Guidelines for SciQuest Access

SciQuest access is granted via START. A **prerequisite** for all users is that a Yale email account and office phone number must be stored in their HR record.   For additional information on updating the HR record, please reference the SciQuest FAQ's.

Role Options

Requisitioner : This role should be assigned to people who will be generating orders.

- Orders generated less than the assigned self-approval dollar limit will go **directly to the supplier** without review and approval by another person.
- Orders generated greater than the assigned self-approval dollar limit will be **routed to an approver**.
- This role has the following self-approval dollar limits:
  Requisitioner $0 (To be used exclusively for students and post docs, not for Faculty, M&P, C&T)
  Requisitioner $200
  Requisitioner $500
  Requisitioner $1K
  Requisitioner $2K
  Requisitioner $5K

Approver: This role should be assigned to people who will be approving other people's orders.

A prerequisite of being assigned a SciQuest Approver role is that the person must already be established via START Maintain List as a Requisition Approver (except for Reviewer $0).

- All approvers can approve all orders. Upon approval, orders greater than the financial approval dollar limit will be automatically routed to the person's default financial approver.
- Approvers have a $0 self-approval limit. If approvers will also be generating orders, a Requisitioner role should be also assigned.
- This role has the following financial approval dollar limits:
  Approver $2K
  Approver $5K
  Approver $10K
  Approver $25K
  Approver Bus Mgr $100K
  Approver >$100K Lead Admin
  Reviewer $0 (this role has no financial authority but is commonly used for content approval in the labs)

Important Note: After department financial approval is complete, all Requisitions greater than $10,000 will be routed to Purchasing Services for review and approval.