



Shopping Cart: Create an ECPO Office Depot Cart

Use this Job Aid to:

- Learn how to purchase items from Office Depot through SAP

BEFORE YOU BEGIN

You will need to know what you would like to order, the vendor, and the General Ledger (G/L) account to charge to.

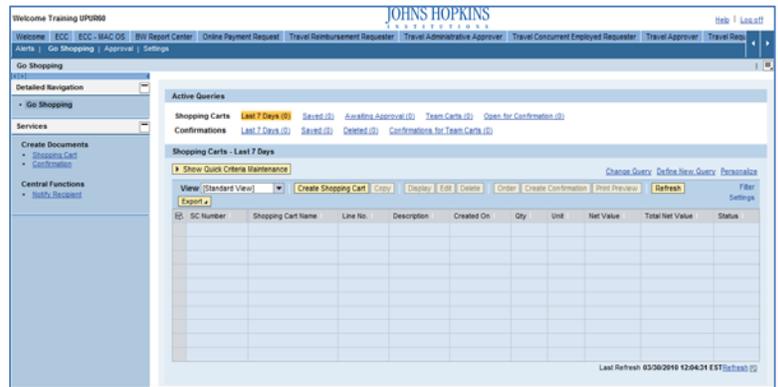
Create an ECPO Office Depot Cart

Use this procedure to procure goods from Office Depot using an ECPO shopping cart type. An ECPO Shopping Cart can be used anytime you need to procure goods that do not require the creation of a specific purchase order document type (i.e. capital, limit purchase order, project, emergency purchase order; low value purchase, etc). Electronic Commerce Purchase Order (ECPO) is the default document type that every shopping cart has.

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

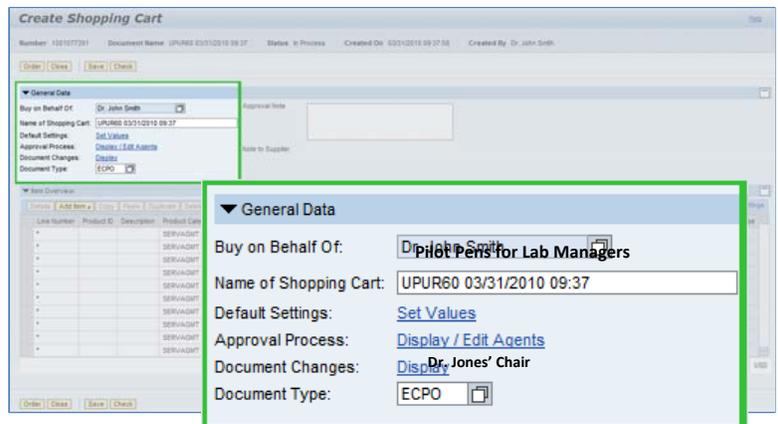
Helpful Hint

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.



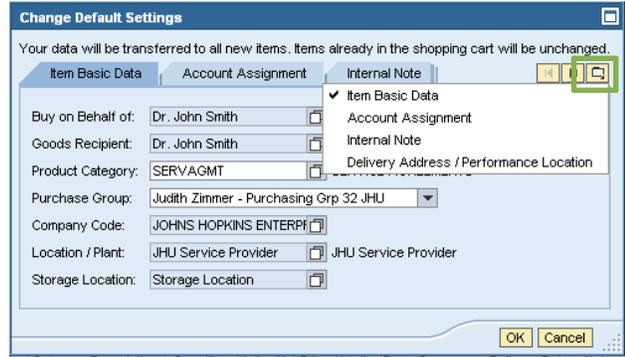
2. **Enter General Data.** The "Create Shopping Cart" screen will appear. Start your order in the "General Data" section of this screen.

- 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 "Pilot Pens for Lab Managers."
- 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.
- Next, select the document type for your order. In this case, we'll leave it at ECPO.

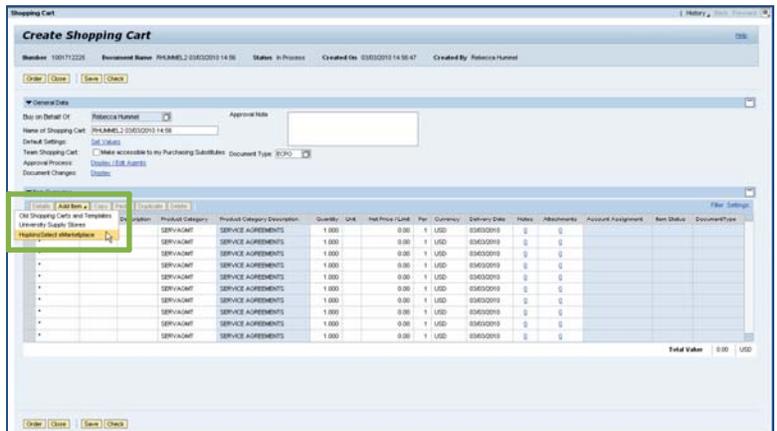


Helpful Hint

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.

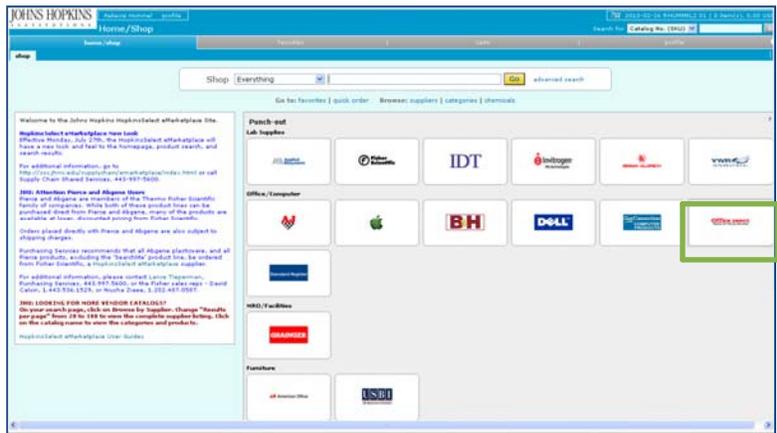


3. Begin the Office Depot Order. Next, click “Add Item,” and then select “HopkinsSelect eMarketplace” from the drop-down menu.

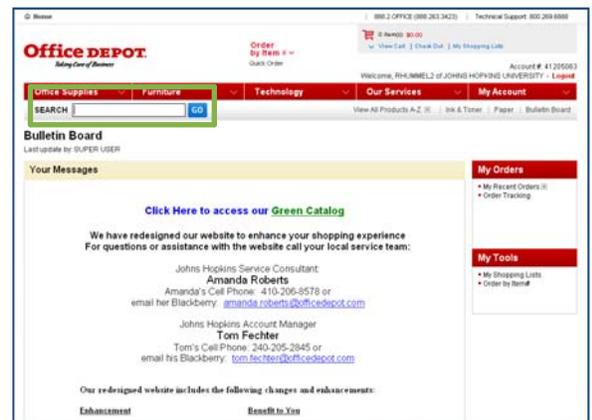


4. Select Office Depot from the Punch-Out Vendors. The “Punch-out” screen will appear.

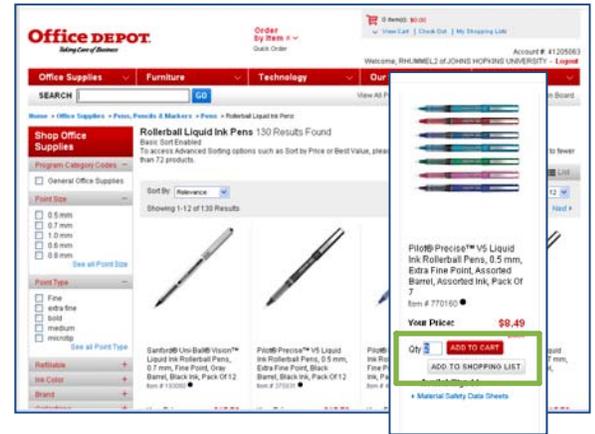
- Note that the JHU will show many vendors on this screen and JHHS will show just 2 vendors. Click “Office Depot.”



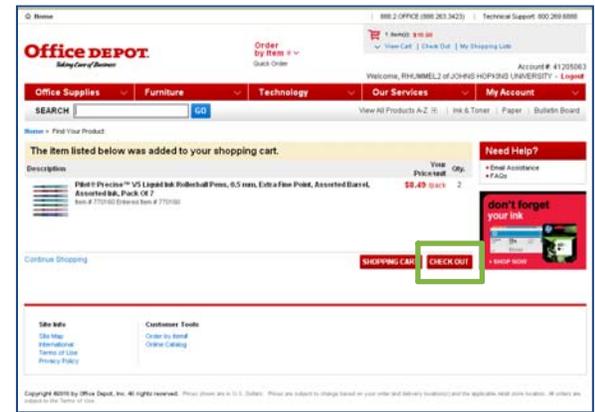
5. Search for the Item. On the Office Depot screen labeled “Select Site Punchout,” type the item you want to purchase into the search box.



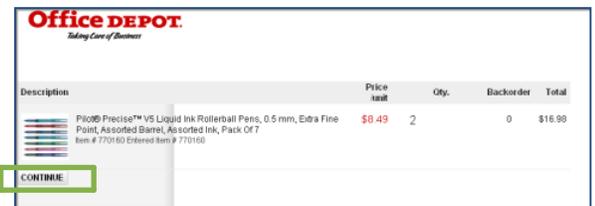
6. Add Items to Your Cart. The search results will appear. You may need to narrow your search further by selecting the item you wish to purchase from a list. When you see the items you wish to purchase, selecting the quantity you wish to order and then click **“Add to Shopping Cart.”**



7. Check Out. When you return to the Shopping Cart in Office Depot, click **“Check Out.”**



8. Continue Check Out. Next you will see the **“SelectSite Punchout”** screen. Click **“Continue.”**

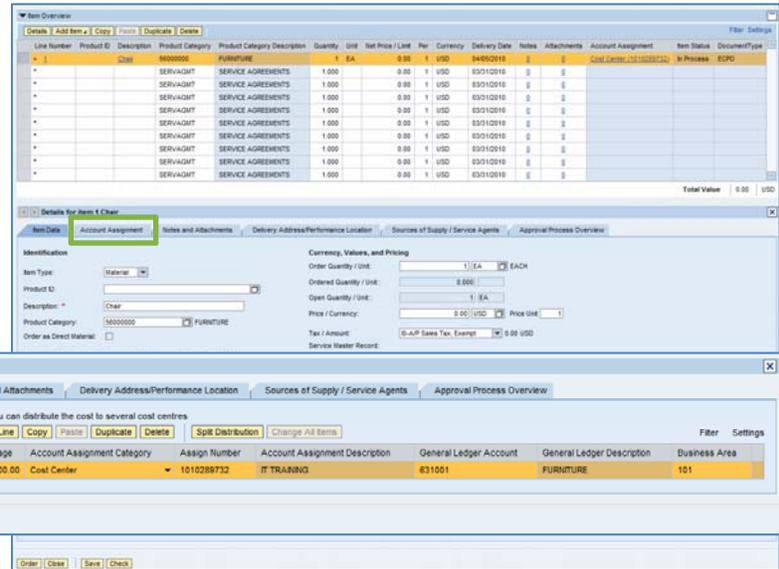


9. Transfer Items to SAP. The next screen is the Draft Requisition Screen. You can delete, cancel, or edit your order from this screen. To continue with your purchase, click **“Transfer Items to SAP Cart.”**



10. 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.”

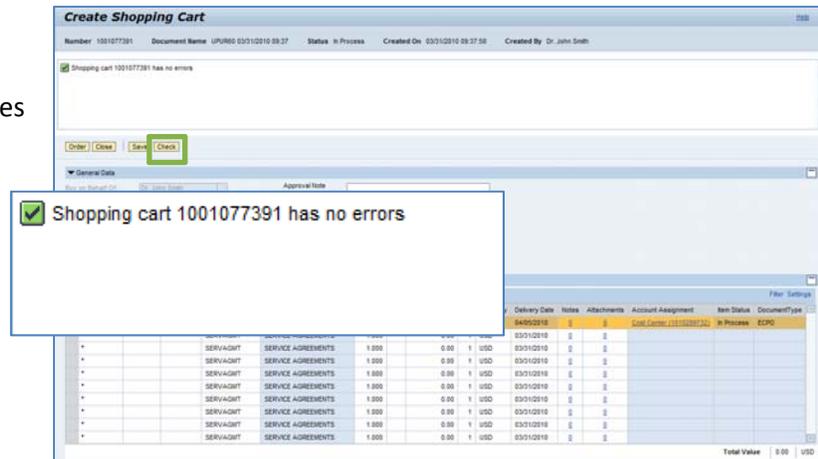
- Check the cost object under the “Account Assignment” header (this field could say Cost Center, Internal Order, or WBS Element) to make sure that it is correct for your order.
- Click in the field under the header that says “General Ledger Account.” Verify which G/L account with your financial administrator,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

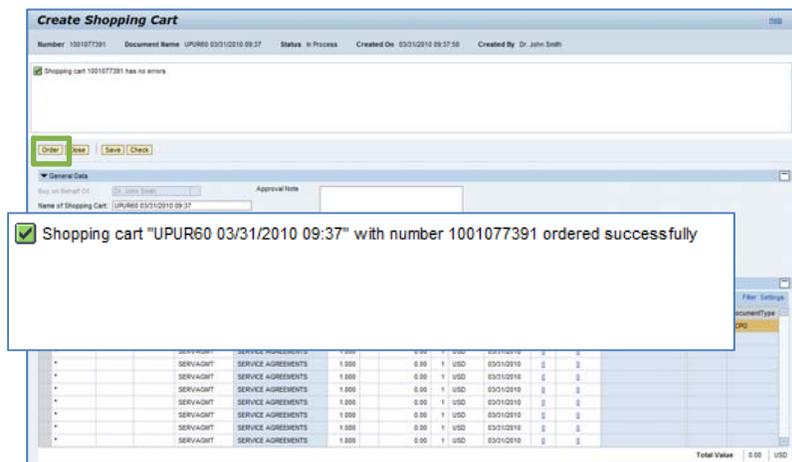
11. Check the Order. Your order is now complete. Click “Check” (either at the top or the bottom of the screen) to verify the order and make sure that no error messages appear at the top of the screen.



12. 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.



13. 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 Office Depot 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.”