



#### **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.

|   | · · · · · · · · · · · · · · · · · · ·   |
|---|---|
| Welcome Test REQUESTOR22  |   |
| Home Financials/Budget Systems  | Asset Management Procurement/Contracts Reports Reports Time Reporting Travel  |
| Manage Master Data   Process Transacti  | ons   |
| Manage Shopping Carts   |   |
|   |   |
| Detailed Navigation   | Active Queries  |
| <ul> <li>Display Messages for Service Entry She</li> <li>Display Purchase Order (MM)</li> </ul> | Shopping Carts All (972) Saved (0) Awaiting Approval (0)  |
| Maintain Service Entry Sheet     Manage Contracts   | Shopping Carts - All  |
| Manage Purchase Order   | ★ Hide Quick Criteria Maintenance   |
| Manage Shopping Carts   |   |
| MIGO - Post, Change or View Goods Rec   | Shopping Cart Number:   |
| Services  | Shopping Cart Name:   |
| County Changing Cost  | Item Description:   |
| Create Shopping Cart  | Timeframe:  |
| Portal Favorites  | Creation Date: $\diamond$ 😰 To 😰  |
|   | Status:   |
|   | Role:   |
|   | PO Number:  |
|   | Product Category:   |
|   | Partner Product:  |
|   | Including Product Category Hierarchy:   |
|   | Bought on Behalf:   |
|   | Including Completed Shopping Carts:   |
|   | Show my Team Carts:   |
|   | Smart Number:   |
|   | Apply Clear   |
|   | View: [Standard View]  Create Shopping Cart Copy   Display Edit Delete   Order Create Shopping Cart Copy   Display Edit Delete   Display Edit |
|   | E Channing Cart Number Channing Cart Name Ham Number Configurable Ham Number Ham  |





# **For Internal and External Purchases**

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

| Create Shopping Cart              |                                      |  |  |  |  |  |  |  |
|-----------------------------------|--------------------------------------|--|--|--|--|--|--|--|
| Create Si                         | nopping Cart                         |  |  |  |  |  |  |  |
| Number 1000362                    | 425 Document Name                    | e REQUESTOR22 05/02/2016 16:36 Status In Process Created On 05/02/2016 16:36:37                      |  |  |  |  |  |  |
| Order Close                       | Order Close Print Preview Save Check |  |  |  |  |  |  |  |
| 🗢 General Data                    |                                      |  |  |  |  |  |  |  |
| Buy on Behalf of:                 | Dwyna Blackmon                       |  |  |  |  |  |  |  |
| Name of shopping c                | art: REQUESTOR22 05/02/              | 2016 16:36   |  |  |  |  |  |  |
| Default Settings:<br>Header Data: | <u>Set Values</u><br>Values          | Change Default Settings  |  |  |  |  |  |  |
| Approval Process:                 | Display / Edit Agents                | Your data will be transferred to all new items, items already in the shonning cart will be unchanged |  |  |  |  |  |  |
| Document Changes:                 | Display                              | Harry Brain Date: Account Acciment   |  |  |  |  |  |  |
| FM Posting Date: *                | 05/02/2016                           | Item Basic Data Account Assignment Internal Note   |  |  |  |  |  |  |
| -                                 |                                      | Buy on Behalf of Dwyna Blackmon  |  |  |  |  |  |  |
|                                   |                                      | Coode Recipient: Duvine Blackmon   |  |  |  |  |  |  |
|                                   |                                      |  |  |  |  |  |  |  |
|                                   |                                      | Product Category: 61500 D OFFICE/SCHOOL STATIONERY SUPPLIES  |  |  |  |  |  |  |
|                                   |                                      | Purchase Group: LD South   |  |  |  |  |  |  |
| Them Overview                     |                                      | Company Code: LAUSD  |  |  |  |  |  |  |
| Details Add Ite                   | m⊿ Copy Paste Dupli                  | Location / Plant: LAUSD  |  |  |  |  |  |  |
| Line Number                       | Item Type Proc                       | duct IC Unloading Point:   |  |  |  |  |  |  |
|                                   | Undefined Item Type                  |  |  |  |  |  |  |  |
|                                   | Undefined Item Type                  |  |  |  |  |  |  |  |
|                                   | Undefined Item Type                  |  |  |  |  |  |  |  |







# **For Internal and External Purchases**

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

| Create Si                        | hopping Ca                 | art          |                              |                                  |                     |                          |             |               |
|----------------------------------|----------------------------|--------------|------------------------------|----------------------------------|---------------------|--------------------------|-------------|---------------|
| Number 1000362                   | 425 Document               | Name REG     | UESTOR22 05/02/2016 18:      | 36 Status In Process             | Created On          | 05/02/2016 16 36 37 C    | reated By D | wyne Blackmon |
| Order Close                      | Print Preview              | Save Ch      | eck.                         |                                  |                     |                          |             |               |
| 🕈 General Data                   |                            |              |                              |                                  |                     |                          |             |               |
| Buy on Benatf of                 | Dwyna Blackmo              | n 13         |                              |                                  |                     |                          |             |               |
| Name of shopping o               | art REQUESTOR22            | 05/02/2018 1 | 6:36                         |                                  |                     |                          |             |               |
| Default Settings:<br>Reader Data | Set Values<br>Values       | 1            | Change Default Setting:      | 1                                |                     |                          |             |               |
| Approval Process                 | Display / Edit Age         | eta 👘        | Your data will be transferr  | ed to all new items, items alrea | ady in the shopping | cart will be unchanged.  |             | _             |
| Jocument Changes                 | LIBERTY I                  | 6            | Rem Basic Data               | Account Assignment               | Internal Note       | Delivery Address / Perfo | rmance Loca | tion          |
| in Posting Unite                 | Topologica in the          |              | Reset                        |                                  |                     | 5                        |             |               |
|                                  |                            |              | If the item is to be deliver | ed to a different address, ente  | er the new address  | s here.                  |             |               |
|                                  |                            |              | Name:                        | LAUSD Code                       |                     | Additional Name:         | LAUSD Com   | pany Code     |
|                                  |                            |              | CIO:                         | WASHINGTON PRIMARY CE            | NTER                | Phone Number / Extension |             |               |
| witters Overview                 |                            |              | Fax Number/Extension:        |                                  |                     | E-Mait                   |             |               |
| Datais Add to                    | ma Copy   Paste            | Outrioste:   | Street / House Number:       | 860 W 112TH ST                   | 1                   | Floor / Room:            |             |               |
| Lice Number                      | ват Туре                   | Product E    | District:                    |                                  |                     | Postal Code / City:      | 90044       | LOS ANGELES   |
| a.                               | Undefined tem Type         |              | Country:                     | USUSA                            |                     | Postal Code / P.O.Box:   |             |               |
|                                  | Undefined tem Type         |              |                              |                                  |                     | Region:                  | CA Call     | fornia        |
| •                                | Undefined tem Type         |              |                              |                                  |                     |                          |             |               |
| •                                | Undefined item Type        |              |                              |                                  |                     |                          |             | 0             |
|                                  | <b>Undefined Bern Type</b> |              |                              |                                  |                     |                          |             |               |





### **For Internal and External Purchases**

4. 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.

|                       |                 |                      |                  | _             | Delivery Address   | s: All     | Values                   | <b>D 3</b> |
|-----------------------|-----------------|----------------------|------------------|---------------|--------------------|------------|--------------------------|------------|
| <b>1</b> 6:36         |                 |                      |                  |               | - Hide Filter Crit | eria       |                          | Settings   |
| Change Default Se     | ttings          |                      |                  |               | Search term 1:     | $\diamond$ |                          | ₽          |
| Vour data will be tra | ne ferred to al | now itoms toms a     | Iready in the eb | opping cart i | Search term 2:     | $\diamond$ |                          | \$         |
| tem Basic D           |                 | ount Assignment      | Internal Not     | Dolin         | Name 1/last name:  | $\diamond$ |                          | <b></b>    |
| item basic ba         |                 | ount Assignment      | Internarinot     | ie Dell       | Name 2/First name: | $\diamond$ |                          | <b>\$</b>  |
| Reset                 |                 |                      |                  |               | c/o:               | $\diamond$ |                          | <b>\$</b>  |
| If the item is to be  | delivered to a  | different address, e | enter the new a  | address here  | Postal Code:       | $\diamond$ |                          | \$         |
| Name:                 | LAUS            | D Code               | D                | Ado           | City:              | $\diamond$ |                          | ] 🖻        |
| C/O:                  | WAS             | HINGTON PRIMARY      | CENTER           | Pho           | Street:            | $\diamond$ |                          | ] 🖻        |
| Fax Number/Exten      | sion:           |                      |                  | E-M           | House Number:      | $\diamond$ |                          | \$         |
| Street / House Nur    | mber: 860 V     | V 112TH ST           |                  | Floo          | Building Code:     | $\diamond$ | 8536                     | \$         |
| District:             |                 |                      |                  | Pos           | Floor:             | <b></b>    |                          | \$         |
| Country:              | US              | USA                  |                  | Pos           | Room Number:       | $\diamond$ |                          | \$         |
|                       |                 |                      |                  | Reg           | Country Key:       | $\diamond$ |                          | \$         |
|                       |                 |                      |                  |               | Region:            | $\diamond$ |                          | \$         |
|                       |                 |                      |                  |               | -                  |            |                          |            |
| 0.000                 | ,               | 01110210011002       |                  | UT LLU        | Restrict Number    | rofV       | alue List Entries To 500 |            |
| 61500                 | )               | OFFICE/SCHOOL        | STATIONERY S     | UPPLIES       | Start Search R     | leset      | 7                        |            |
| 61500                 | )               | OFFICE/SCHOOL        | STATIONERY S     | UPPLIES       | our obaron I       | 10001      |                          |            |
| 61500                 | )               | OFFICE/SCHOOL        | STATIONERY S     | UPPLIES       |                    |            |                          | OK Cancel  |
| 04500                 | ,               |                      |                  |               | 1.000              |            | 0.00 1100                |            |







#### **For Internal and External Purchases**

5. 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.

| Delivery Address: All Values  |                |
|---|----------------|
| - Hide Filter Criteria  | Settings       |
| Search term 1: ♦  | \$             |
| ms already in the shop  | \$             |
| nt Internal Note Name 1/last name:  | <b>P</b>       |
| Name 2/First name: 🛇  | <b>\$</b>      |
| c/o:  | <b></b>        |
| ss, enter the new add Postal Code:  | \$             |
| City: ◇   |                |
| ARY CENTER Street:  |                |
| House Number: $\diamond$  | \$             |
| Building Code:  | \$             |
| Floor:  | \$             |
| Room Number:  | \$             |
| Country Key:  | \$             |
| Region:   | \$             |
| Restrict Number of Males List Service To 50   |                |
| Restrict Number of Value List Entries To 50   | 2              |
| OL STATIONERY SUF   |                |
| OL STATIONERY SUP   |                |
| OL STATIONERY SUF   | OK Cancel      |
| House Number:       ♦         Building Code:       ♦         Floor:       ♦         Room Number:       ♦         Country Key:       ♦         Region:       ♦         POL STATIONERY SUP       Start Search         Reset       > | 0<br>OK Cancel |





# **For Internal and External Purchases**

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

|  | C                                       |  |   |   |              |   |                         |             |   |   |  |
|--|---|--|---|---|--------------|---|-------------------------|-------------|---|---|--|
| rch term 1:  | 0                                       | -  | \$  |   |              |   |                         |             |   |   |  |
| rch term 2   | 0                                       |  | \$  |   |              |   |                         |             |   |   |  |
| a 1/aat name   | 0                                       |  |   |   |              |   |                         |             |   |   |  |
| a 3/Elent name: (  | 0                                       |  | -   |   |              |   |                         |             |   |   |  |
| 6  | IN CHELLS                               |  |   |   |              |   |                         |             |   |   |  |
| areas (  | 0                                       |  |   |   |              |   |                         |             |   |   |  |
| s code.  | 0                                       |  | 6   |   |              |   |                         |             |   |   |  |
|  | A.                                      |  | 2   |   |              |   |                         |             |   |   |  |
| rt   |   |  | 2   |   |              |   |                         |             |   |   |  |
| ie Number:   |   | _  | 1   |   |              |   |                         |             |   |   |  |
| ing Code:  |   |  | - <u> </u>  |   |              |   |                         |             |   |   |  |
| 6. S.  |   |  |   |   |              |   |                         |             |   |   |  |
| n Number:  | 0                                       |  | 8   |   |              |   |                         |             |   |   |  |
|  | 11. Statement                           |  |   |   |              |   |                         |             |   |   |  |
| ntry Key. 4<br>on: 4   |   | 500  | 8<br>8  |   |              |   |                         |             |   |   |  |
| itry Key. 4<br>on: 9<br>lestrict Number of<br>art Search Resi  | Of Value List Entries To                | 500  | *   |   |              |   |                         |             |   |   |  |
| try Key. 4<br>on: 6<br>iestrict Number of<br>art Search Resi<br>Name of Org.   | ♦ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ | Postal Code  | st<br>st<br>City  | Street  | House Number | Building Code   | Floor                   | Room Number | ofo   | Country   | Address number   |
| Iry Key. 4<br>on: 4<br>Iestrict Number of<br>art Search Res<br>Name of Org.<br>LAUSD Code  | Of Value List Entries To eset           | Postal Code<br>90017   | S)<br>S)<br>City<br>LOS ANGLLES   | Street<br>333 SOUTH BEAUDRY AVE.  | House Number | Building Code<br>1526   | Floor<br>29711          | Room Number | de<br>BEYOND THE BELL BRANCH  | Country<br>US   | Address number<br>14359  |
| Itry Key. 4<br>on: 4<br>Itestrict Number of<br>art Search Result<br>Name of Org.<br>LAUSO Code<br>LAUSO Code   | ♦ ■ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ | Pestal Code<br>90017<br>90017  | S<br>S<br>LOS ANGLES<br>LOS ANGLES  | Street<br>333 SOUTH BEAUCRY AVE<br>333 SOUTH BEAUCRY AVE.   | House Number | Building Code<br>1526<br>1543   | Floor<br>29TH<br>29TH   | Room Number | ofe<br>BEYOND THE BELL BRANCH<br>BEYOND THE BELL SES TUTORING   | Country<br>US<br>US   | Address number<br>14359<br>14375   |
| Itry Key. 4<br>Restrict Number of<br>art Search Result<br>Name of Org<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code  | ♦ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ | Pestal Code<br>90017<br>90017<br>91607   | S<br>S<br>City<br>LOS ANGELES<br>LOS ANGELES<br>LOS ANGELES<br>NORTH HOLLYWOOD  | Street<br>303 SOUTH BEAUGRY AVE.<br>303 SOUTH BEAUGRY AVE.<br>4533 LAUREL CARYON BLVD   | House Number | Builting Code<br>1526<br>1543<br>1838   | Floor<br>257H<br>297H   | Room Number | DIS<br>BEYOND THE BELL BRANCH<br>BEYOND THE BELL SES TUTORING<br>CAMPBELL RALL  | Country<br>US<br>US<br>US   | Address number<br>14359<br>14375<br>14560  |
| Itry Key. 4<br>on: 4<br>Restrict Number of<br>art Search Reso<br>Name of Org<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code   |   | Postal Code<br>90017<br>90017<br>91607<br>90026  | Sh<br>Sh<br>LOS ANGLES<br>LOS ANGLES<br>NORTH HOLLYWOOD<br>LOS ANGELES  | Street<br>33 SOUTH BEAUDRY AVE<br>333 SOUTH BEAUDRY AVE<br>4533 LAUBEL CANYON BLVD<br>610 N MICHELTORENA ST   | House Number | Builting Code<br>1526<br>1543<br>1838<br>2379   | Floor<br>297H<br>297H   | Room Number | de<br>BEYOND THE BELL BRANCH<br>BEYOND THE BELL SES TUTORNG<br>CAMBREL LANL<br>BELLEVUE PRBLARY SCHOOL  | Country<br>US<br>US<br>US<br>US                                     | Address number<br>14359<br>14375<br>14560<br>14862   |
| Itry Key. 4<br>estrict Number of<br>art Search Res<br>Name of Org<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code  | Of Value List Entries To     set        | Postal Code<br>90017<br>90017<br>91607<br>90026<br>91606                                     | S<br>S<br>COS ANGELES<br>LOS ANGELES<br>LOS ANGELES<br>NORTH HOLLYWOOD<br>NORTH HOLLYWOOD                                     | Street           323 SOUTH BEAUDRY AVE.           323 SOUTH BEAUDRY AVE.           453 LAUREL CARYON BLVD           610 N MUCHTOREN & CONTROL           6720 BELENGRAM AVENUE   | House Number | Building Code<br>1526<br>1543<br>1838<br>2379<br>3577   | Floor<br>29TH<br>29TH   | Room Number | OR<br>BEYOND THE DELL BRANCH<br>BEYOND THE BELL SES TUTORNO<br>CAMBREL KALL<br>BELLEVIE PRARAFY SCHOOL<br>BELLINGHAM ELEMENTARY SCHOOL  | Country<br>US<br>US<br>US<br>US<br>US                               | Address number<br>14359<br>14375<br>14360<br>14862<br>15007                                      |
| try Key. 4<br>estrict Number of<br>art Search   Reso<br>Name of Org<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code  | Of Value List Entries To     set        | 90017<br>90017<br>91607<br>90025<br>91606<br>90201   | Chy<br>LOS ANGELES<br>LOS ANGELES<br>LOS ANGELES<br>LOS ANGELES<br>LOS ANGELES<br>BELL  | Street<br>303 SOUTH BEAUDRY AVE.<br>303 SOUTH BEAUDRY AVE.<br>4533 LAUREL CARYON BLVD<br>610 N MCHETTORNA ST<br>6720 BELKINGHAN AVENUE<br>6411 ORCHARD AVENUE   | House Number | Building Code<br>1526<br>1543<br>1838<br>2379<br>5577<br>5166                                 | Floor<br>297H<br>297H   | Room Number | 00<br>BEYOND THE BELL BRANCH<br>BEYOND THE BELL SES TUTORING<br>CAMPBELL HALL<br>BELLEVIA HULATARY SCHOOL<br>BELLEVIAH MEMTARY SCHOOL<br>MAGNOLIA SCIAC BELL@SRIJSE2  | Country<br>US<br>US<br>US<br>US<br>US<br>US                         | Address number<br>14359<br>14375<br>14860<br>14862<br>15007<br>15184                             |
| Ity Key. 4<br>est. 4<br>Itestrict Number of<br>art Search Resp<br>Name of Org<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code  | Of Value List Entries To     set        | Postal Code<br>90017<br>90017<br>90026<br>91006<br>91006<br>90201<br>90201                   | S<br>S<br>COLY<br>LOS ANGELES<br>LOS ANGELES<br>NORTH HOLLYWOOD<br>DELL<br>MORTH HOLLYWOOD<br>BELL<br>RELL                    | Street<br>33 SOUTH BEAUDRY AVE<br>33 SOUTH BEAUDRY AVE<br>4533 LAUREL CARYON BLVD<br>61 N MICHELTORENA ST<br>6728 BELENGRAM AVENUE<br>6411 ORCHARD AVENUE<br>4328 BELE AVE  | House Number | Building Code<br>1526<br>1543<br>1648<br>2379<br>3577<br>3577<br>3576<br>8568<br>8568<br>8536 | Floor<br>29711<br>29711 | Room Number | de<br>BEYOND THE DELL BRANCH<br>BEYOND THE DELL SES TUTGRNG<br>CAMPBELL KALL<br>BELLEVUE RRAAFY SCHOOL<br>BELLEVUE RRAAFY SCHOOL<br>BELLEVIE RRAAFY SCHOOL<br>BELLEVIE RRAAFY SCHOOL<br>BELLEVIE RRAAFY SCHOOL<br>BELL SH | Country<br>US<br>US<br>US<br>US<br>US<br>US<br>US                   | Address number<br>14359<br>14375<br>14360<br>14862<br>15007<br>15184<br>15903                    |
| Itry Key. A<br>on: A<br>Itestrict Number of<br>art Search Res<br>Name of Org<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code<br>LAUSD Code   | Of Value List Entries To     sect.      | Postal Code<br>90017<br>90017<br>91607<br>90026<br>91606<br>90201<br>90201<br>90201          | S<br>Coy<br>LOS ANGELES<br>LOS ANGELES<br>LOS ANGELES<br>NORTH HOLLYWOOD<br>DELL<br>BELL<br>BELL<br>BELL<br>BELL              | Street           323 SOUTH BEAUDRY AVE.           323 SOUTH BEAUDRY AVE.           453 LAUREL CARYON BLVD           610 I MUCHLTORENA ST           6720 BELLENGMAN AVENUE           4311 ORCHARD AVENUE           4328 BELL AVE           500 MCKMIDACKER ROAD  | House Number | Building Code<br>15/28<br>15/43<br>18/58<br>23/79<br>25/79<br>51/66<br>85/56<br>80/20         | Picor<br>29714<br>29714 | Room Number | OR<br>BEYOND THE DELL BRANCH<br>BEYOND THE BELL SES TUTORNO<br>CAMBREL KALL<br>BELLEVIE PRARAFY SCHOOL<br>BELLENGHAM ELEMENTARY SCHOOL<br>MAGNOLA SCI AC BELLGSRINSIZ<br>BELL SUCATION CONTER                             | Country<br>US<br>US<br>US<br>US<br>US<br>US<br>US<br>US             | Address number<br>14359<br>14355<br>14560<br>14862<br>15007<br>15184<br>15003<br>16161           |
| Intry Key. 4<br>ion: 4<br>Restrict Number of<br>Int Search Rest<br>Name of Org<br>LAUSD Code<br>LAUSD Code | Of Value List Entries To     set        | Postal Code<br>90017<br>90017<br>90026<br>91606<br>90201<br>90201<br>90201<br>90201<br>90201 | S<br>S<br>CDY<br>LOS ANGELES<br>LOS ANGELES<br>LOS ANGELES<br>NORTH HOLLYWOOD<br>BELL<br>BELL<br>BELL<br>BELL<br>BELL<br>BELL | Street           333 SOUTH BEAUGRY AVE.           333 SOUTH BEAUGRY AVE.           4533 LAUREL CARYON BLVD           610 N MEHEL CARYON BLVD           6110 REAL AVEN           6110 REAL AVEN           4130 REAL AVEN           4300 RICKARD AVENUE           4300 RICKARD AVENUE           4300 RICKARD AVENUE           4300 RICKARDACKER ROAD           2845 BELGRAVE AVE. | House Number | Builting Code<br>1526<br>1543<br>1858<br>2379<br>5166<br>8556<br>9035<br>9211                 | Floor<br>297H<br>297H   | Room Number | do<br>BEYOND THE BELL BRANCH<br>UEYOND THE DELL SIG TUTORNO<br>CAMPBELL HAL<br>BELLEVUE PRIMARY SCHOOL<br>BELLEVUE PRIMARY SCHOOL<br>BELLEVUE PRIMARY SCHOOL<br>BELLEVUE OR SCHOOL SCHOOL<br>BELL SH<br>BELL SH           | Country<br>US<br>US<br>US<br>US<br>US<br>US<br>US<br>US<br>US<br>US | Address number<br>14359<br>14375<br>14580<br>14882<br>15007<br>15184<br>15003<br>16161<br>161237 |

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

| Create Sl          | nopping Ca          | art       |                              |                    |                  |                    |                           |            |                |    |     |
|--------------------|---------------------|-----------|------------------------------|--------------------|------------------|--------------------|---------------------------|------------|----------------|----|-----|
| Number 1000362     | 425 Document        | Name R    | EQUESTOR22 05/02/2016 16:3   | 36 Status          | In Process       | Created On         | 05/02/2016 16:36:37       | Created By | Dwyna Blackmon |    |     |
| Order Close        | Print Preview       | Save      | Check                        |                    |                  |                    |                           |            |                |    |     |
| 🖝 General Data     |                     |           |                              |                    |                  |                    |                           |            |                |    |     |
| Buy on Behalf of:  | Dwyna Blackmor      | n         | đ                            |                    |                  |                    |                           |            |                |    | -   |
| Name of shopping c | art: REQUESTOR22 (  | 05/02/201 | 6 16:36                      |                    |                  |                    |                           |            |                |    |     |
| Default Settings:  | Set Values          |           | Change Default Setting       |                    |                  |                    |                           |            |                |    |     |
| Header Data:       | Values              |           | Change Delautt Settings      | ,<br>,             |                  |                    |                           |            |                |    | ha  |
| Approval Process:  | Display / Edit Age  | ents      | Your data will be transferre | ed to all new iter | ms. Items alread | dy in the shopping | g cart will be unchanged. |            |                | ie | es  |
| Document Changes:  | <u>Display</u>      |           | Item Basic Data              | Account Ass        | signment         | Internal Note      | Delivery Address / Perf   | ormance Lo | ocation        | er | d a |
| FM Posting Date: * | 05/02/2016          | 2         |                              |                    | -                |                    | -                         |            |                | 0  | cer |
|                    |                     |           | Reset                        |                    |                  |                    |                           |            |                |    | Sto |
|                    |                     |           | If the item is to be deliver | ed to a different  | address, enter   | the new addres     | s here.                   |            |                | th | he  |
|                    |                     |           | Name:                        | LAUSD Code         | Ð                |                    | Additional Name:          | LAUSD C    | ompany Code    |    | Div |
|                    |                     |           | C/O:                         | BELL SH            |                  |                    | Phone Number / Extension  |            |                |    |     |
| ▼ Item Overview    |                     |           | Fax Number/Extension:        |                    |                  |                    | E-Mail:                   |            |                |    |     |
| Details Add Ite    | m⊿ Copy Paste       |           | Street / House Number:       | 4328 BELL AV       | /E               |                    | Floor / Room:             |            |                |    |     |
| Line Number        | Item Type           | Product   | District:                    |                    |                  |                    | Postal Code / City:       | 90201      | BELL           |    | ре  |
|                    | Undefined Item Type |           | Country:                     | US USA             |                  |                    | Postal Code / P.O.Box:    |            |                |    |     |
|                    | Undefined Item Type |           |                              |                    |                  |                    | Region:                   | CA C       | alifornia      |    |     |
|                    | Undefined Item Type |           |                              |                    |                  |                    |                           |            |                |    |     |
|                    | Undefined Item Type |           |                              |                    |                  |                    |                           |            |                |    |     |
|                    | Undefined Item Type |           |                              |                    |                  |                    |                           |            |                |    |     |







### **For Internal and External Purchases**

8. 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.

| Ì | Details for item 1 P      | APER XEROX WHITE 8.5X11 HI SPEED 10/C SE                                  |                              |  |
|---|---------------------------|---|------------------------------|--|
|   | Item Data Acco            | punt Assignment 🖌 Notes and Attachments 🎽 Delivery Address/Performance Lo | cation Sources of Supply / S | ervice Agents Availability Approval Process Overview |
|   | Identification            |   | Currency, Values and Pricing | I  |
|   | Item Type:                | Material  | Order Quantity / Unit:       | 1 CSE Case   |
|   | Product ID:               | 6453330110  | Ordered Quantity / Unit::    | 0.000  |
|   | Description:              | PAPER XEROX WHITE 8.5X11 HI SPEED 10/CSE                                  | Open Quantity / Unit::       | 1 CSE  |
|   | Product Category:         | 64500 PAPER (FOR OFFICE AND PRINT SHOP USE)                               | Price / Currency:            | 34.99 USD D Price Unit 1                             |
|   | Order as Direct Material: |   | Not to Exceed Price:         |  |
|   | Period of Performance:    |   | Delivery Priority:           |  |
|   | Option Type:              | <b></b>   | Tax / Amount:                | No Tax 0.00 USD                                      |
|   | Subcontracting:           |   | Goods Receipt Non-Valuated:  |  |
|   | Company Code:             | 1000 🗇 LAUSD  | Service and Delivery         | _  |
|   | Supplier Product Number:  |   | Delivery Date:               | 05/02/2016   |
|   | Organization              |   | Service Master Record:       |  |
|   | Purchasing Group:         | LD South Show Members   | Location / Plant:            |  |
|   | Manufacturer Part Number: |   | Storage Location:            | B536 BELL SH   |
|   | manuraciurel Part Number. |   | Goods Recipient              | 39374  |
|   |                           |   |                              |  |

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

| E Details for item 1 PAPER XEROX WHITE 8.5X11 HI SPEED 10/C SE  |  |                           |                    |  |  |  |  |  |  |  |
|---|--|---------------------------|--------------------|--|--|--|--|--|--|--|
| tem 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 delive   | ed 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-Mait                    |                    |  |  |  |  |  |  |  |
| 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**

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

| Edit Shopp  | ing Cart:100   | 0362448          | }                            |                  |                         |                                 |          |      |                   |          |            |  |
|---|--|------------------|------------------------------|------------------|-------------------------|---------------------------------|----------|------|-------------------|----------|------------|--|
| Number 1000362448   | Document Name  | EQUESTOR22 05/12 | 2/2016 08:29 Status Save     | d Created On     | 05/12/2016 08:29:33     | Created By Dwyna Blackmon       |          |      |                   |          |            |  |
| Order Close F   | Order Close Read Only Print Preview Save Check, Delete |                  |                              |                  |                         |                                 |          |      |                   |          |            |  |
| - General Data  |  |                  |                              |                  |                         |                                 |          |      |                   |          |            |  |
| ✓ General Data         Buy on Behalf of:       Dwyna Blackmon         Name of shopping cart:       REQUESTOR22 05/12/2016 08:29         Default Settings:       Set Values         Header Data:       Values         Approval Process:       Display / Git Agents         Budget:       Delivery Priority:       01         Document Changes:       Display         Document Changes:       Display / Git Agents         Competitive:       No マ         PM Posting Date:       No マ         PO Event Type:       Other |  |                  |                              |                  |                         |                                 |          |      |                   |          |            |  |
| tem Overview  |  |                  |                              |                  |                         |                                 |          |      |                   |          |            |  |
| Details Add Item 4  | Copy Paste Duplicate                                   | Delete Proc      | ess All Items ∡              |                  |                         |                                 |          |      |                   |          |            |  |
| Line Number Iter  | n Type Product   | D Description    |                              | Product Category | Product Category Descri | ption                           | Quantity | Unit | Net Price / Limit | Currency | Option Typ |  |
| • <u>1</u> Ma   | terial 6159381   | 124 "PLEASE SIGN | & amp; DATE" FLAGS IN DISPEN | 61000            | OFFICE SUPPLIES: CARB   | ON PAPER AND RIBBONS, ALL TYPES | 1        | EA   | 3.39              | USD      |            |  |
| • <u>2</u> Ma   | terial 8406000   | 727 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.