

## SmartCART – Order as a Window Shopper

### Purpose

This document outlines the steps for Window Shoppers to shop in SmartCART.

### Responsibility

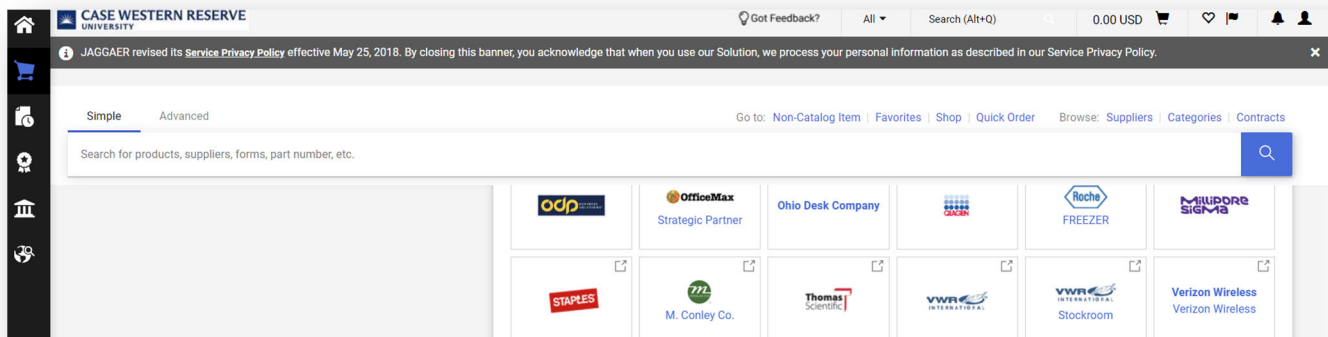
- **University Office:** Procurement & Distribution Services
- **Official:** Chief Procurement Officer
- **Team:** ERP/SmartCART
- **Role that Completes the Process:** SmartCART Window Shopper
- **Process Auditor/Frequency:** Director of Operations/Biannual
- **Established:** March 2024

### Associated Systems/Computer Programs

- Jaggaer SmartCART

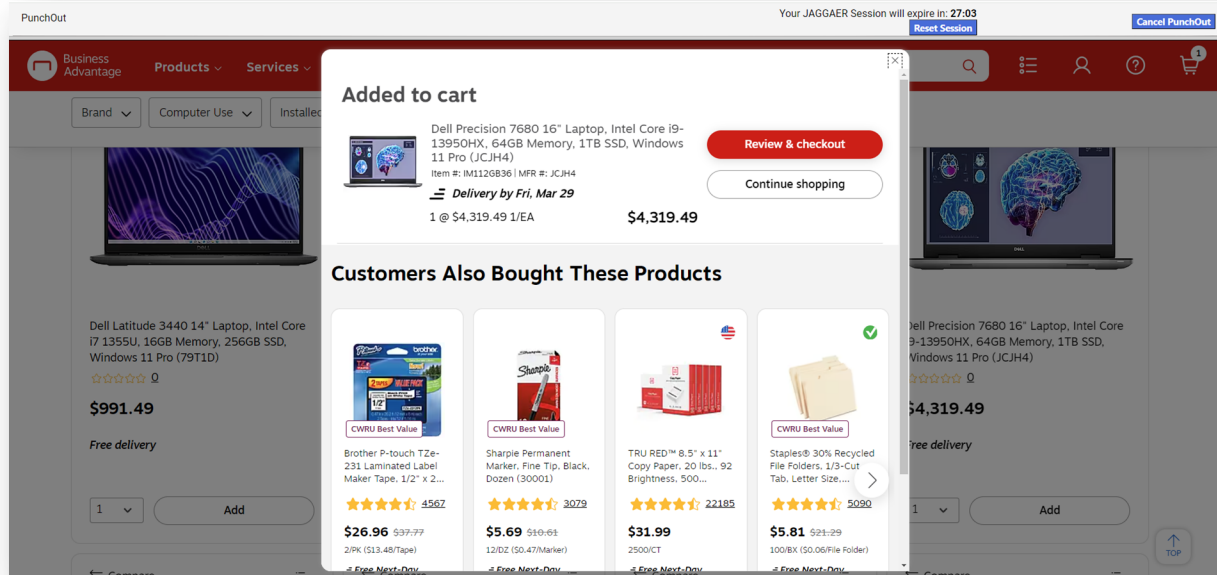
## Steps

1. Log into SmartCART through the link below:  
<https://solutions.scquest.com/apps/Router/Login?OrgName=CaseWestern&URL=>
2. Navigate to the Showcase section of the SmartCART landing page to view supplier icons.
  - a. Select a supplier icon to search the products of a specific supplier
  - b. Search by item name or description from all suppliers using the Simple search bar

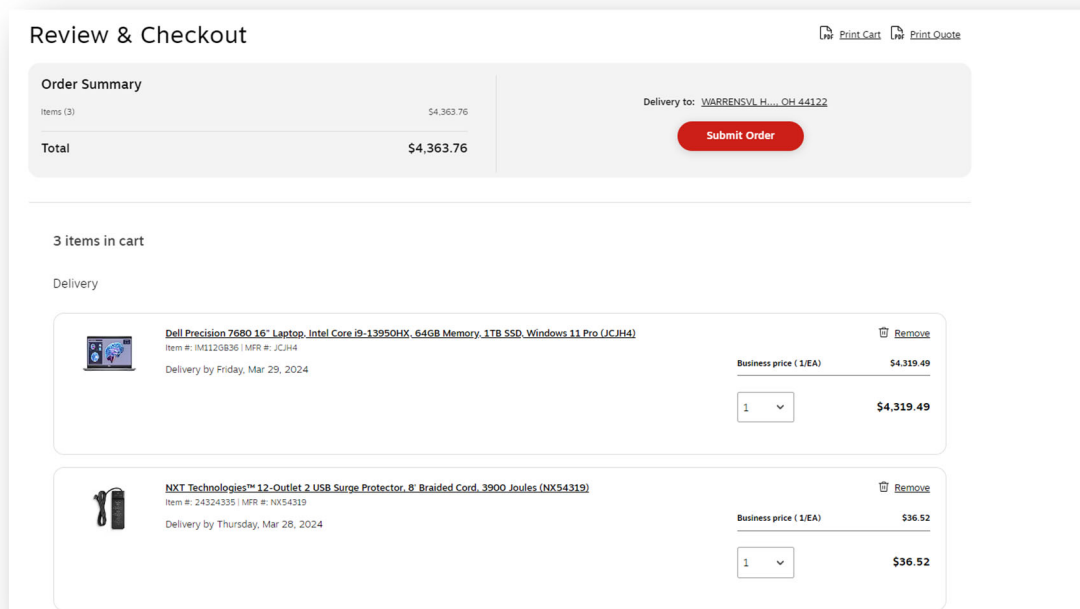


Note: Some suppliers have Punchout catalogs. For these suppliers, you are routed to the supplier's website to shop.

3. Select and add items to your shopping cart.
4. Once you are ready to submit the order, click the shopping cart to “Review & Checkout”.

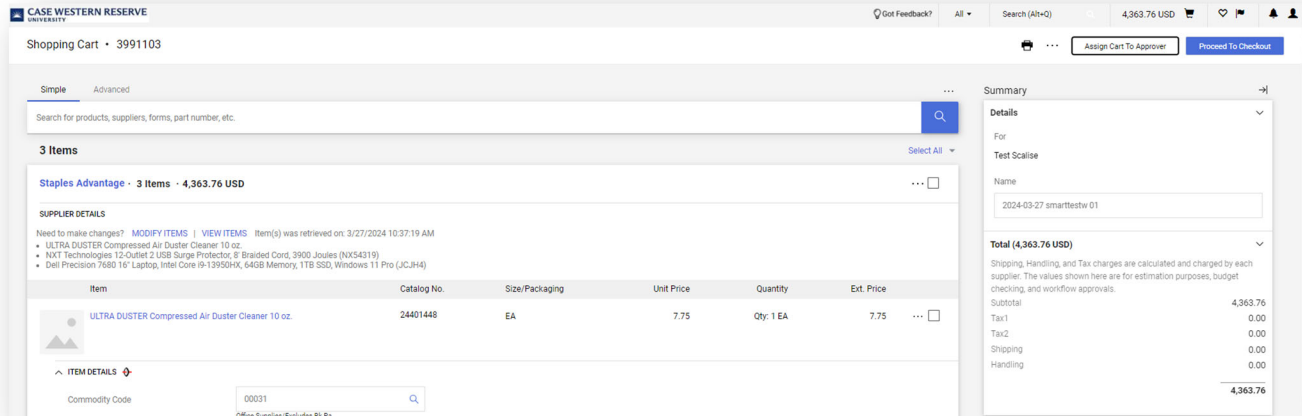


5. Click “Submit Order”.



Note: If shopping on a Punchout catalog, you will return from the supplier’s website back to the SmartCART website.

6. Click the “Assign Cart to Approver” button located in the top right of the screen.



Shopping Cart • 3991103

Assign Cart To Approver Proceed to Checkout

Simple Advanced

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

3 Items

Staples Advantage • 3 Items • 4,363.76 USD

SUPPLIER DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/27/2024 10:37:19 AM

- ULTRA DUSTER Compressed Air Duster Cleaner 10 oz.
- NXT Technologies 15-Outlet 2 USB Surge Protector, 8' Braided Cord, 3900 Joules (NX54319)
- Dell Precision 7680 16" Laptop, Intel Core i9-13950HX, 64GB Memory, 1TB SSD, Windows 11 Pro (JCJH4)

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
ULTRA DUSTER Compressed Air Duster Cleaner 10 oz.	24401448	EA	7.75	Qty: 1 EA	7.75

ITEM DETAILS

Commodity Code 00031

Office Supplies/Excludes Bk/Pk

Summary

Details

For Test Scalise

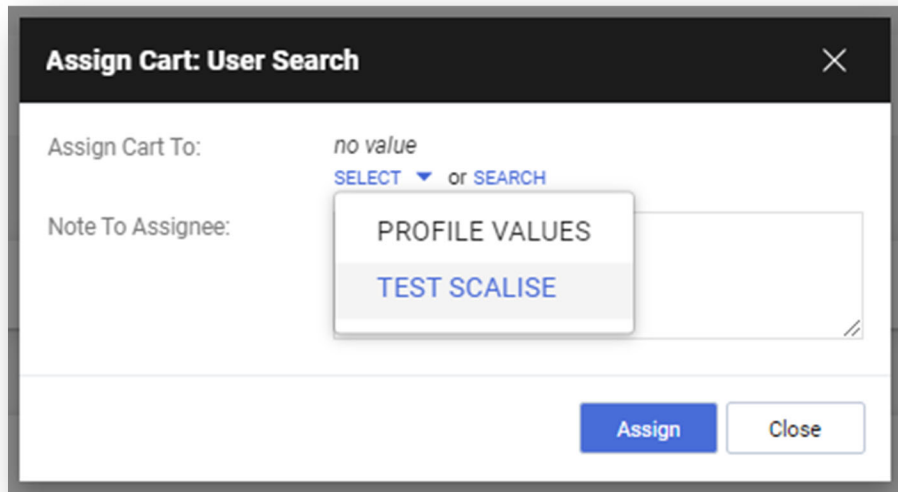
Name 2024-03-27 smarttestw 01

Total (4,363.76 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	4,363.76
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>4,363.76</b>

- a. A pop-up box allows you to search or select a user to approve your cart. We recommend using the select option. Clicking it displays a dropdown list of all users that you can assign your cart to for approval. Select a user and click the blue “Assign” button.



Assign Cart: User Search

Assign Cart To: no value

SELECT or SEARCH

Note To Assignee:

PROFILE VALUES

TEST SCALISE

Assign Close

Note: You can only select an approver on your cart assignee list which was created at the time of your SmartCART account setup. If your list needs to be updated, please email [smartcart@case.edu](mailto:smartcart@case.edu).



7. Once you have assigned the cart your process as a window shopper is complete and will be pending approval by your cart assignee and any other required approvers in the PeopleSoft Financials workflow.

Simple

Advanced

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Shop](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

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

✔ Cart Assigned

Requisition Summary

Requisition number

3991103

Cart name

2024-03-27 smarttestw 01

Requisition total

4,363.76 USD

Number of line items

3

Options

[Create new draft cart](#)

[Recent orders](#)

[Return to your home page](#)

## Audit History

Next Audit Target Date:	
Audit Date:	
Audited by (Name and Title):	
Audit Updates/Notes:	