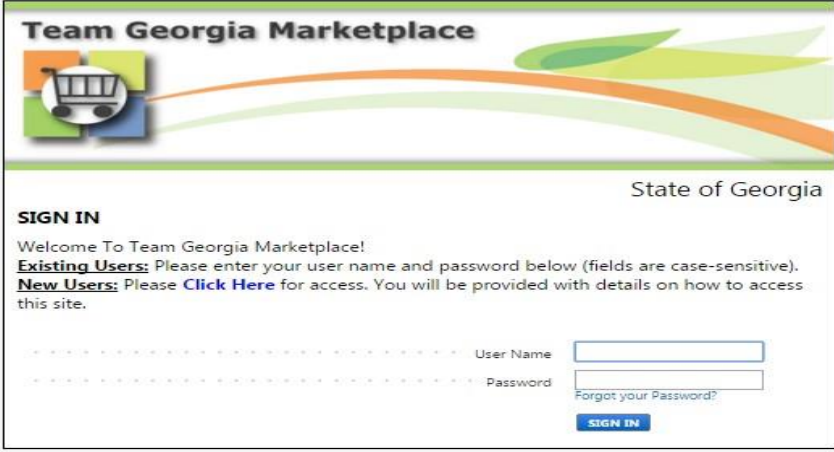
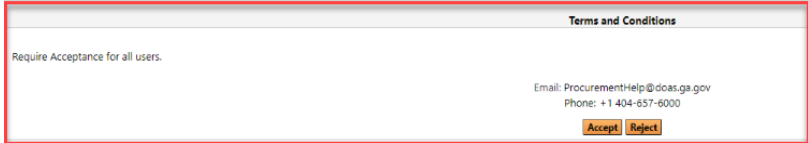
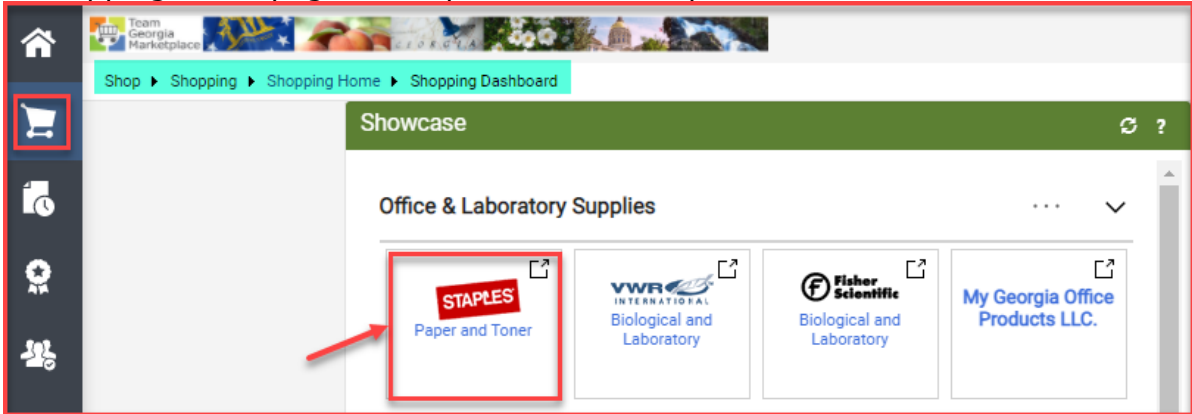
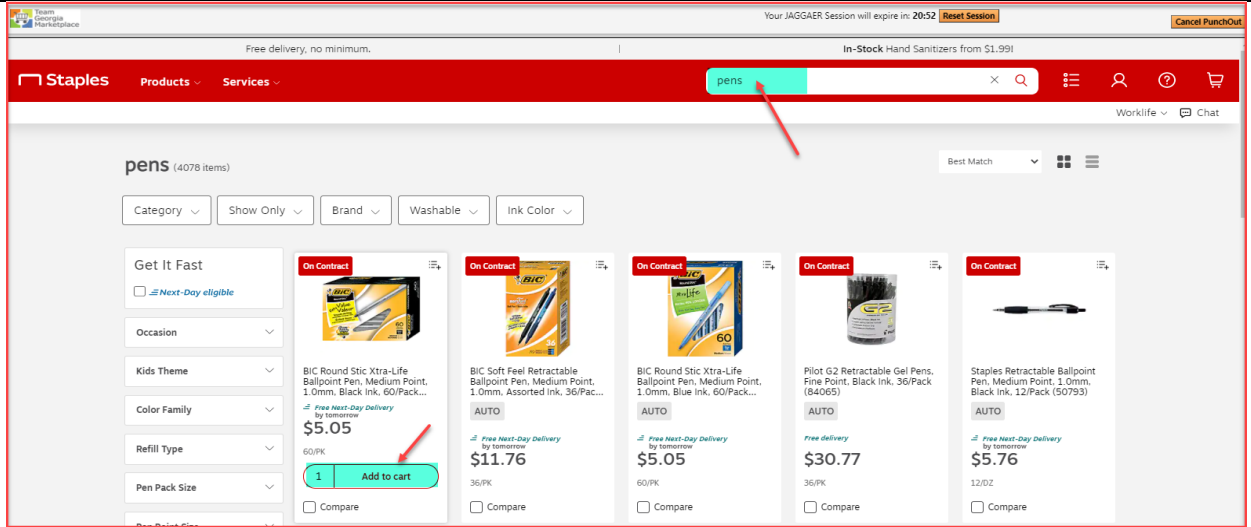


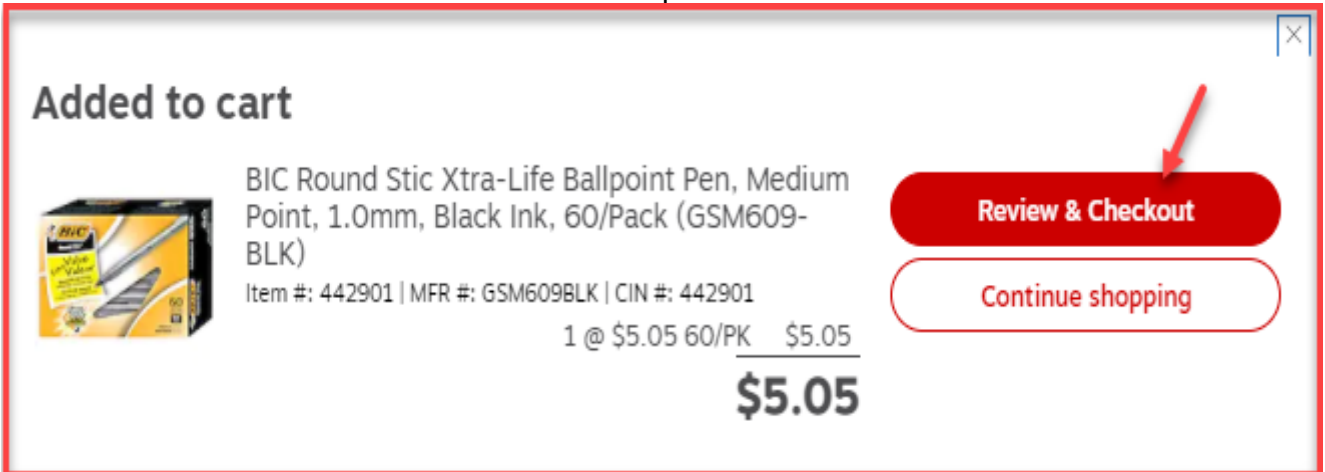
Create and submit Cart vis Punchout, Hosted and Non-catalog

This document outlines the process how the shopper users to create a cart, review cart and assign it to an assignee.

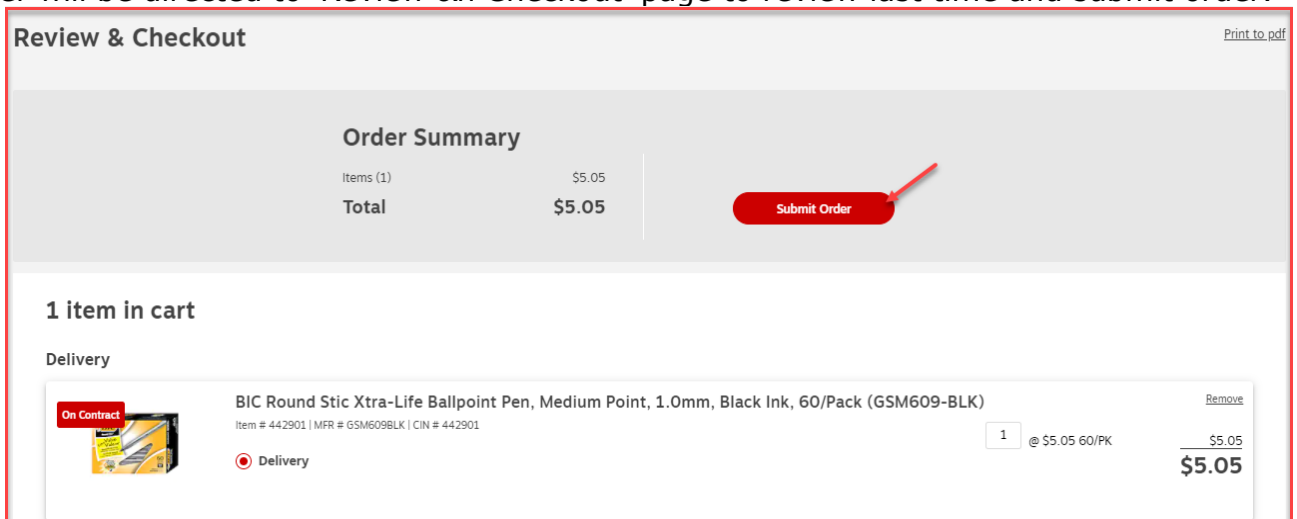
Step #	Action
1	<p>Sign into Team Georgia Marketplace Window Shopper. If you have not created a User ID and Password, Select The "Sign In" Link and Complete the Associated Form.</p> 
2	<p>Upon initial login user will need to accept terms and conditions.</p> 
3	<p>There are three ways to shop: Punchout to supplier, Hosted catalog and Non-Catalog request. Punchout catalog vendor items can be searched by clicking the appropriate vendor icon. Hosted catalog itmes can be searched by entering itme keywords into search criteria shown under shop and non-catalog item can be used for itmes that do not exist either in hosted or punchout catalogs.</p>
4 Punchout	<p>Punchout catalog vendor itmes can be searched by clicking appropriate vendor icon in show case on shopping home page. Example: Click on Staples.</p> 
5	<p>Browse any catalog category to search for itmes and click on 'Add to Cart' with the number of needed quantities.</p>



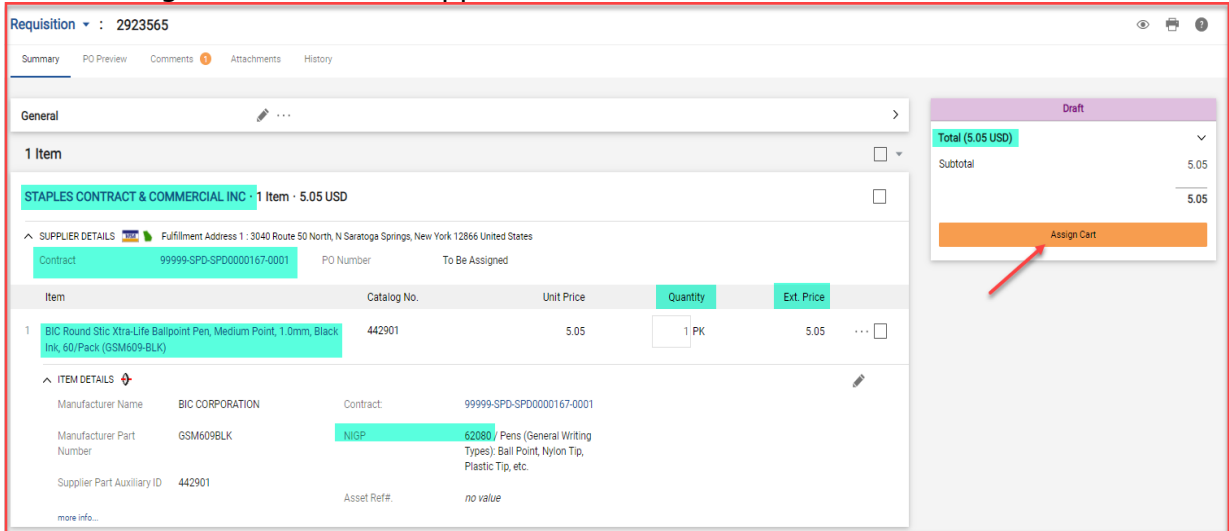
6 Review and checkout screen will pop up. You can continue shopping and add more items and click on 'Review & Checkout' once all required items are added in cart.



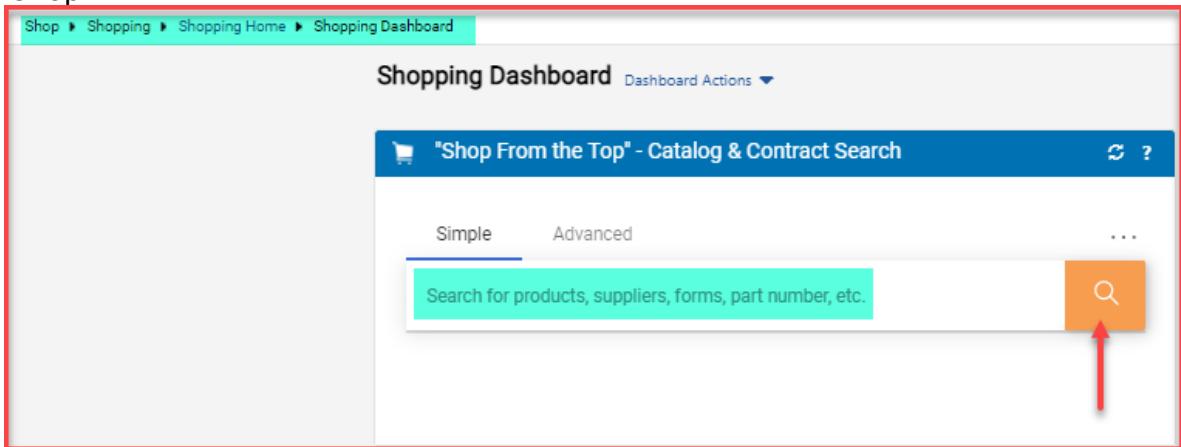
7 User will be directed to 'Review & Checkout' page to review last time and submit order.



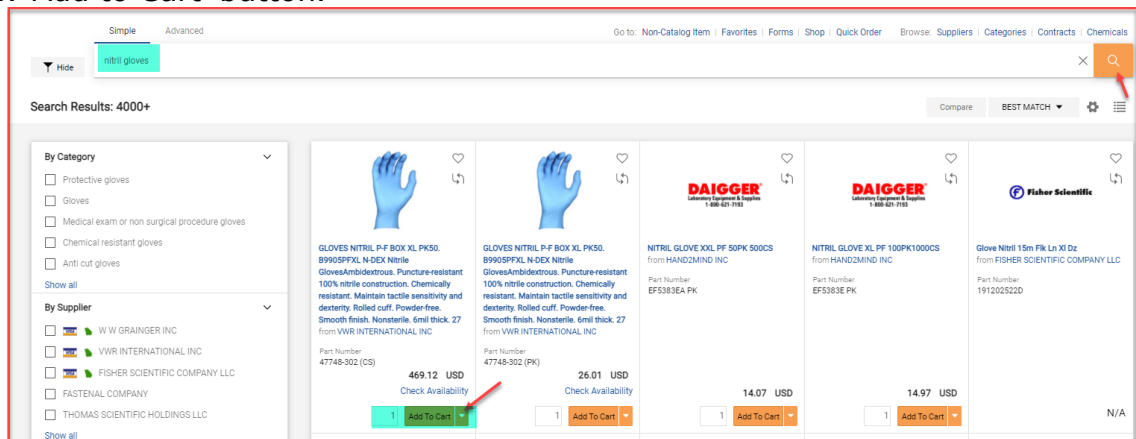
6 You will be back in Georgia Virtual Catalog with your cart. Click 'Assign Cart' to assign cart to your cart assignee for further approval.

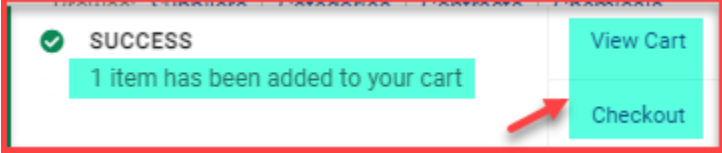
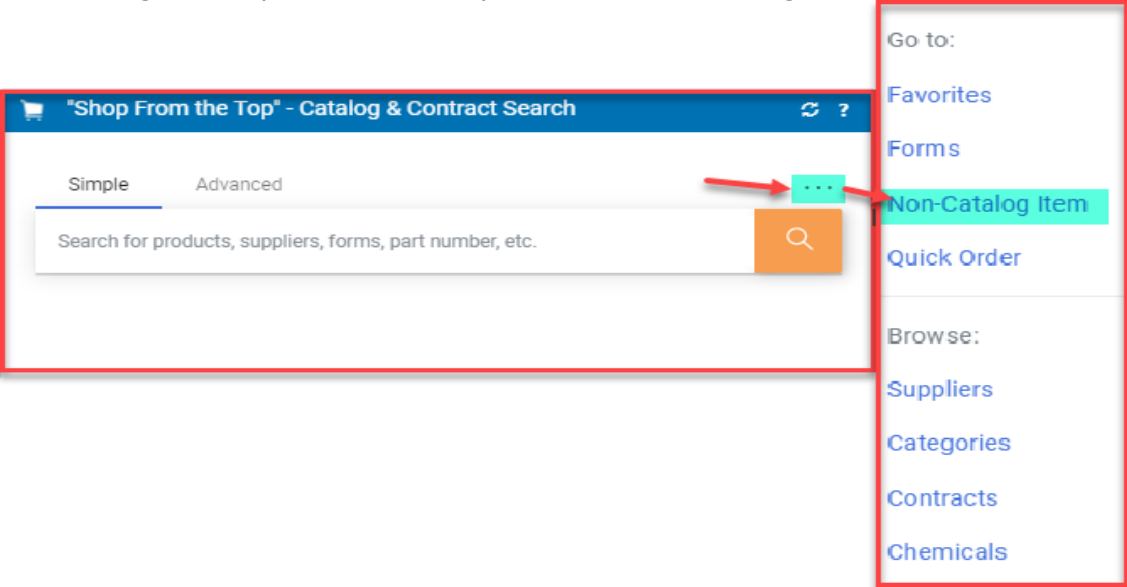
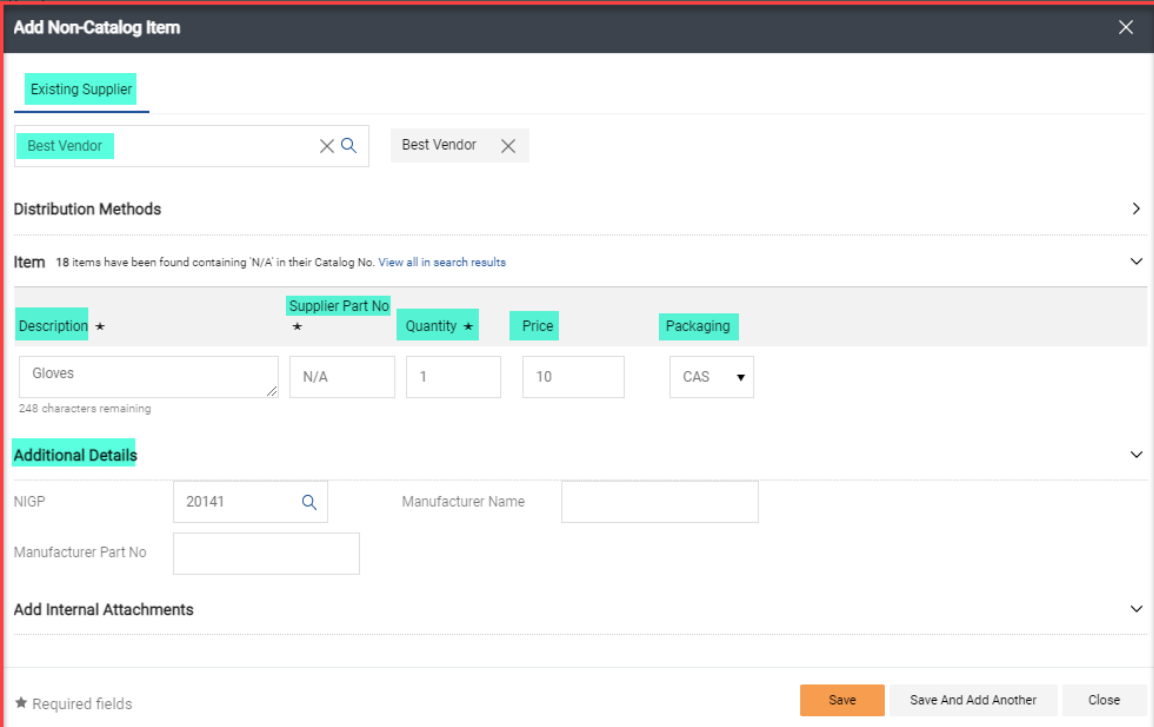


7 Hosted Catalog Hosted catalog items can be search by entering item keywords into search criteria shown beside shop.

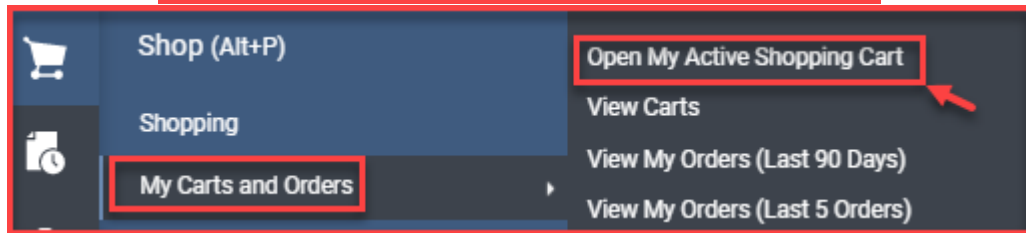
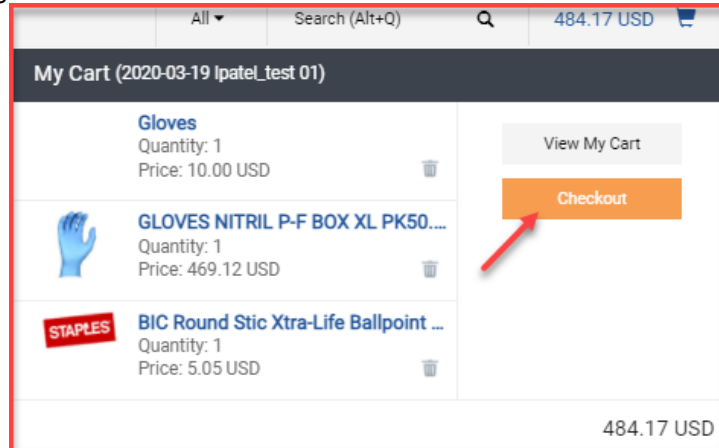


8 Select the appropriate item from the search results, enter the number of needed quantities and click 'Add to Cart' button.

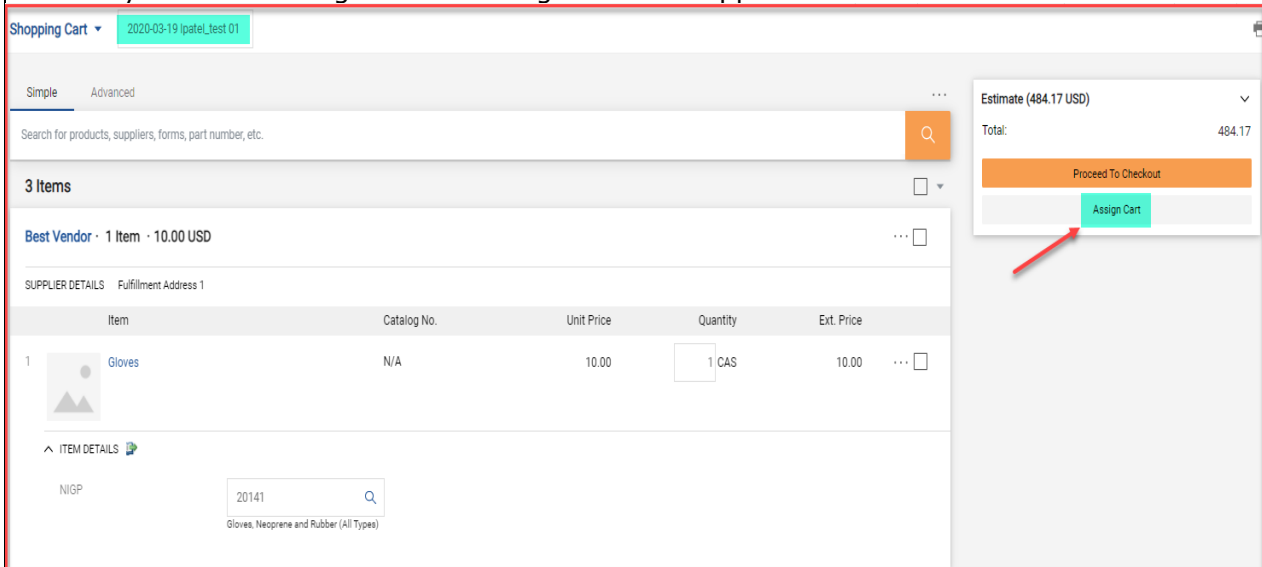


Step #	Action
9	<p>User will get system confirmation. You can continue shopping or click on 'Check Out'.</p> 
10 Non-Catalog	<p>Under 'Shop From the Top'- Catalog and Contract search on Shopping home page, click three dots (...) to select 'Non-Catalog Item' option. This will open a 'Add Non-Catalog Item' window.</p> 
11	<p>Enter 'Best Vendor' as supplier name. Then enter the item information, including Description, Supplier Part No., Quantity, and Price (estimated). All fields must be completed. If you do not know Supplier Part No., then enter N/A. Click 'Save' to proceed to check out or 'Save And Add Another' to add. <i>* we are not using 'Add Internal Attachments' link.</i></p> 

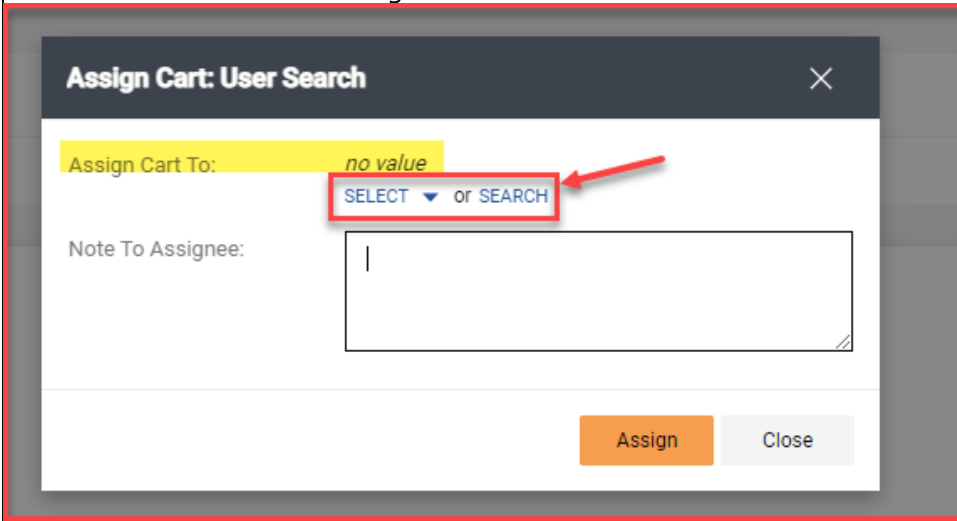
12 Click on 'Checkout' in your Shopping Cart in the top right of the page or Shop > My Carts and Orders > Open My Active Shopping Cart on the left menu bar.



13 Review the cart. Use the checkboxes besides the item price to remove any selected item from the cart if necessary. Click on 'Assign Cart' to assign it to cart approver



14 Select or search for cart assignee.



Assign Cart: User Search

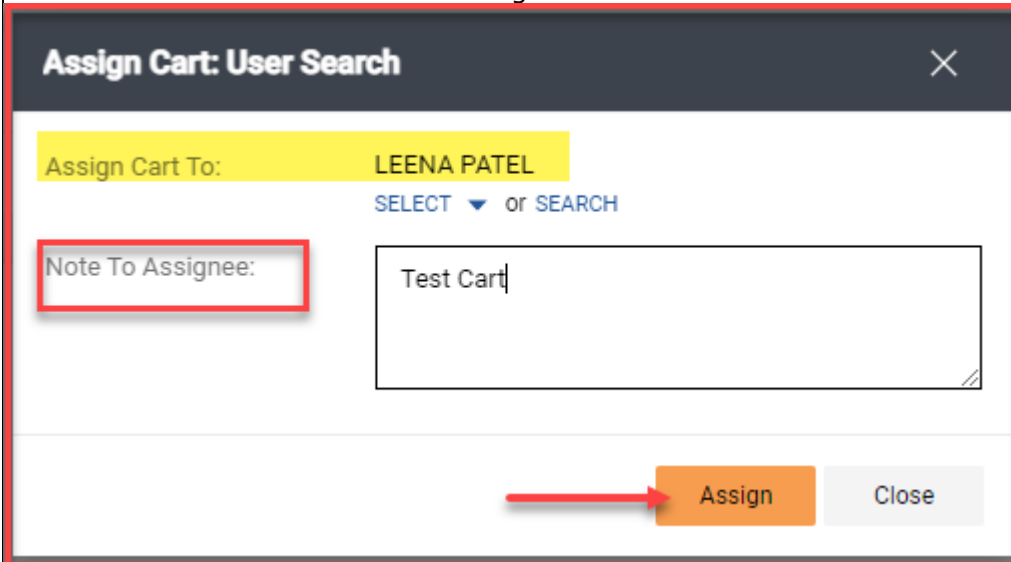
Assign Cart To: *no value*

SELECT ▾ or SEARCH

Note To Assignee:

Assign Close

15 Enter comments or notes for cart assignee and click ASSIGN.



Assign Cart: User Search

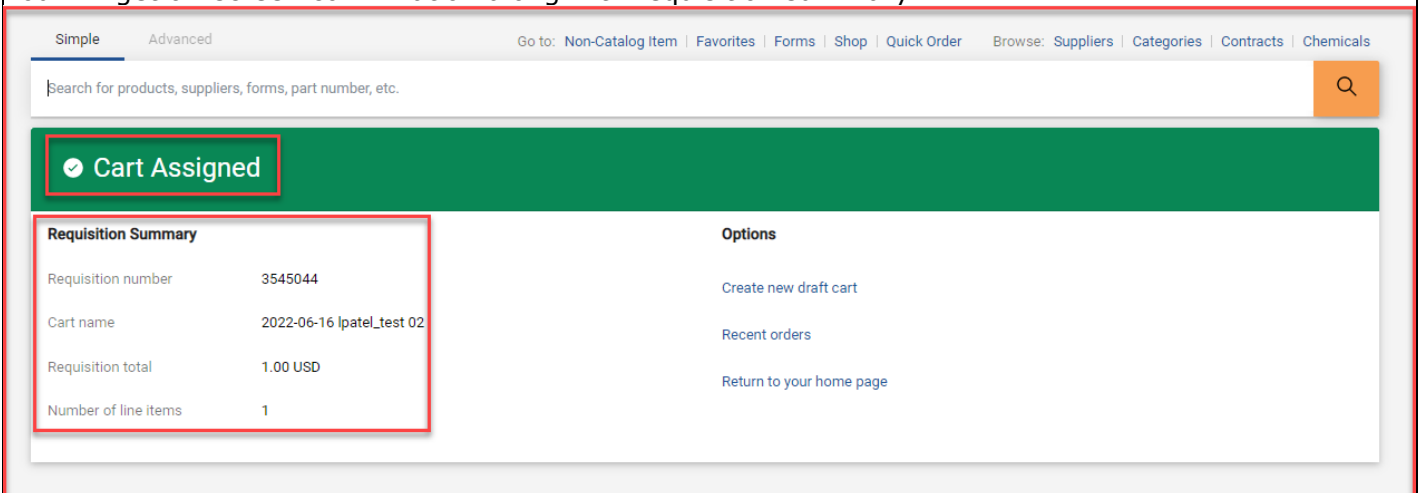
Assign Cart To: LEENA PATEL

SELECT ▾ or SEARCH

Note To Assignee: Test Cart

Assign Close

16 You will get on-screen confirmation along with requisition summary.



Simple Advanced Go to: Non-Catalog Item | Favorites | Forms | Shop | Quick Order Browse: Suppliers | Categories | Contracts | Chemicals

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

Cart Assigned

Requisition Summary		Options	
Requisition number	3545044	Create new draft cart	
Cart name	2022-06-16 lpatel_test 02	Recent orders	
Requisition total	1.00 USD	Return to your home page	
Number of line items	1		

17 Cart assignee will also get email notification.


A shopping cart has been assigned to you

support@sciquest.com
To: Patel, Leena

Reply Reply

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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 <http://doas.rollbook.com> 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 ProcurementHelp@doas.ga.gov

Thank you,
Georgia

End Process.