How to ‘Receive’ a delivery from External sources

1. You will receive a call from the Stores when your item has arrived. External orders have to be signed out of a log book at the store.
2. If someone is picking up items on your behalf they will be delivered to your assigned delivery location (as set up by you in ‘File’, ‘Preferences’).
3. Items need to be unpacked and then “Received” through ERM. ‘Receiving’ performs 2 functions:
   a. It provides email notification to the requester informing them that the goods have arrived;
   b. It generates barcodes for chemicals.
4. To ‘Receive’ login into SciQuest ERM and click on the ‘Receiving’ tab (highlighted in RED).
   [Note only certain roles have this permission]

5. 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.

6. Click on the appropriate item in the results set to be received

7. 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.

8. Once all details are correct for this item select

9. Chemicals and non-consumables will prompt to print a ‘Container Barcode’
10. Click OK and attach the barcode to the container.

11. An email such as this below will be sent to the requester:

```
The following requisition has been received.

Requisition Number: 884
Date Submitted: 11-JUL-2014
Common Name: Glycine, >98.5%, FCC
Vendor: Sigma-Aldrich (Australia)
Catalog Number: W328707-1Kg
CAS Number: 56-40-6
Amount: 1 Kg
Quantity Received: 1
Bar Codes: 156350
```

12. Repeat steps 5 to step 10 for each other item that has been delivered.

13. Items can be transferred to an alternate ‘Holding Location’ i.e. a Delivery Fridge or Freezer. (Please see: Cheatsheet ‘How to Transfer a Container’)

14. The Requester can use the Barcode(s) sent in the email to track container(s) EXACT delivery location.

**Tracking a Received Item**

1. Select the ‘Search’ Tab
2. Click the ‘Inventory button in the ‘Advanced Search’ pane.
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3. Enter the barcode from the email you received as per point 11 above (i.e. in this case 156350)

4. Press search

5. Inspect the ‘Search Results’ pane to determine container’s current location. This will either be the default delivery location or the location to which it was transferred (e.g. if it required cold storage whilst awaiting pickup).