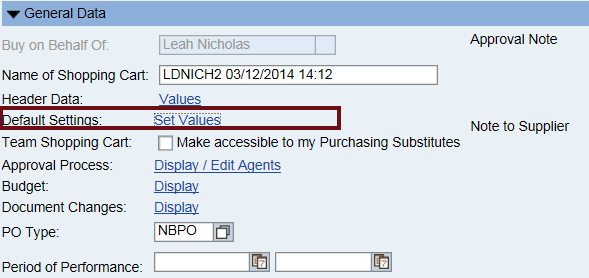
**STATISTICAL INTERNAL ORDER NUMBERS on SRM Shopping Carts**

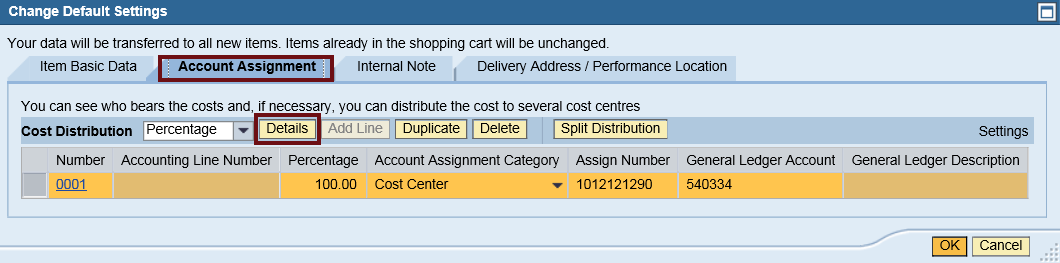
**(Single Account Assignment)**

**Always begin an SRM Shopping cart at:**

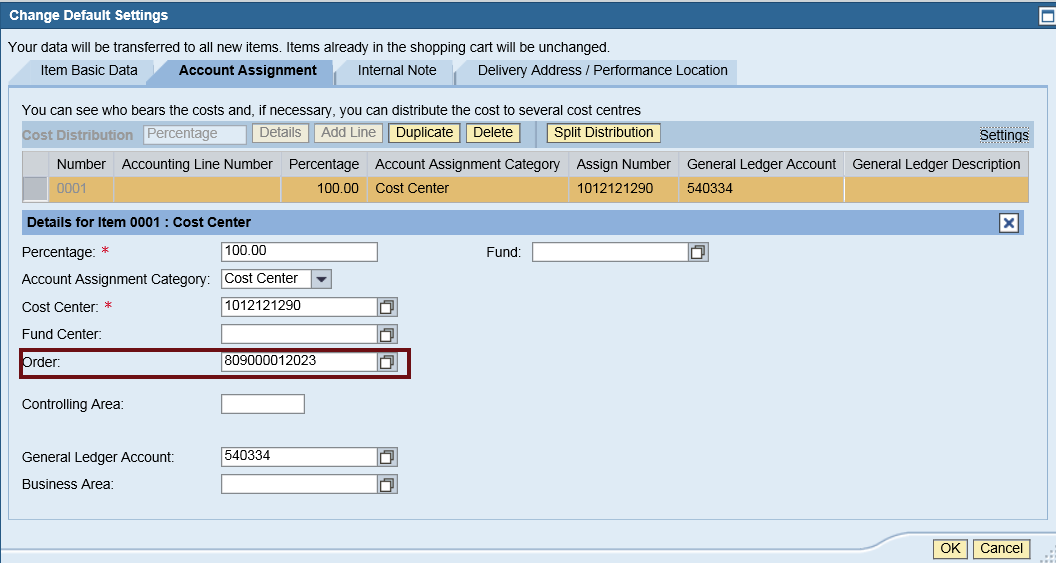
**General Data TAB > Default Settings – Set Values section**

****

**Choose the Account Assignment TAB > Details**

****

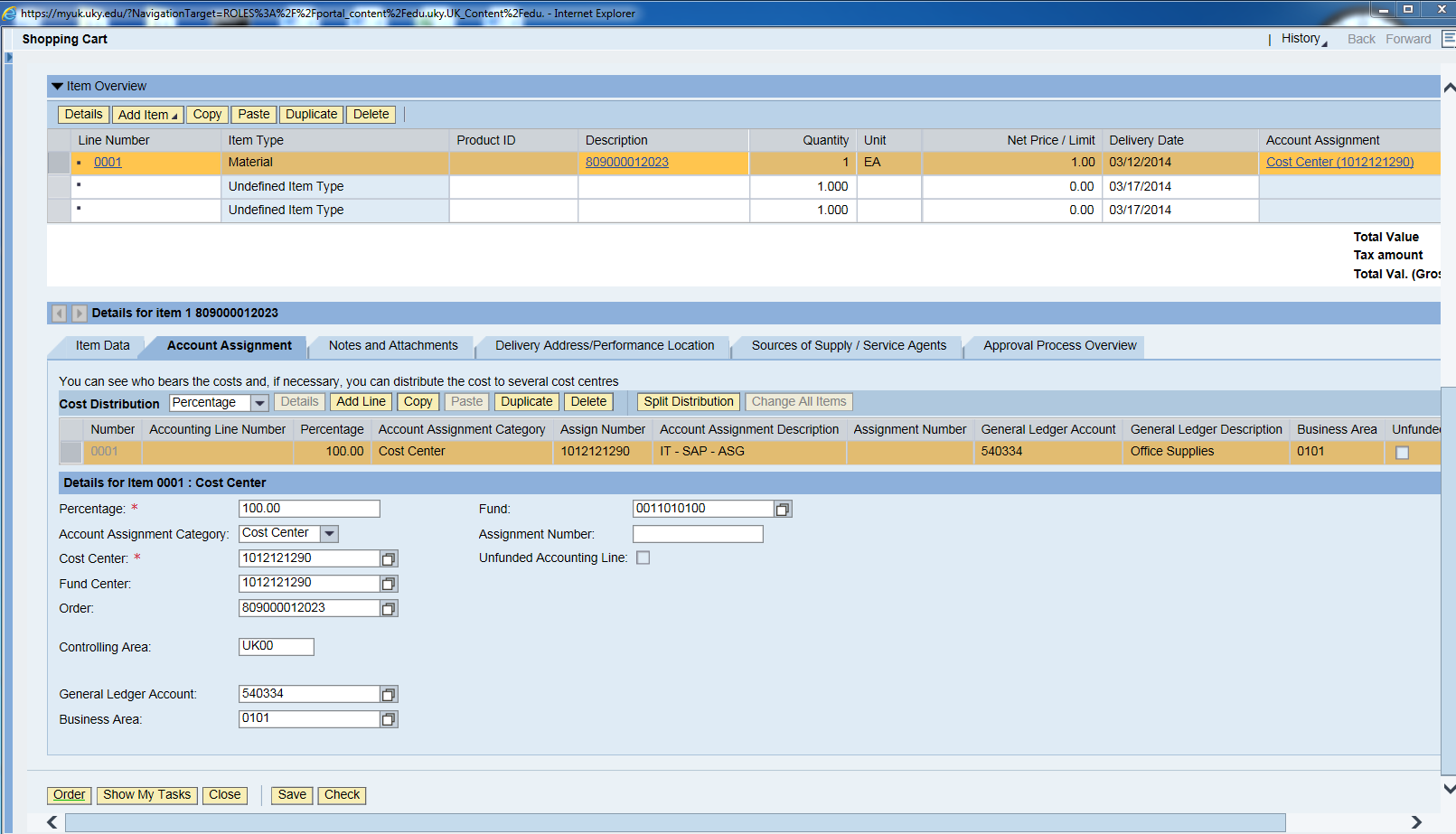
**Account details will expand and if any default values they will display.**

****

**Add the Statistical Internal Order number in the “ORDER” field and press enter key.**

**NOTE: if not default values populate, very important to add Cost Object, press enter to derive details, then add the Order number and press enter and “OK” to proceed.**

**Complete your line item entries, go to the Details for Item, choose Account Assignment TAB to view, adjust any account assignment for each line as required.**

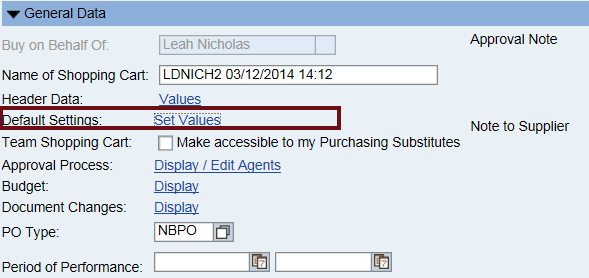


**STATISTICAL INTERNAL ORDER NUMBERS on SRM Shopping Carts**

**(Multiple-Split Account Assignment)**

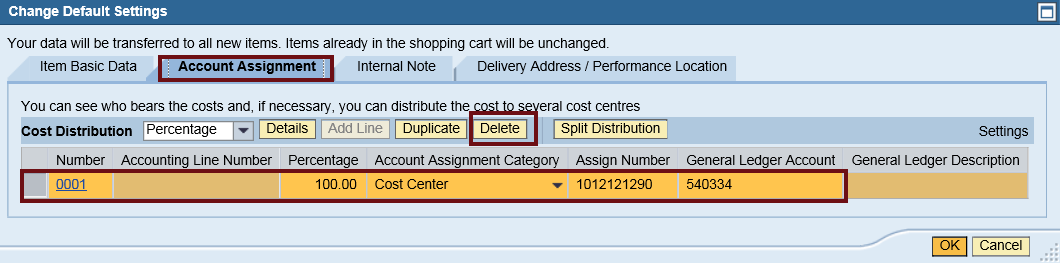
**Always begin an SRM Shopping cart at:**

**General Data TAB > Default Settings – Set Values section**

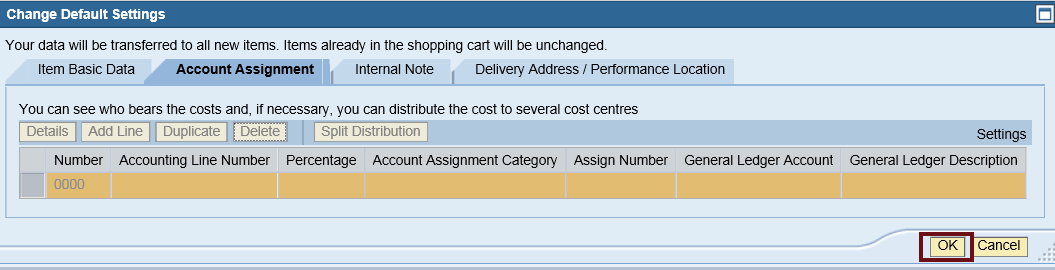
****

**Choose the Account Assignment TAB > Details**

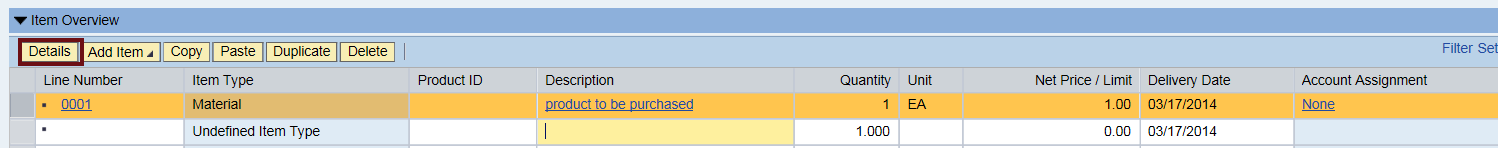
**DELETE ANY VALUE by pressing the DELETE Button**



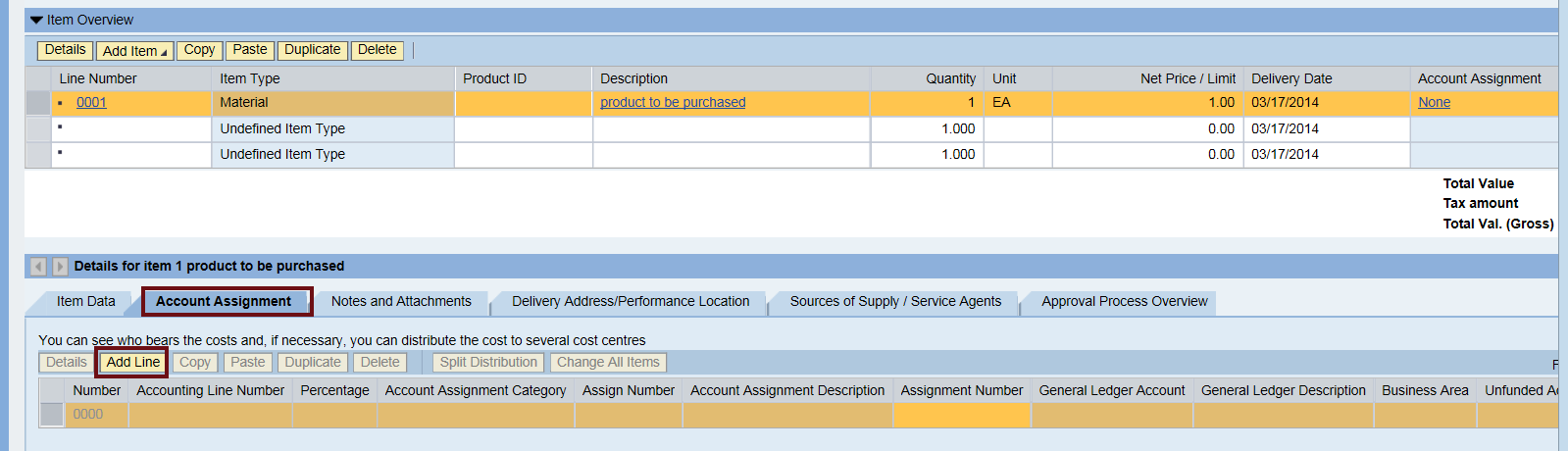
**Choose “OK” to proceed**



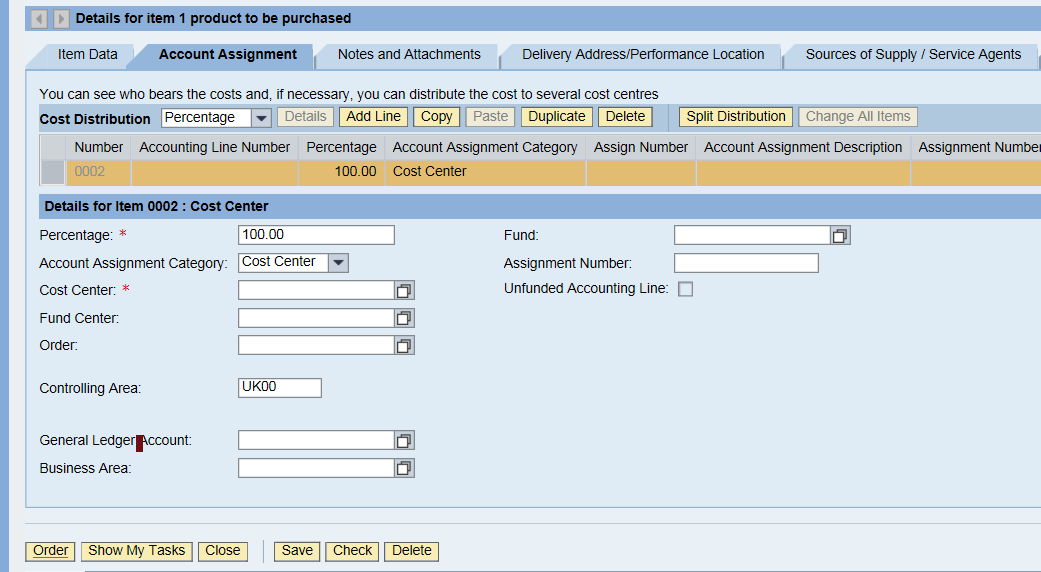
**Complete your first line item entry and press ENTER key. Then select DETAILS button to expand view**



**Choose Account Assignment TAB to view, select “ADD LINE”**



**Choose DETAILS button to expand account assignment**

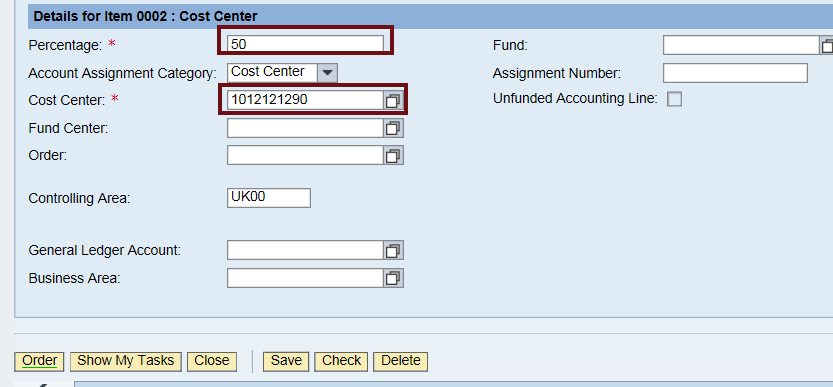


**1st address cost distribution, determine if by percent, quantity or by value. Make sure your line item detail is correct for any of the above distribution options.**

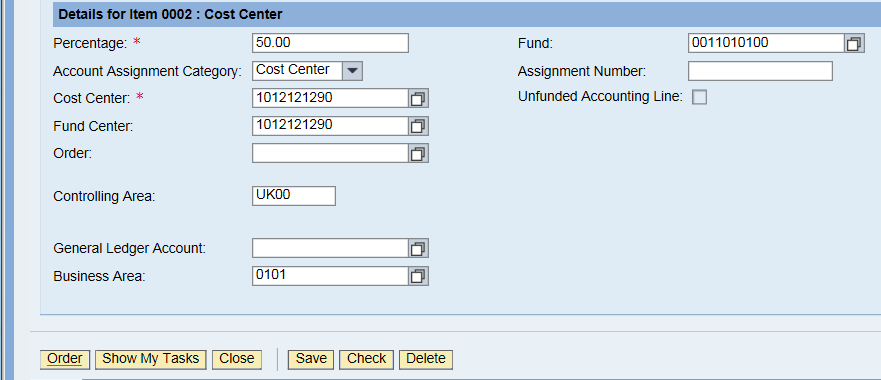
**NOTE: Contact Purchasing Department for instructions on the split assignment if necessary**

**PERCENT DISTRIBUTION**

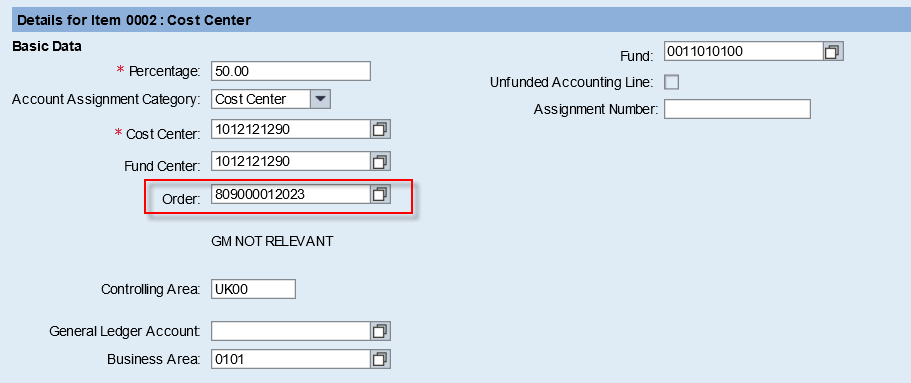
**Change the Percentage: to desired amount and add the cost object and PRESS ENTER KEY**



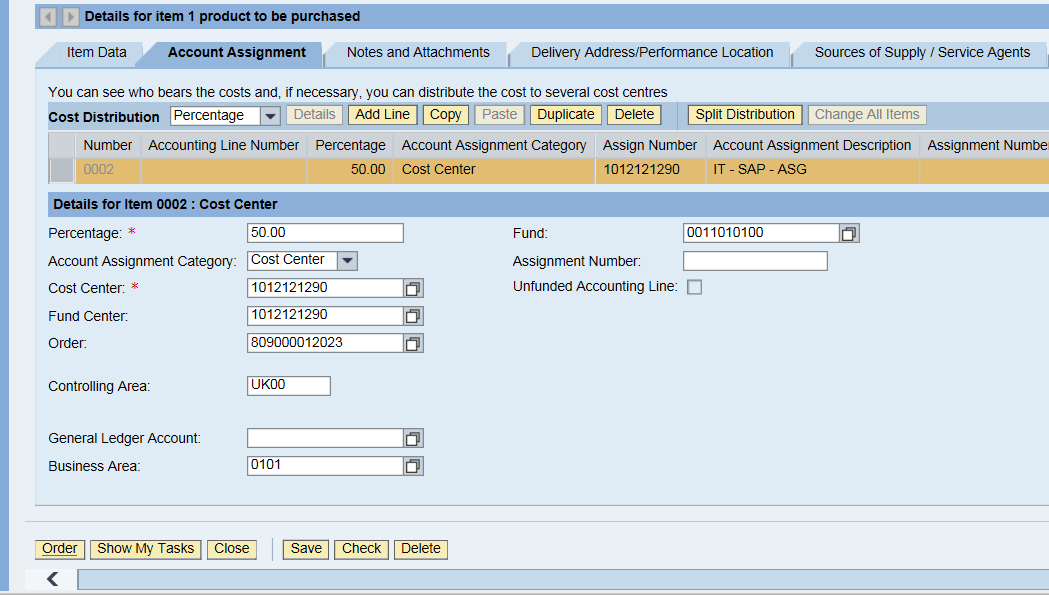
**NOTE: Accounting will derive the appropriate Fund Center, Business Area and FUND**



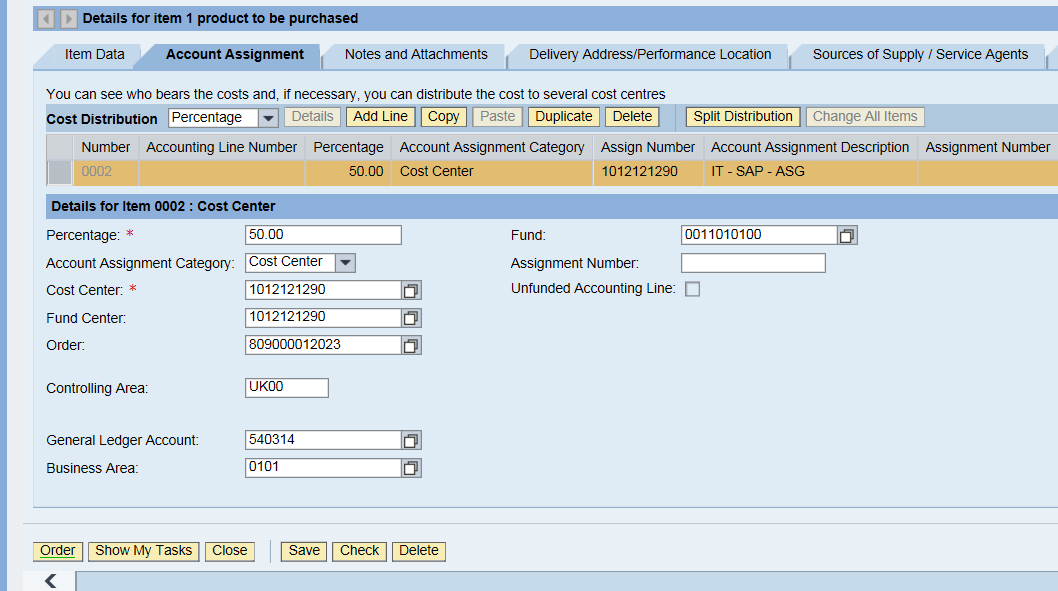
**NOW, add the STATISTICAL INTERNAL ORDER NUMBER in the ORDER FIELD and PRESS ENTER KEY**



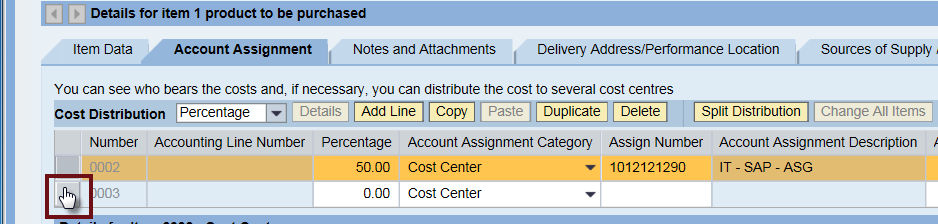
**REMEMBER PRESS ENTER KEY after your entry.**



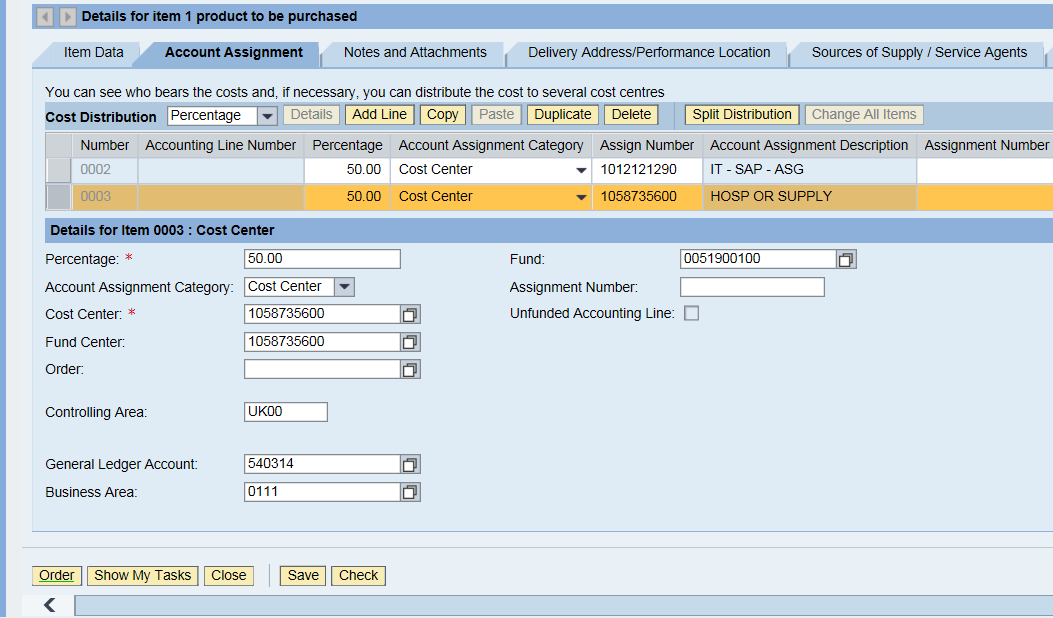
**Add the g/l code and PRESS ENTER KEY**. Time to begin next accounting line to split.



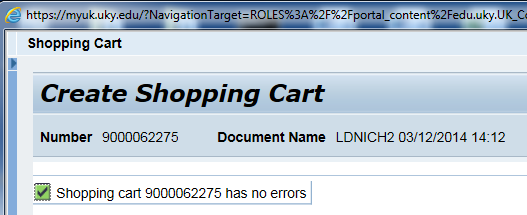
**CHOOSE ADD LINE BUTTON, notice new line added is not highlight”….press box to change lines.**



**Complete the desired information on the 2nd line of the account assignment distribution and PRESS ENTER KEY then “CHECK” button for any messages.**



**NOW, add the STATISTICAL INTERNAL ORDER NUMBER in the ORDER FIELD and PRESS ENTER KEY**



**Once it has been determined that the accounting is correct, the “copy” and “paste” function at the account assignment TAB can be used for any the remaining line items.**