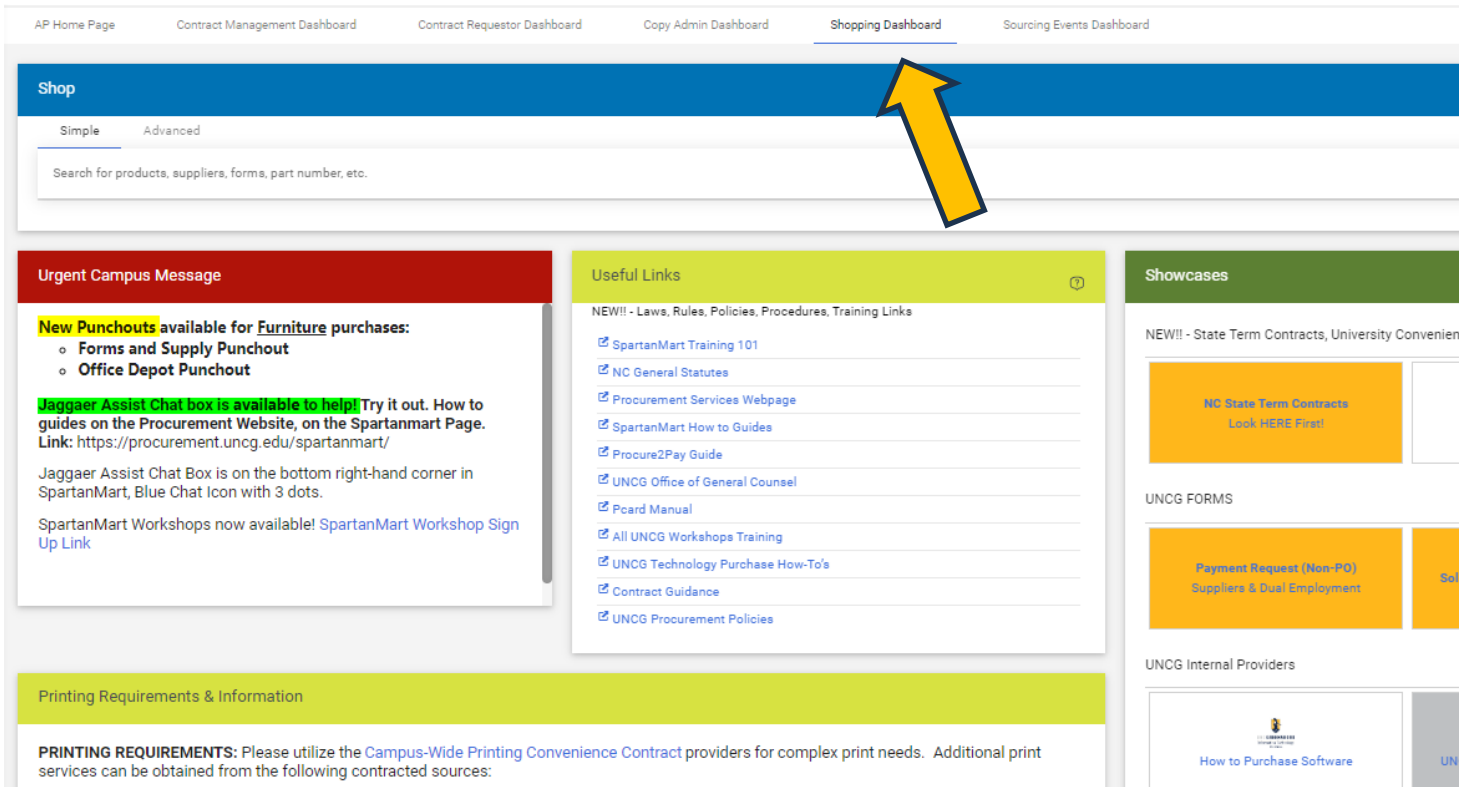


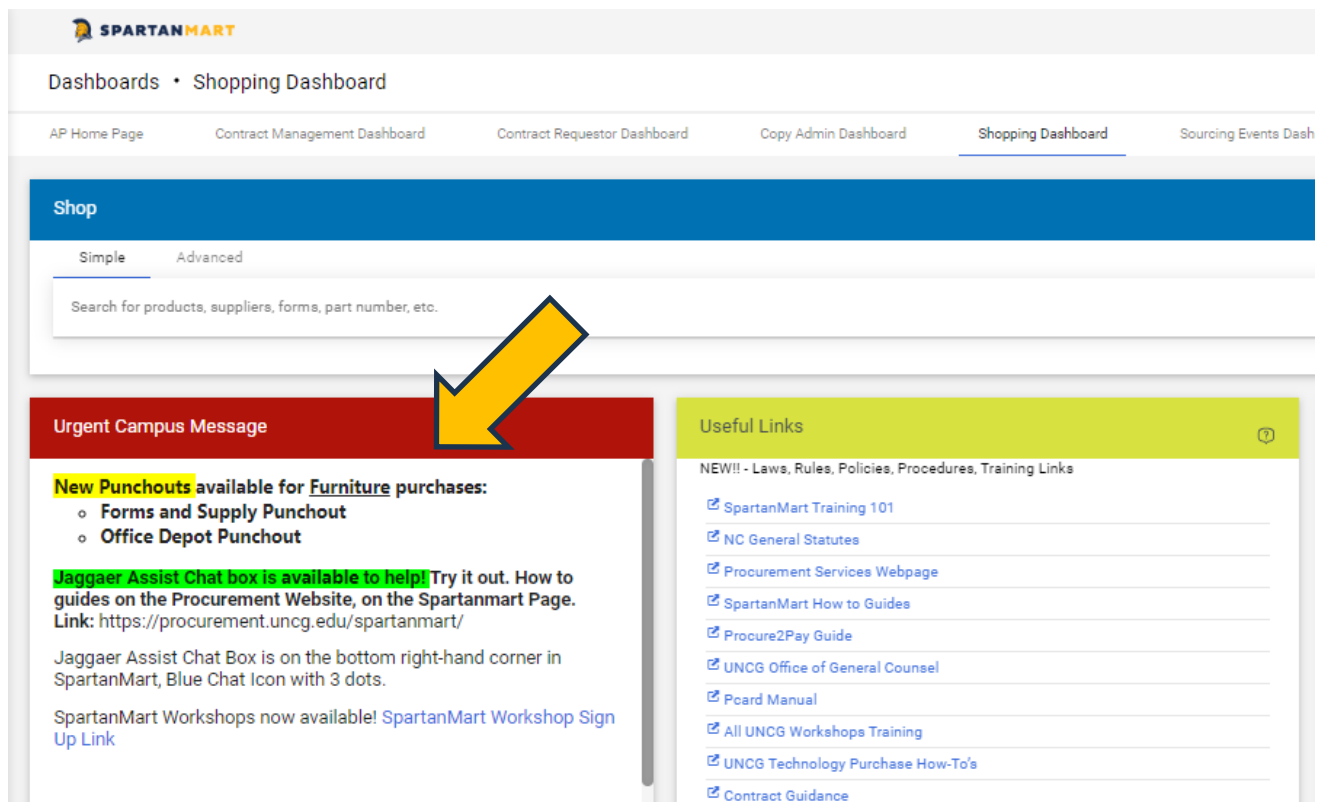
Accessing Resource Information on Shopping Home Page

You can now access the resource information listed on the 'Shopping Home' page.



The screenshot shows the 'Shopping Dashboard' with a navigation bar at the top containing links for 'AP Home Page', 'Contract Management Dashboard', 'Contract Requestor Dashboard', 'Copy Admin Dashboard', 'Shopping Dashboard', and 'Sourcing Events Dashboard'. Below the navigation bar is a blue 'Shop' header with 'Simple' and 'Advanced' filters and a search bar. A yellow arrow points to the 'Shop' header. Below the search bar are three main sections: 'Urgent Campus Message' (red header), 'Useful Links' (green header), and 'Showcases' (green header). The 'Urgent Campus Message' section contains information about new punchouts for furniture purchases and the Jaggaer Assist Chat box. The 'Useful Links' section lists various resources like 'SpartanMart Training 101', 'NC General Statutes', and 'Procurement Services Webpage'. The 'Showcases' section features 'NC State Term Contracts' and 'UNCG FORMS'.

There is an Urgent Campus Message that will contain information about Punchouts that are having issues or provide you information about New Punchouts.



This screenshot is similar to the first one but with a yellow arrow pointing to the 'Urgent Campus Message' section. The 'Urgent Campus Message' section contains the following text:
New Punchouts available for Furniture purchases:
o Forms and Supply Punchout
o Office Depot Punchout
Jaggaer Assist Chat box is available to help! Try it out. How to guides on the Procurement Website, on the Spartanmart Page. Link: <https://procurement.uncg.edu/spartanmart/>
Jaggaer Assist Chat Box is on the bottom right-hand corner in SpartanMart, Blue Chat Icon with 3 dots.
SpartanMart Workshops now available! [SpartanMart Workshop Sign Up Link](#)

You can also access Useful Links from the Shopping home Page. These Links have Training workshops, how to guides, Procure to Pay Guide, Pcard manual, Procurement Polices and more!

The screenshot shows the SpartanMart Shopping Dashboard. At the top, there is a navigation bar with the SpartanMart logo and the text "Dashboards • Shopping Dashboard". Below this, there are several tabs: "AP Home Page", "Contract Management Dashboard", "Contract Requestor Dashboard", "Copy Admin Dashboard", "Shopping Dashboard" (which is active), and "Sourcing Events Dash". The main content area is divided into two columns. The left column has a blue header "Shop" and a search bar with the text "Search for products, suppliers, forms, part number, etc.". Below the search bar is a red header "Urgent Campus Message" containing information about new punchouts and chat boxes. The right column has a green header "Useful Links" with a help icon. Below this header is a list of links: "NEW!! - Laws, Rules, Policies, Procedures, Training Links", "SpartanMart Training 101", "NC General Statutes", "Procurement Services Webpage", "SpartanMart How to Guides", "Procure2Pay Guide", "UNCG Office of General Counsel", "Pcard Manual", "All UNCG Workshops Training", "UNCG Technology Purchase How-To's", "Contract Guidance", and "UNCG Procurement Policies". A large yellow arrow points to the "Useful Links" header.

We also have a Printing Information box for Printing details in the transition from no Print shop.

The screenshot shows the SpartanMart Shopping Dashboard with the "Printing Requirements & Information" section highlighted in green. A large yellow arrow points to this section. The section contains the following text: "PRINTING REQUIREMENTS: Please utilize the [Campus-Wide Printing Convenience Contract](#) providers for complex print needs. Additional print services can be obtained from the following contracted sources: 1) Systel - Business Cards and Stationery - Contact: Tom King Email: tking@systelprinting.com Phone: 336-813-1275 2) FedEx Printing - Business Cards and Stationery - Contact: Dustin Hickman Email: dustin.hickman@fedex.com Phone: 317-416-5300 3) Staples Print Services (SpartanMart punchout catalog) - reference Procurement Services site for additional information <https://purchasing.uncg.edu/spartanmart/> - Contact: Mike Condax Email: Mike.Condax@staples.com. Print Services is integrated within the punch out catalog.

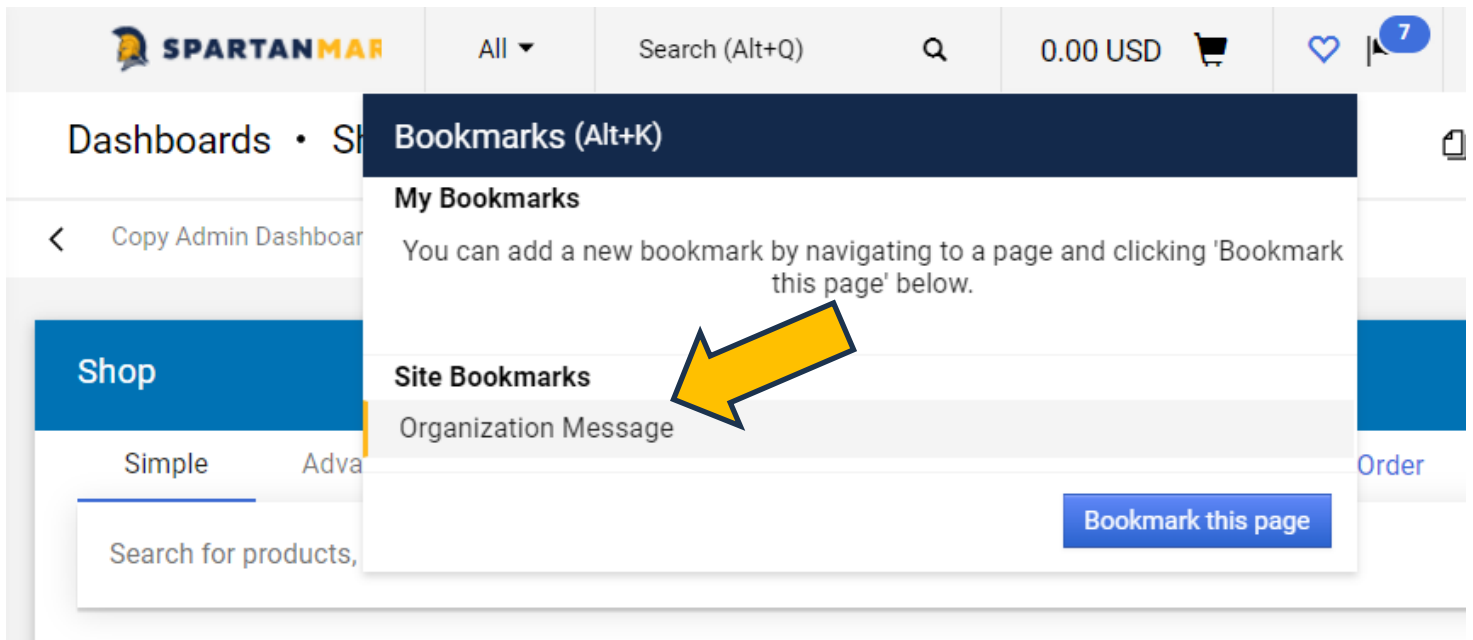
The SpartanMart Organization Message board is also on this Shopping Home Page.

The screenshot displays the SpartanMart Shopping Dashboard. At the top, there are navigation tabs for 'AP Home Page', 'Contract Management Dashboard', 'Contract Requestor Dashboard', 'Copy Admin Dashboard', 'Shopping Dashboard', and 'Sourcing Events Dashboard'. The main content area is titled 'Printing Requirements & Information' and contains a section for 'Organization Message' with a yellow arrow pointing to it. Below this, there are sections for 'New Punchouts' (including Carolina Biological and ACR Supply) and 'FURNITURE:' (including Forms and Supply Punchout and Office Depot Punchout). A sidebar on the right contains various service tiles such as 'How to Purchase Software', 'SpartanSwap UNCG Surplus', 'Janitorial Supplies', 'GRAINGER', 'MSC Industrial Tools & MRO Supply', and 'Furniture'.

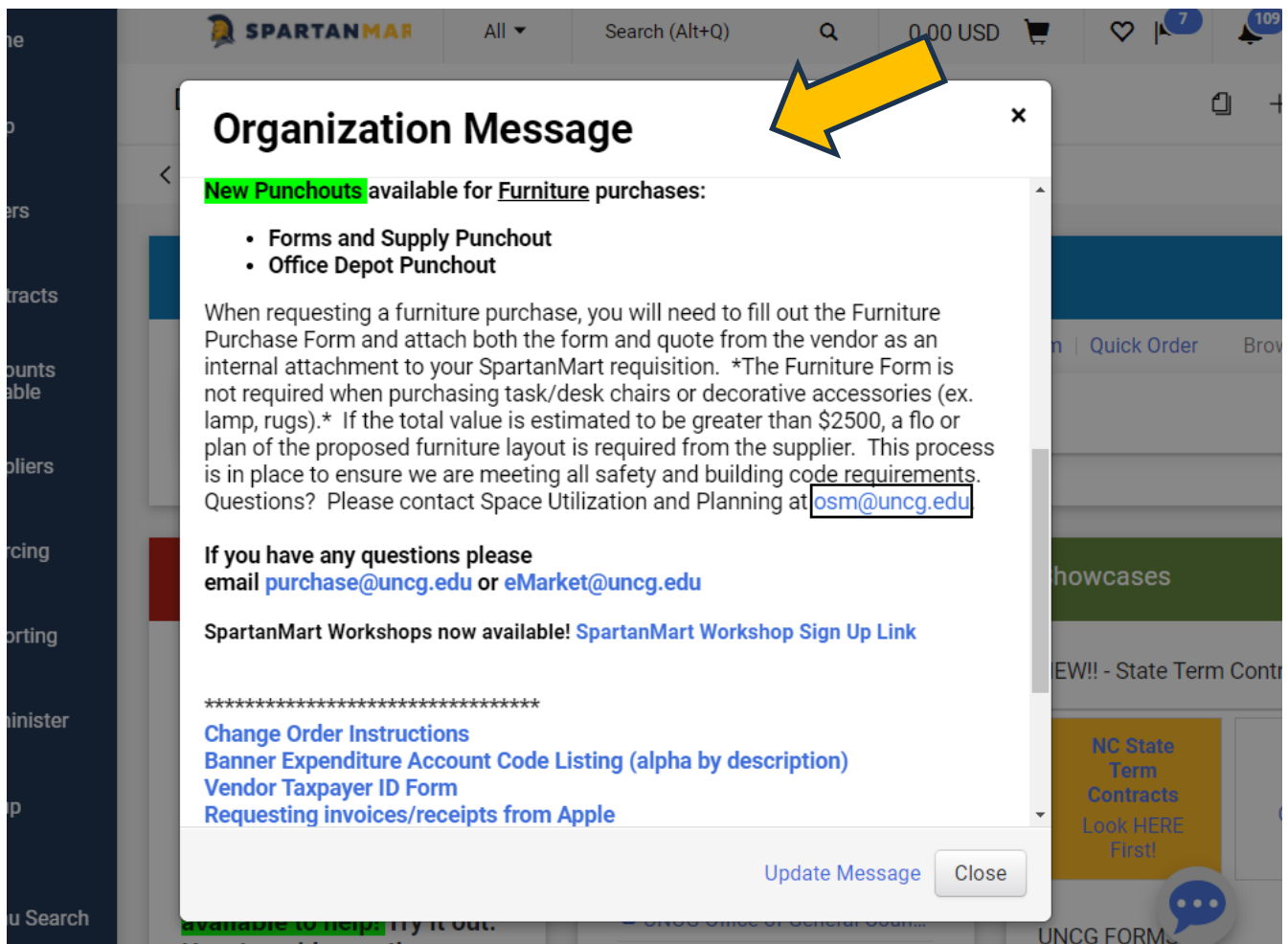
Click your 'Bookmarks' icon. (The star located to the left of your 'Action Items').

The screenshot shows the SpartanMart Shopping Home Page. At the top, there is a navigation bar with 'Home', 'Shop', 'Orders', 'Contracts', 'Accounts Payable', 'Suppliers', and 'Sourcing'. The main content area is titled 'Dashboards • Shopping Dashboard' and contains a 'Shop' section with a search bar and a 'Urgent Campus Message' button. A yellow arrow points to the 'Bookmarks' icon (a star) located in the top right corner of the page, next to the 'Action Items' icon (a bell).

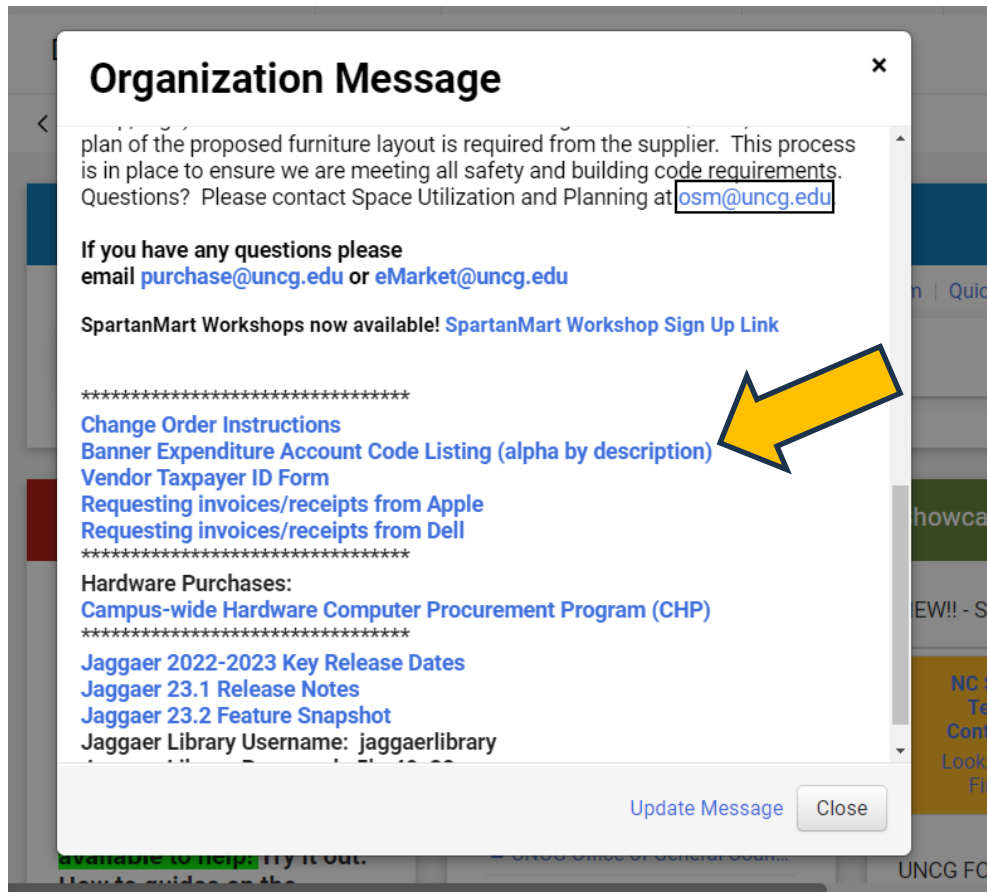
Select Organization Message.



You are presented with a pop-up that contains the same information that's listed in the Organization Message on the 'Shopping Home' page.



The links to the resources work the same as they do from the 'Shopping Home' page. For instance: If you need to determine what account code to use when you are creating an order. While in the order, you can click the Organization Message from Bookmarks and select the 'Account Code Listing (alpha by description)' link without having to leave the order.

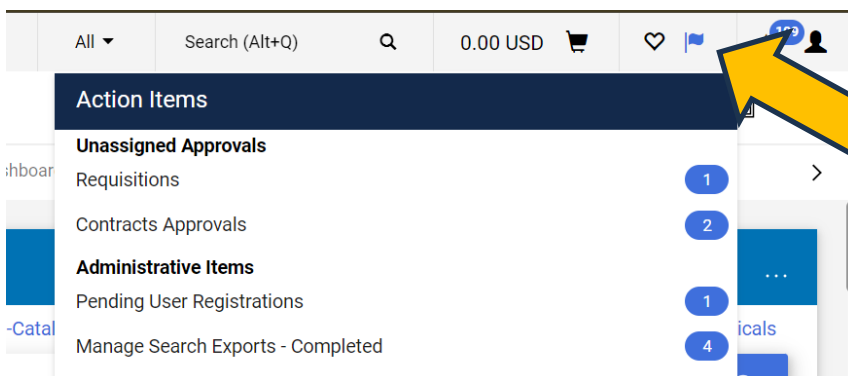


Find your Notifications details by clicking the Bell Icon.



Dashboard Copy Admin Dashboard Shopping Dashboard

Find your Action items that are requesting something from you at the Flag Icon.



Amazon Punchout reminders are listed on the Shopping Home Page as well.

The screenshot shows the SpartanMart Shopping Dashboard. At the top, there is a navigation bar with the SpartanMart logo, a dropdown menu set to 'All', a search bar with 'Search (Alt+Q)', and a currency indicator '0.00 USD'. Below the navigation bar, there are several dashboard tabs: 'AP Home Page', 'Contract Management Dashboard', 'Contract Requestor Dashboard', 'Copy Admin Dashboard', 'Shopping Dashboard', and 'Sourcing Events Dashboard'. The 'Shopping Dashboard' is active. On the left side, there is a red banner titled 'Amazon Punchout Reminders' with a yellow arrow pointing to it. Below the banner is a list of reminders:

- o Your UNCG PCard must be stored in the Amazon Business Punchout
- o Your UNCG PCard must also be on the SpartanMart (Jaggaer) cart
- o If you do not have a PCard, Create a List and share with a person who does have a PCard.
- o Create a Quantity Receipt in SpartanMart when your items arrive.
- o Orders created in the Amazon punch out, but not completed through SpartanMart with 7 days will automatically be canceled by Amazon.
- o Orders will ship to the address on your Purchase Order. Orders do not ship to the default address of 1400 Spring Garden in the punchout.
- o Visit the [Amazon Business Punchout webpage](#) for a copy of the FAQ Library and Creating a List - all the above information is there, plus more!
- o Customer Service – For order, transaction, and general inquiries, [click here](#) to call, email, or live chat with Amazon Business Customer Support or call 866-486-2360.

On the right side, there are several promotional tiles for 'Promotional Products' (including Staples), 'Technology' (including Anixter, Apple, B&H, CDWG, Dell, and Gray Connected), and 'Office Supplies'.

There are also some widgets created to help give you quick access to your purchase orders and your draft carts, its at the very bottom of the Shopping Home Page.

The screenshot shows the SpartanMart Shopping Dashboard with the 'Shopping Dashboard' tab active. At the top, there is a navigation bar with the SpartanMart logo, a dropdown menu set to 'All', a search bar with 'Search (Alt+Q)', and a currency indicator '0.00 USD'. Below the navigation bar, there are several dashboard tabs: 'AP Home Page', 'Contract Management Dashboard', 'Contract Requestor Dashboard', 'Copy Admin Dashboard', 'Shopping Dashboard', and 'Sourcing Events Dashboard'. The 'Shopping Dashboard' is active. On the left side, there is a red banner titled 'Amazon Business Customer Support' with a yellow arrow pointing to it. Below the banner, there are two main sections: 'My Purchase Orders' and 'My Draft Carts'. The 'My Purchase Orders' section shows a table with columns: NUMBER, SUPPLIER, REQUISITION, DATE, and TOTAL. The table contains three rows of purchase orders. The 'My Draft Carts' section shows a table with columns: NUMBER, CART, CART TYPE, DATE, and TOTAL. The table contains three rows of draft carts. On the right side, there are several promotional tiles for 'Technology' (including Anixter, Apple, B&H, CDWG, Dell, and Gray Connected) and 'Other' (including Amazon Business PCard ONLY and Correction Enterprises). At the bottom right, there is an 'Online Searchable Help' section with a search bar and a yellow arrow pointing to it.

NUMBER	SUPPLIER	REQUISITION	DATE	TOTAL
✓ P0075238	CDW Government Inc	181488535	1/16/2024	252.84 USD
✓ P0075236	CDW Government Inc	181485652	1/16/2024	1,448.12 USD
✓ 149726009	ACR Supply Co Inc	179098075	11/10/2023	15.24 USD

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
181841547	2024-01-23 AWBIRCHE 01	My Drafts	1/23/2024	0.00USD
181695072	2024-01-19 AWBIRCHE 01	My Drafts	1/19/2024	10,000.00USD
180018617	2023-11-30 AWBIRCHE 01	My Drafts	11/30/2023	0.00USD

Don't forget about the Online Searchable help that searches the Jaggaer Handbooks for detailed guidance on how to use this system.

The online Searchable Help box searches thousands of handbook details on how to do different transactions in the system.

ds • Shopping Dashboard

Search Results - Google Chrome
solutions.sciquest.com/sshelp/en/General/Content/Indirect/0%20Intros/WebHelp/JI%20Search%20Results...

JAGGAER Help Center

Search Results

Home > Search Results

receipt

Your search for "receipt" returned 90 result(s).

Guide to Receipt Documents

Introduction Here is an overview of receipt documents you may see in Invoicing. What users see may vary based on organization settings. See also Guide to Invoice Documents . Accessing and Creating Receipts Users can access receipts by opening a receipt from a search. Navigate to one of these ...
../Invoicing/Basic/doc-receiptdocguide.htm

Receipt Actions

Here are actions that can be performed when receiving goods and services in the Invoicing solution. Related Permissions See Invoicing Permissions and Notifications for information on Invoicing permissions. Cancel a Line Item on a Receipt (Quantity or Cost Receipts) for a Quantity or Cost ...
../Invoicing/Receiving/receiptactions.htm

Create a Receipt

Overview Customers can create receipts for goods or services received from a purchase order. They can be created from the AP Home Page or a purchase order. You can create receipts that include a return, cancellation, or an inventory return. Related Permissions See Invoicing Permissions and ...
../Invoicing/Receiving/createreceipt.htm

Receipt and Invoicing Number Wheels

Overview Similar to Purchase Orders, receipts and invoices can be assigned a customizable number wheel to

Online Searchable Help
Search receipt

You can also use the Jaggaer AI Assist Chat box to navigate to other dashboards, create contract requests, navigate to purchase orders and more. Check out the How to Guides for more information on the Assist Chat box. You can find this chat box in the lower right corner of every screen.

JAGGAER Assist

What can I help you with?

Searching Open Something Create Something

Dashboards My Approvals

Select one of these dashboard pages

Contracts Dashboard Sourcing Events Dashboard

AP Dashboard Supplier Dashboard

Feedback

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