

Creating a Sponsored Project Purchase Order (SPPO) - JHURA

An SPPO shopping cart is created as a free-text cart when an outside entity (subrecipient) is identified to perform a significant portion of work for an overall project.

There are two sources for outgoing funds:

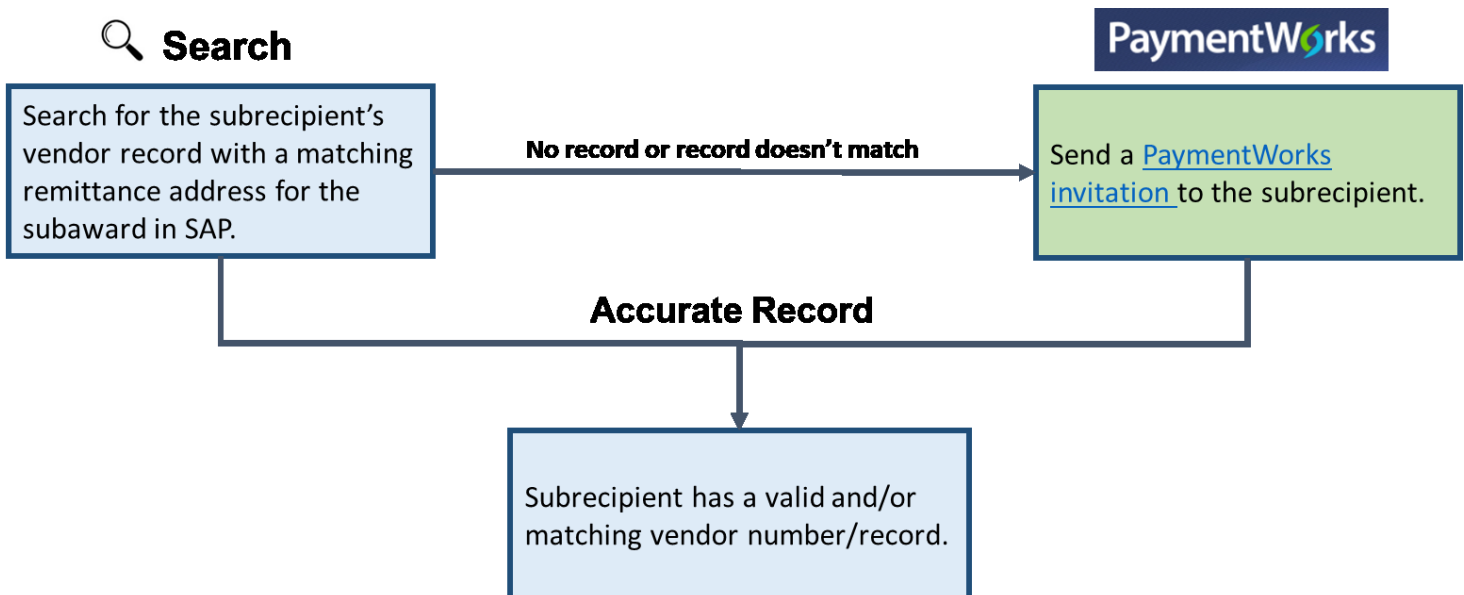
1. **Sponsored** funding from outside of JHU
2. **Discretionary, Non-Sponsored** funding from within JHU

Subagreements from sponsored funds require a “96” internal order (IO) number, while subagreements from discretionary, non-sponsored funds require a cost center number beginning with a 1 or an IO number beginning with an 8.

Before You Get Started

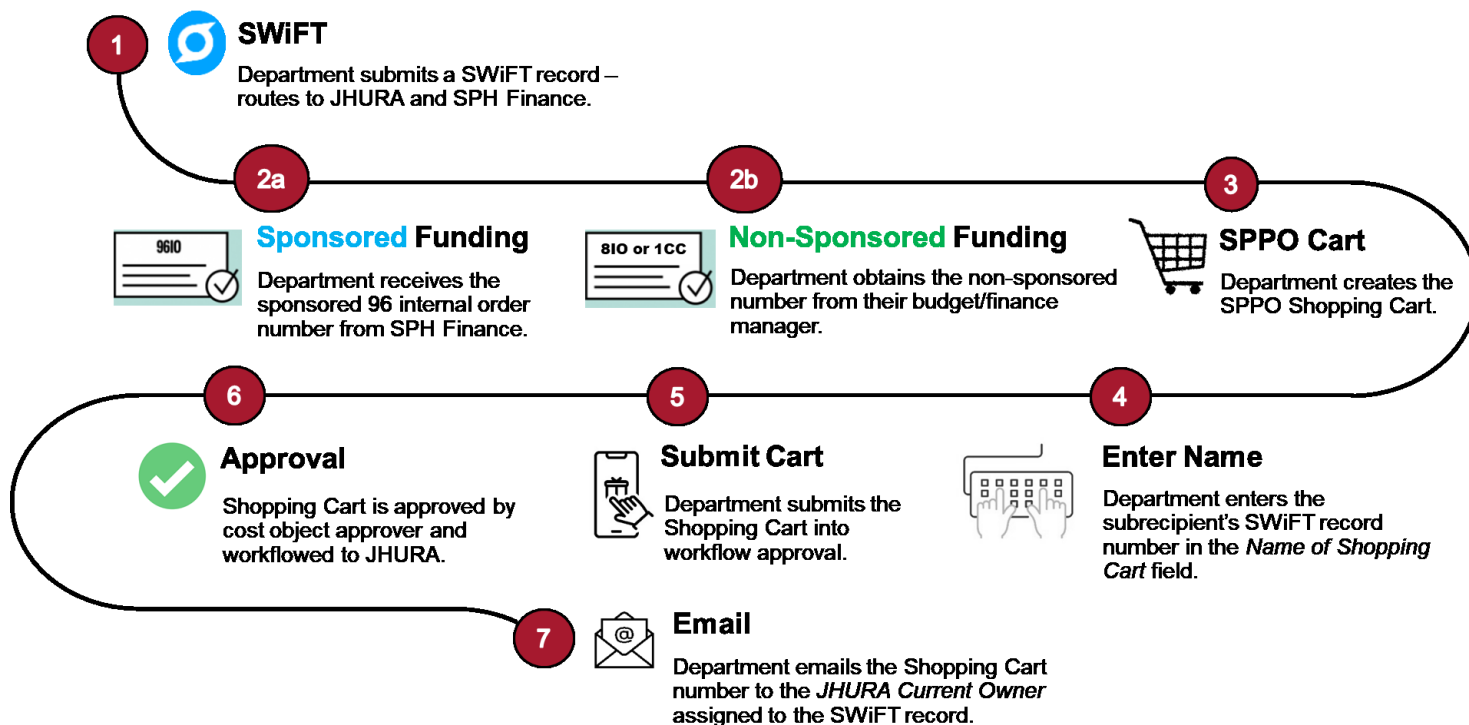
Perform a vendor search in SAP to verify the subrecipient has a vendor record with a purchase order (PO) capable vendor number starting with a 1, and the subrecipient’s address of record in SAP matches the address on the subaward.

If the subrecipient doesn't have a vendor record, a PO capable vendor number, or the address details don't match, DO NOT CREATE the Shopping Cart. Send a [PaymentWorks invitation](#) to the subrecipient. Once the subrecipient has an accurate record, you can create the Shopping Cart.



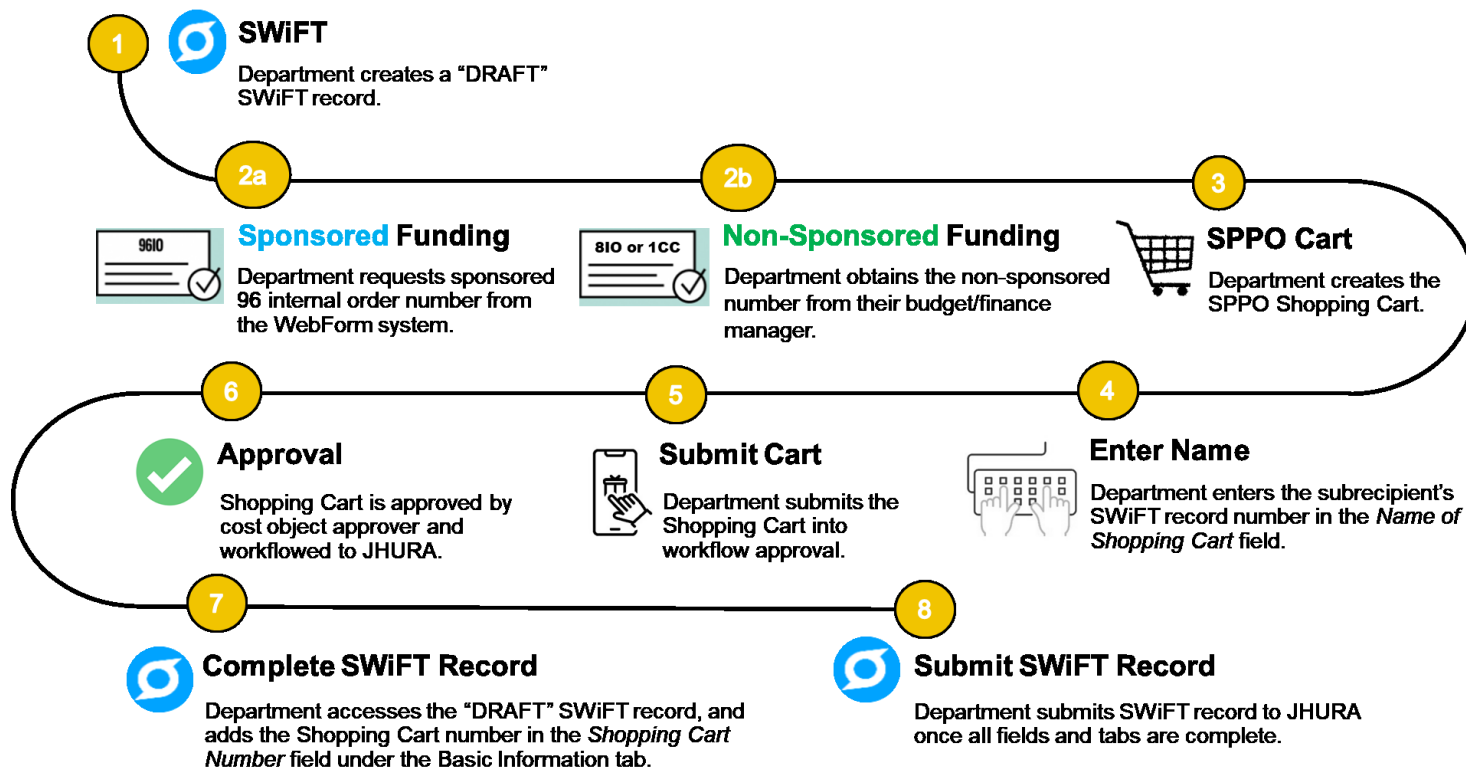
The steps that you need to follow to create an SPPO Shopping Cart depends on your division/school. The following flowcharts illustrate these steps.

Johns Hopkins School of Public Health (SPH)



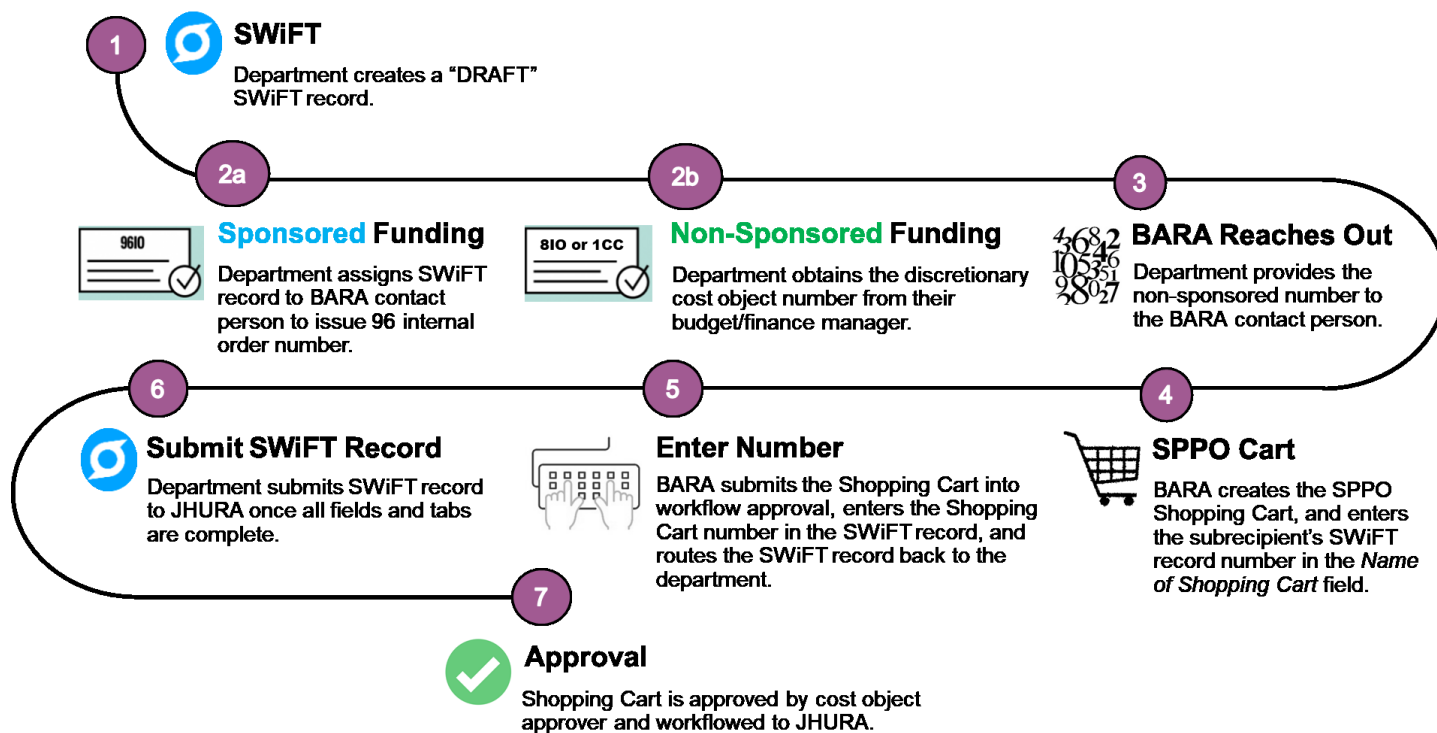
1. The department submits a SWiFT record. The record routes to JHURA and SPH Finance.
2. Obtain the **sponsored** or **discretionary, non-sponsored** number.
 - a. SPH Finance creates a **sponsored** 96 internal order number, and emails it to the department. The number is also available in the SWiFT record under the *Finance* tab.
 - b. Obtain the **discretionary, non-sponsored** number from the departmental budget/finance manager.
3. The department creates an SPPO Shopping Cart.
4. The department enters the subrecipient's SWiFT record number in the *Name of Shopping Cart* field in SAP.
5. The department submits the Shopping Cart into workflow approval.
6. The Shopping Cart is approved by the departmental cost object approver, and routed to JHURA.
7. The department emails the Shopping Cart number to the *JHURA Current Owner* assigned to the SWiFT record.

Johns Hopkins School of Engineering and Academic Centers



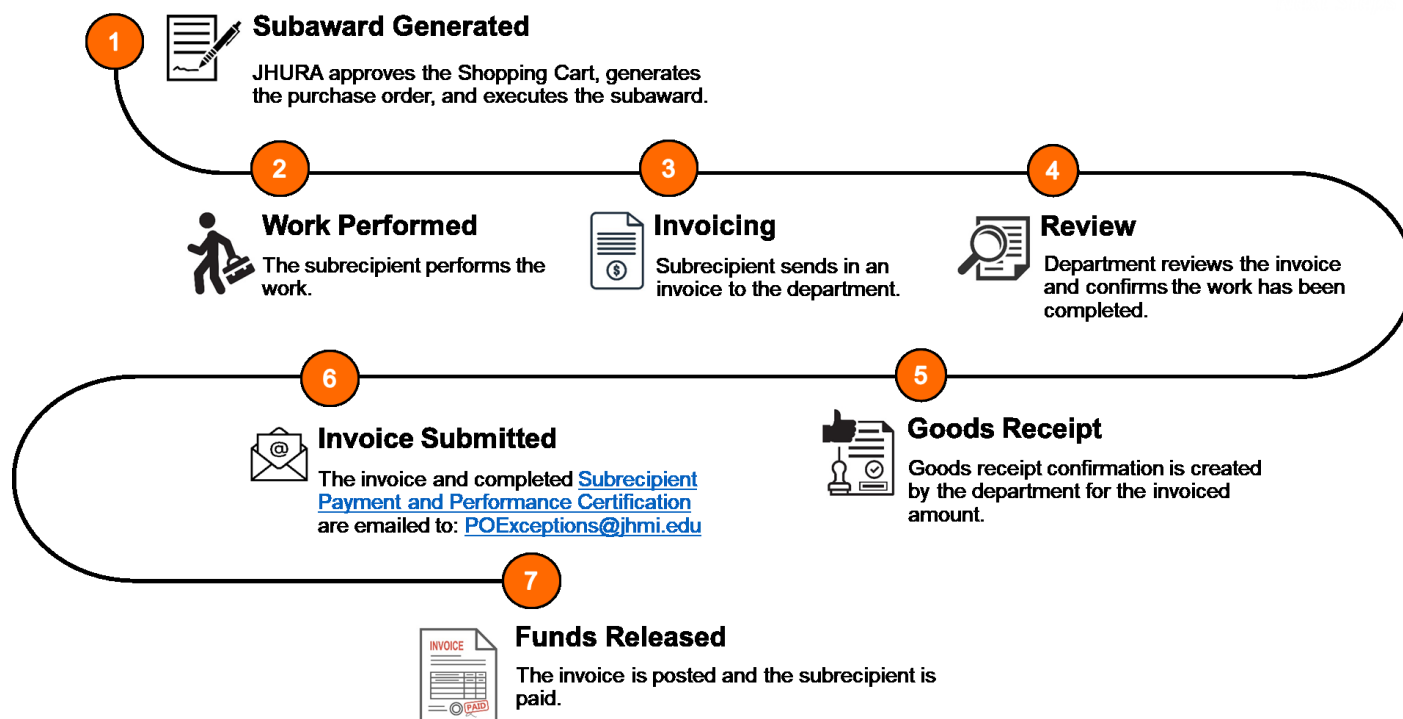
1. The department creates a "DRAFT" SWiFT record. **DO NOT** submit the SWiFT record until the Shopping Cart number is entered into SWiFT.
2. Obtain the **sponsored** or **discretionary, non-sponsored** number.
 - a. Request a **sponsored** 96 internal order number from the WebForm system.
 - b. Obtain the **discretionary, non-sponsored** number from the departmental budget/finance manager.
3. The department creates an SPPO Shopping Cart.
4. The department enters the subrecipient's SWiFT record number in the *Name of Shopping Cart* field in SAP.
5. The department submits the Shopping Cart into workflow approval.
6. The Shopping Cart is approved by the departmental cost object approver, and routed to JHURA.
7. The department accesses the "DRAFT" SWiFT record, and adds the Shopping Cart number in the *Shopping Cart Number* field under the Basic Information tab.
8. The department submits the SWiFT record once all fields and tabs are complete.

Johns Hopkins Krieger School of Arts and Sciences



1. The department creates a "DRAFT" SWiFT record. **DO NOT** submit the SWiFT record until BARA enters the Shopping Cart number into SWiFT.
2. Obtain the **sponsored** or **discretionary, non-sponsored** number.
 - a. Assign the SWiFT record to your BARA contact person to issue a **sponsored** 96 internal order number using the *Change Requestor* option under the Action gear.
 - b. Obtain the **non-sponsored, discretionary** number from the department budget/finance manager.
3. BARA reaches out the department to obtain the non-sponsored number.
4. BARA creates an SPPO Shopping Cart, and enters the subrecipient's SWiFT record number in the *Name of Shopping Cart* field in SAP.
5. BARA submits the Shopping Cart into workflow approval, enters the Shopping Cart number in the SWiFT record, and routes the record back to the department using the *Change Requestor* option under the Action gear.
6. The department submits the SWiFT record once all fields and tabs are complete.
7. The Shopping Cart is approved by the departmental cost object approver and workflowed to JHURA.

Next Steps



1. JHURA approves the Shopping Cart, generates the purchase order, and executes the subaward.
2. The subrecipient performs the work.
3. The subrecipient sends in an invoice to the JHU department.
4. The invoice is reviewed to verify the work has been performed.
5. A [Goods Receipt Confirmation](#) is created in SAP by the department.
6. The invoice and [Subrecipient Payment and Performance Certification](#) are sent to: POExceptions@jhmi.edu.
7. Funds are released and the subrecipient is paid.

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.

Purchase orders cannot be created and subagreements cannot be fully executed until JHURA receives your Shopping Cart.

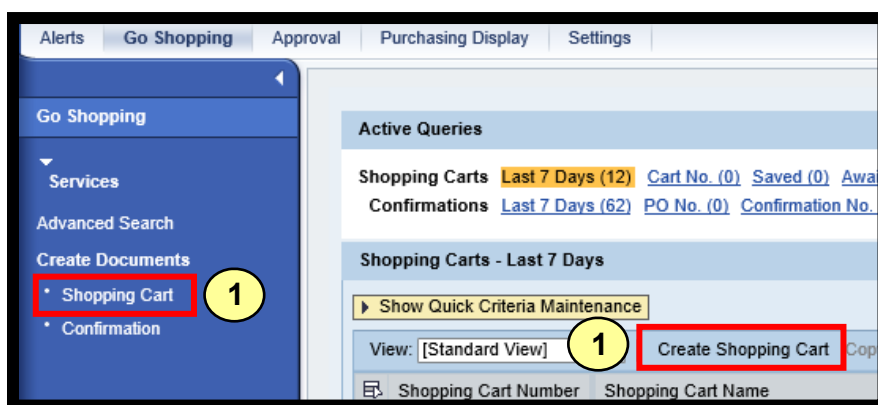
Creating an SPPO Shopping Cart

Before you create the SPPO Shopping Cart:

- [Perform a vendor search](#) in SAP. Make sure the subrecipient has an accurate vendor record, and a vendor number that starts with a 1.”
- Obtain the sponsored or discretionary, non-sponsored cost object and general ledger account number to charge.

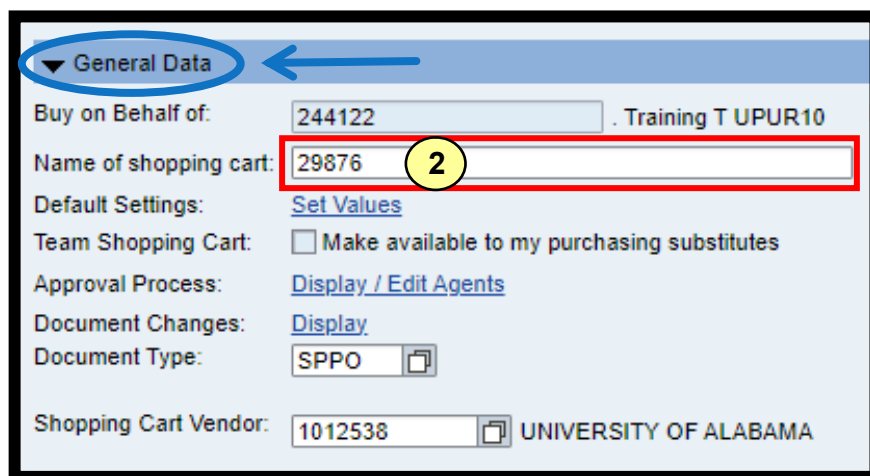
Do not create the Shopping Cart until the subrecipient has a valid vendor number/record, and you have the sponsored or discretionary, non-sponsored cost object and general ledger account number to charge. These are key fields that must be filled in so the SPPO Shopping Cart can be submitted into workflow approval.

1. On the Shopping Cart home screen, click either the **Shopping Cart** or **Create Shopping Cart** link. The Create Shopping Cart screen displays.



Under the General Data section, define your cart level settings. Refer to the [Defining Cart Level Settings](#) job aid for more details.

2. Enter the subrecipient's **SWIFT record number** in the Name of Shopping Cart field.



3. Click the **Set Values** link.

General Data

Buy on Behalf of: 213031 Jodi Laprade

Name of shopping cart: University of Alabama 38415

Default Settings: **Set Values** 3

Team Shopping Cart: ☐ Make available to my purchasing substitutes

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Document Type: SPPO

Shopping Cart Vendor: 1012538 UNIVERSITY OF ALABAMA

4. Under the Item Basic Data tab, enter **SPSA0000** (SUBAWARDS) in the Product Category field.

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: Jodi Laprade

Goods Recipient: Jodi Laprade

Product Category: SPSA0000 SUBAWARDS 4

Purchase Group: Purch Grp 33 JHU

Company Code: JOHNS HOPKINS ENTER...

Location / Plant: 1000 E Balto Central Stores 1000 E Balto Central Stores

Storage Location: Storeroom

5. Under the Account Assignment tab, enter the **cost object type, number, and general ledger account number**.

6. Click the **OK** button.

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

Account Assignment Item Basic Data Internal Note Delivery Address / Performance Location

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage Details Add Line Duplicate Delete Split Distribution

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Assignment Description	General Ledger Account
0001		100.00	Internal Order	96090125		645000

5

6

OK Cancel

7. Select **SPPO** as the document type - you must select SPPO so the cart is workflowed to JHURA for approval and PO creation.
8. Enter the **subrecipient's vendor number** in the Shopping Cart Vendor field.

General Data

Buy on Behalf of: 244122 . Training T UPUR10

Name of shopping cart: 29876

Default Settings: [Set Values](#)

Team Shopping Cart: ☐ Make available to my purchasing substitutes

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Document Type: SPPO 7

Shopping Cart Vendor: 1012538 8 UNIVERSITY OF ALABAMA

9. Enter the details of the subaward into the Item Overview grid, and then press the Enter key on your keyboard.
 - Enter **<Subaward>** into the Description field - DO NOT PRESS THE ENTER KEY
 - Enter the **total dollar value** of the subaward in the Quantity field - DO NOT PRESS THE ENTER KEY
 - Enter **DOL** (for dollar) into the Unit field - DO NOT PRESS THE ENTER KEY
 - Enter **1** into the Net Price/Limit field - DO NOT PRESS THE ENTER KEY
 - DO NOT enter a value in the **Per** field - It defaults to "1"

▼ Item Overview

Details

Add Item ▾

Copy

Paste

Duplicate

Delete

Process All Items ▾

Line Number

Item Process type

Product ID

Description

Product Category

Product Category Description

Quantity

Unit

Net Price / Limit

Currency

Per

Delivery Date

▪ 1

9

Subaward

SPSA0000

SUBAWARDS

250,00...

DOL

1.00

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05/13/2023

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LAB SUPPLIES & EQUIP

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0.00

USD

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05/08/2023

- 10.Scroll up to the top of the screen and click the **Check** button to verify that the cart has no errors.
- 11.Click the **Order** button to place the cart into workflow approval.
- 12.Click the **Close** button. The Shopping Cart home screen displays.

OrderClosePrint PreviewSaveCheckDeleteSystem InformationCreate Memory Snapshot

11

Free te

12

s of cart will default to vend

10

2538

Number 1009546362Name 29876Status Awaiting ApprovalCreated On 05/08/2023 11:23:2

▼ General Data

Buy on Behalf of: 244122 . Training T UPUR10Independent Contractor: ☐

Name of shopping cart: 29876

Default Settings: [Set Values](#)

- 13.Click the **Refresh** link.

Edit Delete Order Create Confirmation Print Preview Refresh Show Error Export							
Item Name	Created On	13 Quantity	Unit	Net Value	Total Net Value	Item Status	
Subaward	05/08/2023 11:23:20	250,000.000	DOL	250,000.00	250,000.00	Awaiting Approval	
Vannas Scissors	05/05/2023 11:30:15	3.000	EA	1,197.00	1,197.00	Awaiting Approval	