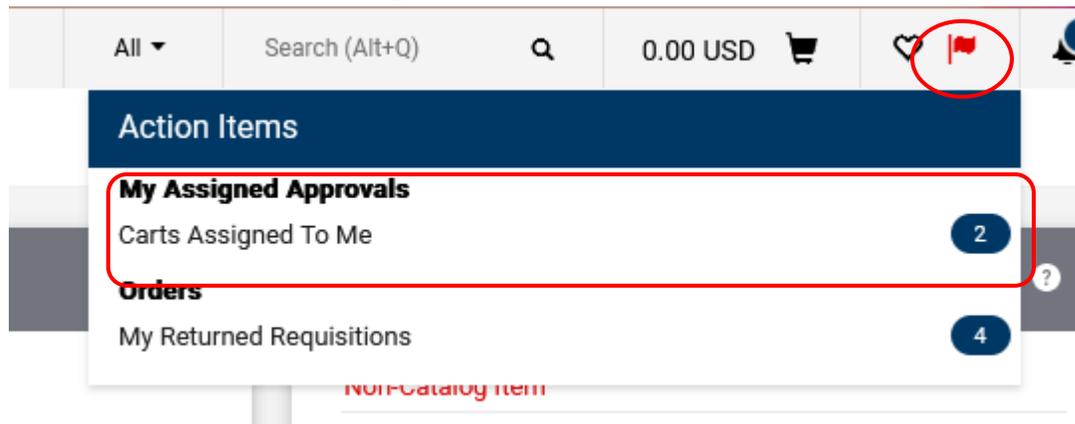


Jaggaer eProcurement System: Process Guides

How to place orders from Assigned Carts

Overview: Requesters may place orders for **carts assigned** to them by other department/division users (Shoppers) who do not have access to order. The Requester role is typically the department/division Administrative Assistant who is responsible for placing orders and assigning the correct cost center.

1. Navigate to the Jaggaer site.
2. Click on the **Action Item flag** in the top right corner of the screen. The **Action Item** window will open. Click on the **Carts Assigned to Me** link.



3. Alternatively, click on the link in the Shopping Cart Notification email you receive.

A shopping cart has been assigned to you

support@sciquest.com
To Jessica L. Waddington

Reply Reply All Forward
Wed 11/16/2022 10:14



Re: A shopping cart has been assigned to you
Cart Name: 2022-11-16 0322254 01
Prepared for: Jessica Waddington
Prepared by: Roger Requester

Dear Roger Requester

A shopping cart has been assigned to you by Jessica Waddington (jwaddington@lcsc.edu).
The shopping cart can be accessed for review in "Draft Carts" or by selecting the URL below.

<https://usertest.sciquest.com/apps/Router/ViewAssignedCarts?AuthUser=7606853&ParamAction=View&CartId=3652738&tmstmp=1668622438407>

If applicable, the user has submitted the following additional comments:

- The Cart Management screen will open. Click on the Shopping Cart Name of a cart to view and place the order.

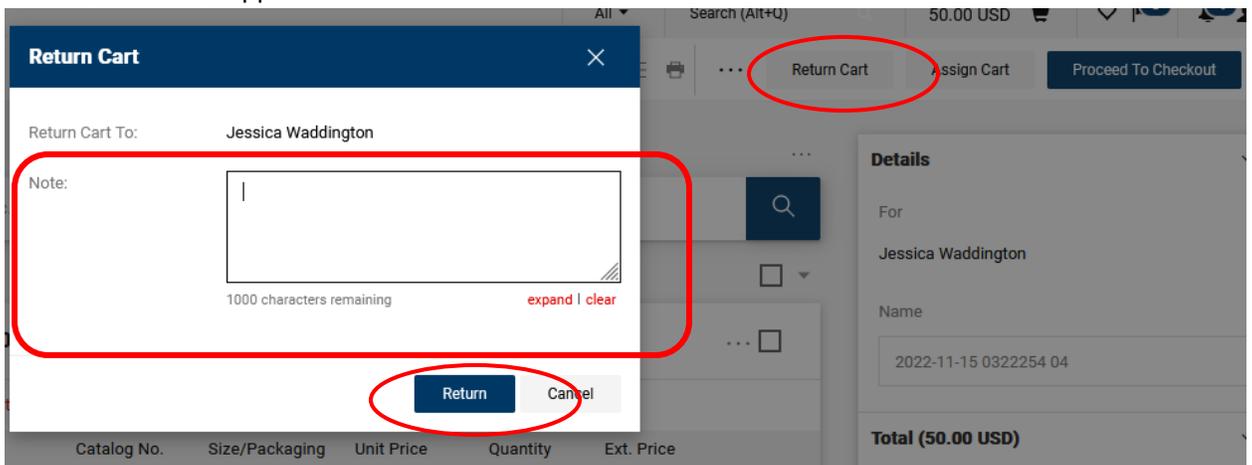
Cart Management

Draft Carts Assigned Carts

Assign Substitute
 > Filter Assigned Carts

Type ^	Shopping Cart Name ^	Cart Description	Date Created ^	Total ^	Created By ^
Normal	2022-10-27 Requester 04		10/27/2022	399.36 USD	Roger Requester
Normal	2022-11-11 Requester 02		11/11/2022	356.88 USD	Roger Requester

- Review the cart. If there are questions for the Shopper or revisions the Shopper needs to ne make, click on the **Return Cart** button. Add notes, then click on the **Return** button to send the cart back to the Shopper



Return Cart

Return Cart To: Jessica Waddington

Note:

1000 characters remaining expand | clear

Return Cancel

- If the cart is ready to order, click **Proceed to Checkout**.
- In the Checkout screen, the following information can be reviewed and updated if needed. Click on the pencil icon to edit.
 - Shipping – Ship To address can be updated to the appropriate campus location
 - Accounting Codes – Cost center and Object code can be edited at the entire cart level, or on each line item.
 - Internal Notes and Attachments – Add an internal note and any attachments, if needed. Internal Notes will appear in the approval email sent to the next level approvers.



d. External Notes and Attachments – Add an external note and any attachments

General	Shipping	Billing
Cart Name: 2022-11-10 Requester 01	Ship To Attn: Roger Requester Bldg/Rm: Admin Building/Rm 505 Mailstop: 1 500 8th Ave. Lewiston, ID 83501 United States	Bill To Lewis-Clark State College Controller's Office 500 8th Avenue Lewiston, ID 83501 United States
Description: no value		
Prepared by: Roger Requester		
Prepared for: Roger Requester		
Ad-Hoc Approver: Select		
Buyer Code: 0ad433c0-e2de-4a72-ae2a-43ef12b314aa WEB BUYER	Delivery Options Ship Via: Best Carrier-Best Way	Billing Options Accounting Date: no value
Bank Code: VDM 97a04a13-e1e2-4410-9753-0c6117f4b8dc		

Accounting Codes	
Cost Center	Object Code
010601	55000
010601	O.E. Budget Umbrella

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no value	Note to all Suppliers	no value
Internal Attachments	Add	Attachments for all suppliers	Add

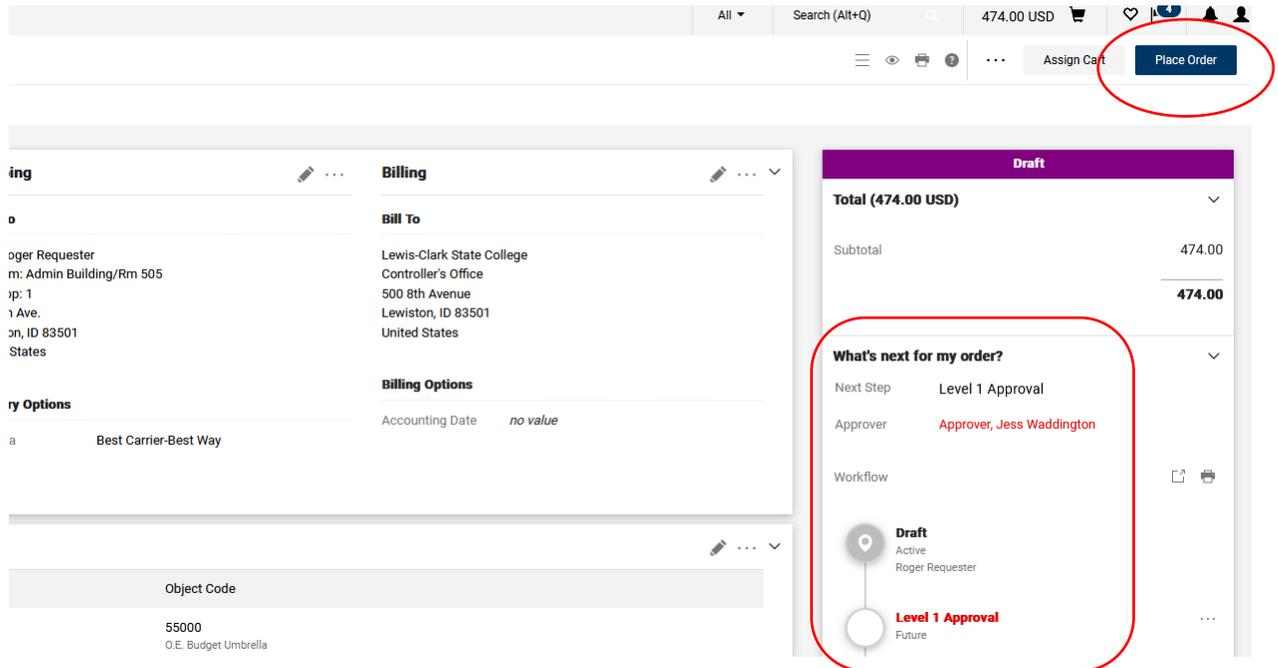
e. Clicking on the **three dots** next to a line item will open a menu, where the **Accounting Codes** option can be selected. This action allows the cost center and object code to be adjusted for that specific line item.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Test item	1234	EA	27.00	12 EA	324.00	⋮

ITEM DETAILS	
Contract	no value
Commodity Code	no value
Internal Note	no value
Internal Attachments	Add
External Note	no value
Attachments for supplier	Add

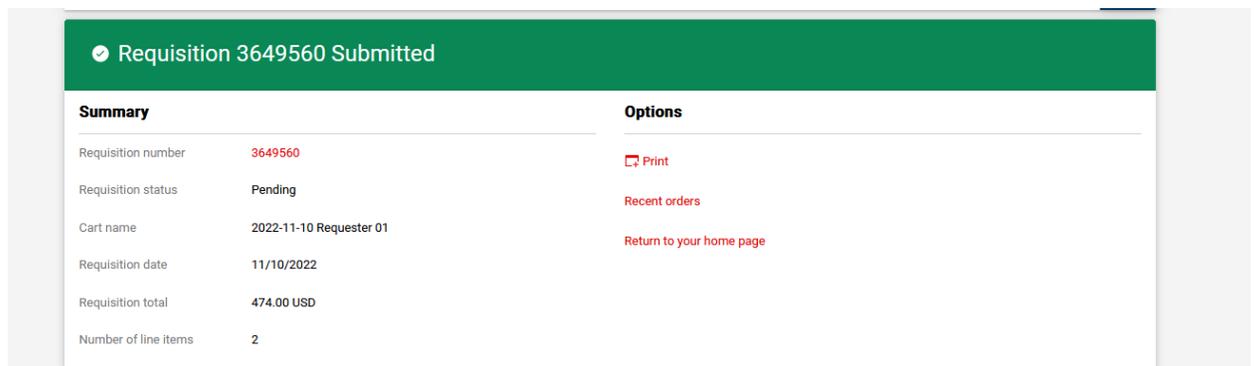
- Override
- Ship To
- Delivery Options
- Bill To
- Accounting Codes
- Remove

- Once the order has been reviewed and any updates made, the Requester clicks on the **Place Order** button. The **What's next for my order** side bar displays the next steps and approvers for the requisition.



The screenshot shows a requisition review interface. At the top right, there is a navigation bar with a search field, a total amount of 474.00 USD, and a 'Place Order' button circled in red. Below this, the requisition details are displayed in a grid format. On the right side, a purple 'Draft' panel shows the total amount and a 'What's next for my order?' section circled in red. This section indicates the next step is 'Level 1 Approval' by 'Approver, Jess Waddington'. Below this, a workflow diagram shows the current status as 'Draft' (Active) by 'Roger Requester' and the next step as 'Level 1 Approval' (Future).

- Once the order has been placed, the following message screen will display. Users can quickly navigate back to the requisition by clicking on the **Requisition number** link, or to other areas of Jagger using the link under **Options**.



The screenshot shows a confirmation screen for a submitted requisition. The header is green with a white checkmark and the text 'Requisition 3649560 Submitted'. Below the header, there are two columns: 'Summary' and 'Options'. The 'Summary' column contains the following information:

Summary	
Requisition number	3649560
Requisition status	Pending
Cart name	2022-11-10 Requester 01
Requisition date	11/10/2022
Requisition total	474.00 USD
Number of line items	2

The 'Options' column contains the following links:

- [Print](#)
- [Recent orders](#)
- [Return to your home page](#)