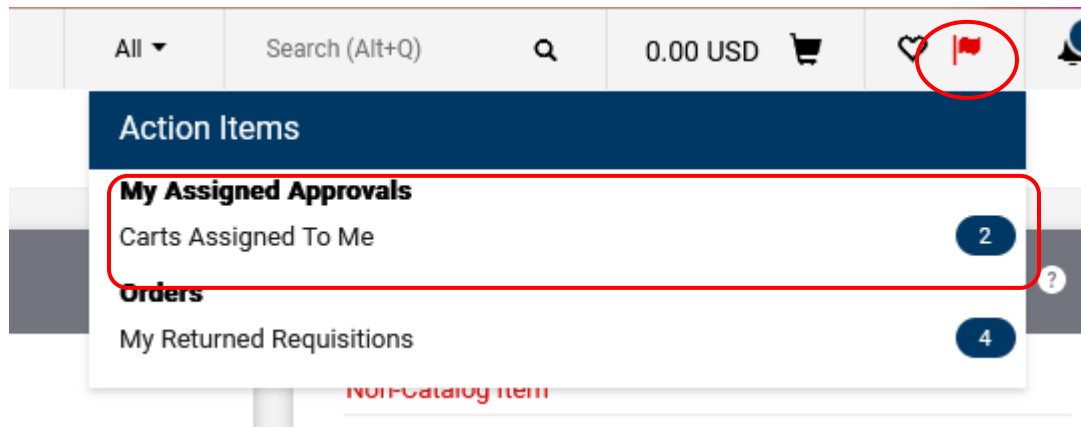


Jaggaer eProcurement System: Process Guides

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.

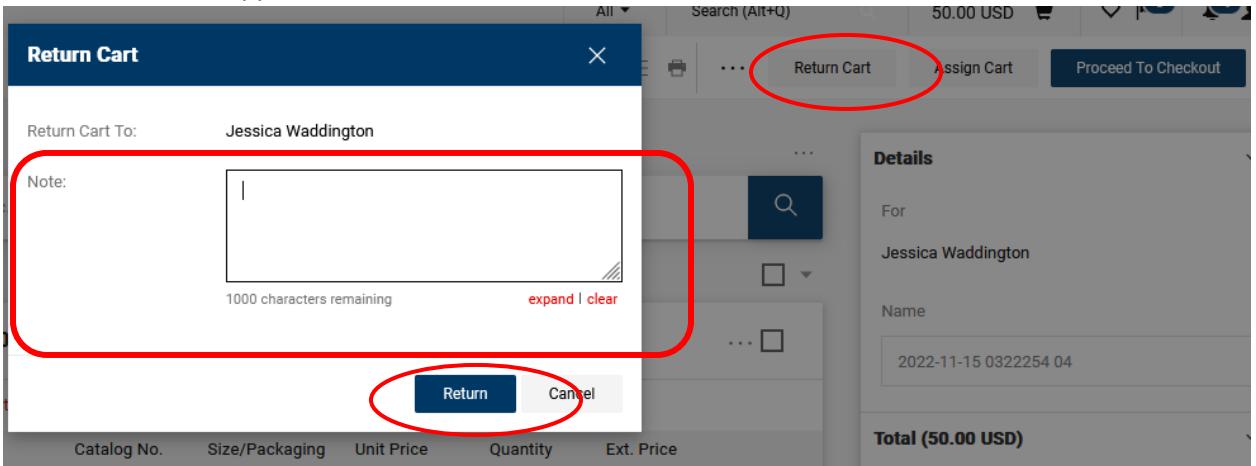
Cart Management

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 010601	55000 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

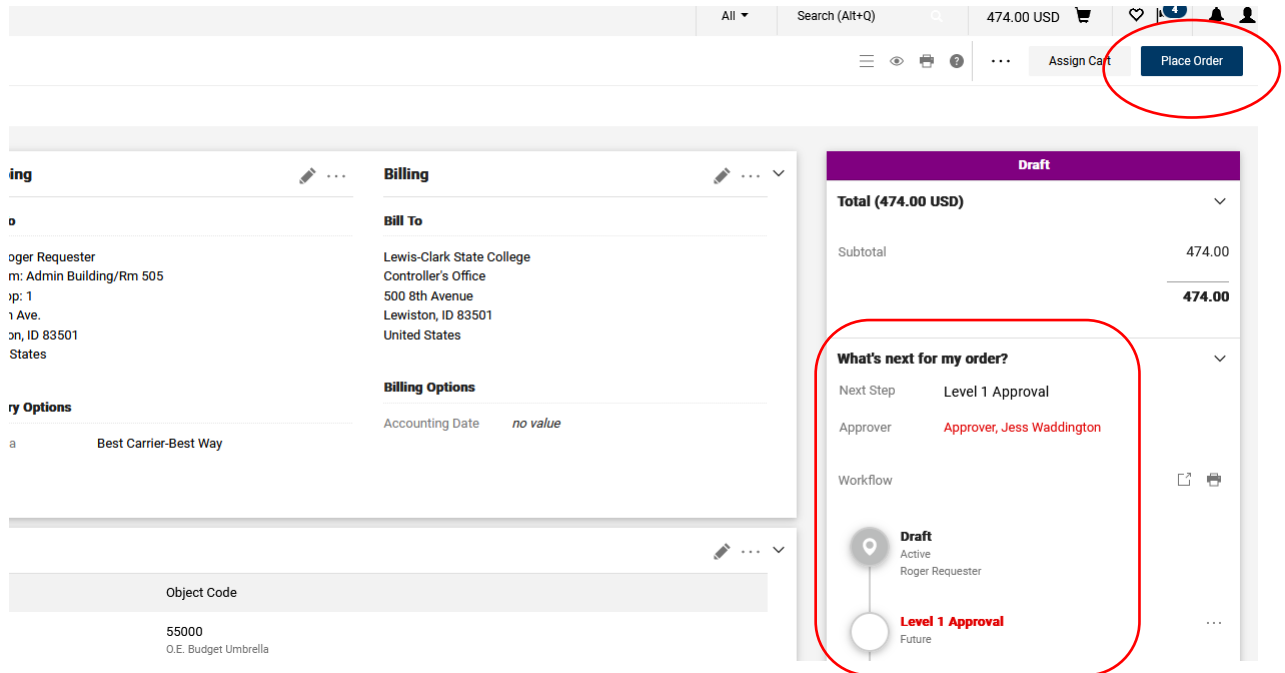
e. Clicking on the **three dots** next to a line item will open a menu, where the **Accounting Codes** option can be selected. This action allows the cost center and object code to be adjusted for that specific line item.

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	Internal Note: no value
Commodity Code: no value	Internal Attachments: Add
	External Note: no value
	Attachments for supplier: Add

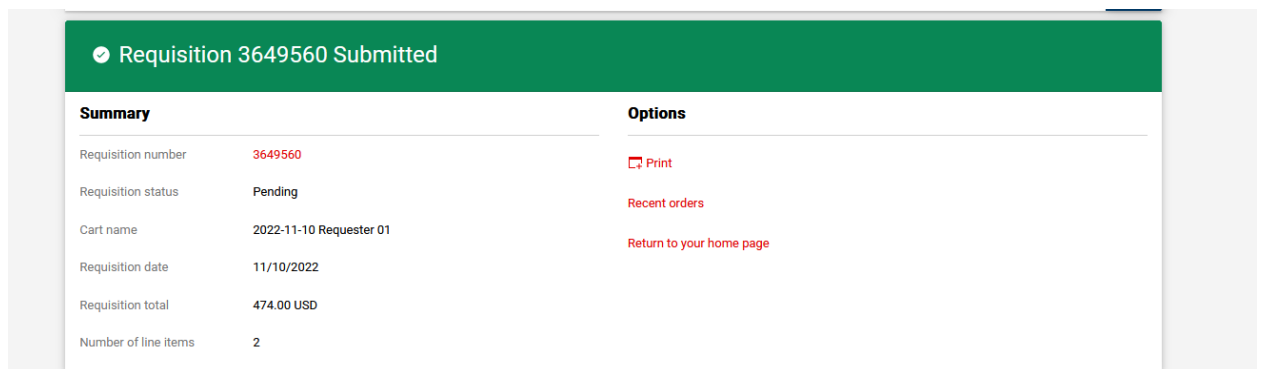
- Override
- Ship To
- Delivery Options
- Bill To
- Accounting Codes
- Remove

- 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. 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) for '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 and reads 'Requisition 3649560 Submitted'. Below this, there are two columns: 'Summary' and 'Options'. The 'Summary' column contains a table with requisition details. The 'Options' column contains three links: 'Print', 'Recent orders', and 'Return to your home page'.

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

Options

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