


# 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=

Google

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

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

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

Google

Home/Shop

TENNESSEE STATE UNIVERSITY

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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 >>

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?tmstmp=131

Forms

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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

<b>Payment Request / Direct Pay</b>	0.00 USD	<input type="checkbox"/>
EA		
<a href="#">View Form</a>		
edit   move/copy   delete		
<b>Service &amp; Maintenance</b>	0.00 USD	<input type="checkbox"/>
Part Number N/A	1/EA	
<a href="#">View Form</a>		
edit   move/copy   delete		
<b>Temporary Staffing</b>	0.00 USD	<input type="checkbox"/>
Part Number N/A	1/EA	
<a href="#">View Form</a>		
edit   move/copy   delete		
<b>Travel - Conference Registration/Lodging/Motorcoach</b>	0.00 USD	<input type="checkbox"/>
<a href="#">View Form</a>		
edit   move/copy   delete		
<b>Travel Request</b>	0.00 USD	<input type="checkbox"/>
EA		
<a href="#">View Form</a>		
edit   move/copy   delete		
<b>Travel Supplement</b>	0.00 USD	<input type="checkbox"/>
<a href="#">View Form</a>		
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.scquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=1479876&wantReloadOnClose=true&callerScrollX=0&callerScrollY=0&tmstamp=1314293889726727

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


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


**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 [expand](#) | [clear](#)

**Internal Attachments**  
[add attachment...](#)

**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=24281804

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.**

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.scquest.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

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- [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.scsquest.com/apps/Router/ReqSummary?ReqId=24281804&tmcbmp=131429456198718

Summary - Requisition 24281804

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Summary - Requisition 24281804

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

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

Available Actions: Add Comment

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

Summary | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | Supplier Info

Hide header

General

Status: Pending Form Approval

Submitted: 9/25/2011 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

View/edit by line item...

Billing

Bill To

Accounts Payable

PO Box 9627

Nashville, TN 37209

United States

Billing Options

Accounting Date: no value

View/edit by line item...

Accounting Codes

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

View/edit by line item...

Internal Notes and Attachments

Internal Note: no note

Internal Attachments

View/edit by line item...

External Notes and Attachments

Note to all Suppliers

Attachments for all suppliers

View/edit by line item...

Supplier / Line Item Details

Hide line details

For selected line items: Withdraw Selected Items

Bradley W White more info...

Purchase/Change Orders 1

1116 Rural Hill Rd, Antioch, TN 37013-1901 US

Product Description

Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	EA	1,500.00	1 EA	1,500.00 USD

Departure Date: 7/1/2011

Purpose of Travel: Training

Taxable: X

Commodity Code: no value

Internal Note: no note

Internal Attachments

# Click on Add Comment

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&stmp=1

File Edit View Favorites Tools Help

Favorites Oracle Application Server F... Comments - Requisition 24281804

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

PQ History **PR History** my requisitions my purchase orders receipt history search exports

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Comments - Requisition 24281804

Search for PR No. Go

Select Draft Cart or Add Item to Cart

Available Actions: Add Comment Go

Requisition PR Approvals PQ 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

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

https://solutions.sciquest.com/apps/Router/ReqComments?ReqId=24281804&NavLevel1=Nav\_OrderHistory&NavLevel2=Nav\_OrderSearch&matmp=1

File Edit View Favorites Tools Help

Favorites: Oracle Application Server F...

Comments - Requisition 24281804

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Comments - Requisition 24281804

Select Draft Cart or Add Item to Cart

Search for PR No.

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 | RQ Preview | Comments | Attachments | History

**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:

Please Review and Approve

974 characters remaining expand | clear

**Attach file to this document (optional):**

Attachment Type File

File Name

File Browse

Add Comment Cancel

Records found: 0

No comments have been added.

Internet 100%

# 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.