SciQuest Home Page

Taking actions on the Homepage can be done by clicking on icons on the left or by clicking on the items in the upper right-hand corner (see above). Items in the upper right-hand corner include the following:

Quick Search

After clicking on "Quick Search," a dropdown appears and it defaults to "All items". If you type a PO#, RQ# or Invoice # the items appear in a dropdown for you to select. Hint: when searching for PO# you only need to type the number.

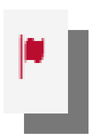
Shopping Cart

This allows you to view all items in your cart. You can trash items from the dropdown, and manage your Shopping Cart.

Favorites

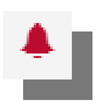
Displays your personal bookmarks and site bookmarks.

Action Items



Items assigned to you for approvals that require action.

Alerts

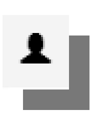


Notifications to you in regards to actions that are being taken. Alerts are managed in "My Profile".

Help

Provides help on SciQuest Navigation. It includes all of SciQuest's features. Note: some features Ball State University might not be using.

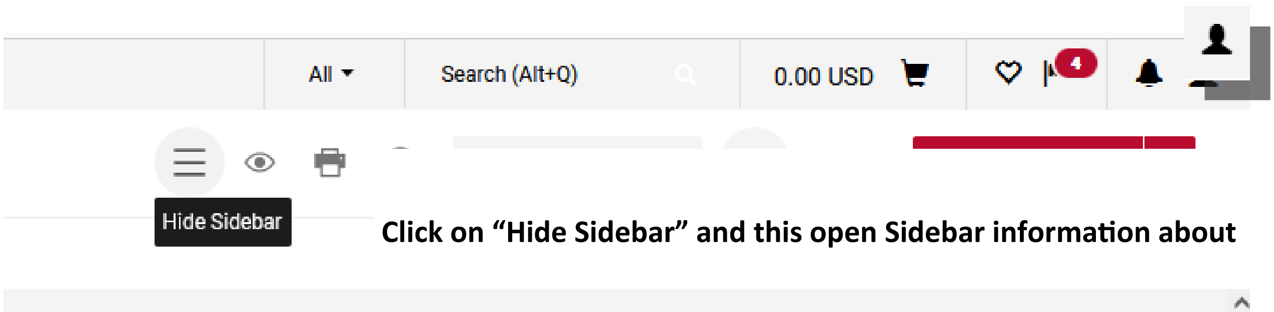
User Profile



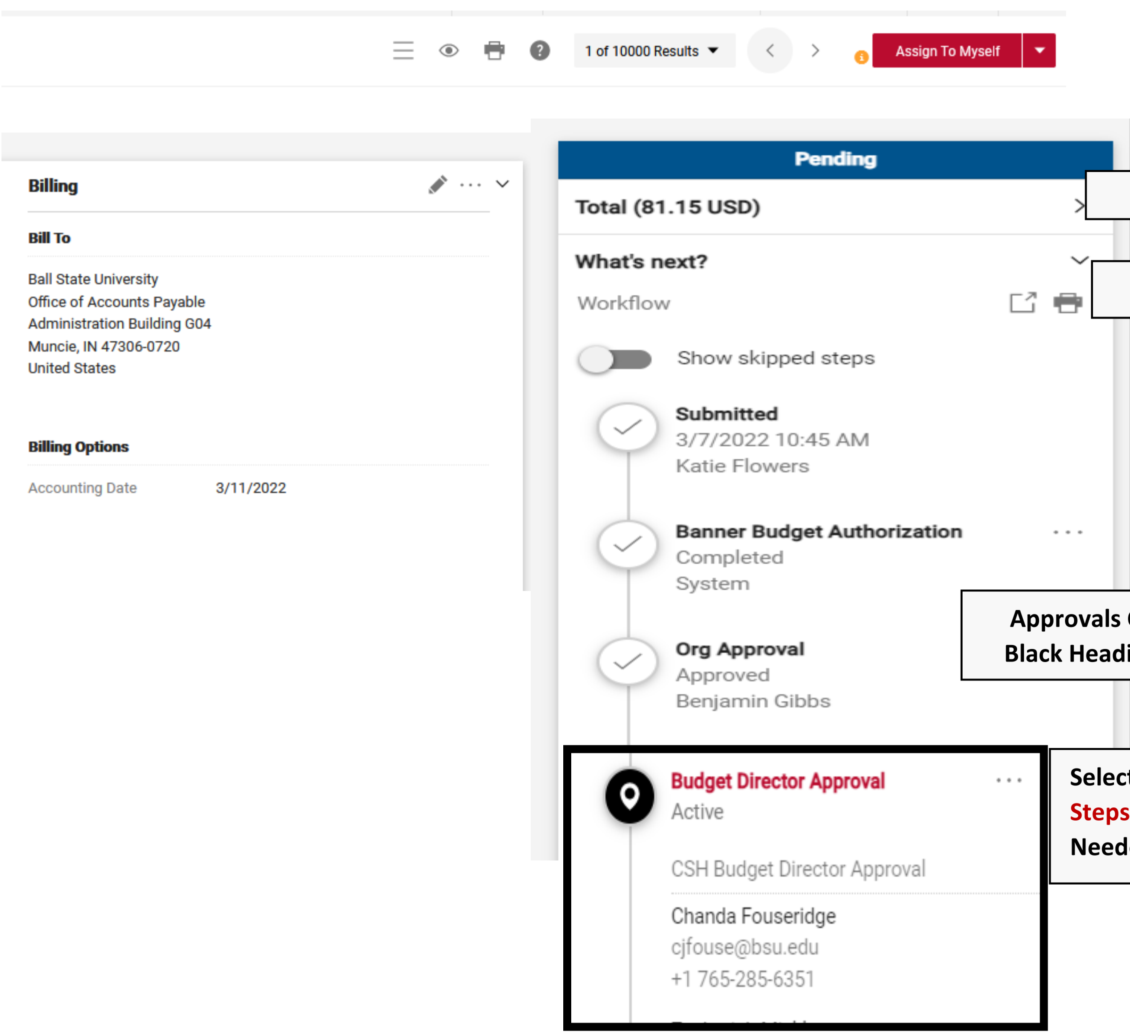
Gives you access to "My Profile" and your pending or completed requisitions. This is a quick and easy way to find them.

What is Next for my Requisition?

1. Be sure to make sure “side bar” navigation” is on.
2. This allows you to review where your requisition is at.



Click on “Hide Sidebar” and this open Sidebar information about



Chevron Right [Closed]

Chevron Right [Open]

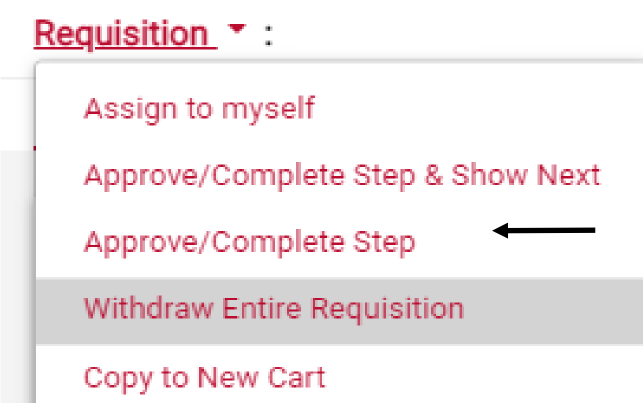
Approvals Completed Show Black Heading Approval Title

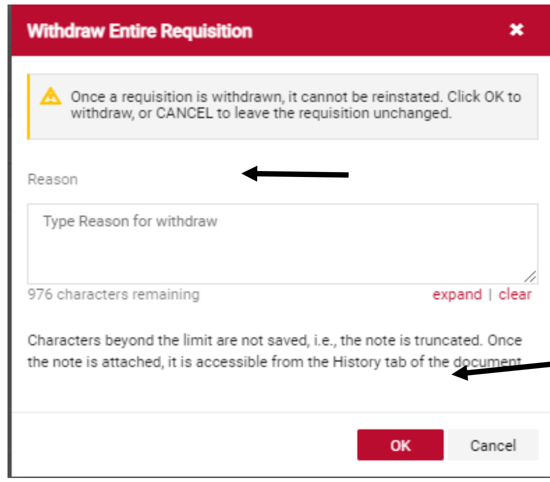
Select Red Active Approval Steps To View Approvals Needed

Requisition Actions

Withdrawing a Requisition

Requisitions only can be withdrawn by the requestor and can only be done if the requisition is pending. If the requisition has been assigned a Purchase Order number, Purchasing Services will have to close thE Purchase Order

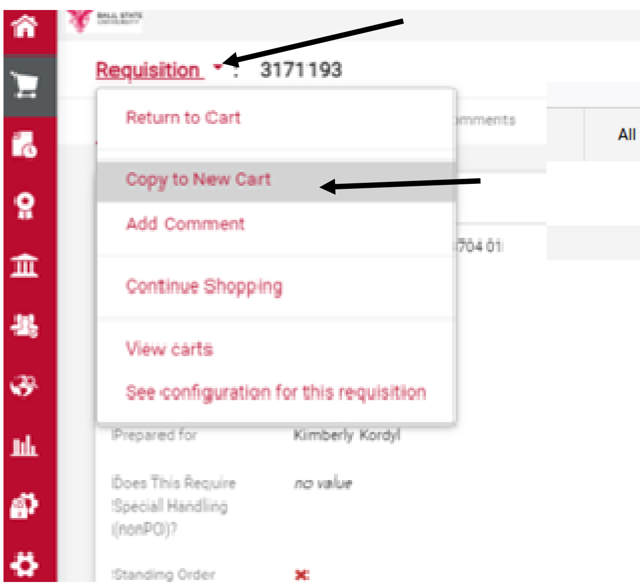


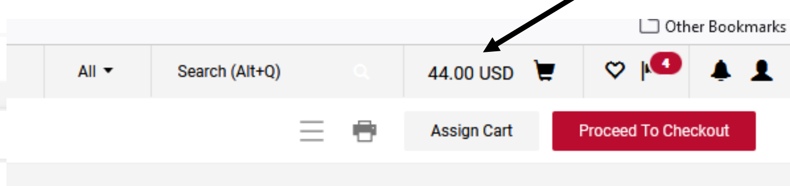


Copying a Requisition

We do not recommend copying any requisition that is older than six months.

Great option to edit “Rejected” Requisitions that are non-catalogs, payment requests





ENTERING RECIEVING

Completing receipts for products is only required for purchases greater than $5,000.

Any Purchase Order greater than $5,000 must have receiving entered and an invoice for payment for it to be completed.

Cost vs Quantity Receipt

Either receipt type is acceptable to initiate payment. A Quantity receipt is used more often than Cost.

Cost: enter cost amount that you want the vendor to be paid.

Quantity: Quantity means that you have received the correct number of items and invoice amount can be paid.

<u>Steps to Receive an Order</u>

Use Cost or Quantity to Create a receipt.