



JOHNS HOPKINS
M E D I C I N E

JOHNS HOPKINS HEALTH SYSTEM CORPORATION
THE JOHNS HOPKINS HOSPITAL

SAP SHOPPING CART

FUNDAMENTALS

JHHS ODT SAP Training Team
www.hopkinsmedicine.org/sap

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ALL ABOUT THE SHOPPING CART HOME SCREEN

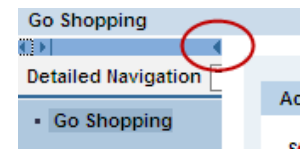
The “Shopping Cart Home Page” is your starting point and your control center. From this one screen you can shop, check status, confirm, research, and more.

FEATURES OF THE HOME SCREEN

The screenshot shows the SAP Shopping Cart Home Screen. The interface includes a top navigation bar with 'Alerts', 'Go Shopping', 'Approval', and 'Settings'. A left-hand navigation pane contains 'Go Shopping', 'Detailed Navigation', 'Services', 'Create Documents', and 'Central Functions'. The main content area is titled 'Shopping Carts - Last 7 Days' and features a table of shopping cart items. Callouts #1 through #18 identify specific UI elements: #1 (Go Shopping button), #2 (Services menu), #3 (Active Queries section), #4 (Show Quick Criteria Maintenance button), #5-#14 (Active Query filters), #15 (Detailed Navigation panel), #16 (Copy button), #17 (Status link), and #18 (Line No. column).

SC Number	Shopping Cart Name	Line No.	Description	Created On	Qty	Unit	Net Value	Total Net Value	Status
1001712062	Douron Chairs 02/25/2010 09:31	1	Bailey Task Chair	02/25/2010 09:36:04	5	EA	1,345.00	1,345.00	Awaiting Appro
1001712032	Douron Chairs 02/24/2010 15:59	1	Bailey Task Chairs	02/24/2010 16:05:54	7	EA	1,883.00	1,883.00	Awaiting Appro
1001712013	Over 500 02/24/2010 13:47	1	Swingline(R) Optima(TM) 45 Electric Stap	02/24/2010 13:48:24	10	EA	699.50	699.50	Awaiting Appro
1001711993	Markers for new room	1	EXPO(R) Low-Odor Dry-Erase Markers, Chis	02/24/2010 09:59:42	5	DZ	62.45	62.45	Follow-on Docu
1001711993	Markers for new room	2	EXPO(R) Low-Odor Dry-Erase Markers, Chis	02/24/2010 09:59:42	5	PAC	22.50	84.95	Follow-on Docu
1001711981	Douron Chairs 02/24/2010 09:34	1	Bailey Task Chair	02/24/2010 09:38:29	8	EA	2,152.00	2,152.00	Awaiting Ap
1001711961	Douron Chairs 02/23/2010 08:57	1	Bailey Task Chairs	02/23/2010 08:59:20	8	EA	2,152.00	2,152.00	Awaiting Appro
1001711946	JTETREA1 02/22/2010 15:08	1	kjfkjdfk	02/22/2010 15:08:26	1.000		0.00	0.00	Deleted
1001711849	Markers for training room	1	EXPO(R) Low-Odor Dry-Erase Markers, Chis	02/18/2010 09:37:43	3	DZ	37.47	37.47	Follow-on Docu
1001711748	test save 2 02/15/2010 10:49	1	dkfkjdfk	02/15/2010 10:49:29	1.000		0.00	0.00	Deleted

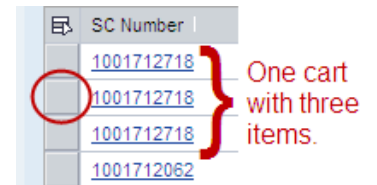
1. The left-pointing triangle above the **Detailed Navigation** panel lets you close that section. This provides a wider view space for your cart list.
2. The **Detailed Navigation** panel has links to create carts and confirmations. Note that the main part of the screen also has buttons for these functions.
3. The **Active Queries** section lists a number of predefined (system) queries. Selecting one of these choices changes the list of items in the Shopping Carts view.
4. The **Show Quick Criteria Maintenance** button opens a list of fields to further modify the currently viewed query.
5. Click the **Create Shopping Cart** button to start a new cart.
6. After first selecting an item in the shopping cart list, clicking the **Copy** button creates a new shopping cart containing all the items and information that were in the original cart. Item information can then be deleted or changed, and new information added. Note that this is similar in function to the Old Purchase Orders and Templates function in the previous version of Shopping Cart, but does not replace it.
7. The **Display** button opens a selected cart for viewing. If it's a saved or unapproved cart, it may be edited. Note that clicking the Shopping Cart number does the same thing.



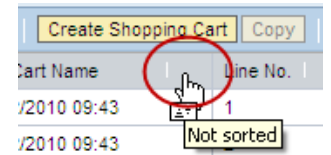
8. **Edit** opens a selected cart for editing, but only if the cart can be further edited at that point in the workflow. This does the same thing as clicking the **Display** button mentioned above, followed by the **Edit** button within the displayed cart.
9. **Delete** deletes a selected cart, but only if deletion is allowed at that point in the workflow. Important note: a deleted cart does not disappear from the list. It remains on the list of carts but the status of the cart is changed to Deleted.
10. The **Order** button puts a selected Saved cart into workflow.
11. The **Create Confirmation** button lets you go to the goods receipt screen for the selected cart.
12. **Print Preview** generates the standard shopping cart pdf file for the selected cart.
13. **Refresh** forces SAP to display the most up-to-date list of carts. You should click Refresh after every change in your shopping carts.
14. **Export** saves the shopping cart list as an Excel file.

15. Click the gray square on the left of a row in any list to select that row.

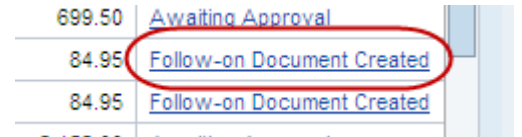
In the Active Query views, the individual items in a cart are listed separately. If you select one item in the cart and then click an action button, that action will affect the whole cart.



16. Sort by any column in an Active Query view, by clicking in the blank space on the right of the column heading.



17. Click once on the underlined text in the status column to get more information. For example, if the status is *Follow-on Document Created*, you can click the text to move immediately to the Shopping Cart screen which displays the Purchase Order and other information.



18. Note: by default, the active query view displays the items in a cart on each row. Therefore a single cart may be represented by multiple rows. To view only the cart names you can filter by item #1.

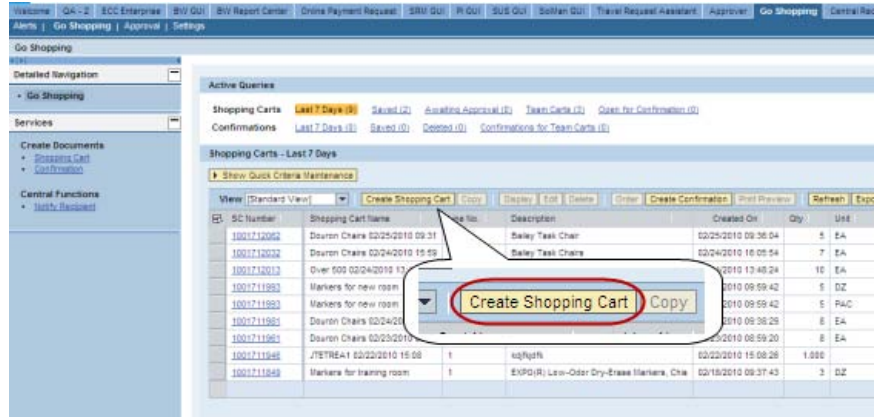
CREATING A FREE TEXT SHOPPING CART

In this example, the cart is for eight chairs from Douron, Inc. In the Douron catalog, they are listed as Bailey Task Chairs, Catalog # BTC048, price \$269.00.

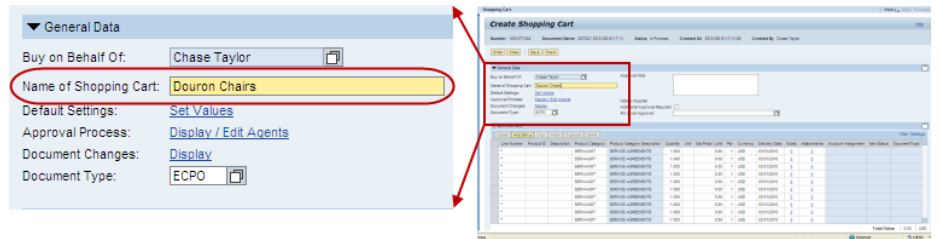
1. In SAP, click the **Go Shopping** tab, then again click the **Go Shopping** tab on the next line.



- In the Shopping Cart “home” screen, click the Create Shopping Cart button located along the top of the query view.



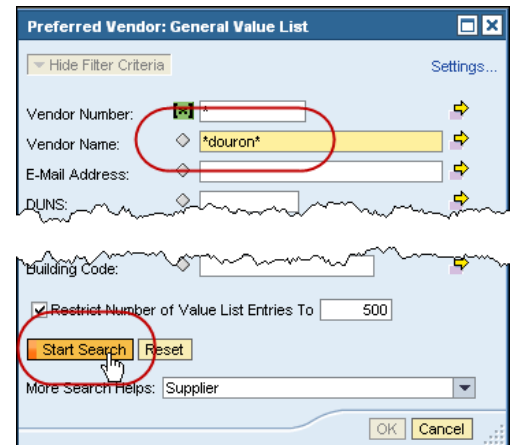
- In the **General Data** section at the top of the screen, change the name of the cart, if desired.



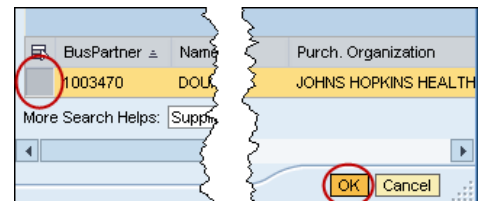
- Also in the General Data section, select the Shopping Cart vendor. Click the white box to open the vendor search screen.



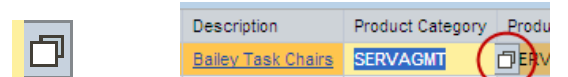
- In the Vendor search window, enter the search criteria for the name of the vendor in the **Vendor Name** field. Then click the **Start Search** button. Remember to put an asterisk before and after your search term.



- Select the vendor by click the gray box to the left of the Vendor’s **BusPartner** number. Then click **OK**.



- Press Tab to move to the **Product Category** field, then click the search button.



8. Click **Start Search**.

Search Product Category

Display As: Flat List

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description:

Logical System:

Restrict Number of Value List Entries 500

Start Search Reset

OK Cancel

9. Click the **Description** field header to sort.

Item Detail 0 Unsaved data will be lost

Description	Category
LIVE ANIMALS	1010
FLOWERS	1010

10. Click the gray box next to your choice, then click the **OK** button. You can also double click the name of the category.

FURNITURE	56000000	CCQCLNT800
HOTEL MEETING FACIL	90110000	CCQCLNT800
HSKP SUP SOAP CHEM	47000000	CCQCLNT800

OK Cancel

11. Tab to the **Quantity** field and enter the number of items needed, if more than one. Next tab to, or click into, the **Unit** field. Either manually enter the two character unit abbreviation or click the search button to view the list.

Quantity	Unit	Net Price
8		
1.000		

12. To view the list of units, click the **Start Search** button.

Unit of Measurement: General Value List

Hide Filter Criteria Personal Value List Settings...

Commercial:

Unit text:

Restrict Number of Value List Entries To 500

Start Search Reset

OK Cancel

13. Select the EA unit and click OK.

DR	Drum
DZ	Dozen
EA	EACH
FE	Feet
FT2	Square foot
FT3	Cubic foot

OK Cancel

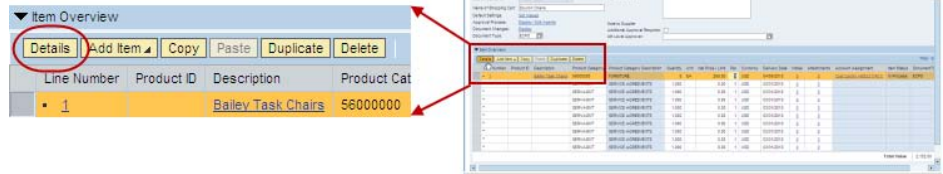
14. Tab to, and enter the **Net Price** (cost) per USD.

Net Price / Limit	Per	Currency	Delivery Date
269.00	1	USD	02/28/2010

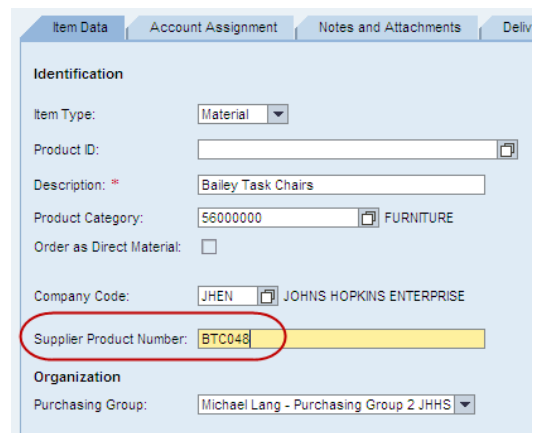
15. Press the Enter key on the keyboard.



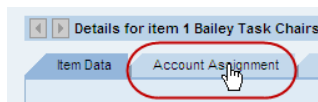
16. Click the **Details** button along the top of the item overview section.



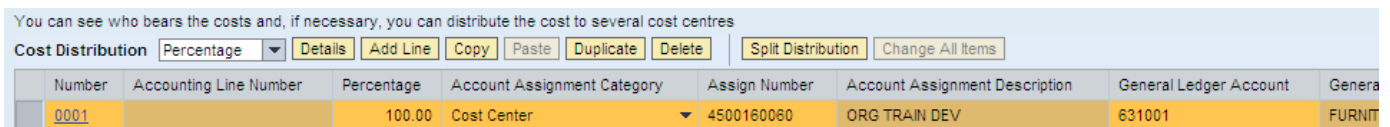
17. In the **Item Data** section, enter the catalog number (or product or item #) in the field labeled **Supplier Product Number**.



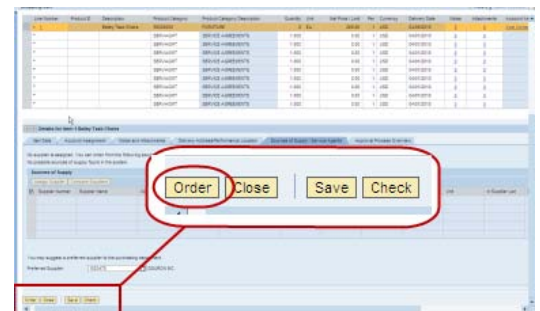
18. Click the **Cost Assignment** tab.



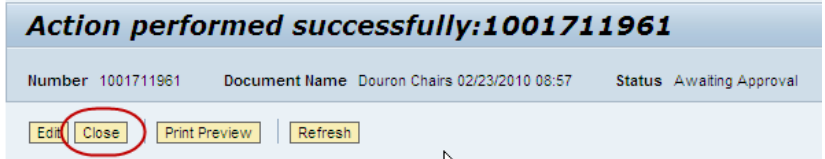
19. As needed, enter GL # and any other cost assignment information.



20. Click the **Order** button to put the cart into workflow. Click **Check** to scan for errors. The **Save** button puts the cart on hold. The **Close** buttons allows you to exit the cart without saving.

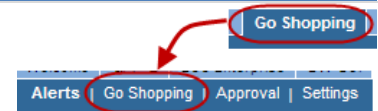


- After the cart is ordered, click the **Close** button to return to the Shopping Cart Home Screen.

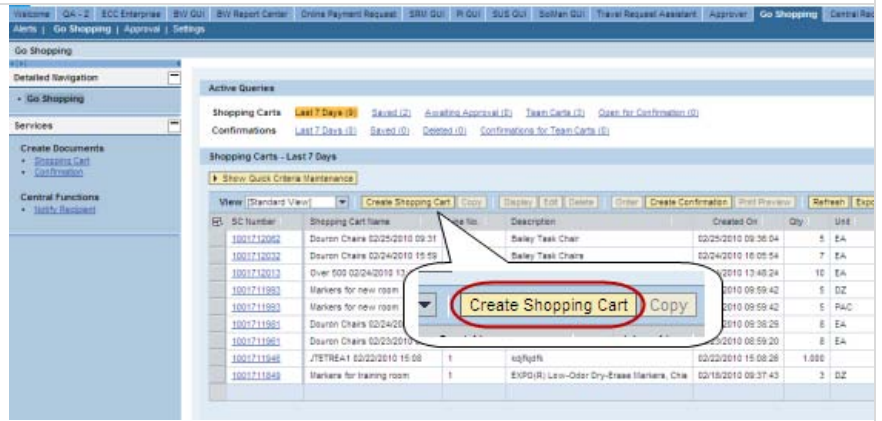


CREATING AN OFFICE DEPOT SHOPPING CART

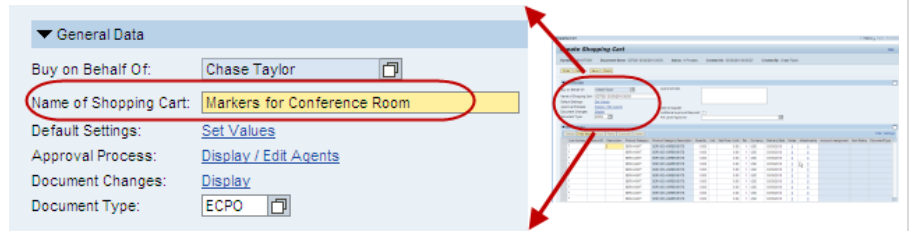
- In SAP, click the **Go Shopping** tab, then again click the **Go Shopping** tab on the next line.



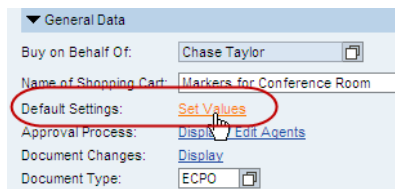
- In the Shopping Cart "home" screen, click the **Create Shopping Cart** button located along the top of the query view.



- In the **General Data** section at the top of the screen, change the name of the cart, *if desired*.



- Click **Set Values**, which is also in the **General Data** section.



- Change the product category to Office Supplies (Office Supp & Equip) by first clicking the search button.



Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data Account Assignment Internal Note

Buy on Behalf of: Chase Taylor

Goods Recipient: Chase Taylor

Product Category: **SERVICE AGREEMENTS**

Purchase Group: Dawn Janicki - Purchasing Group 10 JHHS

Company Code: JOHNS HOPKINS ENTERPRISE

Location / Plant: JHHS Service Provider

Storage Location: Storage Location

OK Cancel

- Next, click **Start Search**.

Search Product Category

Display As: Flat List

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description:

Logical System:

Restrict Number of Value List Entries 500

Start Search Reset

OK Cancel

- To make it easier to find your category, sort the list in alphabetical order by click on the **Description** field.

Logical System: Restrict Number of Value List Entries 500

Start Search Reset

Item Detail 0 Unsaved data will be lost.

Description	Category ID	Logical System
LIVE ANIMALS	10100000	R3TCLNT800
FLOWERS	10160000	R3TCLNT800
CHEMICALS & GASES	12000000	R3TCLNT800
PAPER PRODUCTS	14000000	R3TCLNT800
FUEL	15000000	R3TCLNT800

- Select the category OFFICE SUPP & EQUIP by clicking the gray box to the left of the name of the category. Then click the **OK** button to move it to your cart.

Alternatively, simply double click the name of the category to move it to the cart.

NETWORK & COMM EQUIP	43220000
OFFICE SUPP & EQUIP	44000000
OPHTH RELATED SUP	42183000
OFFICE SUPP & EQUIP	44000000

NETWORK & COMM EQUIP	43220000	R3TCLNT800
OFFICE SUPP & EQUIP	44000000	R3TCLNT800
OPHTH RELATED SUP	42183000	R3TCLNT800

OK Cancel

- Click the Account Assignment tab.

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data **Account Assignment** Internal Note

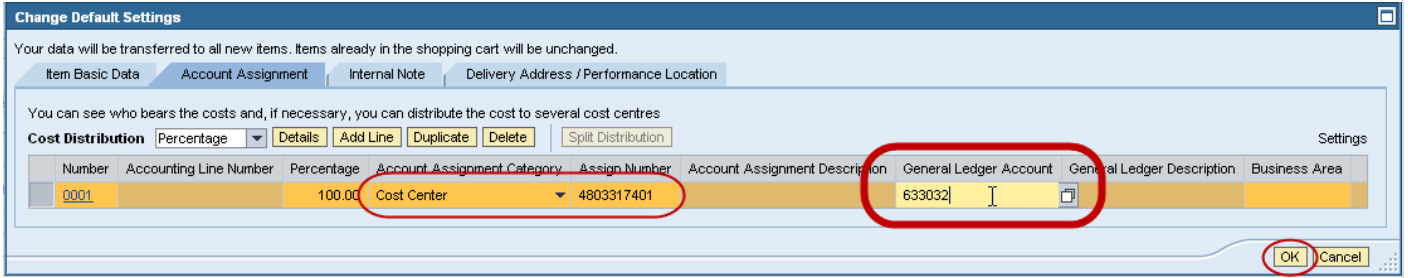
Buy on Behalf of: Chase Taylor

Goods Recipient: Chase Taylor

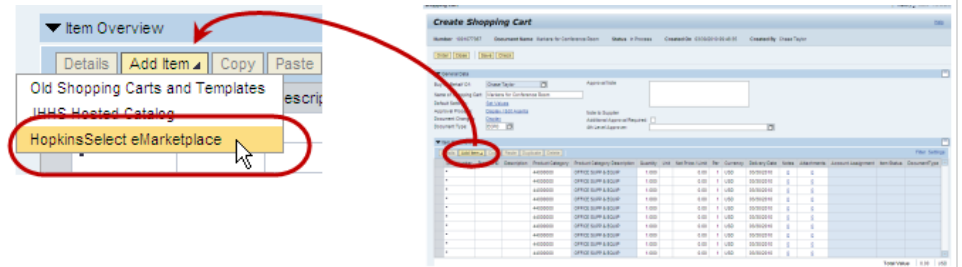
Product Category: 44000000 OFFICE SUPP & EQUIP

Purchase Group: O 10003690

10. Click into the General Ledger Account field and enter the number 633032, then click the OK button. Note that JHU requisitioners should also enter the correct Internal Order number in the **Assign Number** field.

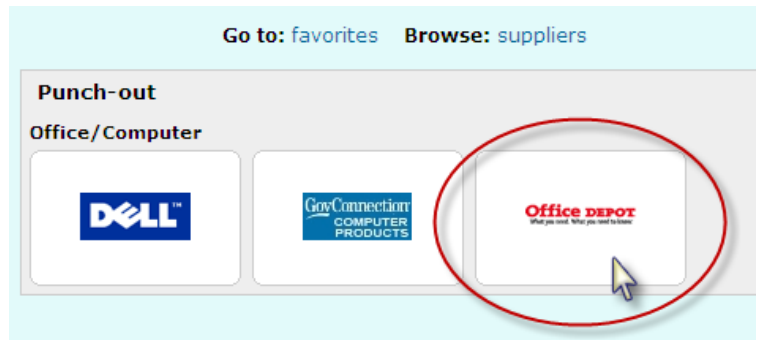


11. In the **Item Overview** section of the cart, click the **Add Item** button, then select **HopkinsSelect eMarketplace**.



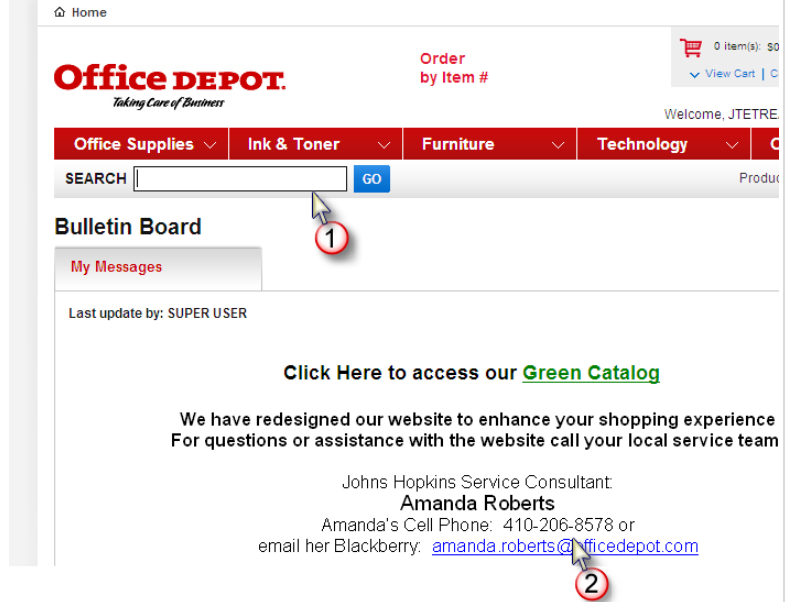
12. Access the Office Depot site.

In this example we will order dry-erase markers.



13. Click into the search field ① at the top of the screen.

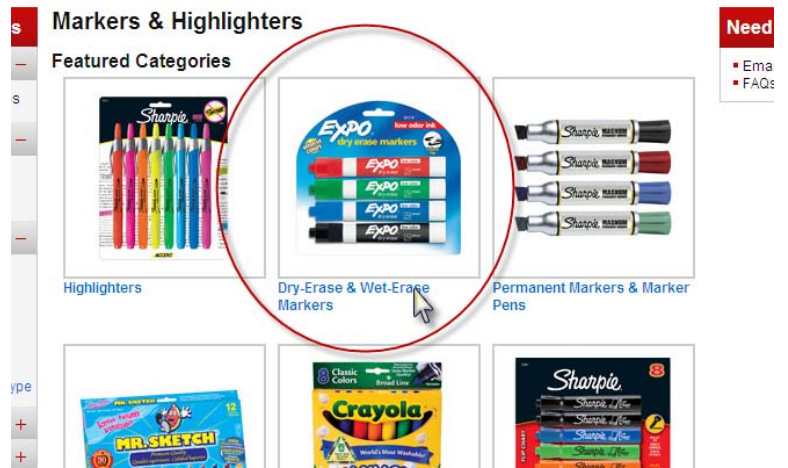
NOTE: if you have questions about your Office Depot order, you can contact the Office Depot representatives ② listed at the home screen.



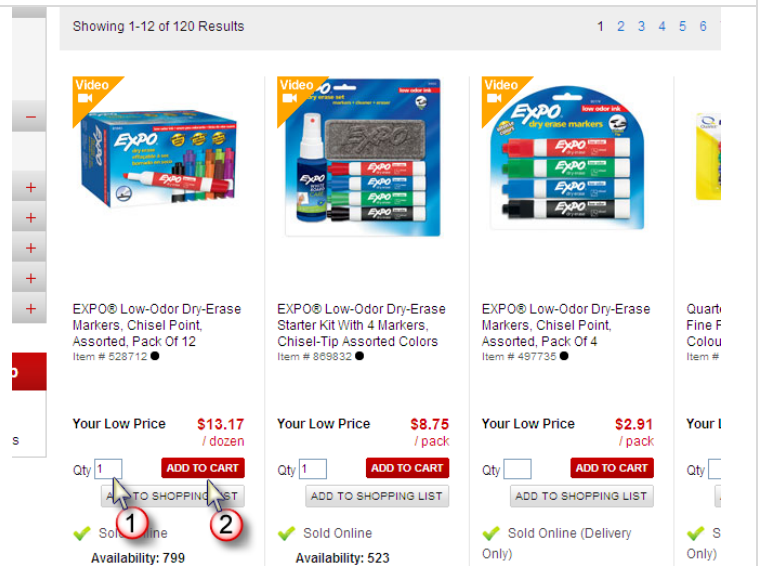
14. In the search field ①, enter the item name or number, then click the Go button ②.



15. Select the category of product, if necessary.



16. When you find the item(s) you want, enter the quantity in the QTY field ①, then click the red Add to Cart ② button.



17. When ready, click the Checkout button.

18. Click the Continue button.

19. Click Transfer Item to SAP Cart.

Log No	Size / Packaging	Unit Price	Quantity	Ext. Price	
2	DZ	13.17	1 DZ	13.17 USD	<input type="checkbox"/>
2	PK	8.75	1 PK	8.75 USD	<input type="checkbox"/>
Supplier subtotal				21.92 USD	
Subtotal				21.92	
Total				21.92 USD	

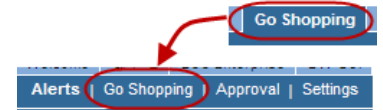
20. Click the **Order** button when ready.

21. Click **Close** to exit the shopping cart.

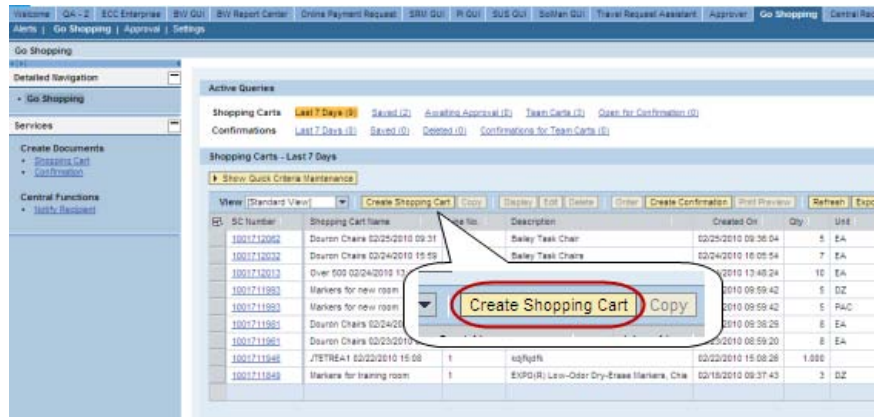
CREATING A JHHS HOSTED CATALOG SHOPPING CART

In this example, we will order several items from the hosted catalog, using their SAP Product ID numbers: 41922, 23909, and 11144.

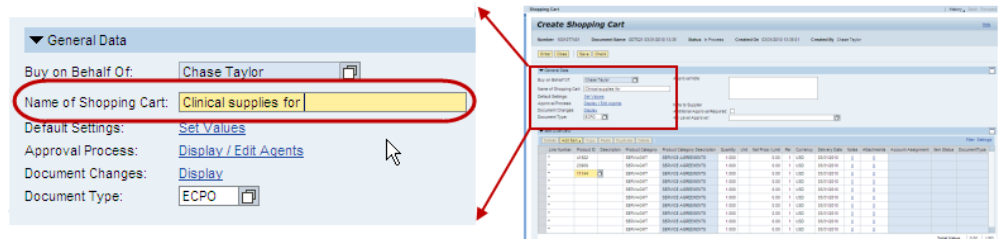
1. In SAP, click the **Go Shopping** tab, then again click the **Go Shopping** tab on the next line.



2. In the Shopping Cart “home” screen, click the **Create Shopping Cart** button located along the top of the query view.

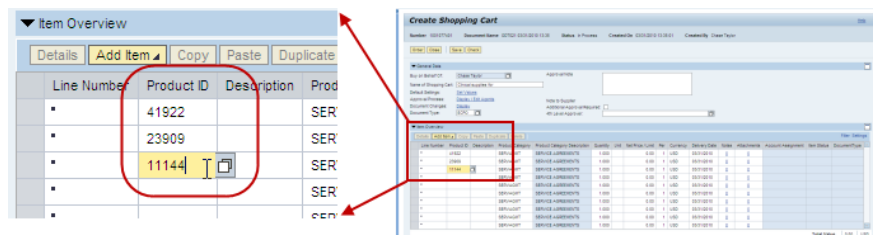


3. In the **General Data** section at the top of the screen, change the name of the cart, if desired.



4. Enter the three Product ID numbers in the Product ID field by clicking into each field and entering the number.

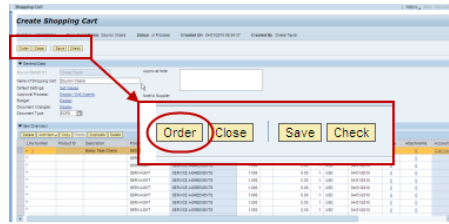
If you prefer, you can press the Enter Key after each number but It’s faster if you wait until you’ve entered them all.



5. Press the Enter key when you’ve entered all the numbers.

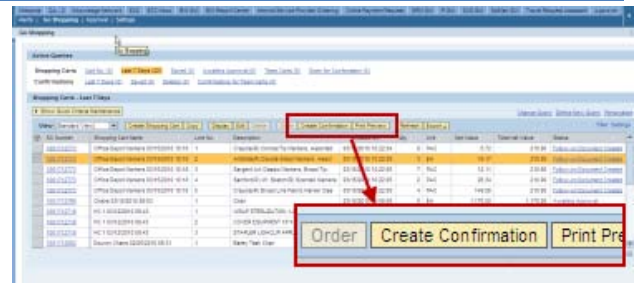


- Click **Order** to complete the order.

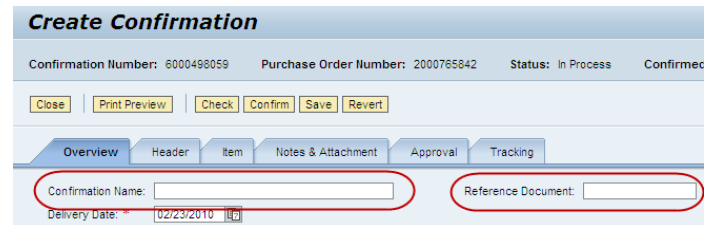


CONFIRMING A SHOPPING CART

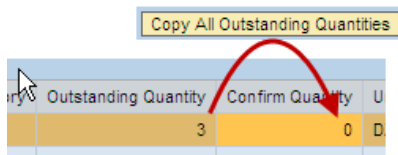
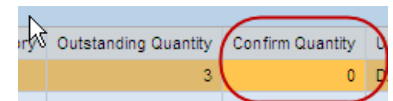
- In the Shopping Cart Home Screen, select the cart you want to confirm by clicking the gray box to the left of the **SC Number**. Then click the **Create Confirmation** button.



- In the header part of the confirmation screen enter the **Confirmation Name**. Enter the vendor's invoice number in the **Reference Document** field.

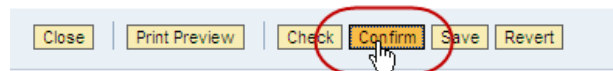


- In the **Item Overview** section, use the **Confirm Quantity** field to enter the number of items to confirm for each row.

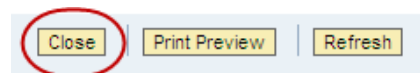


Alternatively, you can click the **Copy All Outstanding Quantities** button to automatically insert all of the outstanding (not yet confirmed) quantities into the **Confirm Quantity** field. Saves time.

- When ready, click the **Confirm** button.

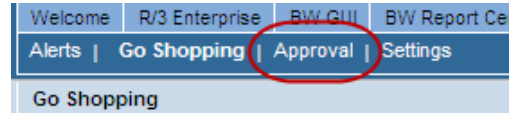


- Click the **Close** button to return to the start screen.

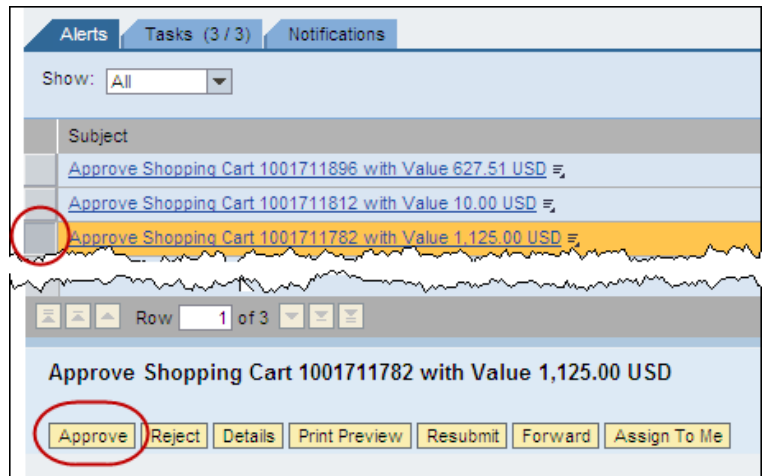


APPROVING A SHOPPING CART

6. Click **Approval** in the submenu of the **Go Shopping** tab in the portal.



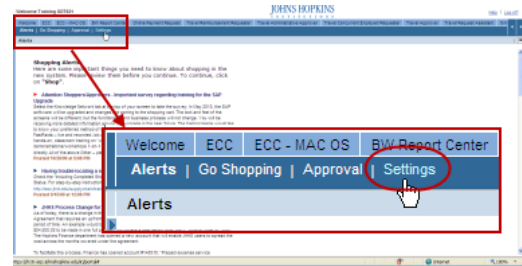
7. Select the cart you want to approve by clicking the gray box to the left of the Subject message. Then click the **Approve** button.



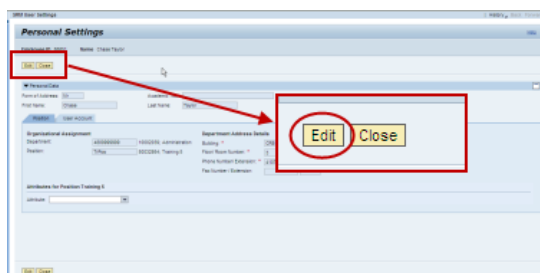
CHECKING YOUR SETTINGS

Before you order items with the Shopping Cart, make sure your settings are correctly filled in.

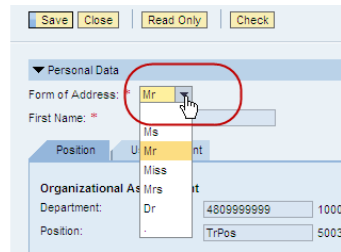
1. Access SAP, click the Go Shopping Tab, then click the **Settings** tab.



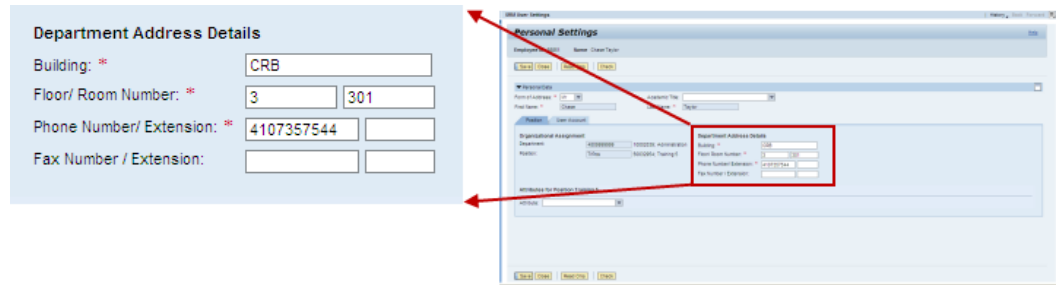
2. Click **Edit**.



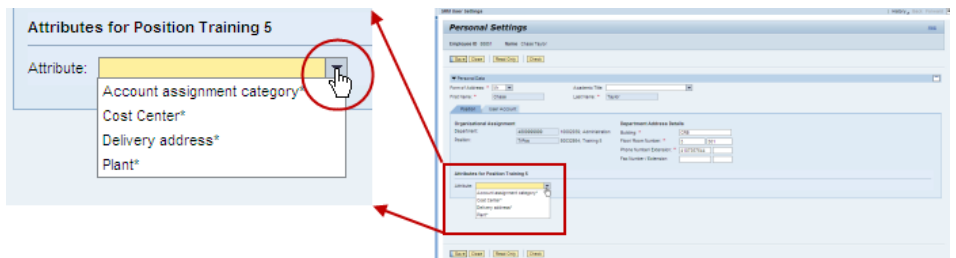
3. Update the **Form of Address** field.



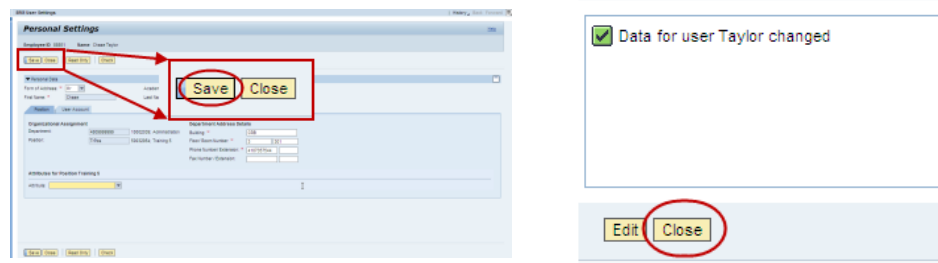
4. Enter your building, room, floor, and phone number in the **Department Address Details** section.



5. Select the attribute dropdown button and review your attribute as needed.



6. When finished, click **Save**, then **Close**.



IMPORTANT RESOURCE LINK

Most questions about shopping can be answered by one or more of the many resources stored at this website:

<http://ssc.jhu.edu>