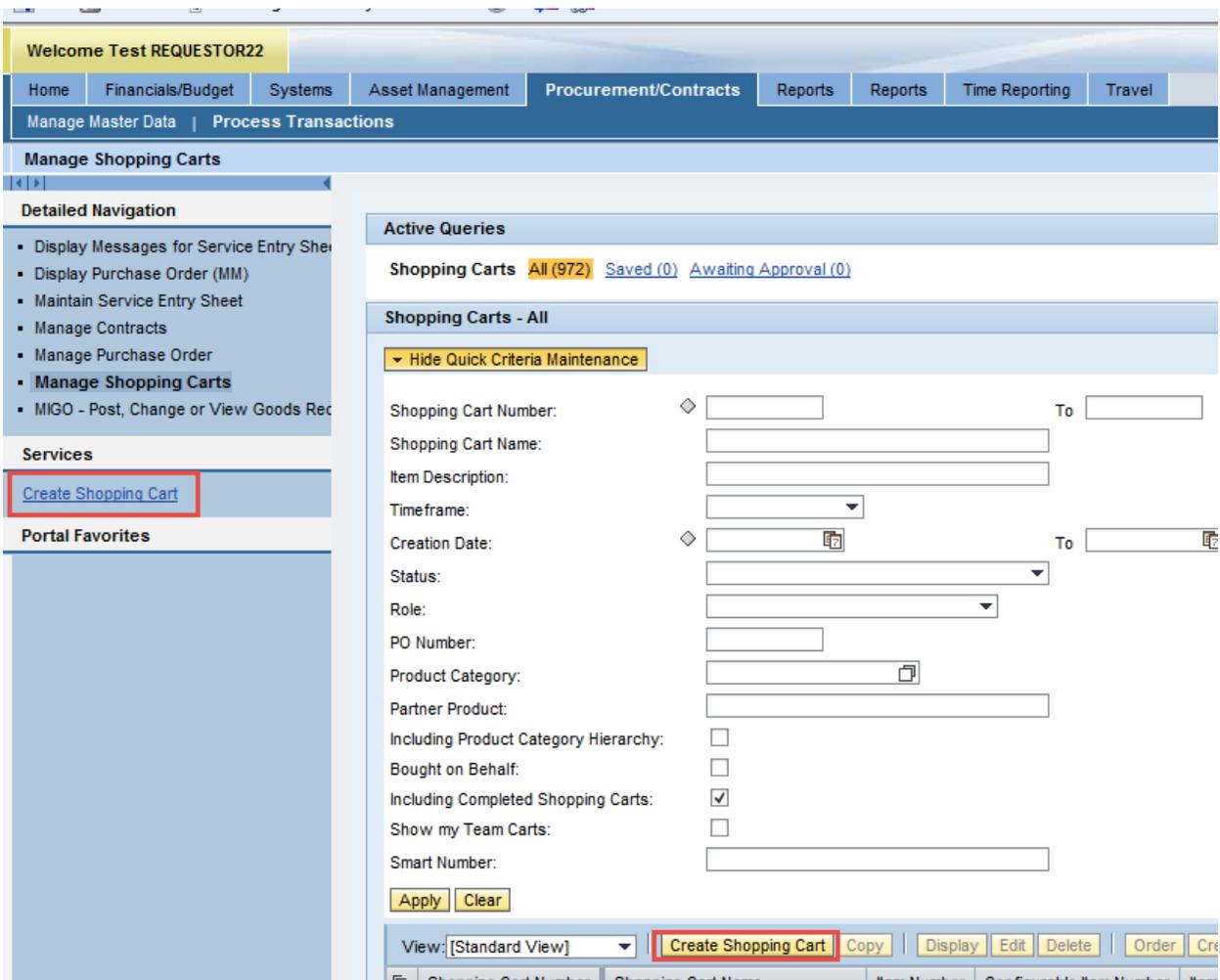


For Internal and External Purchases

Starting July 1, 2016 there will be only one place to change the **Delivery Address / Storage Location** for Stock Transport Orders (STO's) and External Purchase Orders.

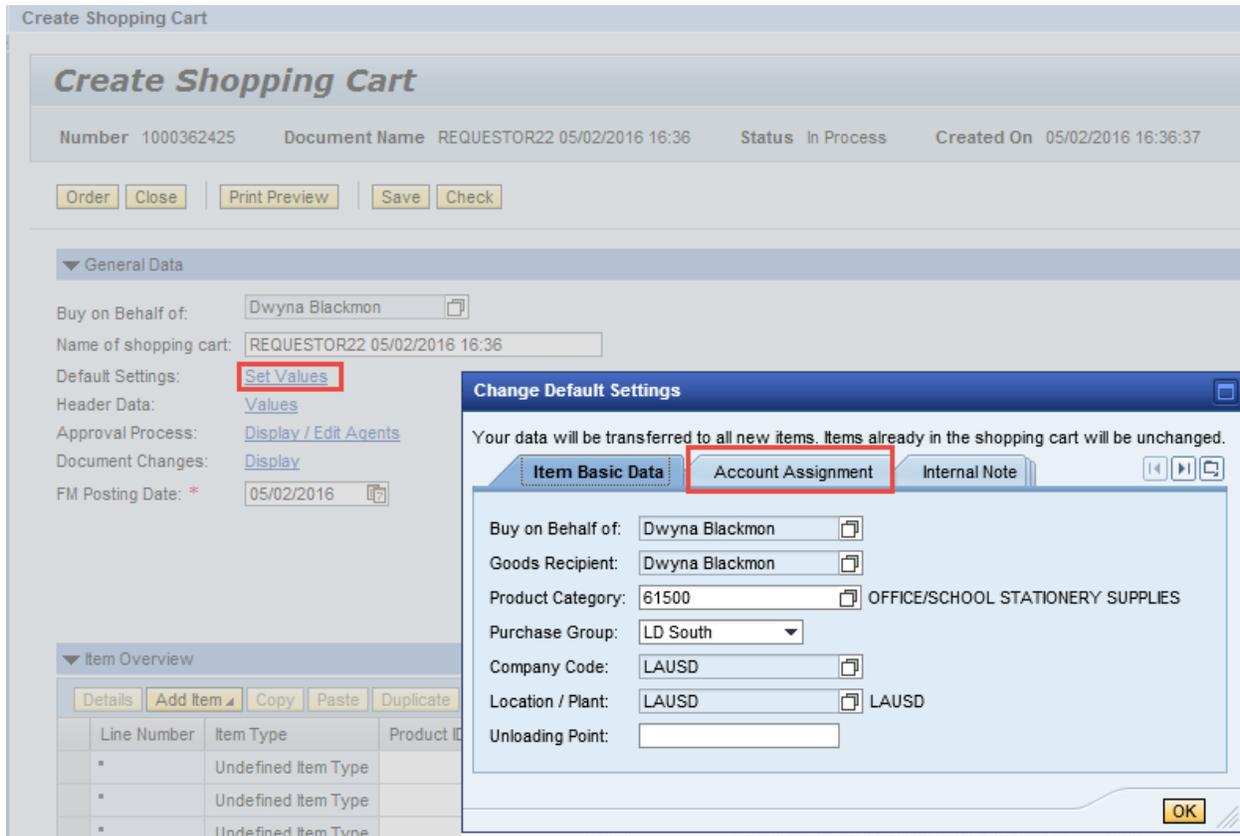
1. From the *Manage Shopping Carts* area, click on either of the “Create Shopping Cart” links.



The screenshot shows the 'Manage Shopping Carts' interface. On the left, there is a 'Detailed Navigation' menu with 'Manage Shopping Carts' selected. Below it, a 'Services' section contains a link for 'Create Shopping Cart' which is highlighted with a red box. The main area displays 'Active Queries' for Shopping Carts, showing counts for All (972), Saved (0), and Awaiting Approval (0). Below this is a search form titled 'Shopping Carts - All' with a 'Hide Quick Criteria Maintenance' button. The form includes fields for Shopping Cart Number, Name, Description, Timeframe, Creation Date, Status, Role, PO Number, Product Category, Partner Product, and checkboxes for 'Including Product Category Hierarchy', 'Bought on Behalf', 'Including Completed Shopping Carts', and 'Show my Team Carts'. There are 'Apply' and 'Clear' buttons at the bottom of the form. At the very bottom, a table header is visible with a 'Create Shopping Cart' button highlighted in red.

For Internal and External Purchases

2. Click the **Set Values** link and, then, click on the **Account Assignment** to view all available tabs.



The screenshot displays the 'Create Shopping Cart' interface. At the top, the title 'Create Shopping Cart' is shown. Below it, the document details are: Number 1000362425, Document Name REQUESTOR22 05/02/2016 16:36, Status In Process, and Created On 05/02/2016 16:36:37. Action buttons include Order, Close, Print Preview, Save, and Check.

The 'General Data' section contains the following fields:
Buy on Behalf of: Dwyna Blackmon
Name of shopping cart: REQUESTOR22 05/02/2016 16:36
Default Settings: **Set Values** (highlighted)
Header Data: Values
Approval Process: Display / Edit Agents
Document Changes: Display
FM Posting Date: * 05/02/2016

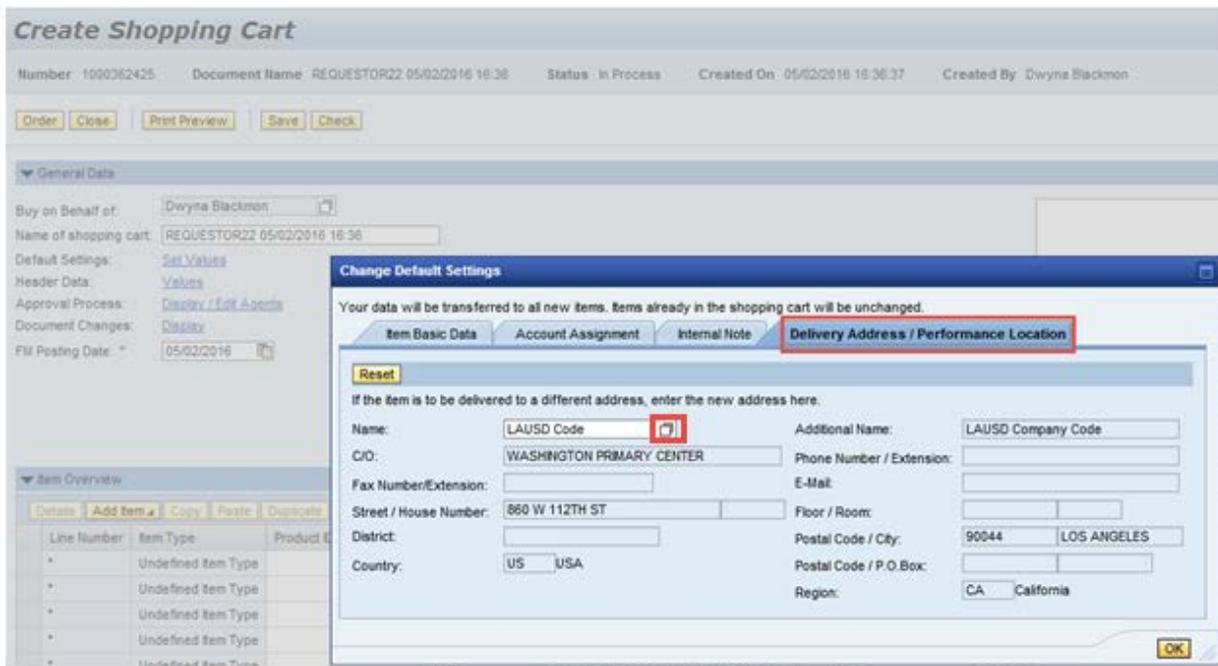
The 'Item Overview' section shows a table with columns for Line Number, Item Type, and Product ID. The table contains three rows, all with 'Undefined Item Type'.

The 'Change Default Settings' dialog box is open, showing a warning: 'Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.' The dialog has three tabs: Item Basic Data, **Account Assignment** (highlighted), and Internal Note. The 'Account Assignment' tab contains the following fields:
Buy on Behalf of: Dwyna Blackmon
Goods Recipient: Dwyna Blackmon
Product Category: 61500 OFFICE/SCHOOL STATIONERY SUPPLIES
Purchase Group: LD South
Company Code: LAUSD
Location / Plant: LAUSD LAUSD
Unloading Point: (empty field)

An 'OK' button is located at the bottom right of the dialog box.

For Internal and External Purchases

3. Click the **Delivery Address/Performance Location** tab. Click on the match code under the name field.



Create Shopping Cart

Number: 1000362425 Document Name: REQUESTOR22 05/02/2016 16:36 Status: In Process Created On: 05/02/2016 16:36:37 Created By: Dwyne Blackmon

[Order](#) [Close](#) [Print Preview](#) [Save](#) [Check](#)

General Data

Buy on Behalf of: Dwyne Blackmon
Name of shopping cart: REQUESTOR22 05/02/2016 16:36
Default Settings: [Set Values](#)
Header Data: [Values](#)
Approval Process: [Display / Edit Account](#)
Document Changes: [Display](#)
Firm Posting Date: 05/02/2016

Item Overview

| Line Number | Item Type | Product |
|-------------|---------------------|---------|
| * | Undefined Item Type | |

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

[Item Basic Data](#) [Account Assignment](#) [Internal Note](#) **[Delivery Address / Performance Location](#)**

[Reset](#)

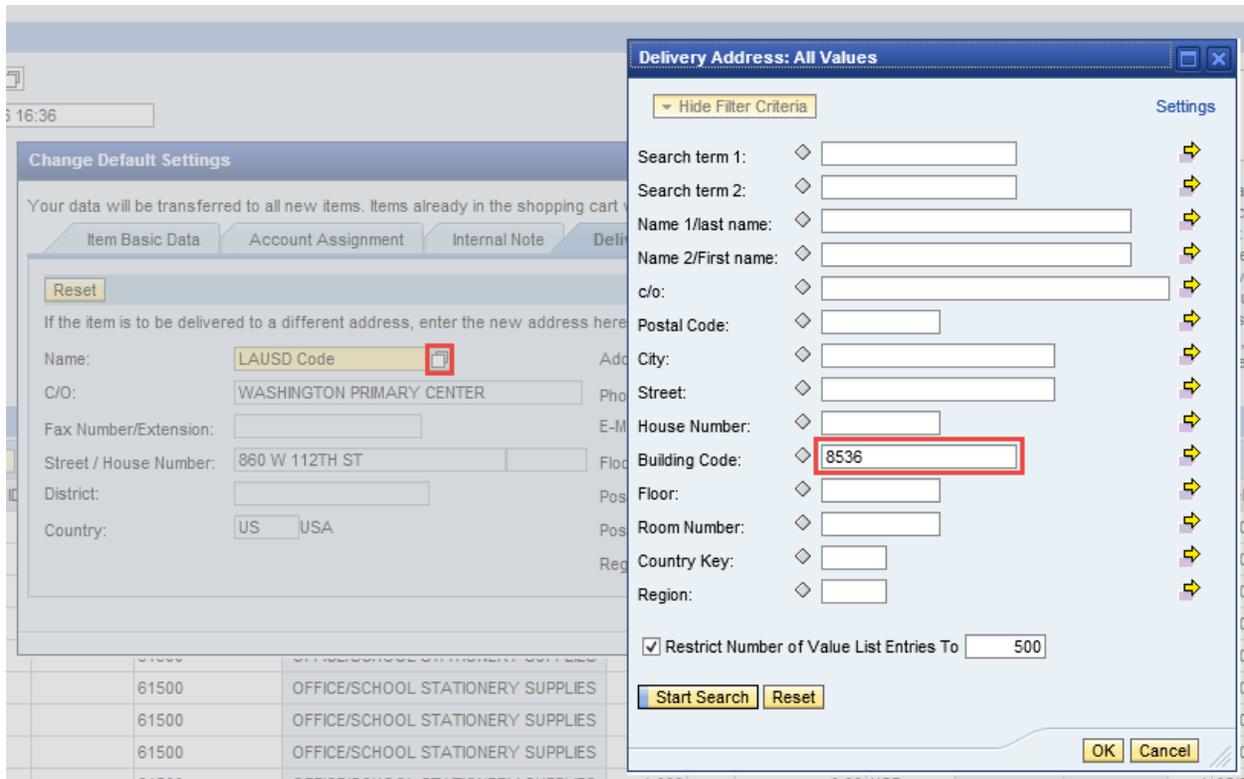
If the item is to be delivered to a different address, enter the new address here.

| | | | |
|------------------------|----------------------------------------------------------------------------------------------|---------------------------|----------------------|
| Name: | LAUSD Code  | Additional Name: | LAUSD Company Code |
| C/O: | WASHINGTON PRIMARY CENTER | Phone Number / Extension: | |
| Fax Number/Extension: | | E-Mail: | |
| Street / House Number: | 860 W 112TH ST | Floor / Room: | |
| District: | | Postal Code / City: | 90044 LOS ANGELES |
| Country: | US USA | Postal Code / P.O. Box: | |
| | | Region: | CA California |

[OK](#)

For Internal and External Purchases

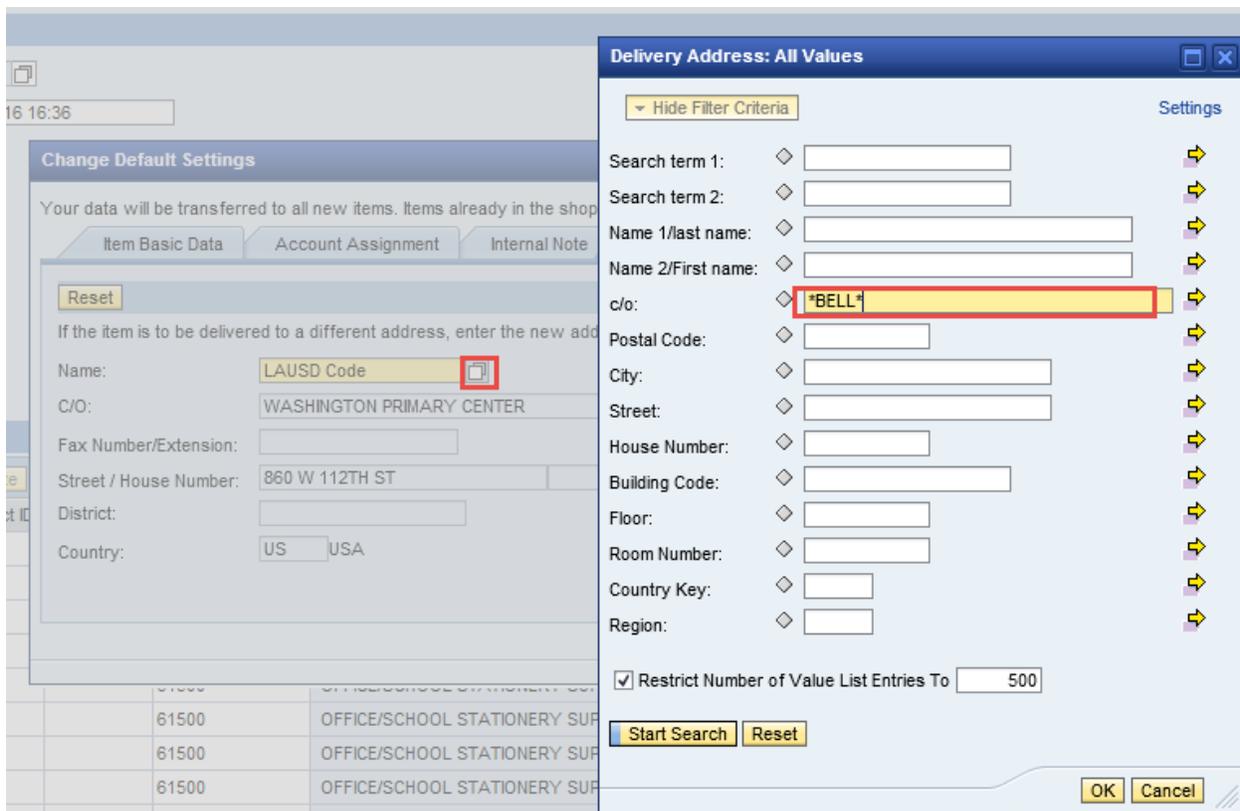
- The **Building Code** field stores the IFS location code which is the same as the SAP **Storage Location**. Use this field to search for a delivery location that is other than the one defaulted.



The screenshot displays the SAP 'Delivery Address: All Values' dialog box. The 'Settings' tab is active, showing a list of search criteria fields. The 'Building Code' field is highlighted with a red box and contains the value '8536'. Other fields include Search term 1, Search term 2, Name 1/last name, Name 2/First name, c/o, Postal Code, City, Street, House Number, Floor, Room Number, Country Key, and Region. A checkbox for 'Restrict Number of Value List Entries To' is checked and set to 500. The background shows the 'Change Default Settings' window with a 'LAUSD Code' field highlighted in yellow and a red box around it.

For Internal and External Purchases

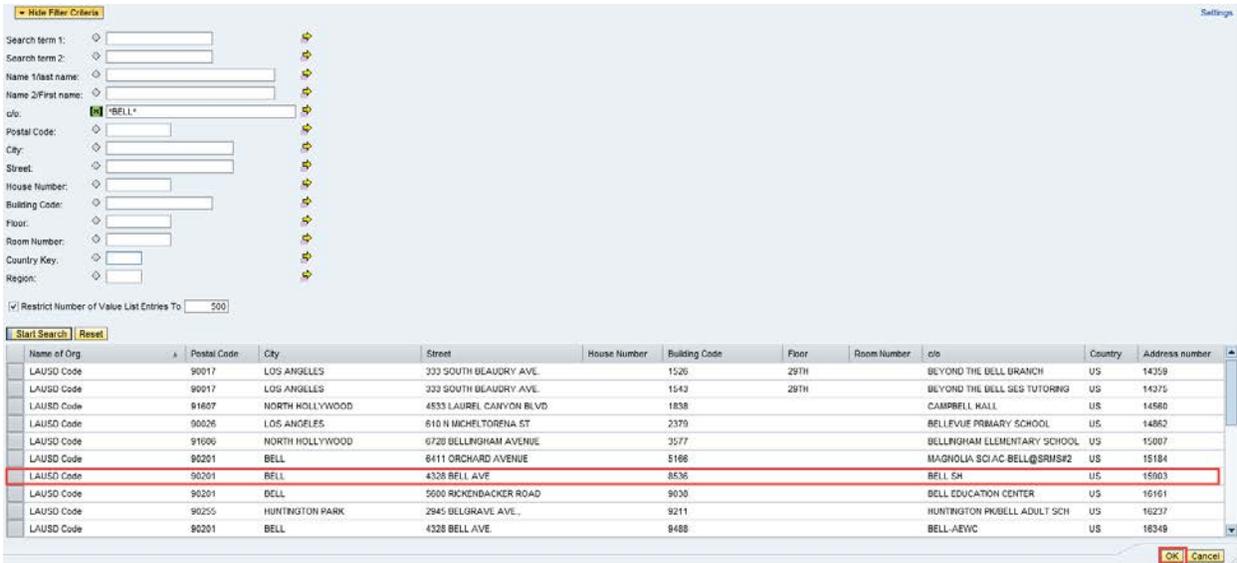
- Another option is to use the **C/O** field; make sure that the entry is in capital letters and use the * (wild card) for better results. Remember, if the word is enclosed by the wild card (*) the query will pull any record that contains the word. The wild card placed only at the beginning of the word will retrieve records that end with the word. The wild card placed only at the end of the word will retrieve records that begin with the word.



The screenshot shows two overlapping windows from a software application. The background window is titled "Change Default Settings" and contains a form for updating delivery information. The foreground window is titled "Delivery Address: All Values" and is a search filter dialog. In the search dialog, the "c/o:" field is highlighted with a red border and contains the text "*BELL*". Other fields in the search dialog include "Search term 1:", "Search term 2:", "Name 1/last name:", "Name 2/First name:", "Postal Code:", "City:", "Street:", "House Number:", "Building Code:", "Floor:", "Room Number:", "Country Key:", and "Region:". At the bottom of the search dialog, there is a checkbox for "Restrict Number of Value List Entries To" set to 500, and buttons for "Start Search" and "Reset".

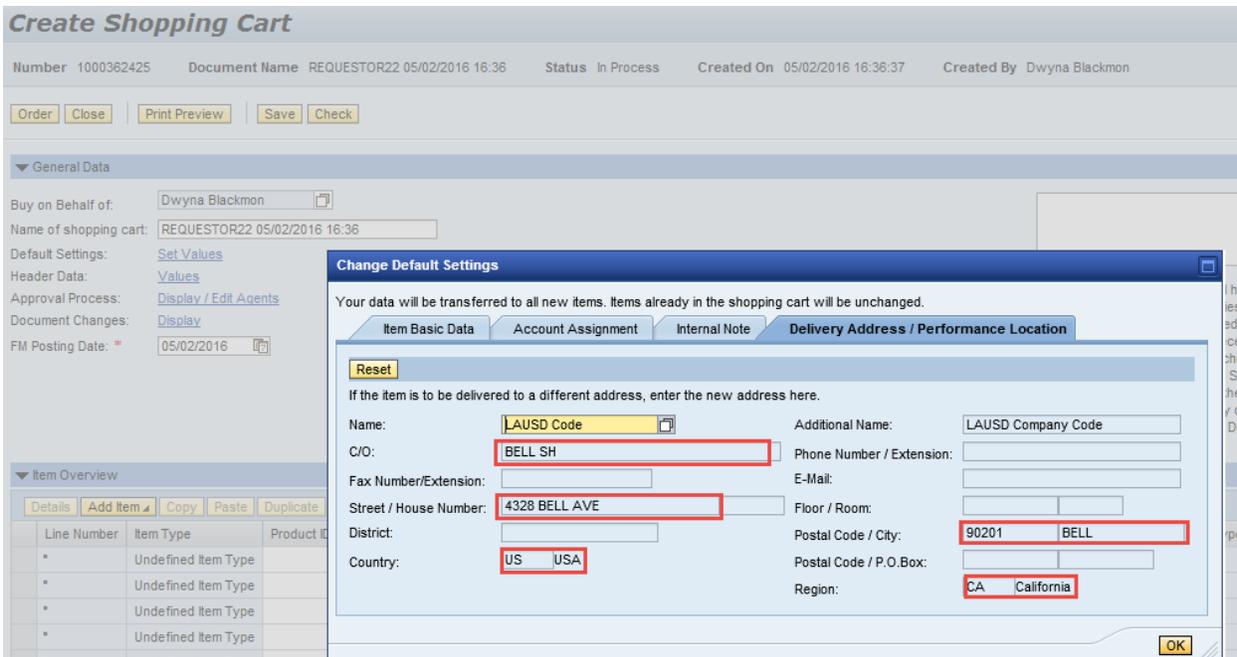
For Internal and External Purchases

6. The results will display as seen below; select the correct address and click OK.



| Name of Org | Postal Code | City | Street | House Number | Building Code | Floor | Room Number | c/o | Country | Address number |
|-------------|-------------|-----------------|-------------------------|--------------|---------------|-------|-------------|------------------------------|---------|----------------|
| LAUSD Code | 90017 | LOS ANGELES | 333 SOUTH BLAUDRY AVE. | | 1526 | 29TH | | BEYOND THE BELL BRANCH | US | 14359 |
| LAUSD Code | 90017 | LOS ANGELES | 333 SOUTH BLAUDRY AVE. | | 1543 | 29TH | | BEYOND THE BELL SEG TUTORING | US | 14375 |
| LAUSD Code | 91607 | NORTH HOLLYWOOD | 4533 LAUREL CANYON BLVD | | 1838 | | | CAMPBELL HALL | US | 14560 |
| LAUSD Code | 90026 | LOS ANGELES | 810 N MICHELTORENA ST | | 2379 | | | BELLEVUE PRIMARY SCHOOL | US | 14862 |
| LAUSD Code | 91606 | NORTH HOLLYWOOD | 6720 BELLINGHAM AVENUE | | 3577 | | | BELLINGHAM ELEMENTARY SCHOOL | US | 15007 |
| LAUSD Code | 90201 | BELL | 8411 ORCHARD AVENUE | | 5168 | | | MAGNOLIA SCI AC BELL@SRMS#2 | US | 15184 |
| LAUSD Code | 90201 | BELL | 4328 BELL AVE | | 8536 | | | BELL SH | US | 15003 |
| LAUSD Code | 90201 | BELL | 5000 RICKENBACHER ROAD | | 9030 | | | BELL EDUCATION CENTER | US | 16161 |
| LAUSD Code | 90255 | HUNTINGTON PARK | 2945 BELGRAVE AVE., | | 9211 | | | HUNTINGTON PK@BELL ADULT SCH | US | 16237 |
| LAUSD Code | 90201 | BELL | 4328 BELL AVE. | | 9468 | | | BELL-AEWC | US | 16349 |

7. The default location will be overwritten with the new change and the name and address will appear on the shopping cart.



Create Shopping Cart

Number: 1000362425 | Document Name: REQUESTOR22 05/02/2016 16:36 | Status: In Process | Created On: 05/02/2016 16:36:37 | Created By: Dwynna Blackmon

Buy on Behalf of: Dwynna Blackmon

Name of shopping cart: REQUESTOR22 05/02/2016 16:36

Default Settings: [Set Values](#)

Header Data: [Values](#)

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

FM Posting Date: 05/02/2016

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Delivery Address / Performance Location

Reset

If the item is to be delivered to a different address, enter the new address here.

Name: LAUSD Code | Additional Name: LAUSD Company Code

C/O: BELL SH | Phone Number / Extension:

Fax Number/Extension:

E-Mail:

Street / House Number: 4328 BELL AVE | Floor / Room:

District: | Postal Code / City: 90201 BELL

Country: US USA | Postal Code / P.O.Box:

Region: CA California

For Internal and External Purchases

- The **Storage Location** will display at the line level under the Item Data tab and will show the number and name of the location that the goods are to be delivered to.

NOTE: The STO allows only one Storage Location per order.

Details for item 1 PAPER XEROX WHITE 8.5X11 HI SPEED 10/CSE

Item Data | Account Assignment | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents | Availability | Approval Process Overview

Identification

Item Type: Material
 Product ID: 6453330110
 Description: PAPER XEROX WHITE 8.5X11 HI SPEED 10/CSE
 Product Category: 64500 PAPER (FOR OFFICE AND PRINT SHOP USE)
 Order as Direct Material:
 Period of Performance:
 Option Type:
 Subcontracting:
 Company Code: 1000 LAUSD
 Supplier Product Number:
Organization
 Purchasing Group: LD South Show Members
 Manufacturer Part Number:

Currency, Values and Pricing

Order Quantity / Unit: 1 CSE Case
 Ordered Quantity / Unit: 0.000
 Open Quantity / Unit: 1 CSE
 Price / Currency: 34.99 USD Price Unit: 1
 Not to Exceed Price:
 Delivery Priority: 01
 Tax / Amount: No Tax 0.00 USD
 Goods Receipt Non-Valuated:

Service and Delivery

Delivery Date: 05/02/2016
 Service Master Record: Display
 Location / Plant: 102 LAUSD
Storage Location: 8536 BELL SH
 Incoterm Key/ Location:
 Goods Recipient: 39374

- The delivery location may also be seen at the Item level by clicking on the **Delivery Address/Performance Location** tab.

Details for item 1 PAPER XEROX WHITE 8.5X11 HI SPEED 10/CSE

Item Data | Account Assignment | Notes and Attachments | **Delivery Address/Performance Location** | Sources of Supply / Service Agents | Availability | Approval Process Overview

Reset

If the item is to be delivered to a different address, enter the new address here.

Name: LAUSD Code
 CIO: BELL SH
 Fax Number/Extension:
 Street / House Number: 4328 BELL AVE
 District:
 Country: US USA

Additional Name: LAUSD Company Code
 Phone Number / Extension:
 E-Mail:
 Floor / Room:
 Postal Code / City: 90201 BELL
 Postal Code / P.O. Box:
 Region: CA California

For Internal and External Purchases

10. Enter the desired number of lines in the shopping cart and click Order.

Edit Shopping Cart:1000362448

Number 1000362448 Document Name REQUESTOR22 05/12/2016 08:29 Status Saved Created On 05/12/2016 08:29:33 Created By Dwyna Blackmon

▼ General Data

Buy on Behalf of:

Name of shopping cart:

Default Settings: [Set Values](#)

Header Data: [Values](#)

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

FM Posting Date: *

Delivery Priority:

Preferred Vendor:

Competitive: *

PO Event Type: *

Approval Note

I certify that, to the best of my knowledge, I have not violated any applicable State laws, rules, or Board policies regarding contracting/ procurement activities and I have not violated any conflict of interest requirements. Additionally, as part of the recently approved Board of Education "Buy District" Resolution, I have checked the availability of the requested items from the LAUSD's General Stores Distribution Supplies and Equipment Catalog (Stores Catalog) in the new SAP system. I understand that if I need clarification on any of the above, I must seek information from the Procurement Services Division Office.

▼ Item Overview

| Line Number | Item Type | Product ID | Description | Product Category | Product Category Description | Quantity | Unit | Net Price / Limit | Currency | Option Ty |
|-------------|-----------|------------|--------------------------------------|------------------|------------------------------------------------------|----------|------|-------------------|----------|-----------|
| 1 | Material | 6159381124 | *PLEASE SIGN & DATE* FLAGS IN DISPEN | 61000 | OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES | 1 | EA | 3.39 | USD | |
| 2 | Material | 8406000727 | 28" LED TV W/DVD PLAYER BDL | 84000 | TELEVISION EQUIPMENT | 1 | PKG | 262.96 | USD | |

11. You have successfully changed the **Delivery Address/Storage Location** on the shopping cart.