

## **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	Sign into Team Georgia Marketplace Window Shopper. If you have not created a <b>User ID</b> and <b>Password</b> , Select The " <b>Sign In</b> " Link and Complete the Associated Form.
	Team Georgia Marketplace
	State of Georgia SIGN IN Welcome To Team Georgia Marketplace! <u>Existing Users:</u> Please enter your user name and password below (fields are case-sensitive). <u>New Users:</u> Please Click Here for access. You will be provided with details on how to access this site.
	User Name Password Forgot your Password? STGN IN
2	Upon initial login user will need to accept terms and conditions.          Terms and Conditions         Require Acceptance for all users.         Email: ProcurementHelp@doas.ga.gov         Phone: +1 404-637-6000         Reget
3	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.
4 Punchout	Punchout catalog vendor itmes can be searched by clicking appropriate vendor icon in show case on shopping home page. Example: Click on Staples.
	Image: Shop > Shopping > Shopping Home > Shopping Dashboard   Image: Shop > Shopping > Shopping Home > Shopping Dashboard
	Office & Laboratory Supplies ···· V
	STAPLES     Paper and Toner     Immediate and Laboratory     Imm
5	Browse any catalog category to search for itmes and click on 'Add to Cart' with the number of needed quantities.



	Prom R S Construction	Your JAGGAER Session will expire in: 20:52 Reset Session	Cancel PunchOut
	Free delivery, no minimum.	In-Stock Hand Sanitzers from \$1.991	A ③ ₽
			Worklife 🗸 💬 Chat
	pens (4078 items)	Best Match 👻 👪	
	Category $\bigtriangledown$ Show Only $\checkmark$ Brand $\checkmark$ Washable $\checkmark$ Ink Color $\checkmark$		
	Get It Fast E.	Con Contract	i≣ <b>,</b>
	Occasion		
	Kids Theme  V BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Bakt Ink, OPRack, L. Ballpoint Sex Started Ink, 36Pac.	BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, Jomm, Bile ink, 60/Pack. (642065)	
	Color Family \$5.05 AUTO	AUTO AUTO AUTO d ree hear-day ballway ree delivery d ree hear-day ballway	
	Refill Type     60,07K     \$11.76       Pen Pack Size     1     Add to cart     36,77K	\$10057 \$30.77 \$5.766 60/7K 36/7K 12/02	
	Compare Compare	Compare Compare Compare	
6	Review and chechkout screen will pop up. You and click on 'Review & Checkout' once all requ		d more items
	and click on Review & checkout once all requ		$\mathbf{X}$
	Added to cart		
	BIC Round Stic Xtra-Life Ballpoint	Pen, Medium	<u> </u>
	Point, 1.0mm, Black Ink, 60/Pack (		out
	BLK) Item #: 442901   MFR #: GSM609BLK   CIN #: 4	42901 Continue shopp	ing
		50/PK \$5.05	
		\$5.05	
		<i>\$</i> 5.05	
	L		
7	User will be directed to 'Review &n Checkout'	bage to review last time and sub	omit order.
	Review & Checkout		<u>Print to pdf</u>
	Order Summary		
	Items (1) \$5.05 Total \$5.05	Submit Order	
	1 item in cart		
	Delivery		
	BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point Item # 442901   MFR = GSM609BLK   CIN # 442901		Remove
	item = 442901 [MHR = GSM0096LK   CIN = 442901	1 @ \$5.05 60/PK	\$5.05 \$ <b>5.05</b>



6	You wi	II be back in Georgia Virtual Catalog with your cart. Click 'Assign Cart' to assign cart
		r cart assginee for further approval.
		equisition -: 2923565
	s	Summary PO Preview Comments 🚯 Attachments History
	G	General Draft
		1 Item
		Subtoral 3.05
		STAPLES CONTRACT & COMMERCIAL INC • 1 Item • 5.05 USD 5.05
	· · · · · · · · · · · · · · · · · · ·	SUPPLIER DETAILS I Supplier
		Item Catalog No. Unit Price Quantity Ext. Price
		1         BIC Round Stic Xtra Life Ballpoint Pen, Medium Point, 1.0mm, Black         442901         5.05         1 PK         5.05            Int, 60/Pack (GSM609-BLK)         442901         5.05         1 PK         5.05
		Manufacturer Name BIC CORPORATION Contract 99999-SP0-SP00001167-0001 Manufacturer Part 6SM609BLX NIGP 62080/ Pens (General Writing
		Manufactuer Part GSM609BLK NIGP 62080/ Pens (General Wirting Number Types): Ball Point, Nyion Tip, Plastic Tip, etc.
		Supplier Part Auxiliary ID 442901 Asset Ref#. no value
7		merito.
/ Hosted	beside	d catalog items cabn be search by entering item keywords into search criteria shown
Catalog	Deside	Shop > Shopping > Shopping Home > Shopping Dashboard
		Shopping Dashboard Dashboard Actions -
		📜 "Shop From the Top" - Catalog & Contract Search 🛛 😂 ?
		Simple Advanced
		Search for products, suppliers, forms, part number, etc.
8		the appropriate item from the search results, enter the number of needed quantities
	and cli	ck `Add to Cart' button.
		Simple Advanced Go to: Non-Catalog Item   Periorites   Forms   Shop   Quick Order Browse: Suppliers   Categories   Contracts   Ohemicals
		Search Results: 4000+ Compare BEST MATCH - 🗘 🧮
		By Category ✓ (100 ☉ (100 ☉ ☉ ☉ ☉ ☉
		Protective gioves
		Isloves     Medical exam or non surgical procedure gloves
		Chemical resistant gioves GLOVES NITRIL PF BOX XL PK30. GLOVES NITRIL PF BOX XL PK30. NITRIL GLOVE XOL PF SOPK S00CS NITRIL GLOVE XOL PF SOPK S00CS Of the MAD2 MIND INC Glove And doctors Glove Nitril Son Picture resistant GloveAnd/doctors Chemical resistant GloveAnd/doctors Chemic
		Show all         Fait Number         Fait Number         Fait Number         Fait Number           By Supplier         resistant. Maniant tactle sensitivity and resistant. Maniant tactle sensitivity and fait Number         Fait Number         ES3838 PK         1912025220
		Smooth finish. Nonsterile. 6mil thick. 27 from VWR INTERNATIONAL INC from VWR INTERNATIONAL INC
		Image: The scientific company LLC         47748-302 (CS)         47749-302 (PK)           Image: The scientific company LLC         469.12 USD         26.01 USD
		FASTENAL COMPANY       Check Availability       Check Availability       14.07       USD       14.97       USD          THOMAS SCIENTIFIC HOLDINGSLLC        1       Add To Cent         1       Add To Cent         1       Add To Cent         N/A
1		Show all



<u>Step #</u>	Action
9	User will get system confirmation. You can continue shopping or click on 'Check Out'.
	SUCCESS View Cart
	1 item has been added to your cart
	Checkout
10	Under 'Shop From the Top'- Catalog and Contract search on Shopping home page, click three dots ()
Non- Catalog	to select 'Non-Catalog Item' option. This will open a 'Add Non-Catalog Item' window.
catalog	Go to:
	Favorites
	Forms
	Simple Advanced
	Search for products suppliers forms part number etc.
	Quick Order
	Browse:
	Suppliers
	Categories
	Contracts
	Chemicals
	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. * we are not
	using 'Add Internal Attachments' link.
	Add Non-Catalog Item ×
	Existing Supplier
	Best Vendor X Q Best Vendor X
	Distribution Methods >
	Item 18 items have been found containing 'N/A' in their Catalog No. View all in search results
	Supplier Part No       Description *     *     Quantity *     Price     Packaging
	Gloves N/A 1 10 CAS 248 characters remaining
	Additional Details
	NIGP 20141 Q Manufacturer Name
	Manufacturer Part No
	Add Internal Attachments
	★ Required fields Save And Add Another Close
L	



					of the page o	or Shop> My C	arts and Orders >
	Open My Active	Shopping Cart o		bar. earch (Alt+Q)	<b>Q</b> 484.17		
					404.17	000 (	
		My Car	t (2020-03-19 lpatel_test (	)1)			
			Gloves Quantity: 1		View My (	Cart	
			Price: 10.00 USD	Ť	Chasks		
		107	GLOVES NITRIL P-F	BOX XL PK50	Checko	ut	
			Quantity: 1 Price: 469.12 USD	亩			
		STAPLE	BIC Round Stic Xtra	-Life Ballpoint			
		-	Quantity: 1 Price: 5.05 USD	Ť			
					4	84.17 USD	
		Shop (Alt	+P)	C	)pen My Active S	Shopping Cart	
		Shopping		٧	/iew Carts		
				· ·	/iew My Orders (	(Last 90 Days)	
		My Carts a	ind Orders	<u> </u>	/iew My Orders (	(Last 5 Orders)	
13	Review the cart	- Use the checkb	oxes besides th	e item pric	e to remove	any selected if	tem from the cart if
		< on `Assign Cart'					
	Shopping Cart - 2020-03-19 lpatel_te	est 01					-
	Simple Advanced					Estimate (484.17 USD)	~
	Search for products, suppliers, forms, part n	number, etc.			Q	Total:	484.17
	3 Items					Proceed To Check	out
	Best Vendor · 1 Item · 10.00 USD				… 🗆	Assign Cart	
	SUPPLIER DETAILS Fulfillment Address 1						
	Item	Catalog No.	Unit Price	Quantity	Ext. Price		
	1 Gloves	N/A	10.00	1 CAS	10.00 🗌		
	∧ ITEM DETAILS						
	NIGP	20141 Q					
		Gloves, Neoprene and Rubber (All Types)					

## Quick Reference Guide Team Georgia Marketplace



14	Select or search for cart assigne	
	Assign Cart: User Search	×
	Assign Cart To: no value	or search
	Note To Assignee:	
		Assign Close
	<u> </u>	
15	Enter comments or notes for ca	rt assignee and click ASSIGN.
	Assign Cart: User Search	$\times$
		IA PATEL
	Note To Assignee:	
	Te:	st Cart
		Assign Close
10		
16		tion along with requisition summary.
	Simple Advanced Search for products, suppliers, forms, part number, etc.	Go to: Non-Catalog Item   Favorites   Forms   Shop   Quick Order Browse: Suppliers   Categories   Contracts   Chemicals
	pearen for produces, suppliers, forms, pare nambel, 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	

## Quick Reference Guide Team Georgia Marketplace



A shopping cart has been	assigned to you				
support@sciquest.com To © Patel, Leena	C Rep				
	nessage is displayed, click here to view it in a web browser. nelp protect your privacy, Outlook prevented automatic download of some pictures in this message.				
CAUTION: This email originated from or	utside of the organization. Do not click links or open attachments unless you recognize the sender and know the con				
	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 Pate (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 minu the first two zeros as your password. You can find the Assigned Cart Training in Enrollmen 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				