

Important Announcement

Effective **2/1/2016**, SAP will no longer support the use of Catalog Content Management (CCM). Follow the instructions below when creating your purchase requisitions.

What is changing?

The method you currently use to enter *CATALOG* requisitions (CCM) will be replaced with a process called "SOURCE DETERMINATION".

Why is it changing?

The software provider, SAP, will no longer support CCM. Source Determination was identified as an alternate method for entering purchase requisition information with minimal data entry.

Who will this change affect?

If you currently use CCM, you will need to begin using "Source Determination". The impact on order entry time should be minimal. The transition from CCM to Source Determination should only impact those with the "Requisitioner" role. If you do not create Purchase Requisitions, this change should not affect you.

When will this change occur?

Due to the fact that SAP will no longer support CCM, this change will be effective as of **February 1, 2016**.

Where do I learn how to use Source Determination?

Review the instructions included in this document to learn how to enter requisitions using "Source Determination". If you have any questions, contact the Procurement Process Analysts at 754-321-0532 or 754-321-0511.





Overview of Changes

Detailed instructions are included below. This section is intended to provide a high level overview of the upcoming changes.

ССМ	SOURCE DETERMINATION
1. Create Requisition Using CCM (SAP Catalog)	1. Create Requisition Using SAP Source Determination
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3. Materials were added to the shopping cart through the catalog Catalog Selection	3. Materials are added to the shopping cart by typing material #'s <i>Create Purchase Requisition</i> Document Overview On 口 时 Hold 论 即@Personal Setting

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Standard Requisition

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Source Determination

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Source Determination Instructions

1. Open the Source Determination Materials List

- a. Click the link below, or copy and paste it into your browser, to locate the Source Determination Materials List. (<u>https://webapp.browardschools.com/sap/default.aspx</u>)
- b. Search All Do not add any filters and click the "Search" box. All materials will be displayed.
- c. Search by text Use keywords to locate the material you are requesting, such as "Lenovo" or "Paper".
- d. Search by category Select the appropriate category from the dropdown menu to narrow your results.
- e. **Sort by field** Sort the results by selecting a field from the dropdown menu. This will sort the selected field alphabetically, such as; "Description" or "Vendor Name".
- f. Select a page size Increase/Decrease the number of results displayed per page.
- g. **Navigate pages** Use the arrows and numbers to navigate from page to page when the number of results exceeds the page size selected.
- h. Export results Click the green "Export" box to export your results to Excel



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Category	Description	Materia Number	Unit Price	Currency	Unit Measure	Material Group	Vendor #	Vendor Name	Agreement Number	Agreement Line
General Catalog Supplies	CRAYONS, CONSTRUCTION PAPER -CLASS PK	6004875	27.5	USD	РК	50	106992	ACE EDUCATIONAL SUPPLIES INC	4600001315	3
General Catalog Supplies	CRAYONS, CONSTRUCTION PAPER, 16 COUNT	6005980	0.99	USD	SET	50	106992	ACE EDUCATIONAL SUPPLIES INC	4600001315	4
General Catalog Supplies	HAND SANITIZER, INSTANT FOAM	6005860	22.38	USD	EA	485	106256	DADE PAPER COMPANY	4600001284	2
General Catalog Supplies	PAPER CONSTRUCTION, 18"X 24" SKY BLUE	6000897	69.15	USD	cs	785	108356	SCHOOL SPECIALTY	4600001320	29
General Catalog Supplies	PAPER, BROWN KRAFT 24"X1000', 50# WEIGHT	6000698	21.9	USD	RO	640	108356	SCHOOL SPECIALTY	4600000577	3
General Catalog Supplies	PAPER, BROWN KRAFT, 36"X1000', 50# WEIGH	6000699	31.97	USD	RO	640	108356	SCHOOL SPECIALTY	4600000577	4
General Catalog Supplies	PAPER, BROWN KRAFT, 48" X 1000', 50#	6000700	43.05	USD	RO	640	108356	SCHOOL SPECIALTY	4600000577	5
General Catalog Supplies	PAPER, CARBONLESS, 8-1/2 X 14 FIVE PART	6001296	68.25	USD	ст	645	110660	XPEDEX (DILLARD - MIAMI)	4600000692	14
General Catalog Supplies	PAPER, CARBONLESS, 8-1/2X11,2 PART REV.	6000722	55.05	USD	ст	645	110660	XPEDEX (DILLARD - MIAMI)	4600000692	1
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General Catalog Supplies	PAPER, CARBONLESS, 8-1/2X11,3 PART REV.	6000723	62.15	USD	ст	645	110660	XPEDEX (DILLARD - MIAMI)	4600000692	2



2. In SAP, Open Transaction ME51N (Create Purchase Requisition)



3. IMPORTANT: In ME51N, the FIRST thing you should do is click the box for 'Source Determination'
 a. Neglecting to do so will prevent the Source Determination process from completing successfully

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4. Enter your contact information in the Header section of the Purchase Requisition

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5. Enter the Material Number from the Source Determination Materials List (See Step 1) and the quantity you are requesting.

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6. Click 'Enter' on your keyboard. Notice details for the material you entered have been added.

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7. Scroll to the right in the item overview to ensure the Fixed Vendor, POrg, Agreement, and Item have been added.

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 In the 'Item Details' section enter the 'Accounting Assignment' information in the spaces provided. Click 'Enter'. NOTE: Click the 'Repeat On' icon BEFORE proceeding to additional lines to apply accounting to the next line.

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9. Repeat Steps 5-9 as needed per line item

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