SciQuest - Search for Service to Charge Expense

Click on the Shopping Cart < ShoppingCart > to view your items to purchase.

Click < Edit > in the Charging Instructions section at the bottom of the screen.

A pop up box will then appear titled “Charging Instructions”.

In the pop up box, Click on < Select from all values >.

A second pop up will appear for you to search from.

In the “Description” field, type the name of the Service the expense is in support of then click < Search >.

This is the Oracle Project the expense will be charged against.

From the search results, < Select > the VIP associated with the correct “Description” of the Service to be charged.

*Be sure the Description includes the correct Service and YOUR Org number. There may be instances of the same Service name appearing with more than one Org.
Click <Select from Profile Values...> to see options in drop down menu.

Choose appropriate value from the drop down list that appears.

Shopping card is now updated. Confirm the correct VIP selected has the correct Service description before completing the order in SciQuest.