



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.

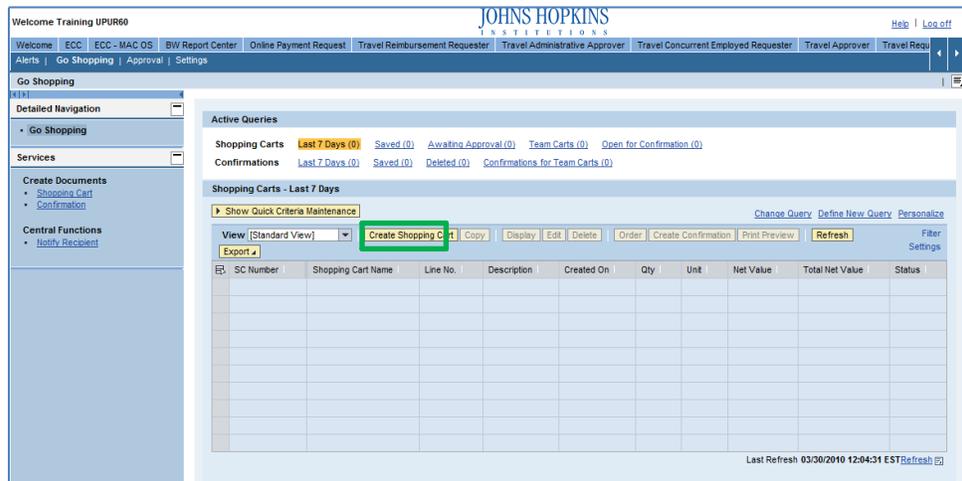
Note: The DROPSHIP address must be completed **BEFORE** adding any items to the shopping cart.

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.**”

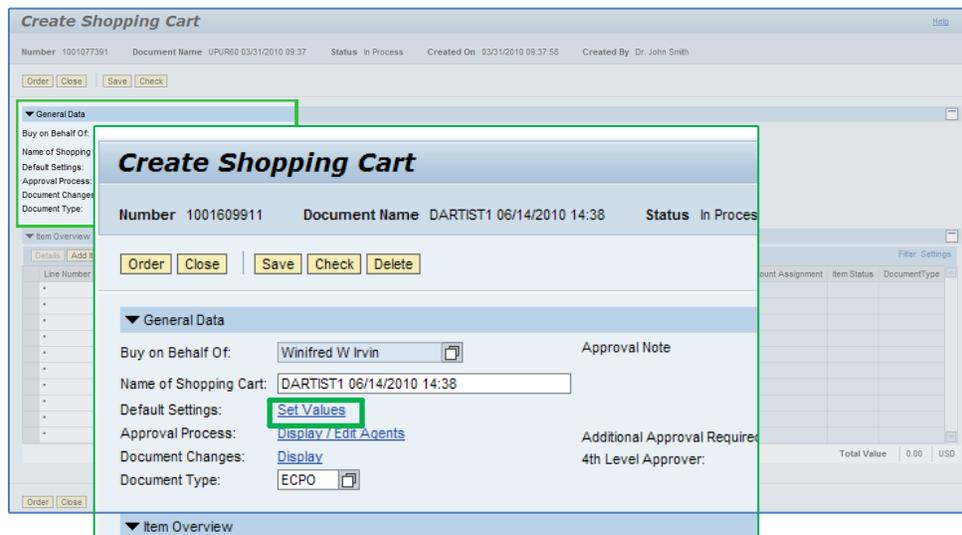
Helpful Hint

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.



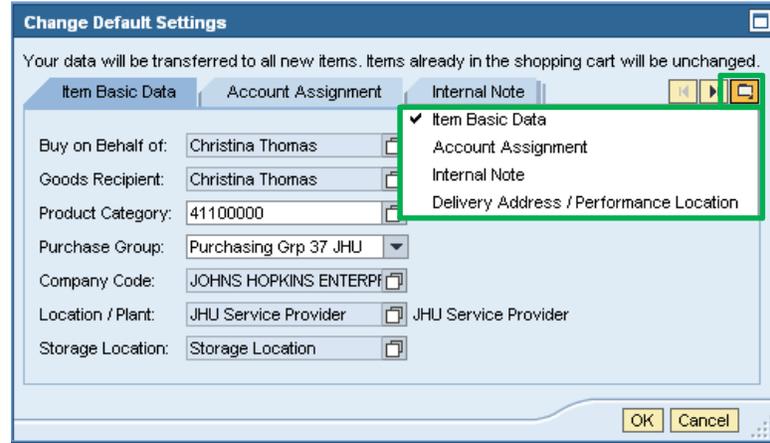
- 2. Enter General Data for Your Cart.** The “Create Shopping Cart” screen will appear. Start your order as usual in the “General Data” section of this screen.

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

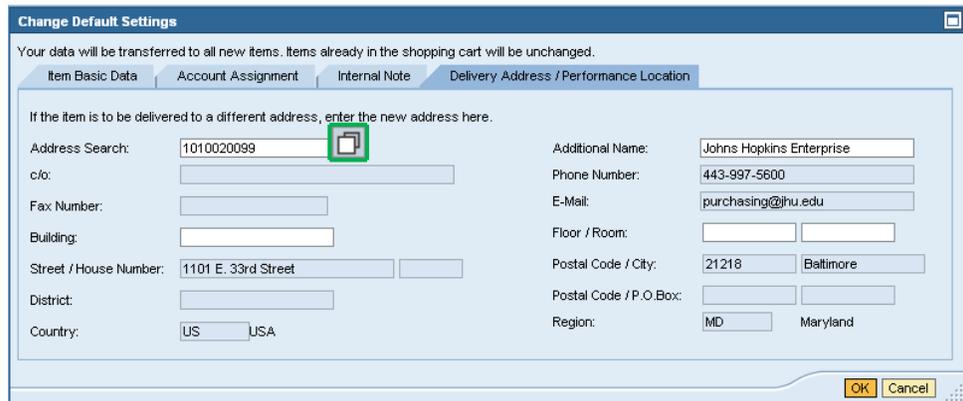


3. Change Default Settings. When the “Change Default Settings” dialog box appears, not all of the tabs are visible. You can either horizontally stretch the box so that all of the tabs appear, or just click on the white file folder to display a list of the available tabs. There will be four tabs where you can enter data: Item Basic Data, Account Assignment, Internal Note, and Delivery Address / Performance Location.

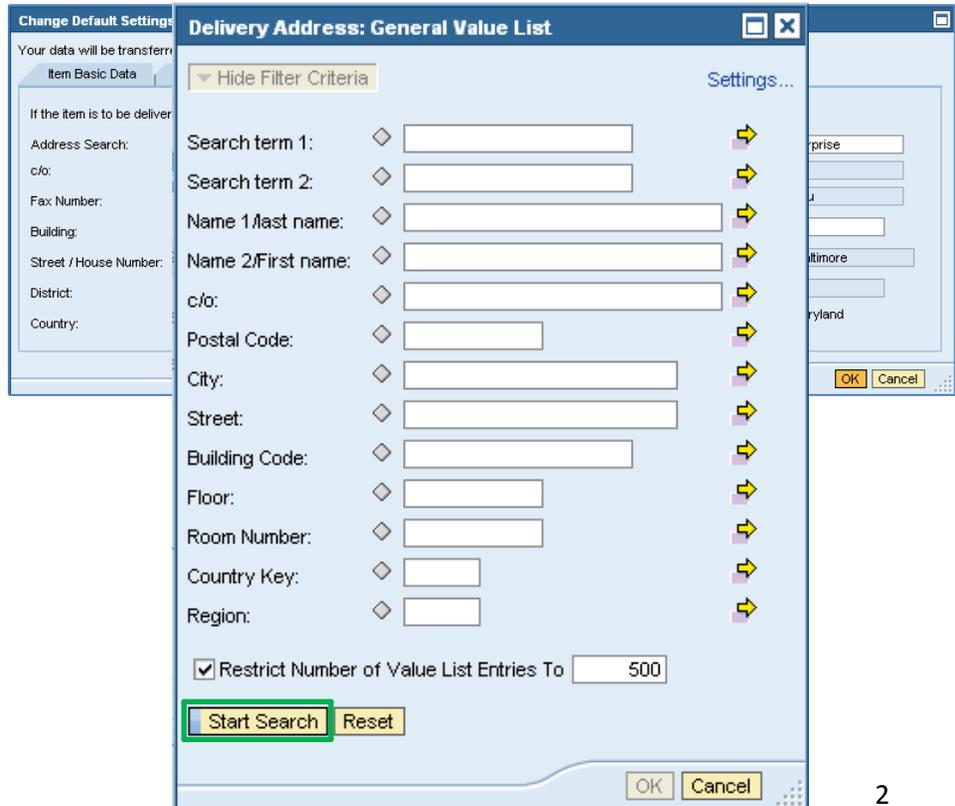
- Select the “**Delivery Address / Performance Location**” tab.



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.

Name of org.	Postal Code	City	Street	Building Code	Floor	Room Num...	c/o	C...	Address number
JohnsHopkins	21202	Any City					DROPSHIP	US	40000
JohnsHopkins	21202	Baltimore	1 E M Vernon Place					US	40001
JohnsHopkins	21202	Baltimore	1000 E. Eager Street				EBMC Admn 3 / CPC / Radiolog...	US	40004
JohnsHopkins	21202	Baltimore	1000 E. Eager Street				EBMC Admn 3 / IM Dept	US	40005
JohnsHopkins	21202	Baltimore	1000 E. Eager Street				EBMC Admn 3 / OB/Gyn Dept	US	40006
JohnsHopkins	21202	Baltimore	1000 E. Eager Street				EBMC Admn 3 / Peds Dept	US	40007
JohnsHopkins	21202	Baltimore	1000 E. Eager Street				JHCP / East Baltimore Med Cr ...	US	40008
JohnsHopkins	21236	Baltimore	4924 Campbell Blvd				Orthopedics Suite 130	US	40009

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.

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data | Account Assignment | Internal Note | **Delivery Address / Performance Location**

If the item is to be delivered to a different address, enter the new address here.

Address Search:	1010020099	Additional Name:	Johns Hopkins Enterprise
c/o:	DROPSHIP	Phone Number:	443-997-5600
Fax Number:		E-Mail:	purchasing@jh.edu
Building:	Source 2	Floor / Room:	201
Street / House Number:	338 Clubhouse Road	Postal Code / City:	21031 Hunt Valley
District:	Maryland	Postal Code / P.O.Box:	
Country:	US <input type="checkbox"/> USA	Region:	MD <input type="checkbox"/> Maryland

OK Cancel