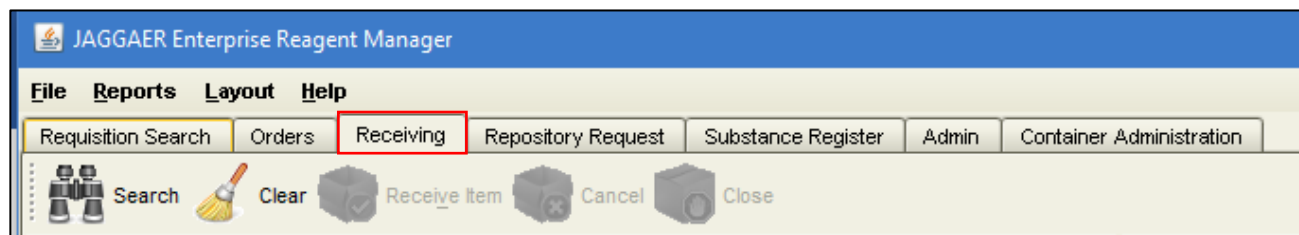


How to Receive a Delivery

How to Receive a Delivery



P.O./Requisition #	765
Recipient/Requestor	<input type="text"/>
Receiving Room	<input type="text"/>
Vendor/Brand	<input type="text"/>
Catalog #	<input type="text"/>
CAS #	<input type="text"/>
Line Item Status	<input checked="" type="radio"/> Open Items <input type="radio"/> All Items

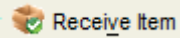
- ▶ Login into SciQuest ERM and click on Receiving tab (highlighted in **RED**).
[Note only certain roles have this permission]
- ▶ To begin searching enter either the P.O number or Requisition Number into “P.O/Requisition#” field. *The results returned will include all items ordered under that requisition. Each item has to be individually received]*
- ▶ Click on the appropriate item in the results set to be received

How to Receive a Delivery

Description	Mollire Glove Cream - 118mL
Qty Ordered	1
*Qty Received	1
Pkg Amount	1
Pkg Units	BOX <input type="button" value="..."/>
Lot Amount	1
*Outstanding Qty	0
Status	New

- ▶ Enter the CORRECT quantity received into “QTY received” and fill in the “ Pkg amount” and “ Pkg Units” field.

Note: the outstanding quantity should update automatically. However check this especially if the quantity received is less than the quantity ordered. Update accordingly if required.

- ▶ Once all details are correct for this item, select
- ▶ This will prompt the print window for barcode  if the item is linked to chemical
- ▶ Repeat steps 3 to step 5 for each other items that have been delivered in this requisition

How to Receive a Delivery