

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.

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014158	2	1	815 Ordered	943	13-Jul-2015	12429	506-68-3	C91492-25G	C91492-25G	Cyanogen bromide...
EX0000014158	2	815 Ordered	943	13-Jul-2015	12429	7786-30-3	68475-100ML-F			Magnesium chlorid...

- 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.
 - Verify that quantity received matches with the ordered quantity
 - 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.

Order #	PO #	Ordered	Order Date	Order Status	Received	Requisition #	Requisition Status	Date Submitted	Requisition
17	SC0000129801	130-Oct-2015	Open	113	Open	27-Oct-2015	Hosted Ca		
17	SC0000129801	130-Oct-2015	Open	113	Open	27-Oct-2015	Hosted Ca		
17	SC0000129801	130-Oct-2015	Open	013	Open	27-Oct-2015	Hosted Ca		
17	SC0000129801	130-Oct-2015	Open	113	Open	27-Oct-2015	Hosted Ca		

Receiving exactly as ordered

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

The screenshot shows the SciQuest Receiving interface. The 'Quantity Received' field is highlighted in red. The interface includes a menu bar (File, Reports, Layout, Help), a toolbar (Structure Search, Favorites, Search, Shopping Cart, Requisition Search, Orders, Receiving, Materials), and a main workspace with various input fields and a table.

Input fields on the left include: P.O./Requisition # (EX0000014158), Recipient/Requestor, Receiving Room, Vendor/Brand, Catalog #, CAS #, and Line Item Status (Open Items, All Items).

Alerts section: Health & Safety/COP more...

Notes section: (Empty)

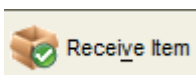
Item details section:

Field	Value
Description	Cyanogen bromide, reagent grad
Qty Ordered	1
Qty Received	1
*Pkg Amount	25
*Pkg Units	G
*Lot Amount	1
*Outstanding Qty	1
Status	Ordered

Identifier section:

Identifier	Value
Catalog #	C91492-25G
Vendor	Sigma-Aldrich (New)
Brand	SIGMA-ALDRICH
Mfg Part #	C91492
Expiration Date	
Lot #	
Storage Code	
Purity	97.0000%
A. MPI Restricted	
BACC#	
Document Repository...	
Donor Species DNA	
Host Organism - Spe...	
Host Organism - Sub...	

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014158	1	815 Ordered	943	13-Jul-2015	12429	506-68-3	C91492-25G	Cyanogen bromide...		
EX0000014158	2	815 Ordered	943	13-Jul-2015	12429	7786-30-3	68475-100ML-F	Magnesium chlorid...		



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 screenshot shows the 'Container Bar Codes' dialogue box. It has a table for entering bar codes and a section for printing bar codes.

Bar Code	Description	Package Qty	Gross Weight
	Cyanogen bromide, reagent grad...	25 G	

Select Units for Gross Weight: AMP

Print Bar Codes: ☐ Yes ☒ No

Buttons: Weigh Container, OK, Cancel

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

The screenshot shows the SciQuest ERM Receiving interface. On the left, the 'P.O./Requisition #' is EX0000014158. The 'Line Item Status' is set to 'Open Items'. In the center, the 'Alerts' section shows a 'Health & Safety/COP' alert. The 'Notes' section is empty. On the right, the 'Description' is 'Cyanogen bromide, reagent grad'. The 'Qty Ordered' is 1, and the 'Qty Received' is 1. The 'Status' is 'Received Full'. Below the main form, a table shows the results of the search:

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014158	1	81	Received Full	43	13-Jul-2015	12429	506-68-3		C91492-25G	Cyanogen bromide...
EX0000014158	2	81	Ordered	43	13-Jul-2015	12429	7786-30-3		68475-100ML-F	Magnesium chlorid...

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

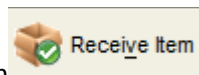
After selecting the item to be received, the Quantity Received field will default to the quantity ordered

The screenshot shows the SciQuest ERM Receiving interface. On the left, the 'P.O./Requisition #' is EX0000014130. The 'Line Item Status' is set to 'Open Items'. In the center, the 'Alerts' section is empty. The 'Notes' section is empty. On the right, the 'Description' is 'BORIC ACID FOR ANALYSIS EMS'. The 'Qty Ordered' is 2, and the 'Qty Received' is 2. The 'Status' is 'Ordered'. Below the main form, a table shows the results of the search:

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014130	4	698	Ordered	701	10-Jun-2015	81004-RO-3330005	65-85-0		1001650100	BENZOIC ACID FO...
EX0000014130	2	698	Ordered	701	10-Jun-2015	21004-RO-3330005	10043-35-3		1001650100	BORIC ACID FOR ...
EX0000014130	1	698	Ordered	701	10-Jun-2015	11004-RO-3330005	7647-01-0		1003132500	HYDROCHLORIC ...

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

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014130	4	698	Ordered	701	10-Jun-2015		81004-RO-3330005	65-85-0	1001360100	BENZOIC ACID FO...
EX0000014130	2	698	Ordered	701	10-Jun-2015		21004-RO-3330005	10043-35-3	1001650100	BORIC ACID FOR ...
EX0000014130	1	698	Ordered	701	10-Jun-2015		11004-RO-3330005	7647-01-0	1003132500	HYDROCHLORIC ...



Click the **Receive Item** icon

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

Bar Code	Description	Package Qty	Gross Weight
	BORIC ACID FOR ANALYSIS EMS...	100 g	

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

The screenshot shows the 'Receiving' tab in the SciQuest ERM interface. On the left, the 'P.O./Requisition #' is EX0000014130. The 'Status' is set to 'Received Partial'. The 'Description' is 'BORIC ACID FOR ANALYSIS EM'. The 'Qty Ordered' is 2, and the '*Qty Received' is 1. The '*Pkg Amount' is 100, and the '*Pkg Units' is 'g'. The '*Lot Amount' is 1, and the '*Outstanding Qty' is 1. The 'Status' is 'Received Partial'. The 'Identifier' table shows 'Catalog # 1001650100', 'Vendor Merck Pty Limited', 'Brand Merck', 'Mfg Part # 1001650100', 'Expiration Date', 'Lot #', 'Storage Code', and 'Purity'. The 'A. MPI Restricted' checkbox is checked. The 'BACC#' is 'BACC#'. The 'Document Repository...' is 'Document Repository...'. The 'Donor Species DNA' is 'Donor Species DNA'. The 'Host Organism - Spe...' is 'Host Organism - Spe...'. The 'Host Organism - Sub...' is 'Host Organism - Sub...'. The table at the bottom shows the following data:

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
EX0000014130	4	698	Ordered	701	10-Jun-2015		81004-RO-3330005	65-85-0	1001360100	BENZOIC ACID FO...
EX0000014130	1	698	Ordered	701	10-Jun-2015		11004-RO-3330005	7647-01-0	1003132500	HYDROCHLORIC ...
EX0000014130	2	698	Received Partial	701	10-Jun-2015		21004-RO-3330005	10043-35-3	1001650100	BORIC ACID FOR ...

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.

The screenshot shows the 'Receiving' tab in the SciQuest ERM interface. On the left, the 'P.O./Requisition #' is FS0000000632. The 'Status' is set to 'Ordered'. The 'Description' is 'BOD 500 mg/L Calibration Standard'. The 'Qty Ordered' is 2, and the '*Qty Received' is 2. The '*Pkg Amount' is 100, and the '*Pkg Units' is 'ML'. The '*Lot Amount' is 1, and the '*Outstanding Qty' is 2. The 'Status' is 'Ordered'. The 'Identifier' table shows 'Catalog # BOD500-100ML', 'Vendor Sigma-Aldrich', 'Brand RTC', 'Mfg Part # BOD500-100', 'Expiration Date', 'Lot #', 'Storage Code', and 'Purity'. The 'A. MPI Restricted' checkbox is checked. The 'BACC#' is 'BACC#'. The 'Document Repository...' is 'Document Repository...'. The 'Donor Species DNA' is 'Donor Species DNA'. The 'Host Organism - Spe...' is 'Host Organism - Spe...'. The 'Host Organism - Sub...' is 'Host Organism - Sub...'. The table at the bottom shows the following data:

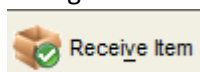
PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
FS0000000632	2	438	Ordered	453	20-Apr-2015		21004-RO-3330005		BOD500-100ML	BOD 500 mg/L Cali...
FS0000000632	1	438	Ordered	453	20-Apr-2015		11004-RO-3330005	109-99-9	87368-SL	Tetrahydrofuran, ...

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**.

The screenshot shows the SciQuest Receiving interface. The 'Quantity Received' field is highlighted with a red box and contains the value '4'. The 'Confirm Quantity Received' dialog box is open, displaying the message: 'Quantity Received is greater than the Quantity Outstanding for this item. Do you want to receive more items than are currently outstanding?'. The dialog box has 'Yes' and 'No' buttons. The background interface shows various fields for P.O. #, Recipient, Receiving Room, Vendor, Catalog #, and CAS #. It also includes a table with columns for PO #, Line #, and various quantities and dates.

PO #	Line #	438 Ordered	453	20-Apr-2015	21004-RO-3330005	BOD500-100ML	Description
FS0000000632	2	438 Ordered	453	20-Apr-2015	21004-RO-3330005	BOD500-100ML	BOD 500 mg/L Calibration Stand...
FS0000000632	1	438 Ordered	453	20-Apr-2015	11004-RO-3330005 109-99-9	87368-SL	Tetrahydrofuran, ...

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

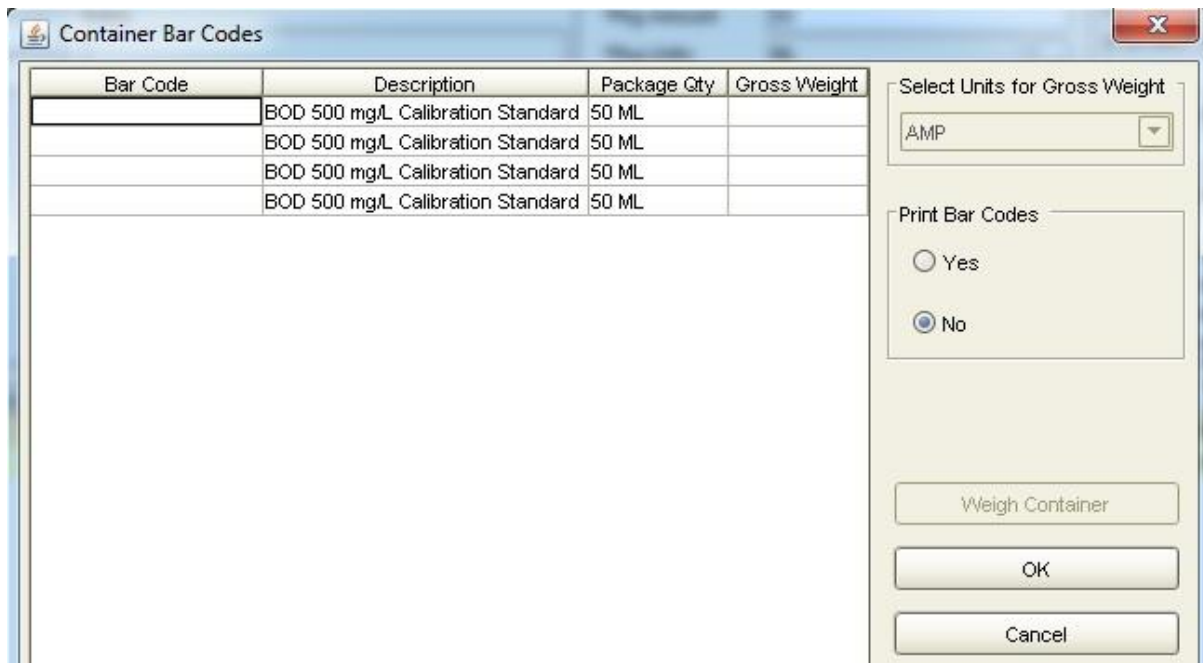


. A **Confirm Quantity Received** dialogue box will appear. Click **Yes**

The screenshot shows the SciQuest Receiving interface after changes. The 'Package Amount' is now '50' and the 'Outstanding Qty' is '0', both highlighted with red boxes. The 'Confirm Quantity Received' dialog box is open, displaying the same message as before. The background interface shows the same fields and table as the previous screenshot.

PO #	Line #	438 Ordered	453	20-Apr-2015	21004-RO-3330005	BOD500-100ML	Description
FS0000000632	2	438 Ordered	453	20-Apr-2015	21004-RO-3330005	BOD500-100ML	BOD 500 mg/L Calibration Stand...
FS0000000632	1	438 Ordered	453	20-Apr-2015	11004-RO-3330005 109-99-9	87368-SL	Tetrahydrofuran, ...

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

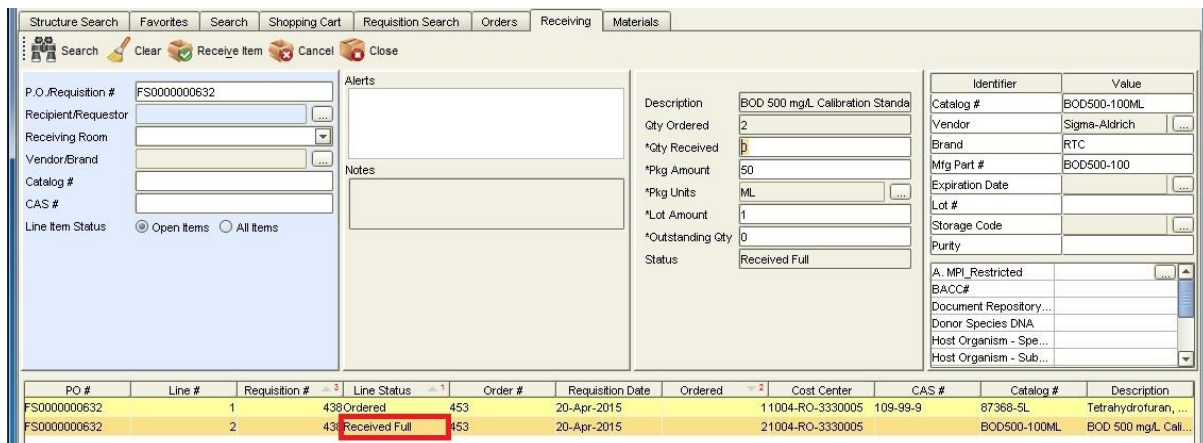


The 'Container Bar Codes' dialog box contains a table with the following data:

Bar Code	Description	Package Qty	Gross Weight
	BOD 500 mg/L Calibration Standard	50 ML	
	BOD 500 mg/L Calibration Standard	50 ML	
	BOD 500 mg/L Calibration Standard	50 ML	
	BOD 500 mg/L Calibration Standard	50 ML	

On the right side of the dialog, there is a 'Select Units for Gross Weight' dropdown menu set to 'AMP'. Below it is a 'Print Bar Codes' section with radio buttons for 'Yes' and 'No' (selected). At the bottom are buttons for 'Weigh Container', 'OK', and 'Cancel'.

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



The 'Receiving' screen shows details for a requisition. The 'Line Item Status' is set to 'Open Items'. The 'Status' field is 'Received Full'. The 'Description' is 'BOD 500 mg/L Calibration Standard'. The 'Qty Ordered' is 2, and the 'Qty Received' is 0. The 'Pkg Amount' is 50, and the 'Pkg Units' are ML. The 'Lot Amount' is 1, and the 'Outstanding Qty' is 0. The 'Status' is 'Received Full'.

The 'Identifier' table shows the following data:

Identifier	Value
Catalog #	BOD500-100ML
Vendor	Sigma-Aldrich
Brand	RTC
Mfg Part #	BOD500-100
Expiration Date	
Lot #	
Storage Code	
Purity	
A. MPI_Restricted	
BACC#	
Document Repository...	
Donor Species DNA	
Host Organism - Spe...	
Host Organism - Sub...	

The 'Result Pane' at the bottom shows the following data:

PO #	Line #	Requisition #	Line Status	Order #	Requisition Date	Ordered	Cost Center	CAS #	Catalog #	Description
FS0000000632	1	438	Ordered	453	20-Apr-2015		11004-RO-3330005	109-99-9	87368-SL	Tetrahydrofuran, ...
FS0000000632	2	438	Received Full	453	20-Apr-2015		21004-RO-3330005		BOD500-100ML	BOD 500 mg/L Cali...