

Instructional Materials Department

# Guide for Textbook Orders

*Guidelines for Placing and Approving Textbook Orders*

**2012-2013**



### **Procedures for Approving District Mass Generated Orders**

Orders will be mass generated for newly adopted materials (high school science, 5<sup>th</sup> grade social studies, middle school social studies, high school US History). Principals will receive email notifications when orders are available in the SAP system for approval.

Directions for reviewing and approving the mass generated orders are attached. Please review quantities to ensure sufficient materials for the school population. Requests for additional materials at the opening of school will result in long delays in the receipt of those materials.

- If there is a discrepancy in the quantity of books ordered, please do the following:
  - Do not disapprove the order as that action will eliminate the order from the system. If this happens, the order will have to be re-created which can result in a delay in the delivery of the materials.
  - Send an email to [textbookrequest@dadeschools.net](mailto:textbookrequest@dadeschools.net) requesting the order be modified. Include the following information: 1) textbook item number, 2) quantity to be added or deleted, 3) rationale for request.

### **Procedures for Placing School Generated Orders**

Orders for certain materials must be created by individual schools. Worksheets are available on the Instructional Materials website at the following URL <http://im.dadeschools.net/index.htm> to assist with planning and placing orders. Worksheets provide item number information and ratios for free materials.

- All orders must use the following budget structures:
  - 100000 552000 1xxxx00 85609999 510100 (Elementary)
  - 100000 552000 1xxxx00 85609999 510200 (Middle)
  - 100000 552000 1xxxx00 85609999 510300 (Senior)
  - xxxx = your location number
- All shopping carts must be named “Location School Name” for example:  
7001 Miami-Dade Online Academy
- All orders must be entered and approved by July 20<sup>th</sup>.

Please see attached documents for specific information about textbook ordering processes for your school level. K-8 centers should refer to both the elementary and the middle school ordering information documents.

All textbook requests should be sent to [textbookrequest@dadeschools.net](mailto:textbookrequest@dadeschools.net).

### **Textbook Ordering Information for Elementary Schools**

Social studies materials will be ordered for 5<sup>th</sup> grade only. Materials will be ordered based on 5<sup>th</sup> grade enrollment in 2011-2012. Orders will be mass generated and principals must review and approve the orders. **Schools should continue to use existing social studies materials until new books arrive.**

Intensive reading materials (Voyager) for students in grades K-2 must be ordered by the school. Worksheets are available on the Instructional Materials website at <http://im.dadeschools.net/index.htm> to assist with planning and placing orders.

Limited replacement materials for intensive reading (Voyager) for grades 3-5 **may** be ordered by schools. Quantities must be limited to less than 10% of the population of the grade level or the order will be declined.

Math consumables (K-5) have already been ordered. Reading consumables for (K-2) have already been ordered.

Science and social studies consumables will not be ordered.

### **Textbook Ordering Information for Middle Schools**

Social studies materials will be ordered for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades (World History, Civics, and US History) based on enrollment in social studies courses in 2011-2012. Orders will be mass generated and principals must review and approve orders. Schools should use existing materials for Civics and US History until new materials arrive in schools. For 6<sup>th</sup> grade World History, lessons and resources are being developed by the District to cover the first nine weeks of the course content. These resources will be posted on the Division of Social Sciences website at <http://socialsciences.dadeschools.net/>. The current World Geography textbooks can also be utilized to supplement the resources, where appropriate.

Physical Science and Biology materials will be ordered based on enrollment in Earth Space Science and Biology in 2011-2012. Orders will be mass generated and principals must review and approve the orders. **Schools should continue to use existing Biology materials until new materials arrive. Should it be determined that Physical Science books will arrive late, instructions on what to do in the interim will be provided by Curriculum and Instruction staff at a later date.**

Additional Algebra and Geometry materials to address the increases in enrollments must be ordered by the schools. Orders should be limited to one book per student and should take into account existing inventory. Schools should not order class sets in addition to the book per student. Worksheets are available on the Instructional Materials website at <http://im.dadeschools.net/index.htm> to assist with planning and placing orders.

Limited replacement materials for Intensive Reading and Intensive Reading Plus (Voyager and Language) **may** be ordered by schools. Quantities must be limited or the order will be declined during the approval process.

Consumables for middle grades math and science have already been ordered.

### **Textbook Information for Senior High Schools**

Social studies materials will be ordered for US History, regular and honors, and AP US History based on course enrollments in 2011-2012. Orders will be mass generated and principals must review and approve the orders. **Schools should use existing US History materials until new materials arrive in schools.**

Science materials will be ordered based on enrollments in science classes in 2011-2012. Physical Science materials will be ordered based on enrollment in Earth Space Science in 2011-2012. Orders will be mass generated and principals must review and approve the orders. **Schools should continue to use existing materials until new materials arrive. Should it be determined that Physical Science books will arrive late, instructions on what to do in the interim will be provided by Curriculum and Instruction staff at a later date.**

Intensive Reading materials (Jamestown Reading Navigator licenses) must be ordered by the school. Worksheets are available on the Instructional Materials website at <http://im.dadeschools.net/index.htm> to assist with planning and placing orders.

Limited replacement materials for Intensive Reading Plus (Hampton Brown Edge) **may** be ordered by schools. Quantities must be limited or the order will be declined during the approval process.

Orders for USA Today for 12<sup>th</sup> grade FCAT retakers will be placed by the district.

## How to approve SDRQ Lite orders

[Home](#) [ERP Administration](#) [Backend Landscape](#) [Employee Self Service](#) [e-Recruiting](#) [Human Resources](#) [Payroll](#) [Procurement](#) [Finance](#) [Reports](#)

MDCPS Overview | **Universal Worklist**

Universal Worklist History

[Tasks \(1 / 3\)](#) [Alerts](#) [Notifications](#) [Tracking](#)

Show: New and In Progress Tasks (1 / 3) All [Show Filters](#) [Hide Preview](#) [Refresh](#)

Subject	From	Sent	Priority		Due	Status
<a href="#">Circular A-87 (Single) FY 2012 Period 1 Loc. 1962900</a>	Workflow System	Mar 19, 2012	Normal	1	Apr 30, 2012	In Progress
<a href="#">Loc -   Pgm -   Fund -   Pur Req. Approval Task 0010061897 - Approval</a>	Pasaron, Valentina	Feb 28, 2012	Normal		Mar 2, 2012	In Progress
<a href="#">Pending Shopping Cart number 1000267820</a>		Oct 27, 2010		1	Nov 1, 2010	New

Row 1 of 3

**Loc - | Pgm - | Fund - | Pur Req. Approval Task 0010061897 - Approval**  
Sent: Feb 28, 2012 by Pasaron, Valentina  
Due: Mar 2, 2012  
Priority: Normal  
Status: In Progress  
[Open Task](#) [Resubmit](#) [Forward](#) [Cancel Assignment](#)

**You can also:**  
[Display Details in SAP GUI](#)  
[View History](#)

SAP

Display Fields

Doc. Number	Document Type	Amount	Fund	G/L	Cost Center	Functional Area	Grant	Plant	Business Area
0010061897	ZUB	0.00	100000	0000552000	1700100	85600000-510300	NOT_RELEVANT_GRAN	1000	

Approval Overview

Add Approver

Delete Approver

Approvers Preview

	UserID	Name	Position	Location of Position	Status	Acted By	Acted on
▼ First Approver					○△○		
📄 👤	176999	SYLVIA DIAZ	53033627	1962900			
▼ Second Approver					○△○		
📄 👤	139157	VALENTINA PASARON	53028317	1962900			

User Comments

✂

📄

📄

🏠

Comments History

✂

📄

📄

🏠

Approve

Reject



## Display Purchase Req. 10061897

Menu Back Exit Cancel System Document Overview On Create Display/Change Other Purchase Requisition Help Personal Setting

SDRQ Lite 10061897

Header

Item Overview

Item [200] F954231, PRAC WB W/FCAT REALIDAD...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Quantity	6	EA	Delivery Date	02/29/2012
Quantity Ordered	0	EA	Request date	02/22/2012
Open quantity	6	EA	Release Date	02/29/2012
<input type="checkbox"/> Closed			Pl. Deliv. Time	0
<input type="checkbox"/> Fixed ID			GR Proc. Time	0
Confirmed Quantity	0	EA	Conf. Date	12/31/9999

Availability Check

# Display Purchase Req. 10061897

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System
Document Overview
Create
Display/Change
Other Purchase Requisition
Help
Personal Setting

SDRQ Lite
10061897

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Des. Vendor	Fixed Vendor	PO
	200	K	U	F954231	PRAC WB W/FCAT REALID/	6	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	201	K	U	F953891	PRAC WB W/FCAT REALID/	14	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	202	K	U	F953481	PRAC WB WITH FCAT REAL	27	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	203	K	U	F951333	WB PRAC & ACT HOLT FRE	10	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	204	K	U	F951332	WB GRAM&PRACT HOLT FI	10	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	205	K	U	F951268	WB & AUDIO ACTIVITIES FF	18	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	206	K	U	F951267	WB PASSPORT SUCCESS	18	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	207	K	U	F950857	AUDIO ACT GLENCOE MS S	7	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	208	K	U	F950856	WB GLENCOE MS SPANISH	7	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	209	K	U	F950537	AUDIO ACT GLENCOE MS S	19	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC
	210	K	U	F950536	WB GLENCOE MS SPANISH	19	EA	D	02/29/2012	Free Textboo	Schools/Admin	Online Acad	H					DC

Click on the line to stretch the column so that you can see the complete title for each item.

Item
[ 200 ] F954231 , PRAC WB W/FCAT REALIDAD...

Material Data
Quantities/Dates
Valuation
Account Assignment
Source of Supply
Status
Contact Person
Texts
Delivery Address

Quantity	6	EA	Delivery Date	02/29/2012
Quantity Ordered	0	EA	Request date	02/22/2012
Open quantity	6	EA	Release Date	02/29/2012
<input type="checkbox"/> Closed			Pl. Deliv. Time	0
<input type="checkbox"/> Fixed ID			GR Proc. Time	0
Confirmed Quantity	0	EA	Conf. Date	12/31/9999

Availability Check

Display Purchase Req. 10061897

Menu
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Cancel
System
Document Overview On
Create
Day/Change
Other Purchase Requisition
Help
Personal Setting

SDRQ Lite 10061897

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Material Group	Plant	Storage Location	PGr	Requisnr.	Tr
	200	K	U	F954231	PRAC WB W/FCAT REALIDADES 3	6	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	201	K	U	F953891	PRAC WB W/FCAT REALIDADES 2	14	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	202	K	U	F953481	PRAC WB WITH FCAT REALIDADES 1	27	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	203	K	U	F951333	WB PRAC & ACT HOLT FRENCH 1	10	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	204	K	U	F951332	WB GRAM&PRACT HOLT FRENCH 1	10	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	205	K	U	F951268	WB & AUDIO ACTIVITIES FRENCH 1	18	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	206	K	U	F951267	WB PASSPORT SUCCESS FRENCH 1	18	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	207	K	U	F950857	AUDIO ACT GLENCOE MS SPANISH B	7	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	208	K	U	F950856	WB GLENCOE MS SPANISH B	7	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	209	K	U	F950537	AUDIO ACT GLENCOE MS SPANISH A	19	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	210	K	U	F950536	WB GLENCOE MS SPANISH A	19	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		

Verify quantity ordered for each item.

Item [ 200 ] F954231 , PRAC WB W/FCAT REALIDAD...

Material Data
Quantities/Dates
Valuation
Account Assignment
Source of Supply
Status
Contact Person
Texts
Delivery Address

Quantity 6 EA

Quantity Ordered 0 EA

Open quantity 6 EA

Confirmed Quantity 0 EA

Delivery Date 02/29/2012

Request date 02/22/2012

Release Date 02/29/2012

Pl. Deliv. Time 0

GR Proc. Time 0

Conf. Date 12/31/9999

☐ Closed
☐ Fixed ID
Availability Check

# Display Purchase Req. 10061897

Menu Back Exit Cancel System Document Overview On Create Display/Change Other Purchase Requisition Help Personal Setting

SDRQ Lite Back 10061897

## Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Material Group	Plant	Storage Location	PGr	Requisnr.	Tr
	200	K	U	F954231	PRAC WB W/FCAT REALIDADES 3	6	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	201	K	U	F953891	PRAC WB W/FCAT REALIDADES 2	14	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	202	K	U	F953481	PRAC WB WITH FCAT REALIDADES 1	27	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	203	K	U	F951333	WB PRAC & ACT HOLT FRENCH 1	10	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	204	K	U	F951332	WB GRAM&PRACT HOLT FRENCH 1	10	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	205	K	U	F951268	WB & AUDIO ACTIVITIES FRENCH 1	18	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	206	K	U	F951267	WB PASSPORT SUCCESS FRENCH 1	18	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	207	K	U	F950857	AUDIO ACT GLENCOE MS SPANISH B	7	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	208	K	U	F950856	WB GLENCOE MS SPANISH B	7	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	209	K	U	F950537	AUDIO ACT GLENCOE MS SPANISH A	19	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		
	210	K	U	F950536	WB GLENCOE MS SPANISH A	19	EA	D	02/29/2012	Free Textbooks	Schools/Administrative	Online Academy	H		

## Item

[200] F954231, PRAC WB W/FCAT REALIDAD...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address









Quantity 6 EA Delivery Date 02/29/2012  
 Quantity Ordered 0 EA Request date 02/22/2012  
 Open quantity 6 EA Release Date 02/29/2012  
☐ Closed Pl. Deliv. Time 0  
☐ Fixed ID GR Proc. Time 0  
 Confirmed Quantity 0 EA Conf. Date 12/31/9999 Availability Check

#### Display Fields

Doc. Number	Document Type	Amount	Fund	G/L	Cost Center	Functional Area	Grant	Plant	Business Area
0010061897	ZUB	0.00	100000	0000552000	1700100	85600000-510300	NOT_RELEVANT_GRA	1000	

#### Approval Overview


 Add Approver  Delete Approver

Approvers Preview	UserID	Name	Position	Location of Position	Status	Acted By	Acted on	Acted Time
▼  First Approver								
 	176999	SYLVIA DIAZ	53033627	1962900				00:00:00
▼  Second Approver								00:00:00
 	139157	VALENTINA PASARON	53028317	1962900				00:00:00



#### User Comments

#### Comments History

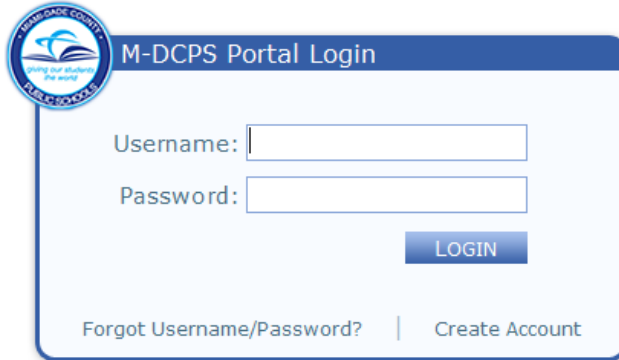
Comments added: VALENTINA PASARON 02/28/2012 15:57:07

 Approve  Reject

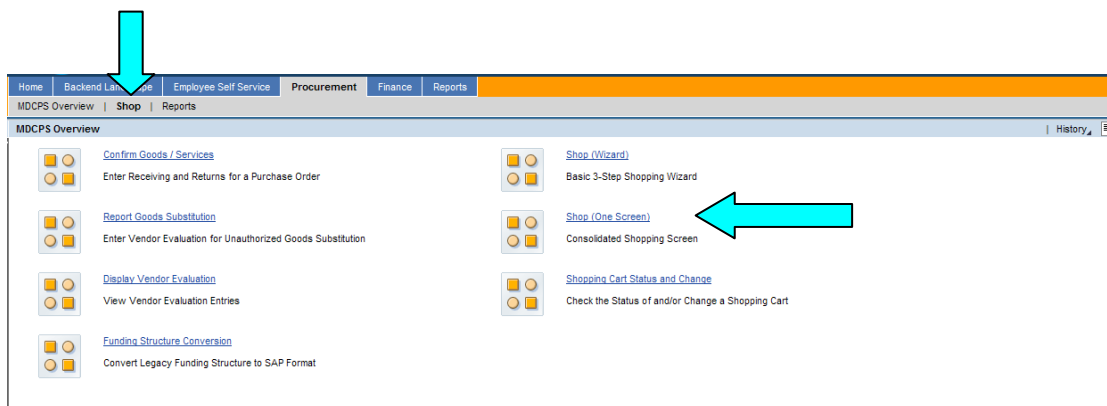
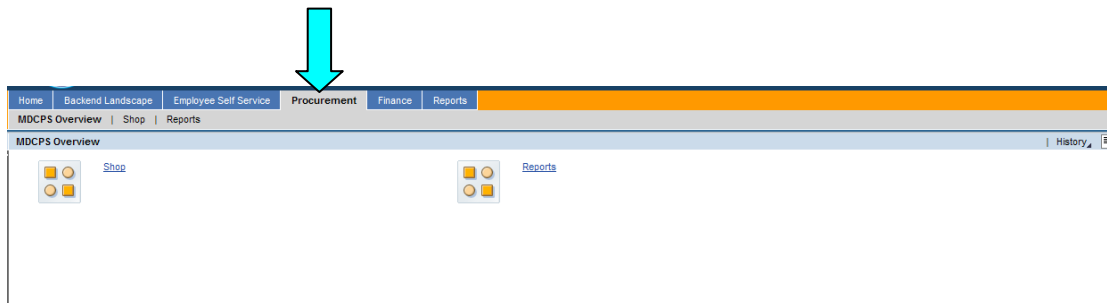
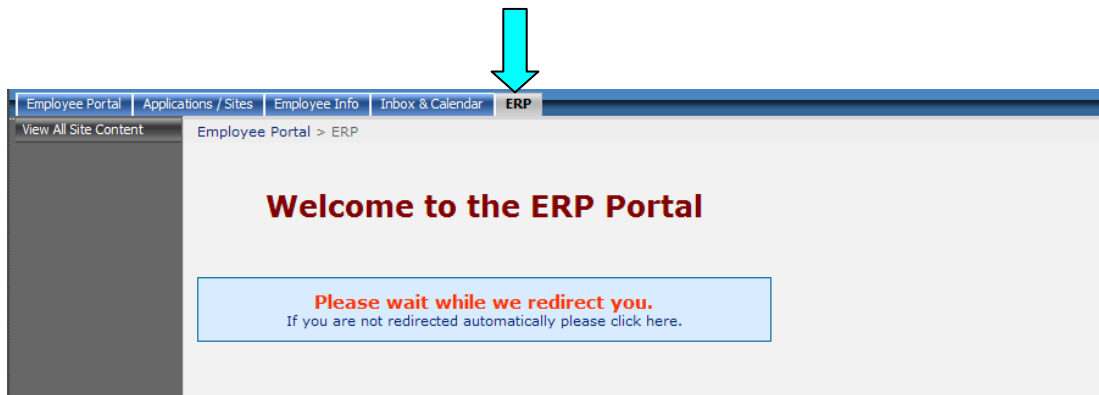
Approver Document


# Steps to enter textbook orders in SAP System using “S&MD Textbook Items”

1. Login to the “M-DCPS Employee Portal,”
  - Click ERP tab,
  - Click PROCUREMENT tab,
  - Click SHOP tab,
  - Click SHOP (One Screen) on right menu.



The login form features the M-DCPS logo in the top left corner. It contains two input fields for 'Username:' and 'Password:', followed by a blue 'LOGIN' button. At the bottom, there are links for 'Forgot Username/Password?' and 'Create Account'.



2. To change the **SHIP-TO-ADDRESS/PERFORMANCE LOCATION**, click the **DISPLAY DETAILS** (blue link) – **Only if materials are shipped to another location.**
  - Click the BINOCULAR 
  - Enter the work location number by the **BUILDING CODE** box, Example: \*9629\* (use \* before and after of the work location number).
  - Click START bottom (see below).
  - Click and select the work location result entry.

Home | Backend Landscape | Employee Self Service | Procurement | Finance | Reports


MDCPS Overview | Shop | Reports

Shop (One Screen) | History

### Shop

Default Settings for Items

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location MDCPS  [Display Details](#)

Cost Assignment Finances and Funds 1962900 [Display Details](#)

[Extended Details](#)

### Add Items

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

Search in Individual Catalogs:

[Old Purchase Orders and Templates](#) [M-DCPS CATALOG](#)


[INSTRUCTIONAL MATERIALS - TEXTBOOKS ITEMS](#) [S & MD STOCK ITEMS](#)

[S & MD TEXTBOOKS ITEMS](#)

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

[Describe Requirement](#)

### Items in Shopping Cart

To change item details (assets and cost assignment), select the link below or select 

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
					Total Value (Net) :	0.00

Home | Backend Landscape | Employee Self Service | Procurement | Finance | Reports

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### Find Performance Location

Note: Observe upper/lower case. Search using \* possible.

Search term 1

Search term 2

Name 1/last name

Name 2/First name

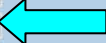
c/o

Postal Code

City

District

Street

Building Code  

Floor

Room Number

Country Key

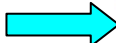
Region


Maximum No. of Hits 500

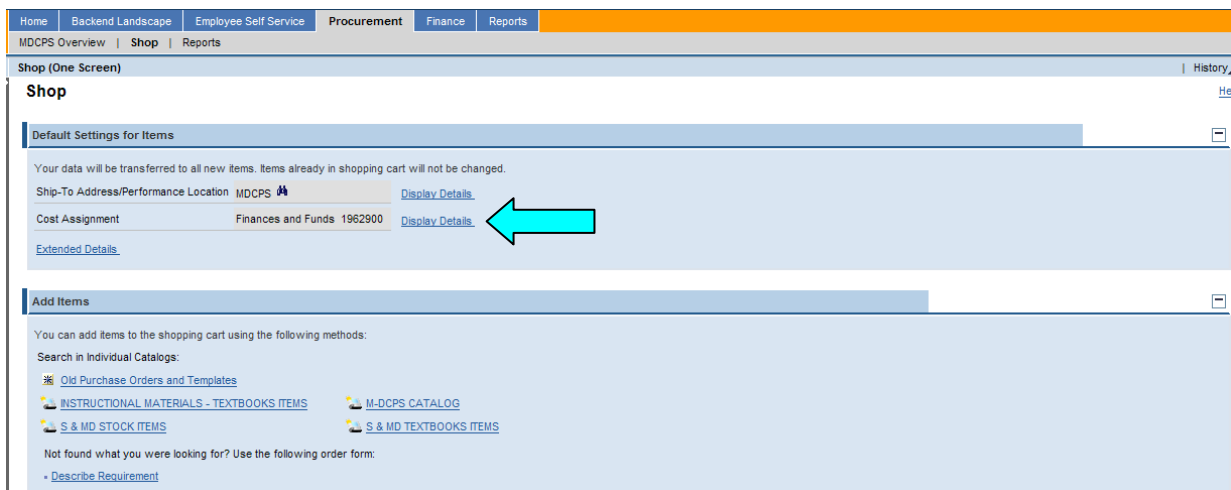
[Start](#) [Cancel](#)

### Search Result: 1 Entry

Name org.	Cty	Postl Code	City	Street	House No.	Building	Floor	Room No.	c/o name	Addr. no.
MDCPS	US	33132	Miami	Biscayne Blvd	1500	9629696			Instruct. Material	11528



3. To change the **COST ASSIGNMENT**, Click the **DISPLAY DETAILS** (blue icon). Below the “Action,” click the **MAGNIFYING GLASS** 
  - Change the **G/L ACCOUNT** (known as the **object**) to 552000 (**object + two zeros**).
  - Change the **BUSINESS AREA** to the school’s work location number, i.e: 9629 (**school’s work location number – four digits**).
  - Change the **COST CENTER** to the school’s work location number, i.e: 1962900 (**1 + school’s work location number + two zeros**).
  - Change the **FUND** (known as the **fund**) to 100000 (**Fund + three zeros**).
  - Change the **FUND CENTER** to the school’s work location number, i.e: 1962900 (**1 + school’s work location number + two zeros**).
  - Change the **COMMITMENT ITEM** (known as the **object**) and also as the **G/L Account** to 552000 (**object + two zeros**).
  - Change the **FUNCTIONAL AREA** (known as the **program and function**) to **85609999-510100** (elementary), or **85609999-510200** (middle school), or **85609999-510300** (high school) (program + four nines + function + two zeros).
  - Press **Enter** after you have entered the **COMMITMENT ITEM #** and then press **Enter** again after you have entered the **FUNCTIONAL AREA** information.



Home | Backend Landscape | Employee Self Service | Procurement | Finance | Reports


MDCPS Overview | Shop | Reports

Shop (One Screen) | History

### Shop

**Default Settings for Items**

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location: MDCPS  [Display Details](#)



Cost Assignment: Finances and Funds 1962900 [Display Details](#)



[Extended Details](#)


**Add Items**

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

Search in Individual Catalogs:

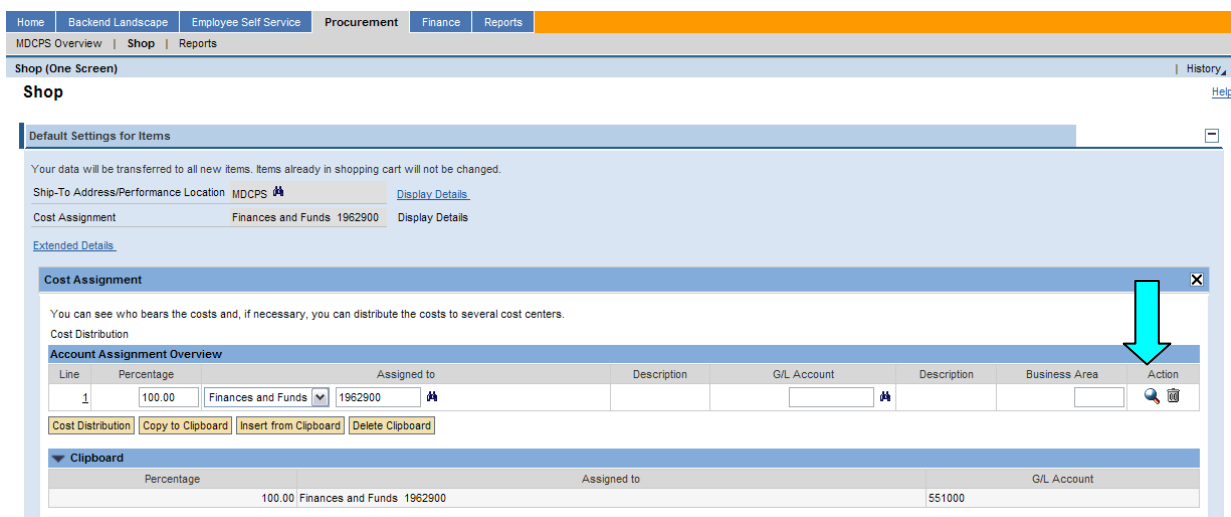
 [Old Purchase Orders and Templates](#)
 [M-DCPS CATALOG](#)

 [INSTRUCTIONAL MATERIALS - TEXTBOOKS ITEMS](#)
 [S & MD TEXTBOOKS ITEMS](#)

 [S & MD STOCK ITEMS](#)

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

[Describe Requirement](#)



Home | Backend Landscape | Employee Self Service | Procurement | Finance | Reports


MDCPS Overview | Shop | Reports

Shop (One Screen) | History

### Shop

**Default Settings for Items**

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location: MDCPS  [Display Details](#)

Cost Assignment: Finances and Funds 1962900 [Display Details](#)


[Extended Details](#)

**Cost Assignment**

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

Cost Distribution

**Account Assignment Overview**

Line	Percentage	Assigned to	Description	G/L Account	Description	Business Area	Action
1	100.00	Finances and Funds 1962900					

[Cost Distribution](#)
[Copy to Clipboard](#)
[Insert from Clipboard](#)
[Delete Clipboard](#)

**Clipboard**

Percentage	Assigned to	G/L Account
100.00	Finances and Funds 1962900	551000



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Cost Assignment Finances and Funds 1962900 Display Details

[Extended Details](#)

Cost Assignment

[Back to Account Assignment Overview](#)

Account Assignment Item Details 1

Percentage	Assigned to	Description	G/L Account	Description	Business Area
100.00	Finances and Funds 1962900		552000	TEXTBOOKS	9629

Cost Center 1962900

WBS Element

Fund 100000 GENERAL FUND

Funds Center 1962900 INST TECH LIBRARY ME

Commitment Item 552000 TEXTBOOKS

Functional Area 85609999-510100 TEXTBOOKS FORW ELEMENTARY

Grant

Controlling Area

4. Click the **EXTENDED DETAILS** to change the “storage location” Only if materials will be shipped to another work location.
- Click the three dots (...) to find other work location numbers and click to add.

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Shop

Default Settings for Items

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location MDCPS [Display Details](#)

Cost Assignment Finances and Funds 1962900 [Display Details](#)

[Extended Details](#)

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Default Settings for Items

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location MDCPS [Display Details](#)

Cost Assignment Finances and Funds 1962900 [Display Details](#)

Goods Recipient EVELYN RIVAS [Display Details](#)

Product Category Please Select a Valid Product Category

Purchasing Group Purchasing Group-Q

Company Code Dade County Public School

Location Schools/Administrative Offices

Storage Location Instruct. Materi

Internal Note

E-Rate %

Sourcing Status

Message

[Simplif. Details](#)

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Find

[Cancel](#)

Search Result Storage Location: 894 Entries

Company name	Name 1	Stge loc. descr.
Dade County Public School	Schools/Administrative Of	"Gordon PLC ""S"
Dade County Public School	Schools/Administrative Of	"Gordon PLC ""T"
Dade County Public School	Schools/Administrative Of	"MLC ""EE"" @ 46
Dade County Public School	Schools/Administrative Of	"Sheppard PLC ""
Dade County Public School	Schools/Administrative Of	"W.J. Bryan PLC
Dade County Public School	Schools/Administrative Of	500 Role Model A

5. Click “S&MD TEXTBOOK ITEMS,” type the “textbook item #” by the FIND box (i.e. **P049800**), then click the “new search,” change the quantity, and finally click the “blue box” on the left to add textbook item # to shopping cart (Repeat this step to add more textbook item #s).

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### Shop

**Default Settings for Items**

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location: MDCPS [Display Details](#)

Cost Assignment: Finances and Funds 1962900 [Display Details](#)

[Extended Details](#)

**Add Items**

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

Search in Individual Catalogs:

- [Old Purchase Orders and Templates](#)
- [INSTRUCTIONAL MATERIALS - TEXTBOOKS ITEMS](#)
- [M-DCPS CATALOG](#)
- [S & MD STOCK ITEMS](#)
- [S & MD TEXTBOOKS ITEMS](#)

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

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[S & MD STOCK ITEMS](#) [S & MD TEXTBOOKS ITEMS](#)

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

[Describe Requirement](#)

**Catalog**

To search for a product, select a catalog view or enter a search term

Select:  Find:  [New Search](#) [Advanced Search](#) [Search in Results](#)

MDCPS Master Catalog

If you wish to display the subcategories of a category, click the category in question. You can browse through the subcategories until you find the product you are looking for.

[FREE TEXTBOOKS - STATE ADOPTED \(8375\)](#) [PAID TEXTBOOKS - STATE ADOPTED \(23973\)](#)

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**Catalog**

To search for a product, select a catalog view or enter a search term

Select:  Find:  [New Search](#) [Search List](#) [Advanced Search](#) [Search in Results](#)

Results of standard search for search term "p049800"

Rows per Page:  10

Quantity	Description	Price	Product ID	Supplier Part Number	Order Unit	Action
<input type="text"/> 30	STU MAT A FL VOYAGER PASSPORT	49.50 USD	P049800	049800	EA	<a href="#">Add to Shopping Cart</a>

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**Catalog**

To search for a product, select a catalog view or enter a search term

Select:  Find:  [New Search](#) [Search List](#) [Advanced Search](#) [Search in Results](#)

Results of standard search for search term "p049800"

Rows per Page:  10

Quantity	Description	Price	Product ID	Supplier Part Number	Order Unit	Action
<input type="text"/> 30	STU MAT A FL VOYAGER PASSPORT	49.50 USD	P049800	049800	EA	<a href="#">Add to Shopping Cart</a>

[Add to Shopping Cart](#) [Compare](#)

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**Items in Shopping Cart**

To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
P049800	STU MAT A FL VOYAGER PASSPORT	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30 EA	49.50 USD Per 1 EA	
<b>Total Value (Net) :</b>					<b>1,485.00 USD</b>	

6. Change the NAME of the Shopping Cart to **(work location #XXXX\_Name of the school - 6/13/12).**

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**Items in Shopping Cart**

To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
P049800	STU MAT A FL VOYAGER PASSPORT	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30 EA	49.50 USD Per 1 EA	
<b>Total Value (Net) :</b>					<b>1,485.00 USD</b>	

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**Additional Specifications**

To make it easier to find the shopping cart later, enter a name for the shopping cart.  
In the approval preview, you can see who is responsible for approval of the shopping cart. You can also add new approvers here.

Name of Shopping Cart: (Work Location)\_Name of School - 6-23-11

Notes for Approval: (Work location)\_Name of the school - Voyager materials, K-2

[Approval Preview](#) | [Budget](#)

[Order](#) [Hold](#) [Refresh](#) [Check](#)

7. Add a message inside the **NOTES FOR APPROVAL**: **work location #XXXX\_Name of the school – “Voyager materials, K-2” OR “Jamestown Reading Navigator.”**

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**Items in Shopping Cart**

To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
P049800	STU MAT A FL VOYAGER PASSPORT	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30 EA	49.50 USD Per 1 EA	
<b>Total Value (Net) :</b>					<b>1,485.00 USD</b>	

---

**Additional Specifications**

To make it easier to find the shopping cart later, enter a name for the shopping cart.  
In the approval preview, you can see who is responsible for approval of the shopping cart. You can also add new approvers here.

Name of Shopping Cart: (Work Location)\_Name of School - 6-23-11

Notes for Approval: (Work location)\_Name of the school - Voyager materials, K-2

[Approval Preview](#) | [Budget](#)

[Order](#) [Hold](#) [Refresh](#) [Check](#)

## 8. Press the **CHECK** bottom to check for errors. No errors should appear in the shopping cart.

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To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
P049800	<a href="#">STU MAT A FL VOYAGER PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30	EA 49.50 USD Per 1 EA	
P049810	<a href="#">TE KIT A PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1	EA 349.00 USD Per 1 EA	
P149800	<a href="#">STU MAT B FL VOYAGER PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30	EA 49.50 USD Per 1 EA	
P149810	<a href="#">TE KIT B PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1	EA 349.00 USD Per 1 EA	
P249800	<a href="#">STU MAT C FL VOYAGER PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30	EA 49.50 USD Per 1 EA	
P249810	<a href="#">TE KIT C PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1	EA 349.00 USD Per 1 EA	
<b>Total Value (Net) :</b>						<b>5,502.00 USD</b>

**Additional Specifications**

To make it easier to find the shopping cart later, enter a name for the shopping cart.  
In the approval preview, you can see who is responsible for approval of the shopping cart. You can also add new approvers here.

Name of Shopping Cart:

Notes for Approval:

[Approval Preview](#) | [Budget](#)

[Order](#) | [Hold](#) | [Refresh](#) | [Check](#)

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**Shop**

**Default Settings for Items**

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location: [MDCPS](#) [Display Details](#)

Cost Assignment: [Finances and Funds - 1962900](#) [Display Details](#)

[Extended Details](#)

**Add Items**

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

Search in Individual Catalogs:

- [Old Purchase Orders and Templates](#)
- [INSTRUCTIONAL MATERIALS - TEXTBOOKS ITEMS](#)
- [S & MD STOCK ITEMS](#)
- [M-DCPS CATALOG](#)
- [S & MD TEXTBOOKS ITEMS](#)

**Message from webpage**

Shopping cart (Work location)\_Name of school 6/13/11 has no errors and can be ordered

[OK](#)

## 9. Press the **ORDER** bottom to send for approval.

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To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
P049800	<a href="#">STU MAT A FL VOYAGER PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30	EA 49.50 USD Per 1 EA	
P049810	<a href="#">TE KIT A PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1	EA 349.00 USD Per 1 EA	
P149800	<a href="#">STU MAT B FL VOYAGER PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30	EA 49.50 USD Per 1 EA	
P149810	<a href="#">TE KIT B PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1	EA 349.00 USD Per 1 EA	
P249800	<a href="#">STU MAT C FL VOYAGER PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	30	EA 49.50 USD Per 1 EA	
P249810	<a href="#">TE KIT C PASSPORT</a>	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1	EA 349.00 USD Per 1 EA	
<b>Total Value (Net) :</b>						<b>5,502.00 USD</b>

**Additional Specifications**

To make it easier to find the shopping cart later, enter a name for the shopping cart.  
In the approval preview, you can see who is responsible for approval of the shopping cart. You can also add new approvers here.

Name of Shopping Cart:

Notes for Approval:

[Approval Preview](#) | [Budget](#)

[Order](#) | [Hold](#) | [Refresh](#) | [Check](#)

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**Action performed successfully**

Shopping Cart Created with Name/Number: (Work location)\_Name of school 6/13/11 / 1000415968

6 Items in Shopping Cart

Goods/Services	Description	Quantity	Category	Required on	Value
P049800	STU MAT A FL VOYAGER PASSPORT	30 Each	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1,485.00 USD
P049810	TE KIT A PASSPORT	1 Each	Paid Textbooks - State Adopted (Valuated)	06/23/2011	349.00 USD
P149800	STU MAT B FL VOYAGER PASSPORT	30 Each	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1,485.00 USD
P149810	TE KIT B PASSPORT	1 Each	Paid Textbooks - State Adopted (Valuated)	06/23/2011	349.00 USD
P249800	STU MAT C FL VOYAGER PASSPORT	30 Each	Paid Textbooks - State Adopted (Valuated)	06/23/2011	1,485.00 USD
P249810	TE KIT C PASSPORT	1 Each	Paid Textbooks - State Adopted (Valuated)	06/23/2011	349.00 USD
<b>Total Value (Net):</b>					<b>5,502.00 USD</b>

You can now print the shopping cart or display additional information, using the Check Status function  
 You can display whether the shopping cart has been approved or whether a purchase order has already been created  
[Print Shopping Cart](#)  
[Check Status](#)  
[Create new Shopping Cart](#)

10. A copy of the shopping cart will remain in the “SHOPPING CART STATUS and CHANGE” folder for school records.

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[Confirm Goods / Services](#)  
Enter Receiving and Returns for a Purchase Order

[Report Goods Substitution](#)  
Enter Vendor Evaluation for Unauthorized Goods Substitution

[Display Vendor Evaluation](#)  
View Vendor Evaluation Entries

[Funding Structure Conversion](#)  
Convert Legacy Funding Structure to SAP Format

[Shop \(Wizard\)](#)  
Basic 3-Step Shopping Wizard

[Shop \(One Screen\)](#)  
Consolidated Shopping Screen

[Shopping Cart Status and Change](#)  
Check the Status of and/or Change a Shopping Cart

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Shopping Cart Status and Change | History

**Shopping Cart Status**

Find Shopping Cart

Item Description:  Name of Shopping Cart:  Timeframe:  Status:

Role:  Number of Shopping Cart:  Product Category:  Purchase Order Number:

Bought on Behalf of: ☐ Including Completed Shopping Carts: ☒

[Start](#) [Simple Search](#)

**Search Result: 303 Shopping Cart**

Number	Name of Shopping Cart	Created on	Total Val.	Status	Action
1000415968	(Work location)_Name of school 6/13/11	06/23/2011	0.00 USD	Deleted	