

How to Add Non-Catalog Items to Your Cart

If you save a cart and come back to it later, this is how to add additional items.

1 Click the three dots to the far right of the vendor name.

The screenshot displays a procurement system interface. At the top, it shows 'Procurement Position • 4163131' with icons for eye, printer, help, and a three-dot menu, along with 'Assign Cart' and 'Place Order' buttons. Below this are tabs for 'Summary', 'Comments', 'Attachments', and 'History'. The main area is divided into 'Internal Notes and Attachments' and 'External Notes and Attachments'. The 'Line' section is highlighted, showing 'Printcraft Printing - 4 Items - 48.00 USD'. A callout box labeled 'Supplier Actions for Printcraft Printing' points to a three-dot menu icon next to the vendor name. Below the vendor name is 'SUPPLIER DETAILS' for '1628 Main St : 1628 Main St, Lewiston, Idaho 83...'. A table lists items with columns for 'Item', 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'. The first item is 'test' with a unit price of 12.00 and a quantity of 4 EA, totaling 48.00. An 'ITEM DETAILS' section is partially visible at the bottom. On the right, a 'Summary' sidebar shows a 'Draft' status and lists issues: 'Correct these issues.' (Required: Fund, Function, Cost Center) and 'Be aware of these issues.' (Empty: Object Code, Project ID). A 'Total (48.00 USD)' is shown at the bottom of the sidebar.

2 Click "Add Non-Catalog Item"

Note to all Suppliers *no value*

Attachments for all suppliers **Add**

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...

n, Idaho 83...

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signed

catalog	Size/Packaging	Unit Price	Quantity	Ext. Price
EA		12.00	<input type="text" value="4"/> EA	i 48.00

Add Non-Catalog Item

Summary →

Draft

Correct these issues.

You are unable to proceed until addressed.

Required: Fund
You do not have permission to access this field: Fund

Required: Function
You do not have permission to access this function

Cost Center

Be aware of these issues.

You may review and proceed.

Empty: Object Code
Empty: Project ID

Total (48.00 USD)

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

3 Click the "Product Description" field and continue to add line(s) as needed.

Fulfillment Address **Distribution Methods**

1628 Main St 📍 - 1628 Main St, Lewiston, Idaho 83501 United States

PO Purchase Order Address - 1628 Main St, Lewiston, US-ID 83501 United States

Item

Product Description ★	Catalog No.	Quantity ★	Price Estimate ★	Packaging
<input type="text" value=""/> 254 characters remaining	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA

Additional Details

Commodity Code

Add Internal Attachments



Carts filled from a punchout vendor cannot be modified in Jaggaer. See below for how to get back into the punchout site for editing.

4

Most punchouts have red text that says, "MODIFY ITEMS." Clicking that text will take you back to the punchout site to add/delete items.

The screenshot shows the Jaggaer interface with a search for 'OptiPlex Small Form Factor (7020)'. The results show one item from 'Dell Marketing LP' priced at 1,183.75 USD. The 'MODIFY ITEMS' link is highlighted in red. The interface includes a sidebar with navigation options like Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The search results are displayed in a table with columns for Item, Catalog No., Size/Packaging, Unit Price, and Quantity.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity
1 OptiPlex Small Form Factor (7020); OptiPlex Small Form Factor 7020	210-BKWK	EA	1,183.75	Qty: 1 EA



Keep in mind that when you bring items over from a punchout site, they are "reserving" these items for you. If you do not complete your order in a timely manner, the vendor will release the items back to their inventory and your PO will error.