

General Information	
Shopping Cart Workflow	
Deciding and Assigning Security Roles (S.M.A.R.T.)	
SAP Browser Settings	
First-Time Login Procedures	
Establishing eMarketplace Settings	
Establishing Shopping Cart Settings:	
• eCourse	• Adobe PDF Job-aid
SAP Codes and Descriptions	
Ship-to Address Codes	
Shopping Cart Document Types	
Product Category Codes	
Buyer Contact for Purchasing Group	
Plant Codes	
Creating A Shopping Cart	
ANPO (JHU)	ECPO Office Depot
BLPO	EMPO (JHHS)
CAPP	IMPO (JHHS)
DRUG	Independent Contractor (JHU)
ECDP Inventory Replenishment	LVPO (JHU)
ECPO Free Text Ordering	MXPO (JHHS)
ECPO MDC (JHHS)	PROJ
ECPO University Supply Stores (JHU)	RADP
	SPPO (JHU)
Creating HopkinsSelect eMarketplace Carts	
How to Use Online Catalogs	Office Depot
Dell	Sigma-Aldrich
GovConnection	VWR
Invitrogen	USBI
Managing Shopping Carts	
Change Default Shopping Cart Settings	
Queries, Filters, and Customizations on the Shopping Cart Home Page	
Search for a Vendor	
Search for a G/L Number	
Cost Sharing Purchases via Multiple Cost Assignments	
Using Team Carts	
Update or Delete a Shopping Cart	
Approve or Reject a Shopping Cart	
Add an Approver to a Shopping Cart	
Designating a Substitute Approver	
Finding the Johns Hopkins Purchasing Buyer for your Cart	

Purchase Orders	
Display a Purchase Order	
Change a Purchase Order	
Check Status of a Purchase Order	
Display a Purchase Order Using ME23N	
Confirm, Delete and Return of Goods/Goods Receipts	
Confirmation of Goods Receipt	
Deletion of Goods Receipt	
Return of Goods Received	
Resolve Purchase Order Discrepancies	
Resolve Purchase Order Discrepancies: <i>(not yet available)</i>	
• Quantity Discrepancies	• Pricing Discrepancies
Search for Paid Invoices by PO	
Cancel a Purchase Order	
Drop Commitments/Remove Encumbrances	
Purchase Order Samples	
Account Reconciliation Guides	
JHU Account Reconciliation Guide (BW Reports)	
JHHS Account Reconciliation Guide <i>(not yet available)</i>	
Procurement Card & GCMS Training	
Procurement Card Policy Guide	
JHU Procurement Card (PCard)/Approver Online Training	
Other Useful Information	
JHU 2010 Supply Store Catalog	
JHHS 2010 MDC Catalog by Description	
Electronic Purchase Order Vendor Listing	
Non Purchase Order Related Transaction – PO Exception List <i>(not yet available)</i>	
HopkinsSelect eMarketplace Catalog Suppliers	
myLearning@JohnsHopkins	
Shopping Cart Alerts <i>(not yet available)</i>	
FAQs	
Top 5 Shopping Cart FAQs	
Supply Chain FAQs	
eMarketplace FAQs	
Office Depot FAQs	