

Johns Hopkins Employee Purchase via Credit Card

Employee Purchases are non-reimbursable

[Johns Hopkins Computing Device Acquisition Policy](#) – must be on Hopkins’ network to access link

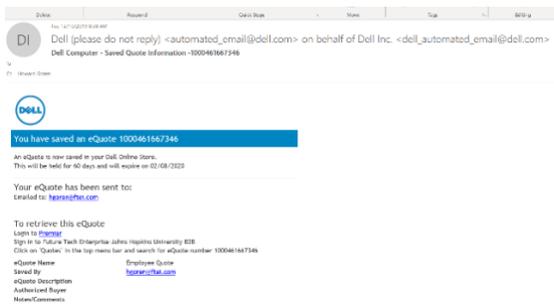
- 1) Enter the Catalog for non-SAP users via link on Ftei.com/JHU webpage

Click for access to the Johns Hopkins Premier Page for non-SAP users

- 2) Shop and save products to your cart

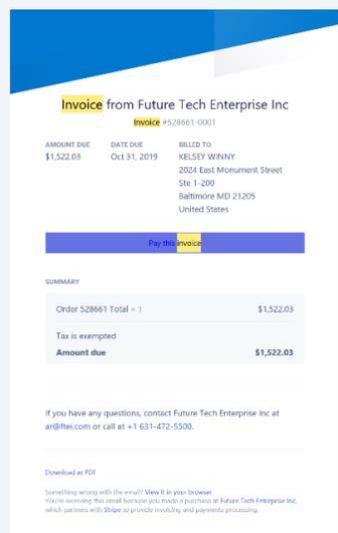


- 3) Once all products are added, Save equote from shopping cart. Your equote will be emailed to you.



Forward equote to JHTeam@fpei.com with Subject: “Personal Credit card purchase of Equote # ____”

- 4) Your order will be reviewed and you will receive a email Invoice from Future Tech. Please note your invoice will reflect a 3.5% Credit card processing fee plus applicable state sales tax.



- 5) Click on “Pay this Invoice” for secure credit card processing.