

Creating a Requisition from a Shopping Cart

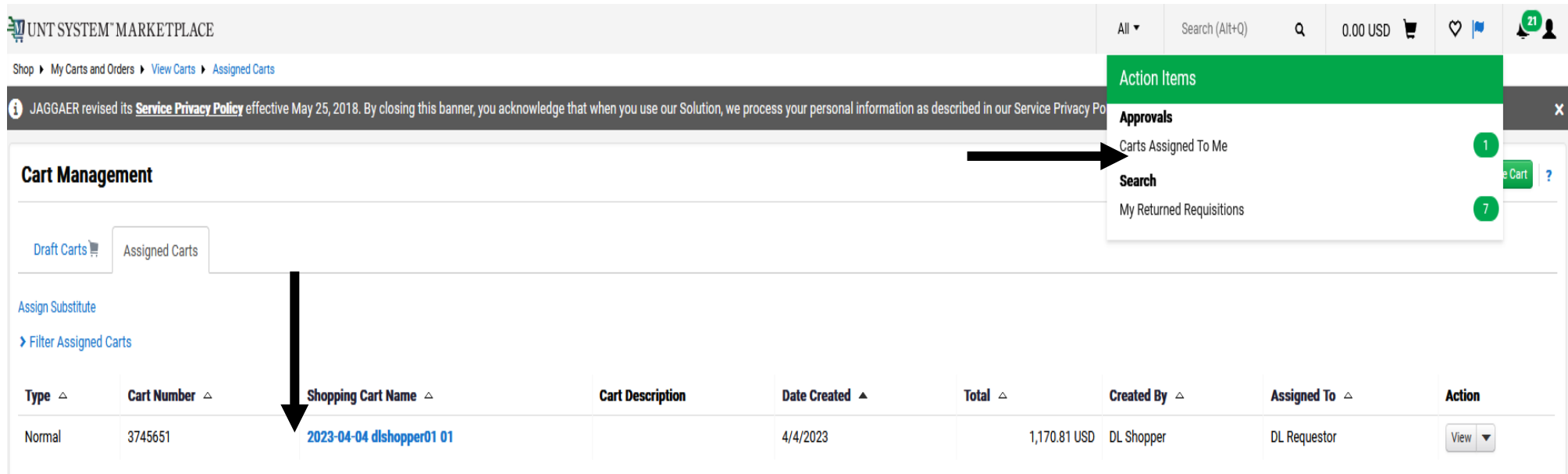
Shopping is Easy in UNT System Marketplace!

What is the Requestor's Role in UNT System Marketplace?

- Requestors can shop for items and add them to carts.
- Requestors can also submit carts that have been assigned to them by Shoppers.
- Requestors are users who have knowledge of UNT System Marketplace accounting codes and Chartfields. They input those codes when submitting the requisition.
- Responsibilities of a requestor include following Procurement Guidelines, bid thresholds, validating accuracy of Accounting Chartfields, Ship To information, and Business Purpose.

Creating a Requisition from a Shopping Cart

As a Requestor, in addition to shopping, you may also be assigned carts from individuals in your department who have the Shopper role. Shoppers cannot place orders. Shoppers can add items to a cart, and then assign the cart to a Requestor for review.



The screenshot displays the 'Cart Management' interface. At the top, there is a navigation bar with 'Shop > My Carts and Orders > View Carts > Assigned Carts'. Below this is a banner for 'JAGGAER revised its Service Privacy Policy'. The main content area is titled 'Cart Management' and has two tabs: 'Draft Carts' and 'Assigned Carts'. There are links for 'Assign Substitute' and 'Filter Assigned Carts'. A table lists assigned carts with columns: Type, Cart Number, Shopping Cart Name, Cart Description, Date Created, Total, Created By, Assigned To, and Action. A dropdown menu is open over the 'Action Items' section, showing options: 'Approvals', 'Carts Assigned To Me' (with a count of 1), 'Search', and 'My Returned Requisitions' (with a count of 7). An arrow points from the 'Carts Assigned To Me' option to the 'Shopping Cart Name' column in the table, which contains a link to '2023-04-04 dlshopper01 01'.

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	3745651	2023-04-04 dlshopper01 01		4/4/2023	1,170.81 USD	DL Shopper	DL Requestor	View

Creating a Requisition from a Shopping Cart

Shopping Cart • Shopping Cart

Return Cart Proceed To Checkout

Simple Advanced

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

Cart Name: 2023-04-04 dlshopper01 01

Description:

Budget Date: (mm/dd/yyyy)

PR Override Budget Date:

Priority: Normal

The Requestor reviews the cart and can Return the Cart to the Shopper if changes are needed. If everything is correct, the Requestor clicks Proceed to Checkout.

Details	
For	DL Shopper
Total (1,170.81 USD)	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal *	1,170.81
Shipping	0.00
Handling	0.00
Total *	1,170.81

Creating a Requisition from a Shopping Cart

Requisition • 3744922

Summary Taxes/S&H PO Preview Comments Attachments History

General

Cart Name: 2023-03-31 ntrequestor101
 Description: no value
 Business Unit: University of North Texas (NT752)
 Department: UNT Denton (NT752)
 Budget Date: no value
 PR Override Budget Date:
 Priority: Normal
 Prepared by: NT Requestor
 Prepared for: NT Requestor
 Ad-Hoc Approver: [Select](#)

Shipping

Ship To
 Deliver to: NT Requestor
 Bldg/Rm: 213
 UNT System Business Service Center
 Denton, TX 76205
 United States

Delivery Options

Delivery Location: 0212 101 WEST SILO
 Requested Delivery Date: no value
 Expedite:
 Ship Via: Best Carrier-Best Way

Billing

Bill To
 Email to: invoices@untsystem.edu
 UNT System Business Service Center
 1112 Dallas Dr. Ste. 4200
 Denton, TX 76205
 United States

Accounting Codes

Values vary by line.

Internal Notes and Attachments

Internal Note: no value Required

External Notes and Attachments

Note to all Suppliers: no value
 Attachments for all suppliers: [Add](#)

Draft

Correct these issues.
 You are unable to proceed until addressed.
[Required: Internal Note](#)

Total (1,018.98 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	1,018.98
Shipping	0.00
Handling	0.00
Total	1,018.98

What's next for my order?

Next Step: Department Approval
 Approvers: [Approver, Dept Witty, Matthew](#)

Workflow:

Draft
 Active
 NT Requestor

The Draft section on the right will guide you through completing any required information. Click on the blue links for help.

You will need to carefully review items on the requisition. If you need to make edits in a section, simply click the Pencil icon for that section to enable editing.

Edit Internal Notes And Attachments

Internal Note

Internal Note *
 1000 characters remaining [expand](#) [clear](#)
 Required

Is Supplier a Foreign Vendor?

Previous PO

Purchase Order Category Code: 9 - Exempt from TBPC

Buyers Only

Buyer_ID: Jill Roys - jkr0051

★ Required fields [Save](#) [Close](#)

Creating a Requisition from a Shopping Cart

Internal Notes and Attachments

Internal Note: Adding my Internal Note as Required.

Internal Attachments: [Add](#)

Is Supplier a Foreign Vendor? ✗

Previous PO: *no value*

Purchase Order Category Code: 9 Exempt from TBPC

Buyers Only

Buyer_ID: Jill Roys
jkr0051

External Notes and Attachments

Note to all Suppliers: *no value*

Attachments for all suppliers: [Add](#)

PO Clauses: [1 Edit | View details](#)

You can add Internal Notes (the internal note is required) or External Notes and attachments to your requisition. Non-catalog suppliers will receive External notes and attachments. ***Important to Note:*** External notes will be available to punchout and hosted suppliers (suppliers may or may not access them).

Update as needed using the Pencil icon. Each line item on your requisition will have accounting codes that you will need to review.

The next screen will guide you through adding attachments.

102 Items ... □ ▾

Eppendorf North America Inc · 102 Items · 1,018.98 USD ... □

^ **SUPPLIER DETAILS** 001-Hauppauge : 102 Motor Pkwy, Hauppauge, New ... ✎

Contract: *no value* Quote number: *no value*

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Pipet Helper®, 1-channel, 0.1 – 100 mL	4423000010	1 EA	9.99	100 EA	999.00	... □

^ **ITEM DETAILS** ✎

Manufacturer Name: Eppendorf	Contract: <i>no value</i>	Internal Note: <i>no value</i>
Manufacturer Part Number: 4423000010	Commodity Code: 17500 / CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES / None	Internal Attachments: Add
More Information URL: https://online-shop.eppendorf.us...	Is this a exclusive acquisition request? ✗	External Note: <i>no value</i>
MSDS URL: https://online-shop.eppendorf.us...	Taxable: ✗	Attachments for supplier: Add

[more info...](#)

^ **ACCOUNTING CODES** Values have been overridden for this line □ ✎ 🗑

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site
NT752 University of North Texas	None_NT752 NT752_Default	53071 Lab Supplies	225020 Men's Basketball	880003 Interscholastic Athletics FFF	200 Designated Operating-Managed	630 Scholarships and Fellowships	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>

Creating a Requisition from a Shopping Cart

Requisition • 3749984

Assign Cart Place Order

Summary Taxes/S&H PO Preview Comments Attachments History

Budget Date *no value*

PR Override Budget Date

Priority Normal

Prepared by NT Requestor

Prepared for NT Requestor

Ad-Hoc Approver Select

Delivery Options

Delivery Location 0212 101 WEST SILO

Requested Delivery Date *no value*

Expedite

Ship Via Best Carrier-Best Way

Accounting Codes

Values vary by line.

Internal Notes and Attachments

Internal Note *no value* **Required**

Internal Attachments **Add** **Add Internal Attachments**

Is Supplier a Foreign Vendor?

Previous PO

Purchase Order

Buyers Only

Buyer_ID

External Notes and Attachments

Note to all Suppliers *no value*

Attachments for all suppliers **Add**

PO Clauses **1** **Edit | View details**

Add Attachments

Attachment Type File Link

File(s) *

Drop File or [Browse](#)

Max. File Size: 24.41 MB

★ Required fields

Save Changes Close

Edit External Notes And Attachments

External Info

Note to all Suppliers

1000 characters remaining [expand](#) | [clear](#)

PO Clauses **1**

Save Close

Draft

Correct these issues.

You are unable to proceed until addressed.

[Required: Internal Note](#)

Total (7,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 7,500.00

Shipping 0.00

Handling 0.00

7,500.00

What's next for my order?

Next Step Exception Approval

Approvers Approver, AM Chauhan, Asima Grounds, Jimmy

Internal and External attachments can be added by clicking the Add links in the Internal Notes and Attachments section and External Notes and Attachment section.

Note that External attachments are visible to non-catalog suppliers. Attachments are not sent to punchout and hosted suppliers.

Creating a Requisition from a Shopping Cart

UNT SYSTEM™ MARKETPLACE

Requisition • 3744922

Summary Taxes/S&H PO Preview Comments Attachments History

more info...

ACCOUNTING CODES Values have been overridden for this line

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site
NT752 University of North Texas	None_NT752 NT752_Default	53071 Lab Supplies	225020 Men's Basketball	880003 Intercollegiate Athletics FFF	200 Designated Operating-Managed	630 Scholarships and Fellowships	no value	no value	no value	no value	no value	no value

2 Serological Pipets, sterile, 10mL, orange, 400pcs. 0030127722 400 EA 9.99 2 EA 19.98

ITEM DETAILS

Manufacturer Name	Eppendorf	Contract	no value	Internal Note	no value
Manufacturer Part Number	0030127722	Commodity Code	17500 / CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES / None	Internal Attachments	Add
More Information URL	https://online-shop.eppendorf.us...	Is this a exclusive acquisition request?	×	External Note	no value
MSDS URL	https://online-shop.eppendorf.us...	Taxable	×	Attachments for supplier	Add

ACCOUNTING CODES Values have been overridden for this line

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site
NT752 University of North Texas	None_NT752 NT752_Default	53071 Lab Supplies	225020 Men's Basketball	880003 Intercollegiate Athletics FFF	200 Designated Operating-Managed	630 Scholarships and Fellowships	no value	no value	no value	no value	no value	no value

The Workflow section will provide you helpful information about where the requisition is in the workflow process.

The blue links can be clicked to tell you who the approvers are for the requisition.

Once you have reviewed the requisition, click the Place Order button in the top right corner of the screen.

What's next for my order?

Next Step Department Approval

Approvers Approver, Dept Witty, Matthew

Workflow

- Draft Active NT Requestor
- OFAC Check Future
- Initial Validation Request Future
- Department Approval Future
- Final Validation Request Future
- 2nd OFAC Check Future
- Create PO Future
- Finish Future

Workflow

- Draft Active NT Requestor
- OFAC Check Future
- Initial Validation Request Future
- Department Approval Future
- 225020
- Dept Approver UNTS-JaggaerTest@untsystem.edu
- Matthew Witty Matt.Witty@unt.edu
- Final Validation Request Future

Creating a Requisition from a Shopping Cart

Business_Unit *	Speedchart *	Account *	Department *	Fund *	Fund Category *	Function *	Project	PC Business Unit
NT752	βF30120	53071	121100	190000		200	GF30120	NGRCT

Enter Project ID for Sponsored Projects/Grants

Instructions to adding the Speed-chart:

1. If the Project is a Sponsored Project and/or Grant funded, the speed-chart is the Project ID.
2. For all other funding sources, the speed-chart will follow the format (NONE_BusinessUnit)

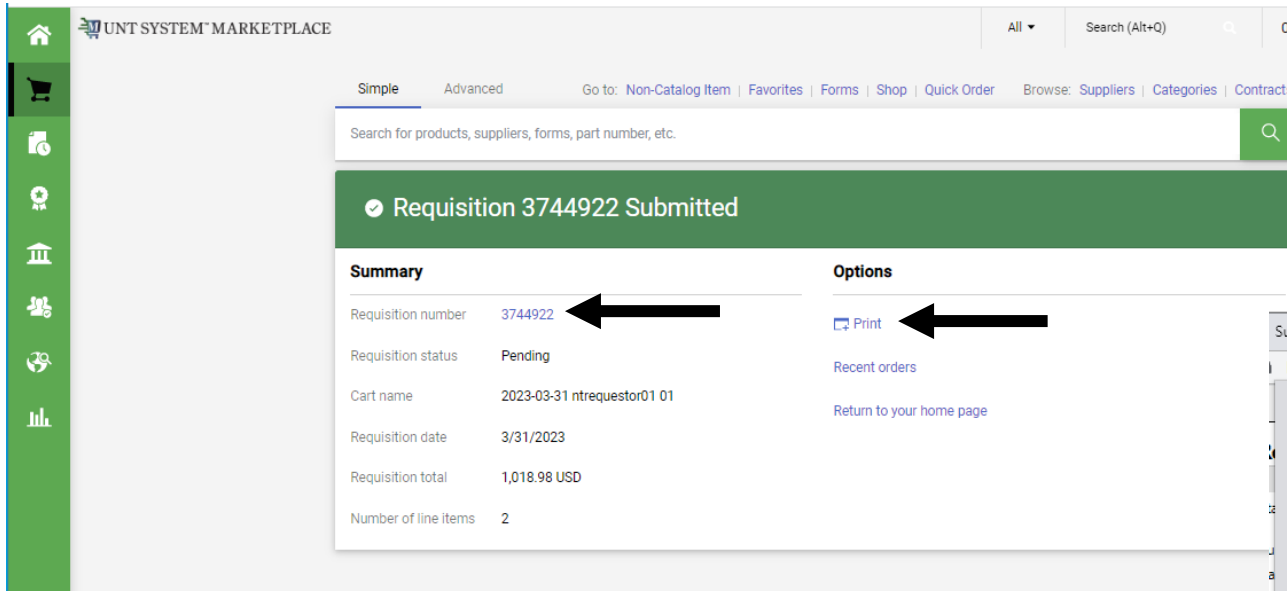
ACCOUNTING CODES

Values have been overridden for this line

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site	Asset Tag ID
NT752 University of North Texas	None_NT752	53071 Lab Supplies	225020 Men's Basketball	880003 Intercollegiate Athletics FFF	200 Designated Operating-Managed	630 Scholarships and Fellowships	no value	no value	no value	no value	no value	no value	no value

For all other Funding sources, type NONE_BU

Creating a Requisition from a Shopping Cart



UNT SYSTEM™ MARKETPLACE

All Search (Alt+Q) 0.00 USD

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

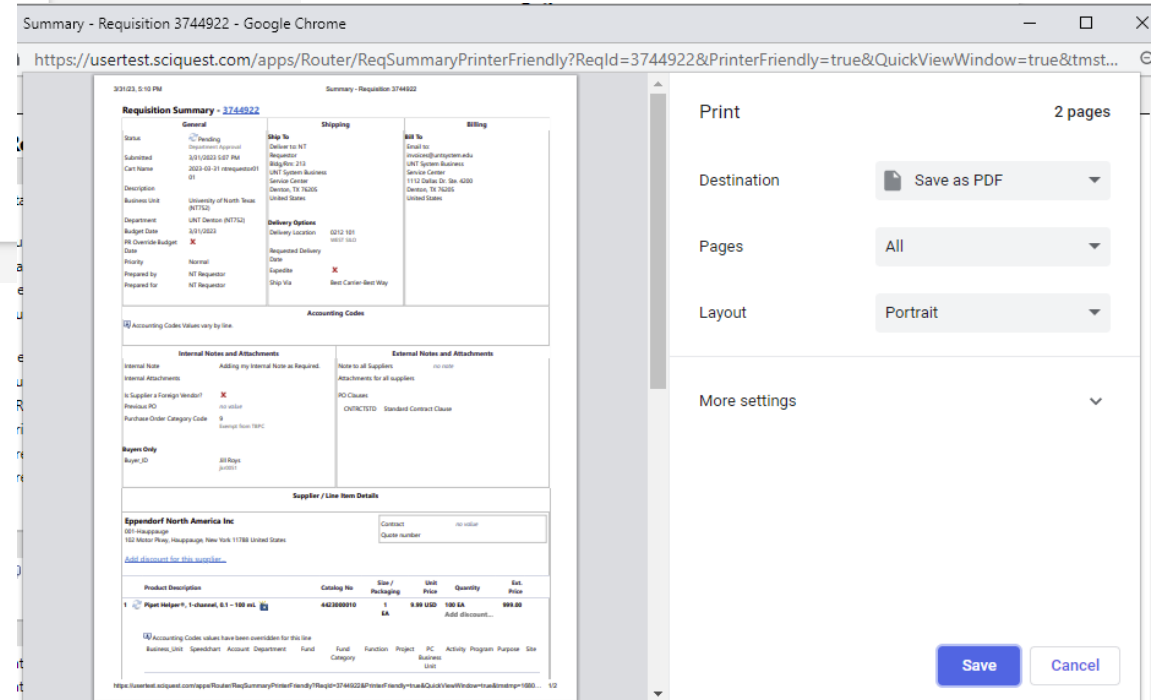
Search for products, suppliers, forms, part number, etc.

Requisition 3744922 Submitted

Summary		Options	
Requisition number	3744922	Print	
Requisition status	Pending	Recent orders	
Cart name	2023-03-31 ntrequestor01 01	Return to your home page	
Requisition date	3/31/2023		
Requisition total	1,018.98 USD		
Number of line items	2		

Your requisition is created and on its way through the workflow.

You can click the Requisition Number link to view the requisition. You also have the option to print a copy of the requisition.



Summary - Requisition 3744922 - Google Chrome

https://userstest.sciquest.com/apps/Router/ReqSummaryPrinterFriendly?ReqId=3744922&PrinterFriendly=true&QuickViewWindow=true&tmst...

3/31/23, 5:10 PM Summary - Requisition 3744922

Requisition Summary - 3744922

General	Shipping	Billing
Status: Pending	Ship To: Deliver to NT	Bill To: Requestor
Submitted: 3/31/2023 5:07 PM	Requestor: Ray, Ron 212	Requestor: UNT System Business
Cart Name: 2023-03-31 ntrequestor01 01	UNT System Business	Service Center
Description: 01	Service Center	1112 Dallas Dr. Box 4200
Business Unit: University of North Texas	United States	Denton, TX 76205
Department: UNT Denton (97752)	Delivery Location: 0212 101	United States
Budget Date: 3/31/2023	Requested Delivery Date: 03/31/2023	
PR Override Budget: X	Priority: Normal	
Date: 3/31/2023	Prepared by: NT Requestor	
Prepared for: NT Requestor	Prepared for: NT Requestor	
	Ship Via: Best Carrier Best Way	

Accounting Codes Values vary by line.

Internal Notes and Attachments	External Notes and Attachments
Internal Note: Adding my internal Note as Requestor.	Note to all Suppliers: No note
Internal Attachments: No attachments for this requisition.	Attachments for all suppliers: No attachments for this requisition.
Is Supplier a Foreign Vendor? X	PO Classes: CONTRACT Standard Contract Clause
Previous PO: No value	
Purchase Order Category Code: 9	
Requestor Only: Buyer ID: 00 Buyer: jacob01	

Supplier / Line Item Details

Eppendorf North America Inc
 501-4666page
 150 Motor Hwy, Housatonic, New York 11788 United States
 Contract: No value
 Quote number: No value

[Add account for this supplier.](#)

Product Description	Quantity	Unit Price	Ext. Price
1 Pipe Hanger, 1-channel, 0.1 - 100 in	1	939.99 USD	939.99
		EA	Add discount:

Accounting Codes values have been specified for this line

Business Unit	SpeedShift	Account	Department	Fund	Fund Category	Function	Project	PC	Activity	Program	Purpose	Dir

Print 2 pages

Destination: Save as PDF

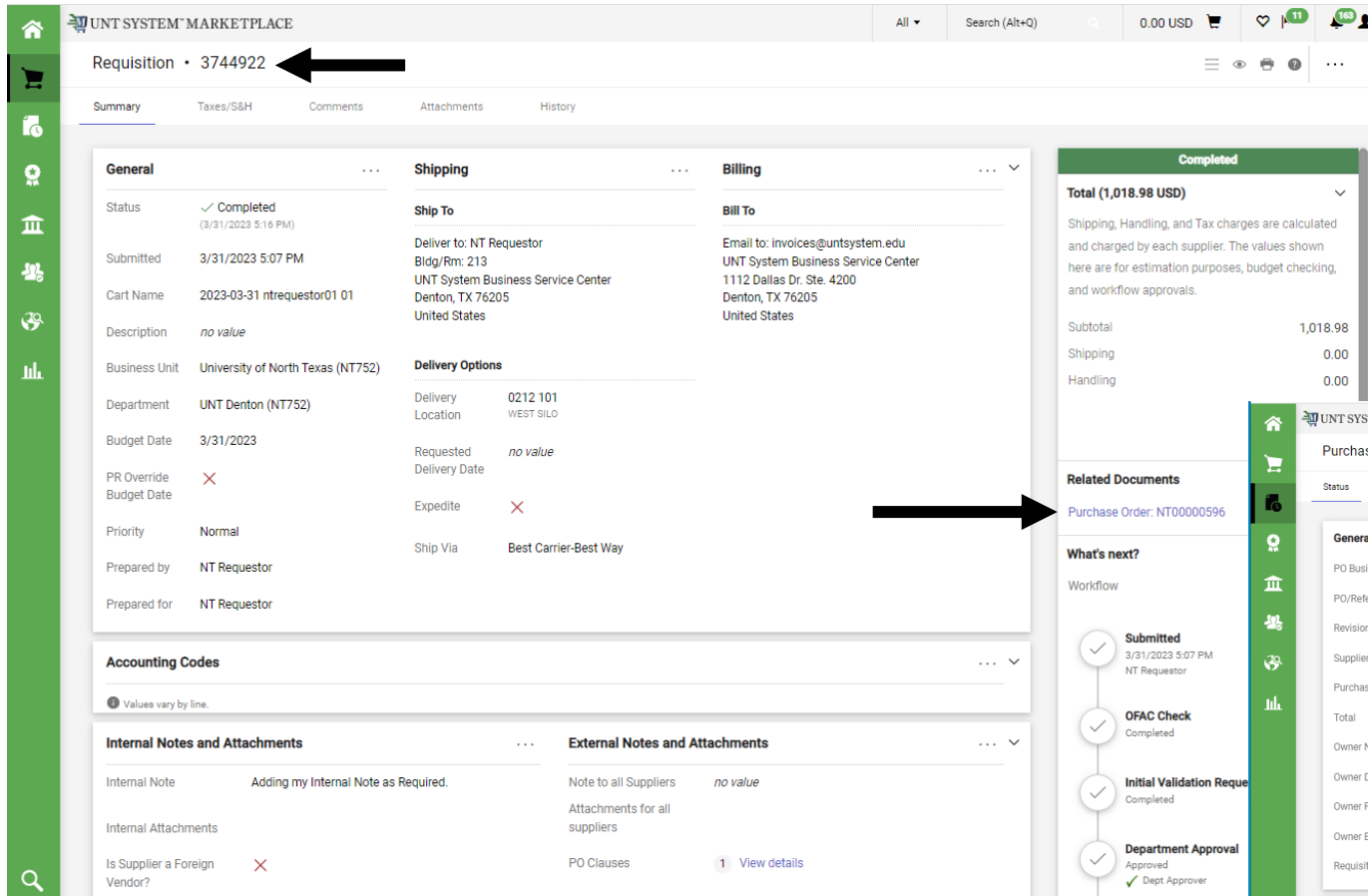
Pages: All

Layout: Portrait

More settings

Save Cancel

Creating a Requisition from a Shopping Cart



Requisition • 3744922

Summary | Taxes/S&H | Comments | Attachments | History

General	Shipping	Billing
Status: ✓ Completed <small>(3/31/2023 5:16 PM)</small>	Ship To Deliver to: NT Requestor Bldg/Rm: 213 UNT System Business Service Center Denton, TX 76205 United States	Bill To Email to: invoices@untsystem.edu UNT System Business Service Center 1112 Dallas Dr. Ste. 4200 Denton, TX 76205 United States
Submitted: 3/31/2023 5:07 PM	Delivery Options	
Cart Name: 2023-03-31 ntrequestor01 01	Delivery Location: 0212 101 WEST SILO	
Description: no value	Requested Delivery Date: no value	
Business Unit: University of North Texas (NT752)	Expedite: ✗	
Department: UNT Denton (NT752)	Ship Via: Best Carrier-Best Way	
Budget Date: 3/31/2023		
PR Override Budget Date: ✗		
Priority: Normal		
Prepared by: NT Requestor		
Prepared for: NT Requestor		

Accounting Codes
Values vary by line.

Internal Notes and Attachments
Internal Note: Adding my Internal Note as Required.
Internal Attachments: Is Supplier a Foreign Vendor? ✗

External Notes and Attachments
Note to all Suppliers: no value
Attachments for all suppliers
PO Clauses: 1 View details

Completed
Total (1,018.98 USD)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	1,018.98
Shipping	0.00
Handling	0.00

Related Documents
Purchase Order: NT00000596

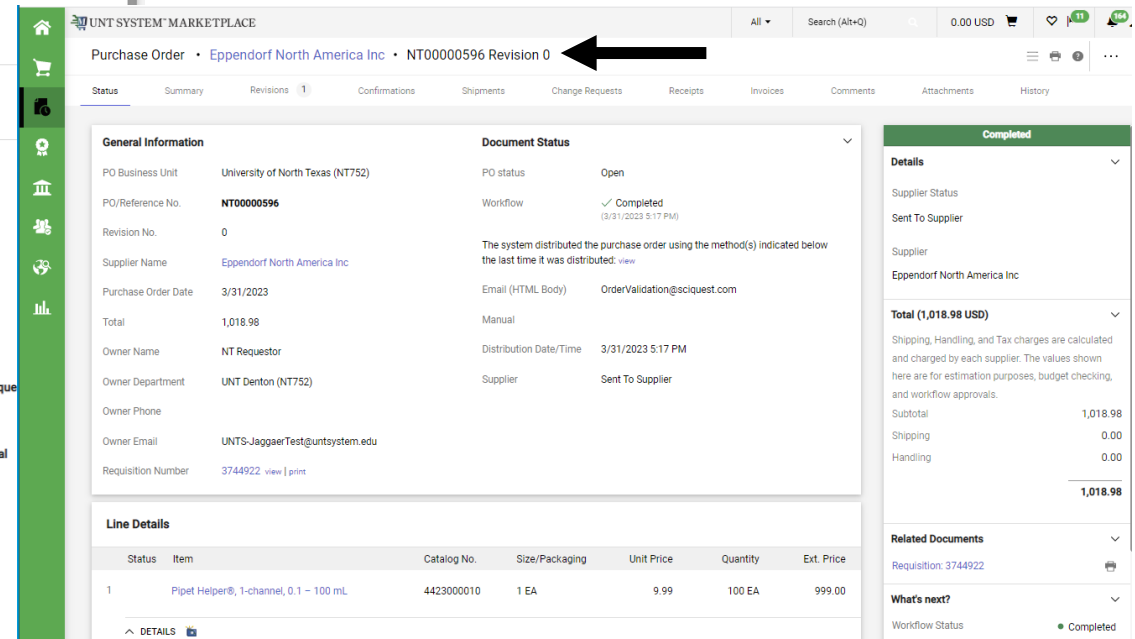
What's next?
Workflow

- Submitted: 3/31/2023 5:07 PM, NT Requestor
- OFAC Check: Completed
- Initial Validation Request: Completed
- Department Approval: Approved, Dept Approver

Once your requisition passes OFAC checking and Initial Validation, it routes through approvals.

Once approved, the requisition goes through final validation and a second OFAC check.

Then your PO will be created and sent to the supplier!



Purchase Order • Eppendorf North America Inc • NT00000596 Revision 0

Status | Summary | Revisions 1 | Confirmations | Shipments | Change Requests | Receipts | Invoices | Comments | Attachments | History

General Information	Document Status
PO Business Unit: University of North Texas (NT752)	PO status: Open
PO/Reference No.: NT00000596	Workflow: ✓ Completed <small>(3/31/2023 5:17 PM)</small>
Revision No.: 0	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view
Supplier Name: Eppendorf North America Inc	Email (HTML Body): OrderValidation@sciqquest.com
Purchase Order Date: 3/31/2023	Distribution Date/Time: 3/31/2023 5:17 PM
Total: 1,018.98	Supplier: Sent To Supplier
Owner Name: NT Requestor	
Owner Department: UNT Denton (NT752)	
Owner Phone:	
Owner Email: UNTS-JaggaerTest@untsystem.edu	
Requisition Number: 3744922 view print	

Completed
Total (1,018.98 USD)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	1,018.98
Shipping	0.00
Handling	0.00
Total	1,018.98

Related Documents
[Requisition: 3744922](#)

What's next?
Workflow Status: • Completed

Line Details

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	1 Pipet Helper®, 1-channel, 0.1 – 100 mL	4423000010	1 EA	9.99	100 EA	999.00