

Ingram ipage through the SAP Portal

These instructions assume you have completed SAP and Ingram **ipage** training and have both SAP and Ingram **ipage** log on IDs and passwords.

Important Note: An additional processing and cataloging fee of \$1.69 per book will be automatically added to all future library book orders. This fee covers the following previously free services: 1 spine label, 1 barcode, Mylar on the dust cover, and the MARC record for each book ordered. If your school does not want these services or wants to add additional services, you must contact Diane Hatzenbuehler with Ingram (702-343-9618) to have your account settings changed. Additional services can include AR Labels, Date Due Slips, Paperback Lamination, and Anti-Theft, etc. Check with Diane for cost of services.

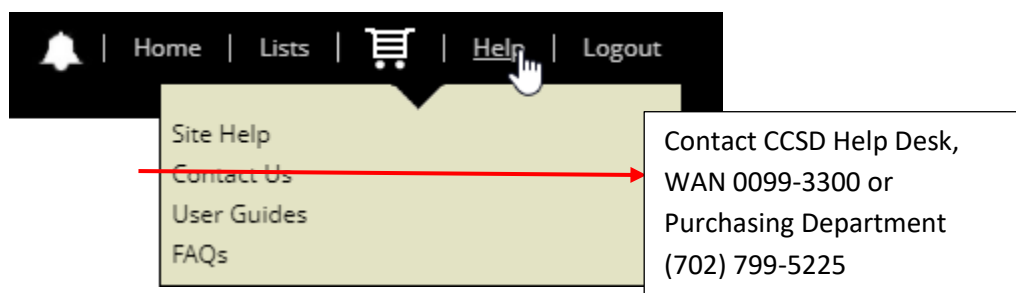
240 Line Limit for All Library Orders: To avoid system errors, the following limits have been established for Ingram orders. Shopping carts for classroom books or library books are limited to 240 lines. The Ingram quotes should also adhere to these limits and match the shopping cart. Should you need further clarification or assistance, please contact Purchasing at 702-799-5225.

Overview

Ingram supports using Google Chrome with ipage. Ingram does not recommend using Internet Explorer with ipage.

- In ipage
 - Create a book list (maximum 240 lines)
 - Price the list
 - Get a quote for the list
- Wait for the quote to be processed. This can take up to a full business day (24 hours).
- **Make sure you log out of ipage before logging into SAP**
- In SAP
 - Create a shopping cart
 - Add Item > Library Books
 - Log into ipage inside of SAP
 - Find and transfer ipage list to SAP shopping cart
 - Order SAP shopping cart

For additional help using ipage, see the ipage Help:



Ingram ipage through the SAP Portal

Create Selection List in Ingram *ipage*

To order books through the SAP Shopping Cart you must first create your selection list using the Ingram *ipage* website, <https://ipage.ingramcontent.com/ipage/auth/login>. The list should have a maximum of 240 lines. Be sure to follow the selection list naming convention illustrated below. Use the same name for your SAP shopping cart and the *ipage* quote. Using this naming convention will assist Ingram in properly processing your library book order. Example names: 272 LR Project or 141 LR Birthday Books.

3 Digit Loc. Code	Funding Source		List Description
Location Code	LR	Library regular budget	A word or two describing the order
	LS	Library state money	
	LB	Library bond (new/rebuilt schools)	
	LN	Non-district or other funds	

Get a price estimate for your selection list before getting a quote. Use the estimate to decide if changes are needed. You can get a price estimate quickly, as getting a quote can take up to 24 hours.

Click [Price this List](#) then wait for the request to be processed. For a short list, the wait is only a few seconds. A longer list will take a little longer to process.

The screenshot shows the 'Edit List Properties' form. On the right side, there is a summary table:

Total Products in List:	5
Total Units in List:	5

Below the table, there are two buttons: ☒ Stock Availability and **\$ Price this List** (highlighted with a red box). There is also a 'Set DNE Priorities' button. At the bottom, there are buttons for 'Duplicate Check', '\$ Get Quote', 'Edit', 'View', and a 'Standard Order' button.

Note: The estimated product total does not include additional processing and cataloging fees.

This screenshot shows the same 'Edit List Properties' form after processing. The summary table now includes an 'Estimated Product Total' row:

Total Products in List:	5
Total Units in List:	5
Estimated Product Total:	\$143.55
Estimated Units Total:	5

A red arrow points to the 'Estimated Product Total' row. The 'Estimated Product Total' also includes a timestamp: 11/01/2019 12:58 PM. The other buttons and layout remain the same as in the previous screenshot.

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Once the selection list is created, and you are ready to submit your order, click the **Get Quote** button to obtain current book availability and pricing. After you request a quote, it can take up to a full business day (24 hours) to process and complete the quote. You must wait until the quote is prepared to order your books through SAP. Ingram will send you an e-mail to let you know when the quote has completed processing.

The screenshot shows the SAP Portal interface for a selection list titled '272 LR Project - PUBLIC'. The interface includes a 'List Locks' section, a 'New/Deleted Product(s)' section, and a 'Created' timestamp. A 'Notify' dropdown menu is set to 'Choose'. The 'Last Edited' timestamp is also shown. A 'Note' field contains 'Test list'. On the right, a summary table shows 'Total Products in List: 6', 'Total Units in List: 6', 'Estimated Product Total: \$23.09', and 'Estimated Units Total: 3'. Below this, there are buttons for 'Stock Availability', 'Price this List', 'Match this List', and 'Set DNE Priorities'. At the bottom, a row of buttons includes 'Product Detail Browse', 'Email', 'Download', 'Duplicate Check', 'Get Quote' (highlighted with a red box), 'Edit', 'View', and 'Standard Order'.



Note: You can still use **Price this List** as you create your list, but to get final pricing, use **Get Quote**. You will not be able to transfer a list to a SAP shopping cart if it does not have a quote.

After you click **Get Quote**, the screen will change to Quote Details. Fill in the information:

Customer PO Number This PO field is not used for a PO at CCSD. Fill in a name for the quote that will help you reference your **ipage** quote. For example, use the selection list name with the date, e.g., 272 LR Project 5.20.19

Attn: (Name to Appear on Shipping Label) is optional, but useful to help you receive your order.

ipage Password: your **ipage** password

Click the Continue Button

The screenshot shows the 'Selection List order - 272 LR Project' interface. The 'Quote Totals' section displays a table with columns 'Books' and 'Total'. The table shows 'Total Items: 3', 'Total Units: 3', and 'Total Retail Value: 33.97'. Below this, a note states 'Fields marked with * are required'. The 'Quote Details' section contains fields for 'ShipTo Account' (20H1388 (ADAMS ELEMENTARY SCHOOL)), 'Warehouse' (DC Pairs), 'Shipping Instructions' (Default Ingram Shipping Instructions), 'Customer PO Number' (272 LR Project 5.20.19), 'Attn' (Librarian), and 'ipage Password' (masked with asterisks). A 'Use Different Account' button is next to the 'ShipTo Account' field. At the bottom, there are 'Back', 'Reset', and 'Continue' buttons, with the 'Continue' button highlighted by a red box.

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Quote Details will be displayed. Click the Request Quote button.

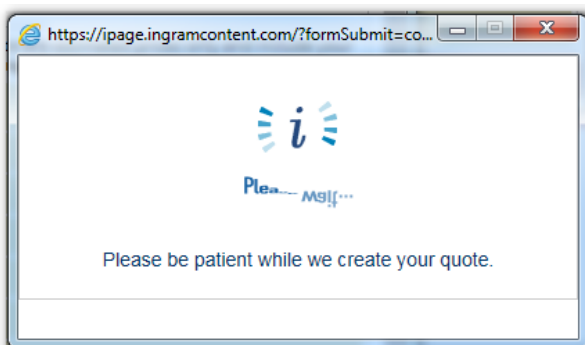
Selection List Order - Please Confirm Your Quote

Quote Details

Click Request Quote to request this Quote from Ingram. Prices in a Quote are estimated prices only and include your discount pricing and processing charges but **do not include any shipping charges.**

Customer Account Number:	20H1388
Customer PO Number:	272 LR Project 5.20.19
Warehouse:	DC Pairs
Shipping Instructions:	Default Ingram Shipping Instructions
Total Items:	3
Total Units:	3
Extended List Price:	\$33.97
Attn: (Name to Appear on Shipping Label)	Librarian

[Back](#) [Request Quote](#)



Quote Confirmation

Your Quote request was successful

[Generate Print Slip PDF](#)

[Download](#)

Confirmation Detail for Purchase Order: 272 LR Project 5.20.19

Order Method: QUOTATION SERVICE ONLY (Ship To Store)	Quote Date: Mon May 20 12:06:56 CDT 2019
Ship To Account: ADAMS ELEMENTARY SCHOOL (20H1388)	Confirmation Status: ORDER CONFIRMED. DETAILS BELOW.
Shipping Instructions: Default Ingram Shipping Instructions	Requested By: CCSDTEST
Warehouse: DC Pairs	Electronic Control Unit (ECU): QVNWD
Backorder: Yes	Warehouse Pairs: Y
Hold/Release:	
Cancel Date: 07/19/2019	
Customer PO Number: 272 LR Project 5.20.19	
Attn (For Shipping Label): Librarian	

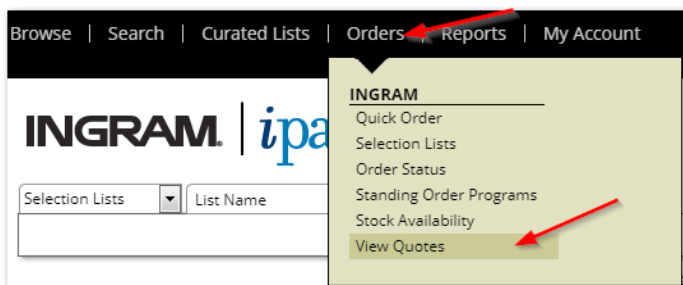
It can take up to a full business day (24 hours) to process and complete the quote. You must wait until the quote is prepared to order your books through SAP. The quote request displays the selection list, but does not include the processing fees.

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After Ingram has processed the quote:

1. Ingram will send you an e-mail to let you know when the quote has completed processing.
2. After receiving that email, you will be able to click the SAP Transfer button
3. When you transfer the data into the SAP system, you will see the itemized processing charges in the CCSD shopping cart

To see the detailed price information returned in the Quote, select View Quotes from the Orders menu at the top of the window.



A list of quotes will be displayed. Click a PO Number to display the quote.

Select Quote

Quotes by Purchase Order

PO Number	Request Date	Cancel Date	Units in Order
520 LR Replacements	04/09/2019	06/08/2019	105
520 Bond Order 2018/1	05/23/2019	07/22/2019	250
520 Bond Order 2018/2	05/23/2019	07/22/2019	250

View Quote

Here is the estimated price for the order you asked to have quoted.

Please note that the total includes your specific discounts, quantities and processing charges (if applicable) but **does not include shipping charges**. This quote is valid for 60 days from the original request date. If you need to make changes to this quote and you submitted the quote on ipage, go to your [Selection Lists](#), make your desired changes, and re-submit a new request for quote. If you submitted this quote using another method rather than ipage, changes should be made in the originally submitted format. This process may take up to 24 hours after you submit a quote.

Quote Totals			
Total Units in Order:	105	Total Discounted Price:	413.91
Estimated Shipping Weight:	14 lbs	Cataloging/Processing:	59.15
		Grand Total:	473.06

P.O. Number: 520 LR Replacements Request Date: 04/09/2019 Cancel Date: 06/08/2019

☒ Delete ☒ Release/Ship

Page 1 of 1

Qty	Title	EAN/ Product Code	Author	Publisher	Format	List Price	Disc. %	Disc. List	Disc. Extension
2	BIG NATE	9781449475819 9781449475819	Peirce, Lincoln	Andrews McMeel Publishing	HARD COVER BOOKS	33.99	12.00	29.91	59.82
2	CAPTAIN UNDERPANTS & THE ATTAC	9780613113823 9780613113823	Pilkey, Dav	Turtleback Books	HARD COVER BOOKS	16.0	36.00	10.24	20.48
2	CAPTAIN UNDERPANTS &	9780439376099	Pilkey, Dav	Scholastic Inc	HARD COVER	18.99	44.00	10.63	21.26

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Once [Get Quote](#) is performed, the system shades that selection list in a yellow color, which indicates the list has been ORDERED. This is **not an order in the SAP system**, Quote is an [ipage](#) order type. You must continue with the CCSD shopping cart process to actually order the books.

520 LR Replacements 2019 - PRIVATE	
Created: 03/21/2018 03:04:33 PM by Katherine Gostomski	
Last Edited: 04/09/2019 02:49:58 PM by Katherine Gostomski	
Last Ordered: 04/09/2019	
Last Transferred: 06/03/2019 Transfer History	

Total Products in List:	17
Total Units in List:	35
Estimated Product Total:	\$413.91
Estimated Units Total:	35

☒ Stock Availability ☐ Price this List ☐ iMatch this List ☐ Set DNE Priorities

Log out of [ipage](#).

Notes on Quotes

Only one quote will be associated with a specific selection list. If you make multiple quotes on a selection list, only the most recent quote will be used.

If you make ANY change to a list, it will have to be requoted. For example, changing a list from Private to Public will require a new quote, as will adding or deleting items, or changing quantities.

If you want to use another school's selection list, make a copy of the list and get a quote on the copy. Otherwise you may end up with their quote and their school's service charges instead of your school's service charges.

Copy a selection list:

1. Locate the selection list you want to copy
2. Edit the list (The copy function is only available while editing the list.)
3. Scroll to the bottom of the list for the Copy options (See Note)

Copy, Move, or Delete Item(s): back to top

4. Select Copy, the selection options, and then click [Apply](#). If you click [Create New List](#), [ipage](#) will immediately create a new list from the selected items without clicking [Apply](#).

Copy, Move, or Delete Item(s):

☒ Active ☐ Other Lists

Search here..

Create New List

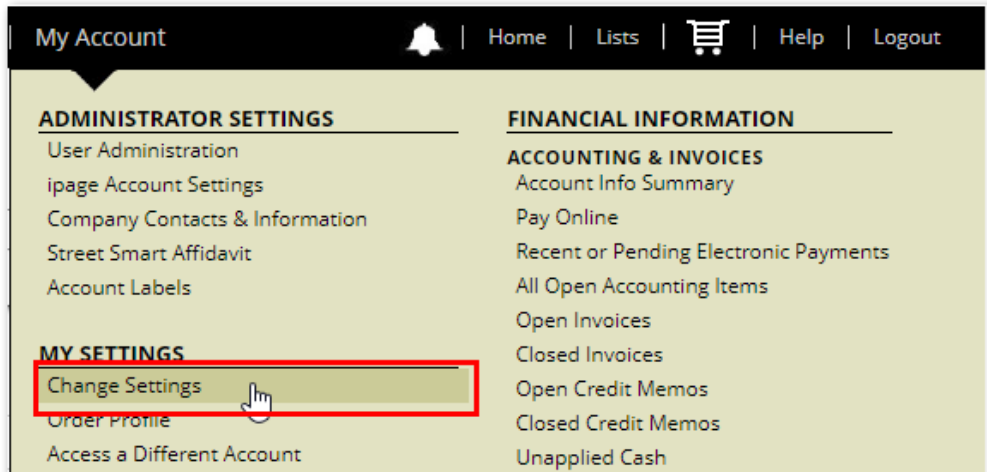
My Lists - Active

212 LR 2018-2019 part 2

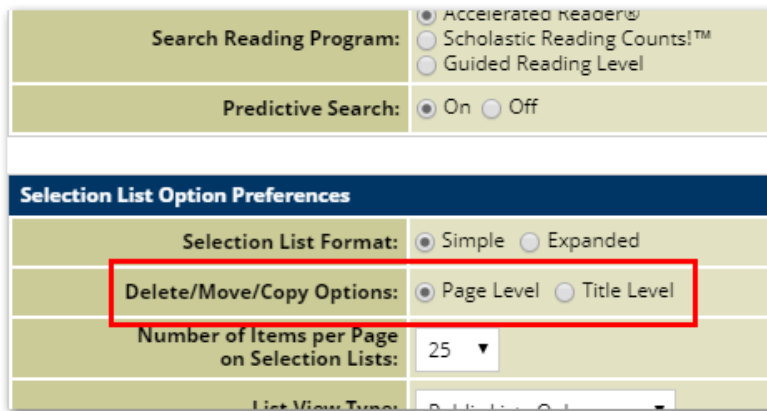
Ingram ipage through the SAP Portal

Note: If you do not see the Copy options at the bottom of the page, it means that your user settings are currently set to make edits at the TITLE level and not at the PAGE level. To change your user settings, follow these steps:

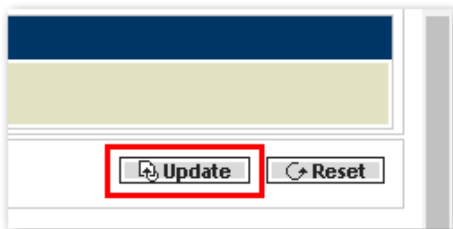
1. Click My Account, then Change Settings



2. Scroll down the page and change Selection List Option Preferences > Delete/Move/Copy Options: to Page Level.



3. Scroll down the page and click Update



Ingram ipage through the SAP Portal

Create CCSD Shopping Cart

Make sure to log out of ipage before logging into SAP.

Log on to SAP and create a shopping cart. Change the name to the same name as the selection list you created and for which you received a quote.

Create Shopping Cart

Order | Print Preview | Close | Save | Check

Number: 3730124 | Document Name: ZLIBRARIAN 05/20/2019 14:42 | Status: In Process | Created On: 05/20/2019 14:43:01 | Created By: Test ZLIBRARIAN

General Data

Buy on Behalf of: 99019 | Test ZLIBRARIAN | Delivery Instruction: | Approval: |

Name of shopping cart: **520 LR Replacements 2019** | Use Delivery Date for all Items: ☐

Default Settings: [Set Values](#)

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date: |

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery
*	Undefined Item Type			DEFAULT	DEFAULT CATEGORY	1.000		0.00	USD	1	05/20/201
*	Undefined Item Type			DEFAULT	DEFAULT CATEGORY	1.000		0.00	USD	1	05/20/201

Click **Add Item**, then select **Library Books**

Add Item | Copy | Paste | Duplicate

Free Text

CCSD Catalog - Custodial Services

CCSD Catalog - General

Library Books

Textbook Catalog

If you do not have **Library Books** in your list of catalogs, please contact the Help Desk at (702) 799-3300.

Log in to Ingram **ipage**

Note: Do **NOT** check **Remember Me**

[Back to application](#)

INGRAM ipage®

Log In

User ID

Password (case sensitive)

Log In

☐ Remember Me

We use cookies to give you a better experience, improve performance, analyze traffic, and to personalize content. By clicking "Allow All Cookies," you agree to allow the storing of cookies in your browser. To learn more, read our [cookie policy](#).

Allow All Cookies

[Cookie Preferences](#)

New to ipage?

Unmatched Inventory
Access millions of books along with digital content and sidelines, right at your fingertips, with real-time stock check.

Simplified Ordering
Quickly find complete title details via a variety of search options including EAN, title, author, keyword, publisher, and category.

Track It All
Save searches, place orders, track invoices, track shipments, make payments, and update account information conveniently.

Take a Tour

Ingram ipage through the SAP Portal

Locate the selection list you created earlier. Click Lists or use Search.

Browse | Search | Curated Lists | Orders | Reports | My Account | Home | Lists | Help | Logout

INGRAM | ipage

Selection Lists | List Name | All Lists | Search

CLARK CO SCHL DIST-LIB BKS
Account Number: 20G0473
User ID: CCSDTEST
Change User

Turn Search Options OFF

Click **SAP Transfer** to transfer the list back to SAP

520 LR Replacements 2019 - PRIVATE Edit List Properties

List Locks

Created: 03/21/2018 03:04:33 PM by Katherine Gostomski
Last Edited: 04/09/2019 02:49:58 PM by Katherine Gostomski
Transfer List: SAP Transfer
Last Ordered: 04/09/2019
Last Transferred: 04/10/2019 Transfer History

Total Products in List: 17
Total Units in List: 35
Estimated Product Total: \$413.91
Estimated Units Total: 35

Stock Availability Price this List
iMatch this List Set DNE Priorities

Product Detail Browse Email Download Duplicate Check Get Quote Edit View Standard Order

Click **OK**

An embedded page at ipage.ingramcontent.com says

Are you sure you want to transfer this selection list (520 LR Replacements 2019) information to the SAP server?

If you are satisfied with your selection list items, click OK. Upon clicking OK button your list information will be transferred to your SAP server for further processing, your ipage session will end, and you will be returned to SAP. If you want to further modify your list information just click the Cancel button.

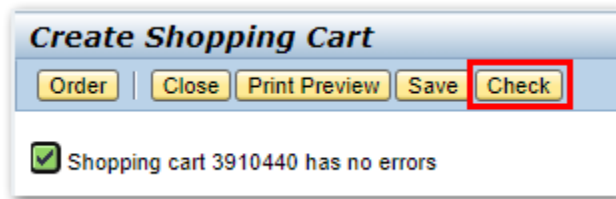
OK Cancel

The shopping cart is ready to order. The first example lists the books, CCSD C&P (CCSD Cataloging & Processing fee), and some of the optional services, such as Laminated Paperback Covers.

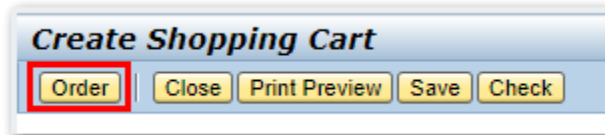
Item Overview								
Details Add Item Copy Paste Duplicate Delete								
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	
1	Material		I Survived the Japanese Tsunami, 2011 (I	5400	Library Books	40	EA	
2	Material		Lemonade War	5400	Library Books	3	EA	
3	Material		CCSD C&P	5400	Library Books	43	EA	
4	Material		9999999 BARCODES(1)(ILS/S)	5400	Library Books	43	EA	
5	Material		9999999 LAMINATED PB COVERS 15	5400	Library Books	43	EA	
	Undefined Item Type			DEFAULT	DEFAULT CATEGORY	1,000		

Ingram ipage through the SAP Portal

Click [Check](#) to verify there are no errors against the budget.



Click [Order](#) to submit the order for approval.



Clear Browser History

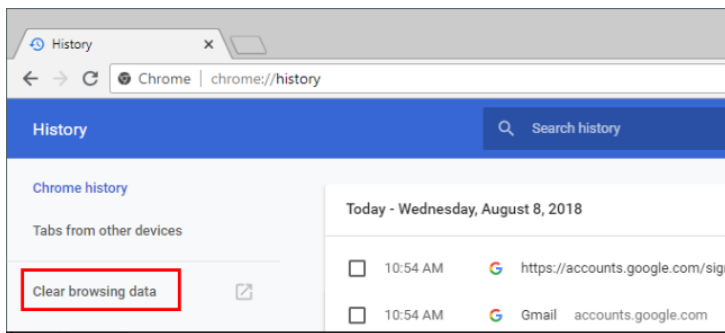
SAP works best if the history and cookies are cleared before logging on. This is especially important if multiple users share the same computer. There may be problems if multiple users log onto SAP without clearing history between users. Please contact the Help Desk at (702) 799-3300 or WAN 0099-3300 for assistance.

Chrome

To clear browser history:

Press Ctrl+h

Click Clear browsing data

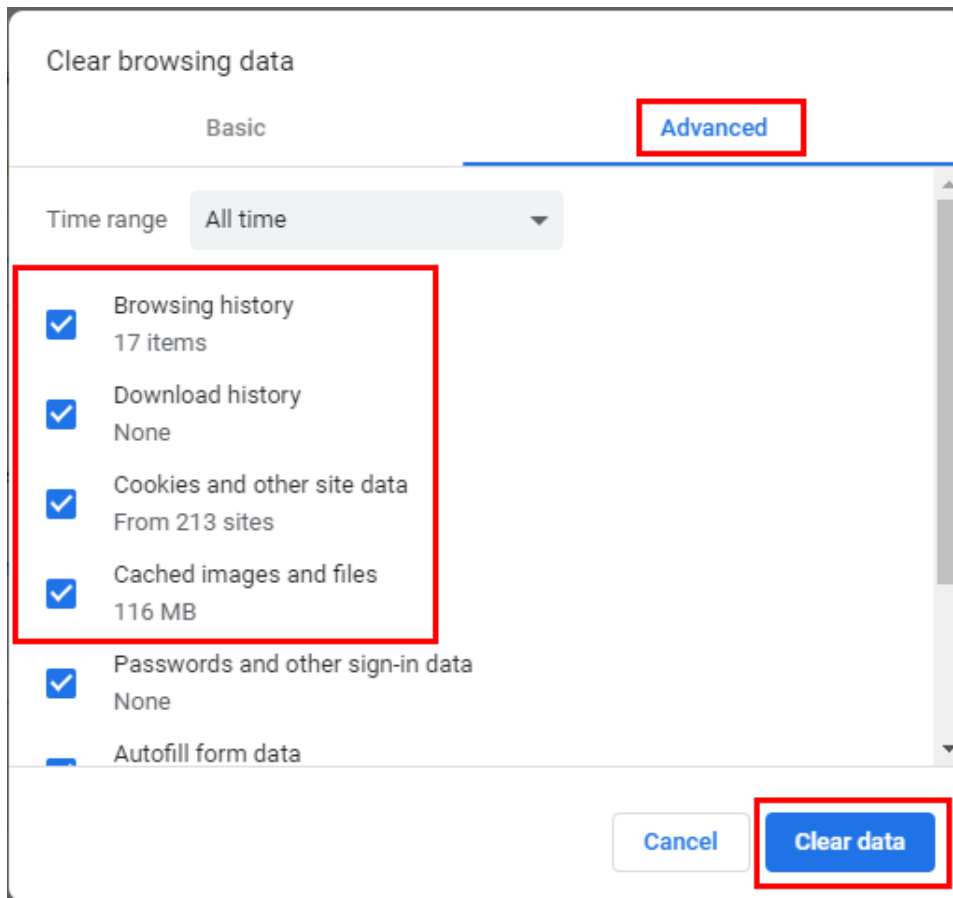


Ingram ipage through the SAP Portal

Click **Advanced** tab.

Check the boxes for **Browsing history**, **Download history**, **Cookies and other site data**, and **Cached images and files**.

Click **Clear data**.



Troubleshooting

ipage SAP Transfer button is grayed out or is not visible

Reasons this might occur:

1. The selection list does not have a quote
2. The user asked for a quote, but has not waited a full 24 hours to be sure the quote is ready.
3. The quote has expired. Quotes expire after 60 days.
4. The user is not logged in to **ipage** through SAP.
5. The user is logged in to multiple sessions of **ipage**.
6. The user checked the **ipage** log on checkbox **Remember Me**.
7. The button is grayed out in the list, but is enabled after the selection list is viewed.

ipage Get Quote button does not work

Reasons this might occur:

1. The user is logged into ipage through SAP.
Log out of SAP and use stand alone ipage to **Get Quote**.

Ingram ipage through the SAP Portal

ipage Cannot *View Quotes*

Reasons this might occur:

1. The user is logged into ipage through SAP and only one quote is associated with the account.
Log out of SAP and use stand alone ipage to *View Quotes*.

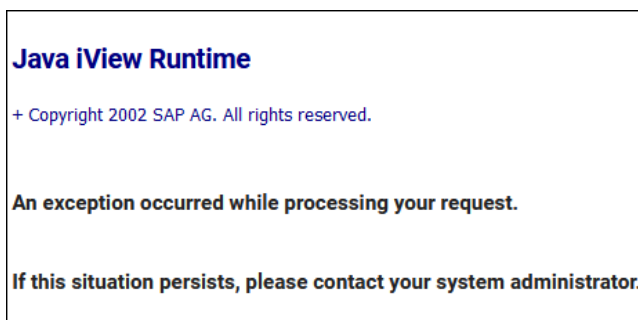
ipage Price this List button is grayed out

Reasons this might occur:

1. The user checked the *ipage* log on checkbox *Remember Me*.
2. User cannot price the list in *ipage* while logged on to SAP.

ipage Java iView Runtime error

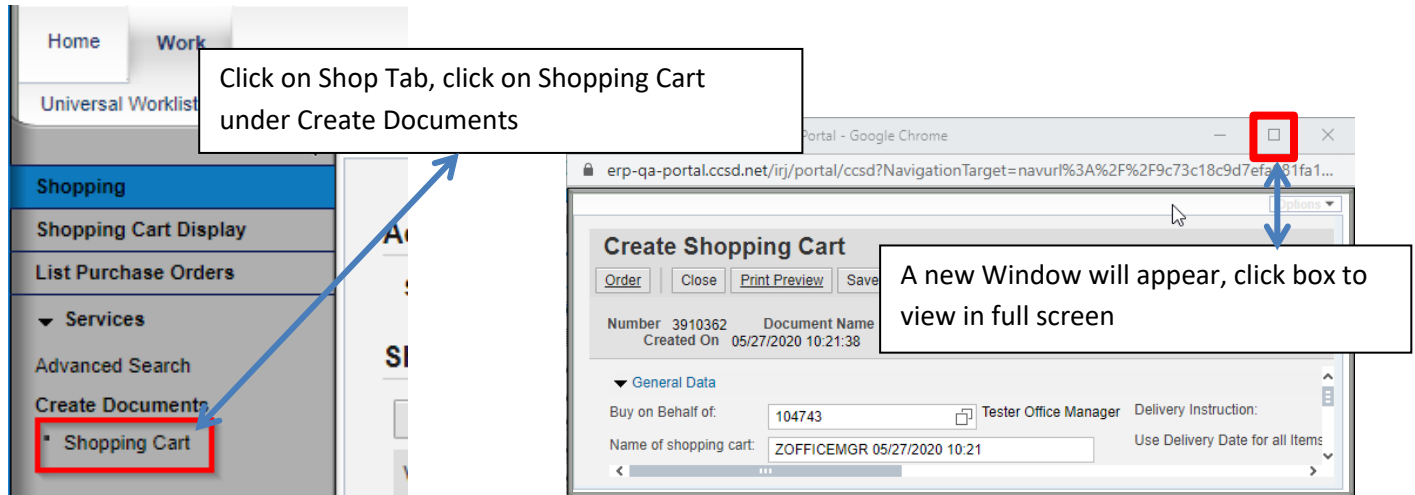
This error may occur if you try to transfer a selection list that has more than 240 lines.



ipage does not work well using Internet Explorer

Ingram supports using Google Chrome with ipage. Ingram does not recommend using Internet Explorer with ipage.

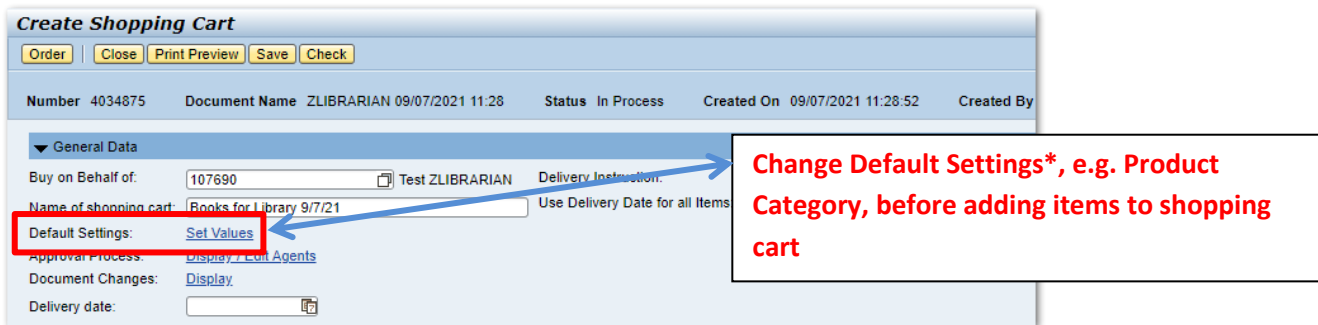
Free Text Shopping for Books



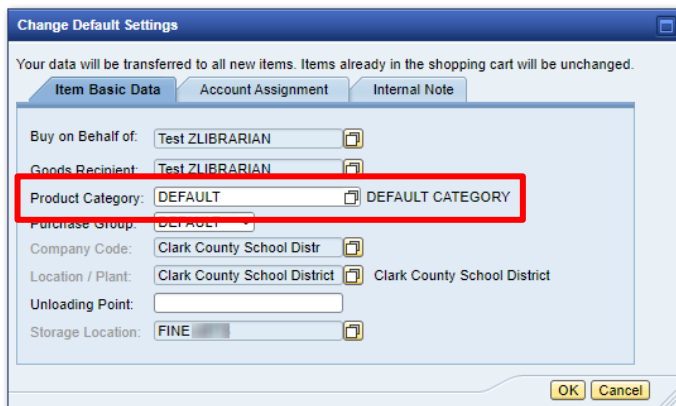
Each line in the quote must have a matching line in the shopping cart. If your quote has 10 lines, the shopping cart must have 10 lines. **Free items** listed on the quote must also be in the shopping cart, with a price of one cent (\$0.01). Total value of shopping cart should equal the quote value plus the value of the free items.

Before you add any items to the shopping cart, change the Default Settings*. Every item added after the change will use the settings. Product Category must be changed from DEFAULT or the shopping cart will get errors. For example, replace DEFAULT with 5400 for Library Books.

If you do not know which product category to use, contact the Purchasing Department and ask for the buyer for the products you are ordering. Setting the correct product category in Default Settings before adding items to your shopping cart will speed up processing for your order.



* Default Settings are not saved when the shopping cart is closed. If you are editing a saved shopping cart, you will need to set the Default Settings again. Default Settings only affect new items, they do not change existing items.



Ingram image through the SAP Portal

Create Shopping Cart

Order | Close | Print Preview | Save | Check

Number 4034875 Document Name Books for Library 9/7/21 Status In Process Created On 09/07/2021 11:28:52 Created By

General Data

Buy on Behalf of: 107690 Test ZLIBRARIAN Delivery Instruction:

Name of shopping cart: Books for Library 9/7/21 Use Delivery Date for all Items:

Default Settings: Set Values

Approval Process: Display / Edit Agents

Document Changes: Display

Delivery date:

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete

Line Number	Item	Description	Product Category	Product Category Description	Quantity	Unit	Net Price /
•	Undefined Item Type		5400	Books Ref & Non-text	1.000		
•	Undefined Item Type		5400	Books Ref & Non-text	1.000		

A pop-up window will appear.

Here are notes on free text items Library Books and Classroom Books.

Library Books (5400) and Books Ref & Non-text (5405)

Fill in all required areas (see example below)

- **Description:** ISBN (13 digit number. Do not put dashes or spaces in the ISBN.)
- **Internal Note:** Leave blank.
- **Product Category:** 5400 or 5405
- **Quantity/Unit** (Unit of Measure is often EA for each or SET)
- **Net Price** (Currency is always USD - U.S. Dollars)

Once all the information is filled in, click **Add to Item Overview**

Add Item with Free Description

Description: 9781536214352

Internal Note:

Product Category: 5400 Library Books

Quantity / Unit: 4 EA

Net Price / Currency: 4.91 USD

Delivery Date: 09/07/2021

Add to Item Overview Cancel

Note: The ISBN is important for identifying exactly which book you want. The same title will have different ISBNs for different editions, hardback, paperback, audio books, e-books, etc.

Description: should be ISBN only.

If you do not have an ISBN for a book, fill in:

- **Description:** book, Title or e-book, Title
- **Internal Note:** Leave blank.

Hints:

Use upper/lower case for maximum readability. (DON'T SHOUT.)

Description can be up to 40 characters long.

Information about a grant, not to exceed amount, delivering to, and/or contact person should be put in the Approval Note in the General Data (header) section of the shopping cart.

If you are not sure what product category or unit of measure to use, you can search for them or call the Purchasing Department for assistance.



Ingram image through the SAP Portal

If you did not change the Product Category in Default Settings before adding items to the shopping cart, you will have to change it on every single item.


Add Item with Free Description


Description:* 9780688177218

Internal Note:

Product Category: DEFAULT  DEFAULT CATEGORY 

Quantity / Unit: 15

Net Price / Currency: 4.83 USD 

Delivery Date: 09/07/2021 

Add to Item Overview **Cancel**

Search Product Category

[Personal Value List](#)

Display As: Flat List

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description: *book*

Logical System:

☒ Restrict Number of Value List Entries 500

Start Search **Reset**

OK **Cancel**

Be sure to use the * at the beginning and/or end of the Description

Hint:
If you leave the boxes blank and just click **Start Search**, you will see a list of all Product Categories.

Search Product Category

[Personal Value List](#)

Display As: Flat List

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description: *book*

Logical System:

☒ Restrict Number of Value List Entries 500

Start Search **Reset**

Search Result

Description	Category ID	Logical System
Library Books	5400	QSSCLNT310
Books Ref & Non-text	5405	QSSCLNT310
Textbooks	5500	QSSCLNT310
Textbook Non-Adopted	5510	QSSCLNT310

OK **Cancel**

Highlight the line, then click the **OK** button

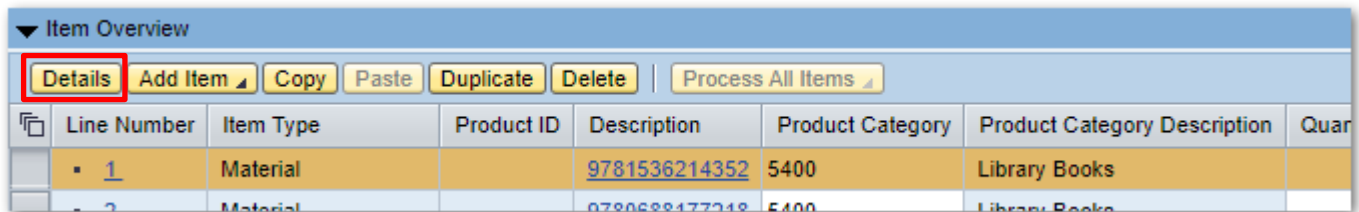
Ingram image through the SAP Portal

DON'T FORGET to add a line for shipping. If the quote includes shipping make sure to add a free text line for shipping to the shopping cart. The Product Category for shipping is the same as for the ordered items, Quantity / Unit is 1 / EA. Some suppliers on contract with CCSD have specific shipping rates.

Supplier	Rate
Ingram	Included in book price, does not need to be added.

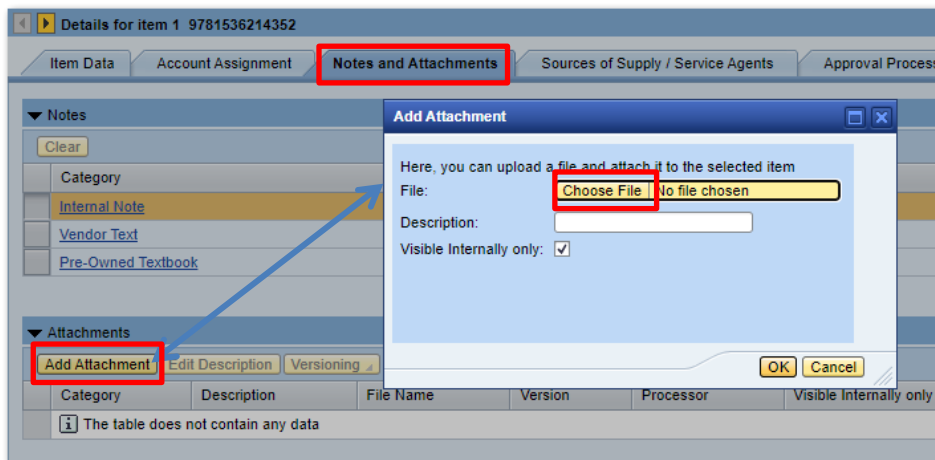
Add Attachment to the First Line of the Shopping Cart

Highlight the first line and click on **Details** to go to Details for item area at the bottom of the window.



Item Overview						
Details Add Item Copy Paste Duplicate Delete Process All Items						
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity
1	Material		9781536214352	5400	Library Books	
2	Material		9780688177218	5400	Library Books	

Click Notes and Attachments tab and click on Add Attachment. Attachments are usually quotes and other information that will be helpful to ensure that the correct item can be ordered.



Details for item 1 9781536214352

Item Data Account Assignment **Notes and Attachments** Sources of Supply / Service Agents Approval Process

Notes

Clear

Category

Internal Note

Vendor Text

Pre-Owned Textbook

Attachments

Add Attachment Edit Description Versioning

Category Description File Name Version Processor Visible Internally only

The table does not contain any data

Add Attachment

Here, you can upload a file and attach it to the selected item

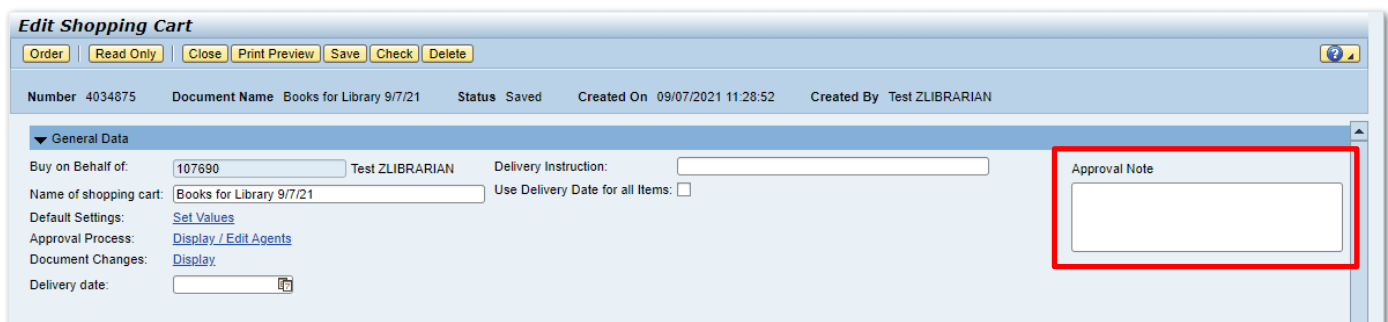
File: **Choose File** No file chosen

Description:

Visible Internally only: ☒

OK Cancel

Do not add Vendor Text. This field is for use by the Purchasing Department. If you add Vendor Text, it will end up being deleted, wasting your time and ours. Put the information in the Approval Note in the General Data section (header) of the shopping cart.



Edit Shopping Cart

Order Read Only Close Print Preview Save Check Delete

Number 4034875 Document Name Books for Library 9/7/21 Status Saved Created On 09/07/2021 11:28:52 Created By Test ZLIBRARIAN

General Data

Buy on Behalf of: 107690 Test ZLIBRARIAN Delivery Instruction:

Name of shopping cart: Books for Library 9/7/21 Use Delivery Date for all Items: ☐

Default Settings: Set Values

Approval Process: Display / Edit Agents

Document Changes: Display

Delivery date:

Approval Note

Ingram ipage through the SAP Portal

Click the **Check** button. If you have forgotten to add all pertinent information, a reminder will appear on the top area of the screen:

Create Shopping Cart

Order | Close | Print Preview | Save | **Check**

! Shopping Cart value should exceed USD 10.00

! Line 1: Enter Net Price for Item 1

When you are ready to order, click the **Order** button

Edit Shopping Cart

Order | Read Only | Close | Print Preview | Save | Check | Delete

Number 4034875 Document Name Books for Library 9/7/21 Status Saved Created On 09/07/2021 11:28:52 Created By Test ZLIBRARIAN

▼ General Data

Buy on Behalf of: 107690 Test ZLIBRARIAN Delivery Instruction:

Name of shopping cart: Books for Library 9/7/21 Use Delivery Date for all Items: ☐

Default Settings: [Set Values](#)

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date:

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Process All Items

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit
1	Material	9781536214352		5400	Library Books	4	EA	4.91

New Shopping Cart # has been ordered successfully

Display Document: Always use the **Close** button to close the shopping cart.

Edit | **Close** | Print Preview | Show my Tasks | Refresh

✓ Shopping cart "Books for Library 9/7/21" with number 4034875 ordered successfully

Number 4034875 Document Name Books for Library 9/7/21 Status Awaiting Approval Created On 09/07/2021 11:28:52

▼ General Data

Buy on Behalf of: 107690 Test ZLIBRARIAN Delivery Instruction:

Name of shopping cart: Books for Library 9/7/21 Use Delivery Date for all Items: ☐

Approval Process: [Display / Edit Agents](#)


Document Changes: [Display](#)

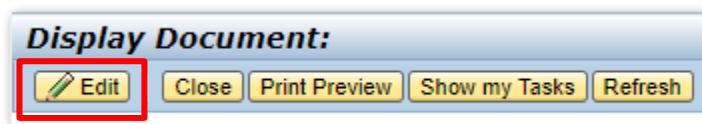
Delivery date:

Ingram ipage through the SAP Portal

Note:

You can make changes to a shopping cart if it is **Saved** or if it has been **Ordered**, but **not yet approved**.

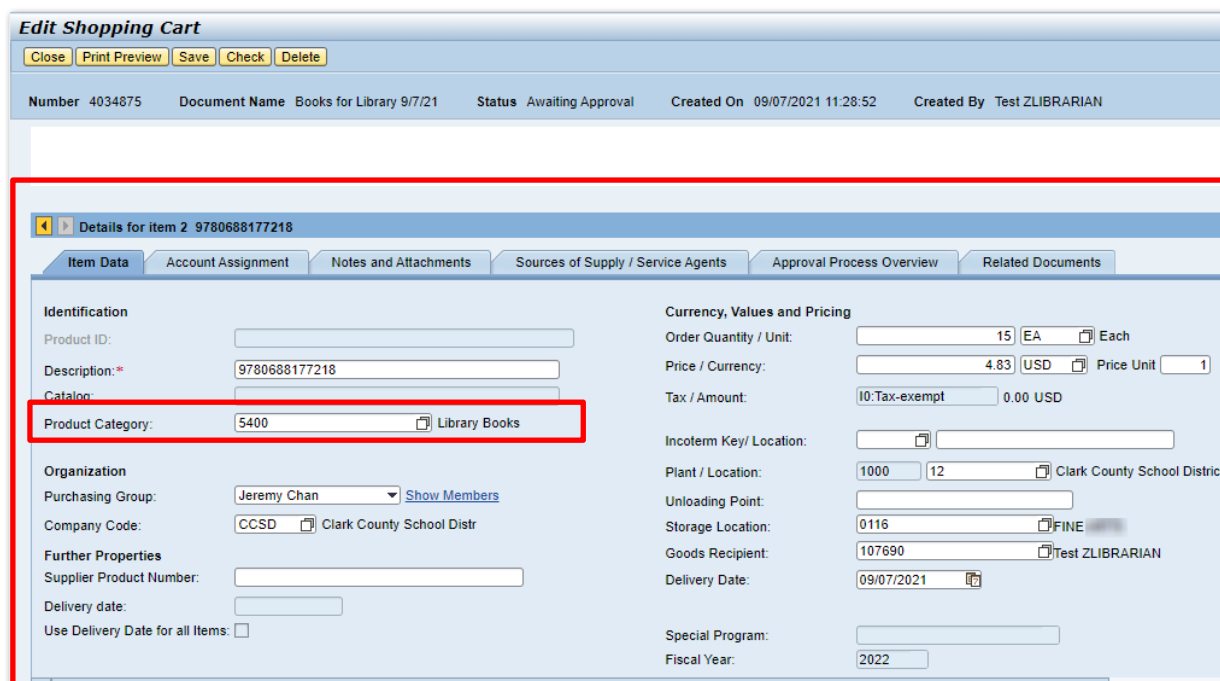
Click the  **Edit** button to edit the shopping cart.



Default Settings that were used before will have to be changed again before adding new items.

Reminder: If you need to make any changes, such as Product Category, click on the Item Data tab in the Details for item area at the bottom of the shopping cart window.

Please note that you must be in the Edit mode to make any changes

A screenshot of the "Edit Shopping Cart" window. At the top, there's a header bar with buttons: "Close", "Print Preview", "Save", "Check", and "Delete". Below this, a status bar shows: "Number 4034875", "Document Name Books for Library 9/7/21", "Status Awaiting Approval", "Created On 09/07/2021 11:28:52", and "Created By Test ZLIBRARIAN". The main content area is titled "Details for item 2 9780688177218" and has several tabs: "Item Data", "Account Assignment", "Notes and Attachments", "Sources of Supply / Service Agents", "Approval Process Overview", and "Related Documents". The "Item Data" tab is active. It contains two columns of fields. The left column includes "Identification" (Product ID, Description, Catalog, Product Category) and "Organization" (Purchasing Group, Company Code, Further Properties). The right column includes "Currency, Values and Pricing" (Order Quantity / Unit, Price / Currency, Tax / Amount, Incoterm Key / Location, Plant / Location, Unloading Point, Storage Location, Goods Recipient, Delivery Date, Special Program, Fiscal Year). The "Product Category" field is highlighted with a red box and shows the value "5400" with a dropdown arrow and the text "Library Books".

Hints and Tips

1. Copy the ISBN (Ctrl+c) from the quote and paste it (Ctrl+v) into the item Description. This will reduce errors that occur when typing in the ISBN.
2. Before adding any lines, set the product category in Default Settings. This will automatically fill in the product category for each item you add, reducing the time it takes to fill in the information. It is useful if your quote has many items.
3. 240 Line Limit for all Library Orders using Ingram ipage. Shopping carts for classroom books or library books are limited to 240 Lines.
4. If the quote has many items, for example, 200 items, contact the buyer for books and ask if you can split the quote into multiple shopping carts. The quote will have to be attached to each shopping cart, and a note added to the Approval Note stating Cart 1 of 4, Cart 2 of 4, etc. The Approval Note is in the upper right of the shopping cart window.