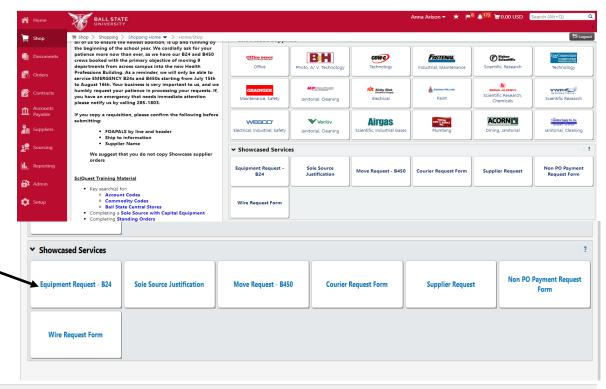
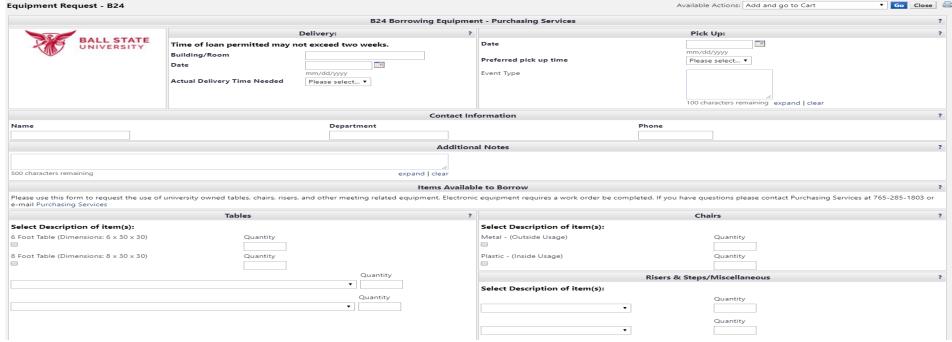
## To Complete an Equipment B-24

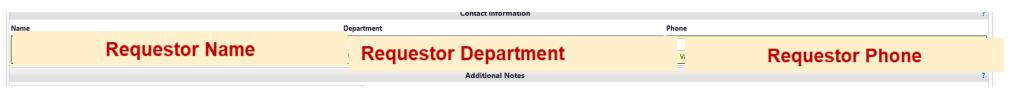
- 1. Login to SciQuest
- 2. Look for "Showcase Services"
- 3. Click on "Equipment Request-B24"
- 4. Complete Form
- 5. Add and go to Cart
- 6. Proceed or Assign Cart





## **Must Complete all Required Fields**





If Urgent let us know, If there is B450 related to same event please note here.

Preferred date is only a preference, If time sensitive please include information about certain date.

## **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