

**Overview:**

*These procedures are to be used when faculty and staff have a valid business purpose for purchasing inventory/goods. There is an approval workflow in place within the UND Marketplace (Jaggaer) system to review and authorize these requests.*

*This will mostly replace the DocuSign CEHD Purchase Request Form for most inventory/goods purchases. (The CEHD Purchase Request form in DocuSign will still be used for purchases of other miscellaneous items that are not available in Marketplace. Please review Marketplace first to make sure that the items needed are not available through a catalog purchase).*

*This is not to be used to purchase general office supplies. They will be ordered centrally on a regular basis. If these items are not available in the supply room (21), please notify your department administrative assistant.*

**Procedures:**

**Click this link to access UND Marketplace/Jaggaer:**

<https://campus.und.edu/finance/procurement-and-payment-services/index.html>

The screenshot shows the UND Campus Services website. At the top, there is a navigation bar with 'LOGINS', 'CALENDAR', 'DIRECTORY', and 'SEARCH'. Below this is a 'Campus Services' header with a menu including 'EMPLOYEE RESOURCES', 'FINANCIAL SERVICES', 'OPERATIONS', and 'COMMUNICATION SERVICES'. The main content area is titled 'Procurement & Payment Services' and includes a sidebar with links for 'Faculty/Staff Resources', 'Travel & Expenses', 'Fiscal Year End', 'Payment Services', 'P-Card', 'Vendors', and 'Contact Us'. A red arrow points to the 'UND MARKETPLACE/JAGGAER' button in the sidebar. The main content area contains a large heading 'Procurement & Payment Services', a mission statement, a 'Purpose' section, and a 'Finance Training & Resources' section.

# Procurement & Payment Services

The mission of UND's Procurement and Payment Services department is to ensure a customer-focused experience that results in a high quality of service, best pricing and timely delivery in all aspects of the Procurement to Payment process.

This experience will ensure compliance with regulatory guidelines, internal controls, high integrity and transparency to our departments and vendors.

## Purpose

UND's Procurement and Payment Services department will ensure that UND's procurement of goods and services will occur with the highest level of customer service, ethical standards, fairness and transparency, while welcoming qualified, responsible and diverse vendors.

## Finance Training & Resources

UND Finance offers financial services training to UND faculty and staff.

[FIND TRAINING & RESOURCES](#)

**Procurement & Payment Services**  
Central Financial Services Room 120  
1301 Ralph Engelstad Arena Dr  
Grand Forks, ND 58202-8356

You will be prompted to sign in to the NDUS portal. Be sure to use @ndus.edu as your identifier.



## NDUS Portal Log In

The NDUS Portal requires authentication using your NDUS identifier.

### User ID

A red arrow points to the right side of this input field.

### Password

All users of systems provided by the North Dakota University System agree to abide by the policies and procedures of the NDUS and the laws of the State of North Dakota.

Campus Connection users also agree to abide by the [Campus Connection User Agreement](#).

A red arrow points to the right side of this button.

## Trouble Logging In?

If you are experiencing any difficulties getting logged into the system, please use the links below.

Click on the shopping cart on the left side of the page. Click the “Order Goods and Services” tab at the top of the page. This will make it your default home screen whenever you sign in. This will take you to the page of UND approved vendors that you are able to choose from. The first time you use this system, please be sure to allow popups.

UND MARKETPLACE  
UNIVERSITY OF NORTH DAKOTA

Shop • Order Goods And Services

Forms And Links   **New Home Page**   Order Goods And Services   Pay An Invoice   Reports

### Featured Suppliers

Books

- Complete Book

Office Supplies

- amazonbusiness
- in innovative
- odp Shipping Charge on orders <\$65
- STAPLES

Computing & Electronics

- Apple
- B&H
- CDWG
- DELL
- Best Buy (Only orders \$9,999.99 or less)

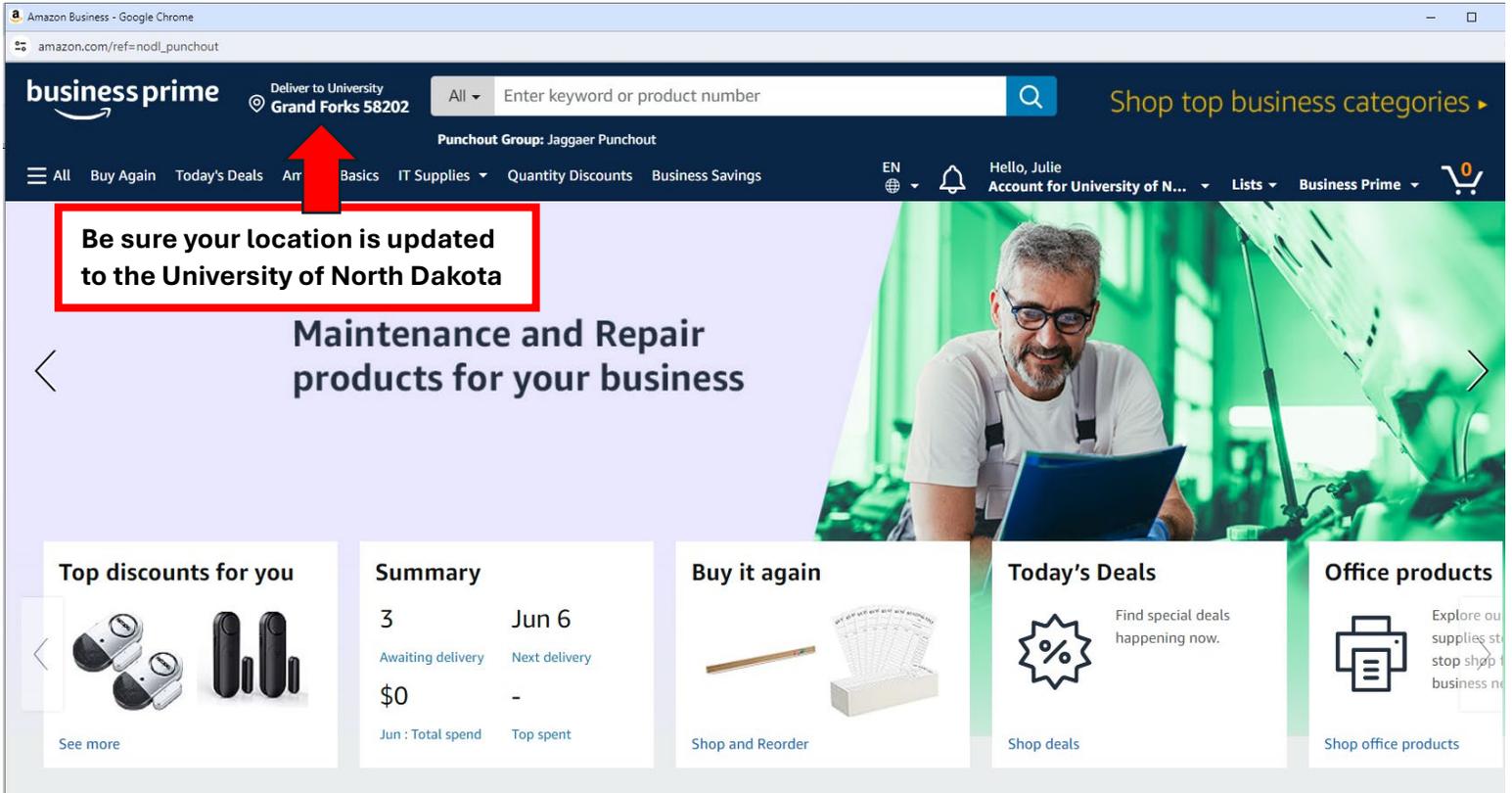
Maintenance, Repair & Operations

- BSE
- LOWE'S PRO
- McMASTER-CARR. (Only orders \$9,999.99 or less)
- GRAINGER
- BOEING
- Work Perks
- RR Furniture

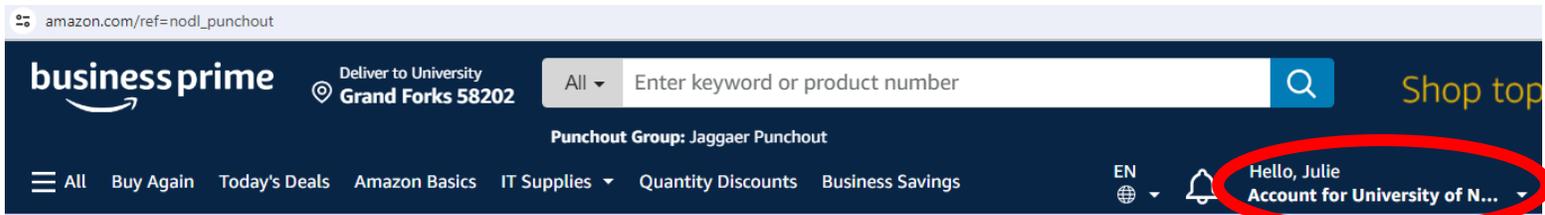
Scientific/Lab Supplies

- UND COMS
- abcam (Only orders \$9,999.99 or less)
- Airgas
- BIO-RAD (Only orders \$9,999.99 or less)

Amazon Business is our most frequently used vendor, so we will use this for our example. ***However, feel free to shop and compare vendors within the system to find the best products at the best price.*** The shopping process will vary depending on what vendor you are using, but the steps to complete the process as a whole will be the same because it all takes place through UND Marketplace/Jaggaer.



Make sure the account you are signed into indicates that it is the account for the University of North Dakota.



Once you find the item and the quantity that you need, click “Add to Cart”

amazon.com/EXPO-Starter-Assorted-Whiteboard-Cleaning/dp/B000MK2PZ6/ref=sxts\_b2b\_sx\_fused\_v3\_desktop\_ref-tab-0?content-id=amzn1.sym.a949ec2f-983d-439e-ae6a-4028e2c2d8cc%3Aam...

business prime Deliver to University Grand Forks 58202 Industrial & Scientific expo dry erase markers

Punchout Group: Jaggaer Punchout

Buy Again Today's Deals Amazon Basics IT Supplies Quantity Discounts Business Savings Recommendations Gift Cards Subscribe & Save Savings For You Education Store Request for Quote

Industrial & Scientific Lab Test & Measurement Safety Janitorial & Facilities Food Service Education Material Handling Materials Metalworking Electrical FSA Eligible Items Deals

Sharpie 5-GEL SHARPIE 5-Gel, Gel Pens, Medium Point (0.7mm), BL... Save 5% more with Subscribe & Save

EXPO Low Odor Dry Erase Marker Set with White Board Eraser and Cleaner, Chisel Tip Dry Erase Markers, Assorted Colors, 6 Piece Set with Whiteboard Cleaner

Visit the EXPO Store  
4.7 ★★★★★ 78,699 ratings | Search this page  
20K+ bought in past month

List Price: ~~\$16.98~~ Details  
Price: **\$7.57** (\$1.26 / Count)  
FREE Returns  
You Save: **\$9.21** (55%)

Buy more, save more  
7 units Lowest price  
-73% \$4.50

Buying multiple items? Go to multi-select

Style: Chisel Tip

Chisel Tip	Fine Tip	Mixed Tips	Ultra Fine
\$7.57 (\$1.26 / Count)	\$7.57 (\$1.51 / Count)	\$13.00 (\$1.18 / Count)	\$11.69 (\$1.67 / Count)

Brand: EXPO  
Ink Color: Black, blue, green, red  
Number of Items: 1  
Point Type: Chisel  
Recommended Uses For Product: writing

Quantity: 3

Request quote for 999+

**Add to Cart**

Buy Now

Qty per pack: 6 Count  
Total qty: 18 Count  
**\$22.71**  
You save **\$27.63** (55%)

Once you have completed your order click “Proceed to checkout”

Amazon.com Shopping Cart - Google Chrome

amazon.com/cart/smart-wagon?newItems=c6829eac-6540-42a3-b075-78da0dd616bf.3&ref\_=sw\_refresh

business prime Deliver to University Grand Forks 58202 All Enter keyword or product number Browse our Savings Guide

Punchout Group: Jaggaer Punchout

All Buy Again Today's Deals IT Supplies Amazon Basics Quantity Discounts Savings For You EN Hello, Julie Account for University of N... Lists Business Prime

EXPO Whiteboard Care Cleaning Spray, 2 fl. oz. Cleaner, 1 Eraser, Total 6 units

Added to Cart  
Style: Chisel Tip

Cart Subtotal: \$22<sup>71</sup>

**Proceed to checkout (3 items)**

Go to Cart

Under step 3 on this page (steps 1 & 2 are automatically bypassed), enter your name in the “Deliver To” field. The address that is set as default is correct, and it can’t be changed. Click “Use this address” on the right-hand side of the screen.

Select a delivery address - Google Chrome  
amazon.com/gp/buy/addressselect/handlers/display.html?\_from=cheetah

**amazon** Checkout (3 items)

- Group** Jaggaer Punchout  
Group under University of North Dakota [Change](#)
- Business order information** Disabled
- Choose a shipping address**

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To:  This will be applied to only this order.

**Group Jaggaer Punchout addresses** [Shipping to more than one address?](#)

  - University of North Dakota** 264 CENTENNIAL DR, GRAND FORKS, ND, 58202-6059, United States, Phone: 7017772771
  - University of North Dakota** 264 CENTENNIAL DR STOP 8356, GRAND FORKS, ND, 58202-8356, United States, Phone: 7017772771

[Use this address](#)

[Use this address](#)

Choose an address to continue checking out. You'll still have a chance to review and edit your order before it's final.

**Order Summary**

[How are shipping costs calculated?](#)

Under step 4, the default payment method is “Pay by Invoice”. Click “Use this payment method” since all orders from the approved vendors will be invoiced to UND.

**amazon** Checkout (3 items)

- Group** Jaggaer Punchout  
Group under University of North Dakota [Change](#)
- Business order information** Disabled
- Shipping address** Jar  
264 CENTENNIAL DR  
GRAND FORKS, ND 58202-6059 [Change](#)
- Choose a payment method**

Did you know your organization is setup to use Pay by Invoice?  
Select Pay by Invoice at checkout to buy now and pay later with no interest or fees.

**Net terms**

  - Pay By Invoice**  
Provided by your organization

[Use this payment method](#)

[Use this payment method](#)

Choose a payment method to continue checking out. You'll still have a chance to review and edit your order before it's final.

**Order Summary**

Items (3):	\$22.71
Shipping & handling:	\$0.00
Total before tax:	\$22.71
Estimated tax to be collected:	\$0.00
<b>Order total:</b>	<b>\$22.71</b>

[How are shipping costs calculated?](#)

Review your cart one more time and, if everything looks correct, click “Submit order for approval”. The two messages you see circled in red are automatic with every order so no need to worry about them.

Enter code

**5 Review items and shipping**

This order requires approval.

**Important message**

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

**Estimated Delivery: Depends on Approval** For example, if approved now: **Thursday, June 13**  
Items shipped from Amazon.com



**EXPO Low Odor Dry Erase Marker Set with White Board Eraser and Cleaner, Chisel Tip Dry Erase Markers, Assorted Colors, 6 Piece Set with Whiteboard Cleaner**  
\$7.57 & FREE Returns

Qty: 3

Sold by: Amazon.com Services, Inc

Gift options not available  
Tax Exemption Applied.

**Choose your Prime delivery option:**

**Thursday, Jun 13**  
FREE Prime Delivery

**Order total: \$22.71**  
By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

**Submit order for approval**

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

**Order Summary**

Items (3):	\$22.71
Shipping & handling:	\$0.00
<b>Total before tax:</b>	<b>\$22.71</b>
Estimated tax to be collected:	\$0.00
<b>Order total:</b>	<b>\$22.71</b>

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

Once you’ve clicked the submit button, you will be taken back to the UND procurement system. Click “Assign Cart” on upper right side of the screen. **DO NOT click “Proceed To Checkout”!**

All ▾ Search (Alt+Q)  22.71 USD

Shopping Cart • Shopping Cart

**3 Items**

**AMAZON.COM • 3 Items • 22.71 USD**

**SUPPLIER DETAILS**

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 EXPO Low Odor Dry Erase Marker Set with White Board Eraser and Cleaner, Chisel Tip Dry Erase Markers, Assorted Colors, 6 Piece Set with Whiteboard Cleaner	B000MK2P Z6	EA	7.57	Qty: 3 EA	22.71

**ITEM DETAILS**

Manufacturer Name	EXPO	Contract:		Internal Note	<input type="text"/>
Manufacturer Part Number	80653	Commodity Code	44121700		<input type="text"/>

**Summary**

**Details**

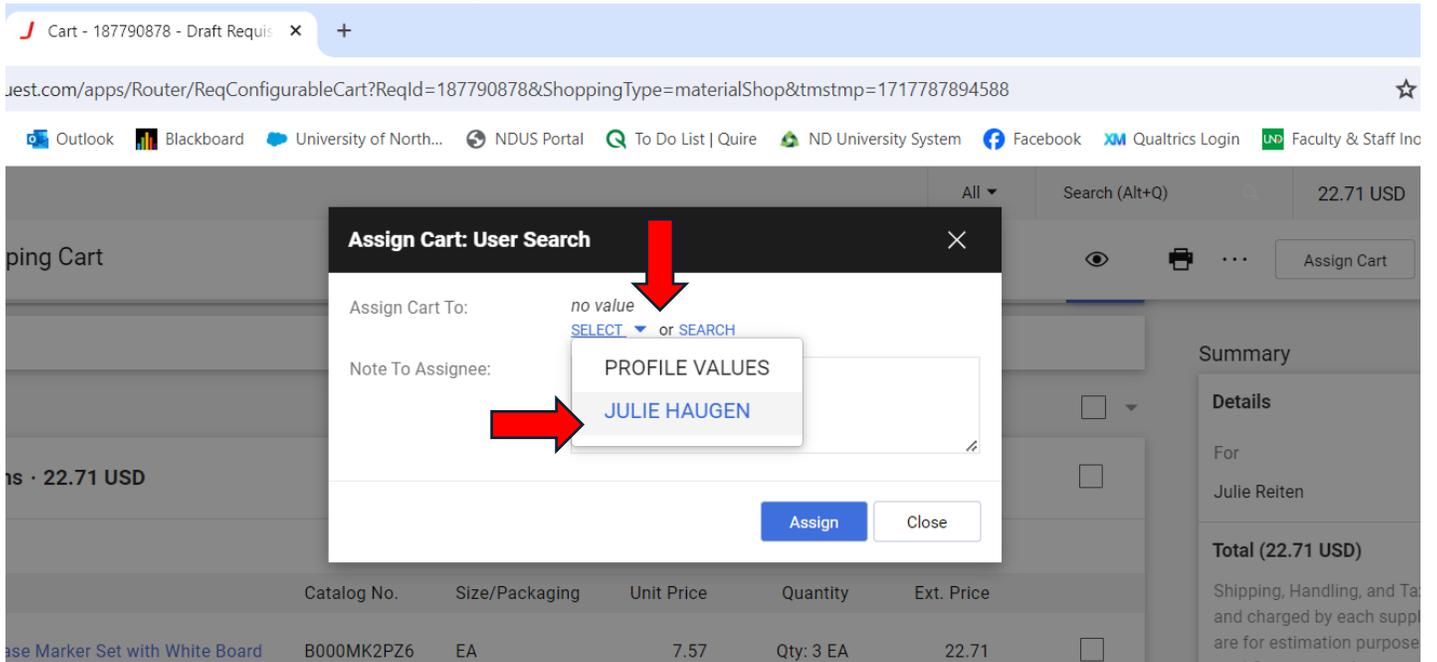
For Julie Reiten

**Total (22.71 USD)**

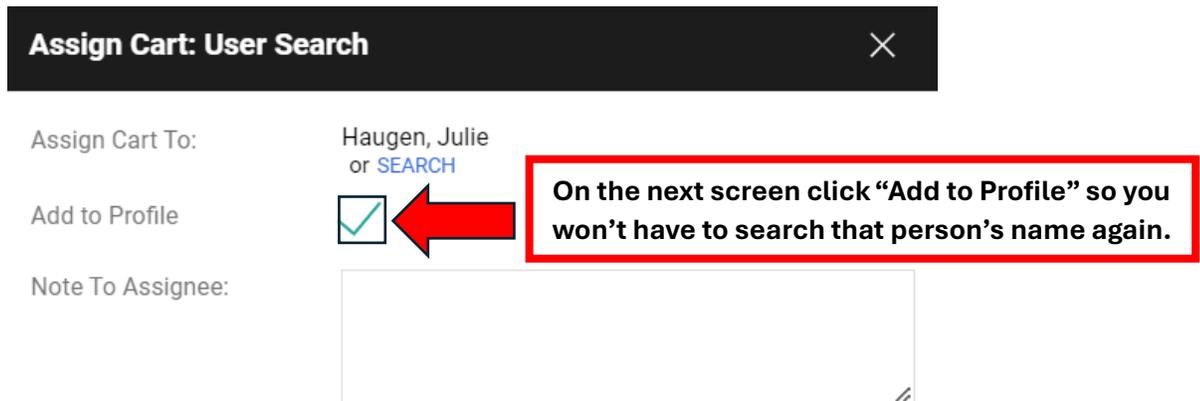
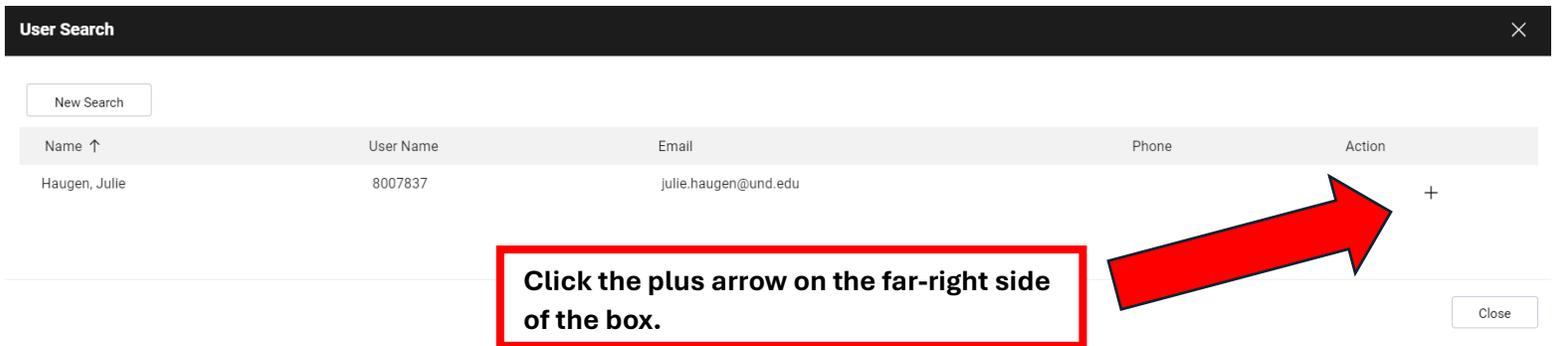
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	22.71
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>22.71</b>

In the pop-up box, click “SELECT” and in the drop-down menu, choose or search a name (we typically work with Julie Haugen in the Shared Service Center).



**PLEASE NOTE:** The first time you are assigning a cart to someone new, you will need to search by name, and you will get a popup box prompting you to select that person.



In the “Note To Assignee” box, include the following information.

- Ship to:
- Business Purpose:
- Fund Number:

Be sure to include all of this information every time you make a purchase. If the information isn't included, your cart will be returned to you for correction.

If you are purchasing using your professional development (PD) funds, please indicate the fund number according to the information provided to you, and include “PD” after the funding string.

If you are purchasing items for a grant, and you do not already know your funding information, reach out to your grant manager. For other funding sources, contact Heather Lotysz. They will be able to provide you with the different funding sources that you can use. Moving forward, you should create a list of these numbers that you can easily access for your convenience when making purchases.

Assign Cart: User Search

Assign Cart To: Julie Haugen  
SELECT or SEARCH

Note To Assignee:

Ship to:  
Your Name Here/ Department (EHBS or TLPP)  
College of Education & Human Development  
231 Centennial Drive, Stop 7189  
Grand Forks, ND 58202-7189

Business purpose: Write brief detail about why you are purchasing these supplies. Example:  
"Supplies needed for teaching T&L 470 -Fall 2024"

Funding number: For grant funding, reach out to your grant manager.

For other funding information, reach out to Heather Lotysz.

Assign Close

This is the address you will use *unless* you are a remote employee.

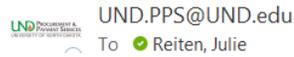
Remote employees: Ship directly to home address. You must notify your department admin upon receipt of items.

Once you receive your funding information, please keep track of it, as you will be responsible for knowing it for future purchases.

Finally, click “Assign” at the bottom of the popup box, and the cart will automatically get routed to Julie Haugen (or someone) in Shared Services. They will reach out to you if they have any questions.

Shortly after assigning the cart, you will receive an email with a similar subject line:

A shopping cart has been assigned to you

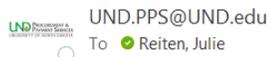


UND. PPS@UND.edu  
To Reiten, Julie

This simply tells you that you have an active cart tied to your name. The cart will then be routed for approval.

Once the cart is approved and submitted to the vendor, you will receive an email with a similar subject line:

Purchase Order #: J000128183 has been sent to the following supplier: AMAZON.COM



UND. PPS@UND.edu  
To Reiten, Julie

This tells you that the cart was submitted to the vendor and the order will be processed.

Depending on the vendor, you may receive shipping and tracking updates on your items. Keep in mind that when you receive a notification of delivery, it means the item has arrived at UND Central Receiving. It may be a few days before the item is received by CEHD. Your admin will notify you when it is ready for pick up.

**IMPORTANT:** If for some reason you receive your items directly, you must give the packing slip to your department admin so they can create a receipt in the system. This is the only way to ensure our invoices get paid! If your admin is not available, please put your paperwork in your department mailbox in room 219.

For questions about this process, please contact the administrative assistant for your department.