

## Follett Catalog Business Process & Helpful Tips

The Follett External Catalog for Pre-owned Textbooks and Workbooks is accessible directly from the Shopping Cart functionality within the SAP Enterprise Portal. With this feature, a user can search Follett's current Pre-owned Textbook and Workbook inventory and automatically add items from the Follett catalog to the SAP shopping cart. Once in the Shopping Cart, standard approvals will apply and once approved, will create a Purchase Order to Follett for the requested items. The steps for ordering pre-owned textbooks and workbooks follow.

Per NRS 389.880, Nevada public schools must use the textbooks adopted by the State of Nevada Department of Education for core curriculum. For non-adopted textbooks to be used as supplemental curriculum, the [Core Instructional Material Purchase Approval Form](#) must be submitted and approved before the textbooks can be purchased. When submitting a shopping cart for non-adopted textbooks, the form must be attached. The [Core Instructional Material Purchase Approval Form](#) can be found on the SAP homepage, [erp.ccsd.net](http://erp.ccsd.net).

### Overview

#### In CCSD Portal

1. Log on to SAP Enterprise Portal
2. Create SAP shopping cart  
Change Default Settings, e.g., Account Assignment if needed
3. Add Item > Pre-owned Textbooks & Workbooks (opens Follett Catalog)

#### In Follett Catalog

4. Locate items to be ordered
5. Add items to Follett shopping cart
6. Checkout (start check-out process)
7. Submit Order (transfer items to SAP shopping cart)

#### In CCSD Portal

8. Order SAP shopping cart

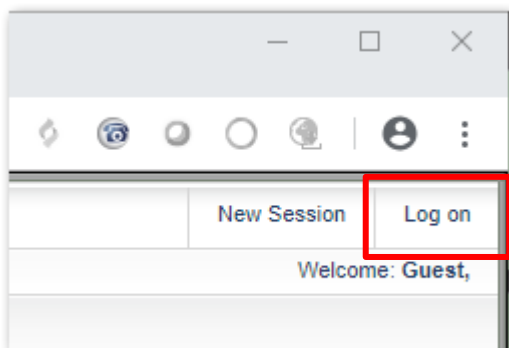
**Note:** Only one Follett shopping cart should be transferred to a SAP shopping cart. See [Helpful Tips](#) for more information.

### Business Process

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

<https://erp.ccsd.net>

Click **Log on** in the upper-right corner



## Follett Catalog Business Process & Helpful Tips

### 2. Create SAP shopping cart

Go to [Work > Shop > Create Shopping Cart](#).

Change Default Settings, for example, Account Assignment, if needed.

**Change Default Settings**

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data **Account Assignment** Internal Note

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution	Percentage	Details
0001	100.00	Cost Center Account Assignment Category Assign Number
		1010001070

### 3. Open the Follett Catalog

Within the Shopping Cart, click [Add Item > Pre-owned Textbooks & Workbooks](#):

**Item Overview**

Details **Add Item** Copy Paste Duplicate Delete

Line N	
	Free Text
	CCSD Catalog - Custodial Services
	CCSD Catalog - General
	CCSD Catalog - Maintenance
	Library Books
	<b>Pre-owned Textbooks &amp; Workbooks</b>
	Textbook Catalog

**Note:** If [Pre-owned Textbooks & Workbooks](#) is not displayed in the list, please call the Help Desk (702) 799-3300 or WAN 0099-3300, requesting access to this catalog.

The window changes to Follett's website.

Launchpad Start URL - SAP NetWeaver Portal - Google Chrome

erp-qa-portal.ccsd.net/irj/portal/ccsd?NavigationTarget=navurl%3A%2F%2F9c73c18c9d7efa081fa187a4b386639a&PrevNavTarget=navurl%3A%2F%2F4720a4b3ff1b62229165608fa47

[Back to application](#)

Empower Educators. Inspire Learning.™ [Your Account](#) [Contact Us](#) [Help](#)

**Follett** ISBN, Title, or Author Qty

Best Search Results: [Advanced Search](#)

Textbook Search

**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 [View Recent Orders](#)

BOOKLISTS [View/Manage Book Lists](#)

PERSONAL INFORMATION [Contact your local Purchasing Group](#)

# Follett Catalog Business Process & Helpful Tips

## 4. Locate the item(s) you want to order

Within the Follett catalog click [Textbook Search](#) to search for relevant used textbooks and workbooks. The following screen is displayed:

- Enter your search criteria (e.g., Subject, Grade range, etc.)
- Click [Search Now](#)

**Textbook Search**

## Advanced Search

**Search Tips:**

- Select a product category from the choices on the left
- Try searching by ISBN, instead of title or keyword
- Enter only a single search term as only exact matches will be shown
- If searching using a keyword or title, ensure it is spelled exactly as it appears on the title
- If searching by ISBN, enter only digits or letters; do not include dashes or hyphens

Title

Copyright   Or Later

Publisher

Subject

Item Numbers

Grade Range  -

Book Type

Textbooks

Workbooks

Teacher's Edition

Enter any combination of ISBN, EAN, UPC, or Follett Catalog numbers. Separate values with commas; do not enter dashes or other special characters.

**SEARCH NOW**

After clicking [Search Now](#) the [Search Results](#) are shown.

**Refine Your Results**

Textbooks

All

By Instock

In-Stock (1233)

By Publisher

ABEKA ... (2)

ASSOC. OF C ... (2)

BOB JONES ... (1)

CAMBIUM LE ... (1)

View All

By Copyright

2021 ... (9)

2020 ... (59)

2019 ... (16)

2018 ... (77)

View All

By Condition

Pre-owned (1233)

## Search Results

Questions regarding pricing and availability? Contact your Sales Consultant, or call us at 1.877.899.8550.

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

Your search returned 1,233 titles [\[search again\]](#)

Tip: Use the filters on the left to narrow your search results

Page > | 1 | 2 | 3 | 4 | 5 | next

Sort By

Show > | 10 | 25 | 50 | 100 items per page

**SAVE ALL TO LIST** **ADD ALL TO CART**

	Classification	Condition	Availability	List Price	Price	Qty
	MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)	Textbook	Pre-owned	In Stock	<del>\$78.66</del> <b>\$9.00 SALE!</b>	<input type="text"/>
	MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)	Teacher's Edition	Pre-owned	Limited Quantity	<del>\$120.20</del> <b>\$58.50</b>	<input type="text"/>




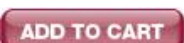
**SAVE TO LIST** **ADD TO CART**

## Follett Catalog Business Process & Helpful Tips

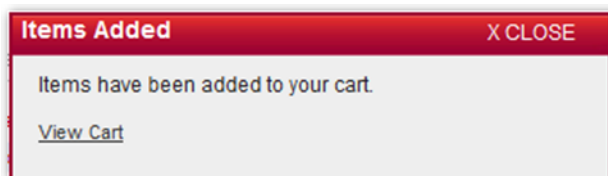
### 5. Add items to Follett Shopping Cart or List

If you only have a few items and can complete the cart within 15 minutes, add the items to the cart. If you have more items, it is better to save them in a list so you don't lose work if you timeout after 15 minutes.

Within [Search Results](#) the following options are available:

-  Save all items with a quantity to the list
-  Add all items with a quantity to the Follett cart
-  Save this item with a quantity to the list
-  Add this item with a quantity to the Follett cart

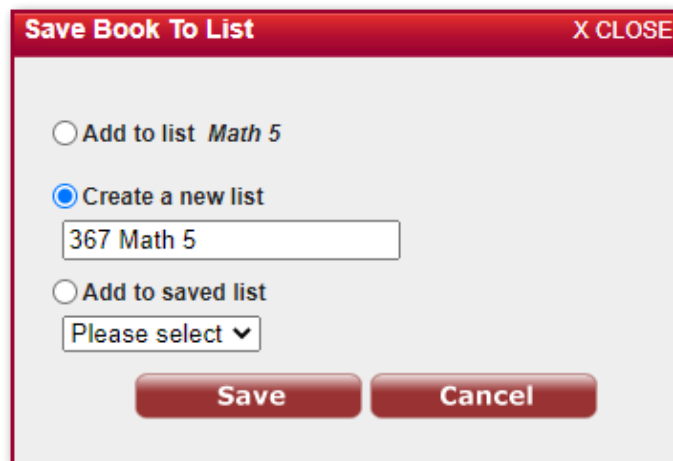
After you add an item to your cart, you have the option to View Cart now, or close the pop-up and add more items to the cart.



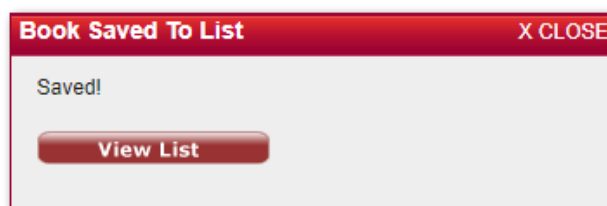
### Save to List

When you save an item to the list, you can create a new list or save the items to an existing list.

The Follett account is for all of CCSD. To help identify your list, you can use the school location number to make the name more unique.



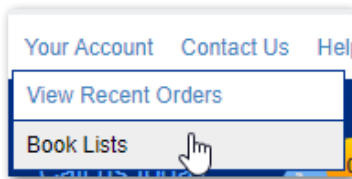
After you save an item to your list, you have the option to View List now, or close the pop-up and add more items to the list.



# Follett Catalog Business Process & Helpful Tips

## View / Manage Book Lists

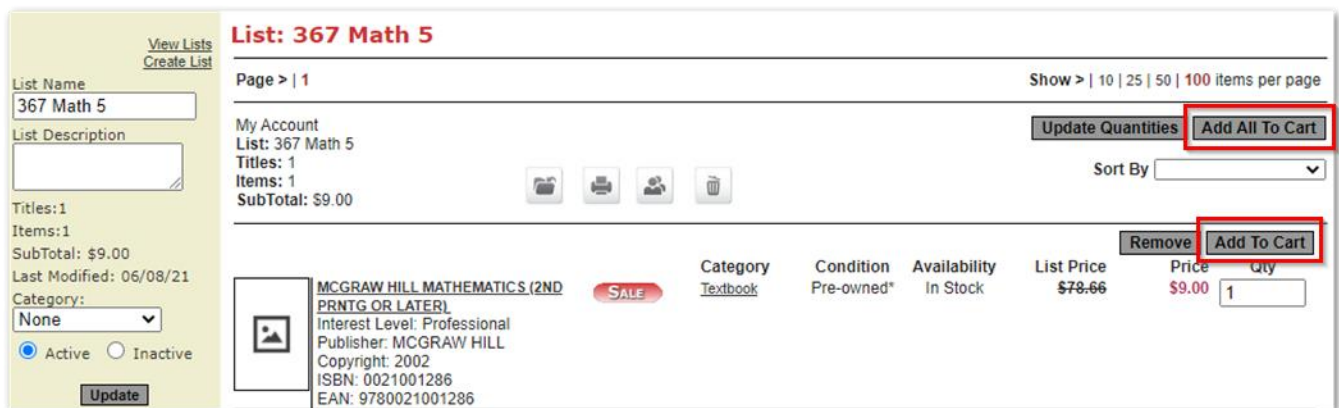
Once you have saved a list, choose [Your Account > Book Lists](#) at the top of the page to update and use your lists in the future. Items in a shopping list must be added to a Follett shopping cart before they can be ordered.



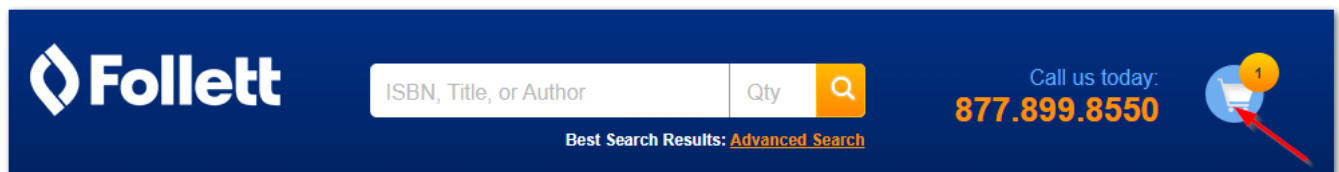
Select a list.

A screenshot of the 'Select Book List' interface. It shows a table with columns: Name, Description, Category, Titles, Price, Update Date, Status, and Actions. There are two items listed: 'Health' and '367 Math 5'. A red arrow points to the '367 Math 5' row. Above the table, there are options for 'Lists: 2', 'Sort By' (Update Date Old to New), and radio buttons for 'Show All', 'Show Active', and 'Show Inactive'. A 'Create New List' button is also present.

After a list is created and you are ready to order the items, view the list and [Add All To Cart](#) or [Add To Cart](#) (individual items).

A screenshot of the 'List: 367 Math 5' detail page. The page shows a list of items with columns: Category, Condition, Availability, List Price, Price, and Qty. One item is listed: 'MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)'. The 'Add All To Cart' button is highlighted with a red box. The 'Add To Cart' button for the item is also highlighted with a red box. The page includes a sidebar with list details and a main content area with account information and item details.

**Note:** You can also view the Follett shopping cart by clicking the shopping cart icon at the top right of the page.



## Follett Catalog Business Process & Helpful Tips

The following screen is displayed upon clicking [View Cart](#). Within your Follett shopping cart (at this point it is not yet in your SAP shopping cart) you can perform the following:

[UPDATE QTY](#) [CONTINUE SHOPPING](#) [SAVE CART TO LIST](#) [CHECKOUT NOW](#)

**Note:** If you change the quantity of an item, but don't click UPDATE QTY, the change won't be saved)

The screenshot shows the Follett shopping cart interface. At the top, there is a search bar with the text "ISBN, Title, or Author" and a "Qty" field with a search icon. To the right, it says "Call us today: 877.899.8550" and has a shopping cart icon with a "1" notification. Below the search bar, there is a "Textbook Search" button. The main content area is titled "Shopping Cart" and contains the same four buttons: "UPDATE QTY", "CONTINUE SHOPPING", "SAVE CART TO LIST", and "CHECKOUT NOW". Below these buttons is a table with the following columns: Title, FES ID, ISBN, EAN, Condition, Price, Quantity, and Total Price. The table contains one item: "MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)" with FES ID 723060, ISBN 0021001286, EAN 9780021001286, Condition "Pre-owned", Price "\$9.00", and Quantity "1". The Total Price is "\$9.00". To the right of the table is an "Info" box with a "Please note" message: "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." Below the table, there is a "Sales Tax" section with a note: "Follett applies applicable state taxes on non-exempt purchases. \*Applicable tax applied at time of order submission." To the right of this section is a "Subtotal: \$9.00" and "Shipping/Handling:" and "Sales Tax:" and "Total:" section. At the bottom right, there is an "Empty Shopping Cart" button. A note at the bottom left says: "Note: Prices shown in red reflect special sale pricing."

### 6. Start Checkout Process

Click [CHECKOUT NOW](#)

The following screen is displayed:

- Click [CONTINUE](#)

**Note:** You can stop the ordering process by clicking [Exit checkout without placing order](#).

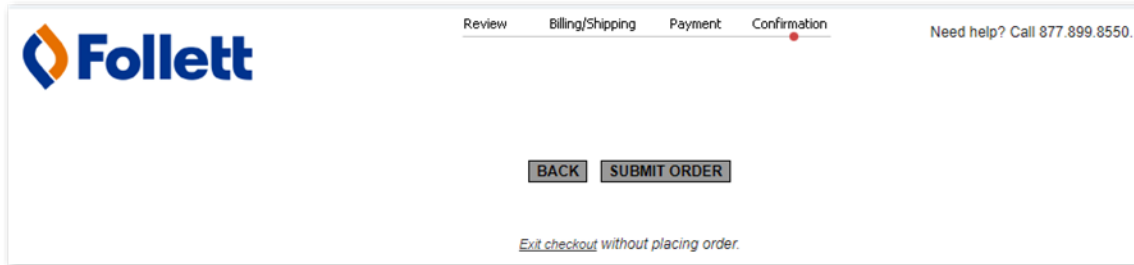
The screenshot shows the "Review Order" screen in the Follett checkout process. At the top, there is a progress bar with four steps: "Review", "Billing/Shipping", "Payment", and "Confirmation". The "Review" step is currently active. To the right of the progress bar, it says "Need help? Call 877.899.8550". Below the progress bar, there is a "Review Order" header and two buttons: "UPDATE CART" and "CONTINUE". Below these buttons is a table with the following columns: Title, FES ID, ISBN, EAN, Cond, Price, Request Qty, Ord Qty, and Total Price. The table contains one item: "MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)" with FES ID 723060, ISBN 0021001286, EAN 9780021001286, Condition "Pre-owned", Price "\$9.00", Request Qty "1", and Ord Qty "1". The Total Price is "\$9.00". Below the table, there is a checkbox labeled "1 In stock, usually ships in 2-3 days" which is checked. To the right of the table is an "Info" box with a message: "To remove items from your cart, uncheck the box to the left of the item's status line. When finished, select the UPDATE CART button to view your changes or the CONTINUE button to continue the checkout process without first reviewing your changes." Below the table, there is an "Exit checkout" button with a red arrow pointing to a link: "Exit checkout without placing order." Below this link, there are two buttons: "UPDATE CART" and "CONTINUE".

## Follett Catalog Business Process & Helpful Tips

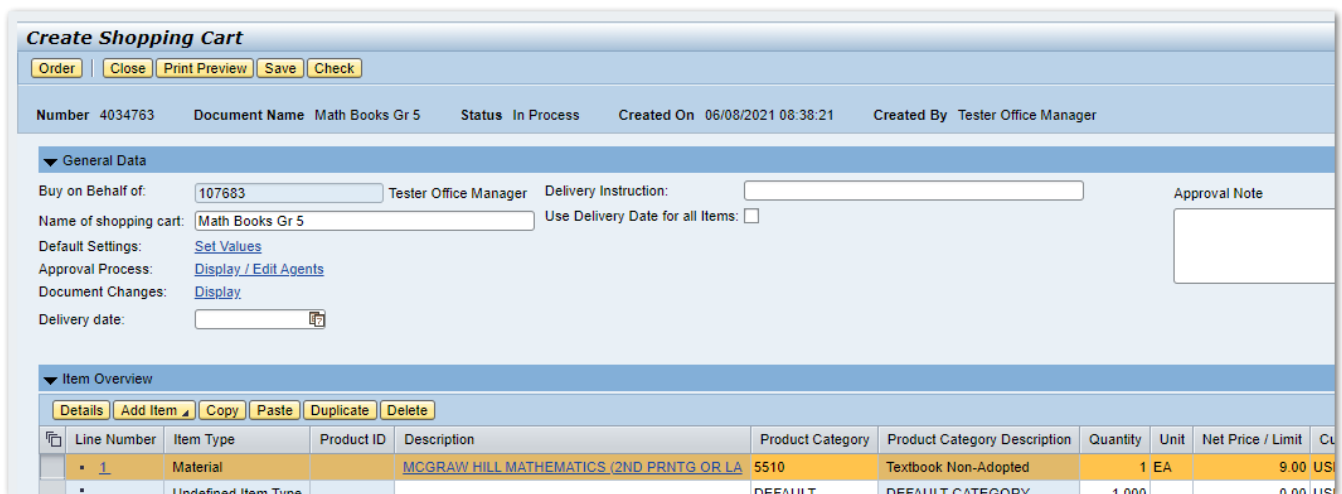
### 7. Submit Order (Transfer Items to SAP shopping cart)

Click **SUBMIT ORDER**

**Note:** You can stop the ordering process by clicking [Exit checkout without placing order](#).



After clicking Submit Order the items are transferred to the SAP shopping cart as shown in the following screenshot:



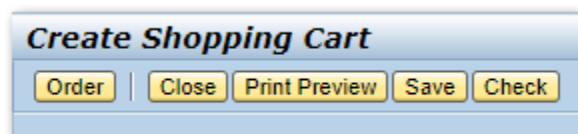
The following information is transferred to the SAP shopping cart:

- Description, Quantity, and Price of items from the Follett catalog
- All items are mapped to Product 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 SAP Purchase Order that is eventually created.
- Supplier Product Number
- The contract and vendor number are automatically assigned

### 8. Order the SAP shopping cart:

Click **Order** on the SAP shopping cart

Once the SAP shopping cart is approved, the Purchase Order is automatically created.



## Follett Catalog Business Process & Helpful Tips

### Helpful Tips:

1. Avoid losing your work if you take more than 15 minutes and time out. Save the catalog items to a Follett shopping list. Later, add the items in the list to the Follett cart, then follow the steps to **CHECKOUT NOW** and transfer the items to the SAP shopping cart.
2. Do not change the quantity of items in the SAP shopping cart. If the SAP shopping cart does not match the Follett shopping cart, there is no guarantee the requester will get the ordered items.
3. When ordering from a Follett Catalog, only click Submit Order once for each SAP shopping cart. Each time Submit Order is clicked, a Follett Hold number is transferred to the SAP shopping cart. Only one Hold number per SAP shopping cart is allowed.
4. A single institutional Follett catalog account is used for all of CCSD. Any lists created and carts ordered can be seen by anyone using the Follett catalog. Use the school location number to help make a list name unique and easier to find, for example, *367 Math 5*.
5. For additional information about using the Follett catalog, click Help.

