



Shopping Cart: Create an ECPO Free Text Order

Use this Job Aid to:

- Learn how to place a Free Text Order in SAP

BEFORE YOU BEGIN

You will need to know what you are ordering, the vendor, the account assignment, and the General Ledger (G/L) account to charge to.

Create an ECPO Free Text Order

An ECPO is a purchase order that does not require a customized document type. Purchase orders created for certain commodities (materials and services with predefined delivery schedules) fit this category.

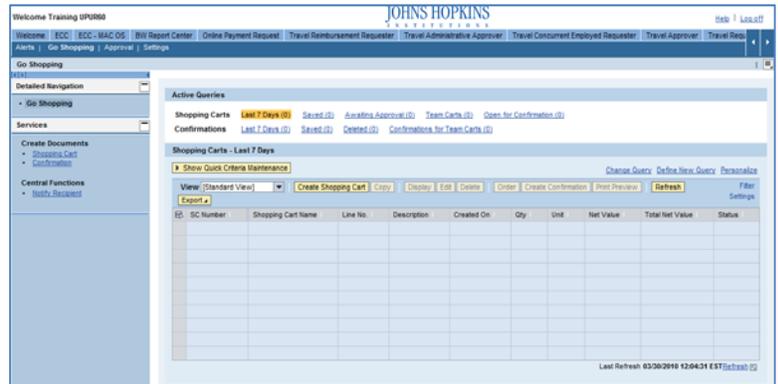
Use a free text order to create a Shopping Cart for goods or services that are not available in a Johns Hopkins Catalog in SAP. Free text shopping carts are not shopping cart types: free text refers to the fact that the requisitioner describes the item, product category, quantities and costs. Free text in a shopping cart can be used to describe items for most purchase order types, such as LVPO, BLPO, ANPO, ECPO, etc.

Note that all data elements populated when shopping via catalog are still data requirements for a free text shopping cart. A requisitioner uses free text in place of item numbers when shopping.

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

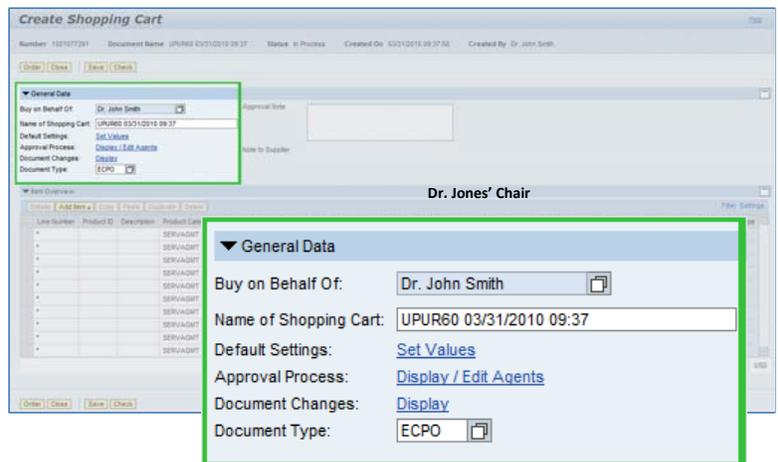
Helpful Hint

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. This sample cart is renamed “Dr. Jones’ Chair.”
- Click “Set Values” next to the label “Default Settings” to set the default values that will be carried throughout this cart. For example, you can set up the cost assignment and G/L number, split the cost distribution, and set up the product category for the cart here, and the default data will populate each line in the cart. Note that even

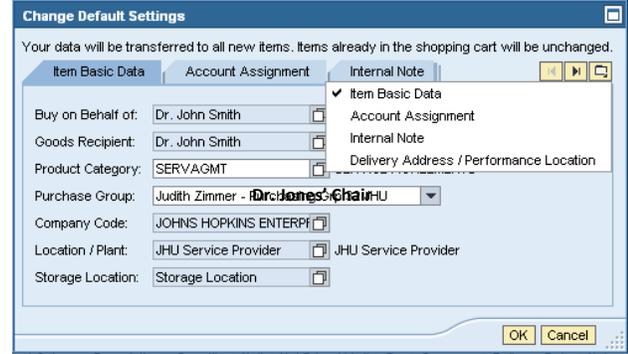


after you set the default values, you can still change individual items within the cart to different values. This feature can be a great time-saver for carts with multiple lines.

- Select the document type for your order. In this case, we'll leave it at ECPO.

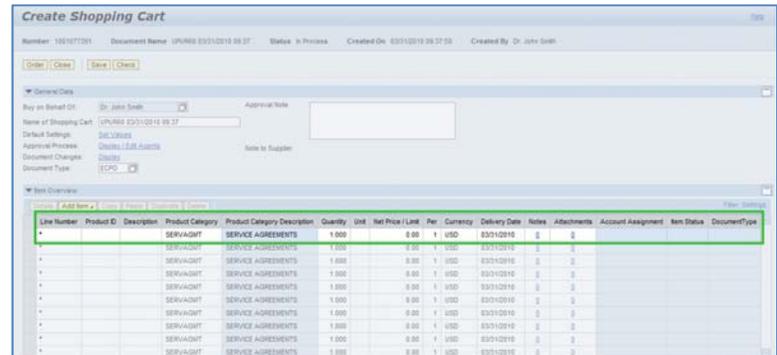
Helpful Hint

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 "Description" field. In this case, we've entered "Chair" as the description.

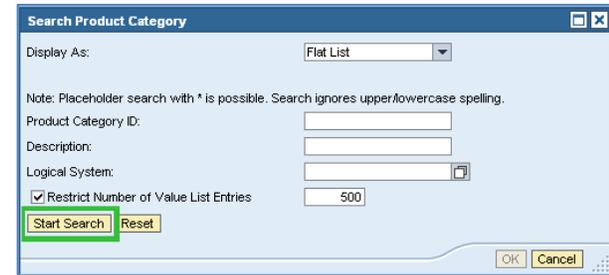


Line Number	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Per	Currency	Delivery Date	Notes	Attachments	Account Assignment	Item Status	DocumentType
*		Chair	SERVAGMT	SERVICE AGREEMENTS	1.000	EA		1	USD	03/31/2010					

- Next enter the "Product Category." If you don't know the category, click in the box that says "SERVAGMT," then select the file folder icon to search.



The "Search Product Category" dialog box will appear. The easiest way to search is to click "Start Search" and then select the appropriate category from the list.



- Next, go back to the first line in the order and enter the "Quantity." In this case, we just want 1 chair, so we'll leave it at 1.

- Enter the "Unit" next. If you don't know the appropriate unit to enter, select the file folder icon  to look it up in a list.

- Enter the "Price" in the Net Price/Limit field.

- Ignore the field that says "Per."

- If you want to change the Delivery Date, do so now.

- When you are all done, click "Enter" to apply your selections.

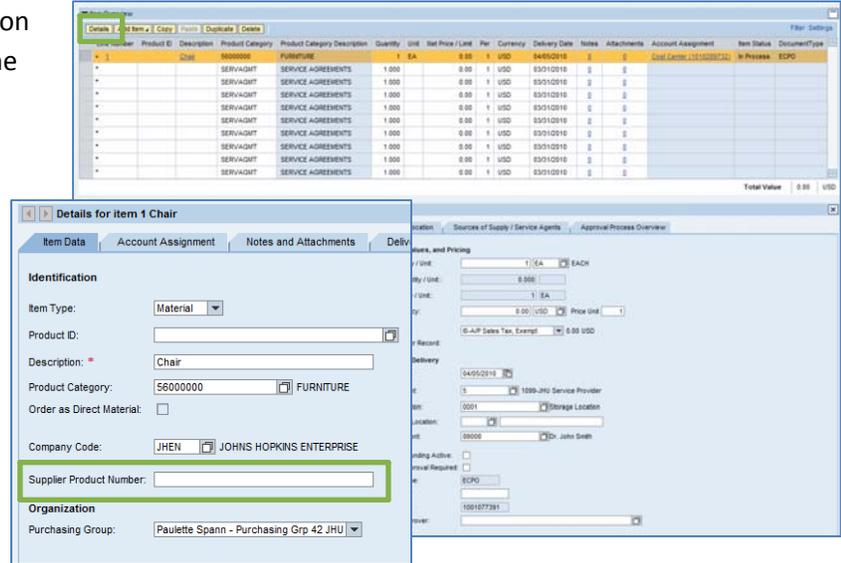
Helpful Hint!

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.

- Enter the catalog number (or product or item number) in the field labeled “Supplier Product Number.”

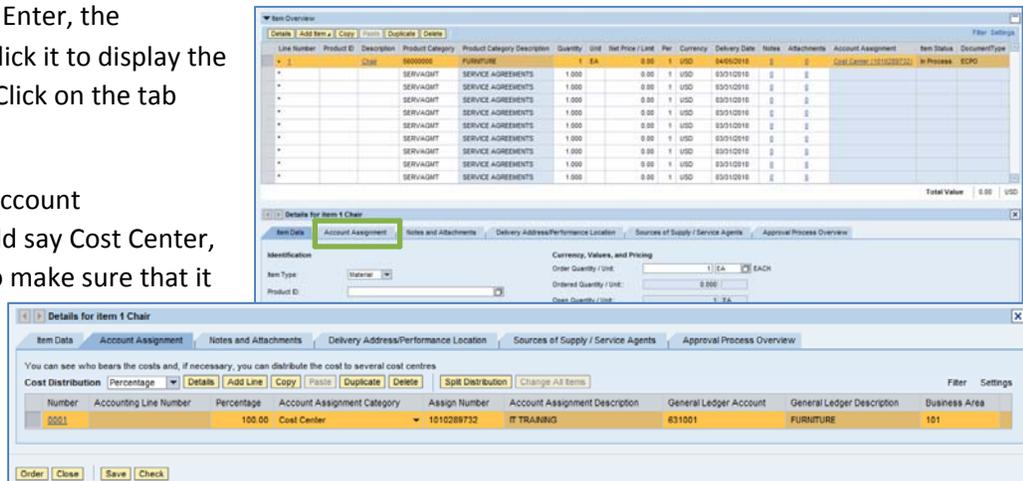
Helpful Hint *You can expect to see errors at the top of the screen! You will resolve them as you enter the details associated with this cart.*



5. Account Assignment. After you click Enter, the “Details” button will become active. Click it to display the details for the first line in your order. Click on the tab labeled “Account Assignment.”

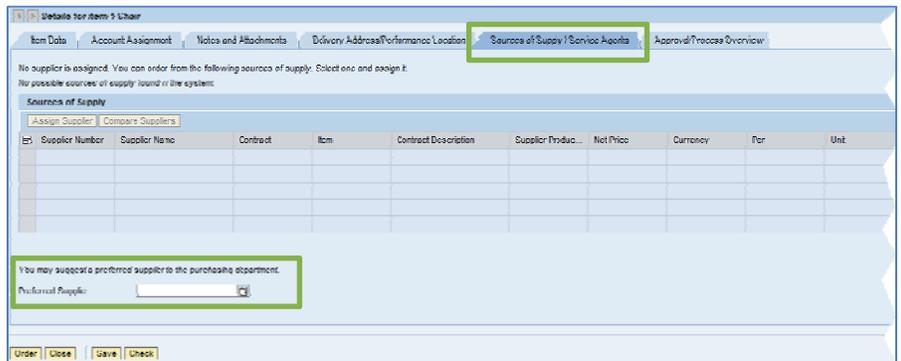
- Check the cost object under the “Account Assignment” header (this field could say Cost Center, Internal Order, or WBS Element) to make sure that it is correct for your order.
- Click in the field under the header that says “General Ledger Account.” Verify which G/L account with your financial administrator, and then enter it in this field.

Helpful Hint *If you want to copy the G/L account number to all of the items in your cart, click “Copy” and “Change All Items” to apply the account number throughout the order.*

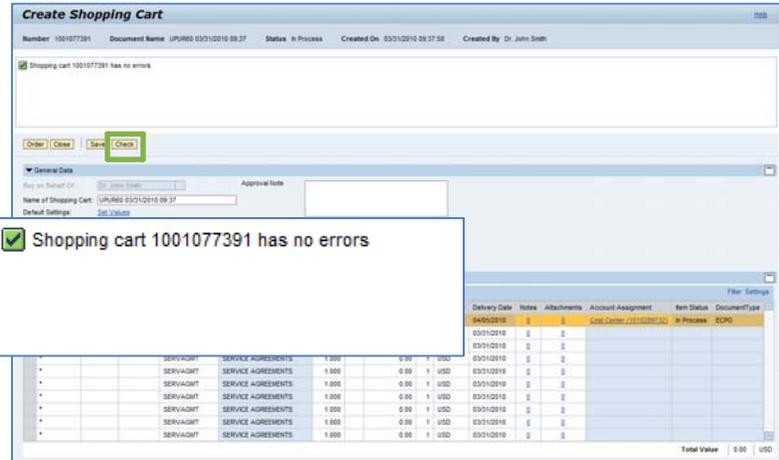


6. Select a Supplier. Next, click the tab labeled “Sources of Supply/Service Agents” (also under “Details”). This is where you’ll select the supplier for the equipment that you wish to order.

- Sources of Supply may appear in the fields under this tab.
- If no sources appear, or if you prefer a different supplier, click in the “Preferred Supplier” at the bottom of the screen. To search for a supplier, select the file folder icon  to look it up in a list. If you’re not sure how to locate a supplier, there is a Job Aid called “Searching for a Vendor” that can help.

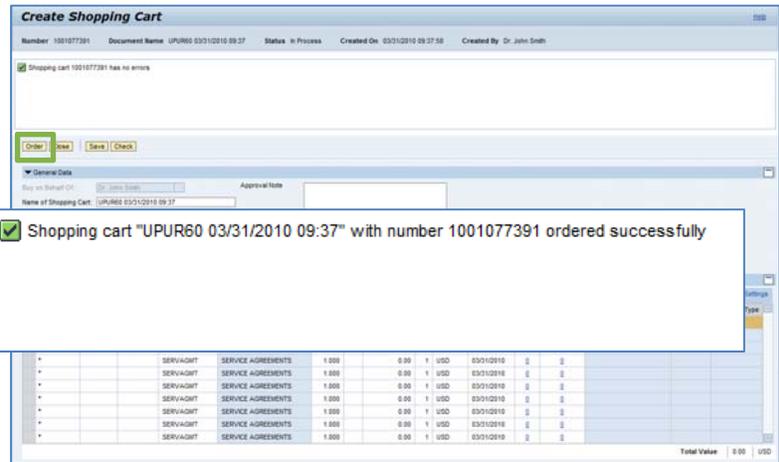


7. Check the Order. Your order is now complete. Click **“Check”** (either at the top or the bottom of the screen) to verify the order and make sure that no error messages appear at the top of the screen.



8. 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.



9. 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 free text 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.”