

## Creating a Warehouse Order (STO) Shopping Cart

STO stands for Stock Transport Order. STOs are placed through either the DGS or an Agency's warehouse. An STO is created using the [COPA Internal ECatalog](#) link. This is the only means in which to place warehouse orders.

### ***Important Distinctions:***

Although you are selecting your items from a catalog, there are several notable differences between placing an order via the [COPA Internal ECatalog](#) and the other catalogs:

- **You may not order from more than one warehouse within the same shopping cart**
- **You cannot distribute costs on a line item**
  - If you need to distribute costs of a line item to more than one account assignment, you will have to create a separate line item for each account assignment
- When the item(s) has been received from the supplying plant warehouse, **you do not need to "receive" them (e.g., enter a Goods Receipt)**
- **There will be no invoice for the item(s)**, as a cost allocation will be performed in SAP to charge your plant for the cost of the item(s)
- The "Purchase" Order numbering sequence for STO's is 42\*

*Note: The process below has been abbreviated to describe only the steps following selection of the warehouse catalog. All other steps remain consistent with ordering items via the SRM-MDM Catalog.*

## Placing Your Warehouse Order

1. In the Shopping Cart Wizard, select the appropriate warehouse that you want to order from (Example: COPA INTERNAL ECATALOG DGA – 1500)

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

◀ Previous | Next ▶ | Order | Close

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

Find:  Go

Browse: [Old Shopping Carts and Templates](#) | [CI WEBSITE - VIEW ONLY](#) | **[COPA INTERNAL ECATALOG DGS - 1500](#)** | [MRO - Grainger, Gen Electric](#)  
[Internal Goods/Services](#) | [MRO - ARBILL - SAFETY](#) | [MRO - Schaedler - Electrical and Sylvania](#) | [MRO - Wesco - Phillips](#)  
[Material/Service Contract Catalog\(MSCC\)](#) | [UniqueSource Products & Services](#)  
[VWR LAB SUPPLIES](#)

Free Text: [Describe what you need](#) If you cannot find it above

2. Within the catalog, enter search criteria and select the SEARCH button

**SRM-MDM Product Catalog**

Items: 0 Price: 0.00

Search | Search Criteria

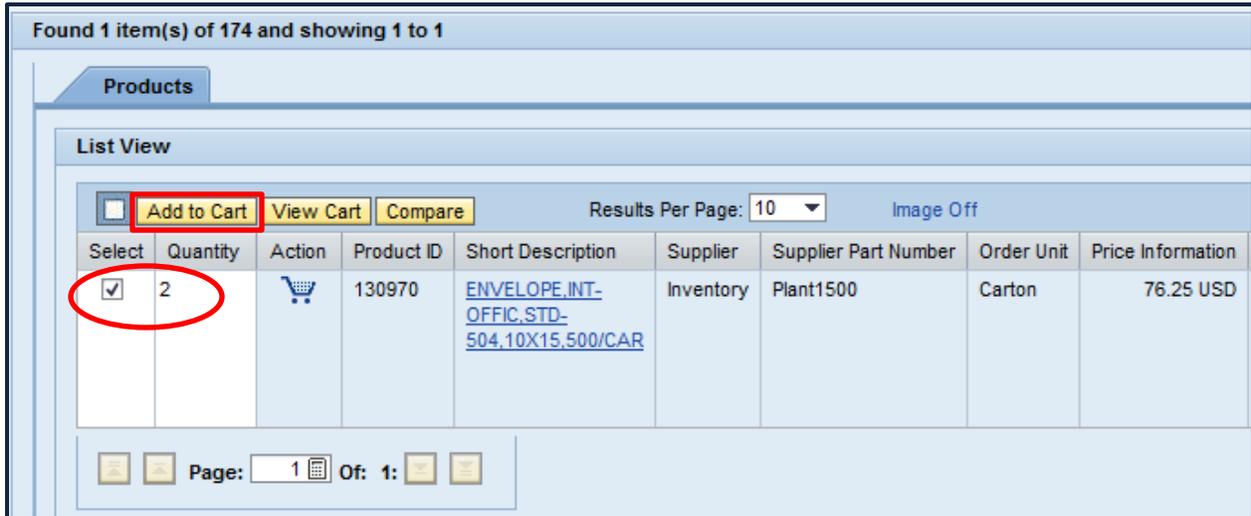
Keyword: "envelope\*" Search Reset Search Advanced Search

Supplier Part Number:  Contains Product ID: 130970 Contains  
Contract:  Contains Long Description:  Contains

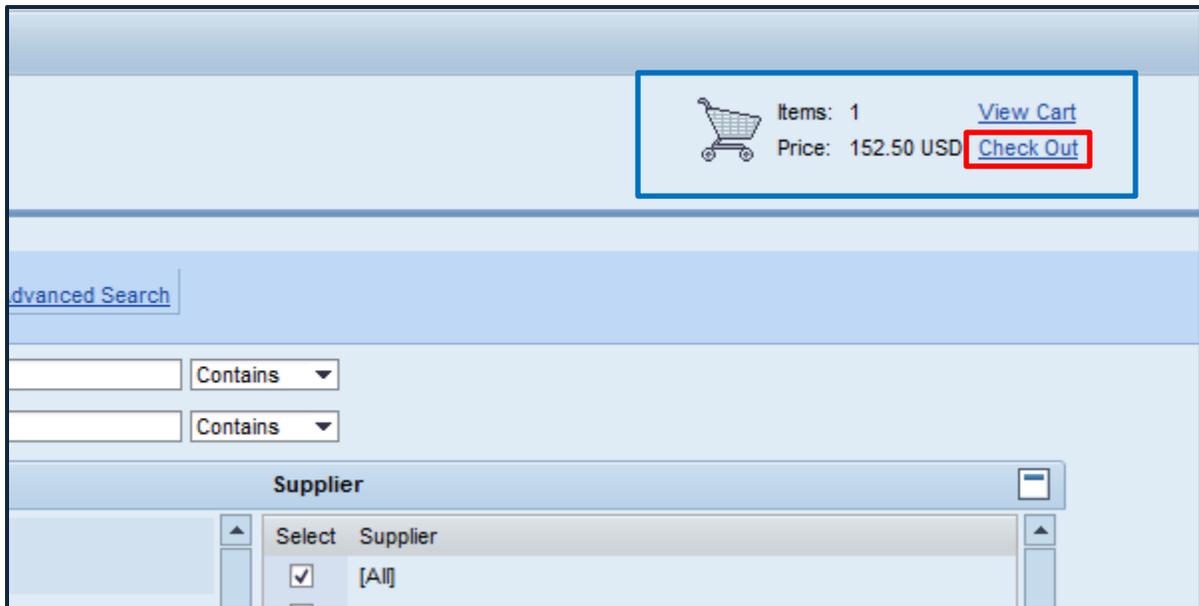
Category: [All] [None]

Supplier: [x] [All] [ ] Inventory

3. Select the checkbox next to the item, change the quantity to represent the quantity you need to purchase
4. Select the ADD TO CART button



5. Once you select the ADD TO CART button, the item(s) is added to the cart. You can continue shopping for additional items from the warehouse. When you are ready to complete your order, select the CHECK OUT link to transfer your items to your Shopping Cart to complete the ordering process.



6. Select the DETAILS button to review the item details and enter any additional information
7. Select Step 3 of the Wizard to Complete and Order the Shopping Cart

The screenshot shows a three-step wizard. Step 1 is 'Select Goods/Service', Step 2 is 'Shopping Cart (1 item)', and Step 3 is 'Complete and Order'. Step 3 is circled in red. Below the wizard is a table titled 'Items in Shopping Cart' with a 'Details' button highlighted in red.

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit
1	Material	130970	ENVELOPE.INT-OFFIC.STD-504,10X15,500/CAR	44121505	SPECIALTY ENVELOPES	2.000	CAR	76.25
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00

8. Name the Shopping Cart
  - a. Note the Shopping Cart number for future reference

The screenshot shows the 'Complete and Order' step of the wizard. The 'Name of shopping cart' field is highlighted in red and contains '4412 Envelopes'. The 'Number' field contains '11623803'. There is a checked checkbox for 'Make available to my purchasing substitutes' and a link for 'Approval Process: Display / Edit Agents'. A 'Note to Approver' text area is also visible.

9. Select the SAVE button to “hold” the Shopping Cart for processing at a later time
10. Select the ORDER button to process the Shopping Cart now

The screenshot shows the bottom of the wizard with the title 'Shop in 3 steps: Step 3 (Complete and Order)'. There are five buttons: 'Previous', 'Next', 'Order', 'Close', and 'Save'. The 'Order' and 'Save' buttons are highlighted with red boxes.