eProcurement – Desktop Receiving (Package Pickup) Process
New process for acknowledging receipt of materials purchased through Sciquest. In a nutshell, here’s what you need to do:

- When you pick up your package, go to your computer and log into Galaxy.
- Click on the eProcurement link.
- Look up the PO #.
- Go to the “Comments” tab and add comment such as “All items were received” or “Partial order received” etc.
- The invoices can be found under the Attachments tab for review if necessary.
**Step 1**

- Log in to Galaxy with your Net Id and Password.
- Click on eProcurement located on the bottom left of your screen.
**Step 2**

- Enter the PO# in the “Search Box”.

![Search Box with PO# entered](image-url)
**Step 3**

- Once the PO comes up, click on the “Comments” tab.
**Step 4**

- Click on “Add Comment”. A dialog box will pop up.
- Enter your comment in the dialog box. Ex. “All items have been received” or Partial order received” etc.

You can add email recipients if you want to send the comment to a particular person.

Click on Add Comment

Enter your Comment here in the dialog box.

Click on this Add Comment box to save your comment.
**STEP 5**

- You can review the invoice, if necessary, by clicking on the “Attachments” tab. The invoices are stored here.

![Invoice Review Screenshot](image-url)
You are done!

Thanks for your help in making this process work smoothly!