUCHERS AGAINST THE PURCHASE ORDER.

Receiver Email

The primary and secondary Receiver's that are selected on the requisition will receive separate emails with a link to the requisition after the PO number is assigned. This email is just letting you know a requisition has been created with you as the Receiver.

Subject: PO # 1001732850 Will Need Receipt Info

This email serves as a notice to you that requisition W000923652 has been created indicating you as the Receiver. Once your goods and/or services have been invoiced, you will receive an email with a link to receive your goods and/or services.

- **Requisition:** W000923652 created PO # 1001732850
- **Vendor name:** Halyard Health Inc
- **First line description:** Tube Gastrostomy 20F
- **Business Justification:** Patient Care
- **Total amount of order:** $8,592.80

Direct receiving questions/suggestions to ap-receiving@uiowa.edu.

AP/PO Voucher Email – Initial

When receiving is required the Primary and secondary Receivers will get separate emails when the voucher is created for payment. The emails will include links to the Voucher to view the Invoice and a link to Enter Receipt. It's important to review the **Voucher Gross Amount, Recv Reqd,** and **PO Receipt** fields.

Primary Receiver example

This email serves as notice to you that the following vouchers were created listing you as the **Primary** Receiver. If the Purchase Order indicates that Receiving is Required, then receiving information is required in order for payment to be processed on vouchers against Purchase Orders.

Receipt of voucher and approval of this payment certifies the following:

- All expenses are proper and in accordance with the terms and conditions of the Purchase Order agreement
- As of the date of Receiving this voucher, the vendor has performed all obligations as required
- All necessary reports have been received, reviewed and retained

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82556981	04/17/2017	$8,592.80	1001732850	Yes	PO Not Received	VCHR_1001732850	Halyard Health Inc	05/04/2017	Enter Receipt
	050-05-031000000-50649100-6070-000-00000-60-0000								
View ALL Vouchers | View ALL Scanned Invoices									

Direct receiving questions/suggestions to ap-receiving@uiowa.edu.

Secondary Receiver example – the table lists the primary receiver for your information.

This email serves as notice to you that the following vouchers were created listing you as the **Secondary** Receiver. If the Purchase Order indicates that Receiving is Required, then receiving information is required in order for payment to be processed on vouchers against Purchase Orders.

Receipt of voucher and approval of this payment certifies the following:

- All expenses are proper and in accordance with the terms and conditions of the Purchase Order agreement
- As of the date of Receiving this voucher, the vendor has performed all obligations as required
- All necessary reports have been received, reviewed and retained

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	Primary Receiver	
82556981	04/17/2017	$8,592.80	1001732850	Yes	PO Not Received	VCHR_1001732850	Halyard Health Inc	05/04/2017	Karen Housel	Enter Receipt
	050-05-031000000-50649100-6070-000-00000-60-0000									
View ALL Vouchers | View ALL Scanned Invoices										

Direct receiving questions/suggestions to ap-receiving@uiowa.edu.

AP/PO Voucher Email – Follow-up

The Receiving application will generate follow-up emails to the primary and secondary receivers when receiving is required and receipts are needed.

Primary Follow-up Example

This email serves as a notice that receipts have not been entered for the following vouchers listing you as the **Primary** Receiver. Because this Purchase Order requires receiving, payment will not be made until the receipt has been entered. If the goods/services have been received, please enter the receipt as soon as possible. If the goods/services have not been received, or there are issues and you do not want payment made at this time, please contact ap-receiving@uiowa.edu or click on the Enter Receipt link to add a comment to the voucher.

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82556981	04/17/2017	$8,592.80	1001732850	Yes	PO Not Received	VCHR_1001732850	Halyard Health Inc	05/04/2017	Enter Receipt
	050-05-031000000-50649100-6070-000-00000-60-0000								
View ALL Vouchers | View ALL Scanned Invoices									

Direct receiving questions/suggestions to ap-receiving@uiowa.edu.

Secondary Follow-up Example – the table lists the primary receiver for your information.

This email serves as a notice that receipts have not been entered for the following vouchers listing you as the **Secondary** Receiver. Because this Purchase Order requires receiving, payment will not be made until the receipt has been entered. If the goods/services have been received, please enter the receipt as soon as possible. If the goods/services have not been received, or there are issues and you do not want payment made at this time, please contact ap-receiving@uiowa.edu or click on the Enter Receipt link to add a comment to the voucher.

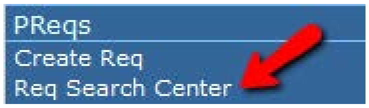
Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	Primary Receiver	
82556981	04/17/2017	$8,592.80	1001732850	Yes	PO Not Received	VCHR_1001732850	Halyard Health Inc	05/04/2017	Karen Housel	Enter Receipt
	050-05-031000000-50649100-6070-000-00000-60-0000									
View ALL Vouchers | View ALL Scanned Invoices										

Direct receiving questions/suggestions to ap-receiving@uiowa.edu.

Req Search Center

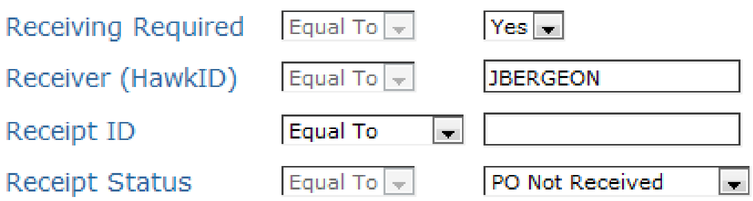
Receivers may use the search center to enter certain criteria to find requisitions to be received.

On the sidebar, click **Req Search Center.**



The Receiver can search for receipts by HawkID, Receipt ID, and/or Status. Receipt IDs are assigned when items are received and saved. Entering a date or range will narrow your results.

At the bottom of the Search page are four receipt search fields.



There is a Yes/No for Receiving Required, or type the Receiver (by HawkID), or Receipt ID.

…and/or select the preferred **Status.** Click **Search**.

The statuses to use are: PO Not Received, PO Partially Received, and Fully Received.

When the requisition is displayed, click on the **Receiving** button underneath the workflow approval section.

Approval History (most recent first) Email Approvers

Seq#	Approved	Approver	Title	Approval	Routing	Stat	Comments	COI
2	05/23/2011	JAYNE KEISER	Purchasing Agent II	Required	/ /PRC2	Y		
1	05/23/2011	CHRISTINE LEICHTY	Program Associate II	Permitted	05/0310/PReqs -testing	Y		
0	initiator	CHRISTINE LEICHTY		Required	/ /	Y		

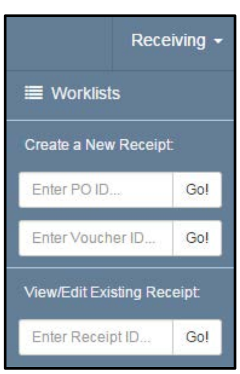
Key to Stat Column: (Y)Approved, (N)Not Approved, (R)Requested Returned, (V)Voided

As a designated departmental "Approver" of expenses incurred in the name of The University of Iowa via this form, I understand that I am accepting a fiduciary responsibility to comply with all applicable institutional policies. It is my responsibility to examine all purchases and requests for payment along with required supporting documentation to determine if the charge is: for a valid business purpose; for the University's benefit, and; not for the personal benefit of any person.

Approve | Do not Approve | Final PCard | Change History | Receiving

Receiving Search Center

Receivers may use the search center found in the Receiving application to find orders and receipt information. Users may search by "PO ID", "Voucher ID" or "Receipt ID".



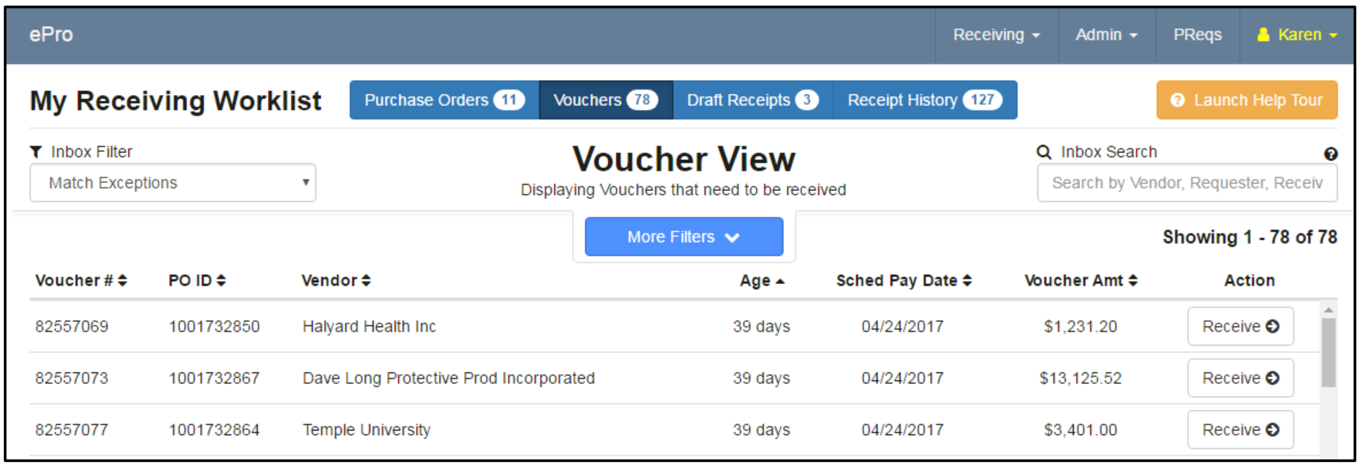
Receiving Worklist

The main navigation page has four main tabs: Purchase Orders, Vouchers, Draft Receipts and Receipt History.

- The Purchase Orders worklist view contains all orders that have you listed as the receiver.
- The Vouchers worklist view contains all orders that have you listed as the receiver.
- The Draft Receipts worklist view contains all receipts saved as draft.
- The Receipt History worklist view contains all receipts that once existed in your receiving worklist.

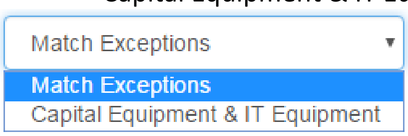
As a default, when you first log into the Receiving application you will notice that your worklist shows the Voucher worklist view, and the drop-down list filter is set to Match Exceptions.

- You will want to first create receipts for vouchers that are marked as Match Exceptions.



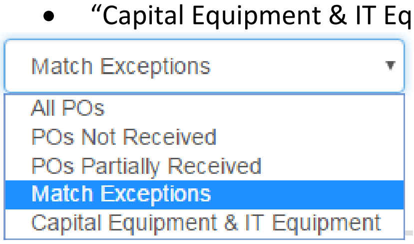
The Vouchers tab contains two drop-down list filters to help narrow results:

- "Match Exceptions" - filter contains all vouchers that have a match status exception.
- "Capital Equipment & IT Equipment" - filter contains all vouchers that have IACT 6730, 6731 and 6740.



The Purchase Orders tab contains five drop-down list filters to help narrow results:

- "All POs" - filter contains all orders not received or partially received.
- "POs Not Received" - filter contains all orders not received where receiving is required.
- "POs Partially Received" - filter contains all orders partially received where receiving is required.
- "Match Exceptions" - filter contains all orders that have a match status exception.
- "Capital Equipment & IT Equipment" - filter contains all orders that have IACT 6730, 6731 and 6740.

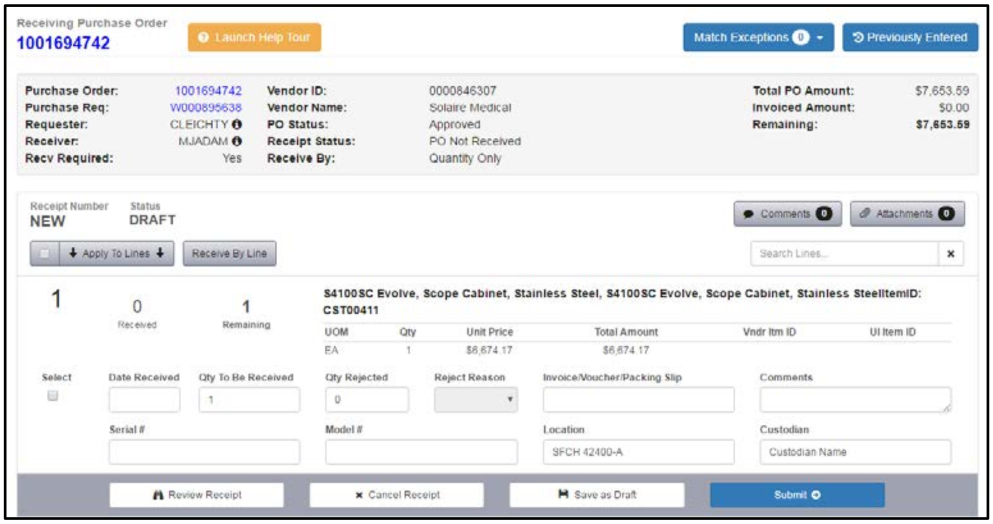


Entering Receiving Information

Receiving by Quantity

This is an example of the Receiving page to enter a quantity which has not been received.

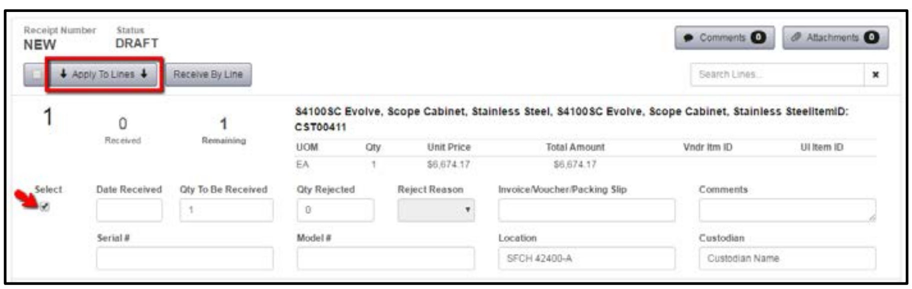
- *If you try and enter a receipt in which you are the initiator or requester, you will not be able to receive.*



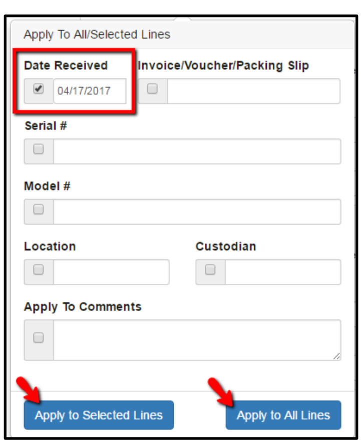
When a requisition has multiple line items, each line must be received.

Select **"Apply To Lines"** when an order has multiple lines and you want to enter the same information by line.

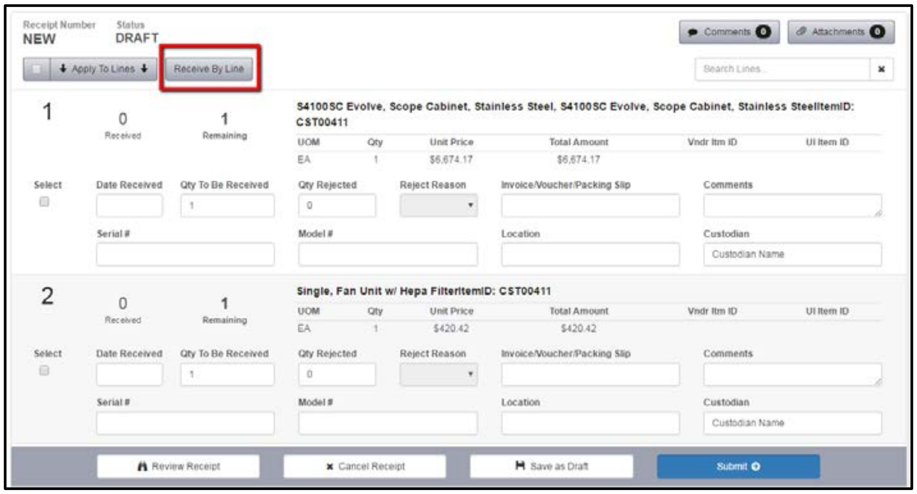
<u>*Note:*</u> if you want to use the "Apply to Selected Lines" feature, you will need to select the checkbox on each line before you select "Apply To Lines". You do not have to select the check box on each line if you are going to use the "Apply to All Lines" feature.



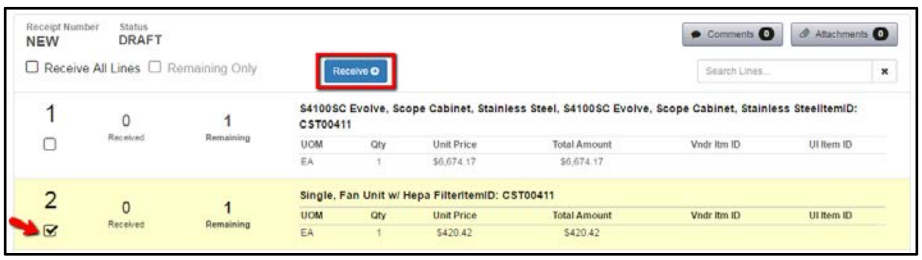
1. Check the box for the information you wish to apply.
2. Enter the information.
3. Select either **"Apply to Selected Lines"** or **"Apply to All Lines"**.



Select **"Receive By Line"** when an order has multiple lines and you can only enter receipt information for some of the lines but not all of the lines. (<u>Example:</u> Submit a receipt for line 2 only).



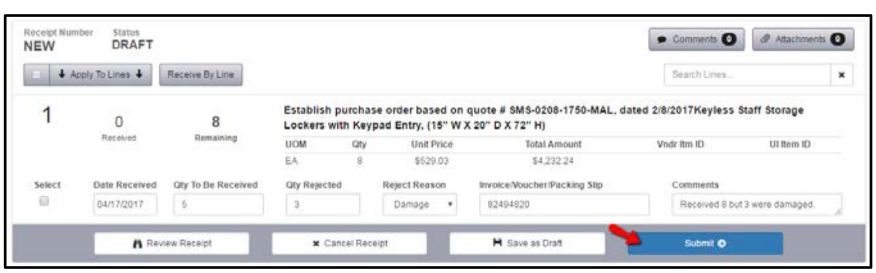
1. Select the checkbox for the line(s) to receive.
2. Select **"Receive"** to return to the draft receipt and complete.



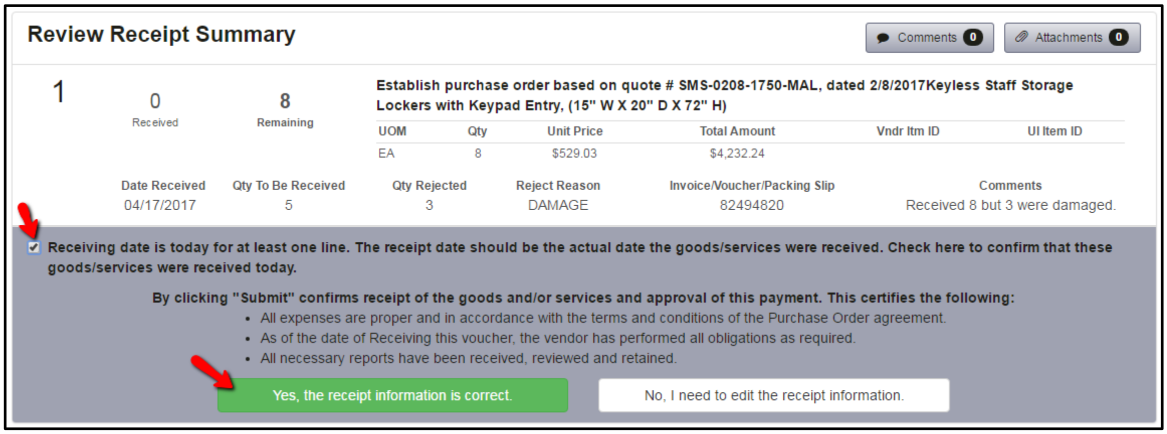
For each line item:

1. Enter the **Date Received** for the goods/services that were received and/or rejected.
2. Confirm the **Qty To Be Received**.
3. If any quantity is rejected, confirm the **Qty Rejected** and confirm the **Reject Reason**.
4. Add the **Invoice/Voucher/Packing Slip** information. It is helpful to put the voucher number referenced from your email.
5. Add any pertinent line **Comments**.
6. IACT's 6730/6731/6740 will require you to fill in the Assets fields: **Serial #** and **Model #**.
   a. Note: **Location** and **Custodian** will be populated from the requisition.
   b. You will receive an error if any of these four fields are not filled in.

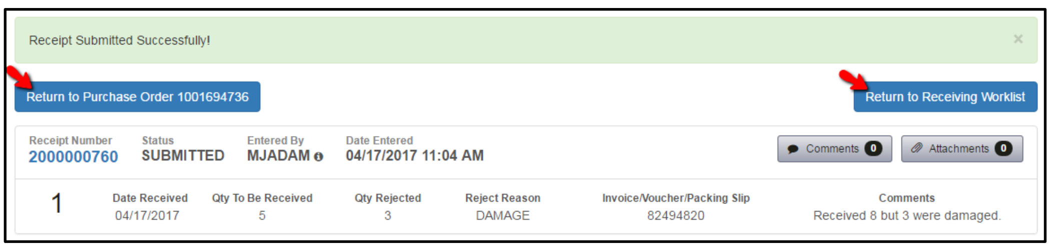
7. **Submit** to create the receipt.
   a. The system keeps a running total of quantities or amounts received. This line has a quantity of 8. On 4/17/17, 5 were received but 3 damaged, so only 3 will remain after this receipt is submitted.



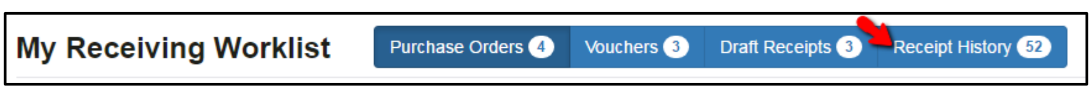
8. If the Date Received is the same as the Date Entered, the receiver will receive a message and checkbox on the **Review Receipt Summary** stating:
    a. "Receiving date is today for at least one line. The receipt date should be the actual date the goods/services were received. Check here to confirm that these goods/services were received today."
    b. Select the checkbox, and then choose **"Yes, the receipt information is correct"**.



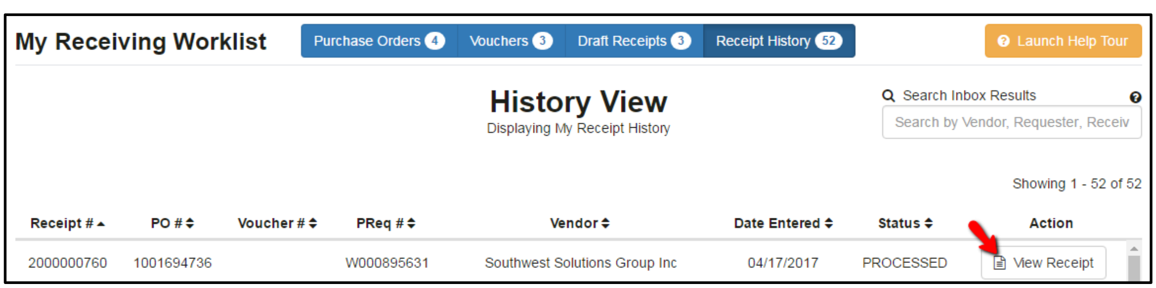
9. Receipt Confirmation Screen. A *Receipt Submitted Successfully!* message is displayed in green.
    a. Select **"Return to Purchase Order"** or **"Return to Receiving Worklist"**.



10. Submitted receipts can be viewed in your **Receipt History** worklist.

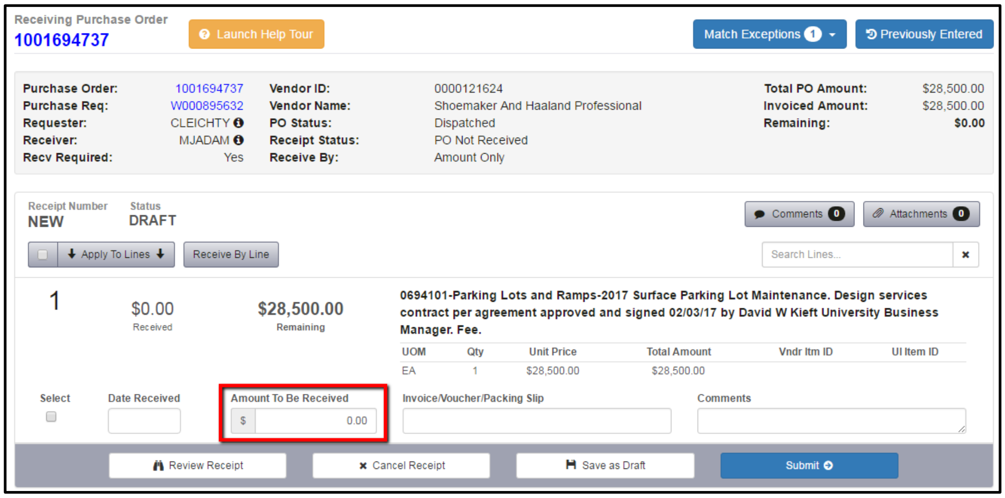


11. Select "View Receipt" to view receipt details.



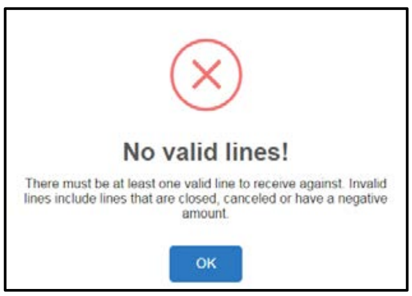
Receiving by Amount

Instead of quantity, items may be received by "Amount". Requisitions ≥$10K with IACT's 6200-6235, 6730/6731/6740, or Blanket Orders (beginning B or C) you will see "Amount To Be Received".

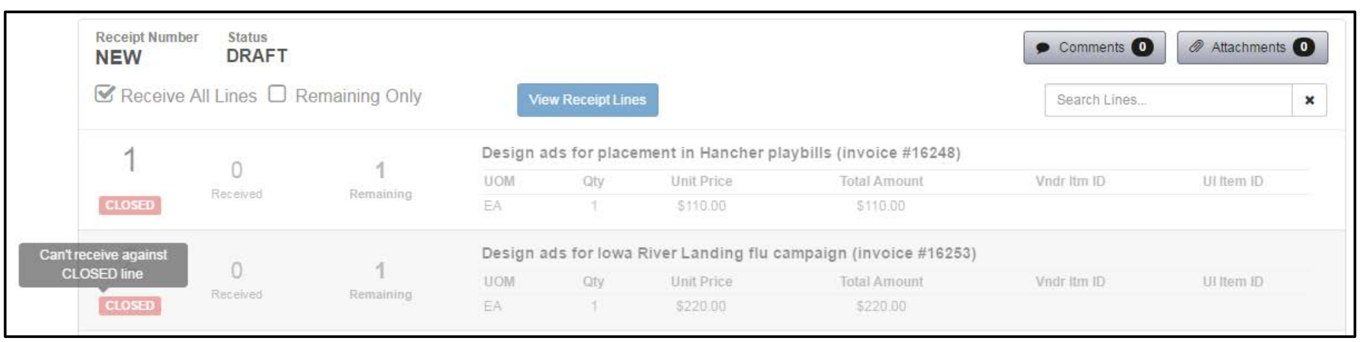


No Valid Lines

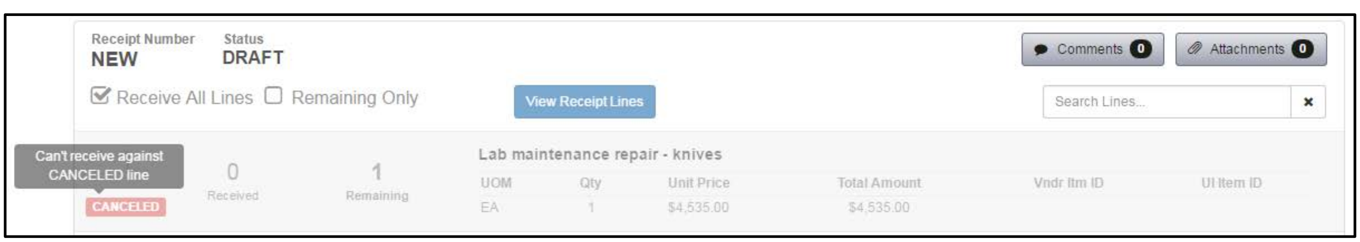
"No valid lines!" message will be displayed when there are no valid lines to receive against. This message occurs when all Purchase Order lines are closed, canceled or have a negative amount. You will not be able to enter any quantities or amounts. To view invalid lines, select "OK" and then select "Receive by Line".



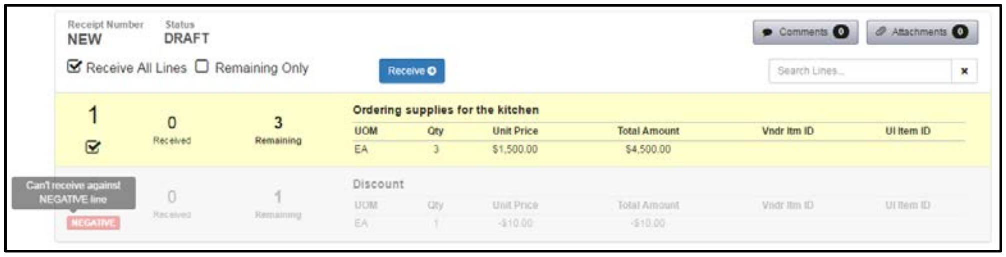
<u>Closed line example</u>



<u>Canceled line example</u>



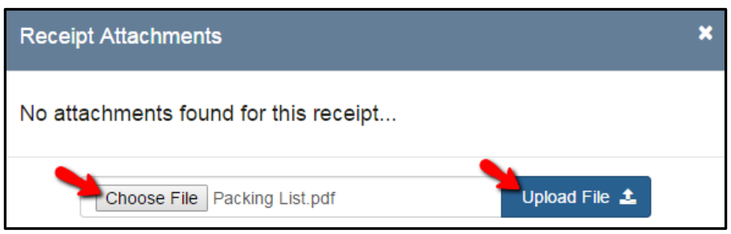
Negative Lines
Negative lines will not require you to enter any quantities or amounts.

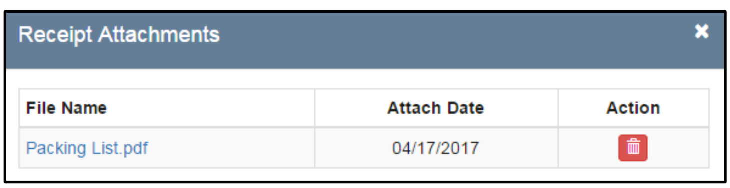


Receiving on Freight
Only receive on freight if it has its own line item. **Do not add it with the good or service.**

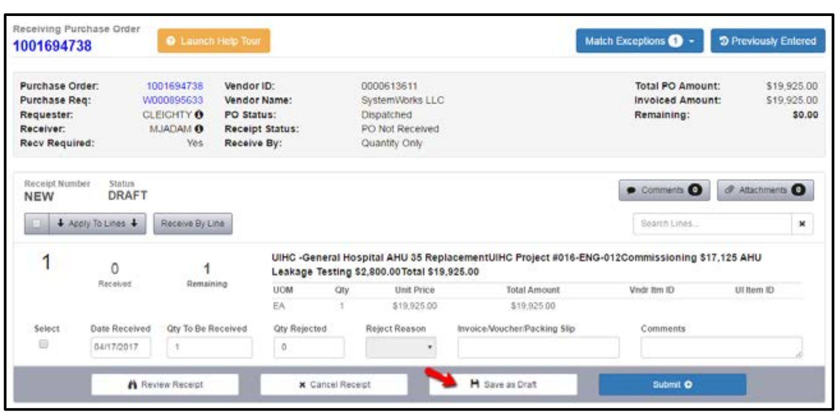
Receiving Attachments
If you'd like to upload an attachment to the receipt, select "**Attachments**".

Select **"Choose File"** and then select **"Upload File"** and attach to the receipt.

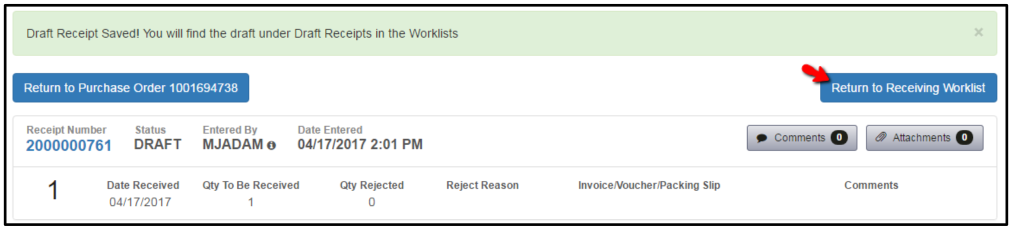




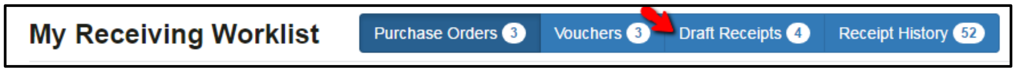
Save as Draft
When entering the receipt, you can select "Save as Draft". This action will create a receipt ID and save the draft receipt.



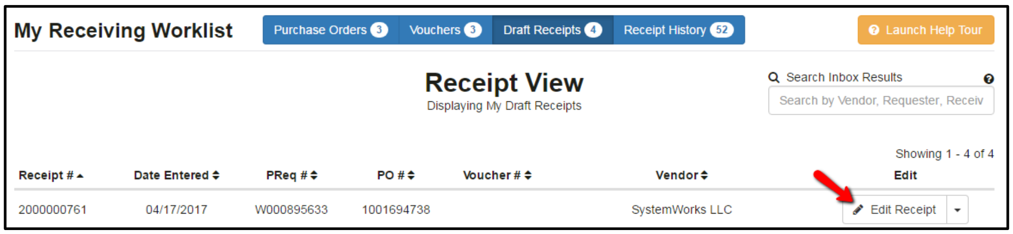
Receipt Confirmation Screen. A *Draft Receipt Saved!* message is displayed in green. Select **"Return to Receiving Worklist"**.



Select **"Draft Receipts"**.



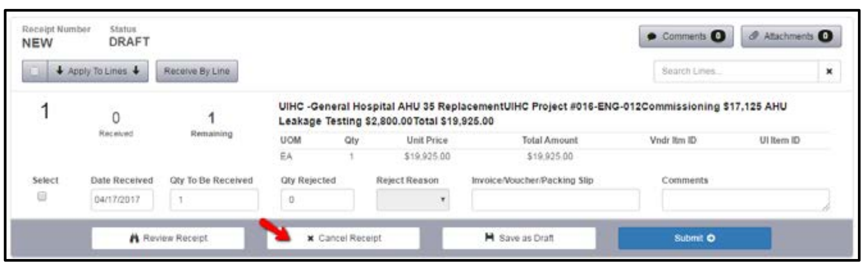
To resume the draft receipt, select **"Edit Receipt"**.



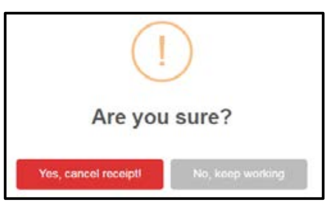
Cancel Receipts

Users will be able to cancel receipts in the Receiving application. There are three ways for a user to cancel a receipt.

1. Select "Cancel Receipt" while entering draft information. This will cancel all lines on the draft receipt.

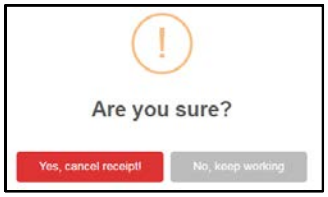


   a. Select "Yes, cancel receipt!" to cancel or select "No, keep working" to return to the draft receipt.

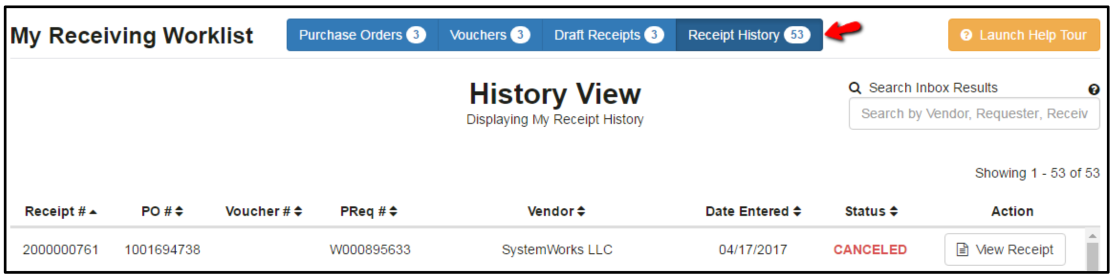


2. Receipts found in the "Draft Receipts" worklist that were previously "Saved as Draft" can be canceled.

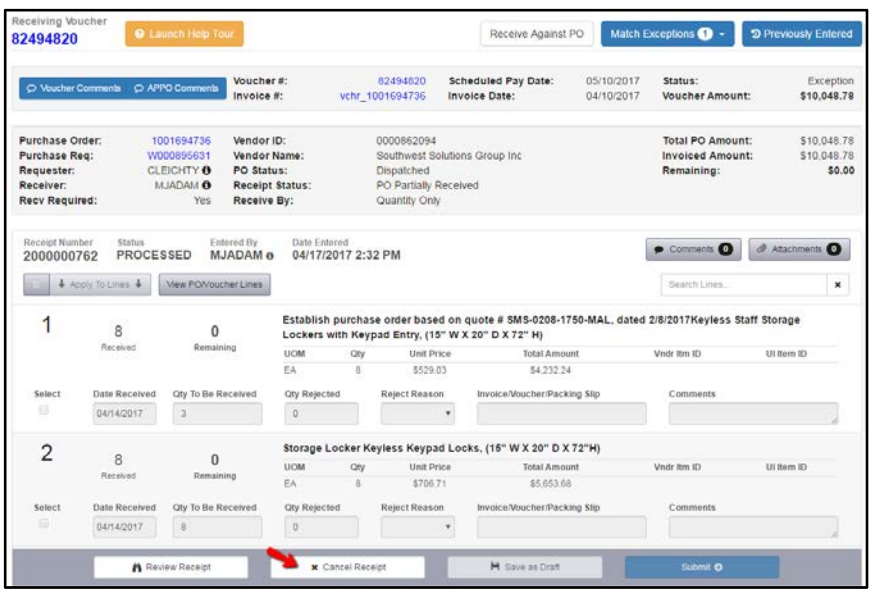
a. Select “Yes, cancel receipt!” to cancel or select “No, keep working” to return to the draft receipt.



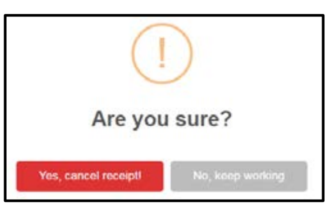
b. If you selected to cancel the receipt. The receipt will move from the “Draft Receipts” to the “Receipt History” worklist. The receipt status will show “Canceled”.



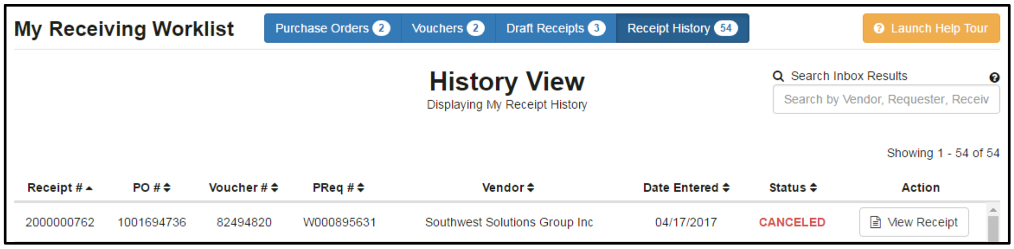
3. Receipts found in the “Receipt History” tab can be canceled. However, if a voucher’s receipt status is matched the receipt cannot be canceled.
   a. It is <u>very important</u> to note, that if a receipt contains multiple lines **<u>all</u>** receipt lines will be canceled if the user selects “Cancel Receipt”.



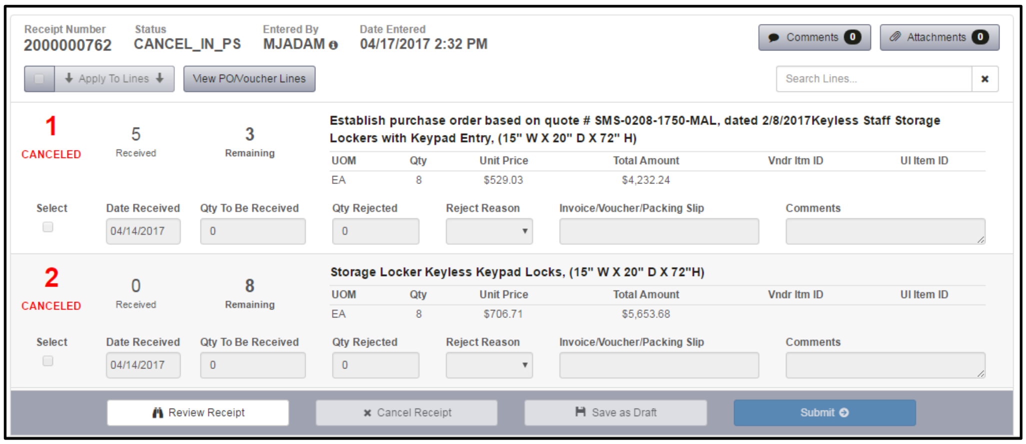
b. Select “Yes, cancel receipt!” to cancel or select “No, keep working” to return to the processed receipt.



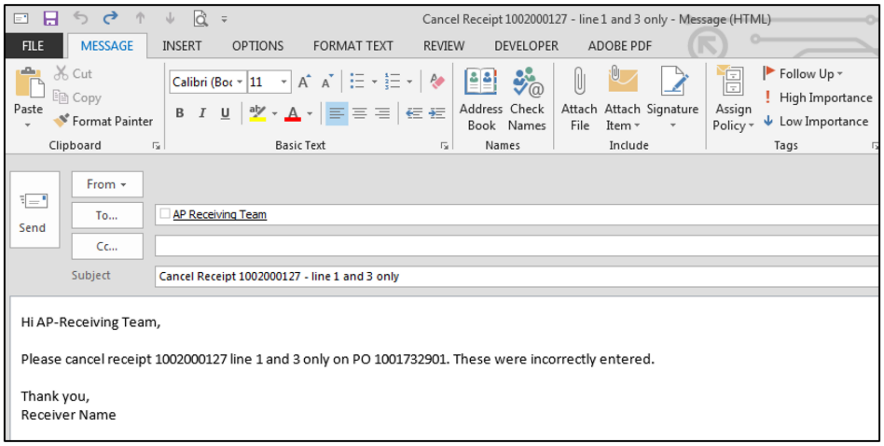
c. If you selected to cancel the receipt. The receipt status will show “Canceled”.

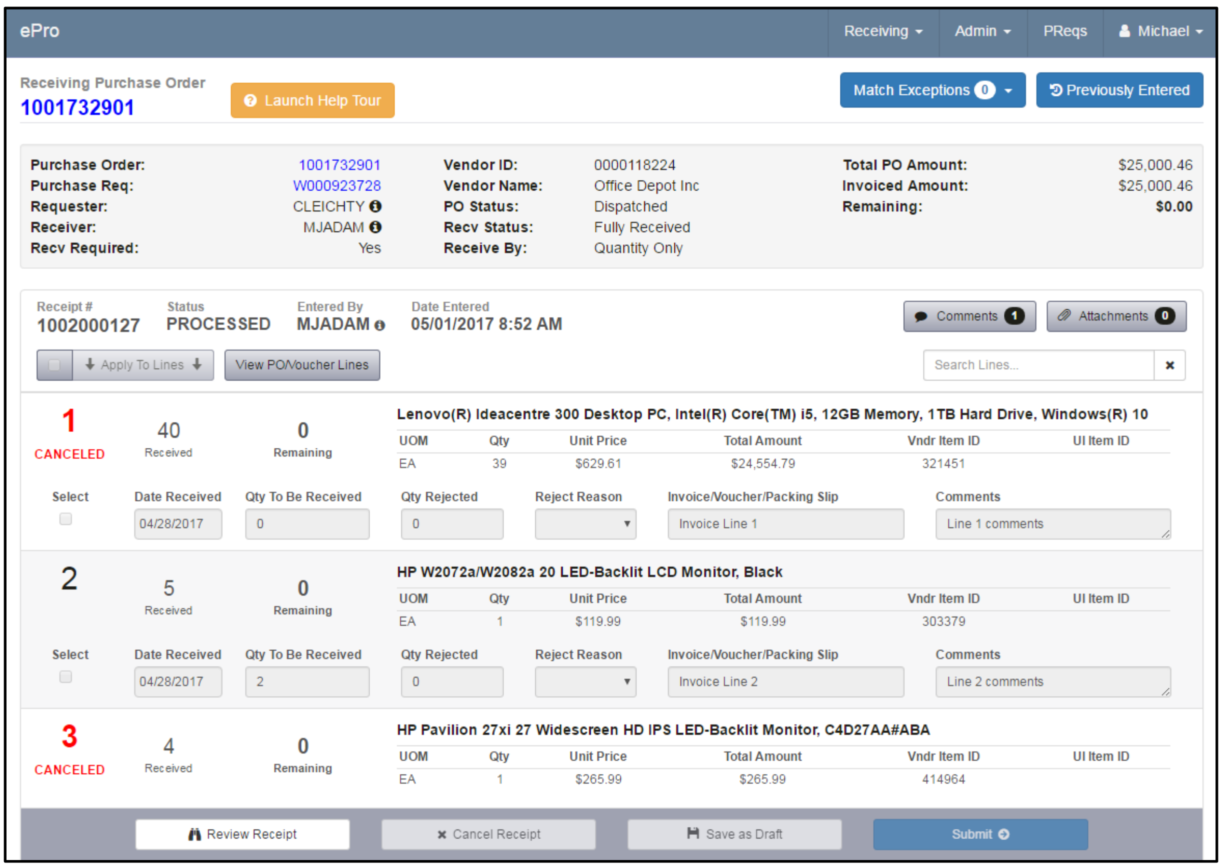


d. When you view the canceled receipt, all receipt lines show canceled.



4. If you do not need to cancel all receipt lines, you will need to contact the AP-Receiving team. Please send an email to ap-receiving@uiowa.edu with a description of the issue, receipt number, purchase order number and the line number(s) that you want canceled.
    a. It is very important to note, that if you have the AP-Receiving team cancel an individual line you will not be able to cancel the receipt in the receiving application. The cancel button will be grayed out on the receipt.





AP-PO Voucher Email

When the voucher is created for payment, the Requester/Initiator will receive and email.

From: acntpay@uiowa.edu [mailto:acntpay@uiowa.edu]
Sent: Monday, April 17, 2017 10:56 AM
To: Leichty, Christine L <chris-leichty@uiowa.edu>
Subject: New vouchers created for cleichty on 03/23/2017

Christine,

This email serves as a notice to you that the following vouchers were created for **CLEICHTY**:

Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82494783	03/23/2017	$12,000.00	1001694506	No	PO Partially Received	vchr_1001694506	Pigott Incorporated Office Pavilion	03/23/2017	View Receipt
	050-05-031000000-50649100-6081-000-00000-60-0000								
View ALL Vouchers | View ALL Scanned Invoices									

Direct receiving questions/suggestions to ap-receiving@uiowa.edu.

It's important to review the **Voucher Gross Amount, Recv Reqd,** and **PO Receipt** fields.

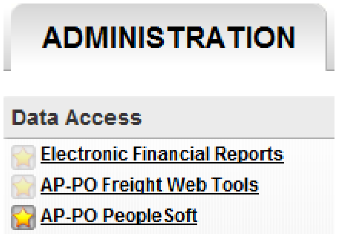
Voucher	Created Date	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82494783	03/23/2017	$12,000.00	1001694506	No	PO Partially Received	vchr_1001694506	Pigott Incorporated Office Pavilion	03/23/2017	View Receipt
	050-05-031000000-50649100-6081-000-00000-60-0000								
View ALL Vouchers | View ALL Scanned Invoices									

The Requester/Initiator clicks on **View Receipt** (may need to sign into Preqs).

Vendor	Sch. Pay Date	
Pigott Incorporated Office Pavilion	03/23/2017	View Receipt

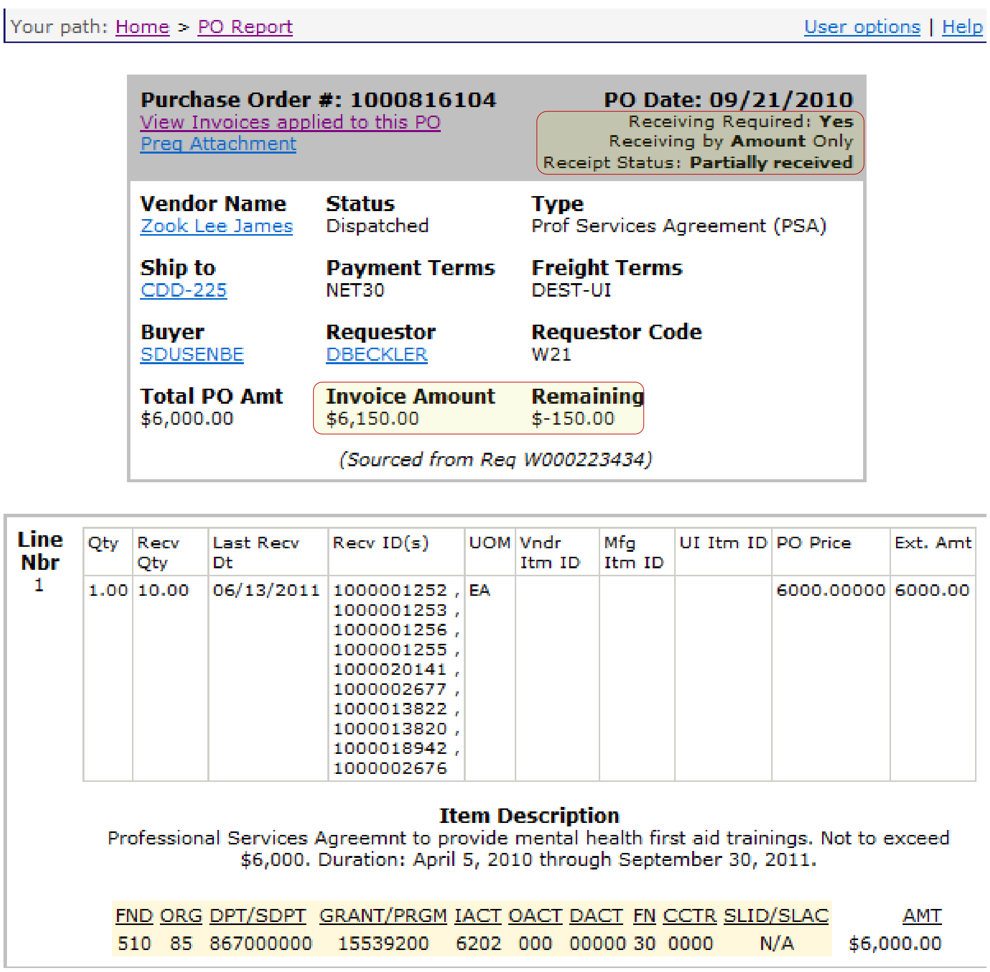
AP-PO – PO Report

You can access a great deal of information about the PO, Voucher, and Payments in from the queries in AP/PO. Under the Administration Tab in Self Service, click **AP-PO People Soft.**



Click on **Purchase Order Report** and enter the PO number.

This shows the PO is "Receiving Required", by "Amount", and the status of "Partially received".



Your path: Home > PO Report   User options | Help

Purchase Order #: 1000816104   **PO Date: 09/21/2010**
View Invoices applied to this PO
Preq Attachment
Receiving Required: **Yes**
Receiving by **Amount** Only
Receipt Status: **Partially received**

Vendor Name Zook Lee James	**Status** Dispatched	**Type** Prof Services Agreement (PSA)
Ship to CDD-225	**Payment Terms** NET30	**Freight Terms** DEST-UI
Buyer SDUSENBE	**Requestor** DBECKLER	**Requestor Code** W21
Total PO Amt $6,000.00	**Invoice Amount** $6,150.00	**Remaining** $-150.00

(Sourced from Req W000223434)

Line Nbr	Qty	Recv Qty	Last Recv Dt	Recv ID(s)	UOM	Vndr Itm ID	Mfg Itm ID	UI Itm ID	PO Price	Ext. Amt
1	1.00	10.00	06/13/2011	1000001252 , 1000001253 , 1000001256 , 1000001255 , 1000020141 , 1000002677 , 1000013822 , 1000013820 , 1000018942 , 1000002676	EA				6000.00000	6000.00

Item Description
Professional Services Agreemnt to provide mental health first aid trainings. Not to exceed $6,000. Duration: April 5, 2010 through September 30, 2011.

FND	ORG	DPT/SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	SLID/SLAC	AMT
510	85	867000000	15539200	6202	000	00000	30	0000	N/A	$6,000.00

Since there is a negative **Remaining**, the PO should be reviewed by the department and Purchasing Agent. Money may need to be added for vouchers to pay.

Click **View Invoices applied to this PO.**

Invoices applied to a purchase order: 1000816104

Status		Vendor		PO Date	
Dispatched		ZOOK LEE J		09/21/2010	
Invoice	**Invoice Dt.**	**Voucher**	**Schd. Pay Dt.**	**Status**	**Amount**
65000/052111	05/21/2011	81188550	06/15/2011	Open	$650.00
65000/051111	05/11/2011	81182577	06/10/2011	Open	$650.00
65000/030811	03/08/2011	81151702	04/07/2011	Paid	$650.00
60000/013111	01/31/2011	81151701	04/01/2011	Paid	$600.00
60000/090110	09/01/2010	81045753	10/01/2010	Paid	$600.00
60000/090110-1	09/01/2010	81057145	10/27/2010	Paid	$600.00
60000/090110-2	09/01/2010	81057146	10/27/2010	Paid	$600.00
60000/080910	08/09/2010	81045754	09/28/2010	Paid	$600.00
60000/080510	08/05/2010	81045756	09/28/2010	Paid	$600.00
60000/080310	08/03/2010	81045755	09/28/2010	Paid	$600.00

Invoices not on hold: **$6,150.00**
Invoices on hold: **$0.00**

Total Invoices: **$6,150.00**

Two vouchers below are open, awaiting payment. Click the voucher link for the Voucher Report or Paid to see the details of the payment.

AP-PO – Receipt Status Report

Under the Administration Tab in Self Service, click AP-PO People Soft.

ADMINISTRATION

Data Access
- Electronic Financial Reports
- AP-PO Freight Web Tools
- AP-PO PeopleSoft

AP/PO PeopleSoft Web Applications

Your path: Home

Vendor Search:
Use this application to find information on Vendors listed in the AP-PO system. Search is by Vendor Name, City, State or Zip.

Contract Search:
Use this application to find information on contracts. Search by Contract Number, Vendor Name, or Vendor ID.

Purchase Order Report:
Use this application to find information about a PO. Search is by Requisition, Purchase Order number, Vendor ID or Vendor Name.

Receipt Status:
Use this application to check the receipt status on Purchase Orders. Search by the HawkID of the Requestor or the Receiver, the PO# or the PReq#.

Click on Receipt Status and enter your criteria.

Receipt search

Search by: Requestor HawkID
- Requestor HawkID
- Receiver HawkID
- Purchase Order Number
- PReq Number

Requestor H
Purchase O (optional) *mm/dd/yyyy*

Search Receipts by Requestor HawkID

A list displays:

Receipt details for Purchase Orders by Receiver ceider

Requestor	Receipt Status	PReq#	PO Dt	PO#	Received Dt	Receipt#	Receiver	Amt Only
HUMPLEBY	PO Partially Received	W000462764	03/14/2013	C000570839	12/13/2013	1000109028	ceider	Yes
HUMPLEBY	PO Partially Received	W000462764	03/14/2013	C000570839	11/26/2013	1000107150	ceider	Yes
HUMPLEBY	PO Partially Received	W000462764	03/14/2013	C000570839	10/31/2013	1000104155	ceider	Yes