SciQuest Homepage

Steps to Receive and Order
Click on your name and then select “My Recently Completed Purchase Orders”

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

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.
SciQuest Homepage
Receiving

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.

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