SmartCART – Order as a Window Shopper

Purpose

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

Responsibility

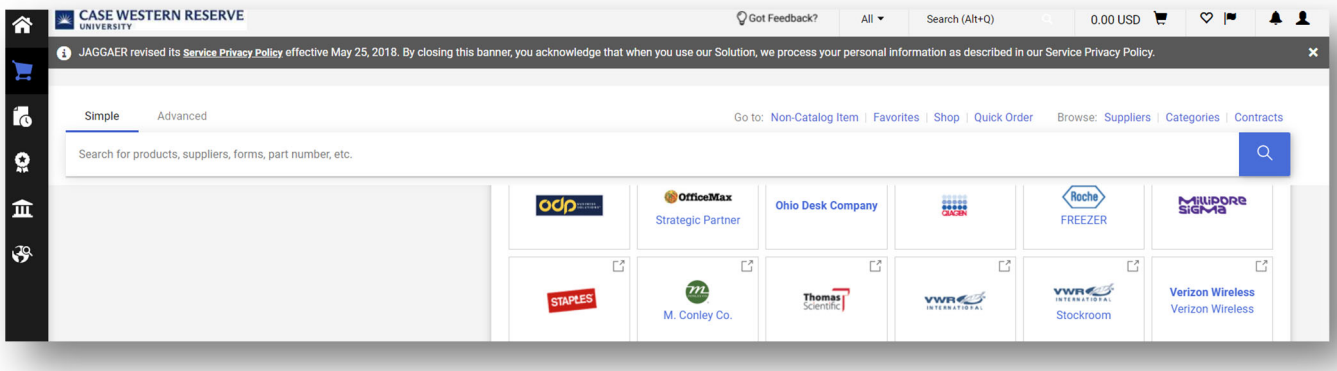
- **University Office**: Procurement & Distribution Services
- **Official**: Chief Procurement Officer
- **Team**: ERP/SmartCART
- **Role that Completes the Process**: SmartCART Window Shopper
- **Process Auditor/Frequency**: Director of Operations/Biannual
- **Established**: March 2024

Associated Systems/Computer Programs

- Jaggaer SmartCART

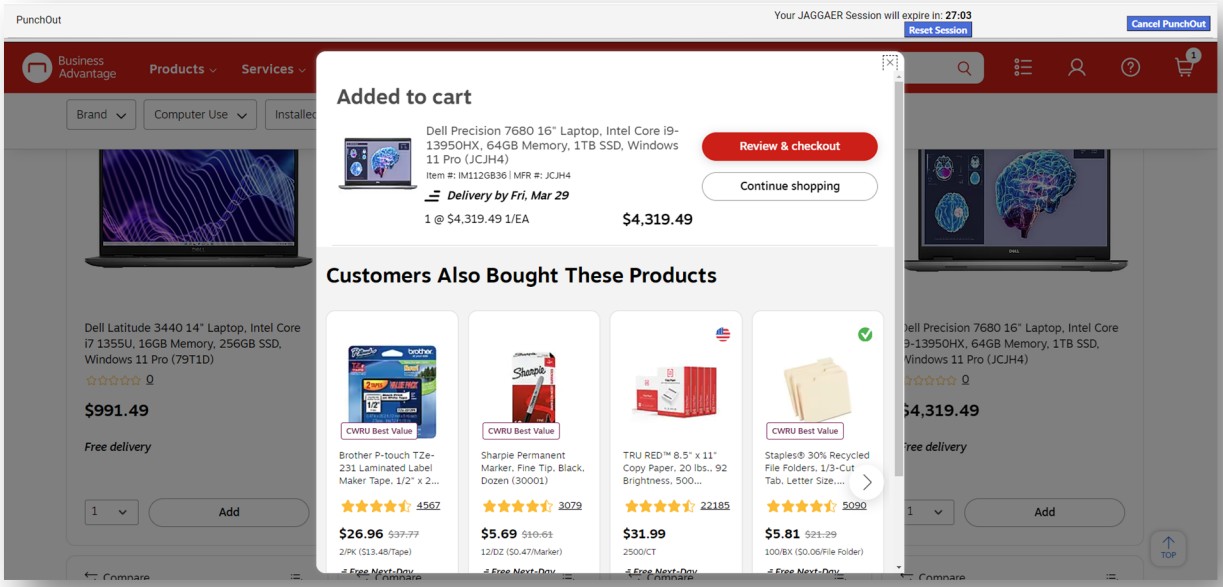
Steps

1. Log into SmartCART through the link below: https://solutions.sciquest.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

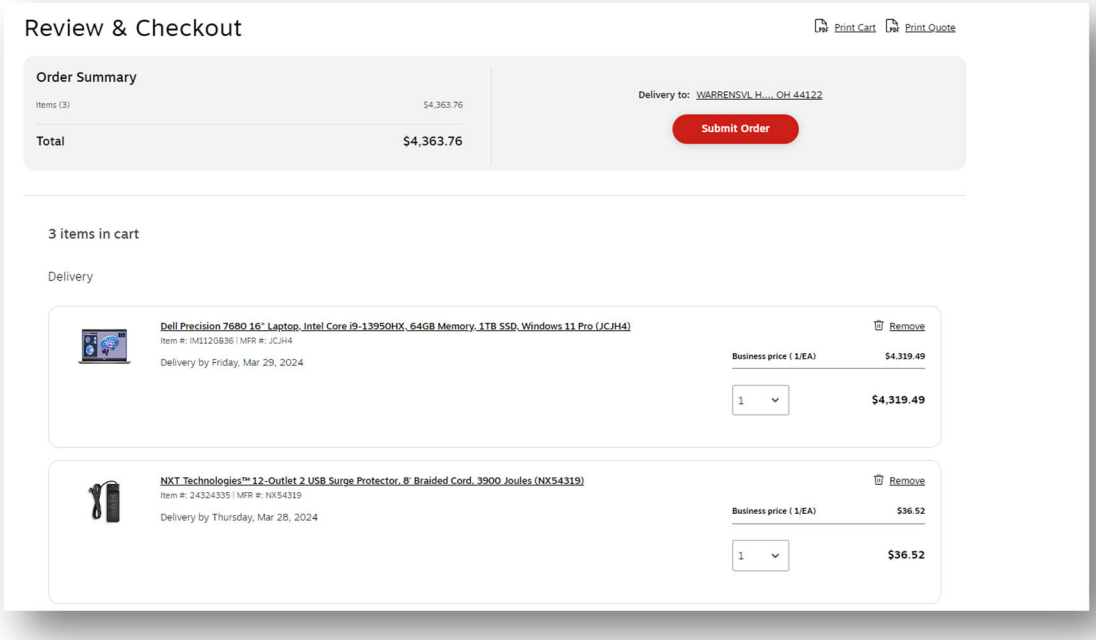


Note: Some suppliers have Punchout catalogs. For these suppliers, you are routed to the supplier's website to shop.

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".

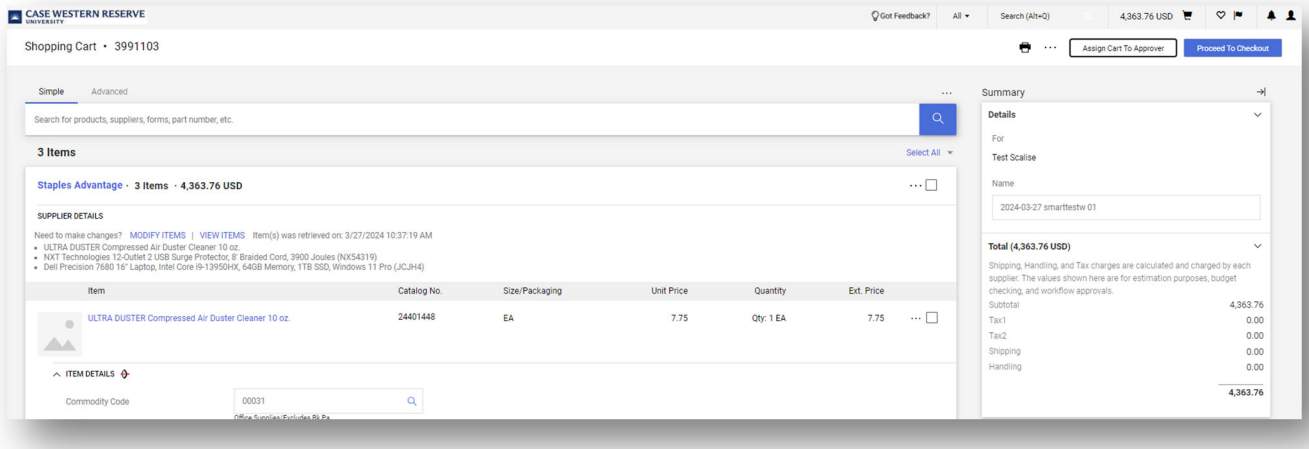


5. Click "Submit Order".

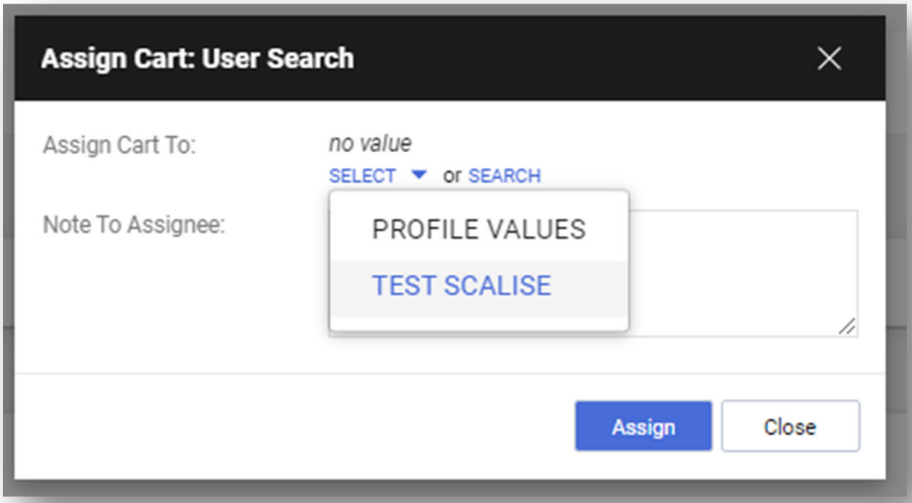


Note: If shopping on a Punchout catalog, you will return from the supplier's website back to the SmartCART website.

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

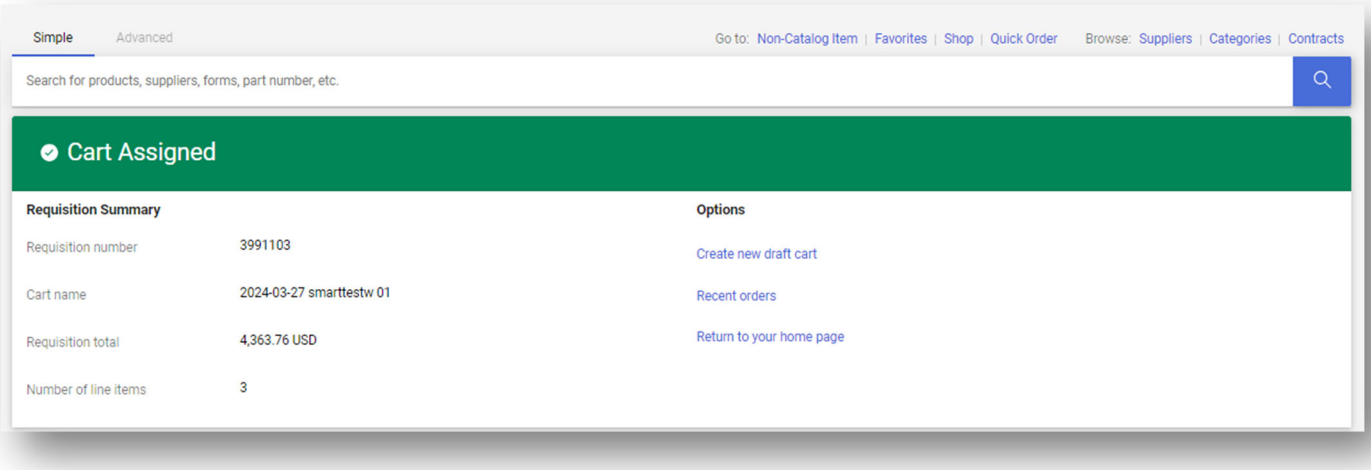


a. A pop-up box allows you to search or select a user to approve your cart. We recommend using the select option. Clicking it displays a dropdown list of all users that you can assign your cart to for approval. Select a user and click the blue "Assign" button.



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 .

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.



Audit History

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