Login to Sci-Quest

Click on the “Non PO Payment Request Form” (Located under Showcased services)

When completing the form any field that is BOLD is a required field.

Enter Supplier: When selecting a supplier you can click on supplier search

- Type part of supplier name and then search (less text will return more results so you can select the correct supplier name).
- If more than one PO address is available please select the one that applies.
- Select by clicking on select
- Once you choose the correct PO address the Remit Address should appear.
- If the Remit to Address is different, you can click on the drop down box to select correct address.

Example:

If it is incorrect, you can click on the down arrow in the Remit to Location List to change.
Please Select Payment Type

Type Reason for Payment in Product Description

Invoice, receipt or Payment Total enter dollar amount

Supplier Inv# must be entered if unknown please add a number

Invoice Date and Due Date are not required but if known please enter dates

Add Attachment if needed

Enter Commodity Code

Health and Safety if they apply

If you chose After the Fact purchase, please add a description that is a brief explanation of why an After-the-Fact Purchase is being made.

For specifics details on what payment type you should select, please read the Non Po Payment Policy.