



Shopping Cart: Establishing eMarketplace Settings

Use this Job Aid to:

- Learn how to enter and save your User Identification information within the Hopkins Select eMarketplace application

BEFORE YOU BEGIN

You need to know the appropriate code for your delivery address.

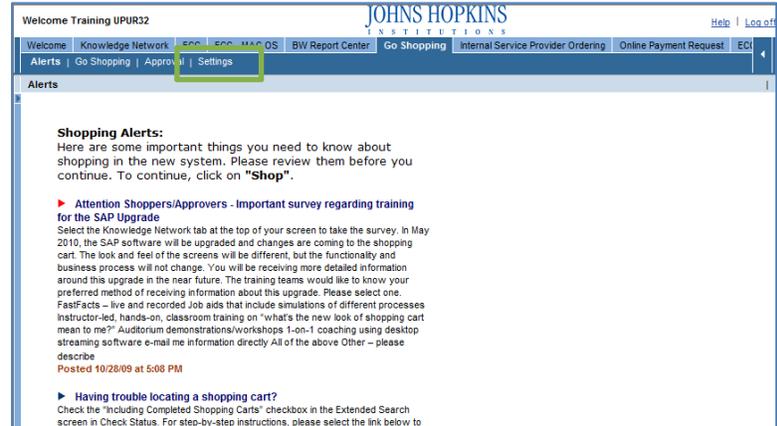
Establishing eMarketplace Settings

Before you begin your first eMarketplace shopping cart, you must establish your default shopping cart settings. Note that these settings are different from the general Shopping Cart settings and must be established prior to your first eMarketplace order. Some catalogs within the application will not launch correctly if this information has not been entered and saved.

- Select Settings.** After you select the “Go Shopping” tab from the top line, select “Go Shopping” from the next line to access the Settings screen.

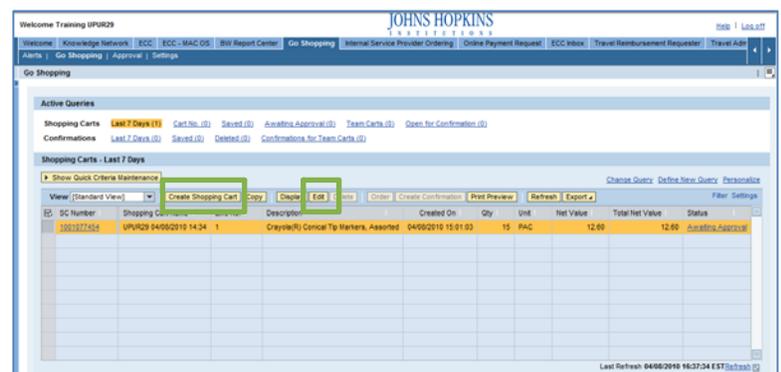
Helpful Hint

You will not use the “Settings” tab to set your eMarketplace settings.

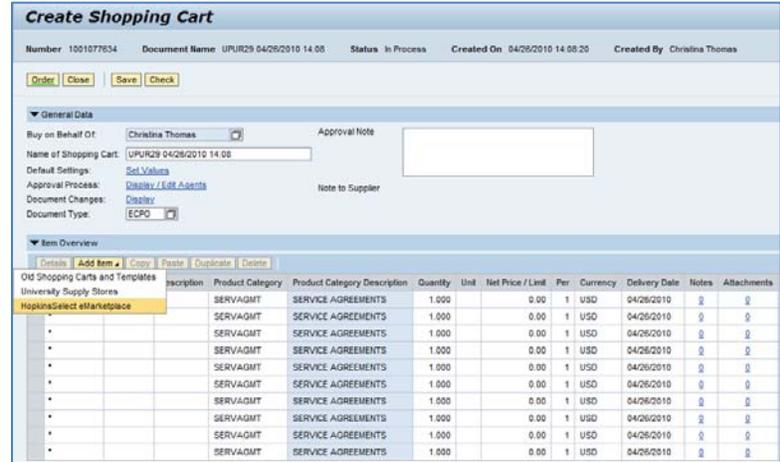


- Go Shopping.** To access the eMarketplace settings, start by going into a shopping cart, either by creating a new cart or editing an existing cart.

- To create a new cart, click “Create a Shopping Cart.”
- To edit an existing cart, select the cart and then click “Edit.”

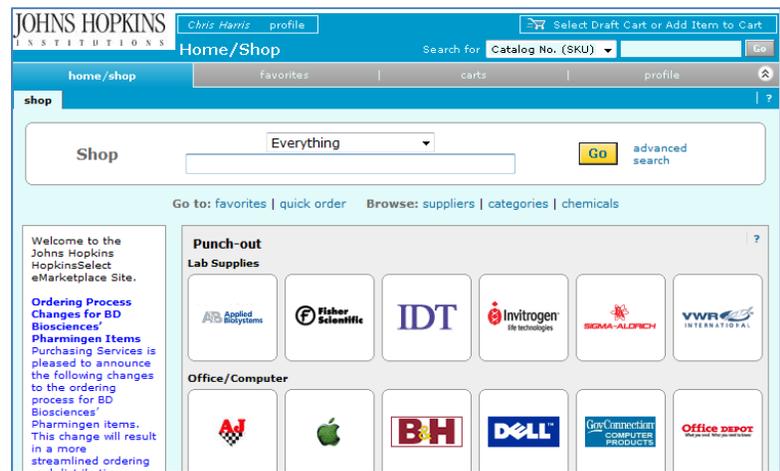


3. **Access the eMarketplace Application.** Click the button called “**Add Items**” and you will see a drop-down menu. Select “**HopkinsSelect eMarketplace**” from the menu.



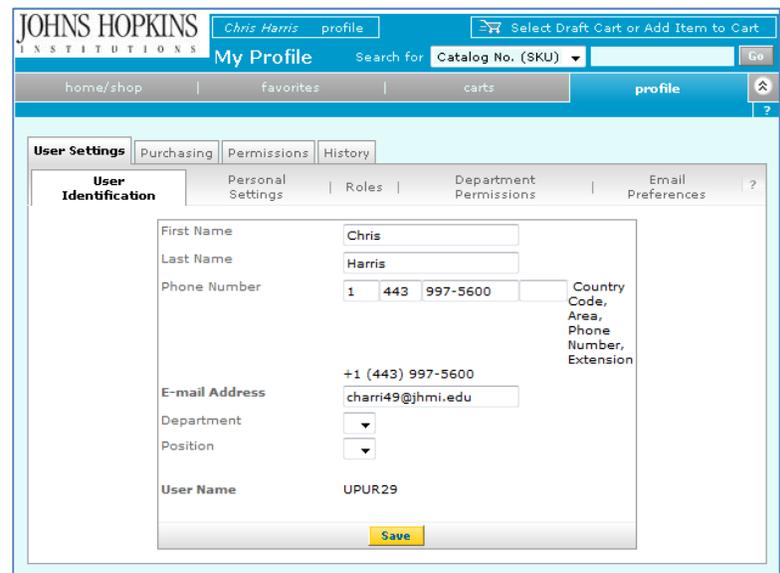
4. **Access the eMarketplace Profile.** The eMarketplace screen will appear. Note that JHHS users may not have all of the suppliers that are shown on the screen to the right.

- Click the “**Profile**” tab at the top of the screen.



5. **Adjust Your User Settings.** Under the “**User Settings**” tab, enter your first name, last name, phone number, and email address.

- Note that the Department and Position fields are not used.
- Click on the “**Save**” button to save your information.
- You may also change your “**Personal Settings**” at this time. However, changes within this tab are not required.
- The “**Email Preferences**” tab functionality does not currently apply to the Johns Hopkins eMarketplace.



You may now begin shopping using the HopkinsSelect eMarketplace.