

Jaggaer Frequently Asked Questions

- ***What is Jaggaer?***
 - Jaggaer is an e-procurement procure to payment solution that allows a shopper to navigate through online supplier catalogs containing UND contracted pricing. This system ensures UND is receiving contracted pricing across departments, and ensures compliance with policies through the approval workflow system.
- ***Do I have to use this system?***
 - Yes, this system is mandated for all UND commodities and services.
- ***Will I still use Perceptive Content?***
 - All orders, purchase requisitions and payment vouchers will go through the Jaggaer system. They will not be processed through Perceptive Content. Perceptive Content will only be used on a limited basis for student stipends and non-standard software requests
- ***Can I still use my P Card?***
 - P Cards are still available for travel and emergency use, but will not be needed within Jaggaer.
 - Jaggaer partners with JP Morgan to offer Virtual Payment which acts as a one-time credit card payment to the supplier. Essentially, if the supplier will accept a credit card, Virtual Payment will be the most secure and preferred way to pay. Virtual Payment eliminates the need for the shopper to reallocate purchases within PaymentNet. Virtual Payment charges will not show on a JP Morgan monthly statement, thereby saving the user time.
- ***Can I split funding between departments?***
 - Yes, funding can be split at the Header level – which creates an equal split between all items in a cart – OR – at the line level, where you can split funding per item in a cart.
- ***Can I enter a grant fund and use a P Card?***
 - Yes – you will be able to enter grant funds and utilize the Virtual Payment option. This will eliminate the need for a journal voucher to move the payment to the correct grant while still using JP Morgan. The grants officer and principal investigator will approve the purchases throughout the requisition workflow.
- ***Can the requestor be the department approver?***
 - No – The requestor may not serve as the department approver. This ensures compliance with UND policies and proper oversight on all purchases.
- ***What if my department approver is on vacation?***
 - Department approvers can delegate their approval duties to another user while they are out.
 - If a department approver chooses to, they have the option of setting up a 4-digit PIN in their profile that would enable them to approve purchases from their email utilizing that 4-digit code without having to sign into the system. This provides for mobile capabilities.

- ***What if I need to run to Menards to buy something?***
 - This option is still available in emergency cases. In those cases, shoppers still have the ability to go to a local vendor and make purchases using either their P Card or obtaining an invoice from the vendor and sending the receipt or invoice through Jaggaer as a payment request form. However, non-emergency purchases are to be made through the Jaggaer system to ensure correct UND pricing is received.

- ***Can I bypass a step if I'm in a hurry?***
 - No – the workflow is designed to ensure compliance and oversight with UND policies.

- ***How do I monitor my purchases within my budget?***
 - Jaggaer integrates with PeopleSoft. All financial reports that are currently used to monitor budgets will include purchases in Jaggaer.

- ***What if the item I need purchased is not in a catalog?***
 - Jaggaer allows for non-catalog purchases to be made following the same approval workflow as a catalog purchase.

If you have additional questions, please contact Procurement & Payment Services: 777-2771.