

Shopping Cart Exercises for FACILITIES

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TABLE OF CONTENTS

SAP TRAINING PORTAL LINK.....	3
SUMMARY OF TRANSACTIONS COVERED	3
EXERCISE 1 – CREATE CONTRACTS.....	4
EXERCISE 2 – CREATE SHOPPING CART USING CONTRACTS.....	5

SAP Training Portal Link

The SAP training URL listed below is only available during training sessions and is only accessible inside the training network.

<http://saptp7-3d.lausd.net:50000/irj/portal>

Summary of Transactions Covered

Below is a list of all SRM transactions included in this course.

Exercise	Transaction
Ex. 1	Create Contract
Ex. 2	Create Shopping Cart - Using a Contract
Assessment & Evaluation	

Exercise 1 – Create Contract

Situation

Create a Contract

Create:

- **\$100,000 Contract for Axis.**

Instructions

Use the Job Aid(s) from the BASE website: *[Create Contracts]* to complete the exercise.

Portal Navigation Path

Procurement/Contracts tab → Manage Contracts → Create Contract

Step	Field	Value
1.	Overview Tab: Name Contract	<i>[your name] Contract. 1</i>
2.	Overview Tab: Supplier	Enter Supplier Number - <i>1000003270</i>
3.	Overview Tab: Set Date	Set date for the Fiscal Year
4.	Overview Tab: Target Value	Set the value of the contract - <i>\$100,000</i>
5.	Overview Tab: Purchasing Group	Set the purchasing Group – <i>Construction JOC</i>
6.	Items: Item Category	Select the drop down and choose – <i>Product Category</i>
7.	Items: Product Category:	Enter – <i>96700 (JOC)</i>
8.	Item Target Value:	Enter - <i>100000</i>
9.	Header Tab -> Payment Link	Change Retention Field - > <i>Applicable (Header)</i>
10.	Header Tab -> Payment Link	Change Retention Rate - > <i>5%</i>
11.	Document Toolbar	Click <i>Check</i> button
11.	Document Toolbar	Click <i>Release</i> button
12.	Close Purchasing Contract Document	Click the <i>Close</i> button

Notes:

Exercise 2 – Create Shopping Cart – Using a Contract

Situation

Create a Shopping Cart and use the a Contract that was just created.

Order:

- **Contract worth \$1575**

Instructions

Use the Job Aid(s): from the BASE Website: *[Create Shopping Cart for Contracts]* to complete the exercise.

Portal Navigation Path

Procurement/Contracts tab → Manage Shopping Carts → Create Shopping Cart

Step	Field	Value
1.	General Data: Name of shopping cart	[your name] Exercise. 2
2.	Item Overview:	Click Add Item button -> Choose With Free Description
3.	Description	Describe the Contract
4.	Product Category	Enter - 96700
5.	Quantity	Enter the value - 1000
6.	Net Price	Enter - 1
7.	Delivery Date	Choose the end of the fiscal year.
8.	Select Button	Add to Item Overview
9.	Item Overview:	Click - Details
10.	Select Tab: Source of Supply/Service Agent	Highlight the Supplier Created in Exercise 1
11.	Select Button	Assign Supplier
12.	Select Tab: Account Assignment	Click on Details
13.	Account Assignment Category	Change to -> WBS Element
14.	Funds Center	Enter -> 1052501
15.	WBS Element	Enter -> F-300256-03-401-99
16.	Functional Area	Enter -> 0000-8500-12401
17.	GL Account	Enter -> 580001
18.	Select Button	Check
19.	Certify Document	Click on Certification Check Box
20.	Select Button	Order
21.	Select Button	Close

Notes: