**Jaggaer Home Screen and Menu Items**

- **Quick Search**
- **Current Shopping Cart**
- **Action Items**
- **Forms and Links**
- **Catalog Search**
- **Featured Catalog and Punch-out Suppliers**

**Getting Started**

**Access:** [https://und.edu/jaggaer](https://und.edu/jaggaer)
Enter your NDUS account user name & password.

**Navigation Pane**

- The Home icon brings you back to the main shopping page
- The Shop icon provides you access to the shopping options and carts
- The Documents icon allows you to search orders and invoices

**Shopping Options**

1. **Search using the search bar in Jaggaer**
   - Product Keywords, Description, Supplier, Manufacturer
2. **Search a supplier’s punch-out site** under the Featured Supplier Section

**Where’s my order?**

1. **Carts review/completion by a requester** can be found by going to the shopping cart -> My Carts and Orders -> View Carts. Click on the Assigned Carts tab.

2. **Orders placed by a requester** can be found by going to the shopping cart -> My Carts and Orders -> View my Orders. Orders with a green check mark are complete, those without are pending.

3. **Orders pending approval** - To view status click on the requisition number then click on the PR Approvals section on the bottom left of the page. The step still pending will have a double border.

**How do I process an invoice that does not have a Jaggaer Purchase Order?**

Send the following items to Hunter Sherlock who will work with Shared Services Center to create a Payment Request Form. The Below items are needed:

1. Copy of the Invoice which includes the Supplier Invoice # & Date
2. Business purpose
3. Ship To Address (Dept that received the item)
4. Funding Information
Non-Catalog Purchase Form

1. Enter the Supplier name and click Search

2. Add the Quote under Attachments

3. If the item is a chemical, complete the Health & Safety Information

4. Complete General Questions

5. Note: if purchase is an Alternate Procurement, enter the appropriate information

6. Note: if purchase is IT, enter the appropriate information

7. Enter Item Information

8. Add Item to Cart

Creating a Requisition

1. Click ‘Proceed to Checkout’

2. Enter Business Purpose

3. Enter Ship to Address

4. Enter Funding Information

5. Assign Cart to Stephanie Kuske

Creating a Receipt

Receiving/receiving? Receiving is the acknowledgement of receiving the goods or services. Without a receipt on a PO, the supplier’s invoice will not be paid.

1. Find the Purchase Order

2. Go to Document Actions / Create Quantity Receipt or Create Cost Receipt

3. Enter the Quantity Received and click Complete