

Follett Punch-out Catalog Business Process & Helpful Tips

Overview

In CCSD Portal

1. Log on to CCSD Portal
2. Create CCSD shopping cart
3. Add Item > Pre-owned Textbooks & Workbooks (opens Follett Catalog)

In Follett Catalog

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

In CCSD Portal

8. Order CCSD shopping cart

Business Process

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

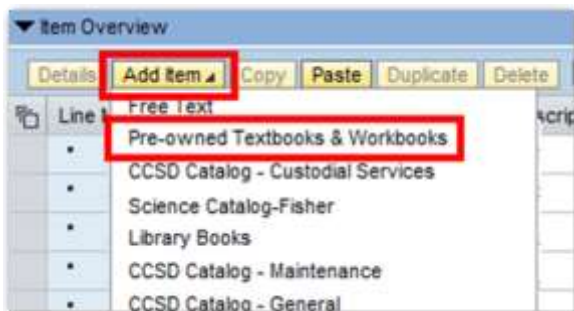


2. Create CCSD Shopping Cart

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

3. Open the Follett Catalog

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



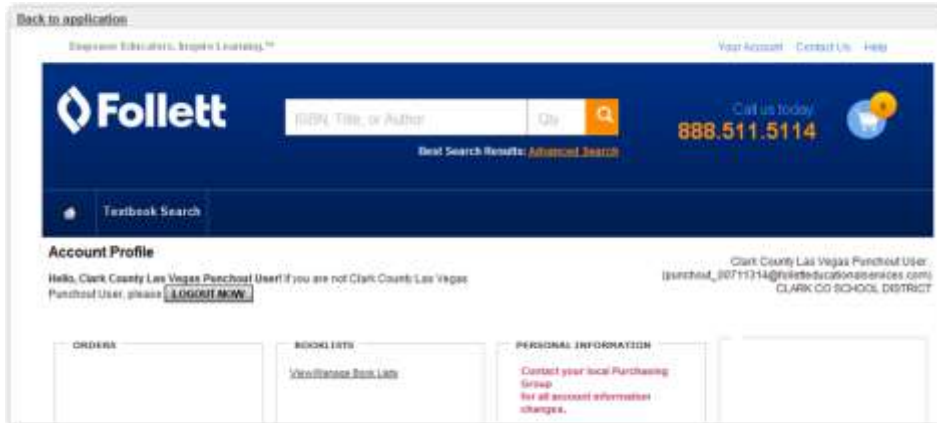
Note: If [Pre-owned Textbooks & Workbooks](#) is not displayed in the list, please create a service desk ticket requesting access to this catalog.

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If the following is displayed, click No.



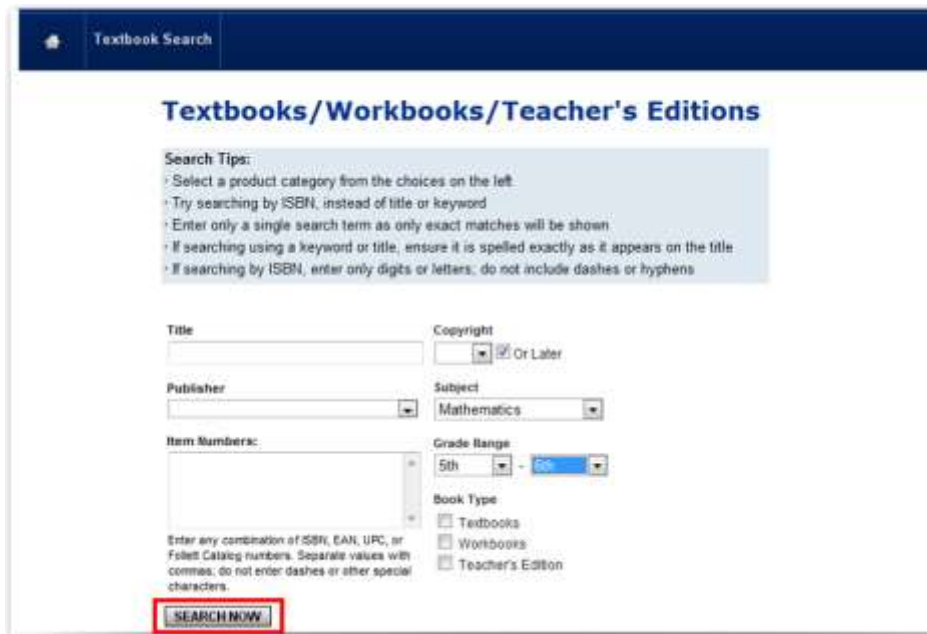
The window changes to Follett's website.



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

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

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



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

Search Results

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

Your search returned 2,227 titles [\[search again\]](#)

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

Page > | 1 | 2 | 3 | 4 | 5 | next Sort By [] Show > | 10 | 25 | 50 | 100 items per page

Image	Classification	Condition	Availability	List Price	Price	Qty
	Textbook	Used*	211 In Stock	\$65.88	\$31.20	<input type="text"/>
	Textbook	Used*	1-2 weeks	\$65.88	\$12.48	<input type="text"/>

5. Add items to Follett Shopping Cart

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

- Save all items with a quantity to the list
- Add all items with a quantity to the Follett cart
- Add this item to the list
 - Enter a quantity (Qty) for the item
 - Click
 - The following pop-up allows you to create a new list or save the items to an existing list.

Save Book To List X CLOSE

Add to list *Jordan*

Create a new list

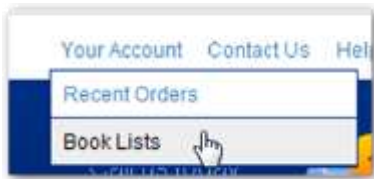
Add to saved list

Please select []

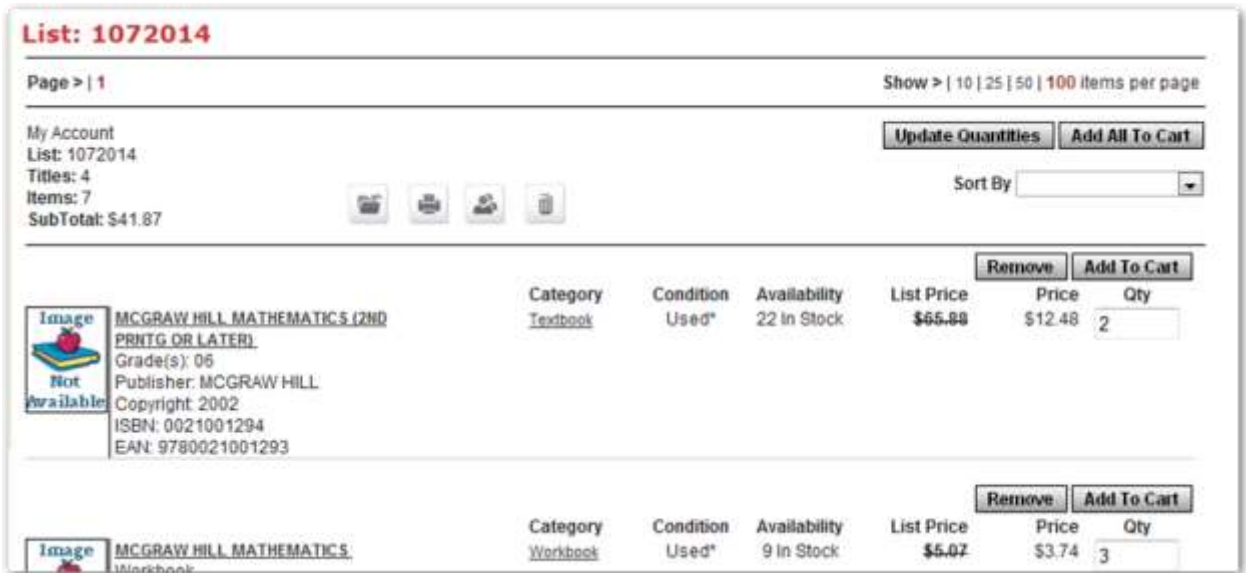
Save Cancel

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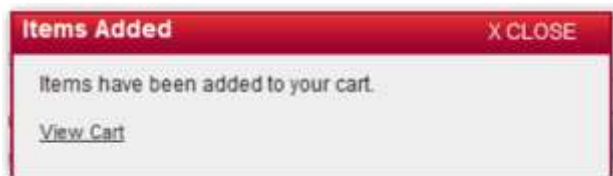
- View / Manage Book Lists
Once saved, choose [Your Account > Book Lists](#) at the top of the page to update and use your lists in the future. Items in a shopping list must be added to a Follett shopping cart before they can be ordered.



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



- **ADD TO CART**
 - Click **ADD TO CART** to create or add item(s) a Follett shopping cart
 - Click [View Cart](#).



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



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- The following screen is displayed upon clicking [View Cart](#). Within your Follett shopping cart (at this point it is not yet in your CCSD shopping cart) you can perform the following:
 - Click **UPDATE QTY** after you change the quantity of an item to update the quantity in the cart. (If you change the quantity of an item, but don't update, the change won't be saved)
 - Click **CONTINUE SHOPPING** to continue shopping for more items
 - Click **SAVE CART TO LIST** to save these items to a new shopping list (as shown above)
 - Click **CHECKOUT NOW** to start the check-out process

Note: Notice the Info section on the right side of the page. This gives you useful tips or information.

Empower Educators. Inspire Learning.™ Your Account Contact Us Help

Follett ISBN, Title, or Author Qty

Call us today: **888.511.5114**

Best Search Results: [Advanced Search](#)

Shopping Cart

UPDATE QTY **CONTINUE SHOPPING** **SAVE CART TO LIST** **CHECKOUT NOW**

Title	FES ID	ISBN	EAN	Condition	Price	Quantity	Total Price	Info
MCGRAW HILL MATHEMATICS (2ND PRNTG OR LATER)	723060	0021001286	9780021001286	Used	\$31.20	1	\$31.20	Please note: The quantities reflect your original request and may not reflect quantities we currently have in-stock and available to ship.

Sales Tax:
Follett applies applicable state taxes on non-exempt purchases
*Applicable tax applied at time of order submission.

Subtotal: **\$31.20**
Shipping/Handling:
Sales Tax:
Total:

Empty Shopping Cart

Note: Prices shown in red reflect special sale pricing.

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6. Start Checkout Process

Click **CHECKOUT NOW**

- The following screen is displayed:
 - Click **CONTINUE**
- **Note:** You can stop the ordering process by clicking [Exit checkout without placing order](#).

Review Billing/Shipping Payment Confirmation Need help? Call 1-800-621-4272

Follett

Review Order

UPDATE CART CONTINUE

Title	FE3 ID	ISBN	EAN	Cond	Price	Request Qty	Ord Qty	Total Price
MCGRAW HILL MATHEMATICS (2ND PRINT) OR LATER	725068	0521001298	9760021001298	Used	\$31.20	1	1	\$31.20

In stock, usually ships in 2-3 days

UPDATE CART CONTINUE

[Exit checkout without placing order](#)

Info: To remove items from your cart, uncheck the box to the left of the item's status line. When finished, select the UPDATE CART button to view your changes or the CONTINUE button to continue the checkout process without first reviewing your changes.

7. Submit Order (Transfer Items to CCSD Shopping Cart)

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

Review Billing/Shipping Payment Confirmation Need help? Call 1-800-621-4272

Follett

BACK SUBMIT ORDER

[Exit checkout without placing order](#)

- After clicking Submit Order information is passed back to the CCSD shopping cart as shown in the following screen shot:

Create Shopping Cart

Order Print Preview Close Save Check

Number: 2735782 Document Name: ZMITTOLL 01/07/2016 15:43 Status: In Process Created On: 01/07/2016 15:43:43 Created By: LAURE MITTON

Buy on Behalf of: 49756 LAURE MITTON Approval Note

Name of shopping cart: Math books gr 5

Default Settings: Set Values

Approval Process: Display / Edit Agents

Document Changes: Display

Delivery date: Use Delivery Date for all items:

Delivery Instruction:

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	Cur
1	Material	MCGRAW HILL MATHEMATICS GRADE 5	5510	Textbook Non-Adopted		1	EA	31.20	USD

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- The following information is passed to the CCSD shopping cart:
 - Description, Quantity, and Price of items from the Follett catalog
 - All items are mapped to Product Category 5510 (Textbook Non-Adopted)
 - The Follett Hold Number is passed to the shopping cart text field “Pre-Owned Textbook”. Follett uses this number to compare their shopping cart with the Purchase Order that is eventually created.
 - Supplier Product Number
 - The contract and vendor number are automatically assigned

Note: If you took over 15 minutes in the Follett catalog, you may get timed out. To avoid losing your data, either shop within 15 minutes, or use the previously noted functionality within Follett to create shopping lists.

8. Order the CCSD shopping cart:



- Click **Order** on the CCSD shopping cart
 - Workflow (Approval). If an individual line has a quantity of 39 or greater, a commodity level approval is required .
 - Once the CCSD shopping cart is approved, the Purchase Order is automatically created.

Helpful Tips:

1. Avoid losing your work if you take more than 15 minutes and time out. Save the catalog items to a Follett shopping list.
2. Do not change the quantity of items in the CCSD shopping cart. If the CCSD shopping cart does not match the Follett shopping cart, there is no guarantee the requestor will get the ordered items.
3. When ordering from a Follett Catalog, only click Submit Order once for each CCSD shopping cart. Each time Submit Order is clicked, a Follett Hold number is passed. Only one Hold number per CCSD shopping cart is allowed.