

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.

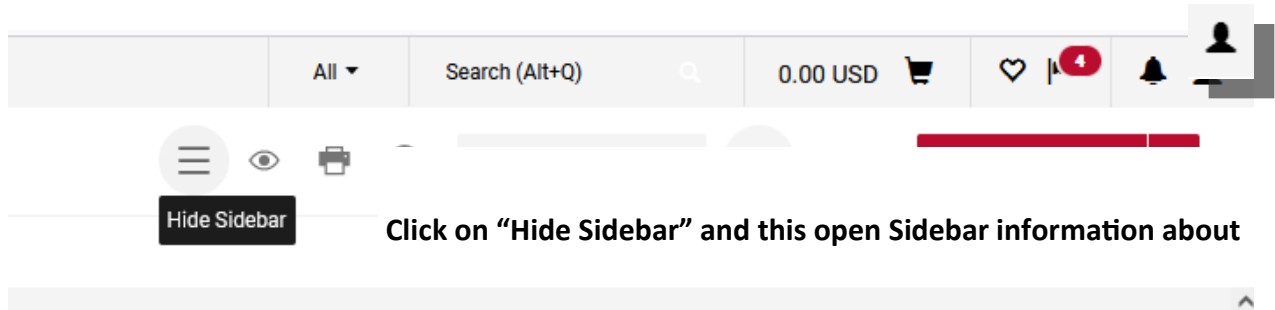
User Profile



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.



A screenshot of a requisition workflow page. The main content area is titled "Pending" and shows a "Total (81.15 USD)". Below this, a "What's next?" section displays a workflow with steps: "Submitted" (3/7/2022 10:45 AM, Katie Flowers), "Banner Budget Authorization" (Completed System), and "Org Approval" (Approved Benjamin Gibbs). A "Budget Director Approval" step is highlighted with a red heading and a location pin icon. Callouts provide instructions: "Chevron Right [Closed]" points to the right arrow of the total; "Chevron Right [Open]" points to the right arrow of the workflow; "Approvals Completed Show Black Heading Approval Title" points to the "Banner Budget Authorization" step; and "Select Red Active Approval Steps To View Approvals Needed" points to the "Budget Director Approval" step. The left sidebar shows "Billing" and "Billing Options" information.

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Requisitions only can be withdrawn by the requestor and can only be done if the requisition is pending.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

Requisition ▾ :

- Assign to myself
- Approve/Complete Step & Show Next
- Approve/Complete Step
- Withdraw Entire Requisition**
- Copy to New Cart

Withdraw Entire Requisition ✕

⚠ Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.

Reason

Type Reason for withdraw

976 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document

OK Cancel

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

The screenshot shows a requisition page for requisition number 3171193. A dropdown menu is open, showing several options: "Return to Cart", "Copy to New Cart", "Add Comment", "Continue Shopping", "View carts", and "See configuration for this requisition". The "Copy to New Cart" option is highlighted. In the background, the requisition details are visible, including the name "Kimberly Kordyl", a value of "no value", and a status of "Standing Order" with a red 'X' icon. The top navigation bar shows a total of "44.00 USD" and a "Proceed To Checkout" button.

ENTERING RECEIVING

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.

Steps to Receive an Order

Use Cost or Quantity to Create a receipt.

The screenshot displays a web application interface for managing a Purchase Order (PO). The PO number is P0288873, Revision 0. The interface includes a 'General Information' section with fields for PO/Reference No., Revision No., Priority, Supplier Name, and Address. A dropdown menu is open, showing options such as 'Add Comment', 'Create Change Request', 'Add Notes to History', 'Cancel PO', 'Finalize Revision', 'Create Quantity Receipt', 'Create Cost Receipt', 'Print Fax Version', 'Send Test PO', and 'Close PO'. An arrow labeled '1.' points to the 'Create Quantity Receipt' option. Below the dropdown, there are tabs for 'Receipts', 'Invoices', 'Comments', 'Attachments', and 'History'. A '+' button is visible, and an arrow labeled '2.' points to a dropdown menu that contains 'Create Quantity Receipt' and 'Create Cost Receipt' options.