

## **Cart Approver**

This document outlines the process the Cart Approver uses to review and approve a cart and assign it to an Assignee.

Step #		Action
1	Sign into Team Georgia Ma	arketplace.
		m Georgia Marketplace
		State of Georgia
	SIGN I Welcon <u>Existin</u> <u>New U</u> this site	N ne To Team Georgia Marketplace! <u>g Users:</u> Please enter your user name and password below (fields are case-sensitive). sers: Please Click Here for access. You will be provided with details on how to access
		User Name Password Forgot your Password? SIGN IN
2	Cart Approver receives an	email confirmation to approve a cart.
	A shopping cart has been ass support@sciquest.com To @ Patel, Leena () If there are problems with how this messag	e is displayed, click here to view it in a web browser.
	Click here to download pictures. To help p	otect your privacy, Outlook prevented automatic download of some pictures in this message.
		Shopper: Leena Patel (Agency: 40199) Assigned to: LEENA PATEL
		Dear Leena Patel
		A Cart has been assigned to LEENA PATEL (Leena Patel@doas.ga.gov) from Leena Patel (leena.patel@doas.ga.gov). If you are a Requester and will be submitting the cart, please log in via PeopleSoft. If you are an Approver, 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=1155557&ParamAction=View&CartId=3545044&tmstmp=1660145571591
		If applicable, the user has submitted the following additional comments:
		Test Cart
		If you need to review the process for approving a cart, please log into <u>http://doas.rollbook.com</u> with your email address as your login and your employee ID minus the first two zeros as your password. You can find the Assigned Cart Training in Enrollment under Current or History. If you have any additional questions with regard to this shopping cart, please contact your Team Georgia Marketplace Support Team.
		Support Team Contact Information: +1 404-657-6000 <u>ProcurementHelp@doas.ga.gov</u>
		Thank you, Georgia

Quick Reference Guide Team Georgia Marketplace



Shop  My Carts and C	Orders 🕨 View Carts 🕨 Assigned Carts					
Cart Managa	mant					Curry Curr 2
	inen					Create Carl y
Draft Carts	Assigned Carts					
Assign Substitute						
Test Requester1	Carts					
-1-17 of 17 Ret	sults					20 Per Page 💌
Туре 🗠	Shopping Cart Name 👻 Cart De	escription Date Created 🗠	Total 🗠	Created By	0 △	Action
Normal	2022-06-16 lpatel_test 01	6/16/2022	2.49 USD 1	Leena Patel Charmaine	Hooke-Powell	View 💌 or
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5	To Return Cart to the Shopper who	o assigned cart for approval, click Return Cart.
	Shopping Cart • 3545006	-
		Return Cart
	Simple Advanced	Empty Cart
	Search for products, suppliers, forr	Create New Cart
	1 Item	View Carts
		View Cart return message(s)
	STAPLES CONTRACT & CO	View Cart history
	SUPPLIER DETAILS 🔤 📡 Fulfil	See configuration for this requisition
6	Add Justification comments which a	are required to return the cart.
	Return Cart	$\times$
	Return Cart To: Leena Pa	tel
	Note:	
	-	acters remaining expand i clear
		Return Cancel
7	Cart Approver will receive a confirr from the Cart Approver.	nation page upon clicking on Return. Shopper will receive an email
	Simple Advanced	Go to: Non-Catalog Item   Favorites   Forms   Shop   Quick Order Browse: Suppliers   Categories   Contracts
	Search for products, suppliers, forms, part number, etc.	Q
	⊘ Congratulations! Your cart has bee	n returned back to the original creator
	Requisition Summary	What Would You Like To Do Now?
	You included the following note: Test return	Search for another item     Check the status of an order
	Requisition number 3545006	Return to your home page     Create new draft cart
	Requisition status Draft	
	Cart name 2022-06-16 lpatel_test 01	
	Requisition total 2.49 USD	



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Simple Advanced	Return Cart								
	Empty Cart							Details	
Search for products, suppliers, for	Create New Cart						Q	For	
	View Carts						-	Leena Patel	
1 Item	View Cart return message(s)						×		
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	See configuration for this requisit	ion						2022-06-16 lpatel	Ltest 01
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Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Estimate (2.49 USD	))
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Contract	00000.SD.SD0000167.00	01 💌							
	Office Supplies	<i>// ·</i>							
NIGP	61529	٩							
	Correction Fluid, Sheets and Tape, I	ncluding Thinners (For Typewriter Cr	Correction Tape See 610-96)						
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Cart Assigned Requisition Summary Sequisition number 3545006 Create new draft cart
Requisition Summary     Options       Requisition number     3545006       Create new draft cart
Requisition number 3545006 Create new draft cart
Cart name 2022-06-16 lpatel_test 01 Recent orders
Requisition total 2.49 USD Return to your home page
Number of line items 1