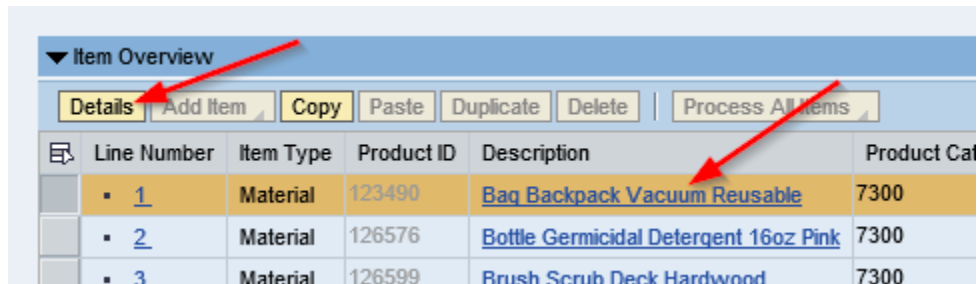# Shopping Cart – More Information

You can find more information in the shopping cart.
Open the shopping cart.

Details for item

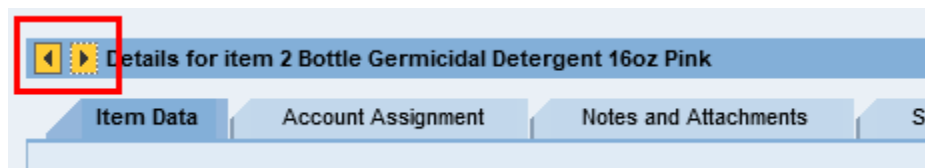Click the Details button or the Description link

The Details for item area opens at the bottom of the window
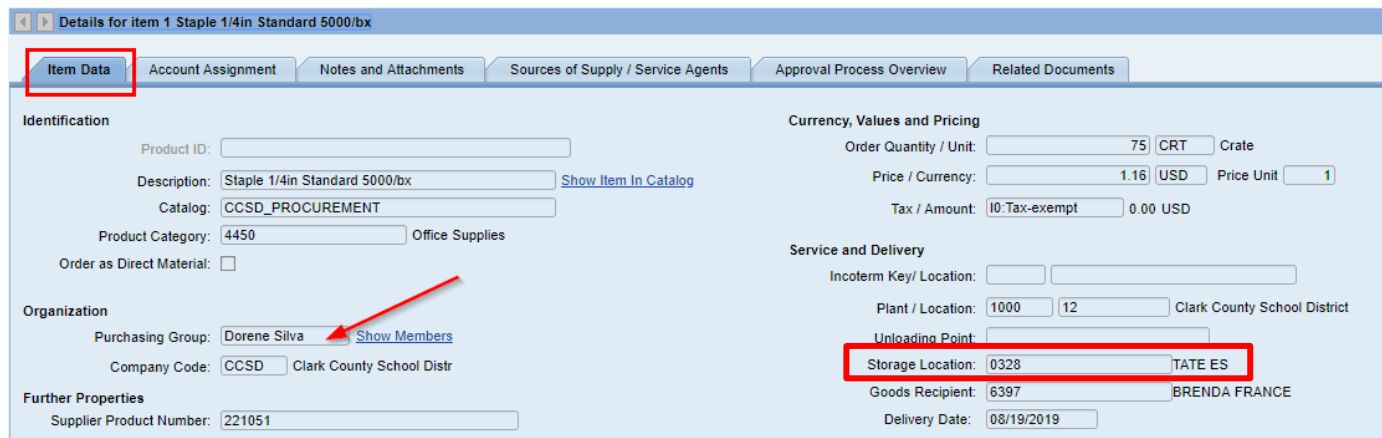
Move to Next or Previous Item

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.

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	Acco
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

Account Assignment Category: Cost Center

Cost Center: 9110001328   Tate-Reg Instruction

Fund Center: 9110001328   Tate-Reg Instruction

Fund: 1000000000   General Fund

Commitment Item: 5610000000   General Supplies

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		☑	☐	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

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

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

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

Sources of Supply

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

Remove Assigned Supplier

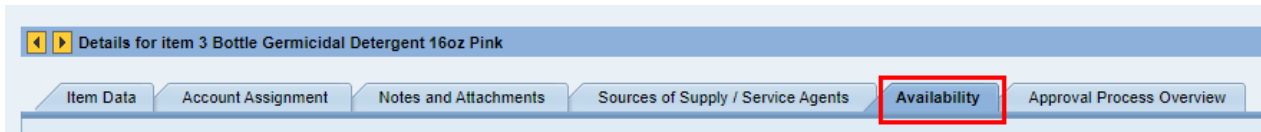The Item Will Be Ordered from the Following Supplier:

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.

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.
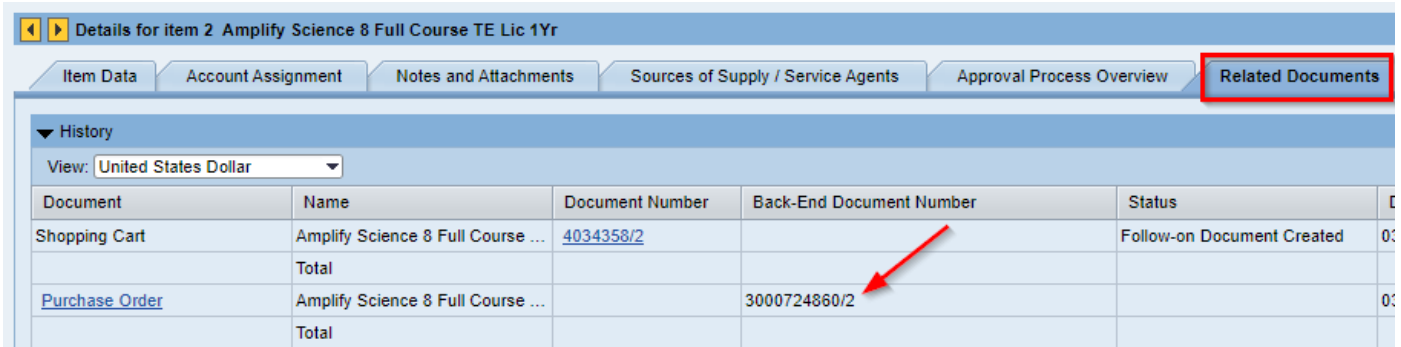

This Approval example is for a free text item funded by a grant. It requires grants approvals plus buyer approval.

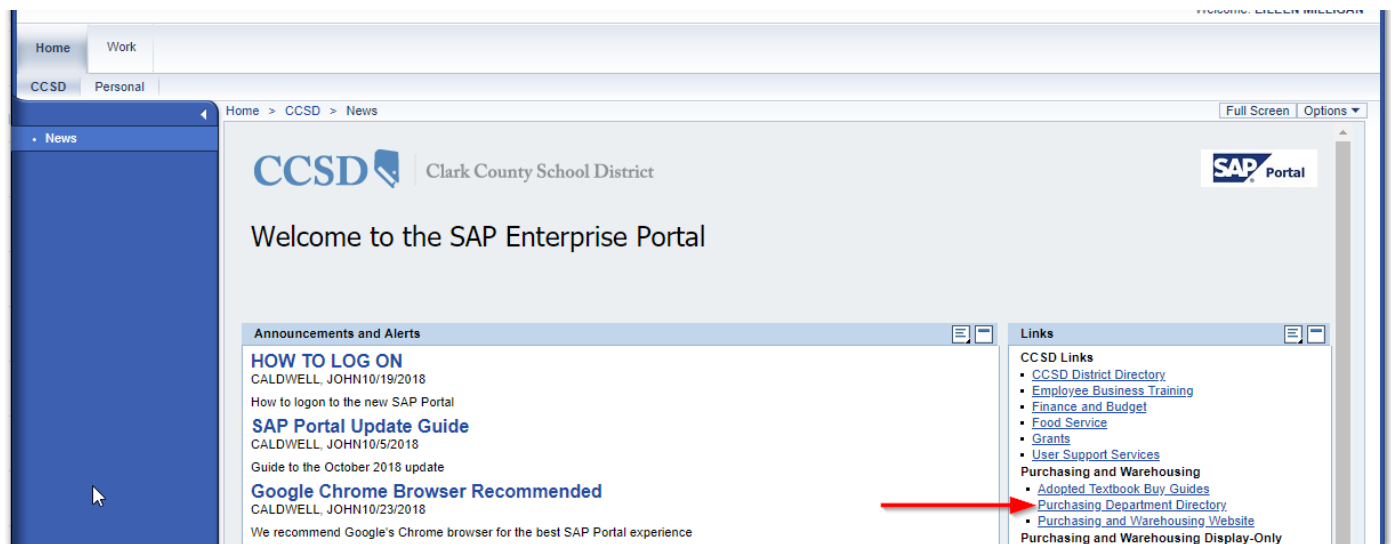## Related Documents tab – Purchase Order #

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.

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.

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
Maintenance General /Carpentry / Fencing / Fabrication / Flooring/ Glass / Lock Shop / Paint				