SciQuest Frequently Asked Question (FAQ)

How do I get SciQuest Access?

A “Security Access” form will need to be completed. After clicking on the link, you will need to click on “Show More” on the bottom of the screen and select “SciQuest”. When this request is completed, you will receive an email saying it is completed. Remember the current supervisor on the form has to approve the request first.

When do I use a Non-PO Payment form?

Non-Po Payment form is used to complete a direct pay or an after the fact. A direct pay is often use for reimbursement to students, employees, speakers or any individual for a service for less than $5,000. An after-the-fact is used for products or services that have already been completed and you must have an invoice. After-the-facts may be used to pay subscriptions or due that need to be paid.

For specifics, please see policies and procedures of Non-PO Payment form.

How do I complete a courier form?

You will need to login to Sci-Quest and select the courier form from the home page, complete and proceed to checkout as usual.

How do I withdraw a requisition?

If you placed the requisition, you can open the requisition in Sci-Quest, go to document actions, drop down next to the blue “GO” in the upper right hand corner and select “withdraw Entire Requisition”. You will be prompted for a comment so just type in the reason for withdrawal and continue.

How do I cancel a Purchase Order?

Purchase orders can only be cancelled by purchasing services. If you need a purchase order cancelled, you can comment on the purchase order, call purchasing office 285-1532, or send email to procurement@bsu.edu. Just remember as soon as a Purchase order number is assigned SicQuest automatically sends to the vendor on the PO. Depending on the vendor, the order could still be shipped.

How do I change an amount on a purchase order or get more dollars on a standing order?

First step is email the buyer that has that commodity code for that purchase order. If you are unsure, of which buyer you need to ask, just send email to procurement@bsu.edu or call the Purchasing Department at 285-1532.