SciQuest Cheat Sheet:

Accessing Sciquest

1) Either Google search Tulane SciQuest or find from Gibson site (https://solutions.scquest.com/apps/Router/ExternalAuth/NetId?OrgName=Tulane)
2) When in SciQuest, click the logo or home button

First steps:

Add User Profile- you must have a user profile set up or you may have your account disabled

Select your name to view the dropdown menu

Select View My Profile – please fill this section out as completely as you can
Go to the menu on the left hand side and select Notification Preferences (it’s the second from the bottom)

Select Shopping, Carts & Requisitions
Select Edit Section and set notifications to Email & Notification as seen below:

![Notification Preferences: Shopping, Carts & Requisitions](image)

What you will see on home page of SciQuest:

**Catalog Suppliers**

At the top of the page are Catalog vendors, if the company you are ordering from is one of these you must use the punch out.
When you click the logo of the company, a search box will appear. Put the catalog number of the first line item you would like to order here. It will direct you to another SciQuest page. Select order from supplier.

You will be directed to the company page. Add the item to the cart and continue shopping as you normally would.

When you are ready to checkout, go to the cart and select checkout. Follow all the steps from the website and it will direct you back to SciQuest

*All promotions are based off of list price unless otherwise specified

(Most sites have a button like this one)

Quotes- If you have a quote for one of these companies, you will need to upload on the company page for it to be honored. For these orders, you can only do one quote per order, so even if you have 3 quotes for the same company, you will need to do 3 separate orders. It is not the same on every website, so if you have any questions, please contact Megan.
Non-Catalog Suppliers

For all orders that are not Catalog companies, select Non-Catalog Supplies

Once the new window pops open, type in the company name
If the vendor is in our list, it will automatically fill in.

Supplier Info
VWR INTERNATIONAL INCORPORATION  
select different supplier
RADNOR: (preferred)
100 MATSONFORD RD
RADNOR, PA 19087 USA
select different fulfillment center
+1 (800) 932-5000

Scroll down the page until you come across commodity code. Select the correct code (generally it will only be laboratory supplies or chemicals, anything hazardous or biological should be coded as chemical).

The product description is the line description you find on the website product page. Fill that, the catalog number, quantity, and single unit price in.

Scroll back to the top of the page and select add to cart.

Available Actions: Add and go to Cart  

If there is more than one line item, select the drop-down menu and choose add and return. Fill out whatever line items you need and then reselect add and go to cart.
If the vendor is not in the list, you will need to contact the supplier for a W9 and attach (see below)

Select New Supplier in the Supplier Section and check the box indicating this is a new supplier

Scroll down until you see commodity code and fill in all information

Scroll down more and attach the W9
Below that, fill in all information in the fields that are shown on the W9, as well as website, contact phone number, and the sales rep (if you have that information)

Once this is complete, follow the same steps regarding adding more line items/go to the cart as above (you will only need to attach the W9 once, you do not need to do it for every line item)

**Cart:**

When you are brought back to the cart, select proceed to checkout.
The first thing you will see is a request to edit the shipping address.

Select Edit and then select from org addresses.

A search window will pop up and you can search Boggs.

Once you select, it will redirect you back to the previous page.
You will then enter the name of the person you want it to be to the attention to (it can be you or your lab). In the box below that add 300 Chemical Engineering. The first time you do this, you have the option to save the address. If you do this, you will not have to follow this step again (unless you’re the Airgas rep).

The cart is also where you will attach quotes for Non-Catalog Suppliers. In the sidebar to the left, select External Notes and Attachments. Select Add Attachment, search for the file and add it.
Placing the order:

When these steps are finished, select assign cart at the top of the page. Select search for an assignee. A search pop-up will open. Search for your faculty advisor and select. Go ahead and hit assign.

A box will pop up, select assignee
You will forward this to your advisor with the request to approve and for an account number.

Once approved, Megan will receive the cart, will update the accounting information and make sure it is all good. She will then go ahead and place the order. Occasionally a cart will be returned to you to be fixed. Please look carefully at any notes and fix, then reassign the cart.
Airgas Orders:

Only Airgas representatives from each lab will be able to order Airgas. They already have the account number, so if you notice something getting low, please let them know. Also, please let Megan know if there is a pickup so she can call that in.

Select Airgas from the Catalog Suppliers

The most important step here is to make sure to switch the account number, you will find the link above the Airgas logo on the home page.
Search your account number and select the correct one

You will be able to see how many cylinders you should have in your lab

How to Navigate the Airgas Punchout.pdf

CYLINDERS IN POSSESSION

5
You will need to search for your product in the search bar, if you do not have the product code, make extra certain that you are selecting the correct gas.

Once you have finished, you can go ahead and select the cart and follow the steps above in the Cart section. The only difference here is that you will need to switch the delivery address. If you are having the Airgas delivered to Flower you will need to select a new org address and search Flower. Then put the room number for the lab. If you are in Boggs, just change the room number. You must put the advisor name in the attention to line. You can save this address as one to use in the future, so just make sure to select the correct address when placing any orders.