Log In to SciQuest

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: [Input]
Password: [Input]
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 Procurement Department is pleased to announce that Grainger has been successfully implemented as a punch-out vendor and is available to all Tiggershoppe users. To access, click on the “Grainger” logo available on this page to your right and follow the instructions.
Scroll Down to the Appropriate Travel Form
Complete the Appropriate Form

Travel Request - Microsoft Internet Explorer provided by Tennessee State University

Available Actions (Click here for details): Add and go to Cart

Supplier (Traveler) Info
- Enter Supplier
- supplier search

New Supplier (Traveler) Information
- Name and Address

Instructions
- 500 characters remaining
- expand | clear
- 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 "IT" 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
Use the SciQuest PR Number as your Travel Requisition Number.
Click on the PR Number or View

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
- 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 Comments
Click on Add Comment
Select E mail Recipient(s) (approver(s)) and type “Please Review and Approve” in the text box.
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.