Shopping Cart: Changing a DROPSHIP Address

Use this Job Aid to:

- Learn how to change the DROPSHIP address for an SAP order

BEFORE YOU BEGIN
You need to have an order for which the DROPSHIP address should be changed.

Changing a DROPSHIP Address

One would use DROPSHIP if an order required delivery to a location other than a standard Johns Hopkins address.

Note: The DROPSHIP address must be completed *BEFORE* adding any items to the shopping cart.

Note: The DROPSHIP can be used for any type of cart *EXCEPT* for Supply Store and eMarketplace carts.

1. **Create a Cart.** At the Shopping Home Page, click "**Create Shopping Cart**."

   Helpful Hint *You may want to close the "Detailed Navigation" panel on the left side of the screen to give you more room. Do that by clicking on the small ◀ in the top right corner of the panel.*
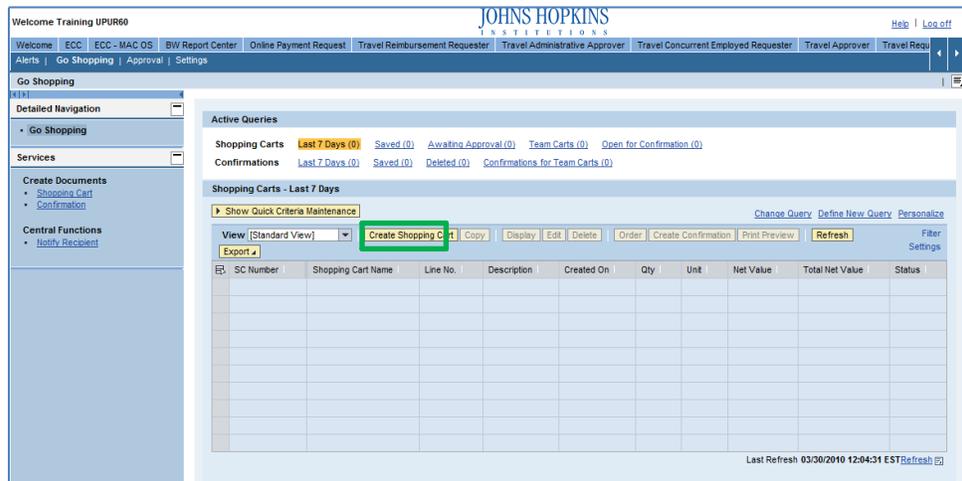

2. **Enter General Data for Your Cart.** The "Create Shopping Cart" screen will appear. Start your order as usual in the "General Data" section of this screen.

   - Click "Set Values" next to the label "**Default Settings**" to set the default values that will be carried throughout this cart.


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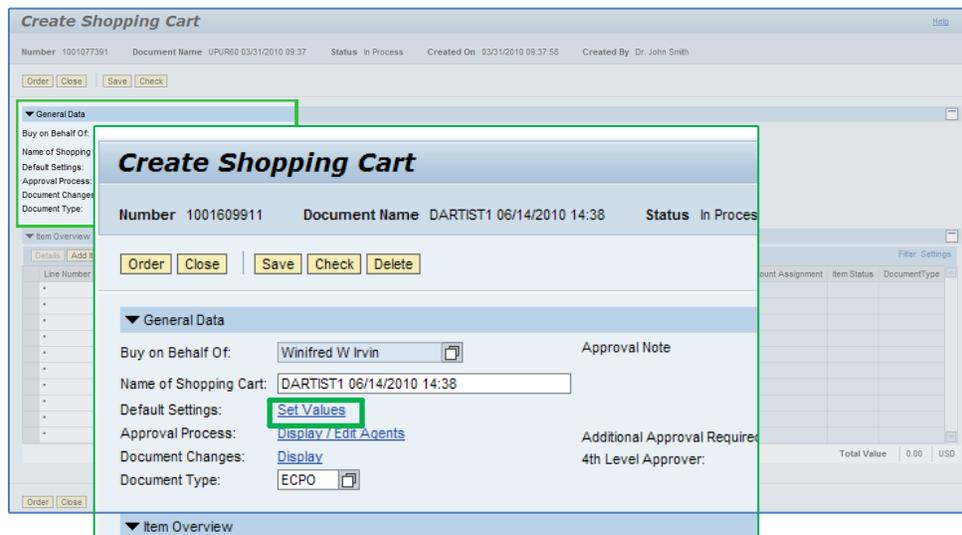
3. Change Default Settings. When the "Change Default Settings" dialog box appears, not all of the tabs are visible. You can either horizontally stretch the box so that all of the tabs appear, or just click on the white file folder to display a list of the available tabs. There will be four tabs where you can enter data: Item Basic Data, Account Assignment, Internal Note, and Delivery Address/ Performance Location.
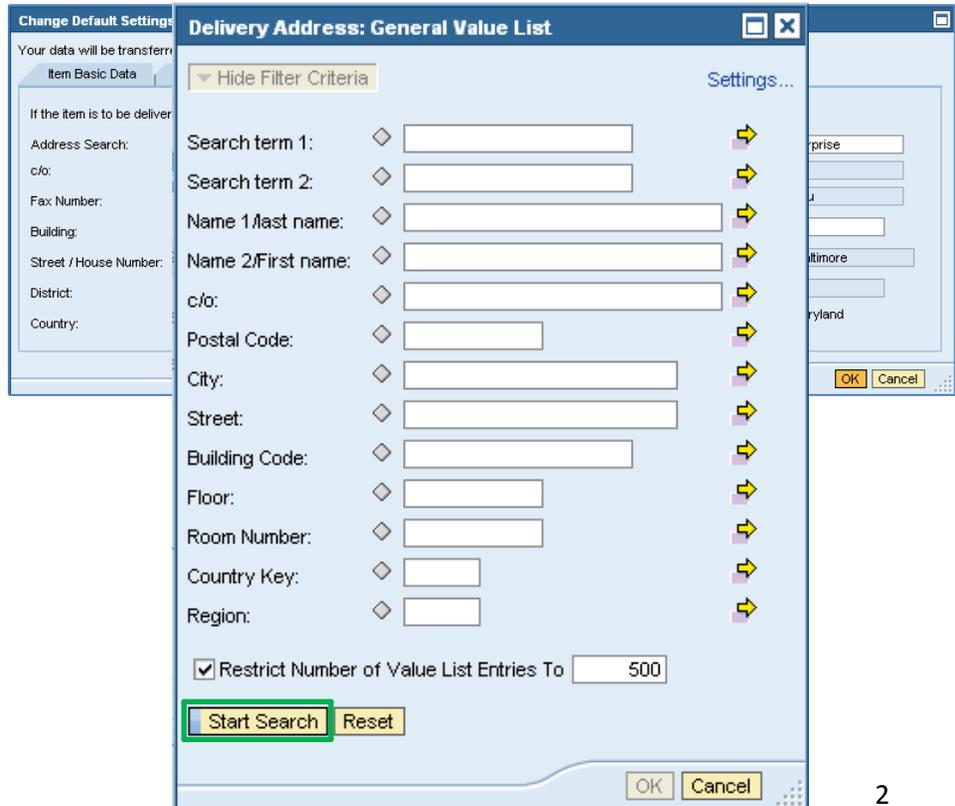
- Select the "**Delivery Address / Performance Location**" tab.
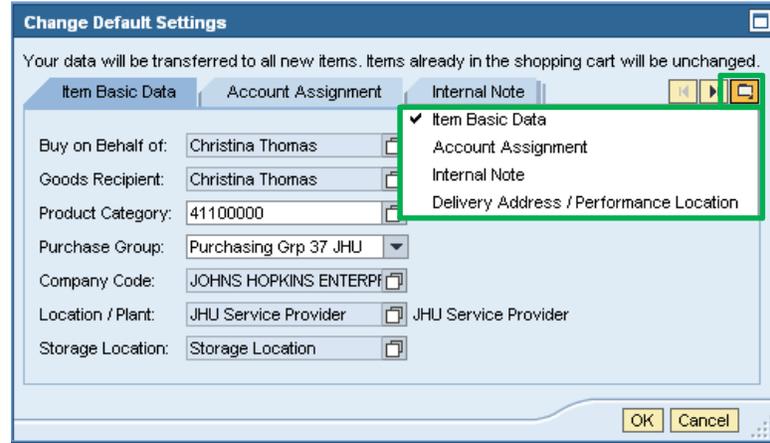
4. Delivery Address. Click the "**Address Search**" button.
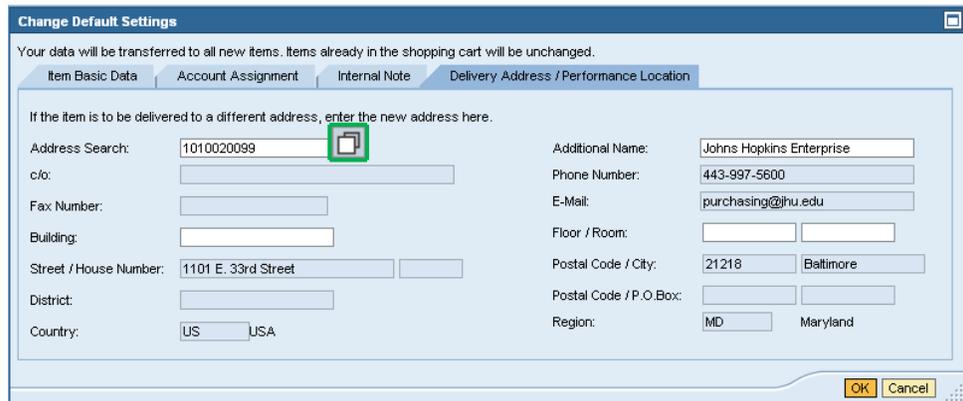
5. Start Search. Click "**Start Search**" to get a complete list of results.

6. Choose the DROPSHIP Line Item.
Click the DROPSHIP line to select it.

7. Enter the DROPSHIP Details. Type the drop ship delivery address in the appropriate fields and then click "**OK**."

- Note that all DROPSHIP carts are forwarded to Supply Chain Shared Services for approval.

> **Helpful Hint** *Leave the number 1010020099 number in the Address Search box. This number is needed in order for SAP to process the DROPSHIP.*

> **Helpful Hint** *A postal code in the "Postal Code/City" is needed. If a country that does not have a Postal Code in the street address is used, enter "….." (5 periods) into the Postal Code field.*

- You can now continue your order as usual.