

## Creating a Sponsored Project Shopping Cart for Subaward School of Public Health (SPH)

**“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, you can create the Shopping Cart.

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

**GETTING STARTED:**

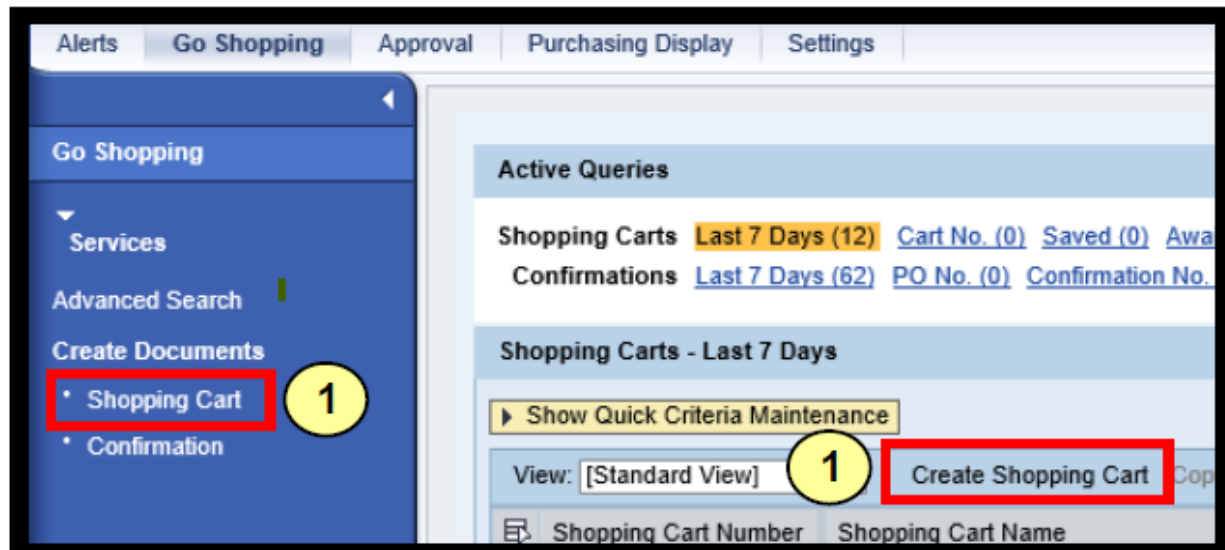
1. The department submits a SWiFT record. The record routes to JHURA and SPH Finance simultaneously.
2. Obtain the **sponsored** or **discretionary, non-sponsored** number.
  - a. SPH Finance creates a **sponsored** 96 internal order number, and emails it to the department. The 96 IO number is also available in the SWiFT record under the Finance tab.
    - 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. 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 for approval to the departmental cost object approver. After the departmental cost object approver approves the shopping cart it will route to JHURA.
6. The department emails the Shopping Cart number to the JHURA *Record Manager* assigned to the SWiFT record.

**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.

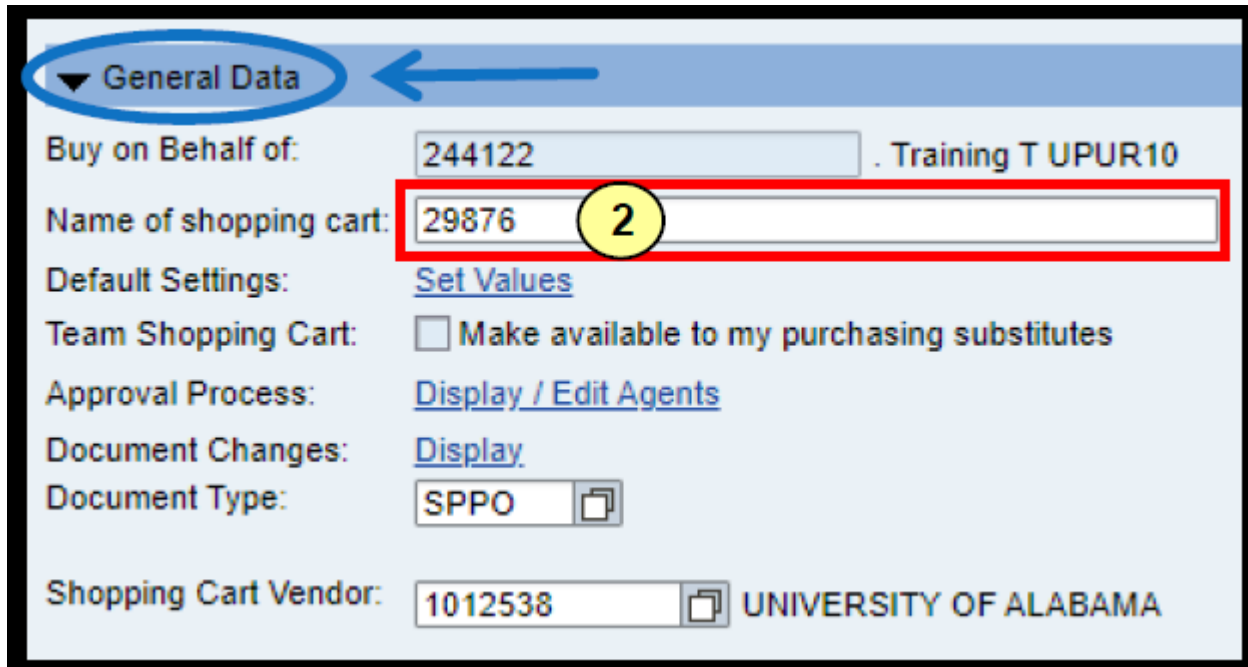
**Creating an SPPO Shopping Cart**

1. In SAP 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](#) guide 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**.

**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**

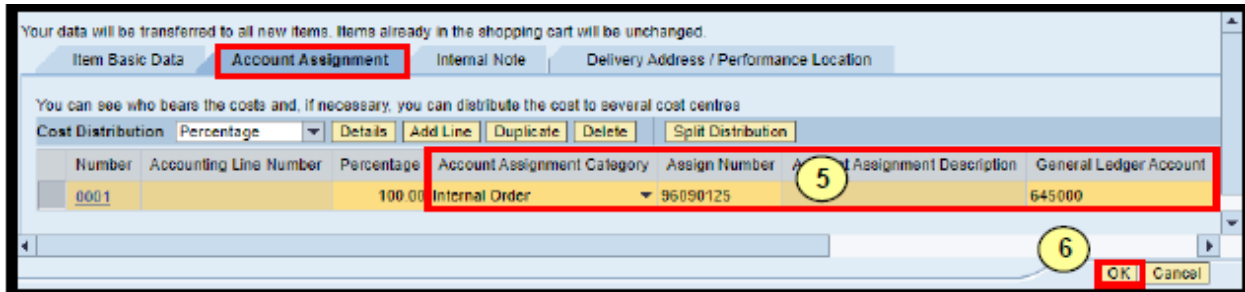
Purchase Group: Purch Grp 33 JHU

Company Code: JOHNS HOPKINS ENTER...

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

Storage Location: Storeroom

6. Click the **OK** button.



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 | Delivery Address / Performance Location

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

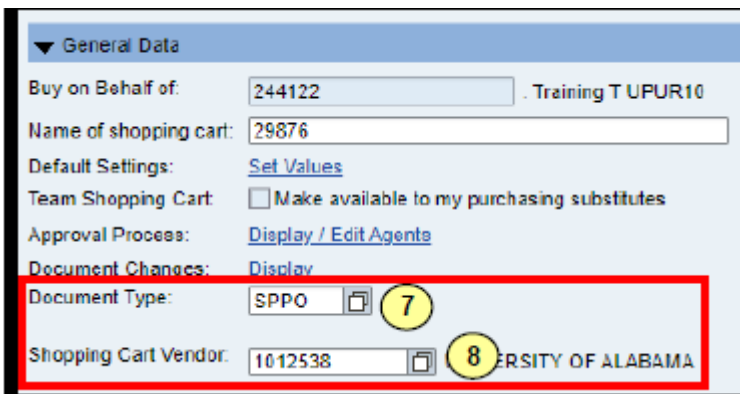
Cost Distribution Percentage Details Add Line Duplicate Delete Split Distribution

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

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

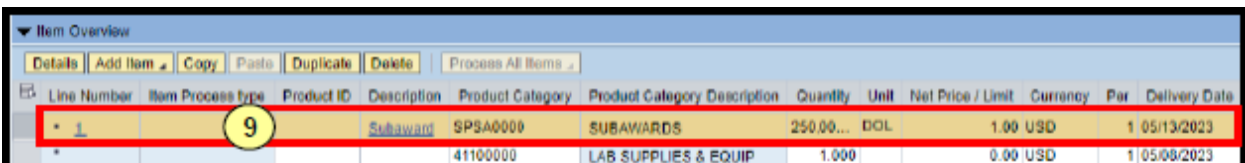
Document Changes: Display

Document Type: SPPO

Shopping Cart Vendor: 1012538 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** (this is the **obligated** amount this action **NOT** the **estimated** amount on the SWIFT record) 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

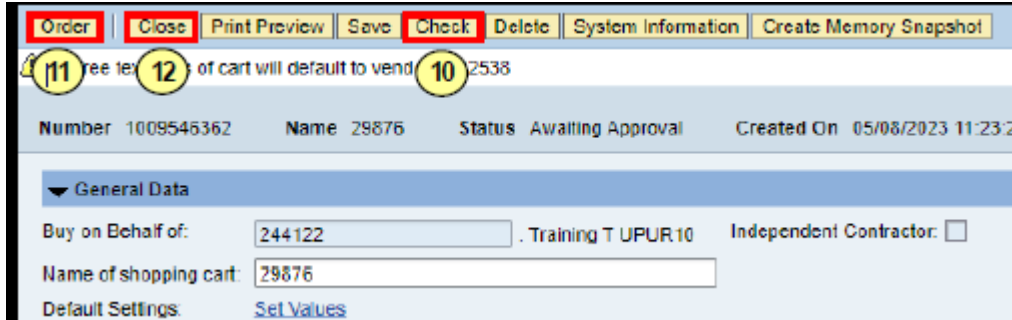


Item Overview

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 / Unit	Currency	Par	Delivery Date
* 1			Subaward	SPSA0000	SUBAWARDS	250.00...	DOL	1.00	USD		1 05/13/2023
*		41100000	LAB SUPPLIES & EQUIP			1.000		0.00	USD		1 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.



Order Close Print Preview Save Check Delete System Information Create Memory Snapshot

Free fee: of cart will default to vend 2538

Number 1009546362 Name 29876 Status Awaiting Approval Created On 05/08/2023 11:23:20

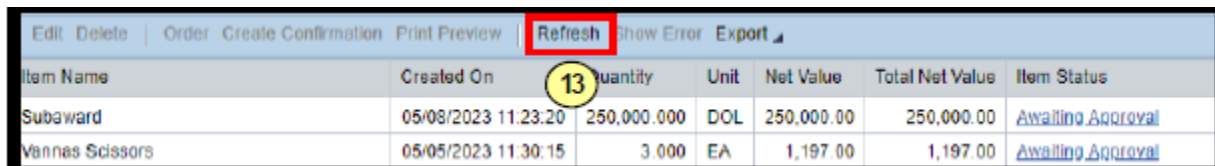
General Data

Buy on Behalf of: 244122 . Training T UPUR 10 Independent Contractor: ☐

Name of shopping cart: 29876

Default Settings: [Set Values](#)

13. Click the Refresh link.



Item Name	Created On	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	<a href="#">Awaiting Approval</a>
Vannes Scissors	05/05/2023 11:30:15	3.000	EA	1,197.00	1,197.00	<a href="#">Awaiting Approval</a>

**\*ADDITIONAL RESOURCES:**

[JHURA Department Assignments](#)

[JHURA Subawards Landing Page](#)