



Shopping Cart: Create a RADP Order

Use this Job Aid to:

- Learn how to create a Radiation PO through SAP.

BEFORE YOU BEGIN

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

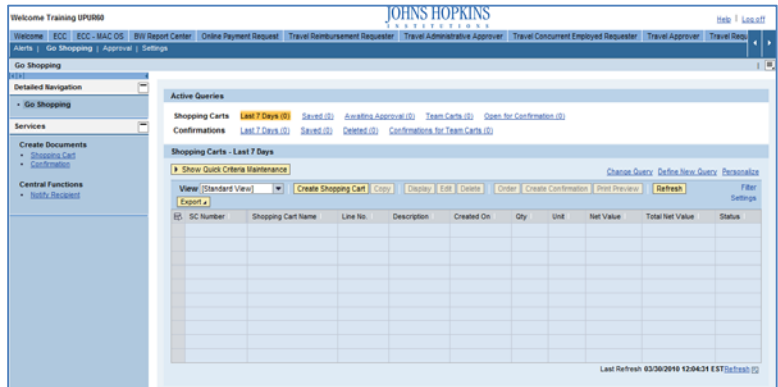
Create a RADP Order

An RADP shopping cart is created to purchase radioactive materials or products. Use a RADP Shopping Cart when you need to procure products that require approval by the Radiation Safety Department. Once an RADP Shopping Cart is created and the appropriate department and financial approvals are received, the cart will be forwarded electronically to Radiation Safety for approval and submission for creation of a purchase order. If you do not indicate this purchase as an RADP cart, the shopping cart will not go to the appropriate people/departments for approval.

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

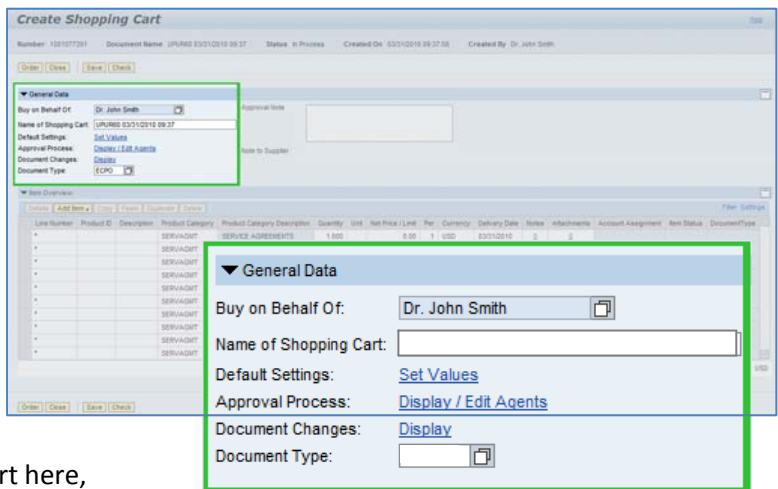
Helpful Hint

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.



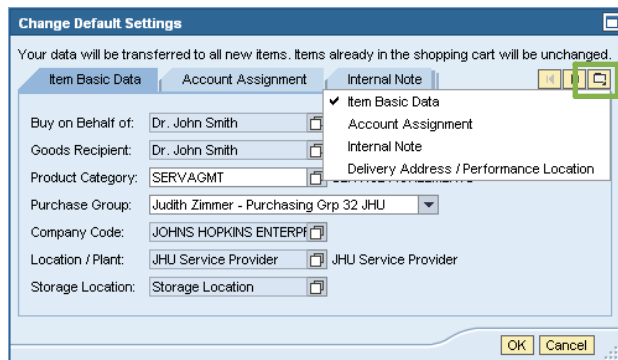
2. **Enter General Data.** The “Create Shopping Cart” screen will appear. Start your order in the “General Data” section of this screen.

- 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 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 change it to RADP.



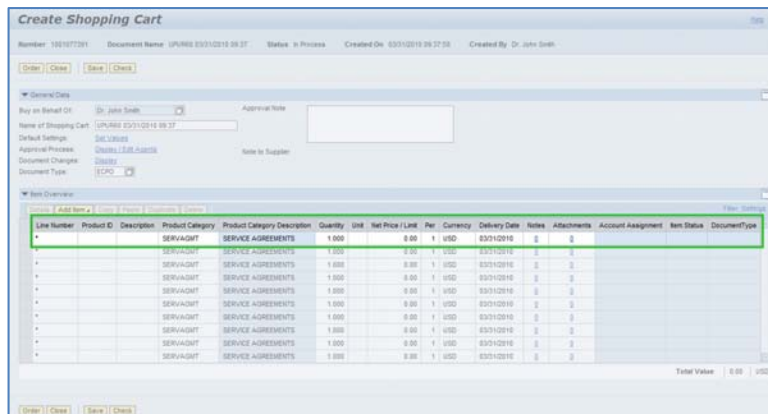
Helpful Hint

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 and enter text that identifies the isotope you wish to order. Enter your order as follows: Product Number, Isotope, Compound, Activity (example: NEG013H, P-32, DaTP, 250 uci).



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
*		NEG013H						1	USD	03/31/2010					

- Next enter the "Product Category." For RADP orders, you should choose RADIOACTIVE for the product category.
- Enter the "Quantity" – the actual number of items that you want – in this field.
- In the "Unit" field enter "each" or "EA."
- Enter the price in the "Net Price/Limit" field (i.e., 93.00). Note that no dollar signs are required.
- Ignore the field that says "Per."
- Enter the "Delivery Date" when you wish to have your order delivered.
- When you are done, click "Enter" to apply your selections.

Helpful Hint

A price quote is available on the SEHS website under Radiation Safety, or by calling Radiation Control at 5-3710!

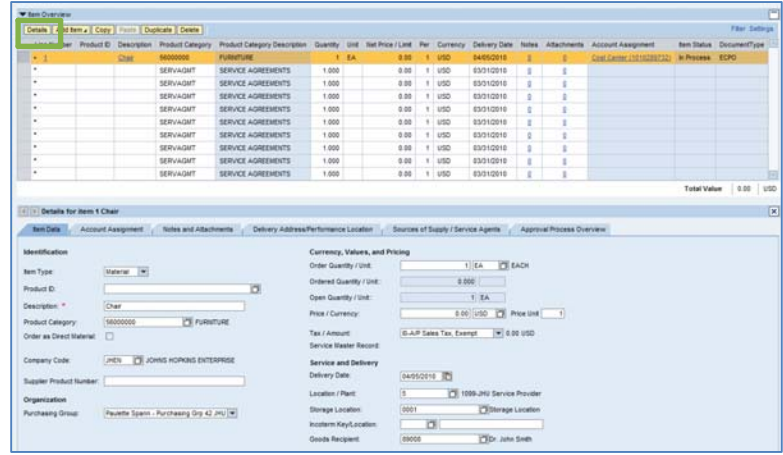
Helpful Hint

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 and will show the data you just entered.

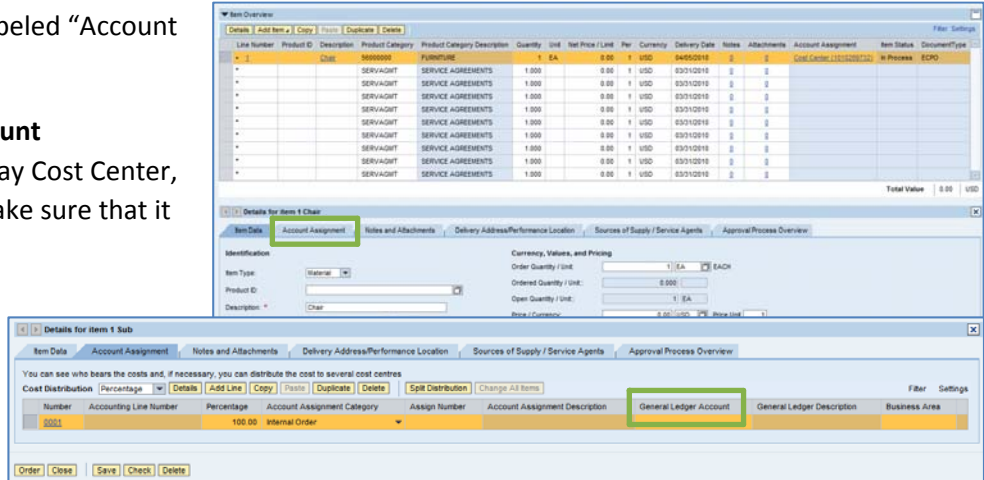
Helpful Hint

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. 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 the appropriate G/L account with your financial administrator, and then enter it in this field.

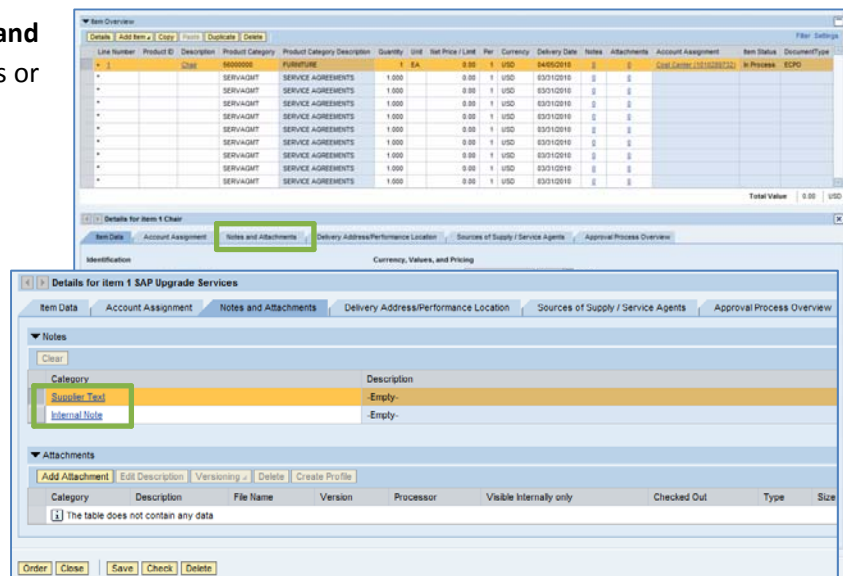


Helpful Hint

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.

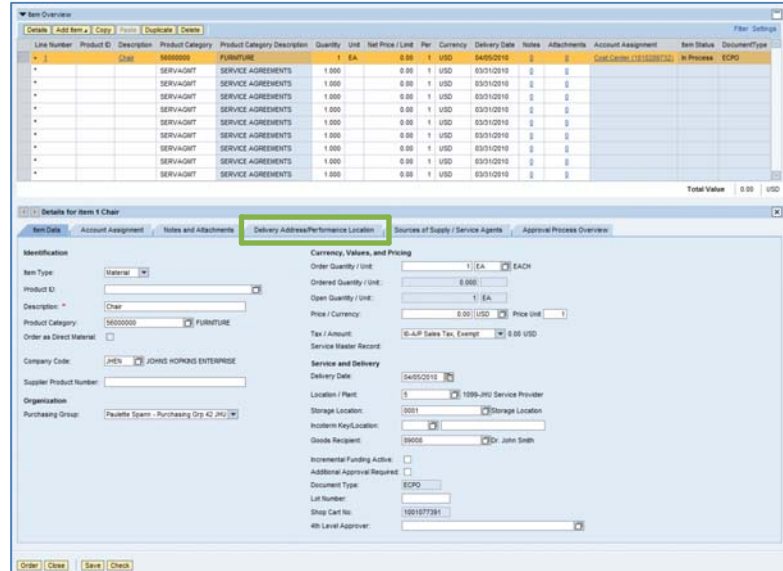
6. Attach Notes and or Documents. Click the “Notes and Attachments” tab if you wish to attach any documents or type any notes in this Shopping Cart.

- Click “Supplier Text” to add notes to the vendor, which will appear on the finished Purchase Order.
- Click “Internal Notes” to add notes that pertain to your order, but will not be seen by the vendor. They can be notes to Radiation Control or your department.



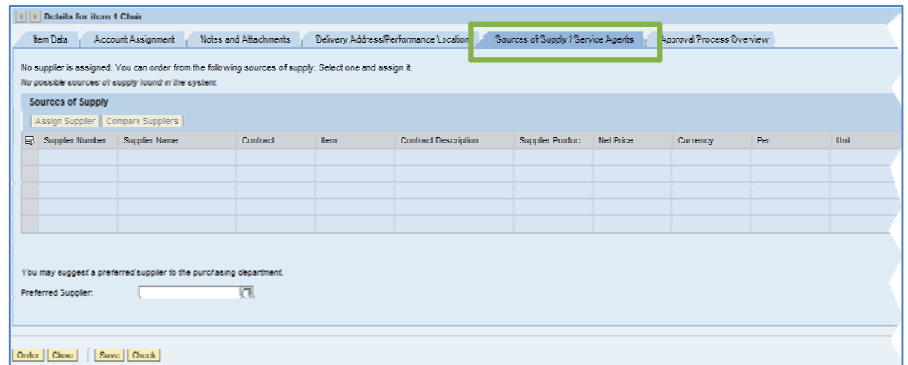
7. Check the Delivery Address. Click the “**Delivery Address/Performance Location**” tab to check the delivery address.

- There are two addresses for radioactive material. All radioactive material should be delivered to one of these addresses:
 - 1950 McElderry Street (#2513273)
 - Bayview Campus (#2510181)
- Enter the **Building** where your item needs to be delivered. The specific lab location can be placed in the **Floor/Room** section.
- In the **Additional Name** section, change JOHNS HOPKINDS ENTERPRISE to P.I.’s Name c/o RCU. This will help us to deliver your order promptly.

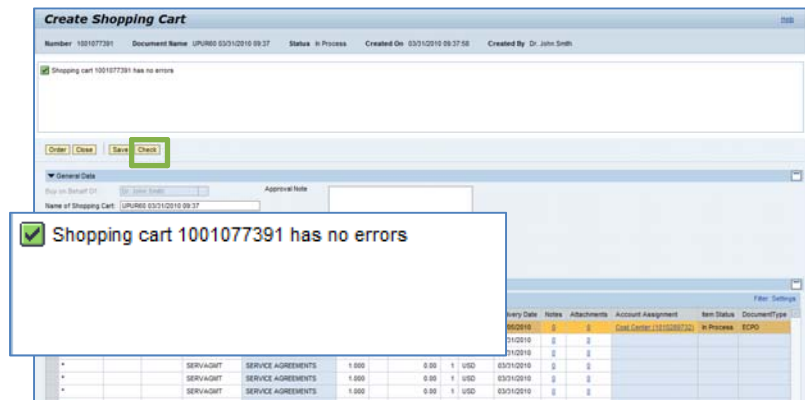


8. Select a Supplier. Next, click the tab labeled “**Sources of Supply/Service Agents**” (also under “**Details**”). The system will display a list of established vendors to choose from.

- Scroll to locate the vendor, click the vendor name, and then select “Assign Supplier.” The vendor information will be automatically entered into your order. If you’re not sure how to search for a supplier, there is a Job Aid called “Searching for a Vendor” that can help.



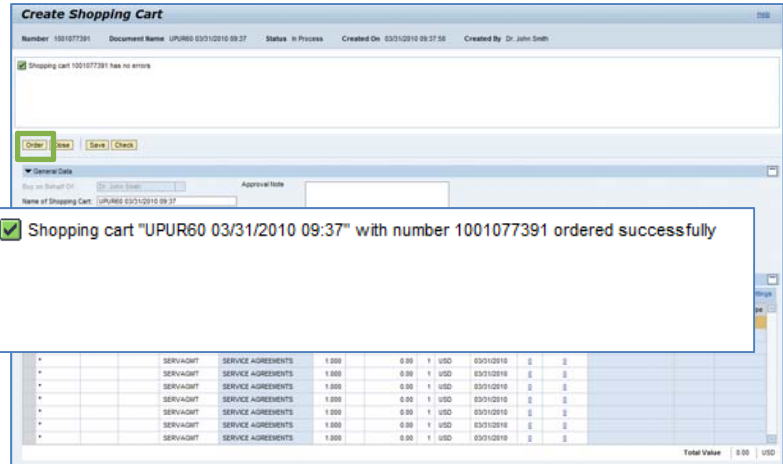
9. Check the Order. Your order is now complete. Click “**Check**” (either at the top or the bottom of the screen) to verify the order and make sure that no error messages appear at the top of the screen.



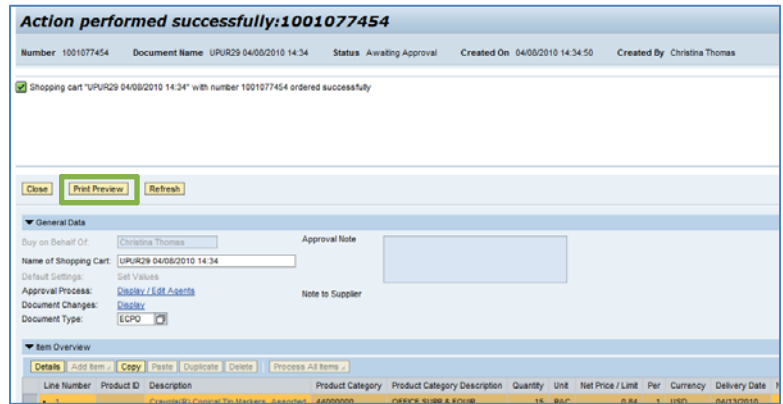
10. Place the Order. Once you have verified the order, click “Order.” You will see a message at the top of the screen that says “Actions performed successfully.”

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.

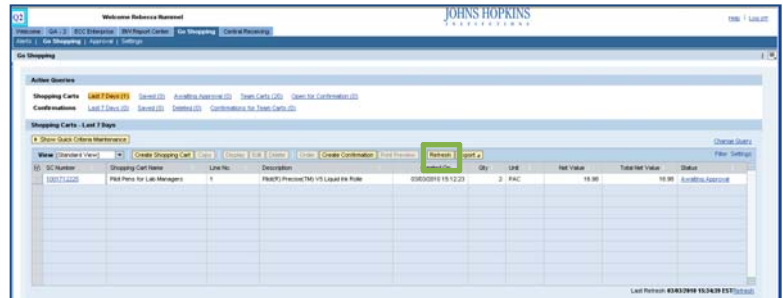


11. Print Preview. The “Print Preview” button will appear once you have placed the order. You may wish to print a copy of your order in case there is a problem finding the shopping cart later.



12. 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 RADP 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.”