

# CU Marketplace Shopping Quick Guide

## for Shoppers and Initiators



The CU Marketplace powered by JAGGAER provides access to negotiated contracts and pricing with Columbia's preferred suppliers. This Quick Guide covers how to create a Shopping Cart in the CU Marketplace and assign the cart to a colleague who has the Requester role.

For a detailed instruction on using the CU Marketplace, refer to the [Shopping from Catalog Suppliers in the CU Marketplace Training Guide](#) or the [CU Marketplace Shopping for Initiators Quick Guide](#).

## 1. Shopping for Items

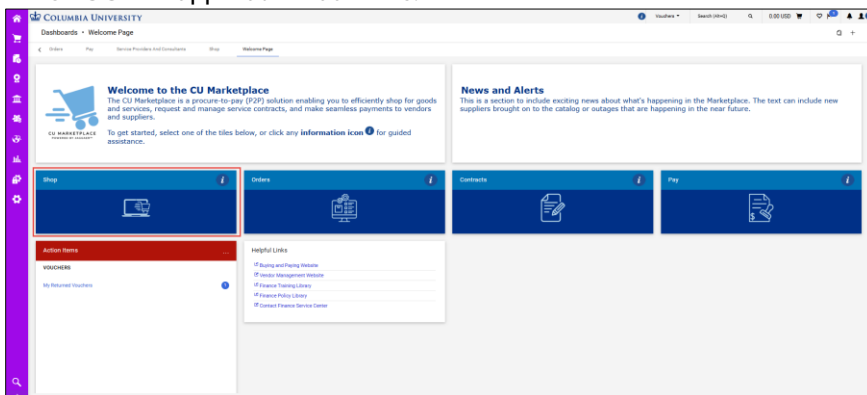


You can create a Shopping Cart with items provided by the enabled vendors in the CU Marketplace. Shoppers must then assign their Cart to a colleague who has a Requester role in order to have it submitted as a Requisition into workflow. Requesters can shop and submit their Cart as a Requisition into workflow but also have the option of assigning their Cart to another Requester, if needed.

1. Navigate to the [Procurement Buying](#) website, click the **CU Marketplace** logo, and login using your Single Sign On.

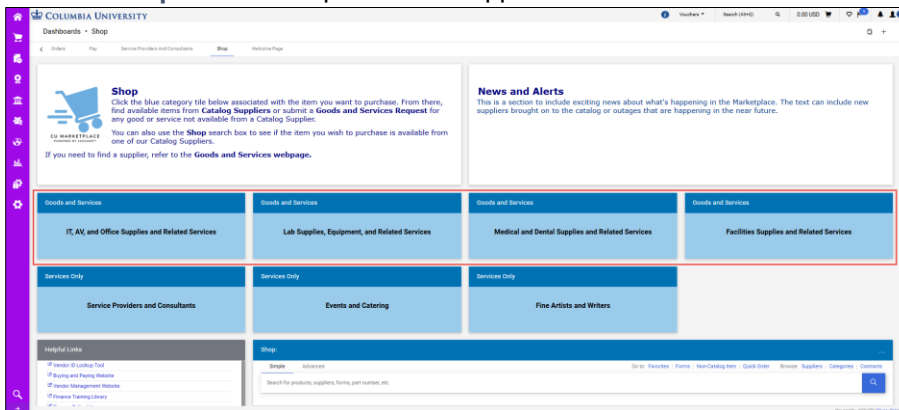


The JAGGAER application launches.



**Note:** The CU Marketplace will automatically timeout after thirty minutes of inactivity, consistent with other University Enterprise Systems.

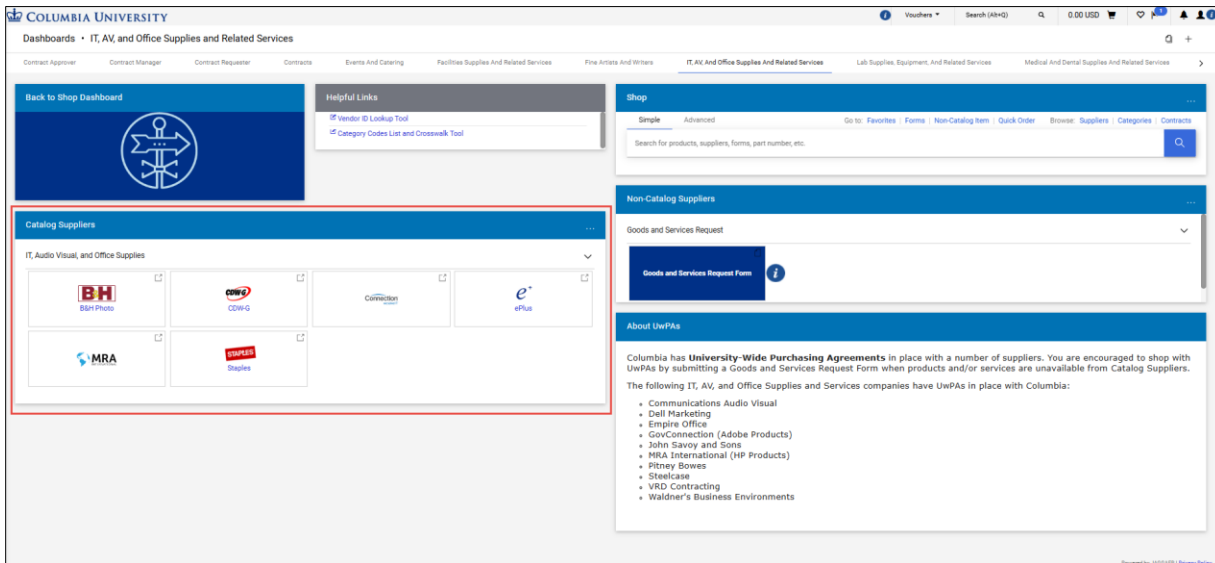
2. Click the **Shop** tile. The Shop dashboard appears.



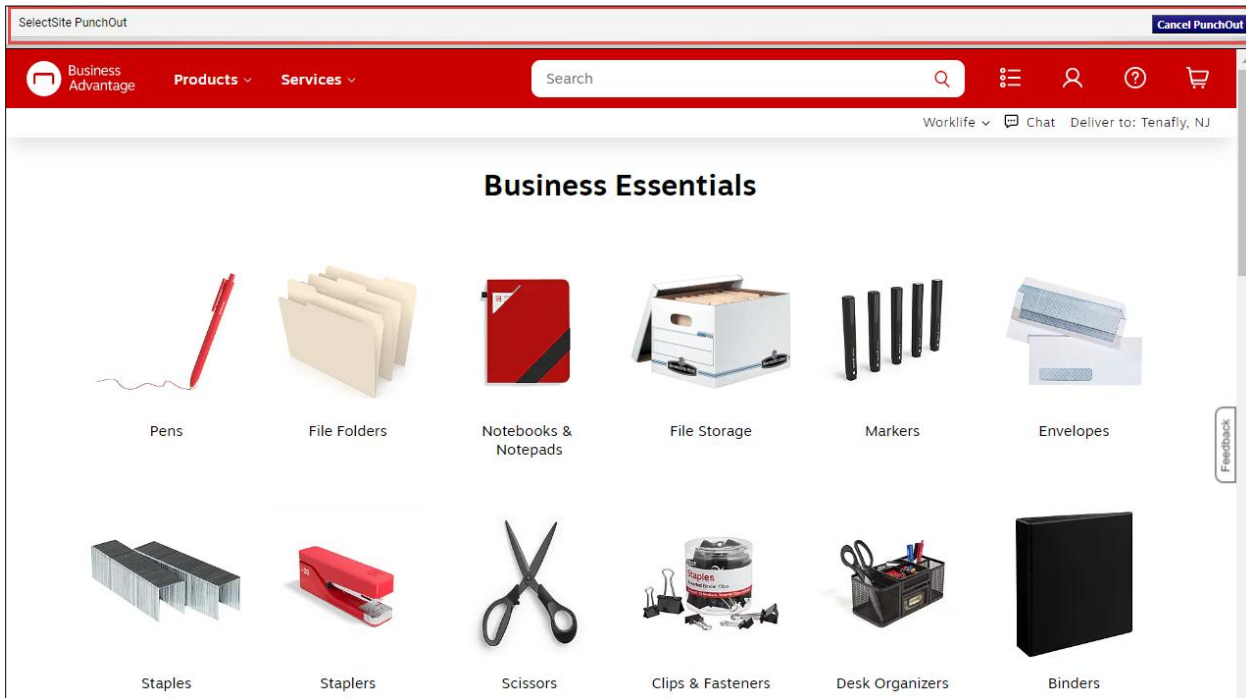
3. Select any of the **Goods and Services** tiles. The dashboard for that Goods and Services category appears.

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## 1. Shopping for Items



4. Select the tile for the desired Supplier from the **Catalog Suppliers** section. You will then “PunchOut” to the vendor website.



Notice the gray bar at the top of the vendor website which indicates you are punched out from the Marketplace. You can click the **Cancel PunchOut** button to return to the Marketplace, if needed.

5. Shop the vendor website for the item(s) you want to purchase and add your desired items to the vendor's cart.  
6. View the vendor site cart and **Submit** your order.

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## 1. Shopping for Items

SelectSite PunchOut Cancel PunchOut

Business Advantage Search Chat Lists

Review & Checkout Print To pdf

**Order Summary**

Items (3)	\$407.91	Delivery to: Tenafly, NJ 07670
<b>Total</b>	<b>\$407.91</b>	<b>Submit Order</b>

3 Items in cart

Delivery

Safco Indoor Trash Can w/ no Lid, Black Speckle Steel, 35 Gal. (9677NC)  
Item #: 60774J | 148R #: 9677NC  
Delivery by Friday, Jun 02, 2023 Remove

The items you selected appear in your Marketplace Shopping Cart.

COLUMBIA UNIVERSITY All Search (Alt+Q) 407.91 USD

Shopping Cart • Shopping Cart Assign Cart Proceed to Checkout

Simple Advanced

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

Cart Name 2023-05-02 ericshopper 01

Description

**3 Items**

**Staples - 3 Items - 407.91 USD**

**SUPPLIER DETAILS**

Contract no value PO Number To Be Assigned

Quote number

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 5/26/2023 9:48:04 AM

- Staples 1 Subject Notebook, 8" x 10.5", Wide Ruled, 70 Sheets, Assorted Colors, 48 Notebooks/Carton (27497CT)
- TRU RED 8.5" x 11" Copy Paper; 20 lbs., 92 Brightness, 500 Sheets/Ream (TR56957)
- Safco Indoor Trash Can w/ no Lid, Black Speckle Steel, 35 Gal. (9677NC)

**Details**

For Eric Shopper

**Total (407.91 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 \* 407.91

Total \* 407.91

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## 2.

## Assigning a Requester



If you are a Shopper who does not have a Requisition Initiator role, you must assign your Cart to a Requester so they can submit it into workflow for approval. Requesters can submit their own Cart into workflow but can also assign their Cart to another Requester. Requesters should refer to [CU Marketplace Requesters Quick Guide](#) or the [CU Marketplace for Requesters Training Guide](#) for instructions on viewing a Shopping Cart assigned to you and submitting it into workflow.

Shoppers can enter Ship To/Bill To Addresses and ChartString information before assigning their Cart to a Requester, but are not required to do so. Refer to the [CU Marketplace for Shoppers Training Guide](#) for detailed instruction. The Requester that submits the Cart must ensure that the Ship To/Bill To and ChartString information is entered at checkout before submitting into workflow.

1. On the Shopping Cart page, click the **Assign Cart** button.

The Assign Cart window appears.

2. You can **Select** a Requester from Favorites you created in your Profile or Search for any Requester that is setup in the Marketplace.

Select a favorite, click the **Select** dropdown and click the desired Requester.

Or, to search and select a non-favorite Requester or click the **Search** link.

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## 2.

## Assigning a Requester

**User Search** ×

Last Name •

First Name •

User Name •

Email •

Department •

Role •

Results Per Page

Search

Close

Enter the search criteria and click the **Search** button to view results. The Requester(s) appear in the search results.

**User Search** ×

New Search

Name ↑	User Name	Email	Phone	Action
Park, Terry	tp194	tp194@columbia.edu	+1 218-321-9618	+
Park, Terry	tp194@columbia.edu	tp194@columbia.edu		+

Close

3. Click the **Plus sign** + for the Requestor you are assigning.

**Assign Cart: User Search** ×

Assign Cart To:

Park, Terry  
SELECT ▼ or SEARCH

Add to Profile

☐

Note To Assignee:

Assign

Close

4. If the Requestor is not a favorite, you have the option to select **Add to Profile** if you want to make them a favorite. Type a **Note to Assignee**, if needed, and click the **Assign** button.  
The assigned Requester will receive an email alerting them that your Cart has been assigned to them and will include your Note, which contains a direct link to the Requisition .