

## 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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>February 2016</b>						
	1 	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
29	29	Notes:				

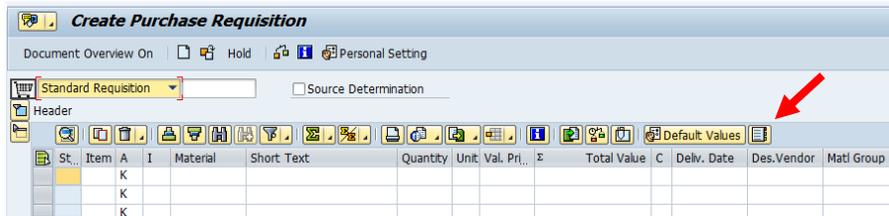
## Overview of Changes

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

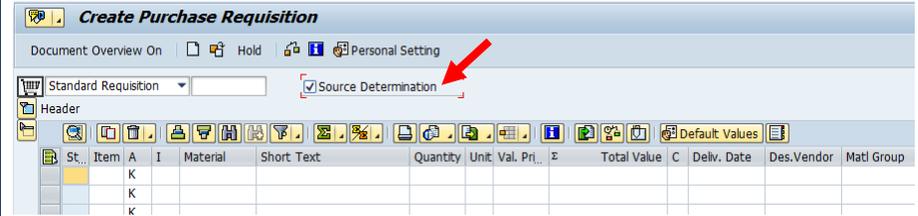
### CCM

### SOURCE DETERMINATION

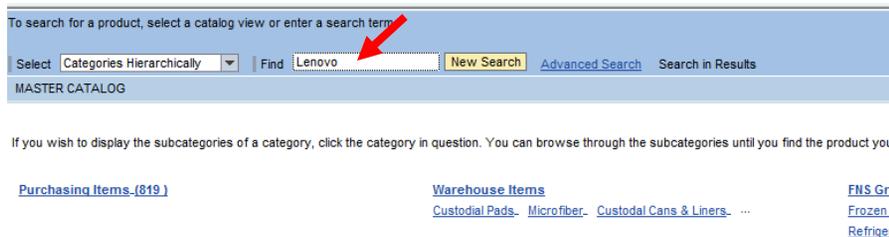
#### 1. Create Requisition Using CCM (SAP Catalog)



#### 1. Create Requisition Using SAP Source Determination

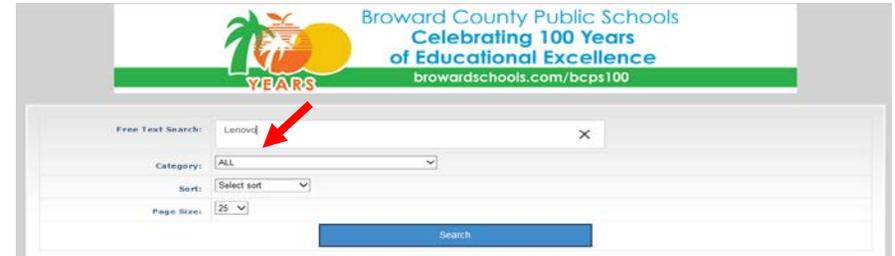


#### 2. Materials were located by searching in SAP

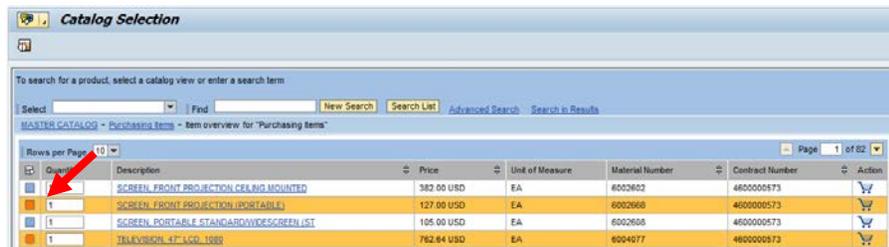


[Purchasing Items \(819\)](#)
[Warehouse Items](#)
[FNS Grc](#)  
[Custodial Pads- Microfiber-](#)
[Custodial Cans & Liners-](#)
[Frozen / Refriger](#)

#### 2. Materials are located by searching a Website

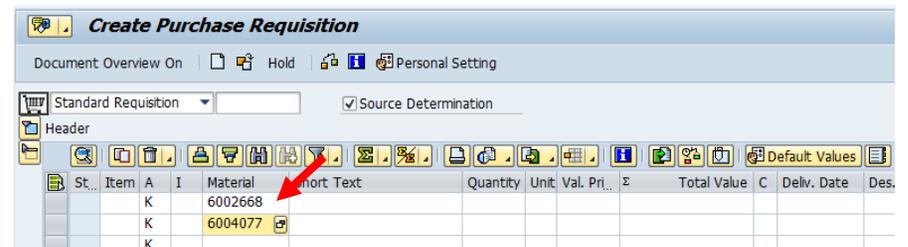


#### 3. Materials were added to the shopping cart through the catalog



Quantity	Description	Price	Unit of Measure	Material Number	Contract Number	Action
1	SCREEN_FRONT PROJECTION CEILING MOUNTED	382.00 USD	EA	6002602	4600000573	
1	SCREEN_FRONT PROJECTION (PORTABLE)	127.00 USD	EA	6002668	4600000573	
1	SCREEN PORTABLE STANDARD WIDESCREEN LIST	105.00 USD	EA	6002688	4600000573	
1	TELEVISION 47" LCD 1080	762.84 USD	EA	6004077	4600000573	

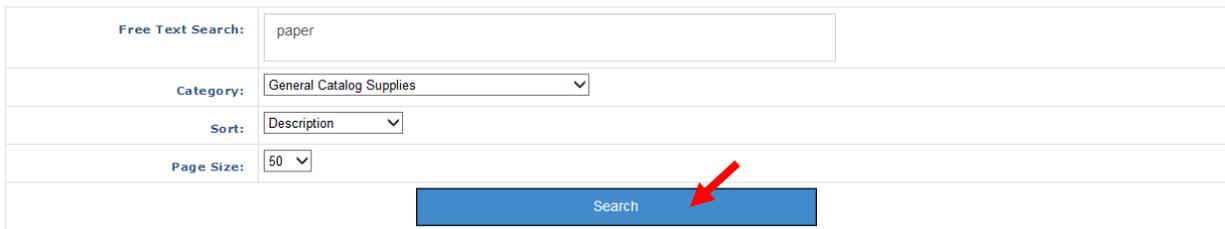
#### 3. Materials are added to the shopping cart by typing material #'s



# 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. (<https://webapp.browardschools.com/sap/default.aspx>)
- 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

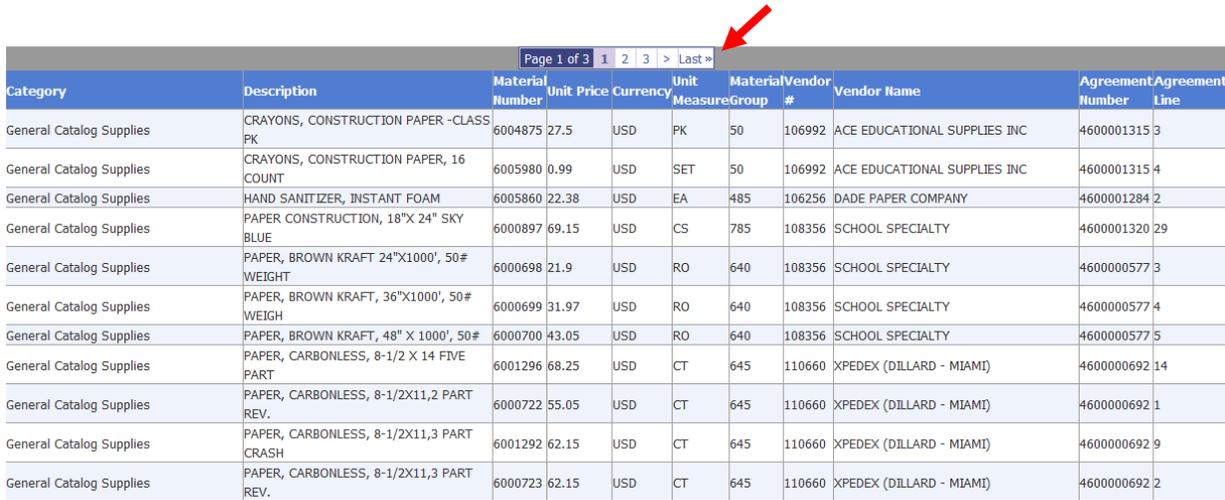


Free Text Search:

Category:

Sort:

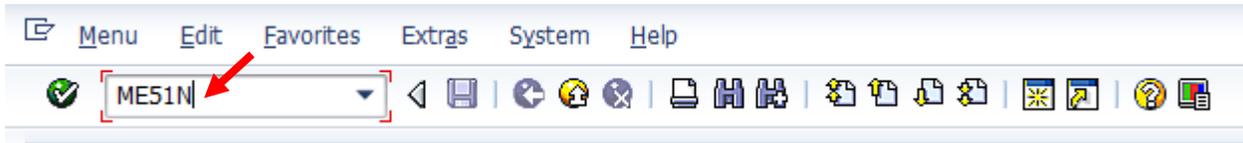
Page Size:



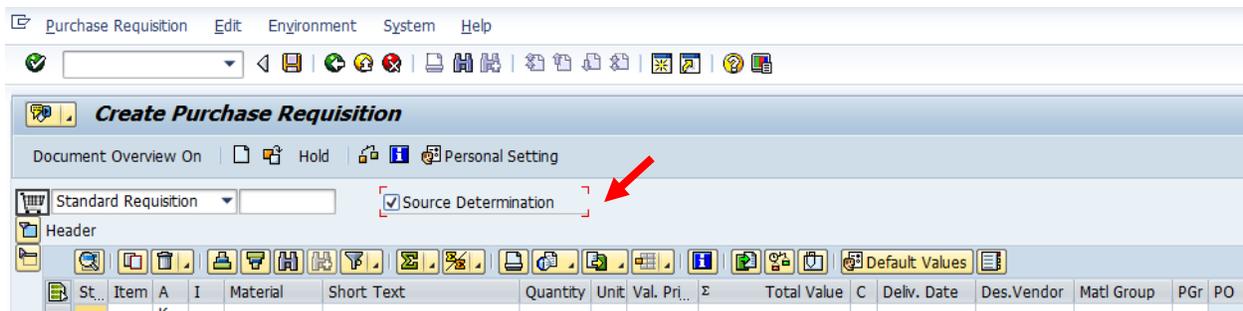
Page 1 of 3 1 2 3 > Last »

Category	Description	Material 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	PK	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	CT	645	110660	XPEDEX (DILLARD - MIAMI)	4600000692	14
General Catalog Supplies	PAPER, CARBONLESS, 8-1/2X11,2 PART REV.	6000722	55.05	USD	CT	645	110660	XPEDEX (DILLARD - MIAMI)	4600000692	1
General Catalog Supplies	PAPER, CARBONLESS, 8-1/2X11,3 PART CRASH	6001292	62.15	USD	CT	645	110660	XPEDEX (DILLARD - MIAMI)	4600000692	9
General Catalog Supplies	PAPER, CARBONLESS, 8-1/2X11,3 PART REV.	6000723	62.15	USD	CT	645	110660	XPEDEX (DILLARD - MIAMI)	4600000692	2

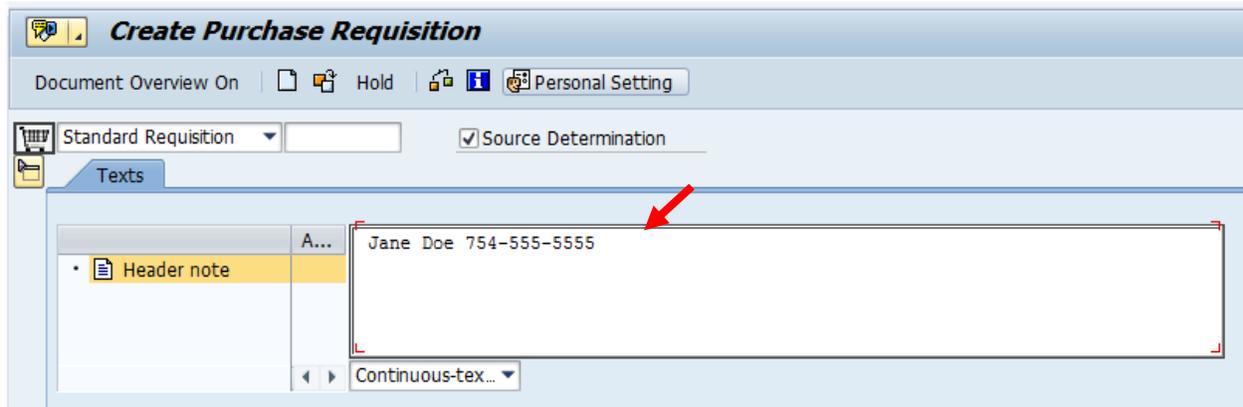
- In SAP, Open Transaction **ME51N** (Create Purchase Requisition)



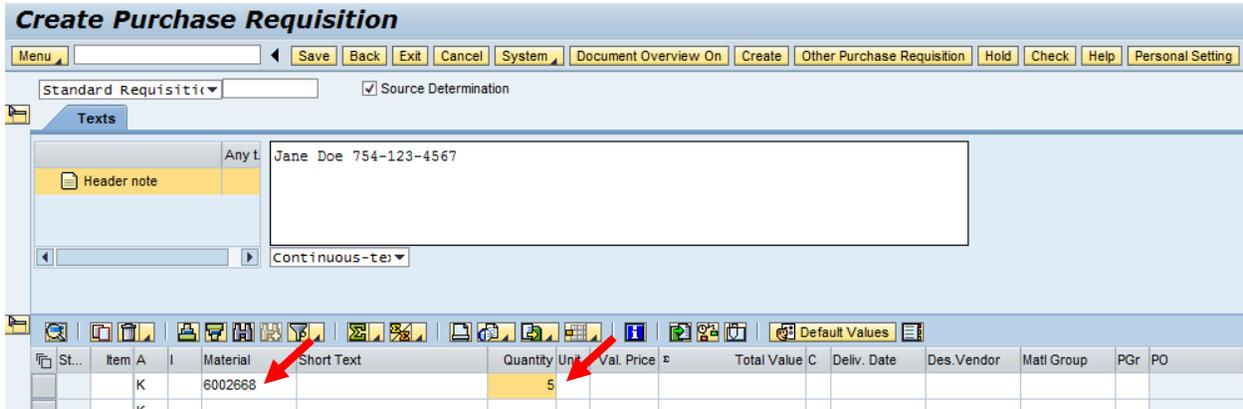
- IMPORTANT:** In ME51N, the **FIRST** thing you should do is click the box for 'Source Determination'
  - Neglecting to do so will prevent the Source Determination process from completing successfully



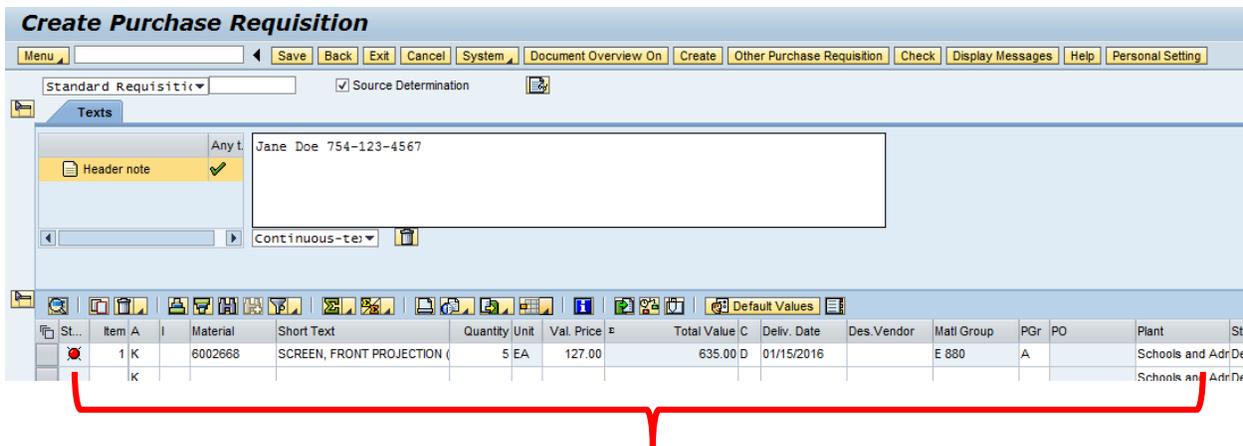
- Enter your contact information in the **Header** section of the Purchase Requisition



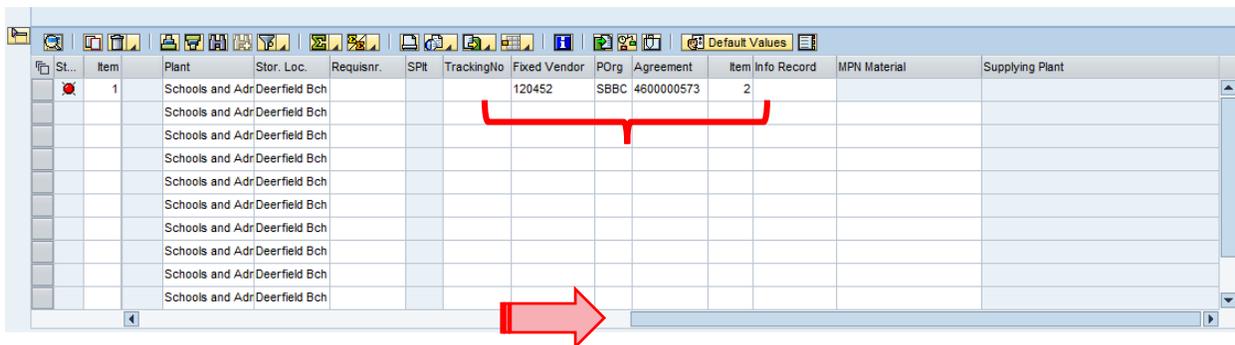
- Enter the **Material Number** from the Source Determination Materials List (See Step 1) and the **quantity** you are requesting.



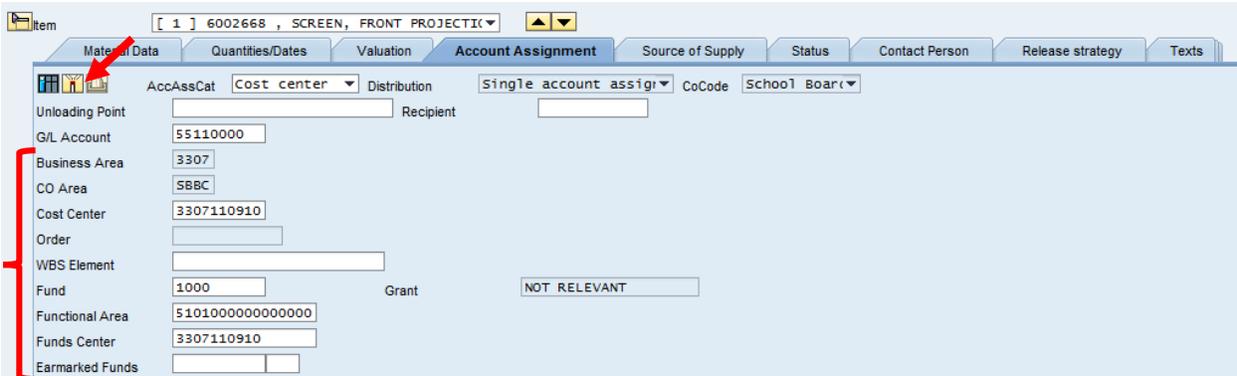
- Click 'Enter' on your keyboard. Notice details for the material you entered have been added.



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



- 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.



Item [ 1 ] 6002668 , SCREEN, FRONT PROJECTI

Material Data Quantities/Dates Valuation **Account Assignment** Source of Supply Status Contact Person Release strategy Texts

AccAssCat Cost center Distribution Single account assign CoCode School Board

Unloading Point Recipient

GL Account 55110000

Business Area 3307

CO Area SBBC

Cost Center 3307110910

Order

WBS Element

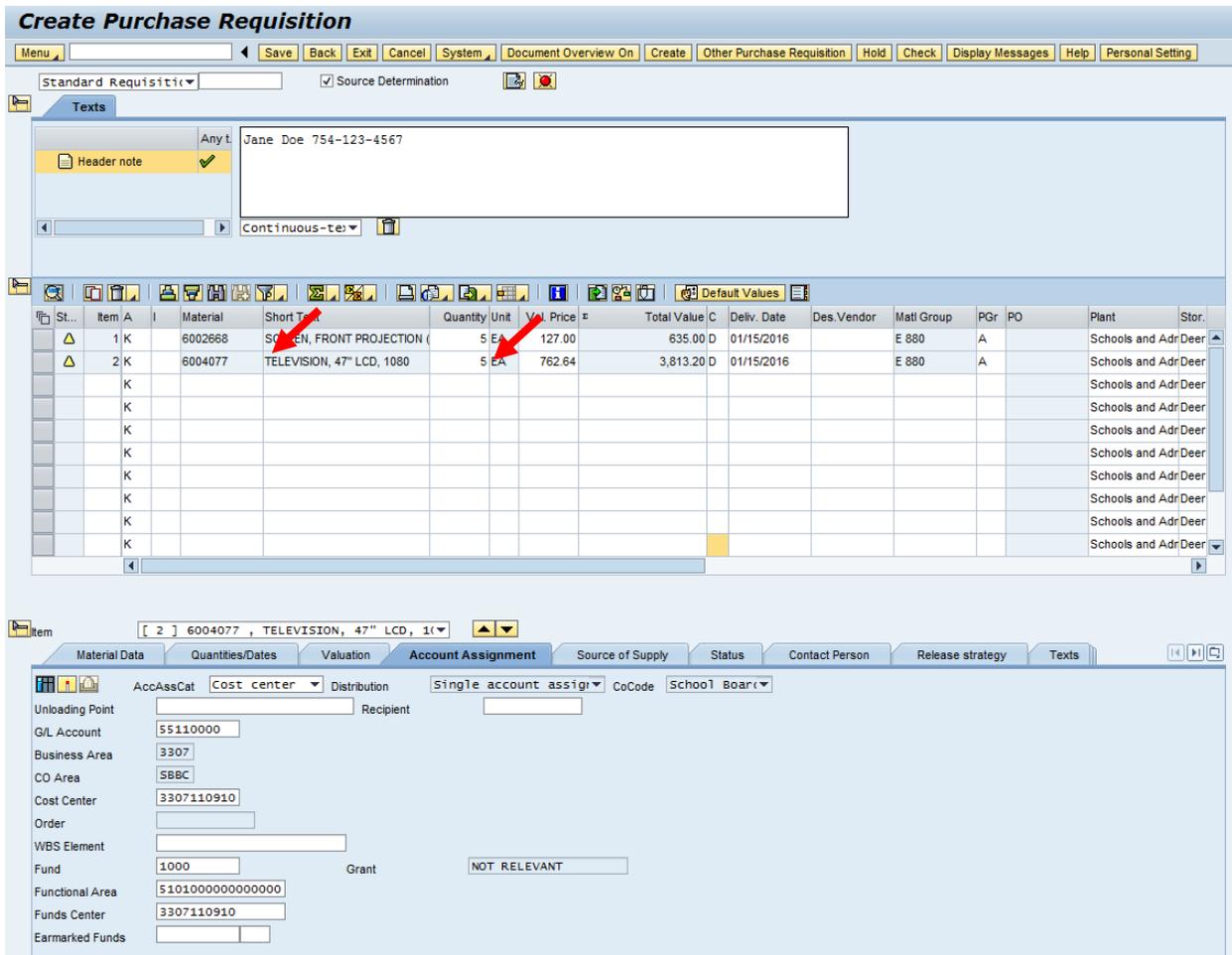
Fund 1000 Grant NOT RELEVANT

Functional Area 5101000000000000

Funds Center 3307110910

Earmarked Funds

- Repeat Steps 5-9 as needed per line item



**Create Purchase Requisition**

Menu Save Back Exit Cancel System Document Overview On Create Other Purchase Requisition Hold Check Display Messages Help Personal Setting

Standard Requisition Source Determination

Texts

Any Jane Doe 754-123-4567

Header note

Continuous-te

St...	Item	A	I	Material	Short Text	Quantity	Unit	Val. Price	Total Value	C	Deliv. Date	Des. Vendor	Matl Group	PGr	PO	Plant	Stor.
	1	K		6002668	SCREEN, FRONT PROJECTION (	5	EA	127.00	635.00	D	01/15/2016		E 880	A		Schools and Adr	Deer
	2	K		6004077	TELEVISION, 47" LCD, 1080	5	EA	762.64	3,813.20	D	01/15/2016		E 880	A		Schools and Adr	Deer
		K														Schools and Adr	Deer
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		K														Schools and Adr	Deer

Item [ 2 ] 6004077 , TELEVISION, 47" LCD, 1080

Material Data Quantities/Dates Valuation **Account Assignment** Source of Supply Status Contact Person Release strategy Texts

AccAssCat Cost center Distribution Single account assign CoCode School Board

Unloading Point Recipient

GL Account 55110000

Business Area 3307

CO Area SBBC

Cost Center 3307110910

Order

WBS Element

Fund 1000 Grant NOT RELEVANT

Functional Area 5101000000000000

Funds Center 3307110910

Earmarked Funds

End of Instructions