

SCIQUEST TOOL TIPS for Concur 03.27.2025



The Jaggaer SciQuest system was recently updated. Due to this update, individual PDF receipts are opening in a new browser window, and the open receipt closes automatically when an additional receipt is selected to view. To assist the approvers and the AP auditors, we ask that you attach a single PDF which includes all receipts that substantiate the reimbursement to the corresponding check request.

SCIQUEST LIST OF CONTACTS IN AP

SciQuest Invoice Processing (Non-Catalog Orders, Blanket Orders, & Punch Out Orders:

Trina Jackson tdjackson@tulane.edu 314-2318

Nohemi Bustillo nbusillo@tulane.edu 988-9888

Shanika Brown sbrown50@tulane.edu 865-5824

SciQuest Check Request

Jamie Hills jhills2@tulane.edu 314-2695

Stephanie Thomas sthoma10@tulane.edu 314-2697 **Wire transfers only Transfer Confirmations are attached to the requisition**

