

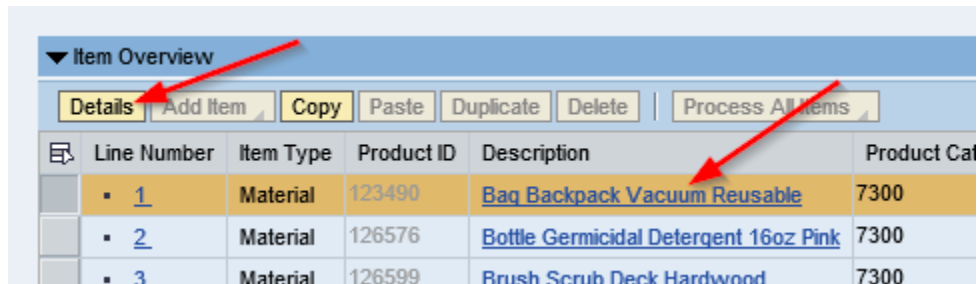
Shopping Cart – More Information

You can find more information in the shopping cart.

Open the shopping cart.

Details for item

Click the Details button or the Description link

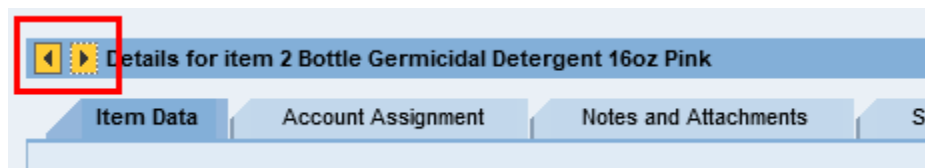


▼ Item Overview					
Details Add Item Copy Paste Duplicate Delete Process All Items					
	Line Number	Item Type	Product ID	Description	Product Cat
	1	Material	123490	Bag Backpack Vacuum Reusable	7300
	2	Material	126576	Bottle Germicidal Detergent 16oz Pink	7300
	3	Material	126599	Brush Scrub Deck Hardwood	7300

The Details for item area opens at the bottom of the window

Move to Next or Previous Item

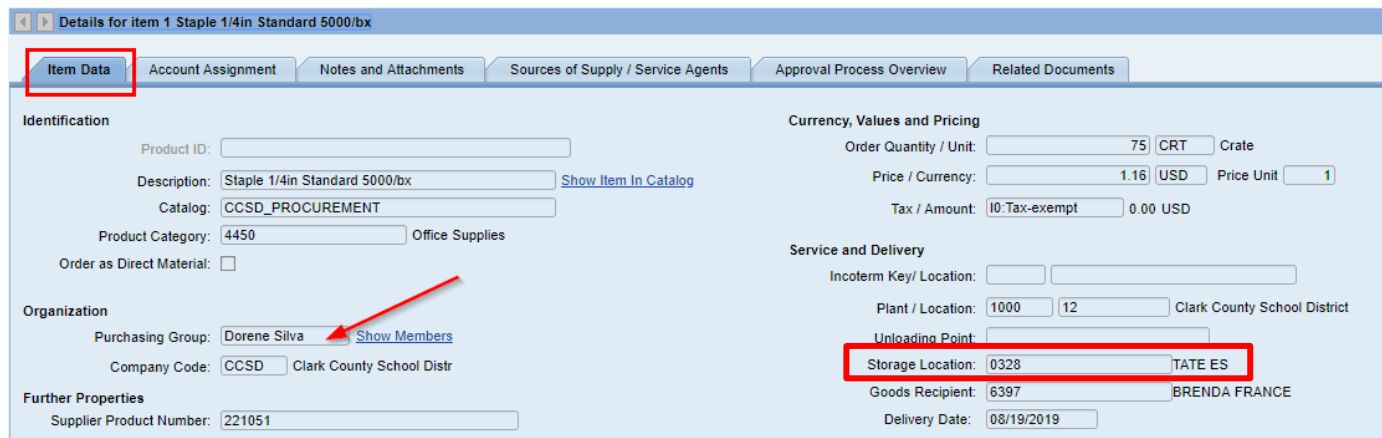
Click the arrows to move to the previous or next item in the shopping cart.



Item Data tab

The Item Data tab has general information, such as description, price and quantity. It also includes the Purchasing Department buyer responsible for this product category. For this example, the buyer is Dorene Silva. If you have questions about an item, [contact the buyer](#).

The Storage Location identifies where the item will be delivered.



Details for item 1 Staple 1/4in Standard 5000/bx

Item Data Account Assignment Notes and Attachments Sources of Supply / Service Agents Approval Process Overview Related Documents

Identification

Product ID:

Description: [Show Item In Catalog](#)

Catalog:

Product Category: Office Supplies

Order as Direct Material: ☐

Organization

Purchasing Group: [Show Members](#)

Company Code: Clark County School Distr

Further Properties

Supplier Product Number:

Currency, Values and Pricing

Order Quantity / Unit: CRT

Price / Currency: USD Price Unit

Tax / Amount: 0.00 USD

Service and Delivery

Incoterm Key/ Location:

Plant / Location: Clark County School District

Unloading Point:

Storage Location: TATE ES

Goods Recipient: BREND A FRANCE

Delivery Date:

Account Assignment tab

Click the Details button on the Account Assignment tab to see more information. Note: the only users who can change the General Ledger Account (G/L) are the Grants approvers. End users, buyers, or regular approvers cannot change the G/L.

Details for item 1 Cartridge Toner 6280 Black

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

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

Cost Distribution Percentage **Details**

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account
0001		100.00	Cost Center	9110001328	Tate-R

Details for item 1 Cartridge Toner 6280 Black

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

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

Cost Distribution Percentage **Details**

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number
0001		100.00	Cost Center	9110001328

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00 Fund: 1000000000 General Fund

Account Assignment Category: Cost Center Commitment Item: 5610000000 General Supplies

Cost Center: 9110001328 Tate-Reg Instruction

Fund Center: 9110001328 Tate-Reg Instruction

Grant: NOT_RELEVANT_FOR_GM NOT_RELEVANT_FOR_GM

Functional Area: F01001000 REG-Instruction

Controlling Area: CCSD

General Ledger Account: 5610000000 General Supplies

Business Area: 1000

Notes and Attachments tab

Free Text items

Details for item 1 Couch brown big

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

▼ Notes

Clear

Category	Description
Internal Note	-Empty-
Vendor Text	-Empty-
Pre-Owned Textbook	-Empty-

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Profile Filter Settings

Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	Supplier Quote	Supplier Quote.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	83	ZOFFICEMGR	09/11/2019

Internal Note: Usually left blank. Information about the shopping cart should be put in the Approval Note at the top of the shopping cart.

Vendor Text: Leave blank. This is only for use by the Purchasing Department.

Attachment: Quote and other information. Required.

Catalog Items

Details for item 2 Bag Backpack Vacuum Reusable

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

▼ Notes

Clear

Category	Description
Internal Note	-Empty-
Vendor Text	Bag, Backpack Vacuum, Reusable for Backpack Vacuum #1234...
Pre-Owned Textbook	-Empty-

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Profile | Filter Settings

Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

Internal Note: Usually left blank.

Vendor Text: Filled in automatically from the catalog. Do not change.

Attachment: Not usually required.

Sources of Supply / Service Agents tab

Free Text Item

Details for item 1 Couch brown big

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

No supplier has been assigned; select and assign one of the following sources of supply

Sources of Supply

Compare Suppliers

Supplier Number	Supplier Name	Contract	Item
10001799	Office Depot Inc....	4600000974	15
10002666	Machabee Office Environments	4600001088	3

You may suggest a preferred supplier to the purchasing department

Preferred Supplier:

Possible suppliers for an item are listed, but cannot be assigned by an end user. In this example, possible suppliers are Office Depot and Macabee.

A Preferred Supplier can be suggested. A different supplier may be chosen by the Purchasing Department.

Catalog Item

Details for item 4 3-Compartment Deluxe Desk Organizer

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

Remove Assigned Supplier

The Item Will Be Ordered from the Following Supplier:

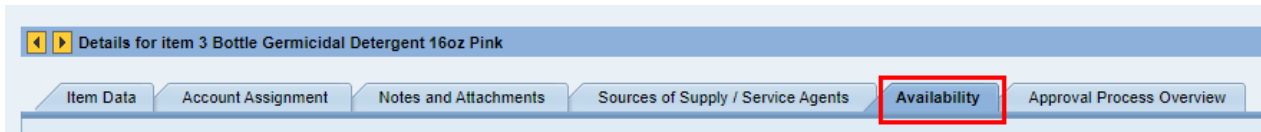
Supplier: 10001799 Office Depot Inc.... Contract / Item: 4600000974/1

Purchasing Info Record: Delivery Date: 09/13/2019

Location / Plant: Clark County School District

Removing the assigned supplier is only done if requested by the buyer and only used in special circumstances as the shopping cart will require extra processing. End users can Remove Assigned Supplier, but cannot assign a supplier.

Availability tab



This tab is not used in purchasing processes at CCSD. If it appears on the shopping cart, ignore it.

Approval Process Overview tab

The Approval Process Overview tab shows who the approvers are and where the item is in the approval process. For this example, ordering catalog items, the Admin Approver, Kent Roberts, is the only approver and no decision has been made yet.

The screenshot shows the 'Approval Process Overview' tab for item 1 Bag Backpack Vacuum Reusable. The 'Approval Process Overview' tab is highlighted with a red box. The current status is 'Active', the current process step is 'Admin. Approval', and it is currently processed by 'KENT ROBERTS'. There is a link to 'Download as XML' and a checkbox for 'Follow Up: Work Item to Requester at Process End'.

Item

Approval Status Details for Selected Item

Sequence	Process Step	Level Status	Status	Approver
001	Admin. Approval	Active (Assigned Process is Running)	No User Decision	KENT ROBERTS

This Approval example is for a free text item that requires both Admin Approval and Buyer Approval/Processing. Kent Roberts has approved the item. It's now at the buyer's worklist for approval and processing.

The screenshot shows the 'Approval Status Details for Selected Item' table. The table has five columns: Sequence, Process Step, Level Status, Status, and Approver. There are two rows of data.

Sequence	Process Step	Level Status	Status	Approver
001	Admin. Approval	Completed (Level was Processed)	User Decision: Approved	KENT ROBERTS
002	Buyer Approval	Active (Assigned Process is Running)	No User Decision	CONSTANCE WRIGHT;MAYRA ALEJANDRA GAITAN

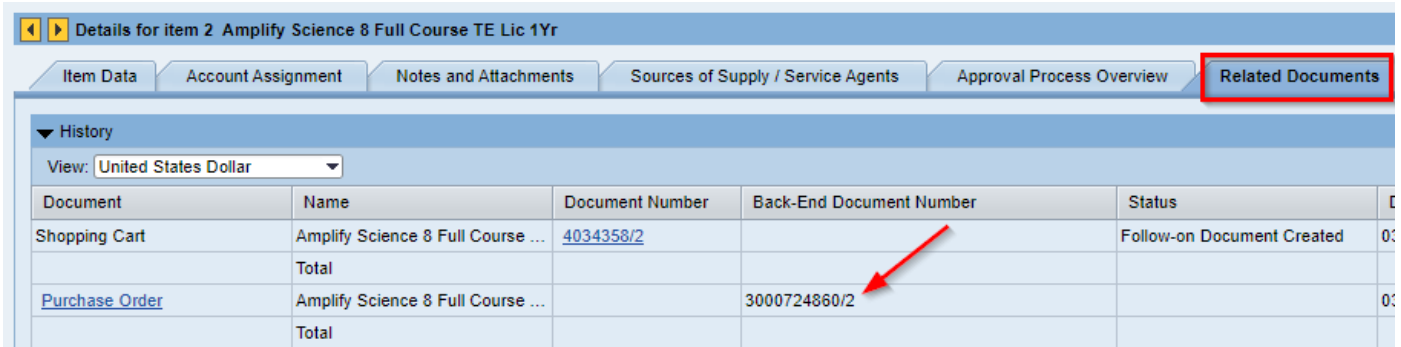
This Approval example is for a free text item funded by a grant. It requires grants approvals plus buyer approval.

The screenshot shows the 'Approval Status Details for Selected Item' table. The table has five columns: Sequence, Process Step, Level Status, Status, and Approver. There are three rows of data.

Sequence	Process Step	Level Status	Status	Approver
001	Grants-Asst. Acctnt	Completed (Level was Processed)	User Decision: Approved	ZGRANTS
002	Grants-Coord/Writer	Completed (Level was Processed)	User Decision: Approved	ZGRANTS1
003	Buyer Approval	Completed (Level was Processed)	User Decision: Approved	ZBUYA07

Related Documents tab – Purchase Order

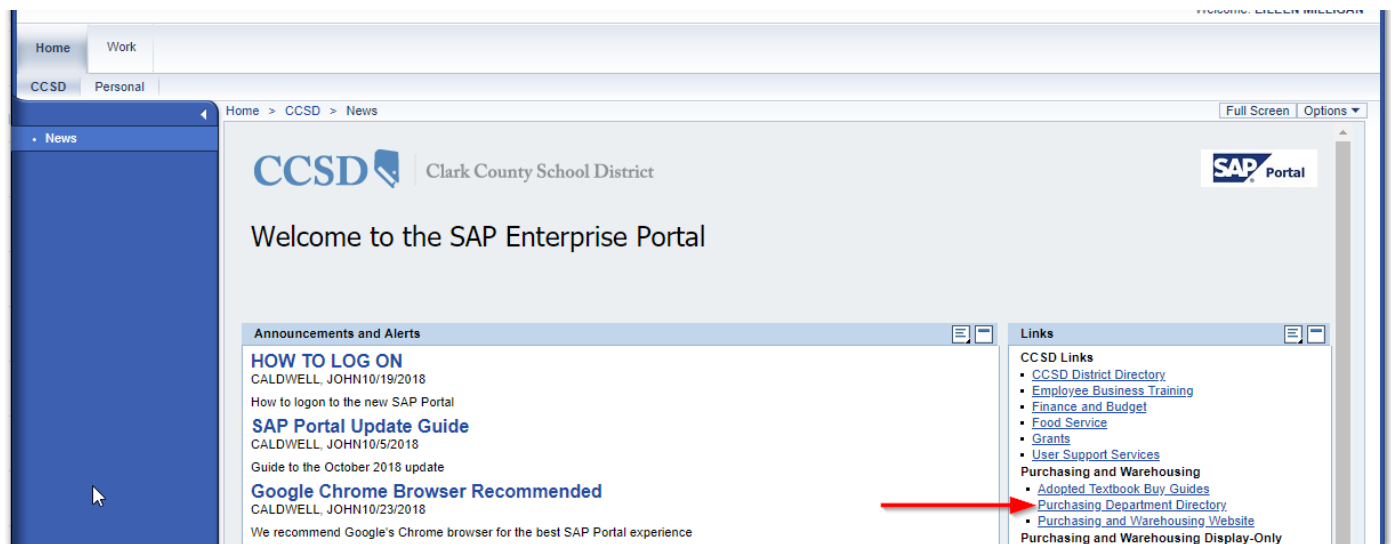
If the item has all approvals and has been processed, click the Related Documents tab to see the Purchase Order (PO) number. If a shopping cart has items purchased from multiple suppliers, a separate PO will be created for each supplier. Look at the different items to see the different POs. Additional related documents, such as Goods Receipts (Confirmations) or Invoices, will also be listed here.



Details for item 2 Amplify Science 8 Full Course TE Lic 1Yr					
Item Data		Account Assignment		Notes and Attachments	
Sources of Supply / Service Agents		Approval Process Overview		Related Documents	
▼ History					
View: United States Dollar					
Document	Name	Document Number	Back-End Document Number	Status	
Shopping Cart	Amplify Science 8 Full Course ...	4034358/2		Follow-on Document Created	03
	Total				
Purchase Order	Amplify Science 8 Full Course ...		3000724860/2		03
	Total				

Contacting the Buyer

You can find a link to the Purchasing Department Directory on the ERP page, <http://erp.ccsd.net>. Scroll down and click the link.



Home > CCSD > News

CCSD Clark County School District

Welcome to the SAP Enterprise Portal

Announcements and Alerts

- HOW TO LOG ON**
CALDWELL, JOHN10/19/2018
How to logon to the new SAP Portal
- SAP Portal Update Guide**
CALDWELL, JOHN10/5/2018
Guide to the October 2018 update
- Google Chrome Browser Recommended**
CALDWELL, JOHN10/23/2018
We recommend Google's Chrome browser for the best SAP Portal experience

Links

- CCSD Links
 - CCSD District Directory
 - Employee Business Training
 - Finance and Budget
 - Food Service
 - Grants
 - User Support Services
- Purchasing and Warehousing
 - Adopted Textbook Buy Guides
 - Purchasing Department Directory
 - Purchasing and Warehousing Website
 - Purchasing and Warehousing Display-Only

It's best to use email to contact the buyer. If further information is needed, the buyer can easily forward your question. It also provides a record of your question. This example is dated 5/27/2025.

PURCHASING DEPARTMENT DIRECTORY

BUYERS				
Commodity Description	Name	Phone	Ext	Email
Tuition Reimbursement Employee / Loss Reimbursement / Scholarships/Awards / Communications / Phone-Land Line / Utilities / Ser. Garbage Disp / Cell Phones / Air Cards / Parental Allowance / Advertising / Comm Tech Repair/Service / Service Mail/Postage / WAN / Tuition Student In/Out State / Law Enforcement / Security	Adele Prusa	702-799-5225	5466	prusaaa@nv.ccsd.net
Maintenance: Equipment Repair / Electrical / HVAC / OMR - Office Machine Repair	Africa Avina	702-799-5281	5173	avinaap@nv.ccsd.net
Food & Beverages: Dairy / Frozen / Can / Dry / Beverage / Pizza / Snack / Sandwich / Produce	Alicia Torres-Kelly	702-799-3990	5804	torrea1@nv.ccsd.net