

SciQuest Homepage

Complete receipts for products is only required for purchases totaling \$5,000 or more.

Steps to Receive and Order

Click on your name and then select "My Recently Completed Purchase Orders"

The screenshot shows the SciQuest homepage for Ball State University. A user menu is open in the top right corner, showing options: View My Profile, Dashboards, Logout, My Recently Completed Requisitions (with a red notification badge), and My Recently Completed Purchase Orders (with a red notification badge). An arrow points to the 'My Recently Completed Purchase Orders' option. The main page features a navigation sidebar on the left, a search bar, and a 'Showcased Suppliers' section.

Steps to Receive and Order

Find the Purchase Order that needs to have receipt and click on the check box aligned with the PO number on the right that needs a receipt.

From the drop down page, select Create Quantity Receipt or Create Cost Receipt

Click on Go to enter receiving.

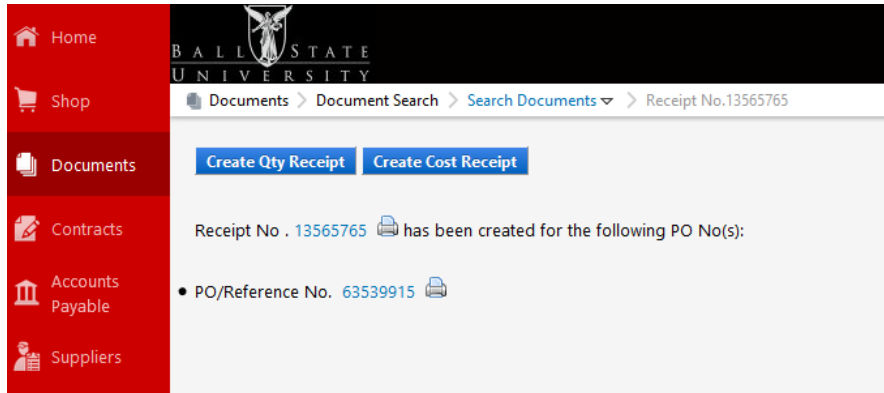
The screenshot shows the 'Document Search' results page. It displays a table of purchase orders with columns: PO No, Supplier, Creation Date/Time, Requisition No., Requisitioner, Supplier Status, and Settle. A dropdown menu is open over the 'Go' button, showing options: Create Quantity Receipt, Create Quantity Receipt, Create Cost Receipt, and Close PO. An arrow points to the 'Create Quantity Receipt' option. Another arrow points to the checkbox in the 'Settle' column for the first row (PO No: 63539915).

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settle
63539915	Ball State Central Stores	11/15/2016 11:03 AM	81349302	Angie Boyle	No Matches	22.17 USD <input checked="" type="checkbox"/>
63453591	Ball State Central Stores	11/11/2016 9:04 AM	81309574	Angie Boyle	No Matches	1.62 USD <input type="checkbox"/>
63435986	Ball State Central Stores	11/10/2016 3:09 PM	81289350	Angie Boyle	No Matches	5.92 USD <input type="checkbox"/>
63353828	Ball State Central Stores	11/8/2016 4:31 PM	81190247	Angie Boyle	No Matches	13.00 USD <input type="checkbox"/>
63346065	Ball State Central Stores	11/8/2016 2:55 PM	81182713	Angie Boyle	No Matches	45.00 USD <input type="checkbox"/>

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Receiving

Complete receipts for products is only required for purchases totaling \$5,000 or more.



Steps to Receive and Order

After selecting Complete, you should see a screen similar to above that displays your new receipt number

You can also view the receipt number from the purchase order by selecting the receiving's tab.

You can also see receiving on

Cost vs Quantity Receipt

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

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

Either receipt type is acceptable for payment. Quantity receipt is used more often than cost