

# Creating an SPPO Shopping Cart - JHURA

## INSTRUCTIONS for JHURA DEPARTMENTS (NOT SOM)

An SPPO Shopping Cart is created as a free text cart when JHU identifies an outside entity to perform a significant programmatic aspect of a project.

The entity must have a Purchase Order (PO) capable vendor number that begins with a "1" in order for you to complete your SPPO shopping cart. If they do not, complete a PaymentWorks request.

There are two sources for outgoing funds: 1. Sponsored funding from outside of JHU or 2. Discretionary funding from within JHU. Please note that subagreements from Sponsored Funds require a "96" IO number while subagreements from non-sponsored or discretionary funds require a cost center number or IO number beginning with an "8." Regardless of the funding source, an SPPO shopping cart must be created in SAP.

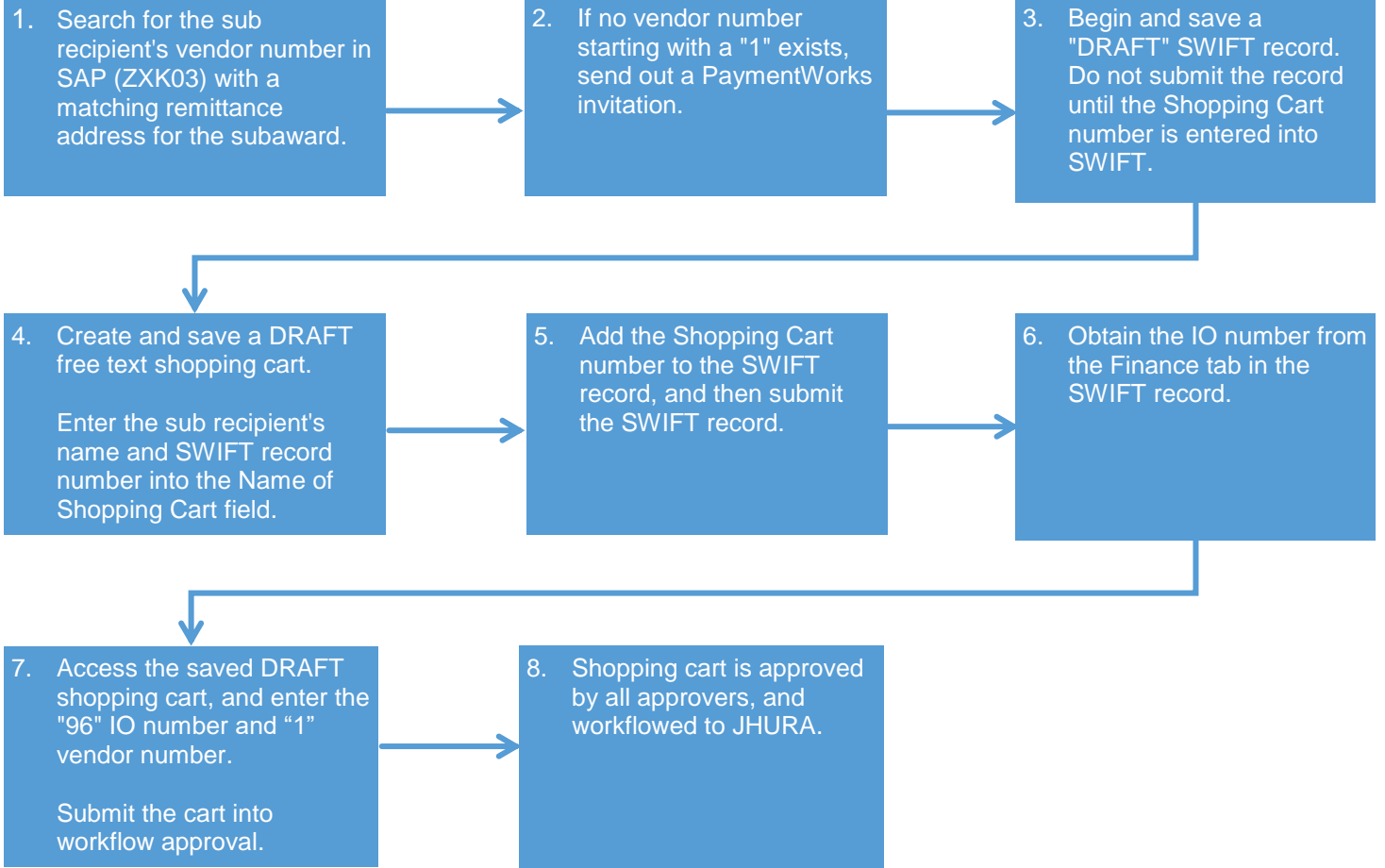
There are three flow charts below for creating an SPPO Shopping cart: 1. Sponsored for School of Public Health departments; 2. Sponsored for departments other than Public Health (Engineering and Academic Centers) and 3. Discretionary, non-sponsored funding.

Once you have completed the applicable steps, and after departmental approvals, the cart will route to JHURA for final approval. Once JHURA fully executes the subagreement they will approve your shopping cart which creates the PO and encumbers the subagreement funding.

**Significant delays often result when Shopping Carts are not created in a timely manner or when the department does not apply all levels of approval to the Shopping Cart. Subagreements cannot be fully executed and POs cannot be created until JHURA receives your Shopping Cart.**

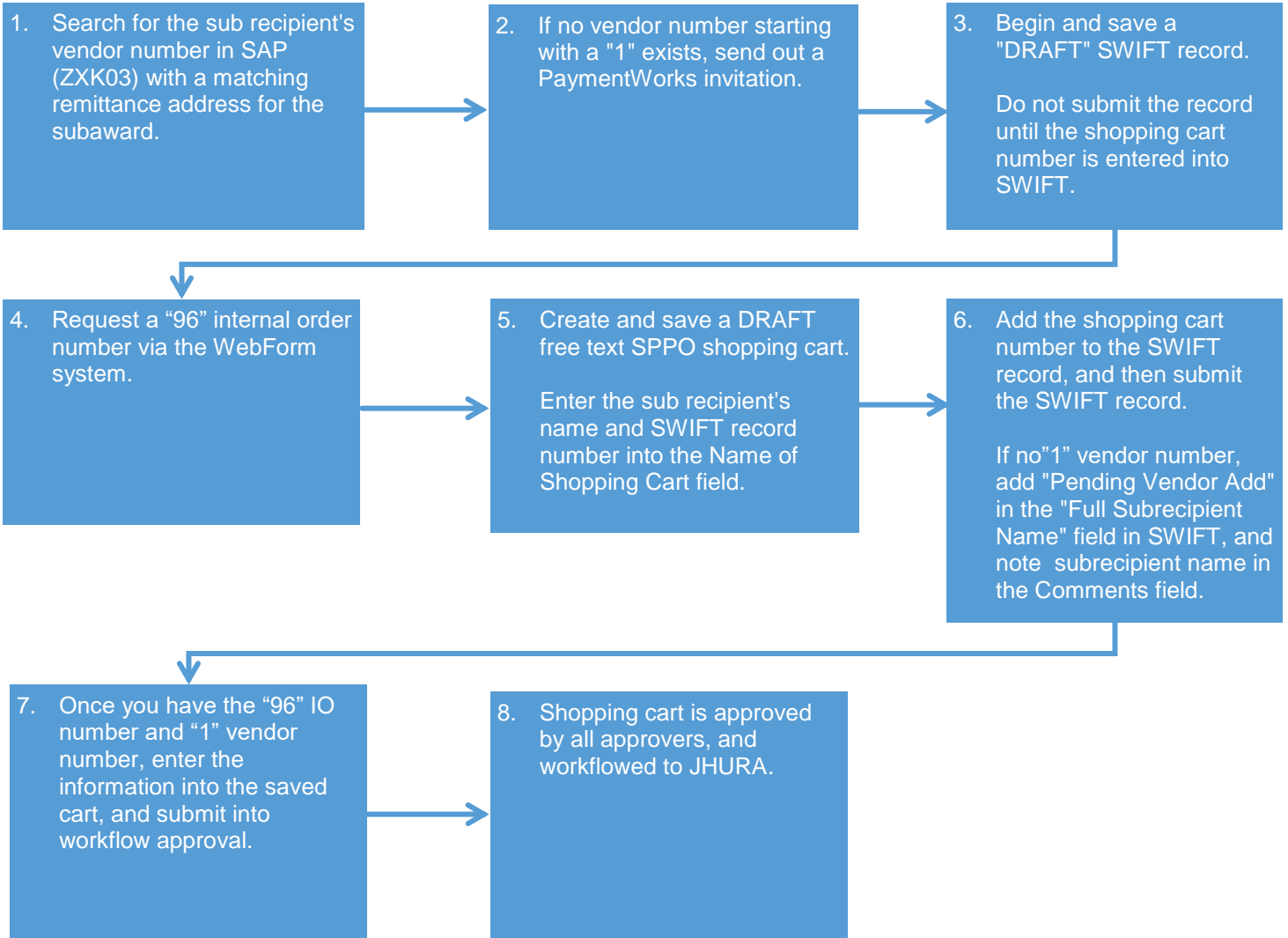
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## Funding Source is Sponsored – School of Public Health



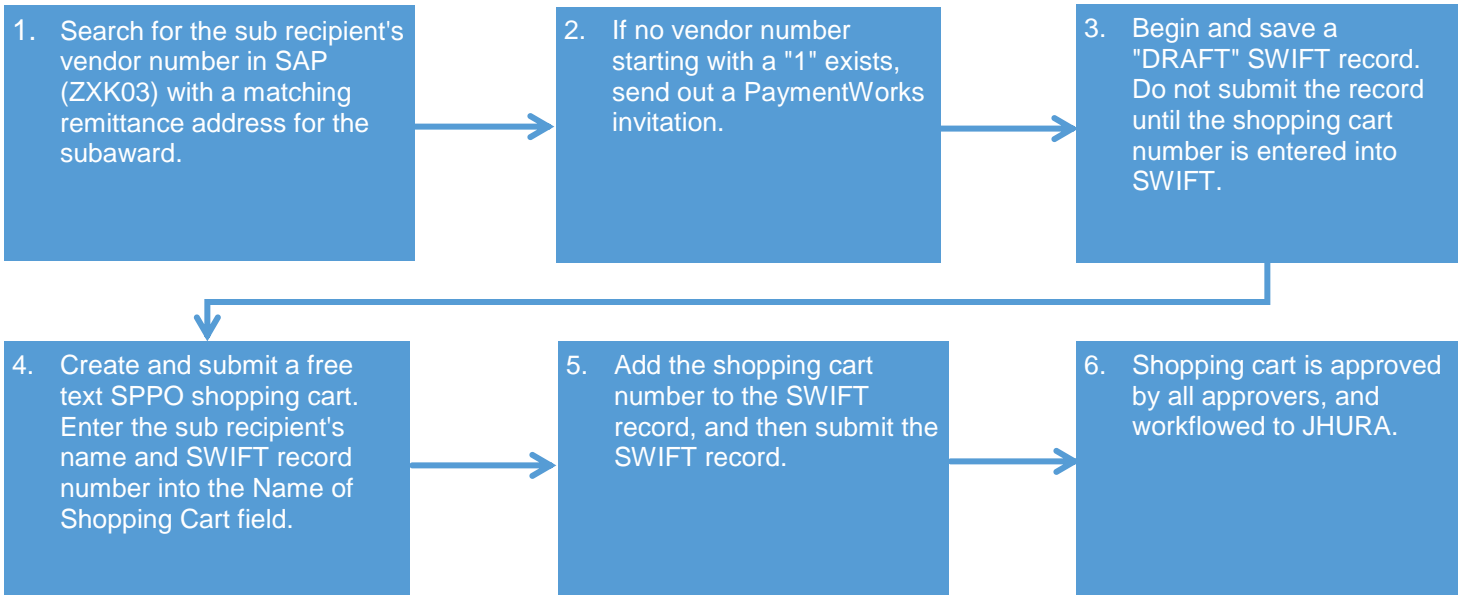
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## Funding Source is Sponsored – School of Engineering and Academic Centers

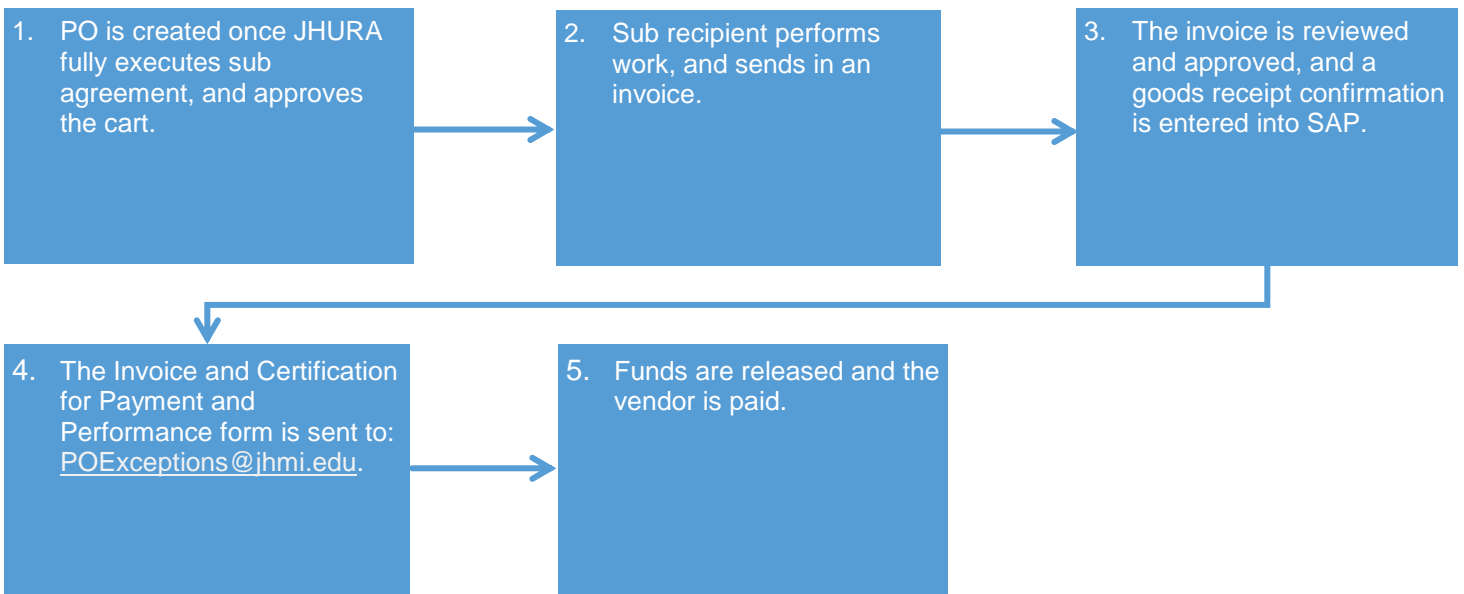


# Creating an SPPO Shopping Cart - JHURA

## Funding Source is Discretionary or Non-Sponsored - School of Public Health, School of Engineering and Academic Centers



### Next Steps



# Creating an SPPO Shopping Cart - JHURA

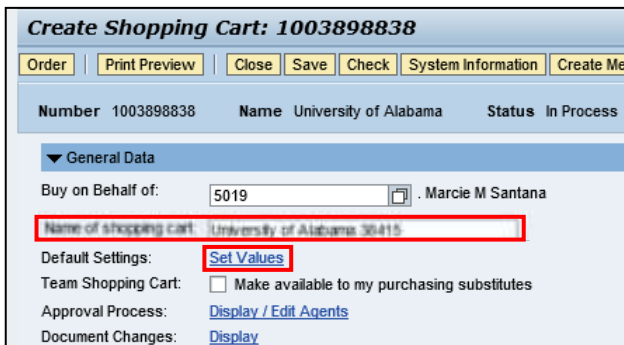
## Create an SPPO Shopping Cart

Before creating your cart, make sure you know which Cost Object to charge and you have a vendor number that starts with a "1".

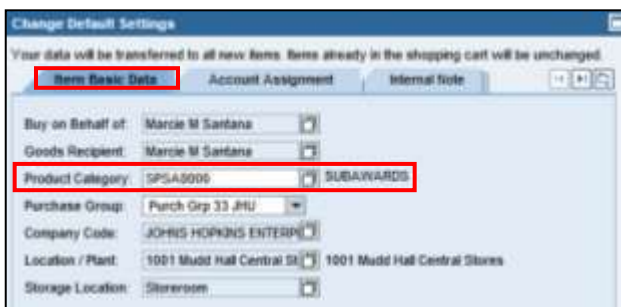
1. Click **Go Shopping => Go Shopping**.
2. Click the **Create Shopping Cart** link.



3. Define your Cart Level setting in the **General Data** section:
  - a. Rename your Shopping Cart. Include the sub recipient's name and SWIFT record number.
  - b. Click the **Set Values** link.



- c. In the Item Basic Data tab, enter **SPSA000** in the Product Category field.




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- d. Click the **Account Assignment** tab.
- e. If applicable, select Internal Order from the Account Assignment Category drop-down.
- f. Enter the **Internal Order** number in the Assign Number field.



- g. Enter the **G/L number** into the General Ledger Account field.
- h. Click **OK**.

4. Select **SPPO** as the Document Line Type.
5. Enter the **vendor number** in the Shopping Cart Vendor field. If you do not know the vendor number:

- a. Click the **Search**  icon at the end of the field.
- b. Enter the vendor name surrounded by asterisks in the Vendor Name field.
- c. Click **Search**.
- d. Click on the vendor's name. The vendor number must start with a "1."



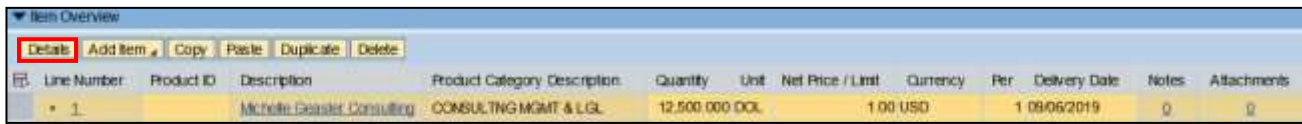
6. Enter the cart details into the Shopping Cart grid.

Line Number	Product ID	Description	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery Date	Notes	Attachments
1		University of Alabama	SUBAWARDS	150,000.000	DOL	1.00	USD	1	09/07/2019	0	0

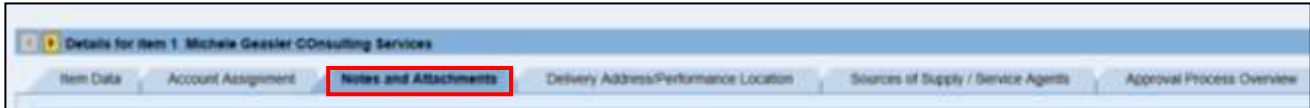
- a. Enter a **description** of the service in the Description field.
- b. Enter the **dollar value currently budgeted** to the sub recipient in the Quantity field.
- c. Enter **DOL** (for dollar) in the Unit field.
- d. Enter **1.00** in the Net Price/Limit field.

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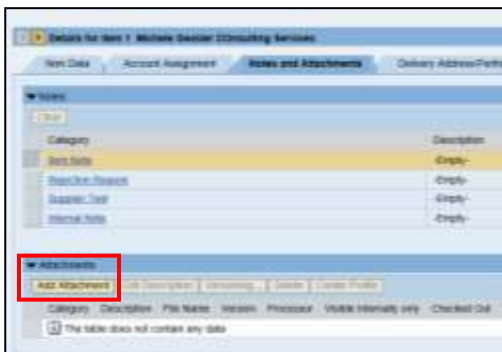
7. Press the **Enter** key to apply your entries.
8. Click the **Details** button.



9. Click the **Notes and Attachments** tab.



10. Click the **Add Attachments** button to attach any supporting documentation, e.g. the budget from COEUS.



11. Scroll up the page and click the **Order** button to submit your cart.



12. Click the **Close** button to return to the Home Page.