



Shopping Cart: Using Team Carts

Use this Job Aid to:

- Learn how to share your shopping carts with your “team” so that you can create, edit, and delete carts for one another.

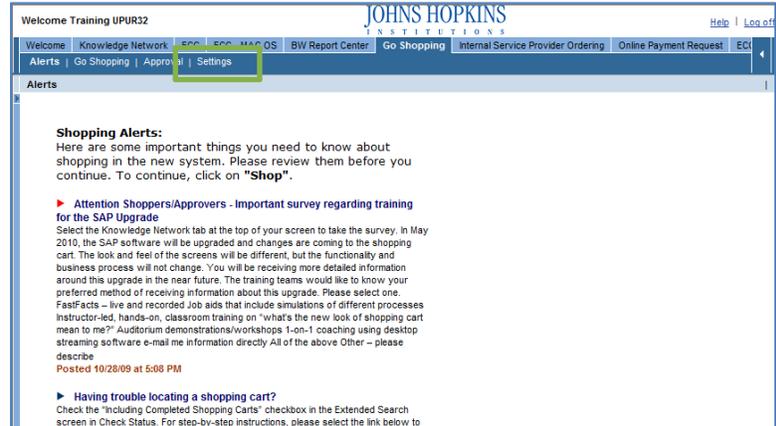
BEFORE YOU BEGIN

You should have the name and JHED ID of the co-worker(s) you would like to add to your “team.”

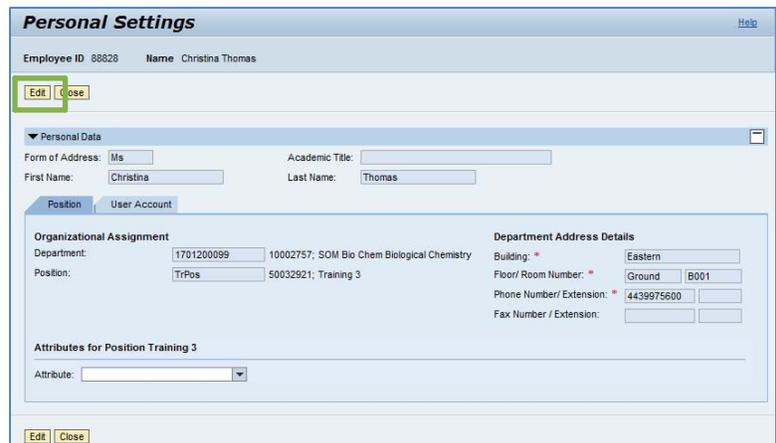
Using Team Carts

Team Shopping Carts are new with the upgrade version of SAP in 2010. Use them to set up a “team” of co-workers who can share their shopping carts. Anyone who is on your team can create, edit, and delete carts for you. Note that you can allow team access to your work on an individual cart basis.

- 1. Select Settings.** After you select the “Go Shopping” tab from the top line, select “Settings” from the next line to get to 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. User Account. The fields to set up your team are located on the “User Account” tab.

- Look at the section called “**My Procurement Substitutes.**” Procurement Substitutes are the people on your “team” 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 his or her 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 the 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.

- 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 whom you serve as a Procurement Substitute are listed on the User Account page as well.

4. Check Your Settings. Your team cart 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.

5. 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.

Personal Settings 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

Standard Settings

User ID: UPUR28

E-Mail: upur28@hmi.edu

Time Zone: EST Eastern Time (New York)

Language:

Date Format: MM/DD/YYYY

Decimal Notation: 1,234,567.89

My Procurement Substitutes

Add Line Remove Settings

Name of Substitute	Start Substitution On	End Substitution On

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	Frances	Hummel	FHUMMEL1@HSPH.EDU	UN_EBUUSER	12/04/2005	12/31/9999
LHUMMEL1	Lara	Hummel	LHUMMEL1@CHNHSOPKFN...	UN_EBUUSER	12/04/2005	12/31/9999
RHUMMEL2	Rebecca	Hummel	RHUMMEL2@CHNHSOPKFN...	UN_EBUUSER	05/27/2009	12/31/9999

OK Cancel

Personal Settings 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

Standard Settings

User ID: UPUR28

E-Mail: upur28@hmi.edu

Time Zone: EST Eastern Time (New York)

Language:

Date Format: MM/DD/YYYY

Decimal Notation: 1,234,567.89

My Procurement Substitutes

Add Line Remove Settings

Name of Substitute	Start Substitution On	End Substitution On
RHUMMEL2	04/13/2010	04/13/2020

Persons I Represent As Substitute

Substitute For Start Substitution On End Substitution On

The table does not contain any data

6. Turn on Team Carts. After you have Procurement Substitutes established in your Settings, then you will see a new field called **“Team Shopping Cart”** in the General Data section of each new shopping cart you create.

- Check the box that says “Make accessible to my Purchasing Substitutes” to allow members of your team to view, edit, and/or delete this cart. When you save your cart, members of your team will have access to the cart.
- If you do not wish for members of your team to have access to this cart, leave the checkbox blank.

