Use this Job Aid to:
- Learn how to purchase goods through the University Supply Store in SAP.

**Before You Begin**
You will have updated your Personal Shopping Cart Settings.
You will need to know what product you would like to order, the quantity, and the cost center or internal order number.

**Create a University Supply Store Order**

Use this procedure to purchase items from a University Supply Store in a Shopping Cart. Before ordering from a University Supply Store, first ensure E Balto Central Stores or Mudd Hall Central Stores is selected as your “Plant” in your settings. Stieff Building, Homewood and Bayview employees should select Mudd Hall Central Stores. If you need help establishing your settings, a job-aid called “Establishing Shopping Cart Settings” is available.

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 for the cart here, and the default data will populate each line in the cart.

   **Note:** After you set the default values, you can still change individual items within the cart to different cost centers. This feature can be a great time-saver for carts with multiple lines.

   - Always leave “ECPO” as the Supply Store cart “Document Type”. ECPO is the default document type for shopping carts.
When the “Change Default Settings” dialog box appears, the only information to be changed in Supply Store cart’s Default Settings is the Account Assignment’s Account Number. Product Category, General Ledger account number and Delivery Address will automatically default to the correct information on the line items and should never be changed on Supply Store carts.

3. Enter the Product ID. The easiest way to enter Supply Store items is to go to “Item Overview” section of the cart and enter the “Product ID” in the Product ID field for each item in your order. Click "Enter" on your keyboard. All of the item information will automatically populate.

You may change your quantity.

4. OR, Search for the Product. If you do not know the Product IDs, you can search for them in the Supply Store Catalog. To do so, click “Add Item” and select the “University Supply Store” from the drop-down menu.

5. Search for the Item. In the “Keyword” field, type in a description, i.e.: dishes tissue culture, gloves or test tubes. This will pull up the items listed in that category.

You may select the checkbox of the needed items and add them to your cart by clicking “Add to Cart”.

- All of the items that you added to the cart will appear on your shopping cart when you return to the “Create Shopping Cart” screen.
• Your account assignment, delivery address, etc., will be pulled from your settings. You may wish to double-check them now by clicking on “Details,” and clicking on the individual tabs.

• **Note:** Split Account Assignments cannot be used on Supply Store carts.

6. **Check the Order.** The cart is ready to be ordered. Click the “Check” button located at the top of the screen to verify the order and make sure that no error messages appear at the top of the screen. You will see a message at the top of the screen that says, "Shopping cart 100xxxxxxx has no errors."

   • If you see an error message stating the cart has no source of supply, click “Check.” The error message will go away and you can place the order.

7. **Place the Order.** Once you have verified the order, click the “Order” button.

   You will see a message, “Shopping cart xxx with number 100xxxxxxx ordered successfully.”

8. **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.

   When your order is complete, click “Close” to return to the Shopping Cart Home Page.
9. **Refresh!** On the Shopping Cart Home Page, click “Refresh.” This is necessary to see the new order in your queue.

- If you need to call the supply store to follow up on this order, you will need to provide the purchase order (PO) number. You may locate the PO number by clicking on “Follow-on Documents” in the "Status" column.

*Your cart is finished! Your University Supply Store order has been successfully entered in SAP.*

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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**.”