



Shopping Cart: Create a University Supply Stores Order

Use this Job Aid to:

- Learn how to purchase goods through the University Supply Store in 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.

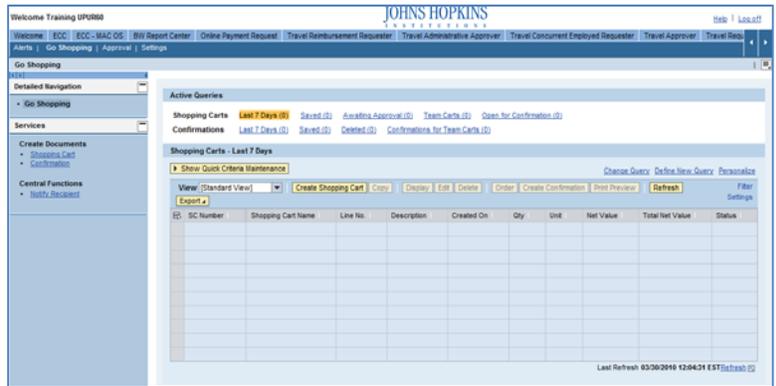
Create a University Supply Stores Order

Use this procedure to purchase items from the University Supply Store in a Shopping Cart. Before ordering from the University Supply Store, first make sure you have selected either East Baltimore or Homewood as your “Plant” in your settings (Baywood employees should select Homewood). If you need help establishing your settings, there is a Job Aid called “Establishing Shopping Cart Settings” that can help.

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

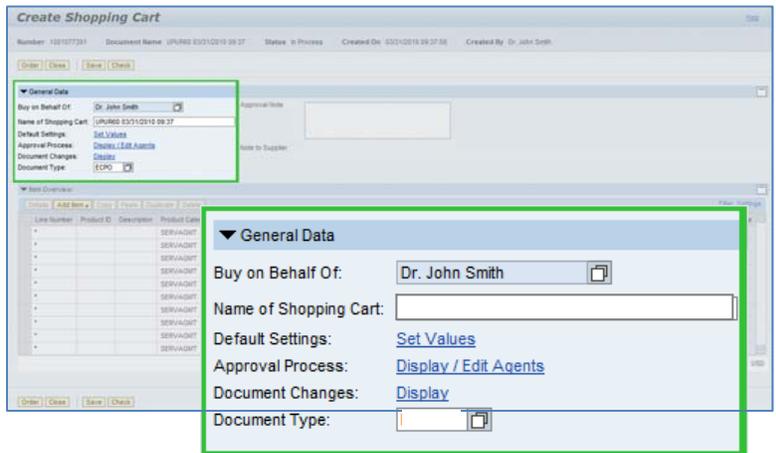
Helpful Hint

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.



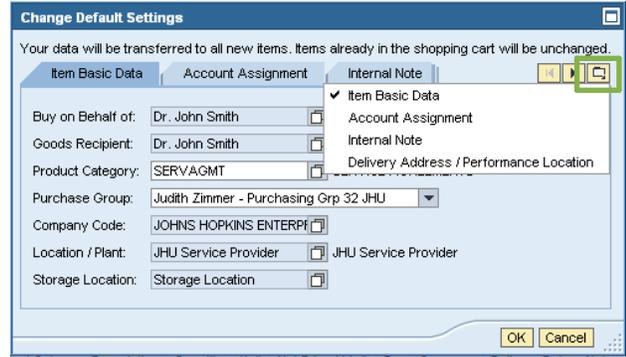
2. **Enter General Data.** The “Create Shopping Cart” screen will appear. Start your order in the “General Data” section of this screen.

- You may wish 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. For example, you can set up the cost assignment, G/L number, and 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.
- You may select the document type for your order in this section. For University Supply Store orders, leave it as ECPO.

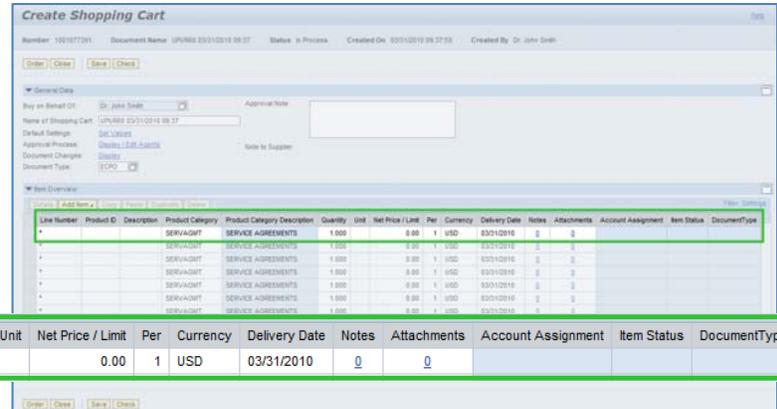


Helpful Hint

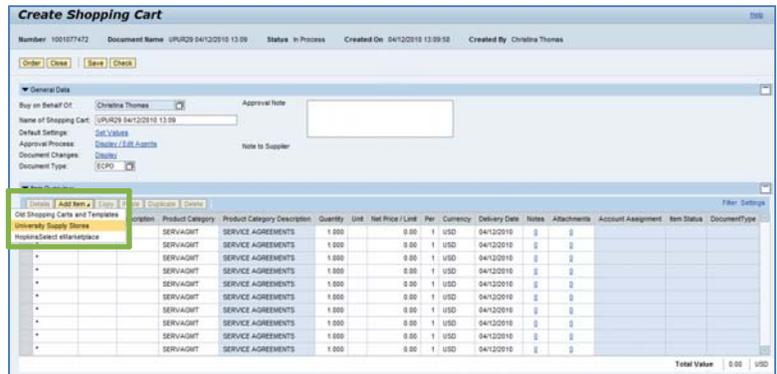
When the “Change Default Settings” dialog box appears, you won’t see all of the tabs that are available to you. Either stretch the box horizontally so that all of the tabs appear, or just click on the white file folder to display a list of the available tabs.



3. Enter the Product ID. The easiest way to enter Supply Store items is to go to “Item Overview” section of the cart and enter the “Product ID” in the Product ID field for each item in your order. If you do this, all of the item information will be automatically populated for you.



4. OR, Search for the Product. If you don’t know the Product IDs, you can search for them in the Supply Store Catalog. To do so, click “Add Item,” and then select “University Supply Store” from the drop-down menu.

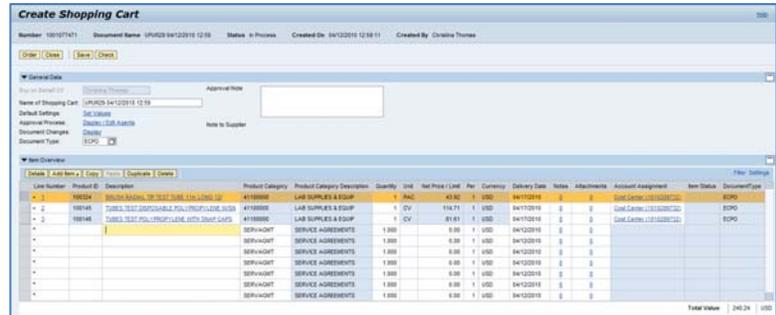


5. Search for the Item. In this example, we will order test tubes. Enter your search term in the **Keyword** field, then click “Search.”

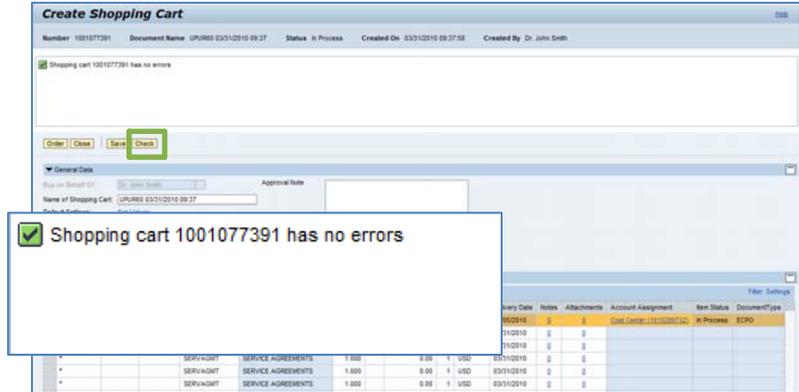
- Select the items you wish to purchase by placing check marks in the select boxes. Then click “Add to Cart.”



- All of the items that you order will appear on your shopping cart when you return to the “Create Shopping Cart” screen.
- Your account assignment, delivery address, etc. will all be pulled from your settings. You may wish to double-check them now by clicking on “Details,” and then clicking on the individual tabs.
- Note that you may not split the cost assignment for Supply Store orders.



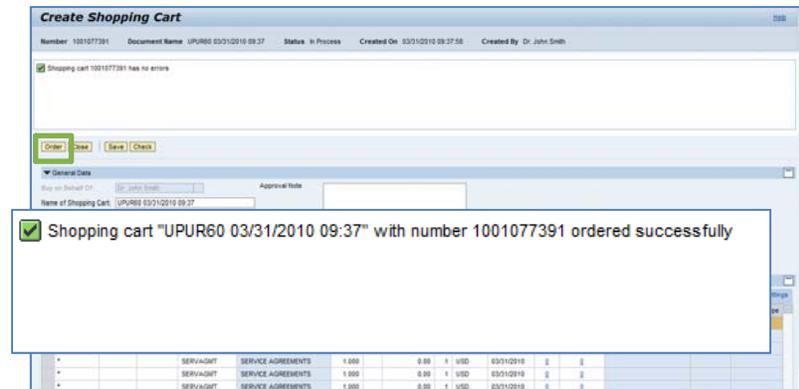
6. Check the Order. Your order is now complete. Click “Check” (either at the top or the bottom of the screen) to verify the order and make sure that no error messages appear at the top of the screen.



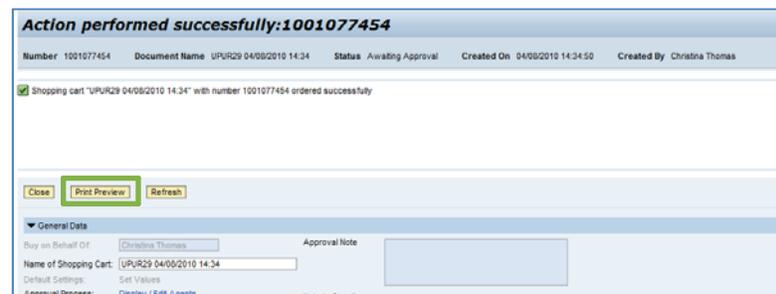
7. Place the Order. Once you have verified the order, click “Order.” You will see a message at the top of the screen that says “Actions performed successfully.”

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.



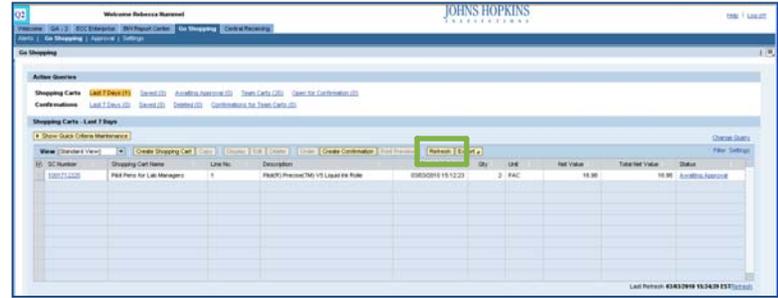
8. Print Preview. The “Print Preview” button will appear once you have placed the order. You may wish to print a copy of your order in case there is a problem finding the shopping cart later.



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

- If you need to call the supply store to follow up on this order, you’ll need to provide the PO number. You can locate the PO number once the cart has been approved by clicking on “Follow-on Documents” in the status column.

You’re all done! Your University Supply Store 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.”