To Complete an Equipment B-24

1. Login to SciQuest
2. Look for “Showcased Services”
3. Click on “Equipment Request-B24”
4. Complete Form
5. Add and go to Cart
6. Proceed or Assign Cart
Must Complete all Required Fields

Tips to Complete Form

1. Must complete all required fields
2. Actual Preferred Pickup date and Delivered date may vary depending on timing of event (eg. AM day before)
3. Submit the form, Do Not assign.
4. DO NOT mix this form with other suppliers
5. DO NOT use Equipment Account codes on B-24s