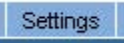

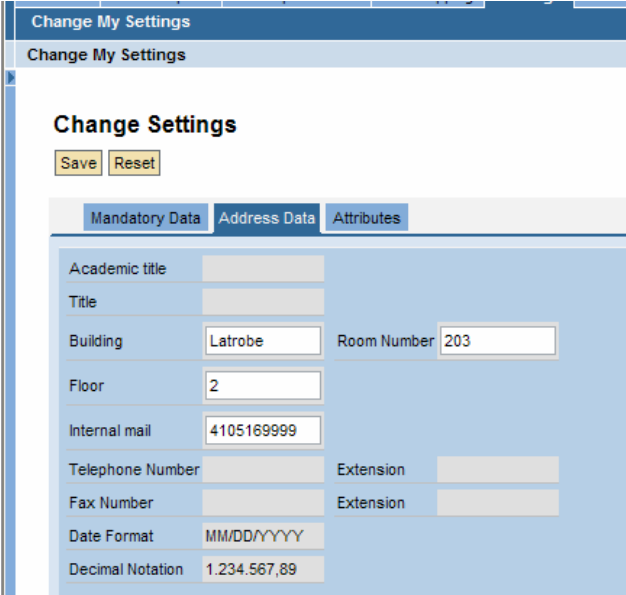



Set User Default Settings


User defaults must be set before beginning your first shopping cart in order for requisitions to be properly routed to the Supply Stores.

Procedure: Follow the steps below to set your default building, room, floor, street address and plant. You may also set your default account category and cost center at this time, although these fields are not mandatory.

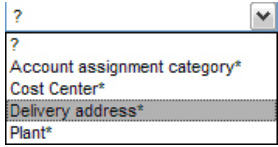
1. Sign-in to the HopkinsOne Enterprise Login, using your JHED ID and password.
2. Click on the *Settings* tab. 
3. Click on the *Address Data* tab. 
4. Enter your *Building* name, *Room Number* and *Floor* of where you want your purchases delivered to. Your phone number is entered in the Internal mail field. When updating or correcting your phone number, use digits only and no spaces, dashes, letters or parenthesis. (you may change this default data at any time)



5. Click on the *Attributes* tab. 
6. Click the down arrow, in the *Attribute* drop-down box.



7. Click *Delivery address* from the drop-down menu.



8. Look up your 5-digit street address (ship-to address) code that corresponds to your default Building, Room and Floor using the following web address.

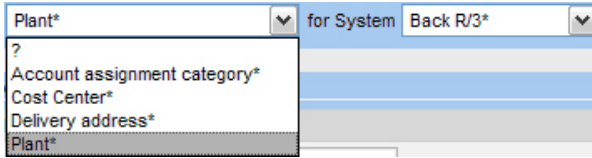
<http://ssc.jhmi.edu/supplychain/shipto.html>

9. Select the radio button corresponding to the address code.
Do not select 40000 DROPSHIP.



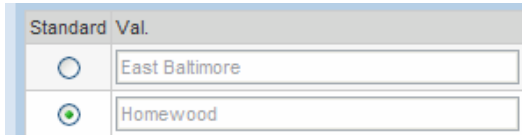
Change values
Standard Val. 40005

10. Click the down arrow in the *Attribute* drop-down box and select *Plant** and *Back R/3**.




Plant* for System Back R/3*
? Account assignment category*
Cost Center*
Delivery address*
Plant*

11. Click on the *Standard Value* radio button to change your default plant. The plant value determines from which JHU Storeroom your supplies are delivered. Select either *East Baltimore* or *Homewood*, according to your physical location, or from where your supplies are delivered. Requisitioners located at Bayview and Stieff locations should select *Homewood*. Select the radio button for the corresponding plant.



Standard Val.
 East Baltimore
 Homewood

If you only see the plant *U - Service Provider*, please press the  button, go back to Settings and begin at step 10, listed above.

12. If you wish, you can select your default Cost Center and Account Assignment Category, although this is not mandatory.

13. Click on the *Save* button.



Save

How to Order

Default Settings for items

You may now begin creating shopping cart requisitions by clicking on the *Shopping tab*.

[Go Shopping](#)

1. If you entered your cost center number in your default settings (see above), go to step 3 below.

If you did not enter your cost center number in your default settings (see above), go to *Cost Assignment* under the *Shopping Cart Default Settings for Items* and enter your cost center or internal order number for the cart. Click on *Display Details* to the right of Cost Assignment.

Default Settings for Items

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Shop for

Ship-To Address/Performance Location 1010020099 [Display Details](#)

Cost Assignment Cost Center 1010640199 [Display Details](#)

2. Enter your default cost center or internal order number for this shopping cart. **Cost assignments on JHU Supply Store orders can not be split and charged to multiple cost centers or internal order numbers.**
3. Indicate if your order is pick-up or delivery by clicking on *Display Details*.

Customers may submit shopping carts for items to be picked up in person at either Supply Store location (Mudd Hall - Homewood; Basement PCTB - JHMI), or to be delivered directly to their office or laboratory. The University Supply Stores provide direct delivery service to all University locations in the Baltimore metropolitan area. All orders sent to the Supply Stores for customer pick-up will be available for pick-up two (2) hours later. All orders received after 3 PM will be available for pick-up next business day.

Internal Note No Notes Available [Display Details](#)

4. Enter text in the Internal Note section and click on Copy Text to save the text.

Internal Note



Texts

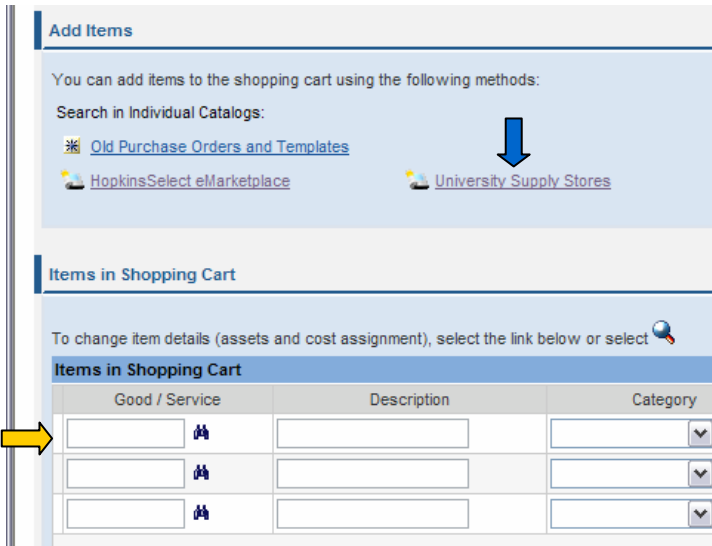
Internal Note

Deliver order

Copy Text

Add Items




5. You are now ready to add items to your shopping cart. You can either click on the University Supply Stores link  or enter the store catalog numbers directly into the Good/Service field. 




Add Items

You can add items to the shopping cart using the following methods:

Search in Individual Catalogs:

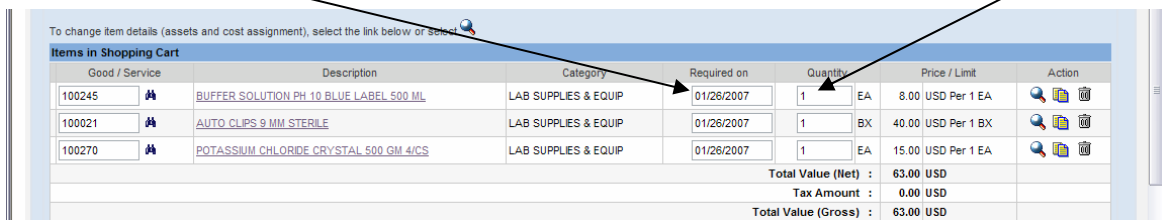
-  [Old Purchase Orders and Templates](#)
-  [HopkinsSelect eMarketplace](#)
-  [University Supply Stores](#)










Items in Shopping Cart

To change item details (assets and cost assignment), select the link below or select 

Good / Service	Description	Category
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

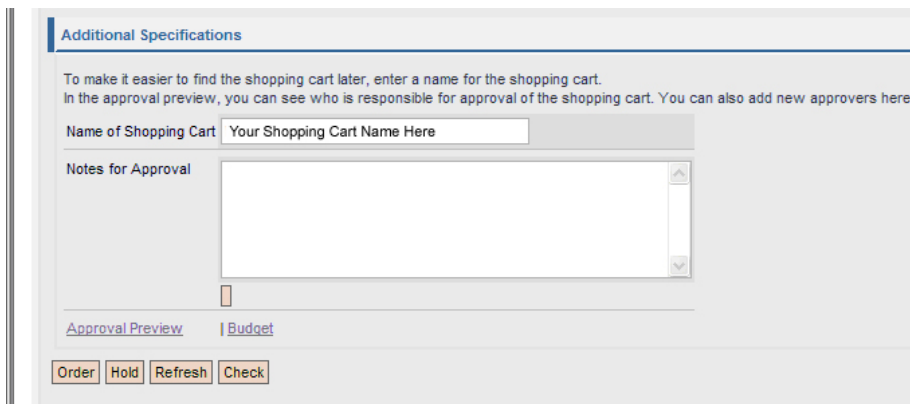
6. Change your **Required on** (delivery date) on every item and, if necessary, the **Quantity**.



Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
100245	BUFFER SOLUTION PH 10 BLUE LABEL 500 ML	LAB SUPPLIES & EQUIP	01/26/2007	1	EA 8.00 USD Per 1 EA	  
100021	AUTO CLIPS 9 MM STERILE	LAB SUPPLIES & EQUIP	01/26/2007	1	BX 40.00 USD Per 1 BX	  
100270	POTASSIUM CHLORIDE CRYSTAL 500 GM 4/CS	LAB SUPPLIES & EQUIP	01/26/2007	1	EA 15.00 USD Per 1 EA	  
					Total Value (Net) :	63.00 USD
					Tax Amount :	0.00 USD
					Total Value (Gross) :	63.00 USD

Additional Specifications

7. When you are finished adding all items to your cart, you may complete the order.
- Change the name of your shopping cart
 - Check for errors
 - Order the items



Additional Specifications

To make it easier to find the shopping cart later, enter a name for the shopping cart. In the approval preview, you can see who is responsible for approval of the shopping cart. You can also add new approvers here.

Name of Shopping Cart:

Notes for Approval:

[Approval Preview](#) | [Budget](#)

If you need additional assistance, please contact Supply Chain Shared Services, 443-997-5600

or

East Baltimore Supply Store
410-955-3848

Mudd Hall Supply Store
410-516-7028