

Follett Punch-out Catalog Business Process & Helpful Tips

Business Process:

1. Log-on to the CCSD Portal via the following link:

Enter the CCSD Portal



2. Go to Shop -> Create a Shopping Cart. Within the Shopping Cart a new link called **“Pre-owned Textbooks & Workbooks”** is displayed. Click on this link to access the Follett catalog.

Note: If the “Pre-owned Textbooks & Workbooks” link is not displayed, please create a service desk ticket requesting access to this catalog.

Add Items

You can add items to the shopping cart using the following methods:

Search in Individual Catalogs:

- [Old Purchase Orders and Templates](#)
- [CCSD Catalog - General](#)
- [Textbook Catalog](#)
- [Pr-owned Textbooks & Workbooks](#)

Not found what you were looking for? Use the following order form:

- [Describe Requirement](#)

3. Upon choosing the “Pre-owned Textbooks & Workbooks” link a new Internet Explorer screen will open up to Follett’s website.

[Home](#) | [Textbook Search](#) | [MyAccount](#) | [Contact Us](#) | [Help](#)

ISBN/Title | Qty | [Advanced Search](#) | [0 ITEMS CHECKOUT](#)

Account Profile

Hello, Clark County Las Vegas Punchout User! If you are not Clark County Las Vegas Punchout User, please [LOGOUT NOW](#)

Clark County Las Vegas Punchout User .
 (punchout_00711314@folletteducationalservices.com)
 CLARK CO SCHOOL DISTRICT

ORDERS	BOOKLISTS View/Manage Book Lists	PERSONAL INFORMATION <p style="color: red;">Contact your local Purchasing Group for all account information changes.</p>	
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4. Within the Follett catalog choose “Textbook Search” to search for relevant used textbooks and workbooks. Upon choosing the “Textbook Search” link the following screen is displayed.
 - Enter in your search criteria. (i.e.: Subject, Grade range, etc...)
 - Choose “Search Now”.

[Home](#) | [Textbook Search](#)

Textbooks

Title

Copyright
 Or Later

Publisher

Subject

Item Numbers:

Enter any combination of ISBN, EAN, UPC or FES Catalog numbers. Separate values with commas. Do not enter embedded dashes.

Grade Range
 -

Book Type

Textbooks
 Workbooks
 Teacher's Edition

5. After choosing “Search Now” the following “Search Results” are shown.

Search Results ❗ **Questions regarding pricing and availability?**
[Contact your Account Executive](#) online, or call us at 1-800-621-4272.

You searched for Subject: *Mathematics* and Grade Range: *05-06*

Your search returned 2000 titles [\[search again\]](#)

Page > | 1 | 2 | 3 | 4 | 5 | next Sort By Show > | 10 | 25 | 50 | 100 items per page

	MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER) Grade(s): 05 Publisher: MCGRAW HILL Copyright: 2002 ISBN: 0021001286 EAN: 9780021001286	Classification <u>Textbook</u>	Condition Used*	Availability 227 In Stock	List Price \$65.00	FES Price \$31.68	Qty 20	
	MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER) Grade(s): 06	Classification <u>Textbook</u>	Condition Used*	Availability 55 In Stock	List Price \$65.00	FES Price \$6.75 SALE!	Qty 10	

6. Within “Search Results” the following options are available:

- Save All To List
 - Add Quantity to the line items which are relevant
 - Click on one of the “Save All to List”
 - The following pop-up is shown where you can create a new list or save the items to an existing list.

Save Book To List X CLOSE

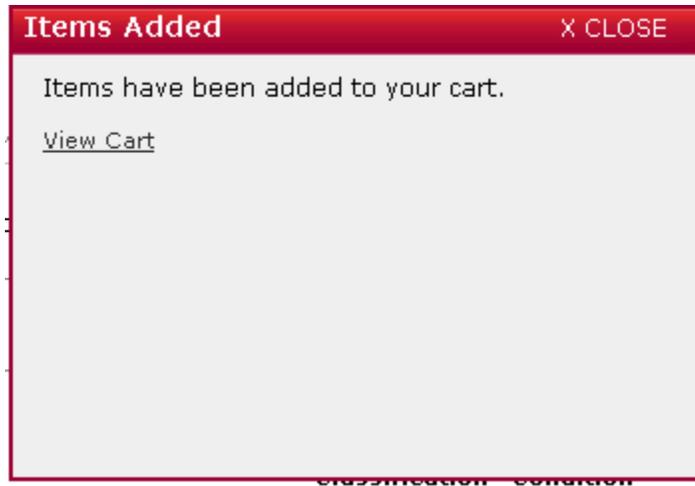
Add to list *SHSO1*

Create a new list

Add to saved list

- View / Manage Book Lists
 - Once save, back on the 1st. screen one can choose “View / Manage Book Lists” to update and use your lists in the future.

- Add All To Cart
 - Choose “Add All To Cart” to create a Shopping Cart.
 - Upon Choosing “Add All To Cart” the following popup is displayed. Choose “View Cart”.



- The following screen is displayed upon choosing “View Cart”. Within your “Follett” Shopping Cart (at this point it is not in CCSD yet) you can perform the following:
 - Update the Quantity and choose “Update Qty.”.
 - Continue Shopping for more items.
 - Save these items to your Shopping List (As shown above).
 - Checkout Now will “Start” the check-out process.
 - **Note:** Notice the “Info” section on the right side of the page. This gives you useful tips or information.

[MyAccount](#)
[Contact Us](#)
[Help](#)

2 ITEMS, \$701.10
[CHECKOUT](#)

[Home](#)
[Textbook Search](#)

Shopping Cart

UPDATE QTY
CONTINUE SHOPPING
SAVE CART TO LIST
CHECKOUT NOW

Title	FES ID	ISBN	EAN	Condition	Price	Quantity	Total Price	Info
MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)	723060	0021001286	9780021001286	Used	\$31.68	20	\$633.60	<div style="font-size: small; color: #800000; font-weight: bold;">Please note:</div> The quantities reflect your original request and may not reflect quantities we currently have in-stock and available to ship. Actual quantities available will be updated as you begin your checkout process.
MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)	723088	0021001294	9780021001293	Used	\$6.75	10	\$67.50	
Subtotal:							\$701.10	
Shipping/Handling:								
Sales Tax:								
Total:								

Sales Tax:
Follett applies applicable state taxes on non-exempt purchases

*Applicable tax applied at time of order submission.

Empty Shopping Cart

7. Choose "Checkout Now"

- Checkout Now will "Start" the check-out process.
- Upon choosing "Check-out Now" The following screen is displayed:
 - Choose "Continue"



(DISPLAY IN TEST/STAGE ONLY)Working with AS400 Environment: EXTERNAL (FESGEN)

Review Order									
<input type="button" value="UPDATE CART"/> <input type="button" value="CONTINUE"/>									
Title	FES ID	ISBN	EAN	Cond	Price	Request Qty	Ord Qty	Total Price	
MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)	723060	0021001286	9780021001286	Used	\$31.68	20	20	\$633.60	
<input checked="" type="checkbox"/> 20 In stock, usually ships in 2-3 days									
MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)	723088	0021001294	9780021001293	Used	\$6.75	10	10	\$67.50	
<input checked="" type="checkbox"/> 10 In stock, usually ships in 2-3 days									

- Upon choosing "Continue" the following screen is shown.
 - Choose "Submit Order"



Exit checkout without placing order.

- Upon choosing "Submit Order" all the data is passed back to CCSD shopping cart as shown in the following screen shot.

Items in Shopping Cart						
To change item details (assets and cost assignment), select the link below or select 						
Items in Shopping Cart						
Good / Service	Description	Category	Required on	Quantity		Price / Limit
	MCGR 02 MCGRAW HILL MATHEMATICS (2ND PRN)	Textbook Non-Adopted	03/25/2014 	20 EA		31.68 USD Per 1 EA 
	MCGR 02 MCGRAW HILL MATHEMATICS (2ND PRN)	Textbook Non-Adopted	03/25/2014 	10 EA		6.75 USD Per 1 EA 
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Per 
Total Value (Net) :						701.10 USD
Tax Amount :						0.00 USD
Total Value (Gross) :						701.10 USD

- Upon passing the data back to the CCSD Shopping Cart the following information is passed back:
 - Description, Quantity, Price from the Follett Catalog.
 - All items are mapped to Material Group (Category) 5510 (Textbook Non-Adopted).
 - The Follett Hold Number is passed to the Shopping Cart text field “Pre-Owned Textbook”. Follett uses this number to compare their Shopping Cart with the PO which is eventually created.
 - ISBN number is passed
 - The contract and vendor number is automatically assigned.
- Note: Upon choosing “Submit Order” if you took over 15 minutes you may get timed out as shown in the following screenshot:
 - To avoid losing your data either shop within 15 minutes or use the previously noted functionality within Follett to create “Shopping Lists”.

400 Session timed out - please log in again

```

Error:      -11
Version:    7200
Component:  ICM
Date/Time:  Tue Mar 25 12:13:28 2014
Module:     icxthr_mt.c
Line:       3003
Server:     erp-sx-s10_QSR_12
Error Tag:  {}
Detail:     Session does not exist

```

8. Processing the CCSD Shopping Cart:

Items in Shopping Cart							
To change item details (assets and cost assignment), select the link below or select 							
Items in Shopping Cart							
Good / Service	Description	Category	Required on	Quantity		Price / Limit	
	MCGR 02 MCGRAW HILL MATHEMATICS (2ND PRN)	Textbook Non-Adopted	03/25/2014 	20	EA	31.68 USD Per 1 EA 	
	MCGR 02 MCGRAW HILL MATHEMATICS (2ND PRN)	Textbook Non-Adopted	03/25/2014 	10	EA	6.75 USD Per 1 EA 	
	<input type="text"/>	<input type="text"/>	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Per 
Total Value (Net) :						701.10 USD	
Tax Amount :						0.00 USD	
Total Value (Gross) :						701.10 USD	

- Choose Order on the CCSD Shopping Cart.
 - Workflow (Approval). If an individual line has quantity of 39 or greater then a commodity code level approval is required to determine if textbook / workbook is Non-Adopted or Adopted.
 - Once the CCSD Shopping Cart is approved the PO is created automatically and printed to the printer.

Helpful Tips:

1. Once the data is passed back to the CCSD Shopping cart one must never change the quantity which was copied over from the Follett Catalog. If the quantity is changed at this point then there is no guarantee the requestor will get their item.
2. One cannot create an CCSD Shopping Cart from an template shopping cart or an old Follett shopping cart. The requestor must go through the above process. If not there is no guarantee the requestor will get their item.
3. When ordering from a Follett Catalog the requestor must only choose "Submit Order" once per CCSD Shopping Cart. Each time "Submit Order" is chosen the Follett Hold number is passed. Only one Hold number per CCSD shopping cart is allowed.