


Log In to SciQuest

https://solutions.sciquest.com/apps/Router/Login?OrgName=TSU&URL= - Microsoft Internet Explorer provided by Tennessee Stat...

https://solutions.sciquest.com/apps/Router/Login?OrgName=TSU&URL=

https://solutions.sciquest.com/apps/Router/Login?Or...



Tennessee State University

SIGN IN

Please enter your user name and password below to access the application.
These fields are case-sensitive.

Are you an existing user?

User Name

Password

SIGN IN

Are you a new user?

This application is accessible only to registered users.

With your account you will:

- Have access to all negotiated contracts
- Be able to shop from multiple suppliers at discounted price
- Be able to search and find products

CREATE ACCOUNT

Select Forms

The screenshot shows a Microsoft Internet Explorer browser window displaying the Home/Shop website. The browser's address bar shows the URL: <https://solutions.sciquest.com/apps/Router/Home?tmstmp=1314282474900>. The website header includes the Tennessee State University logo, a user profile for Bradley White, and a search bar. A navigation menu contains links for home/shop, favorites, forms, carts, approvals, history, settlement, and more. A search bar is set to 'Everything' with a 'Go' button. Below the navigation, there are sections for 'Showcased Services' (listing forms like Non-Catalog Goods, Business Cards, and Temporary Staffing), 'Punch-out Lab Supplies' (with logos for Fisher Scientific, Apple, Dell, and Staples), and 'Action Items' (listing My Orders, Requisitions, and Purchase Orders). A green arrow points from the 'forms' link in the navigation menu to the 'forms' link in the 'Go to:' section.

Home/Shop - Microsoft Internet Explorer provided by Tennessee State University

https://solutions.sciquest.com/apps/Router/Home?tmstmp=1314282474900

Tennessee State University

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Select Draft Cart or Add Item to Cart

Home/Shop Search for PO No. Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

Shop Everything Go advanced search

Go to: favorites forms non-catalog item | quick order Browse: suppliers | categories

The Procurement Department is pleased to announce that Grainger has been successfully implemented as a punch-out vendor and is available to all Tigershoppe users. To access, click on the "Grainger" logo available on this page to your right and follow the instructions.

update message

Action Items

- My Orders
- Requisitions
Recently Completed (11)
- Purchase Orders
Pending (6)
Recently Completed (4)
- + View Approvals *
- + View Administrative Items *

Showcased Services display order | change services | browse all | ?

- * Non-Catalog Goods Form
- Food and Entertainment
- IT Equipment & Software
- Business Cards Order Form
- External or Consultative Services
- Service & Maintenance
- Temporary Staffing
- Change Request
- Payment Request / Direct Pay

Punch-out Lab Supplies | ?

Fisher Scientific

Office/Computer

Apple Dell Staples

MRO/Facilities

Scroll Down to the Appropriate Travel Form

Forms - Microsoft Internet Explorer provided by Tennessee State University

https://solutions.sciquest.com/apps/Router/FavoritesFormsBrowse?tmstamp=131

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Select Draft Cart or Add Item to Cart

Search for PO No. [] Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

Build a New Form
Non-Catalog Item

(+) expand all (-) collapse all

Personal
No personal folder available...

Shared
Organization Forms

Payment Request / Direct Pay	0.00 USD	<input type="checkbox"/>
	EA	
	View Form	
	edit move/copy delete	
Service & Maintenance	0.00 USD	<input type="checkbox"/>
Part Number N/A	1/EA	
	View Form	
	edit move/copy delete	
Temporary Staffing	0.00 USD	<input type="checkbox"/>
Part Number N/A	1/EA	
	View Form	
	edit move/copy delete	
Travel - Conference Registration/Lodging/Motorcoach	0.00 USD	<input type="checkbox"/>
	View Form	
	edit move/copy delete	
Travel Request	0.00 USD	<input type="checkbox"/>
	EA	
	View Form	
	edit move/copy delete	
Travel Supplement	0.00 USD	<input type="checkbox"/>
	View Form	
	edit move/copy delete	

Results per page: 20

Page 1 of 1

Complete the Appropriate Form

Travel Request - Microsoft Internet Explorer provided by Tennessee State University

https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=1479876&wantReloadOnClose=true&callerScrollX=0&callerScrollY=0&tmstamp=1314293889726727

Travel Request Available Actions (Click [here](#) for details):

<p>Supplier (Traveler) Info ?</p> <p>Enter Supplier <input type="text"/></p> <p>or supplier search </p>	<p>New Supplier (Traveler) Information ?</p> <p>New Supplier (Traveler) Name and Address <input type="text"/></p> <p>500 characters remaining <input type="button" value="expand"/> <input type="button" value="clear"/></p> <p>Instructions If this is a new traveler who is not already set up as a vendor in our system, please complete this section.</p>
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Travel Instructions ?

Fill out the information below. Use the PR Number assigned to this requisition as the "T" Number on the hard copy Travel Requisition. The hard copy Travel Requisition MUST be signed by the traveler, and forwarded directly to the Travel Office (no other signatures are required).

Purpose of Travel

Destination and Mode of Travel

Departure Date
mm/dd/yyyy

Return Date
mm/dd/yyyy

Number of Nights

Total Amount of Requisition

Comments

500 characters remaining

Internal Attachments

Total 0.00
See configuration for this form

Done Internet 100%

Use the SciQuest PR Number as your Travel Requisition Number

Submitted - Requisition 24281804 - Microsoft Internet Explorer provided by Tennessee State University

https://solutions.sciquest.com/apps/Router/ReqSubmitConfirmation?ReqId=2428

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Submitted - Requisition 24281804

Select Draft Cart or Add Item to Cart

Search for PO No. [] Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

active cart | draft carts | favorites | my requisitions

Requisition Information

Congratulations! You have successfully submitted your request. If you need to view or print a copy, click Quick View or view its status on the Approvals Tab.

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	24281804 view
Requisition status	Pending
Cart name	2011-08-25 bwhite2 01
Requisition date	8/25/2011
Requisition total	1,500.00 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

Click on the PR Number or View

Submitted - Requisition 24281804 - Microsoft Internet Explorer provided by Tennessee State University

https://solutions.sciquest.com/apps/Router/ReqSubmitConfirmation?ReqId=2428

Submitted - Requisition 24281804

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Submitted - Requisition 24281804


Select Draft Cart or Add Item to Cart

Search for PO No. Go

home/shop | favorites | forms | **carts** | approvals | history | settlement | more >>

active cart | draft carts | favorites | my requisitions

Requisition Information

 **Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the Approvals Tab.**

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- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

Click on Comments

Summary - Requisition 24281804 - Microsoft Internet Explorer provided by Tennessee State University

https://solutions.scquest.com/apps/Router/ReqSummary?ReqId=24281804&tmstamp=131429456188718

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Summary - Requisition 24281804

home/shop | favorites | forms | carts | approvals | **history** | settlement | more >>

PO History | **PR History** | my requisitions | my purchase orders | receipt history | search exports

Available Actions: Add Comment Go

Requisition PR Approvals PO Preview **Comments** Attachments History

Summary Shipping Billing Accounting Codes Internal Notes and Attachments Supplier Info

Hide header Hide value descriptions

General Status: Pending Form Approval Submitted: 8/25/2011 12:49 PM Cart Name: 2011-08-25 bwhite2 01 Description: no value Priority: Normal Prepared by: Bradley White Purchasing Agent: no value Dept Level Approval: no value VP Approval: no value	Shipping Ship To Contact Name: Bradley White Phone No.: 963-5817 Department: Office of Budget and Travel Building: Administration Room No.: Suite 250 Central Receiving Facility 3500 John A Merritt Blvd Nashville, TN 37209-1561 United States Delivery Options Expedite: X Ship Via: Best Carrier-Best Way Req Delivery: no value	Bill To Accounts Payable PO Box 9527 Nashville, TN 37209 United States Billing Options Accounting Date: no value	Billing View/edit by line item...
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View/edit by line item...

Chart	Fund	Organization	Account	Program
S Tennessee State University	110001 Undesignated E and G	21000 Budget And Fin Planning Office	73200 Individual Out Of State Or Country	450 Institutional Support

View/edit by line item...

Internal Notes and Attachments Internal Note: no note Internal Attachments:	External Notes and Attachments Note to all Suppliers Attachments for all suppliers
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View/edit by line item...

Supplier / Line Item Details

Hide line details For selected line items Withdraw Selected Items Go

Bradley W White more info... PO Number To Be Assigned View/edit by line item...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Travel Request more info... Departure Date: 7/1/2011 Purpose of Travel: Training		EA	1,500.00	1 EA	1,500.00 USD

Internal Note: no note
Internal Attachments:

Click on Add Comment

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Comments - Requisition 24281804' page. The browser's address bar shows the URL: https://solutions.sciquest.com/apps/Router/ReqComments?ReqId=24281804&NavLevel1=Nav_OrdersHistory&NavLevel2=Nav_OrderSearch&tmstamp=1. The page header includes the Tennessee State University logo and the text 'Comments - Requisition 24281804'. A navigation menu contains links for 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', 'settlement', and 'more >>'. Below the navigation menu, there are tabs for 'Requisition', 'PR Approvals', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'Comments' tab is active, and the 'Add Comment' button is highlighted with a red circle. The page also shows a search bar for 'PR No.' and a dropdown menu for 'Available Actions' with 'Add Comment' selected. The main content area displays 'Records found: 0' and a message: 'No comments have been added'.

Comments - Requisition 24281804 - Microsoft Internet Explorer provided by Tennessee State University

https://solutions.sciquest.com/apps/Router/ReqComments?ReqId=24281804&NavLevel1=Nav_OrdersHistory&NavLevel2=Nav_OrderSearch&tmstamp=1

File Edit View Favorites Tools Help

Comments - Requisition 24281804

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Select Draft Cart or Add Item to Cart

Search for PR No. Go

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

PO History PR History my requisitions | my purchase orders | receipt history | search exports

Available Actions: Add Comment Go

Requisition PR Approvals PO Preview **Comments** Attachments History

Add Comment

Show comments for Requisition

Records found: 0

No comments have been added

Internet 100%

Select E mail Recipient(s) (approver(s)) and type “Please Review and Approve” in the text box

The screenshot shows a web browser window with the URL https://solutions.sciquest.com/apps/Router/ReqComments?ReqId=24281804&NavLevel1=Nav_OrdersHistory&NavLevel2=Nav_OrderSearch&tstmp=1. The page title is "Comments - Requisition 24281804". The user is logged in as Bradley White. The page has a navigation menu with options like "home/shop", "favorites", "forms", "carts", "approvals", "history", "settlement", and "more >>". There are also tabs for "PO History", "PR History", "my requisitions", "my purchase orders", "receipt history", and "search exports".

An "Add Comment" dialog box is open, showing the following content:

Add Comment

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- Bradley White (Prepared by) <bwhite2@tnstate.edu> add email recipient.

971 characters remaining expand | clear

Attach file to this document (optional):

Attachment Type: File

File Name:

File:

The background page shows "Records found: 0" and "No comments have been added".

Other Information

- There is no need to attach copies of the SciQuest generated PR to the hard copy.
- Attachments are NOT required but may be submitted if you choose.
- The hard copy Travel Requisition should be signed by only the traveler, and submitted to the Travel Office with all supporting documents attached.