When entering SciQuest orders for goods and/or services under TBR contract, please include the TBR contract # in the Internal Notes section. Please do not place the TBR contract # in the Comments Section. I will add the contract number for you in this case, so the requisition does not have to be returned to you. Requisitions submitted in the future without the required contract # information included in the Internal Notes section will be returned to you. Please remember to include the TBR contract # as an internal note on future SciQuest entries. Thank you.

