

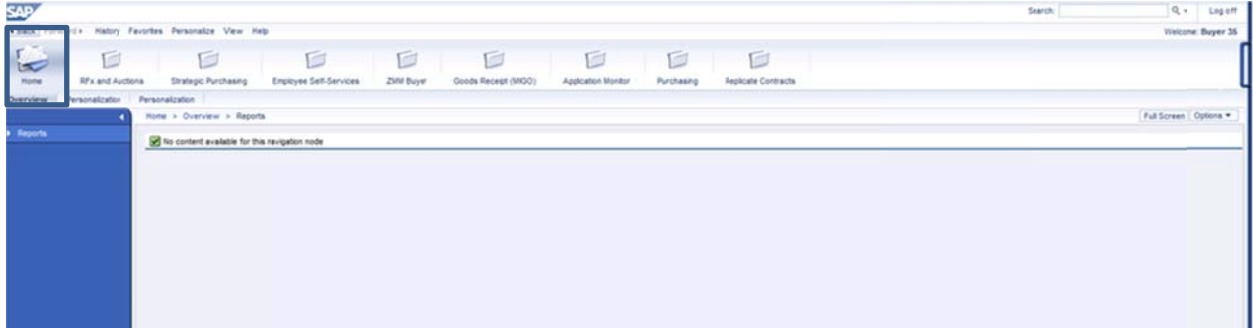
# **Copy an Existing Shopping Cart (Two Options)**

## **Exercise 4**

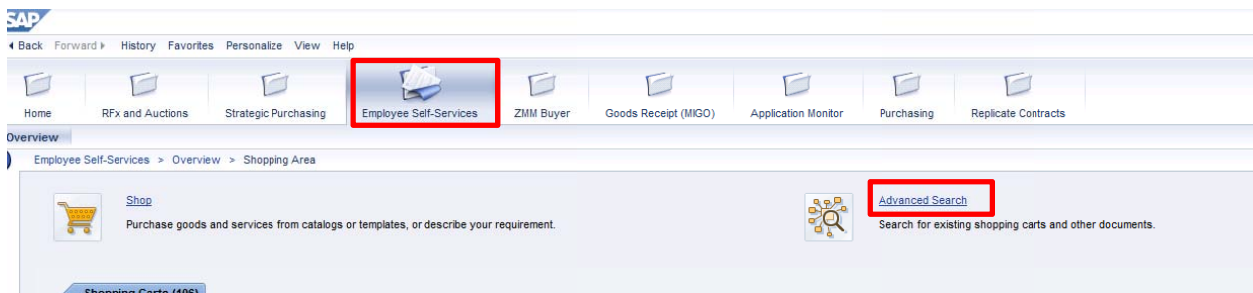
## **Exercise 4: Copy a Shopping Cart - Option 1**

Copy a Shopping Cart, Option 1.

1. From “HOME,” click the “Employee Self-Services” folder.



2. “Employee Self-Services” folder is located at the top of the screen with all folders.



3. At the “Employee Self Services” screen, click “Advanced Search” to the right of “Shop.”

- From the Advanced Search screen, use the dropdown to search for a Shopping Cart. Enter the shopping cart number in the “Number” field and search or choose any of the other criteria on the page.

\*In this example use the “Time Frame” and choose today. Click **SEARCH**.

**Advanced Search**

Close

Search For: Shopping Cart Number: Search

**Search Criteria for Shopping Cart**

Search in:  System  Archive

Name of Shopping Cart:

Time Frame: Today

Role:

Item Description:

Status:

Purchase Order Number:

Product Category:

Bought on Behalf:

Include Completed Shopping Carts:

Item Process Type:

Parked:

Including Product Category Hierarchy:

Show Only Templates:

Show Only Team Shopping Carts:

Search

- Click on a Shopping Cart number you created today under search results.

**Advanced Search**

Close

Search For: Shopping Cart Number: Search

**Search Criteria for Shopping Cart**

Search in:  System  Archive

Name of Shopping Cart:

Time Frame: Today

Role:

Item Description:

Status:

Purchase Order Number:

Product Category:

Bought on Behalf:

Include Completed Shopping Carts:

Item Process Type:

Parked:

Including Product Category Hierarchy:

Show Only Templates:

Show Only Team Shopping Carts:

Search

**Search Results: 1 Shopping Carts**

Number	Name of Shopping Cart	Created On	Status	Total
<a href="#">2000487897</a>	LIS53331 09/14/2013 11:53	09/14/2013 11:53:58	Approved	400,000.00

## SRM 7.2 Shopping Cart Creation

6. Click the “Copy” button.



**Display Shopping Cart: 2000487897**

Number: 2000487897 | Name: LBS5331 09/14/2013 11:53 | Status: Approved | Created On: 09/14/2013 11:53:58 | Created By: Ms. LISA CUMALANDER

**General Data**

Buy on Behalf of: 30045 LISA CUMALANDER | Header Approval Note: [ ]

Name of shopping cart: LBS5331 09/14/2013 11:53

Header Data: Values

Approval Process: Display / Edit Agents

Document Changes: Display

**Item Overview**

Details | Add Item | **Copy** | Paste | Duplicate | Delete | Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / List	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment No.
1	Material		Clearing and Grubbing Svcs-Lancaster Co.	91219	Clearing and Grubbing Services	1	EA	400,000.00	USD		1		11/13/2013			Cost Center	01200-480211

7. Click the “Close” button in “Display Shopping Cart”. Screen defaults back to “Advanced Search”, click the “close” button here also. The system then defaults back to the “Shop” screen.



**Display Shopping Cart: 2000487897**

Number: 2000487897 | Name: LBS5331 09/14/2013 11:53 | Status: Approved | Created On: 09/14/2013 11:53:58 | Created By: Ms. LISA CUMALANDER

**General Data**

Buy on Behalf of: 30045 LISA CUMALANDER | Header Approval Note: [ ]

Name of shopping cart: LBS5331 09/14/2013 11:53

Header Data: Values

Approval Process: Display / Edit Agents

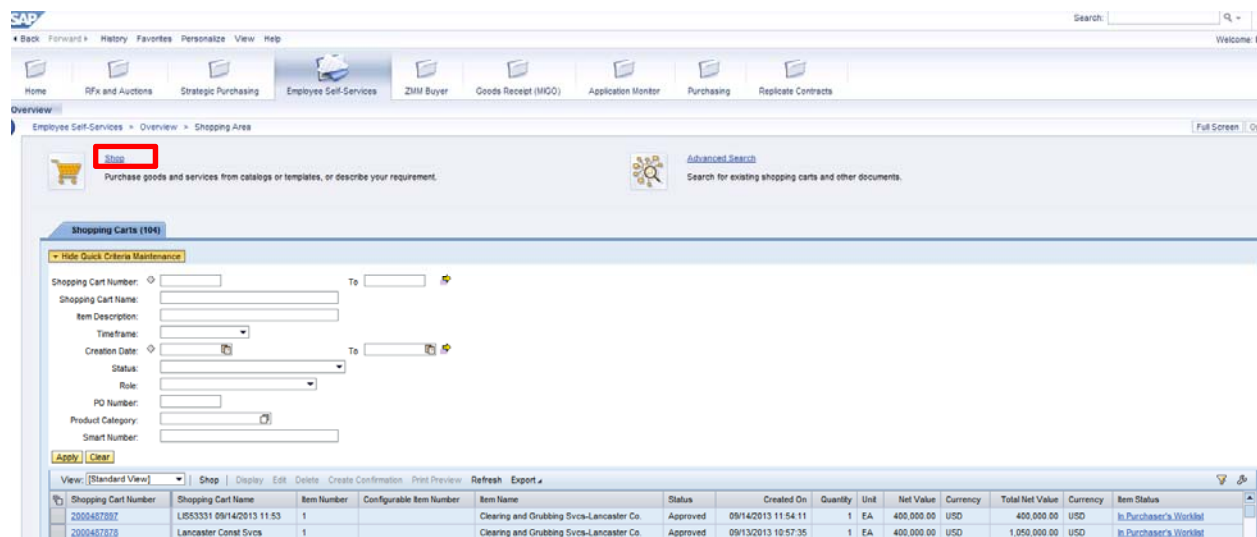
Document Changes: Display

**Item Overview**

Details | Add Item | Copy | Paste | Duplicate | Delete | Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / List	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment No.
1	Material		Clearing and Grubbing Svcs-Lancaster Co.	91219	Clearing and Grubbing Services	1	EA	400,000.00	USD		1		11/13/2013			Cost Center	01200-480211

8. Click “Shop.”



**SAP** | Search: [ ] | Welcome: [ ]

Home | RFX and Auctions | Strategic Purchasing | Employee Self-Services | ZMM Buyer | Goods Receipt (MI00) | Application Monitor | Purchasing | Replicate Contracts

Overview: Employee Self-Services > Overview > Shopping Area | Full Screen

**Shop** | Advanced Search

Purchase goods and services from catalogs or templates, or describe your requirement.

**Shopping Carts (104)**

Hide Quick Criteria Maintenance

Shopping Cart Number: [ ] To [ ]

Shopping Cart Name: [ ]

Item Description: [ ]

Timeframe: [ ]

Creation Date: [ ] To [ ]

Status: [ ]

Role: [ ]

PO Number: [ ]

Product Category: [ ]


Smart Number: [ ]

Apply | Clear

View: [Standard View] | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status	Created On	Quantity	Unit	Net Value	Currency	Total Net Value	Currency	Item Status
2000487207	LBS5331 09/14/2013 11:53	1		Clearing and Grubbing Svcs-Lancaster Co.	Approved	09/14/2013 11:54:11	1	EA	400,000.00	USD	400,000.00	USD	In Purchaser's Wishlist
2000487278	Lancaster Const Svcs	1		Clearing and Grubbing Svcs-Lancaster Co.	Approved	09/13/2013 10:57:35	1	EA	400,000.00	USD	1,050,000.00	USD	In Purchaser's Wishlist

## SRM 7.2 Shopping Cart Creation

9. In the “Shop in Three Steps: Step 1” screen, click  located near the top of the screen.

**Shop in 3 steps: Step 1 (Select Goods/Service)**

Previous **Next** Order Close

1 2 3  
Select Goods/Service Shopping Cart (empty) Complete and Order

Browse: For SCEIS shopping cart creation, click on the NIGP/Contract Search link or one of the Punch-Out Catalog links to shop

Old Shopping Carts and Templates  
Internal Goods/Services

Dell Computers FSJ  
Fastenal Fisher Scientific  
MSC Industrial NIGP/Contract Search  
Office Max SHI Punch Out Catalog  
Spectrum Staples  
Troxell

10. This brings you to Step 2 of the Shopping Cart. Click PASTE.

**Shop in 3 steps: Step 2 (Shopping Cart (empty))**

Previous Next Order Close Save Check

1 2 3  
Select Goods/Service Shopping Cart (empty) Complete and Order

Items in Shopping Cart

Details Add Item Copy **Paste** Duplicate Delete Filter Settings

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment Number	Item Status	Supplier	
The table does not contain any data																				
																		Total Value	0.00	USD
																		Tax amount	0.00	USD
																		Total Val. (Gross)	0.00	USD

11. The Shopping Cart you copied is now pasted into a new Shopping Cart and defaults all the information that was in the original Shopping Cart. Examine the different tabs and details to view the information copied from the original Shopping Cart.

**Shop in 3 steps: Step 2 (Shopping Cart (1 item))**

Previous Next Order Close Save Check

1 2 3  
Select Goods/Service Shopping Cart (1 item) Complete and Order

Items in Shopping Cart

Details Add Item Copy **Paste** Duplicate Delete Filter Settings

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment Number	Item Status	Supplier
1	Material		Cleaning and Grubbing Svcs-Lancaster Co.	91219	Cleaning and Grubbing Services	1	EA	400,000.00	USD			1	11/13/2013			Cost Center			U120E4M2

Details for item 1 Cleaning and Grubbing Svcs-Lancaster Co.

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview Subcontracting

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 Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description
0001		100.00	Cost Center	U120E4M201	Fairfield Maint	5021370000	NON-CAP CONSTRUCTION

Details for Item 0001 - Cost Center

Basic Data Percentage: 100.00 Fund: 44000000 AFS-HWY&PUBLIC TRAN

Account Assignment Category: Cost Center Commitment Item: 5021370000 NON-CAP CONSTRUCTION

Cost Center: U120E4M201 Fairfield Maint Unfunded Accounting Line:

Fund Center: U120E4M201 AFS-HWY&PUBLIC TRAN

Order:

Grant: NOT RELEVANT

Functional Area: U120\_E210 U120 Highway Maintenance

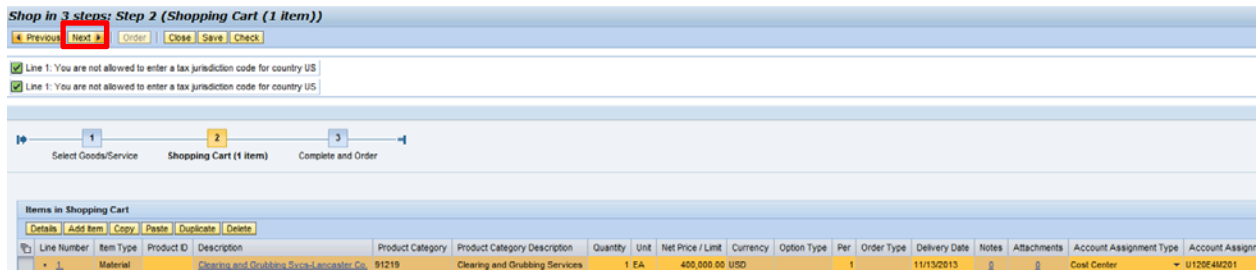
Controlling Area: SC01

General Ledger Account: 5021370000

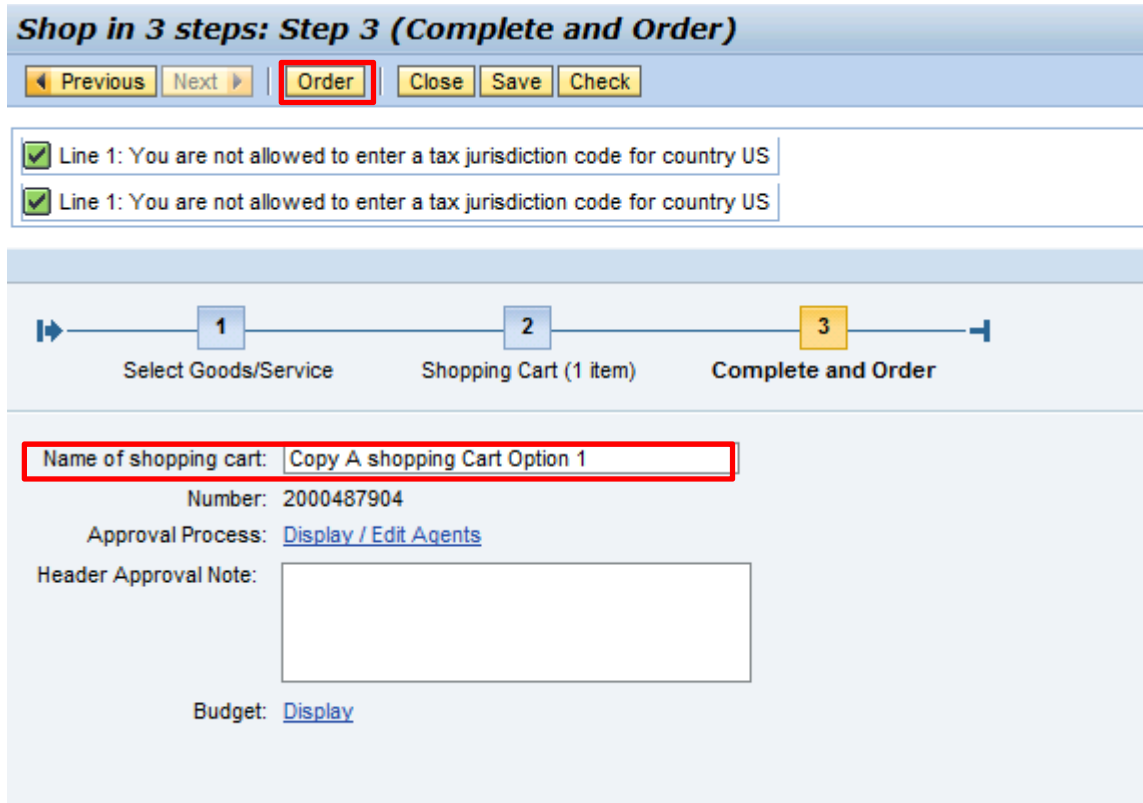
Business Area: U120

SRM 7.2 Shopping Cart Creation

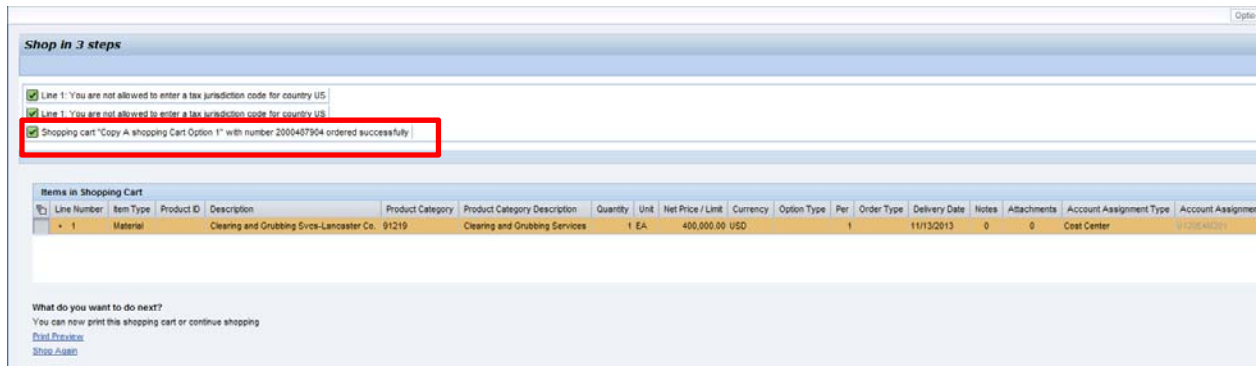
12. Verify all information and click the Check button. If the Shopping Cart shows no errors, click the Next button located at the top of the screen.



13. Name the Shopping Cart and click the Order button located at the top of the screen.



14. The new Shopping Cart has been created. Note the Shopping Cart number.

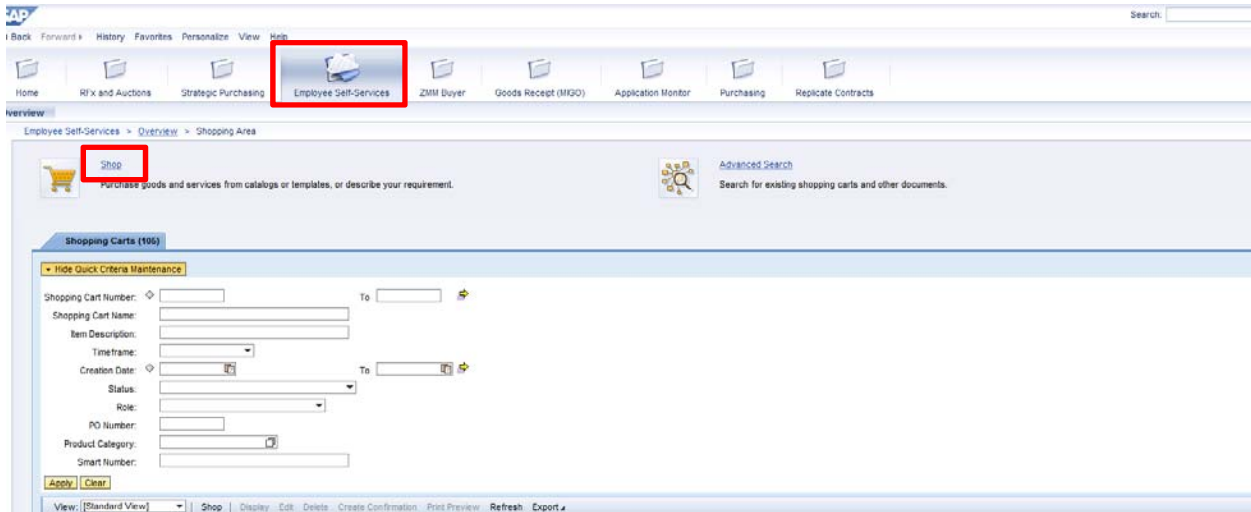


You have successfully copied a Shopping Cart! Note the Shopping Cart Number at top of screen.

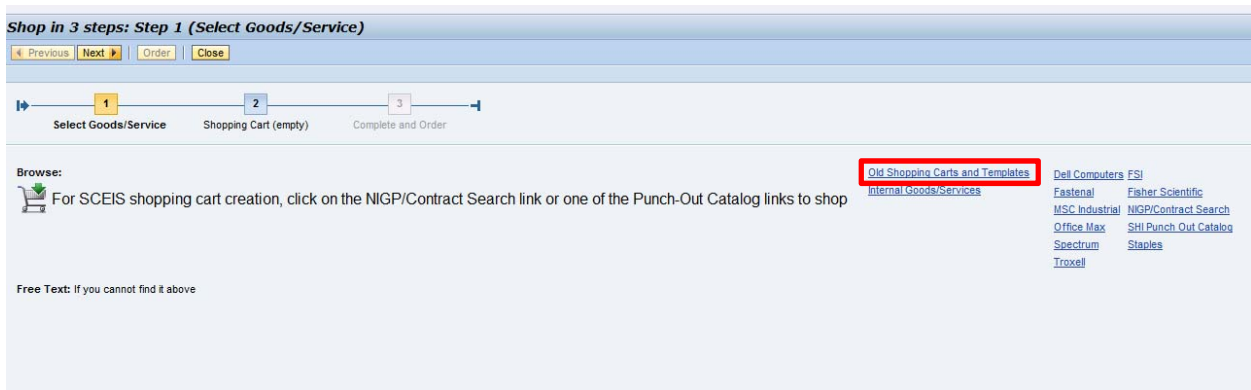
**Enter Shopping Cart Number:** \_\_\_\_\_

## Exercise 4: Copy a Shopping Cart - Option 2

1. Select "Employee Self Services," then SHOP.



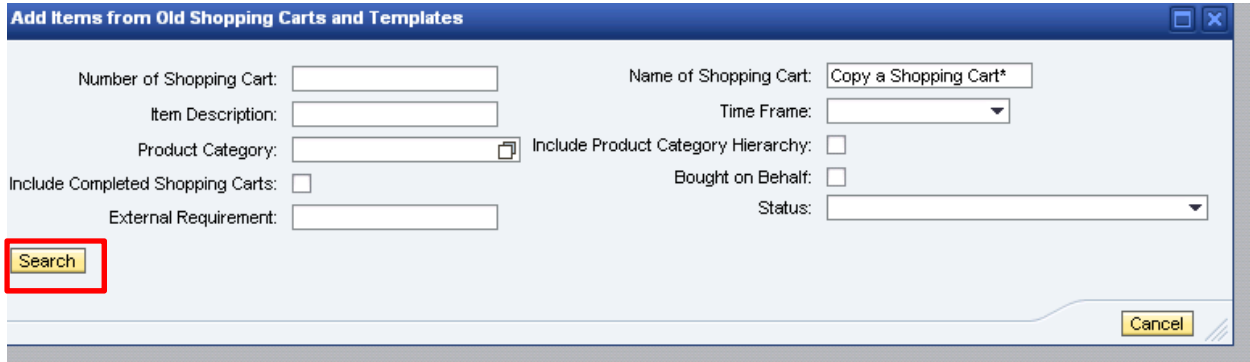
2. From the "Shop in 3 Steps: Step 1," select Old Shopping Carts and Templates.





- Use the name of the last Shopping Cart you created and search by “Name of Shopping Cart.”

Note there are various ways to search.



**Add Items from Old Shopping Carts and Templates**

Number of Shopping Cart:  Name of Shopping Cart:

Item Description:  Time Frame:

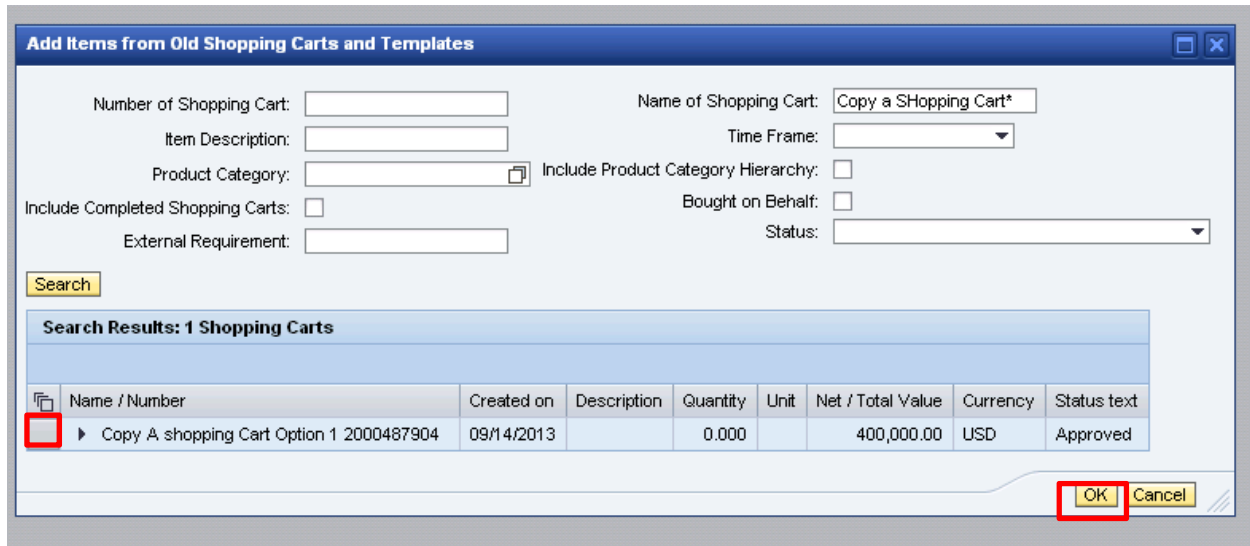
Product Category:  Include Product Category Hierarchy:

Include Completed Shopping Carts:  Bought on Behalf:

External Requirement:  Status:

**Search** **Cancel**

- Highlight the line of the Shopping Cart chosen and click “OK” at the bottom of the screen.



**Add Items from Old Shopping Carts and Templates**

Number of Shopping Cart:  Name of Shopping Cart:

Item Description:  Time Frame:

Product Category:  Include Product Category Hierarchy:

Include Completed Shopping Carts:  Bought on Behalf:

External Requirement:  Status:

**Search**

**Search Results: 1 Shopping Carts**

<input type="checkbox"/>	Name / Number	Created on	Description	Quantity	Unit	Net / Total Value	Currency	Status text
<input checked="" type="checkbox"/>	▶ Copy A shopping Cart Option 1 2000487904	09/14/2013		0.000		400,000.00	USD	Approved

**OK** **Cancel**

## SRM 7.2 Shopping Cart Creation

5. Verify all information has been copied (each tab).

**Shop in 3 steps: Step 2 (Shopping Cart (1 Item))**

Select Goods/Service    Shopping Cart (1 Item)    Complete and Order

---

**Items in Shopping Cart**

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment
1	Material		Clearing and Grubbing Svcs-Lancaster Co.	91219	Clearing and Grubbing Services	1	EA	400,000.00	USD			1	09/14/2013			Cost Center	U120E4M201

---

**Details for Item 1 Clearing and Grubbing Svcs-Lancaster Co.**

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

**Cost Distribution**    Percentage                               

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business
0001		100.00	Cost Center	U120E4M201	Fairfield Maint	5021370000	NON-CAP CONSTRUCTION	U120

**Details for Item 0001 : Cost Center**

Basic Data    Percentage:

Account Assignment Category:     Fund:  AFS-HWY&PUBLIC TRAN

Cost Center:  Fairfield Maint    Commitment Item:  NON-CAP CONSTRUCTION

Fund Center:  AFS-HWY&PUBLIC TRAN    Unfunded Accounting Line:

Order:

Grant:

Functional Area:  U120 Highway Maintenance

Controlling Area:

General Ledger Account:

Business Area:

Clipboard

6. Once you have verified the information, click the “Check” button. If the Shopping Cart shows no errors, click the “Next” button located at the top of the screen.

**Shop in 3 steps: Step 2 (Shopping Cart (1 Item))**

Line 1: You are not allowed to enter a tax jurisdiction code for country US  
 Line 1: You are not allowed to enter a tax jurisdiction code for country US

Select Goods/Service    Shopping Cart (1 Item)    Complete and Order

---

**Items in Shopping Cart**

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment
1	Material		Clearing and Grubbing Svcs-Lancaster Co.	91219	Clearing and Grubbing Services	1	EA	400,000.00	USD			1	09/14/2013			Cost Center	U120E4M201

---

**Details for Item 1 Clearing and Grubbing Svcs-Lancaster Co.**

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

**Cost Distribution**    Percentage                               

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business
0001		100.00	Cost Center	U120E4M201	Fairfield Maint	5021370000	NON-CAP CONSTRUCTION	U120

**Details for Item 0001 : Cost Center**

Basic Data    Percentage:

Account Assignment Category:     Fund:  AFS-HWY&PUBLIC TRAN

Cost Center:  Fairfield Maint    Commitment Item:  NON-CAP CONSTRUCTION

Fund Center:  AFS-HWY&PUBLIC TRAN    Unfunded Accounting Line:

Order:

Grant:

Functional Area:  U120 Highway Maintenance

Controlling Area:

General Ledger Account:

## SRM 7.2 Shopping Cart Creation

- Name the Shopping Cart and click the **ORDER** button located at the top of the screen.

**Shop in 3 steps**

Line 1: You are not allowed to enter a tax jurisdiction code for country US  
 Shopping cart "Copy a Shopping Cart Option 2" with number 2000487906 ordered successfully

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assg
1	Material		Clearing and Grubbing Svcs-Lancaster Co.	91219	Clearing and Grubbing Services	1	EA	400,000.00	USD		1		09/14/2013	0	0	Cost Center	91219

**What do you want to do next?**  
 You can now print this shopping cart or continue shopping  
[Print Preview](#)  
[Shop Again](#)

You have successfully copied a Shopping Cart! The Shopping Cart Number is located at top of the screen.

**Enter Shopping Cart Number:** \_\_\_\_\_