



Shopping Cart: Create an Order for Inventory Replenishment

Use this Job Aid to:

- Learn how to order materials to replenish inventory

BEFORE YOU BEGIN

You must have your end user settings established before you begin.

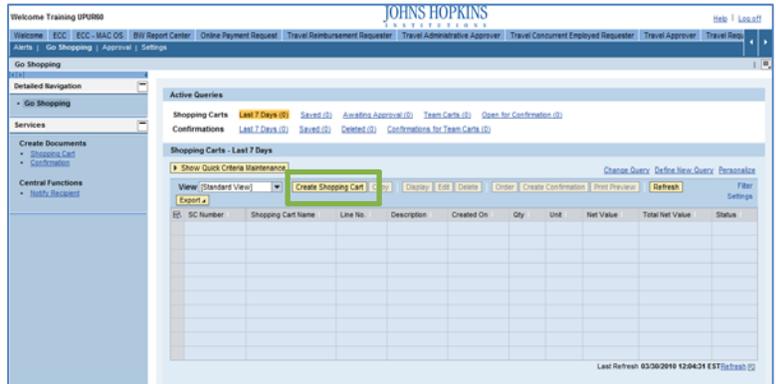
Create an Order for Inventory Replenishment (using ECDP)

An ECDP shopping cart is created by the supply stores supervisors to order product from vendors to replenish supply store inventory. Note that it is very important to select the appropriate document type for these orders (ECDP). If the document type is not changed to ECDP, the “Order as Direct Material” checkbox will not appear. If the “Order as Direct Material” checkbox is not selected, the “Assign Vendor” field will not be able to be selected.

- 1. Create a Cart.** At the Shopping Home Page, click “Create Shopping Cart.”

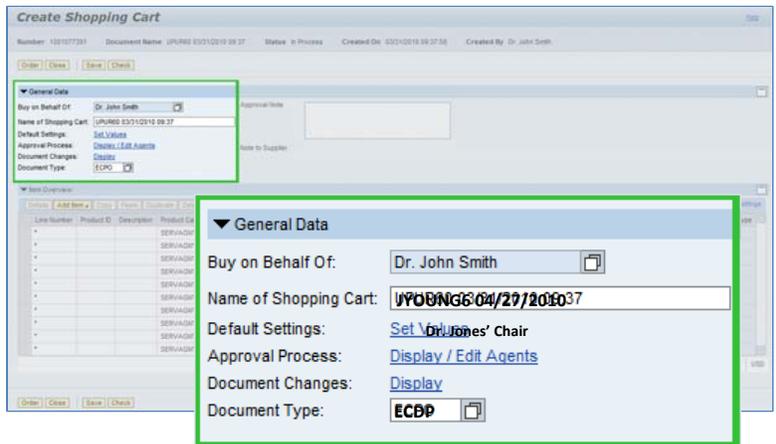
Helpful Hint

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.



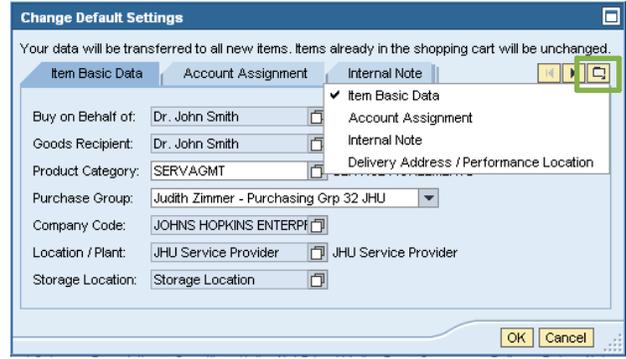
- 2. Enter General Data.** The “Create Shopping Cart” screen will appear. Start your order in the “General Data” section of this screen.

- The first step is to rename the cart to something that you will recognize and that will make it easier for you to locate the cart in the future.
- Click “Set Values” next to the label “Default Settings” to set the default values that will be carried throughout this cart. Note that even after you set the default values, you can still change individual items within the cart to different values. This feature can be a great time-saver for carts with multiple lines.
- Select the document type for your order. These orders must be set to ECDP.



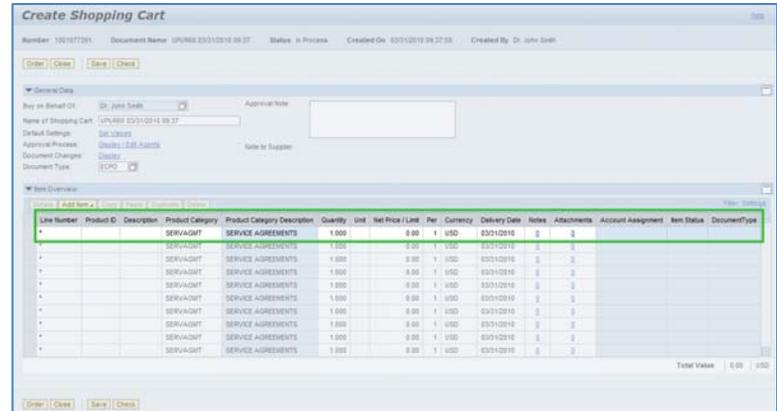
Helpful Hint

When the "Change Default Settings" dialog box appears, you won't see all of the tabs that are available to you. Either stretch the box horizontally so that all of the tabs appear, or just click on the white file folder to display a list of the available tabs.



3. Enter Item Data. Go to the first line in the order and start entering the order information. You'll work your way across the line for each item *before you press Enter*. Note that if you set up the default cart settings, much of this information will already be populated for you.

- Start with the "Product ID" field. Enter the SAP Product ID code. Note that the Product ID number drives the cost assignment, so you don't need to worry about that part of the order.



Line Number	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Per	Currency	Delivery Date	Notes	Attachments	Account Assignment	Item Status	DocumentType
*	1597		SERVAGMT	SERVICE AGREEMENTS			0.00	1	USD	03/31/2010					

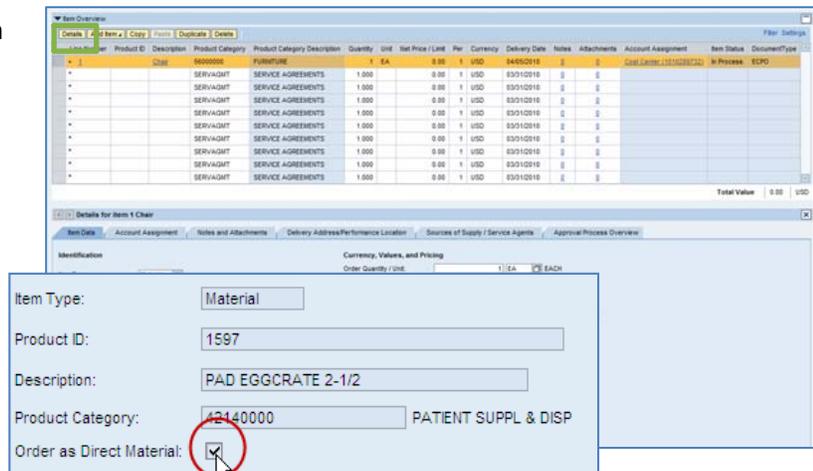
- Enter the "Quantity." In this case, we entered 5.
- When you are all done, click "Enter" to apply your selections.

Helpful Hint!

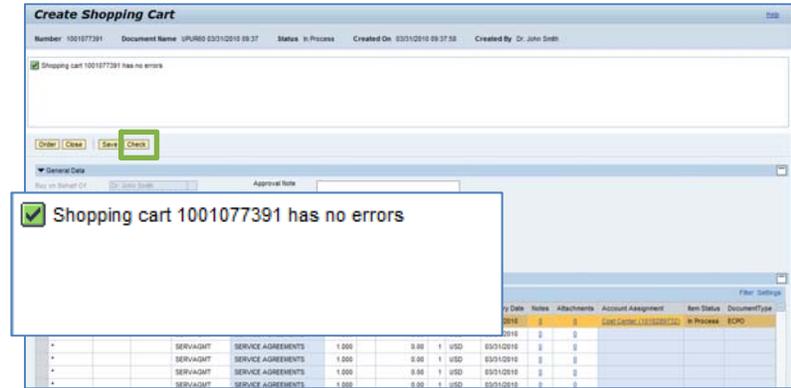
Don't forget to click "Enter" when you have completed the line. That's the only way to make the order details appear!

4. Item Details. After you click Enter, the "Details" button will become active. Click it to display the details for the first line in your order. The first tab "Item Data" will automatically be displayed.

- Click the checkbox labeled "Order as Direct Material."



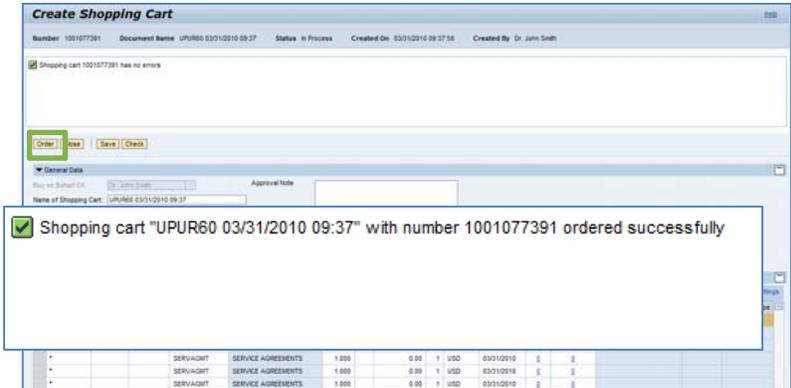
5. **Check the Order.** Your order is now complete. Click “**Check**” (either at the top or the bottom of the screen) to verify the order and make sure that no error messages appear at the top of the screen.



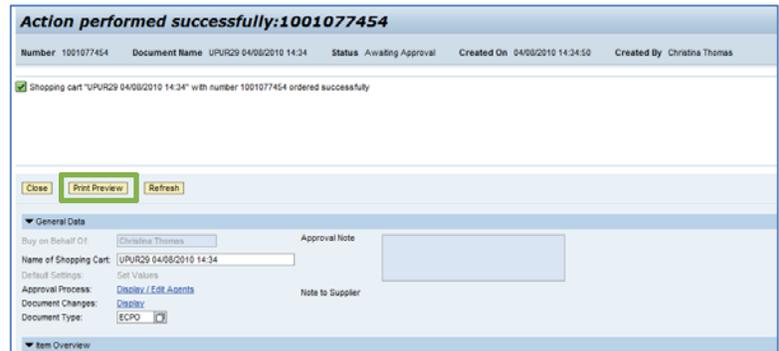
6. **Place the Order.** Once you have verified the order, click “**Order**.” You will see a message at the top of the screen that says “Actions performed successfully.”

In addition, you will see a message in the box at the top of the screen that says that the shopping cart was ordered successfully.

When your order is complete, click “**Close**” to return to the Shopping Cart Home Page.



7. **Print Preview.** The “**Print Preview**” button will appear once you have placed the order. You may want to print a copy of your order just in case there is a problem finding the shopping cart later.



8. **Refresh!** On the Shopping Cart Home Page, click “**Refresh**.” This is necessary to see the new order in your queue.

You’re all done! Your JHHS Hosted Catalog order has been successfully entered in SAP.



Always click “*Refresh*” when you get to the Shopping Cart Home Page to see your most recent orders. They will not appear until you have clicked “*Refresh*.”