

# How To Find a Cart (Draft Req) That You've Assigned



1 Click "Non-Catalog Item"

The screenshot shows the Jaggaer Shopping Dashboard interface. On the left is a dark blue navigation sidebar with icons and labels for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area is titled 'Shop • Shopping Dashboard' and includes an 'Organization Message' section, a search bar with a dropdown menu where 'Non-Catalog Item' is selected and highlighted with an orange circle, and a 'Showcases' section featuring logos for Amazon Business, Anker, BH, CDW, Dell, and Fisher Scientific. On the right side, there are several panels: 'Quick Links' with links for Non-Catalog Item, View Forms, View Carts, and Help Center; 'Action Items' with a section for 'UNASSIGNED APPROVALS' listing Requisitions (11), Change Request (1), and ORDERS (6); and 'My Resources' with a link to Product Release Library.

## 2 Enter the req details and click "Save."

Existing Supplier

Verizon Wireless  Verizon Wireless

**Fulfillment Address**  **Distribution Methods**

PO Box 9622 - PO Box 9622, Mission Hills, California 91346-9622 United States

1 Verizon Wy - 1 Verizon Wy, Basking Ridge, New Jersey 07920 United States

PO Purchase Order Address - PO Box 9622, Mission Hills, US-CA 91346-9622 United States

**Item**

Product Description *	Catalog No.	Quantity *	Price Estimate *	Packaging
<input type="text" value="gsgdsgsd"/>	<input type="text"/>	<input type="text" value="12"/>	<input type="text" value="55"/>	<input type="text" value="EA"/>

246 characters remaining

**Additional Details**

Commodity Code

**Add Internal Attachments**

Add Internal Attachments

Required fields

Menu Search | | Powered by JAGGAER | Privacy Policy

## 3 Click on your cart.

Home | Shop | Orders | Contracts | Accounts Payable | Suppliers | Reporting | Administer | Setup

TEST | All | Search (Alt+Q) | 660.00 USD | Shopping Cart 0.00 USD

### Shop • Shopping Dashboard

**Organization Message**

Welcome to the Jaggaer site. The message board can be used to inform users of upcoming deadlines. It can also contain links to useful documentation such as procurement policy.

**Shop**

Go to: Favorites | Forms | [Non-Catalog Item](#) | Browse: Suppliers | Categories | Contracts

Simple | Advanced

Search for products, suppliers, forms, part number, etc.

**Showcases**

PunchOut Catalogs

**Quick Links**

- [Non-Catalog Item](#)
- [View Forms](#)
- [View Carts](#)
- [Help Center](#)

**Action Items**

**UNASSIGNED APPROVALS**

- Requisitions 11
- Change Request 1

**ORDERS**

- My Returned Requisitions 6

**My Resources**

My Resources \*  
[Product Release Library](#)

## 4 Click "Checkout"

The screenshot shows the 'Shop · Shopping Dashboard' interface. A 'My Cart' dropdown menu is open, displaying a cart item 'gsgdgsd' with a quantity of 12 and a price of 660.00 USD. The 'Checkout' button is highlighted with an orange circle. The main dashboard includes an organization message, a search bar, and a section for 'PunchOut Catalogs' with logos for Amazon Business, ANIKER, BH, CDW, DELL, and Fisher Scientific.

## 5 Click "Assign Cart"

The screenshot shows the 'Requisition · 4318281' page. The 'Assign Cart' button is highlighted with an orange circle. The page is divided into several sections: General, Shipping, Billing, Accounting Codes, and a Summary panel on the right. The Summary panel shows a 'Draft' status with error messages and a total amount of 660.00 USD.

General	Shipping	Billing
Cart Name: 2025-07-01 0290719 01	Ship To: Attn: Diana Higgins, Bldg/Rm: ADM 104, Mailstop: 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	Delivery Options: Ship Via: Best Carrier-Best Way	Billing Options: Accounting: no value, Date: no value
Prepared by: Diana Higgins		
Prepared for: Diana Higgins		
Ad-Hoc Approver: Add		
Buyer Code: 0ad433c0-e2de-4a72-ae2a-43ef12b314aa, WEB BUYER		
Bank Code: VDM, 97a04a13-a1e2-4410-9753-0c61174b8dc		

Accounting Codes		
Cost Center: no value (Required)	Object Code: no value (Empty)	Project ID: no value (Empty)

Summary	
<b>Draft</b>	
Correct these issues. You are unable to proceed until addressed.	
Required: Fund You do not have permission to access this field: Fund	
Required: Function You do not have permission to access this field: Function	
Required: Cost Center	
Be aware of these issues. You may review and proceed.	
Empty: Object Code	
Empty: Project ID	
<b>Total (660.00 USD)</b>	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal	660.00
	<b>660.00</b>

## 6 Click "Assign"

The screenshot shows a procurement system interface with a modal dialog titled "Assign Cart: User Search". The dialog contains the following fields and options:

- Assign Cart To:** Waddington, Jessica or SEARCH
- Add to Profile:**
- Note To Assignee:** test
- Buttons:** Assign (highlighted with an orange circle), Close

The background interface shows a requisition for "TEST" with a total value of 660.00 USD. The requisition details include a cart name, description, and various codes. A summary panel on the right lists "Draft" status and several error messages such as "Required: Fund" and "Required: Cost Center".

## 7 Hover over "Shop, "My Carts and Orders," and click "View Carts."

The screenshot displays the main navigation menu of the procurement system. The "Shop" menu is expanded, revealing the following options:

- Shop (Alt+P)
- Shopping
- My Carts and Orders (with a sub-menu containing "View Carts" and "View My Orders (Last 90 Days)")
- Admin
- Shopping Settings

An orange circle highlights the "View Carts" option. The main content area shows a search bar, a "Quick Links" section with "View Carts" as a link, and a "Showcases" section featuring logos for Amazon Business, Anixter, BH, CDW, Dell, and Fisher Scientific. The right sidebar contains "Action Items" and "My Resources" sections.

## 8 See the tab "Assigned Carts."

The screenshot shows the 'Cart Management' interface. The 'Assigned Carts' tab is highlighted with an orange circle. The interface includes a sidebar with navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area displays a table of assigned carts with columns for Type, Shopping Cart Name, Cart Description, Date Created, Total, Created By, Assigned To, and Action. The table shows 6 results, with the first row highlighted.

Type	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	2025-03-18 0290719 05		3/18/2025	79.98 USD	Diana Higgins	Noreen Johnson	View
Normal	2025-03-21 0290719 01		3/21/2025	340.00 USD	Diana Higgins	Noreen Johnson	View
Normal	2025-03-21 0290719 01		3/21/2025	279.98 USD	Diana Higgins	Christina Sorenson	View
Normal	2025-03-21 0290719 01		3/21/2025	45.00 USD	Diana Higgins	Christina Sorenson	View
Normal	2025-07-01 0290719 01		7/1/2025	600.00 USD	Diana Higgins	Jessica Waddington	View
Normal	2025-07-01 0290719 01		7/1/2025	660.00 USD	Diana Higgins	Jessica Waddington	View

## 9 Click the cart you're looking for.

The screenshot shows the 'Cart Management' interface. The 'Assigned Carts' tab is selected. The table of assigned carts is displayed, and the cart ID '2025-07-01 0290719 01' is highlighted with an orange circle. The interface includes a sidebar with navigation options: Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area displays a table of assigned carts with columns for Type, Shopping Cart Name, Cart Description, Date Created, Total, Created By, Assigned To, and Action. The table shows 6 results, with the last row highlighted.

Type	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	2025-03-18 0290719 05		3/18/2025	79.98 USD	Diana Higgins	Noreen Johnson	View
Normal	2025-03-21 0290719 01		3/21/2025	340.00 USD	Diana Higgins	Noreen Johnson	View
Normal	2025-03-21 0290719 01		3/21/2025	279.98 USD	Diana Higgins	Christina Sorenson	View
Normal	2025-03-21 0290719 01		3/21/2025	45.00 USD	Diana Higgins	Christina Sorenson	View
Normal	2025-07-01 0290719 01		7/1/2025	600.00 USD	Diana Higgins	Jessica Waddington	View
Normal	2025-07-01 0290719 01		7/1/2025	660.00 USD	Diana Higgins	Jessica Waddington	View



When you click on the cart, it won't take you to a cart that you can do anything with. You can't edit it, etc. It's just for reference. You can confirm that the assignee still has the draft req/assigned cart.