



# Shopping Cart: Establishing Shopping Cart Settings

## Use this Job Aid to:

- Learn how to establish shopping cart settings that will be used throughout your orders

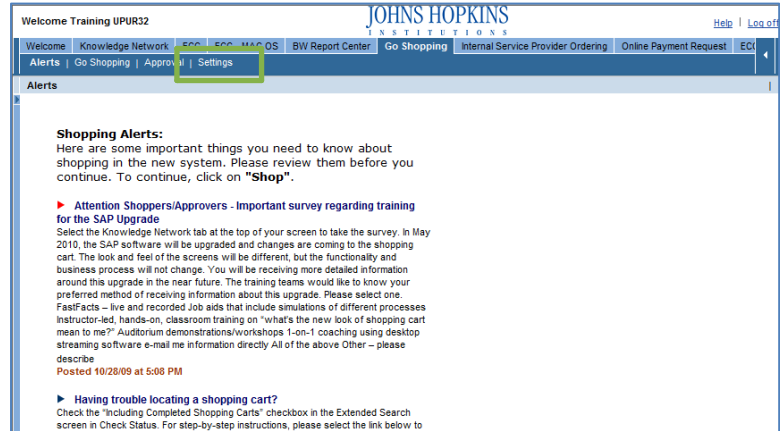
### BEFORE YOU BEGIN

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

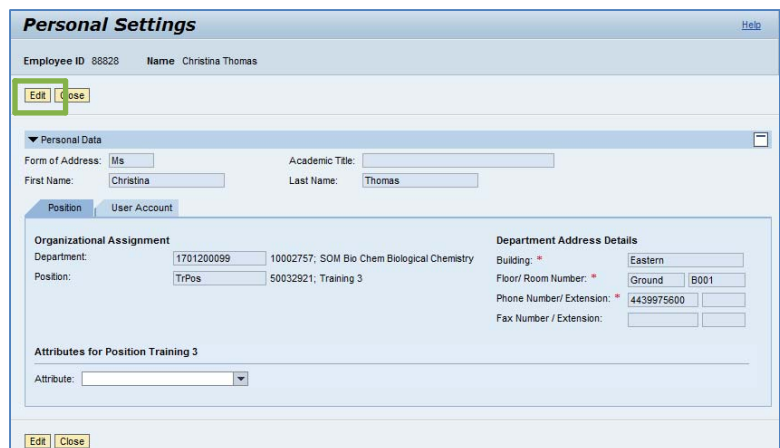
## Establishing Shopping Cart Settings

Before you begin your first shopping cart, you must establish your default shopping cart settings. These are settings for your address, account information, etc., that will be used in each of your orders unless you change it for a specific order. If these settings are not entered correctly, SAP will not process your orders accurately (and in some cases, may not process them at all).

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



- 2. Personal Settings.** The “Personal Settings” window will appear. Click “Edit” so that you can enter data in the various fields. When the fields are “active” they will turn white and you will be able to type in them.



**3. Personal Data.** In the section called “**Personal Data**,” there are two tabs: “**Position**” and “**User Account**.” The “**Position**” tab is where you will enter or update most of your personal information.

- Enter the “**Form of Address**” at the top of the “**Personal Data**” section. You may select Mr, Ms, Miss, Mrs, or Dr from this drop-down list.
- You may enter your “**Academic Title**” if you wish. Note that this field is optional.
- Enter your “**Department Address Details**,” including the building name, floor, and room number. Note that this should be the address where you want your purchases delivered.
- Enter your phone and fax number, along with your extension (if you have one). If you don’t have a fax or telephone extension(s), you may leave those fields blank. In these fields, enter numbers only, with no spaces, dashes, letters, or parenthesis.

**Personal Settings** Help

Employee ID 88828 Name Christina Thomas

Save Close Read Only Check

▼ Personal Data

Form of Address: \* Ms Academic Title:

First Name: \* Christina Last Name: \* Thomas

Position User Account

**Organizational Assignment**

Department: 1701200099 10002757: SOM Bio Chem Biological Chemistry

Position: TrPos 50032921; Training 3

**Department Address Details**

Building: \* Eastern

Floor/ Room Number: \* Ground B001

Phone Number/ Extension: \* 4439975600

Fax Number / Extension:

**Attributes for Position Training 3**

Attribute:

Save Close Read Only Check

**4. Account Assignment.** Look at the heading labeled “**Attributes for Position Training 3**” (your screen may have a slightly different label for this area). Click in the “**Attribute**” dropdown box and select “**Account Assignment Category**.”

- Select the primary account assignment you will use for your orders. In this case, we have selected “**Cost Center**.”

**Personal Settings** Help

Employee ID 88828 Name Christina Thomas

Save Close Read Only Check

▼ Personal Data

Form of Address: \* Ms Academic Title:

First Name: \* Christina Last Name: \* Thomas

Position User Account

**Organizational Assignment**

Department: 1701200099 10002757: SOM Bio Chem Biological Chemistry

Position: TrPos 50032921; Training 3

**Department Address Details**

Building: \* Eastern

Floor/ Room Number: \* Ground B001

Phone Number/ Extension: \* 443-997-5600

Fax Number / Extension:

**Attributes for Position Training 3**

Attribute: Account assignment category\* Add Line Remove

Standard	Deactivate	Value Description	Value	Changeable
<input type="radio"/>	<input type="checkbox"/>	Asset	AS	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="checkbox"/>	Cost Center	CC	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	Internal Order	OR	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	WBS element	WBS	<input type="checkbox"/>

Save Close Read Only Check

5. **Cost Center.** Click in the “Attribute” dropdown box again and select “Cost Center.” Then, in the field labeled “Logical System” and select “Back R/3” from the dropdown list.

- When you select “Back R/3” the screen will change.
- To add a default Cost Center, click “Add Line” and then type the “Value” of the cost center you want.
- You may include multiple cost centers by adding additional lines. Note that you may only select one cost center at a time as your “Standard,” by clicking in the radio button on the left.

The screenshot shows the 'Personal Settings' form for Christina Thomas. The 'Attributes for Position Training 3' section is expanded, showing a dropdown for 'Attribute' set to 'Cost Center\*' and 'Logical system' set to 'Back R/3\*'. A table below shows a single line with 'Standard' selected, 'Deactivate' unchecked, 'Value' 1010289732, and 'Changeable' checked.

Standard	Deactivate	Value Description	Value	Changeable
<input checked="" type="radio"/>	<input type="checkbox"/>	1010289732	1010289732	<input checked="" type="checkbox"/>

6. **Delivery Address.** Click in the “Attribute” dropdown box again and select “Delivery Address.” You **MUST** select the appropriate code for your delivery address, or your orders won’t arrive at the correct destination. Never add a new line.

- If you don’t know the code, then you can search for the code that corresponds to your default building, room, and floor using this web address: <http://ssc.jhmi.edu/supplychain/shipto.html>.
- If the end user wants a new delivery ship-to address added to the system, the user must submit an online form that is available on the Supply Chain Shared Services website at: [http://ssc.jhmi.edu/supplychain/forms/shipto\\_new.html](http://ssc.jhmi.edu/supplychain/forms/shipto_new.html).

The screenshot shows the 'Personal Settings' form for Christina Thomas. The 'Attributes for Position Training 3' section is expanded, showing a dropdown for 'Attribute' set to 'Delivery address\*'. A table below shows five lines with 'Standard' selected, 'Deactivate' unchecked, and 'Changeable' unchecked for all.


Standard	Deactivate	Value Description	Value	Changeable
<input checked="" type="radio"/>	<input type="checkbox"/>	1010020099 / Baltimore / 21093 / 2324 W. Joppa Road	0000418113	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="checkbox"/>	1010020099 / Baltimore / 21093 / 2330 W. Joppa Road	0000040079	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="checkbox"/>	1010020099 / Baltimore / 21093 / 2360 W. Joppa Road	0000040081	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="checkbox"/>	1010020099 / Baltimore / 21201 / 100 N Charles Street	0000040003	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="checkbox"/>	1010020099 / Baltimore / 21201 / 1030 N. Charles Street	0001396283	<input type="checkbox"/>

7. **Plant.** Click in the “Attribute” dropdown box again and select “Plant.” The screen will update and you will see a new field called “Logical system.” Select “Back R/3\*” from the dropdown list. The screen will update and you will see one or more service provider locations.

- Select the appropriate address, depending on the end-user delivery address.
- Health Systems users will be automatically defaulted to JHHS Hosted Catalogs. You should leave this as it is.
- If you are a University employee and do not need to purchase lab supplies, select “JHU Service Provider.”

Standard	Excluded	Changeable	Plant	Logical system	Company Code	Description	BusPartner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	R3TCLNT800	JHEN	East Baltimore Central Stores	3
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1099	R3TCLNT800	JHEN	JHU Service Provider	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1001	R3TCLNT800	JHEN	Mudd Hall Central Stores	4

8. **User Account.** Now that you’ve finished the “Position” tab, click the tab labeled “User Account.” This is where you’ll enter new information about your account.

- Most of the “Standard Settings” will have default values entered. You may change them here if necessary.
- The next section is called “My Procurement Substitutes.” Procurement Substitutes are people who work with you that you would like to have access to your shopping carts. For example, if you are out sick one day, a “Procurement Substitute” is a person who can create, edit, and delete carts for you while you are out. These people are also called “Team Members” in the Shopping Cart system.
- To add a “Procurement Substitute,” click in the field below the label “Name of Substitute” and then click on the file folder icon  to bring up the User Account Search screen.
- To locate the correct person, search for their name by entering it with wildcard characters on both sides (example: \*smith\*) and click “Start Search.” When you see the person in the list, click on his or her name or select the gray box to the left of the name and then click “OK.” The window will close and the name of your substitute will be populated in the User Account tab.

**Standard Settings**

User ID: \* UPUR28  
 E-Mail: \* upur28@jhmi.edu  
 Time Zone: EST  Eastern Time (New York)  
 Language:   
 Date Format: MM/DD/YYYY  
 Decimal Notation: 1,234,567.89

**My Procurement Substitutes**

Name of Substitute	Start Substitution On	End Substitution On
<input type="checkbox"/>		

**Persons I Represent As Substitute**

Substitute For	Start Substitution On	End Substitution On
The table does not contain any data.		

**User Account Search**

Last name: "Hummel"  
 First name:

**Start Search | Reset**

User	First name	Last name	E-Mail Address	User group	Valid from	Valid through
FHUMMEL1	Francis	Hummel	FHUMMEL1@JHSPH.EDU	UN_ENDUSER	12/24/2006	12/31/9999
LHUMMEL1	Lari	Hummel	LHUMMEL1@JOHNSHOPKIN...	UN_ENDUSER	12/24/2006	12/31/9999
RHUMMEL2	Rebecca	Hummel	RHUMMEL2@JOHNSHOPKIN...	UN_ENDUSER	05/27/2009	12/31/9999

**OK | Cancel**

- You will need to enter the dates when you wish the substitution to begin and end. For example, if you want to assign a substitute only while you are on vacation, you would enter your vacation dates in the fields labeled “**Start Substitution On**” and “**End Substitution On.**” If you want to assign an indefinite substitute, then put today’s date and a date far out into the future.
- Co-workers for which you serve as a Procurement Substitute are listed on the User Account page as well.

**9. Check Your Settings.** Your settings should now be complete. Click “**Check**” (either at the top or the bottom of the screen) to verify that your settings are complete and that no error messages appear at the top of the screen.

**10. Close the Settings Window.** Once you have checked your settings, click “**Save**” to save them, then click “**Close**” to close the Settings window.

- If you only click “**Close**” without saving your data, the updated settings **will not be saved** and you will need to enter them again.

The screenshot shows the 'Personal Settings' page for Christina Thomas (Employee ID 88828). The page includes a header with 'Save', 'Close', 'Read Only', and 'Check' buttons. The main content is organized into sections: 'Personal Data' (with fields for Form of Address, First Name, Last Name, and Academic Title), 'User Account' (with fields for User ID, E-Mail, Time Zone, Language, Date Format, and Decimal Notation), 'My Procurement Substitutes' (a table with one entry for RHUMMEL2 from 04/13/2010 to 04/13/2020), and 'Persons I Represent As Substitute' (an empty table). A 'Help' link is visible in the top right corner.