How to Steps for Quantity Receipts

Once the product or service is received, the receipt must be acknowledged in SciQuest prior to payment. The end user will receipt in all orders except when associated with a FORM. Accounts Payable will receipt in totals for orders originating from forms (unless otherwise requested) upon payment.

- Quantity receipts are used when you have a specific number of items that have been purchased. Punch out orders and Non-catalog orders are almost always “Quantity Receipt’ orders.

Once the product/services are received, inspected and ready for payment, you can do a receipt by following the steps below.
By selecting ‘Purchase Orders’ in your search, you can see all your purchase orders that may need to be receipted for payment.

Click on the purchase order number that you wish to receipt or simply print a copy for your records, but the information in SciQuest is accessible at anytime.
By clicking on the ‘Purchase Order’ tab and locating the ‘Available Actions’ on the right side of the purchase order page, you select from the drop down box ‘Create Quantity Receipt’ and select ‘Go.’

If you have received all the items on your order, then select ‘Complete.’ If you did not receive all the items you ordered, note the number items that you did receive, this will reflect a ‘partial order’ received. Accounts payable will only pay when all items are received.
This screen reflects the Receipt number that was completed in reference to the purchase order number. Accounts Payable is able to pay when the purchase order has been receipted.

You can print a copy for your records of the receipt or purchase order by clicking on the print machine icon by the receipt or purchase order number. However, it is not necessary to print a receipt. SolQuest information is accessible at anytime.

Note that a 'Receipt No.' has been created for the following purchase order. This tells you that your order has been received and the Accounts Payable Department knows to pay the invoice when it is received.

Your Receipt is COMPLETE!