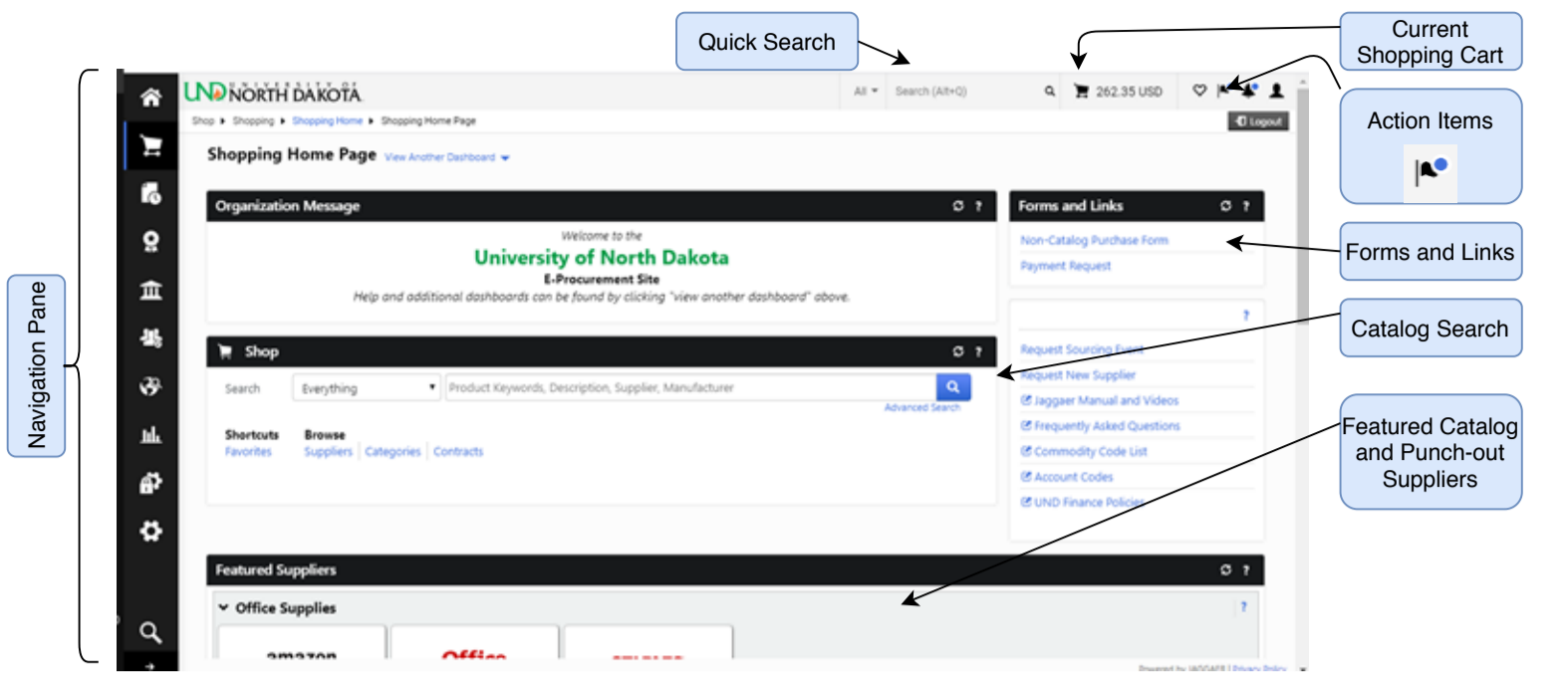


UND JAGGAER QUICK REFERENCE GUIDE - CEM

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

- Search using the **search bar in Jaggaer**
- Search a **supplier's punch-out site** under the Featured Supplier Section
- Complete a **non-catalog purchase form** if you cannot find products or services using options 1 or 2.

Forms and Links

- Non-Catalog Purchase Form

Where's my order?

- 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.
- 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.
- 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.

- Copy of the Invoice which includes the Supplier Invoice # & Date
- Business purpose
- Ship To Address (Dept that received the item)
- Funding Information

Non-Catalog Purchase Form

- Enter the Supplier name and click **Search**
- Add the **Quote** under Attachments
- If the item is a chemical, complete the **Health & Safety Information**
- Complete **General Questions**
- Note: if purchase is an Alternate Procurement, enter the appropriate information
- Note: if purchase is IT, enter the appropriate information
- Enter **Item Information**
- Add **Item to Cart**

Search Registered Suppliers (select "Request New Supplier" if supplier not found)

Supplier: JBU Calibration
 Relationship: All
 Zip Code: Within 5 Miles

Attachments

Please add your attachments below:
 Add Attachment

Health and Safety

Controlled substance
 Recycled
 Hazardous material
 Radioactive
 Rad Isotopes
 Select Agent
 Toxin
 Energy Star
 Green

Form Fields - General Questions

On This Page

- General Questions (7)
- General Questions (1)

General Questions

Select one of the following: *

- Purchase is under \$10k
- Purchase is over \$10k and no Bid/RFP completed
- Purchase is off of a UND, NDUS, State or other Cooperative contract
- Purchase is for a Subrecipient/Subaward
- Purchase is over \$10k and a Bid or RFP needs to be completed

Are you requesting a new supplier? *

Yes No

Supplier Name: _____

Supplier email or phone number: _____

Does this purchase consist of IT hardware, software, apps? Review help text. * Yes No

General Questions

Are there items in this purchase that will have recurring charges and there is a new agreement/contract that needs to be signed for this purchase? *

Yes No

Items

Item 1

Unit Price: 66.00 USD Quantity: 2,000

Product Description: Cable Tension Gage Calibration w/Certification

Catalog No.: C100

Commodity Code: 7210000 - Building and facility maintenance and repair

Non-Catalog Purchase Form - Review and Submit

Form Number: 424055
 Purpose: Procurement Request
 Status: Incomplete

Section Progress:

- Instructions: Required Fields Complete
- Suppliers: Required Fields Complete
- Attachments: Required Fields Complete
- Item Attribute Defaults: Required Fields Complete
- Form Fields: Required Fields Complete
- General Questions: Required Fields Complete
- Alternate Procurement: Required Fields Complete
- Contract Questions: Required Fields Complete
- IT Non-Standard Form: Required Fields Complete
- Items: Required Fields Complete

Creating a Requisition

- Click 'Proceed to Checkout'
- Enter Business Purpose
- Enter Ship to Address
- Enter Funding Information
- Assign Cart to Julie Haugen

Requisitions: 2881241	Accounting Codes
Request Number: 2881241	Account: 33013
Document Total: 10.49 USD	Department: 3300
Alternate Procurement Request: IT Non-Standard	Field / Dept: 22498-3300
	Project: Duplicating

Creating a Receipt

Receipting/receiving? Receipting is the acknowledging that you have received the goods or services. Without a receipt on a PO, the suppliers invoices will not be paid.

- Find the Purchase Order
- Go to Document Actions / Create Quantity Receipt or Create Cost Receipt
- Enter the Quantity Received and click Complete

PO No.	PO User	Product Name	Catalog No.	Qty/POOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
424055		PC05 02 Premium Ballistic & Removable Rolling Ball Gel Pen, Fine Point Black Ink, 1/2 Count (57520)	800562508	1 EA		1		Received	Cancel PO Create Invoice Print Fax Version Soft Close PO Close PO Resend to Supplier