

## Creating a Sponsored Project Shopping Cart for Subaward Krieger School of Arts and Sciences (KSAS)

**“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 on an overall project”.**

There are two sources of funds for outgoing subawards:

- **Sponsored funding** from outside of JHU
  - requires a “96” internal order (IO) number
- **Discretionary, Non-Sponsored** funding from within JHU
  - Requires 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](#). There are three ways to search for a vendor in SAP:

- Using [OPEN tab](#), searching within a shopping cart, and in ECC.

### DON'T FORGET 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. *“Confirming both the address and the remittance address is the best way to confirm that the vendor record is correct and up to date”*
- 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, BARA can create the Shopping Cart.

For help with a vendor record contact JHU Procurement through the [JHU Procurement Service-Now Portal](#).

### GETTING STARTED:

1. The department creates a “DRAFT” SWiFT record. The department **SHOULD NOT** submit the SWiFT record until BARA enters the Shopping Cart number into SWiFT.
2. Obtain the sponsored or discretionary, non-sponsored number.
  - a. The department requests a sponsored 96 internal order number in SAP under the Open tab by using the “Sponsored Award Change Request” tab referencing the intended grant number.

- The department may wish to label the account to the specific project for tracking purposes, especially if there are multiple accounts.

b. Obtain the discretionary, non-sponsored number from the departmental budget/finance manager.

3. After the 96 internal order number or the discretionary non-sponsored number is obtained the department reassigns the SWIFT record to their BARA contact person using the Change Requestor option under the Action gear. ⚙️

#### **SHOPPING CART STEPS ARE COMPLETED BY BARA:**

1. Department provides the “96” internal order (IO) number or a cost center number beginning with a 1 or an IO number beginning with an 8 to BARA.

2. BARA creates an SPPO Shopping Cart, and enters the subrecipient’s SWiFT record number in the “**Name of Shopping Cart field**” in SAP

3. BARA submits the Shopping Cart for approval to the departmental cost object approver, 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.

4. The Shopping Cart is approved by the departmental cost object approver. After the departmental cost object approver approves the shopping cart it will route to JHURA for approval and Purchase Order creation.

5. The department **submits** the SWiFT record once all fields and tabs are complete.

**PLEASE NOTE:** The shopping cart **will not** be approved by JHURA and processed into a Purchase order until negotiations are complete and JHURA receives the partially executed (signed) agreement from the Subrecipient.

The Purchase order number (subaward number) will be added to the fully executed agreement and added to the SWIFT record.

#### **\*ADDITIONAL RESOURCES:**

[JHURA Department Assignments](#)

[JHURA Subawards Landing Page](#)