SciQuest ERM Cheat Sheet - Receiving SciQuest ERM Orders

Items that you have ordered through SciQuest ERM will need to be **Received** into SciQuest ERM.

- When you Receive an item it is automatically receipted in PeopleSoft.
- Barcodes are applied to chemicals and restricted biologicals as they are received. Consumables generally do not require a barcode.
- Most items will be Received into SciQuest ERM by the stores technician, unless they are on dry ice or restricted goods. If items have not been received in the Stock Room, the DLP is responsible for Receiving.

To Receive items go to **Receiving** tab.

1. The criteria pane allows the user to enter or select search criteria.
2. The alerts/notes pane displays any health, safety or information alerts or note text associated to the selected request item.
3. The requested item summary pane displays the general information for the selected request item, including quantity requested and package size.
4. The container attributes pane displays the attributes that will be associated to all containers created for the request item, including catalogue number and supplier. Container flex fields will also be included.
5. The request items pane displays the request items that match the search criteria.

Receiving an item

Most orders are received in the stockroom by the stockroom personnel. Some specialist items may be received in the laboratory by a DLP.

Only a single item can be received at a time. Materials requested in a single Shopping Cart will have to be received one at a time.

- Search for the item by entering the PO number in the **P.O./Requisition** field. Note that for T1 orders (UniServices purchasing system), PO numbers have different versions depending on the status. When receiving a Uniservices order you should add a wild card to ensure the order version is found, for example, **AULSQ00016*.**

- Items that match the search criteria will be displayed in the result pane. Highlighted row indicates that the item has one or more alerts or is associated with a note. Select the item to be received.

- Item summary and container attributes will be displayed in the requested item summary pane and the container attribute pane.

  o Verify that quantity received matches with the ordered quantity
  o Fill in known container flex fields (mainly for biologicals)

After receiving, an email will be sent to the DLP of the Recipient with details of the order. Note that the Requisition Number provided in this email is not the same as the cart number submitted to STC. To find the PO number of the order, search this new Requisition Number in the Orders Tab after selecting Status All.
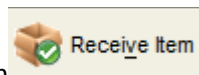
Receiving exactly as ordered

After selecting the item to be received, the Quantity Received field will default to the quantity ordered

If it is correct, click the **Receive Item** icon .

A **Container Bar Codes** dialogue box may appear. Enter/Scan the container barcode(s) and click **OK**.

The updated status of **Received Full** will be displayed in the result pane.

After receiving, items with barcodes must be receipted into SciQuest ERM by the DLP into their final location. Please refer to Section 5.0 Receipting.

Receiving a partial order

After selecting the item to be received, the Quantity Received field will default to the quantity ordered

Put the cursor in the **Quantity Received** field, input the received quantity and press the Tab key. The outstanding quantity will be automatically calculated.

Click the **Receive Item** icon

A **Container Bar Codes** dialogue box may appear. Enter/Scan the container barcode(s) and click OK.

The updated status if **Received Partial** will be displayed in the result pane.

After receiving, an email will be sent to the DLP of the Recipient with details of the order. Note that the Requisition Number provided in this email is not the same as the cart number submitted to STC. To find the PO number of an order, search the new Requisition Number in the Requisition Search Tab

After receiving, items with barcodes must be receipted into SciQuest ERM by the DLP into their final location. Please refer to Section 5.0 Receipting.

Receiving an order that comes in different packaging

In the following **example**, we will be receiving 4 x 50 ml of the request chemical instead of the 2 x 100 ml that was originally ordered.

After selecting the item to be received, the Quantity Received will default to the quantity ordered.

Put the cursor in the **Quantity Received** field, input the received quantity and press the Tab key. A **Confirm Quantity Received** dialogue box will appear. Click **No**.

Change the **Package amount**, change the **outstanding quantity** to 0 and click the **Receive Item** icon

. A **Confirm Quantity Received** dialogue box will appear. **Click Yes**

A **Container Bar Codes** dialogue box will appear. Enter/Scan the container barcode(s) and click OK.

The updated status of **Received Full** will be displayed in the result pane.