Jaggaer Home Screen and Menu Items

**Getting Started**

Access: 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.
2. Search a supplier's punch-out site under the Featured Supplier Section.
3. Complete a non-catalog purchase form if you cannot find products or services using options 1 or 2.

**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.
5. Enter Item Information.
6. Add to Cart.

**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.

**What do I with my invoice that does not have a Jaggaer Purchase Order?**

Send the following items to Julie Haugen in the Shared Services Center to create a Payment Request Form.

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.
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 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 Julie Haugen.

**Creating a Receipt**

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.