



Los Angeles Unified School District
Maximo 7.6 / Procurement
Low Value Purchase (PD) Guide

DEFINITION

The **Low Value Purchase (PD) Guide** is an alternative method to purchase materials and/or services not available from local M&O Area Stores, General Stores Warehouse, Master Contracts, Annual Contracts, Bench Contracts or Piggyback Contracts and that do not exceed \$25,000. The \$25,000 limit is inclusive of tax and shipping. The guide details step by step instructions on how to process Low Value Purchases (PD) in Maximo.

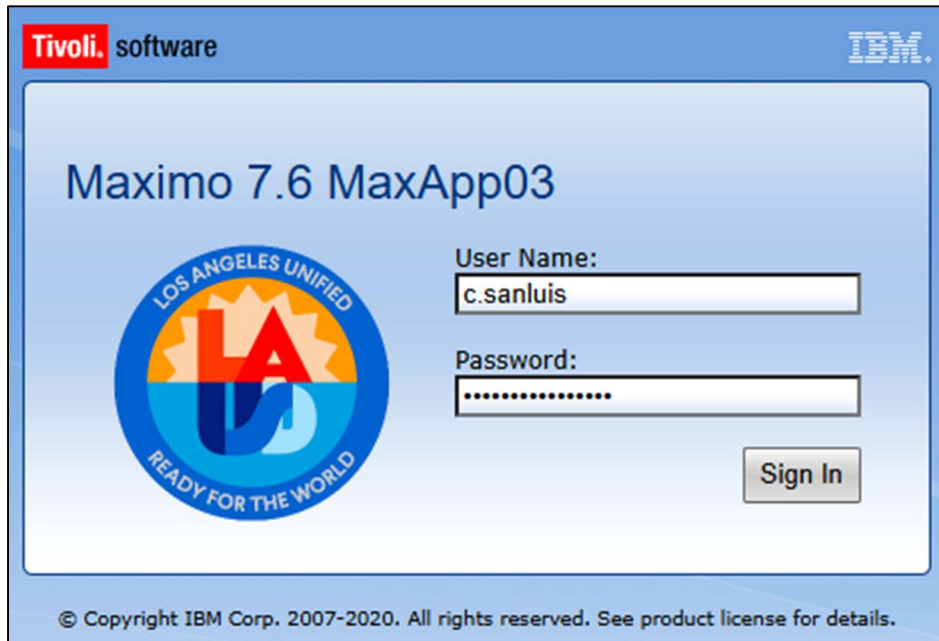
TIP: For Low Value Purchases, please obtain Vendor quotes prior to initiating the requisition in Maximo. Please also confirm that the Vendor has a District/SAP assigned Vendor number.

LOGIN

The requestor performs this function.

To login to Maximo 7.6, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

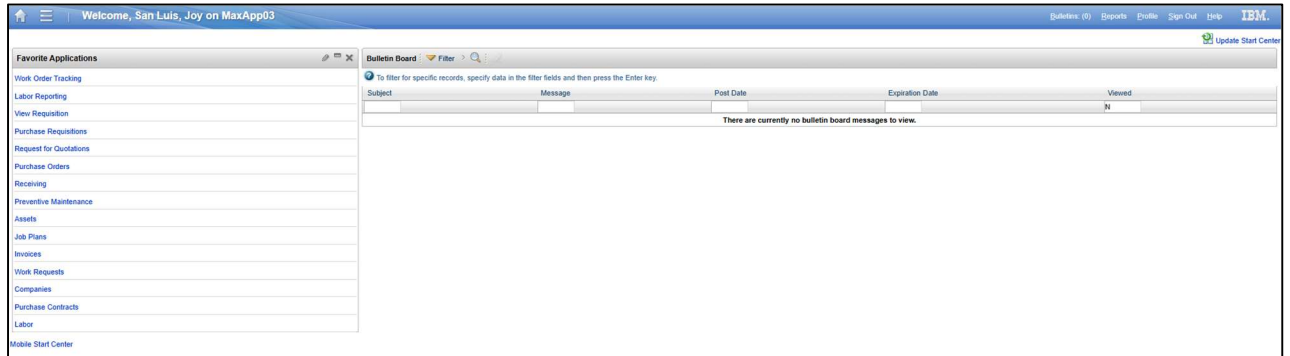


The image shows the login interface for Maximo 7.6 MaxApp03. At the top left is the Tivoli software logo, and at the top right is the IBM logo. The main title "Maximo 7.6 MaxApp03" is centered. Below the title is a circular logo for Los Angeles Unified School District (LAUSD) with the text "LOS ANGELES UNIFIED" and "READY FOR THE WORLD". To the right of the LAUSD logo are two input fields: "User Name:" with the text "c.sanluis" and "Password:" with a masked password ".....". A "Sign In" button is located below the password field. At the bottom of the screen, a copyright notice reads: "© Copyright IBM Corp. 2007-2020. All rights reserved. See product license for details."

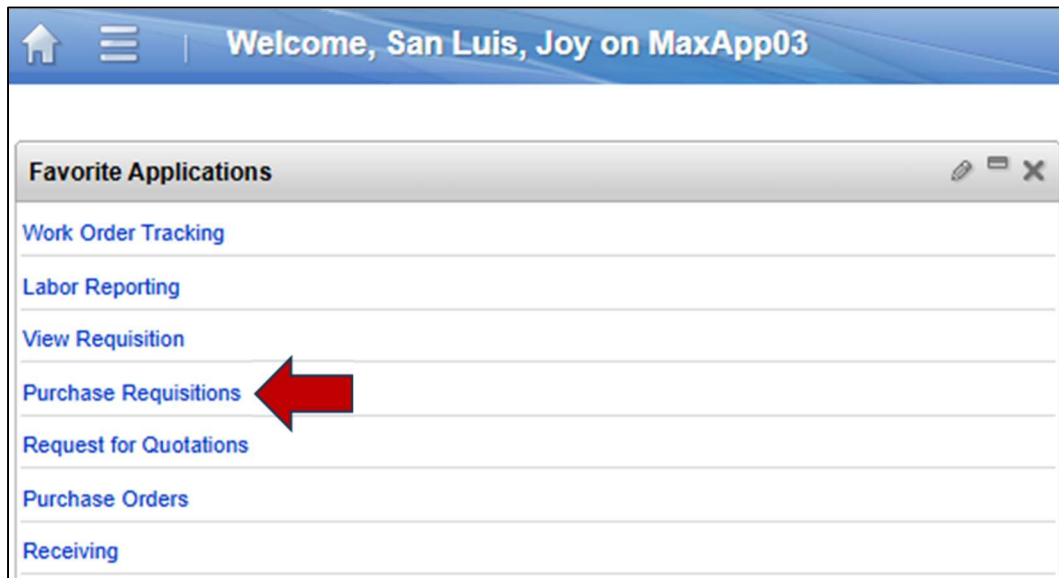
1. CREATE PURCHASE REQUISITION

START CENTER

When you first login, you will be taken to the Maximo Start Center.

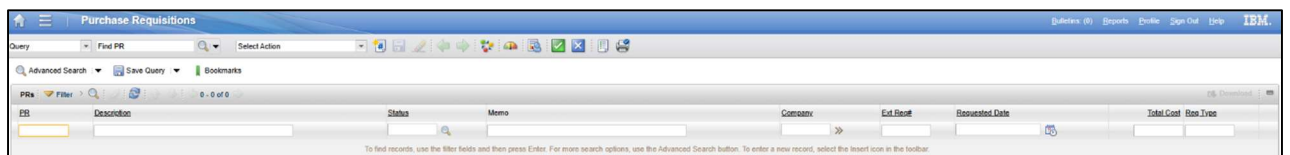


Under the Favorite Applications section, click on the **Purchase Requisitions** application.



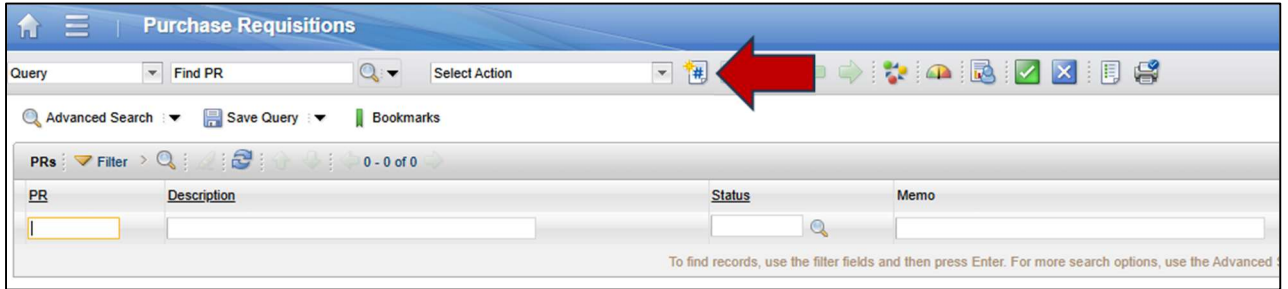
PURCHASE REQUISITIONS HOME

You will then be taken to the Purchase Requisitions home screen; in this screen, you can search for existing Purchase Requisition records.



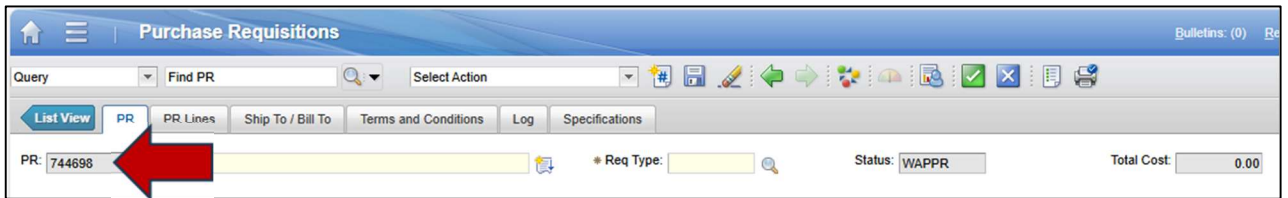
NEW PURCHASE REQUISITION

Click on the  icon to create a new Purchase Requisition.



The screenshot shows the 'Purchase Requisitions' screen. At the top, there is a header bar with a home icon, a menu icon, and the title 'Purchase Requisitions'. Below this is a search bar with 'Find PR' and a 'Select Action' dropdown. A red arrow points to the 'New' icon (a blue square with a white plus sign) in the toolbar. Below the search bar, there are tabs for 'PRs', 'Filter', 'Advanced Search', 'Save Query', and 'Bookmarks'. The main area has a table with columns 'PR', 'Description', 'Status', and 'Memo'. The 'PR' column has a value '744698'. The 'Status' column has a value 'WAPPR'. The 'Total Cost' is '0.00'.

A new **Purchase Requisition** number will auto generate.

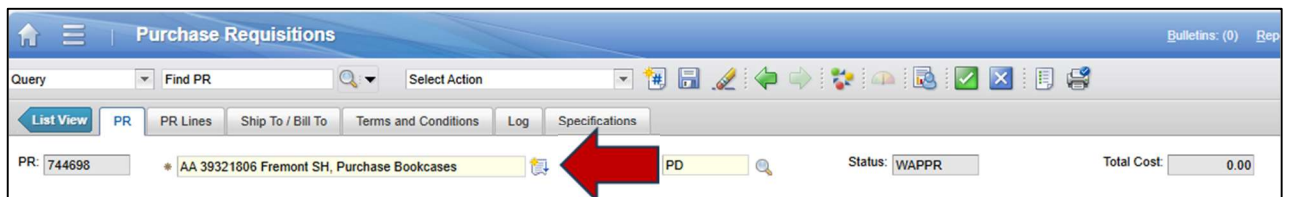


The screenshot shows the 'Purchase Requisitions' screen. The 'PR' field is highlighted with a red arrow and contains the value '744698'. The 'Status' field is 'WAPPR' and the 'Total Cost' is '0.00'.

In the **Description** field, use the following naming convention: 2 Letter Craft Code (space) Work Order Number (space) School Site (i.e., AA 14183033 Fremont SH).

If you would like to add an additional comment to the Description field, separate the additional comment from the naming convention by a comma, and type your additional comment directly into the Description field (i.e., AA 14183033 Fremont SH, Replace Doors).

Click on the **Long Description**  icon to add any special instructions for the PR. Type '**Special Instructions**' and all the text that follows will print in the Special Instructions section of the Quote Sheet.



The screenshot shows the 'Purchase Requisitions' screen. The 'Long Description' field is highlighted with a red arrow and contains the value 'AA 39321806 Fremont SH, Purchase Bookcases'. The 'PR' field is '744698' and the 'Status' is 'WAPPR'.

Fill in the following fields:

PR Type Type **PD** or click on the **magnifying glass**  icon next to the **PO Type** field and select **PD (Low Value Purchase Order)**.

Priority Enter a **Priority Number** for your Purchase Requisition (3 being Standard and 5 being Urgent)

Requested By The **Requested By** field will auto-populate based on your Maximo login. If you would like to change the requestor, type in the employee number of the new requestor or use the magnifying glass  icon to select from a list.

NOTE: The employee listed as the **Requested By** field will receive an email if the SAP Interface to create a PO number was successful or failed.

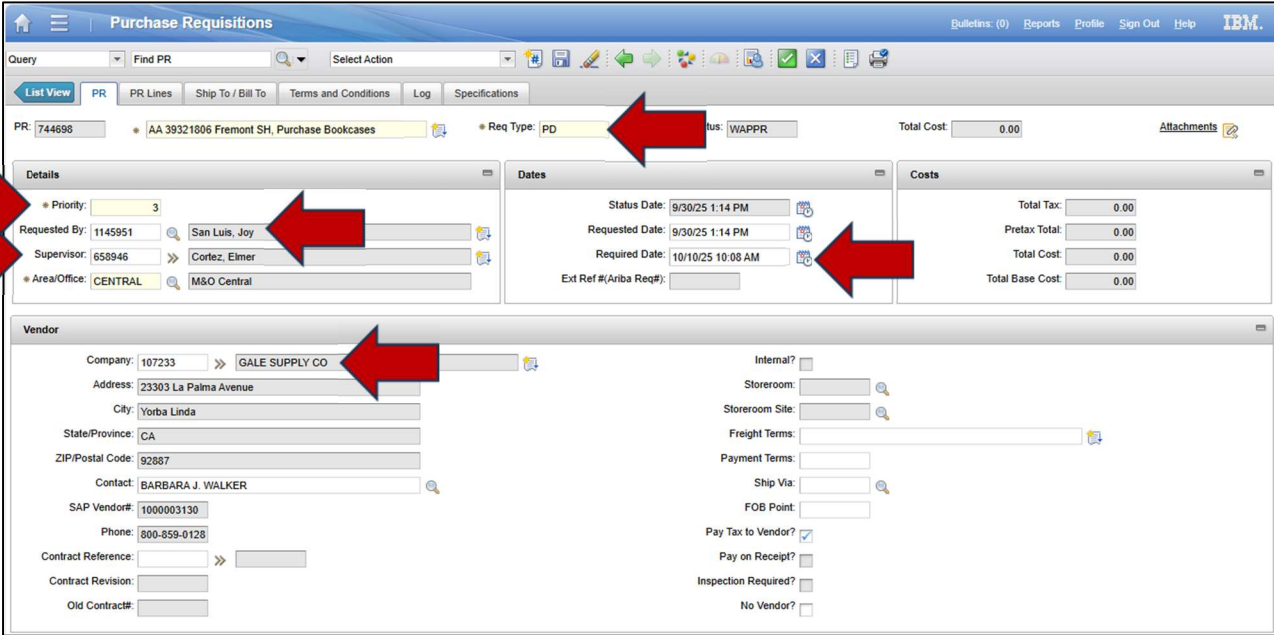
Supervisor Enter the **employee number** of your supervisor or search for it by clicking on the  icon and selecting **Select Value**.

Required Date Enter the **date** you would like your purchase delivered.

Company Enter the **vendor number** of the company whom you wish to purchase the supplies/services. If a vendor number is not available, please contact your clerical staff to create a temporary vendor number. You may also search for the vendor number by clicking on the  icon and searching for it in the **Companies** application.

NOTE: You can only select a vendor with an **SAP Vendor#**. Vendors without a SAP Vendor # will reject in the SAP interface. Vendors with a “V” in the T column signify that they are registered with Ariba.

Sample screenshot:



The screenshot shows the 'Purchase Requisitions' form in Maximo. Red arrows highlight the following fields:

- Req Type:** PD
- Priority:** 3
- Requested By:** 1145951 (San Luis, Joy)
- Supervisor:** 658946 (Corlez, Elmer)
- Area/Office:** CENTRAL (M&O Central)
- Status Date:** 9/30/25 1:14 PM
- Requested Date:** 9/30/25 1:14 PM
- Required Date:** 10/10/25 10:08 AM
- Company:** 107233 (GALE SUPPLY CO)
- SAP Vendor#:** 1000003130
- Phone:** 800-859-0128

To save, click on the floppy disk .

2. CREATE PR LINE ITEMS

Click on the **PR Lines** tab.

The screenshot shows the 'Purchase Requisitions' window. At the top, there's a 'Query' dropdown and a 'Find PR' search bar. Below that, a row of tabs includes 'List View', 'PR', 'PR Lines' (highlighted with a red arrow), 'To', 'Terms and Conditions', 'Log', and 'Specifications'. Below the tabs, there are input fields for 'PR: 744698', 'Item: AA 39321806 Fremont SH, Purchase Bookcases', 'Site: LAUSD', and 'Status: WAPPR'.

Prior to creating the PR Lines, under the **Default Table Data** section, you have an option to pre-fill the **Work Order** number. If pre-filled, all new rows will auto-populate with the Work Order number.

This screenshot shows the 'Default Table Data' section. It contains several input fields: 'Work Order: 39321806' (with a red arrow pointing to it), 'Location:', 'Asset:', 'Storeroom:', 'Requested By:', and 'GL Debit Account:'.

There are two ways to add lines to your PR.

OPTION 1: Vendor Items Button

If you click on the **Vendor Items** button, a new window will appear with a value list of all items M&O have ordered from this Vendor in Maximo.

This screenshot shows the 'PR Lines' section of the interface. At the top, there are tabs for 'List View', 'PR', 'PR Lines', 'Ship To / Bill To', 'Terms and Conditions', 'Log', and 'Specifications'. Below the tabs, there are fields for 'PR: 744698', 'Item: AA 39321806 Fremont SH, Purchase Bookcases', 'Site: LAUSD', 'Status: WAPPR', and 'Total Cost: 0.00'. Below these fields is a table for 'PR Lines'. The table has columns: 'Line', 'Item', 'Description', 'Quantity', 'Order Unit', 'Unit Cost', 'Storeroom', 'Work Order', 'Line Cost', and 'Tax Code'. The table is currently empty, with a message 'There are no rows to display.' Below the table, there are buttons: 'Vendor Items' (highlighted with a red arrow), 'Contract Items', 'Distribute Costs', 'View Contracts', and 'New Row'. At the bottom, there is a 'Default Table Data' section with fields for 'Work Order: 39321806', 'Location:', 'Asset:', 'Storeroom:', 'Requested By:', and 'GL Debit Account:'.

Check the boxes of the item number(s) you wish to bring over as **PR Lines**. Click on the **OK** button when done.

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Vendor Items

Vendor Items Filter 76 - 90 of 105 Download

☐ Item	Item Type	Description	Manufacturer	Quantity	Model	Catalog #	Order Unit	Last Price
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis	BOBRICK			B 2112	EA	30.30
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis	BOBRICK			B2111	EA	26.25
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis			#B-2112		EA	25.65
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis			BOBRICK		EA	27.00
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis	4854411100				EA	28.85
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis					EA	30.00
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis	BOBRICK		B-2112		EA	28.85
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis	4854411000				EA	28.85
☐ 4854400000	ITEM	Dispensers, Lotion and Soap (Including Waterless Soap Dis	BOBRICK		BOB2112		EA	30.00
☐ 6652417360	ITEM	BAG, PLASTIC, CLEAR, 6 MIL 33" X 50"				TRM-612C	EA	0.92
☐ 6652417360	ITEM	BAG, PLASTIC, CLEAR, 6 MIL 33" X 50"					EA	0.92
☐ 2852300000	ITEM	REGAL PRODUCTS, MYERS PRODUCTS (CONDUIT FITT	BOBRICK			B2112	EA	30.30
☒ 9998000120	ITEM	SHIPPING, DELIVERY OR FREIGHT CHARGE					EA	2.75
☒ 9990000000	ITEM	MISCELLANEOUS CHARGES (ALL KINDS) (Tax Exempt)					EA	2.75
☐ 4854672200	ITEM	DISPENSER, TOILET PAPER, SGL FOLD, SST					EA	103.00

OK Cancel

This will create a new row for each Item number you selected. Here you can modify the **Description**, **Quantity**, **Order Unit**, **Unit Cost** and **Tax** to match the vendor quote.

PR Lines

PR: 744698 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD Status: WAPPR Total Cost: 24.32

PR Lines Filter 3 of 3

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
3	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER	1.00	EA	17.15		39321806	17.15	9.75
2	9990000000	MISCELLANEOUS CHARGES (ALL KINDS) (Tax Exempt)	1.00	EA	2.75		39321806	2.75	
1	9998000120	SHIPPING, DELIVERY OR FREIGHT CHARGE	1.00	EA	2.75		39321806	2.75	

Vendor Items Select Spare Parts Contract Items Distribute Costs View Contracts New Row

OPTION 2: New Row Button

To create a new row, click on the **New Row** button on the right-hand side of the **PR Lines** subsection.

PR Lines

PR: 744698 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD Status: WAPPR Total Cost: 0.00

PR Lines Filter 0 - 0 of 0

There are no rows to display.

Vendor Items Select Spare Parts Contract Items Distribute Costs View Contracts New Row

Default Table Data

Work Order: 39321806 Asset: Storeroom: Requested By: GL Debit Account:

Enter the **Commodity Code** number in the **Item** field. Modify the default description to provide more accurate information. You may also use the **Long Description**, **Manufacturer**, and **Model** fields to provide more detailed information.

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The screenshot displays the 'Purchase Requisitions' interface. At the top, there's a header with 'Purchase Requisitions' and navigation links. Below this, a search bar and a 'Select Action' dropdown are visible. The main area shows a list of PR lines with columns: Line, Item, Description, Quantity, Order Unit, Unit Cost, Storeroom, Work Order, Line Cost, and Tax Code. Line 4 is selected, showing 'Bookcases 4' X 8''.

Below the list, the 'Line Item' details are shown. On the left, there's a section for 'Line Item' with fields for 'Item' (4250300000), 'Line Type' (Item), and 'PR Line #' (4). On the right, there's a section for 'Manufacturer' with fields for 'Manufacturer' (107233), 'Model' (A123), 'Category' (STK), 'Catalog #', 'Commodity Group' (42500), and 'Commodity Code'. To the right of these fields are checkboxes for 'Receipt Required?', 'Inspection Required?', 'Issue on Receipt?', 'Charge to Store?', 'Distributed?', 'Tax Exempt?', and 'Copy to RFQ?'.

Red arrows point to the 'Item' field, the 'Manufacturer' field, and the 'Commodity Group' field.

If you do not know the **Commodity Code** number, you may search for it by clicking on the  icon (to the right of the Item field) and click on **Select Value**.

This screenshot shows the 'Line Item' details section. The 'Item' field is highlighted, and a dropdown menu is open, showing options: 'Select Value', 'Classification', 'Attributes', 'Go To', 'View Item Availability', and 'View Image'. Red arrows point to the 'Select Value' option and the 'Item' field.

A pop-up window will appear with a list of Items in Maximo. Here, you may search for your item in the second **Description** column. To select an Item number, click on the **Item Number** or the **Description**. This will help ensure that we calculate the full, correct amount (including tax) for the item.

NOTE: The item number you select must have a **Commodity Group** number in order for the PO to be created in Ariba/SAP.

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Select Value

Filter > 261 - 280 of 517

Item	Description	Commodity Group	Description	Commodity Code	Cost Element	Tax Exempt?
			furniture			
4259410032	PANEL, ENHANCED, TACKABLE ACOUSTICAL, 35x53 - 9TT5335	42500	FURNITURE: OFFICE		430003	☐
4259410033	PANEL, ENHANCED, TACKABLE ACOUSTICAL, 30x53 - 9TT5330	42500	FURNITURE: OFFICE		430003	☐
4259410034	PANEL, PWR, ENHANCED, TACKABLE, ACOUSTICAL, 3 CIRCT, 36X65	42500	FURNITURE: OFFICE		430003	☐
4259410042	WORKSURFACE, STRAIGHT, LAMINATE, 30x35	42500	FURNITURE: OFFICE		430003	☐
4259410046	DRAWER, CTR, 21x22	42500	FURNITURE: OFFICE		430003	☐
4259410047	BIN, OVERHEAD, 1 DOOR, LOCK, 14-7/8x42	42500	FURNITURE: OFFICE		430003	☐
4259410048	BIN, OVERHEAD, 1 DOOR, LOCK, 14-7/8x36	42500	FURNITURE: OFFICE		430003	☐
4259410050	LATERAL, 2 DRAWER, LAMINATE	42500	FURNITURE: OFFICE		430003	☐
4259410054	WORKSURFACE, STRAIGHT, LAMINATE, 25X25	42500	FURNITURE: OFFICE		430003	☐
4259410058	WORKSURFACE, CORNERSTONE, LAM, DOUBLE BULLNOSE, 25X45	42500	FURNITURE: OFFICE		430003	☐
4259410062	BIN, OVERHEAD, 2 DOORS, LOCK, 14-7/8x60	42500	FURNITURE: OFFICE		430003	☐
4259410066	PANEL, ENHANCED, TACKABLE, ACOUSTICAL, 30x42	42500	FURNITURE: OFFICE		430003	☐
4259410070	WORKSURFACE, STRAIGHT, LAMINATE, 25X25"	42500	FURNITURE: OFFICE		430003	☐
4259410074	PANEL, PWR, ENHANCED, TACKABLE, RAD, 35X65	42500	FURNITURE: OFFICE		430003	☐
4259410078	BIN, OVERHEAD, 1 DOOR, LOCK, 14-7/8x25"	42500	FURNITURE: OFFICE		430003	☐
4259410081	PANEL, ENHANCED, TACKABLE, ACOUSTICAL, 35x42	42500	FURNITURE: OFFICE		430003	☐
4259410082	PANEL, PWR, ENHANCED, TACKABLE, ACOUSTICAL, 35x42	42500	FURNITURE: OFFICE		430003	☐
4259410083	PANEL, ENHANCED, TACKABLE ACOUSTICAL, 25x53	42500	FURNITURE: OFFICE		430003	☐
4259410084	PANEL, ENHANCED, TACKABLE ACOUSTICAL, 60x53	42500	FURNITURE: OFFICE		430003	☐
4259410085	PANEL, PWR, ENHANCED, TACKABLE, ACOUSTICAL, 4 CIRCT, S, I2, 30x75 - 9TT7530_p4	42500	FURNITURE: OFFICE		430003	☐

Cancel

After you click on the **Item Number** or the **Description**, the item number will be returned to the **Item** field. Type over the default description to provide an item name. Using the **Long Description**, **Manufacturer**, and **Model** fields, will allow you to add specifications.

List View PR PR Lines Ship To / Bill To Terms and Conditions Log Specifications

PR: 744698 * AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD

PR Lines Filter > 1 - 4 of 4

Line	Item	Description
3	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER
2	9990000000	MISCELLANEOUS CHARGES (ALL KINDS) (Tax Exempt)
1	9998000120	SHIPPING, DELIVERY OR FREIGHT CHARGE
4	4259410046	DRAWER, CTR, 21x22

Line Item

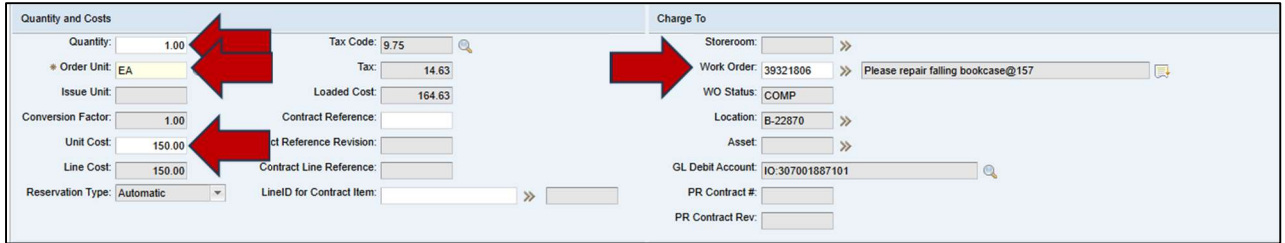
Item: 4259410046 >> DRAWER, CTR, 21x22

Line Type: Item

PR Line #: 4

Remarks:

Update the **Quantity**, **Order Unit**, **Unit Cost**, and **Work Order** number if necessary.



Quantity and Costs

Quantity: 1.00
 * Order Unit: EA
 Issue Unit:
 Conversion Factor: 1.00
 Unit Cost: 150.00
 Line Cost: 150.00
 Reservation Type: Automatic

Tax Code: 9.75
 Tax: 14.63
 Loaded Cost: 164.63
 Contract Reference:
 Contract Reference Revision:
 Contract Line Reference:
 LineID for Contract Item:

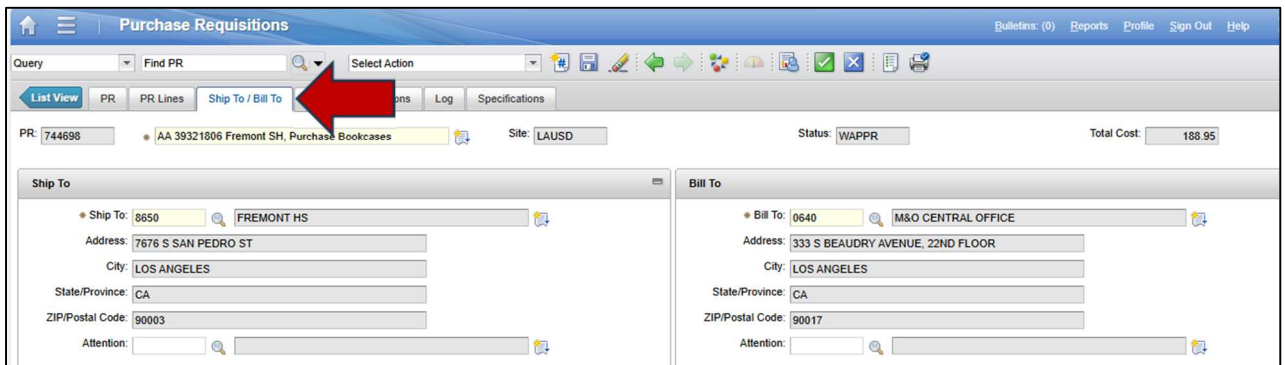
Charge To

Storeroom:
 Work Order: 39321806
 WO Status: COMP
 Location: B-22870
 Asset:
 GL Debit Account: JO:307001887101
 PR Contract #:
 PR Contract Rev:

Click on the floppy disk icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

3. ENTER SHIP TO / BILL TO INFORMATION

Click on the **Ship To / Bill To** tab.



Purchase Requisitions

Query Find PR Select Action

List View PR PR Lines **Ship To / Bill To** Terms and Conditions Log Specifications

PR: 744698 * AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD Status: WAPPR Total Cost: 188.95

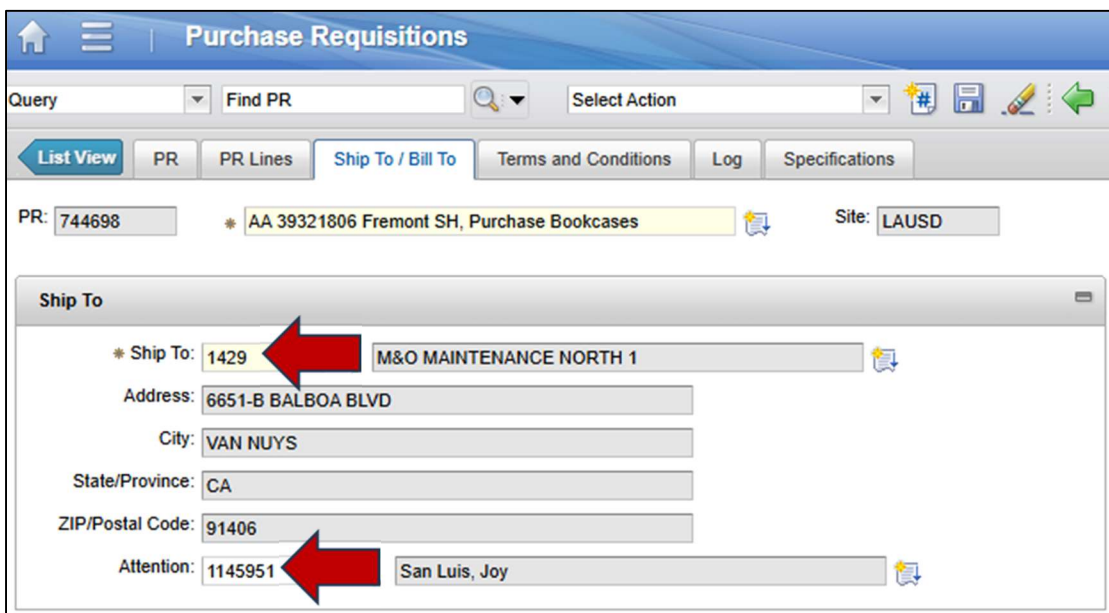
Ship To

* Ship To: 8650 FREMONT HS
 Address: 7676 S SAN PEDRO ST
 City: LOS ANGELES
 State/Province: CA
 ZIP/Postal Code: 90003
 Attention:

Bill To

* Bill To: 0640 M&O CENTRAL OFFICE
 Address: 333 S BEAUDRY AVENUE, 22ND FLOOR
 City: LOS ANGELES
 State/Province: CA
 ZIP/Postal Code: 90017
 Attention:

- **Ship To a M&O Area:**
 - Select / enter your M&O Area's section code in the **Ship To** field.
 - Enter the requestor's employee number in the **Attention** field.



Purchase Requisitions

Query Find PR Select Action

List View PR PR Lines **Ship To / Bill To** Terms and Conditions Log Specifications

PR: 744698 * AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD

Ship To

* Ship To: 1429 M&O MAINTENANCE NORTH 1
 Address: 6651-B BALBOA BLVD
 City: VAN NUYS
 State/Province: CA
 ZIP/Postal Code: 91406
 Attention: 1145951 San Luis, Joy

- **Ship To a School:**
 - Select / enter the school's section code in the **Ship To** field.
 - Enter the requestor's employee number in the **Attention** field.

The screenshot shows the 'Purchase Requisitions' interface. At the top, there's a navigation bar with a home icon, a menu icon, and the title 'Purchase Requisitions'. Below this is a search bar with 'Query' and 'Find PR' buttons, and a 'Select Action' dropdown. A row of tabs includes 'List View', 'PR', 'PR Lines', 'Ship To / Bill To' (which is selected), 'Terms and Conditions', 'Log', and 'Specifications'. The main content area shows 'PR: 744698' and '* AA 39321806 Fremont SH, Purchase Bookcases'. To the right, 'Site: LAUSD' is displayed. Below this is a 'Ship To' section with a minus icon. Inside this section, there are several fields: '* Ship To: 8650' (with a red arrow pointing to it), 'FREMONT HS', 'Address: 7676 S SAN PEDRO ST', 'City: LOS ANGELES', 'State/Province: CA', 'ZIP/Postal Code: 90003', and 'Attention: 1145951' (with a red arrow pointing to it). The 'Attention' field also has 'San Luis, Joy' next to it.

- **Ship To - Will Call:**
 - Enter WC in the **Ship To** field
 - **Requirements for Will Call:**
 - **WILL CALL SHOULD ONLY BE USED FOR EMERGENCIES**
 - Only an AFSD can approve a Will Call requisition
 - The person who picks up the material(s) must print their name and sign the packing / pick-up slip.
 - They must take a picture, at pickup, of the material(s) using a District issued device.
 - Material(s) must be installed / used within 48 hours +/- after it is picked up.
 - After installation, a photo must be taken of the installed material and attached to the work order

Purchase Requisitions

Query: Find PR [] Select Action []

List View PR PR Lines **Ship To / Bill To** Terms and Conditions Log Specifications

PR: 744698 * AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD

Ship To

* Ship To: WC WILL CALL

Address: []

City: []

State/Province: []

ZIP/Postal Code: []

Attention: 1145951 San Luis, Joy

- **Bill To:**
 - Select / enter your M&O Area's section code in the **Bill To** field. Enter the requestor's employee number in the **Attention** field.

Status: WAPPR Total Cost: 188.53

Bill To

* Bill To: 0640 M&O CENTRAL OFFICE

Address: 333 S BEAUDRY AVENUE, 22ND FLOOR

City: LOS ANGELES

State/Province: CA

ZIP/Postal Code: 90017

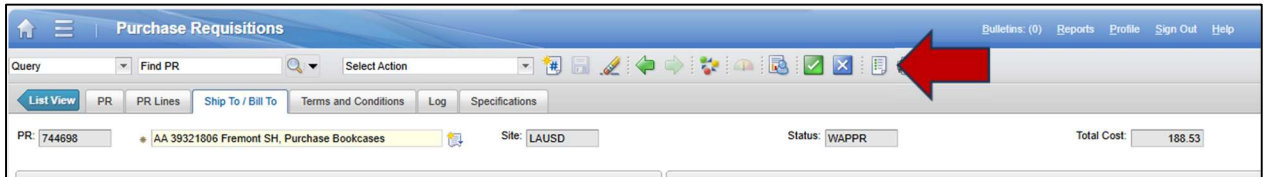
Attention: 1145951 San Luis, Joy

- **Issues:**
 - If the section is missing or has incorrect information, please contact the Maximo Team at MaximoTeam@laschools.net.

Click on the floppy disk  icon to save.

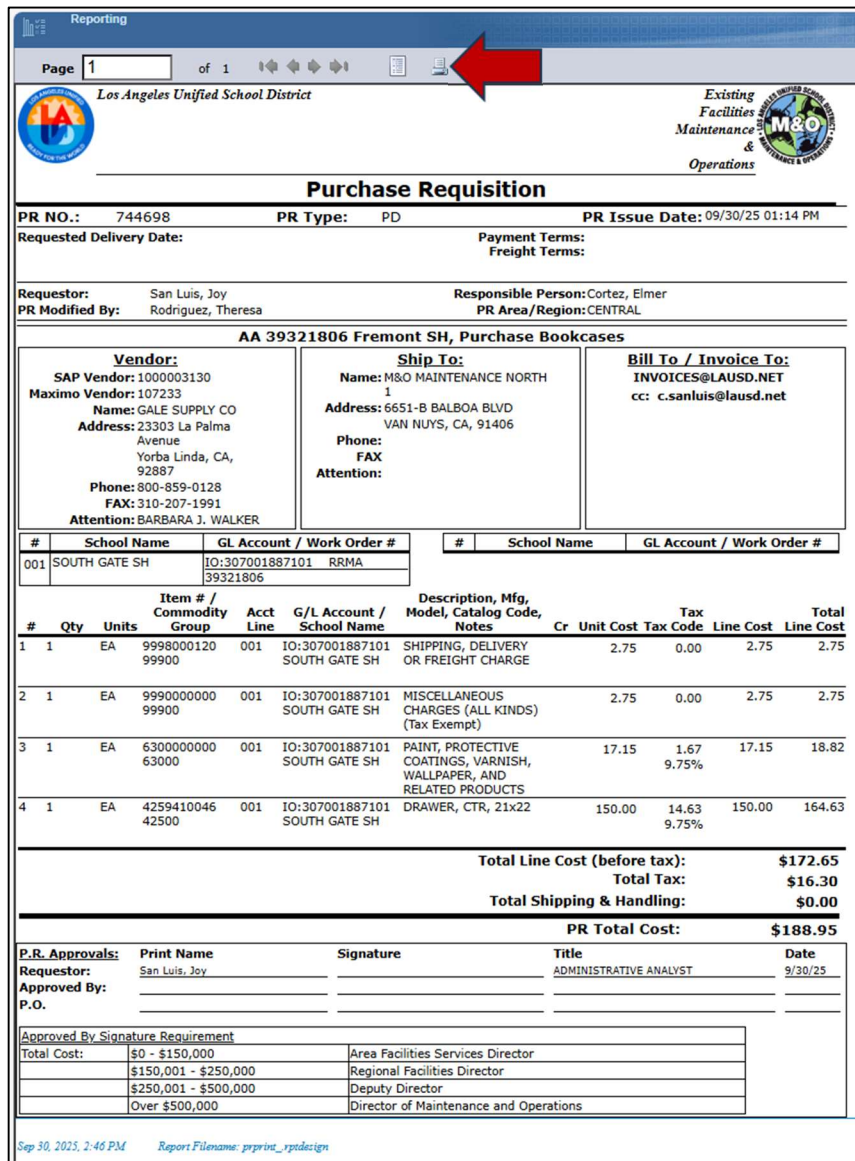
4. PRINT THE PURCHASE REQUISITION REPORT

Click on the **Purchase Requisition Report**  icon located on the top toolbar to view the report.



The screenshot shows the 'Purchase Requisitions' window. The top toolbar contains various icons, including a printer icon. A red arrow points to the printer icon. Below the toolbar, the 'List View' tab is selected. The main area displays details for a purchase requisition: PR: 744698, AA 39321806 Fremont SH, Purchase Bookcases, Site: LAUSD, Status: WAPPR, and Total Cost: 188.53.

A new **BIRT Report Viewer** window will appear. Review the report and click on the printer  icon to print the document.



The screenshot shows the 'Reporting' window with the 'Purchase Requisition' report. The report is for PR NO.: 744698, PR Type: PD, and PR Issue Date: 09/30/25 01:14 PM. The Requested Delivery Date is 09/30/25. The Requestor is San Luis, Joy, and the Responsible Person is Cortez, Elmer. The PR Area/Region is CENTRAL. The report details the purchase of bookcases from M&O MAINTENANCE NORTH. The total line cost is \$172.65, total tax is \$16.30, and total shipping & handling is \$0.00, resulting in a PR Total Cost of \$188.95. The report also includes a signature requirement table.

#	Qty	Units	Item # / Commodity Group	Acct Line	G/L Account / School Name	Description, Mfg, Model, Catalog Code, Notes	Cr	Unit Cost	Tax Code	Line Cost	Total Line Cost
1	1	EA	9998000120 99900	001	IO:307001887101 SOUTH GATE SH	SHIPPING, DELIVERY OR FREIGHT CHARGE		2.75	0.00	2.75	2.75
2	1	EA	9990000000 99900	001	IO:307001887101 SOUTH GATE SH	MISCELLANEOUS CHARGES (ALL KINDS) (Tax Exempt)		2.75	0.00	2.75	2.75
3	1	EA	6300000000 63000	001	IO:307001887101 SOUTH GATE SH	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS		17.15	1.67 9.75%	17.15	18.82
4	1	EA	4259410046 42500	001	IO:307001887101 SOUTH GATE SH	DRAWER, CTR, 21x22		150.00	14.63 9.75%	150.00	164.63
Total Line Cost (before tax):											\$172.65
Total Tax:											\$16.30
Total Shipping & Handling:											\$0.00
PR Total Cost:											\$188.95

P.R. Approvals:	Print Name	Signature	Title	Date
Requestor:	San Luis, Joy		ADMINISTRATIVE ANALYST	9/30/25
Approved By:				
P.O.				

Approved By Signature Requirement	
Total Cost:	\$0 - \$150,000
	\$150,001 - \$250,000
	\$250,001 - \$500,000
	Over \$500,000

Area Facilities Services Director
Regional Facilities Director
Deputy Director
Director of Maintenance and Operations

Sep 30, 2025, 2:45 PM Report Filename: prprint_rptdesign

The Requestor is responsible for signing the **Requestor** line. Then, the Requestor must obtain the required signature in the **Approved By** field. The **Approver** must verify that the vendor quote and PR

lines match prior to approving the requisition. The **Approved By** signature is determined by the Dollar amount of the requisition:

AFSD	\$0 - \$150,000
RDF	\$150,001 - \$250,000
Deputy Director	\$250,001 - \$500,000
Director	\$500,001+

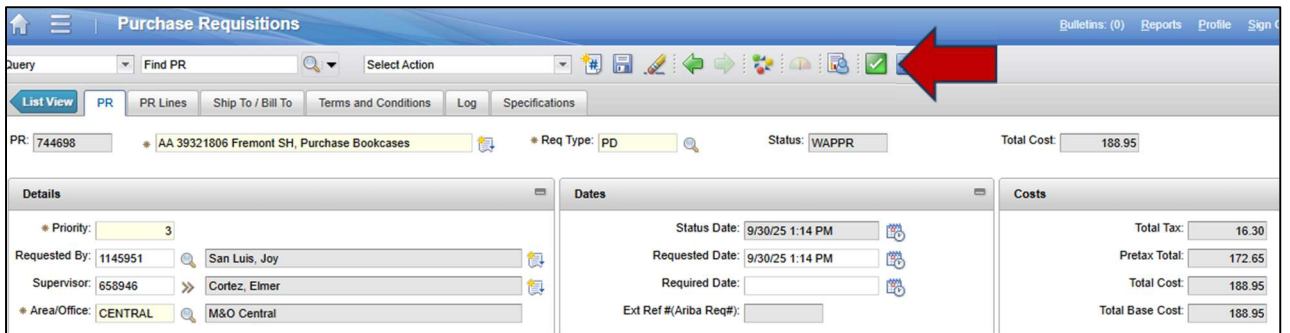
Submit the signed **Purchase Requisition** report to **Clerical** for processing.

5. CREATE PURCHASE ORDER

The Clerical department performs this function.

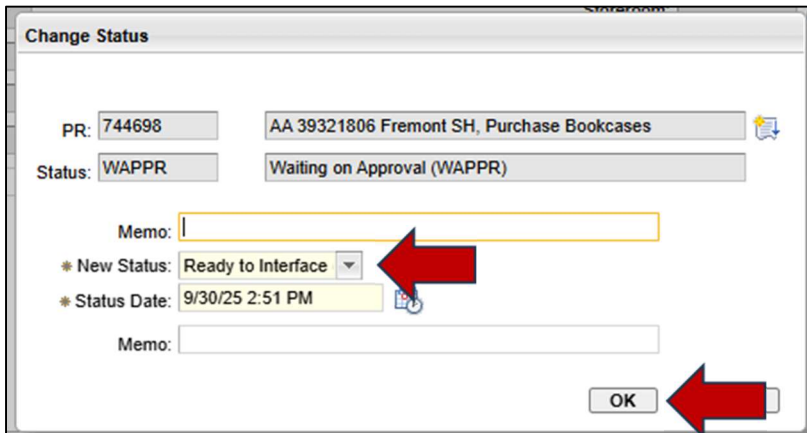
Review the **Purchase Requisition** report that was submitted to you by the Requestor. Sign on the **P.O. Line** of the report, after reviewing/checking the document for accuracy and completeness (e.g. Ariba Vendor Code appears, Work Order has G/L Account line). Attach the **Purchase Requisition Details Report** and submitted documentation to the PR. See the Document Upload Guide for steps on how to name and upload files.

On the **Purchase Requisition** record, change the status to **Ready to Interface (INTREADY)**. Click on the  icon located in the top tool bar.



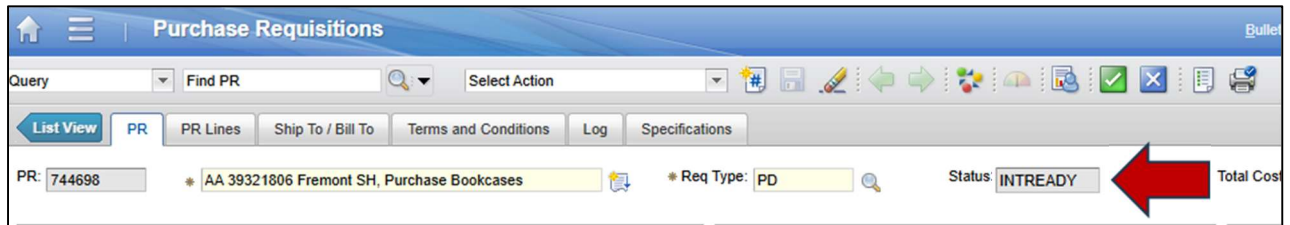
The screenshot shows the 'Purchase Requisitions' window. At the top, there is a toolbar with various icons. A red arrow points to the green checkmark icon, which is used to change the status of the requisition. Below the toolbar, the 'PR: 744698' is displayed, along with the description 'AA 39321806 Fremont SH, Purchase Bookcases' and the 'Req Type: PD'. The status is 'WAPPR' and the total cost is '188.95'. The 'Details' section shows the priority as '3', requested by 'San Luis, Joy', supervisor 'Cortez, Elmer', and area/office 'CENTRAL'. The 'Dates' section shows the status date as '9/30/25 1:14 PM', requested date as '9/30/25 1:14 PM', and required date as blank. The 'Costs' section shows the total tax as '16.30', pretax total as '172.65', total cost as '188.95', and total base cost as '188.95'.

The **Change Status** window will appear with **Ready to Interface (INTREADY)** selected as the **New Status**. Click on the **OK** button.



The screenshot shows the 'Change Status' window. It displays the PR number '744698' and the description 'AA 39321806 Fremont SH, Purchase Bookcases'. The current status is 'WAPPR' and the new status is 'Ready to Interface (INTREADY)'. The status date is '9/30/25 2:51 PM'. There are two memo fields. A red arrow points to the 'New Status' dropdown menu, and another red arrow points to the 'OK' button at the bottom right.

The new status will be displayed on the Purchase Requisition.



INTERFACE SCHEDULE AND STATUSES

Maximo will interface the Purchase Requisition information into Ariba to generate the PO. Ariba will assign a buyer, which will require up to 15 business days to generate a PO number, so be prepared for this delay in your process. See below for the Interface status definitions and actions.

Ready to Interface (INTREADY) – This status marks the PR to interface to Ariba. If your PR is in this status, you can still change the status back to **WAPPR** if you need to make changes to the PR.

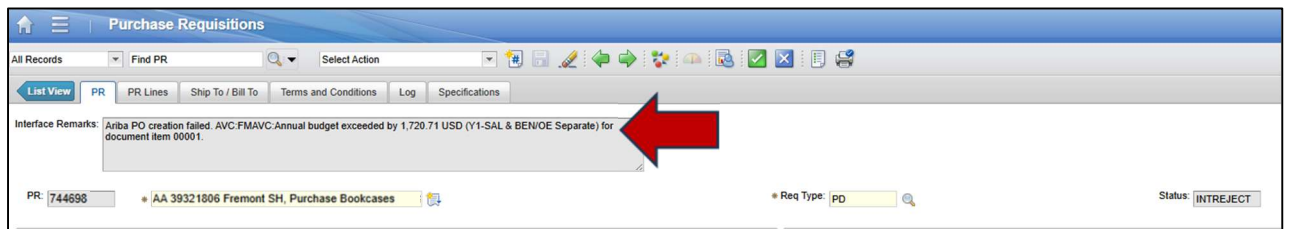
Interface in Session (INTSESSION) – The PR is changed to the **INTSESSION** status when it is in the process of interfacing with Ariba. When the PR is in the **INTSESSION** status, you cannot make any changes to the PR.

Interface Rejected (INTREJECT) – The PR completed its interface but was rejected due to any of the following reasons:

- Invalid Company
- Invalid Funding
- Invalid Commodity Code
- Invalid Unit of Measure
- Etc...

If your PR was rejected during the interface, the reason will be displayed on the PR tab.

Sample screenshot of **Reject** reason

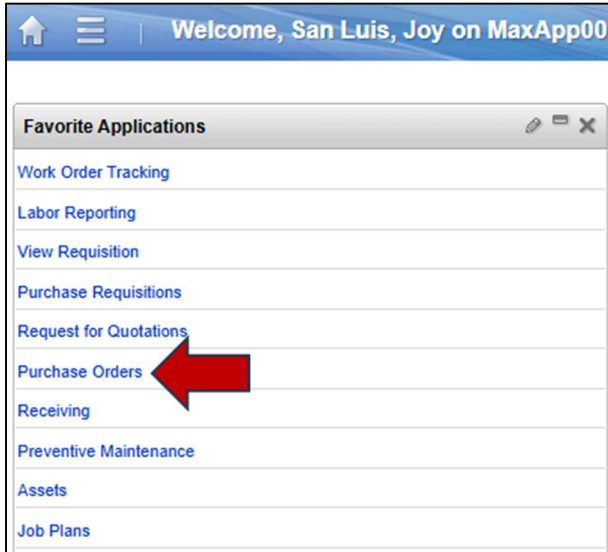


CLOSE – The PR completed its interface, and the Purchase Order number was successful.

The **Requested By** employee and **Clerical** staff who changed the status of the PR to **Ready to Interface (INTREADY)** will receive an email, regarding the status of the interface submission. If the **Purchase Order number** was created successfully, the **PO number** will be included in the email.

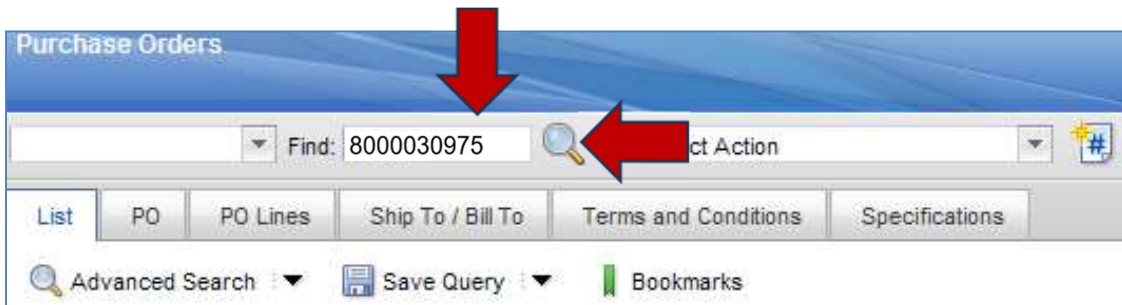
6. PRINT PURCHASE ORDER REPORT

Under the Favorite Applications section, click on the **Purchase Orders** application.

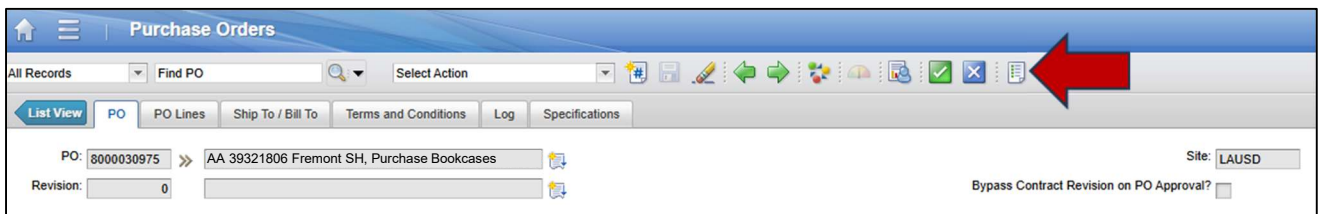


PURCHASE ORDERS HOME

You will be taken to the **Purchase Orders** application. Search for your Purchase Order by entering the Ariba-generated PO number in the find field and click on the  icon to search.



On the **Purchase Order** record, Click on the  icon located in the top tool bar to run the **Purchase Order Details** report.



A new **BIRT Report Viewer** window will appear. Review the **Purchase Order Details** report for accuracy. To print the report, click on the printer  icon.

Reporting											
Page 1	of 1	 									
 Los Angeles Unified School District		Existing Facilities Maintenance & Operations 									
Purchase Order											
PO NO.: 8000030975	Purchase Req No. : 744698	PO Type (from PR or RFQ): PD									
PO Revision No.: 0											
ARIBA PO NUMBER(S): 8000036544											
PO Date: 9/30/25	Vendor: 1000003130	Payment Terms:									
Requested Delivery Date: 10/12/25		Freight Terms:									
Requestor: San Luis, Joy		Responsible Person: Cortez, Elmer									
PR/RFQ Modified By: Rodriguez, Theresa		PO Area/Region: CENTRAL									
Contract:	Exp Date:	Contract Capacity: \$0.00									
AA 39321806 Fremont SH, Purchase Bookcases											
Vendor: SAP Vendor: 1000003130 Maximo Vendor: 107233 Name: GALE SUPPLY CO Address: 23303 La Palma Avenue Yorba Linda, CA, 92887 Phone: 800-859-0128 FAX: 310-207-1991 Attention: BARBARA J. WALKER	Ship To: Name: M&O MAINTENANCE NORTH 1 Address: 6651-B BALBOA BLVD VAN NUYS, CA, 91406 Phone: FAX: Attention:	Bill To / Invoice To: INVOICES@LAUSD.NET cc: c.sanluis@lausd.net									
<table border="1"> <thead> <tr> <th>#</th> <th>School Name</th> <th>GL Account / Work Order #</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>FREMONT SH</td> <td>IO:307001865001 RRMA 38393835</td> </tr> </tbody> </table>	#	School Name	GL Account / Work Order #	001	FREMONT SH	IO:307001865001 RRMA 38393835	<table border="1"> <thead> <tr> <th>#</th> <th>School Name</th> <th>GL Account / Work Order #</th> </tr> </thead> <tbody> </tbody> </table>	#	School Name	GL Account / Work Order #	
#	School Name	GL Account / Work Order #									
001	FREMONT SH	IO:307001865001 RRMA 38393835									
#	School Name	GL Account / Work Order #									

Clerical staff signs the **PO Details Report**. Attach the signed **PR Report** with the **PO Report** and submit to **Requestor** for confirmation and filing.

The **Requestor** should submit a copy of the **PO Details Report** or provide the **PO Number** to **Vendor** to initiate purchase.

7. OPTIONAL: MODIFY PURCHASE ORDER

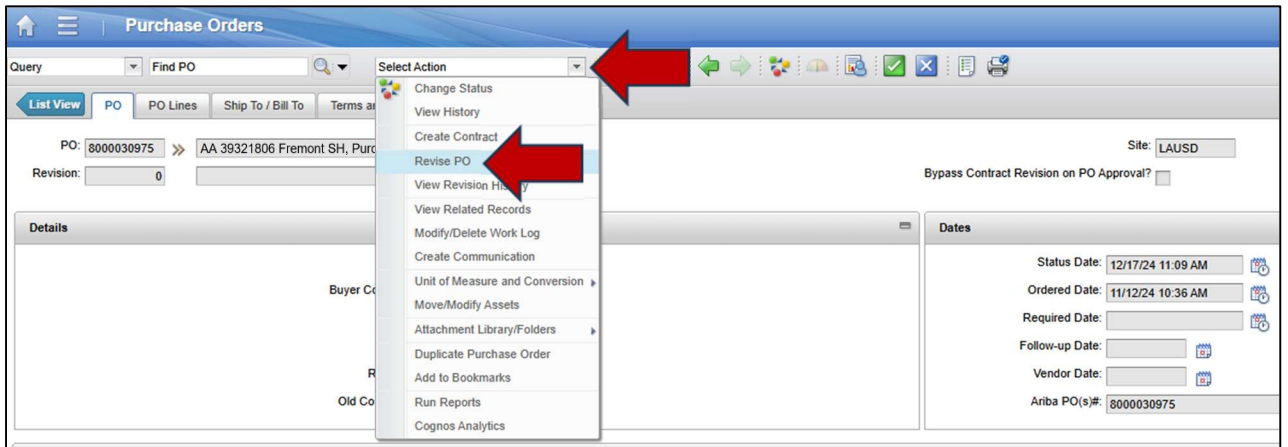
The requestor performs this function.

Modifications are **ONLY** available for the **Description, Quantity, and Unit Cost** of a Purchase Order. You cannot change any other information. To modify the associated **Work Order**, you must delete the PO Line you wish to change and add a new one. If you need to modify any other information, you will have to **CANCEL** the **Purchase Order** and submit a new **Purchase Requisition**.

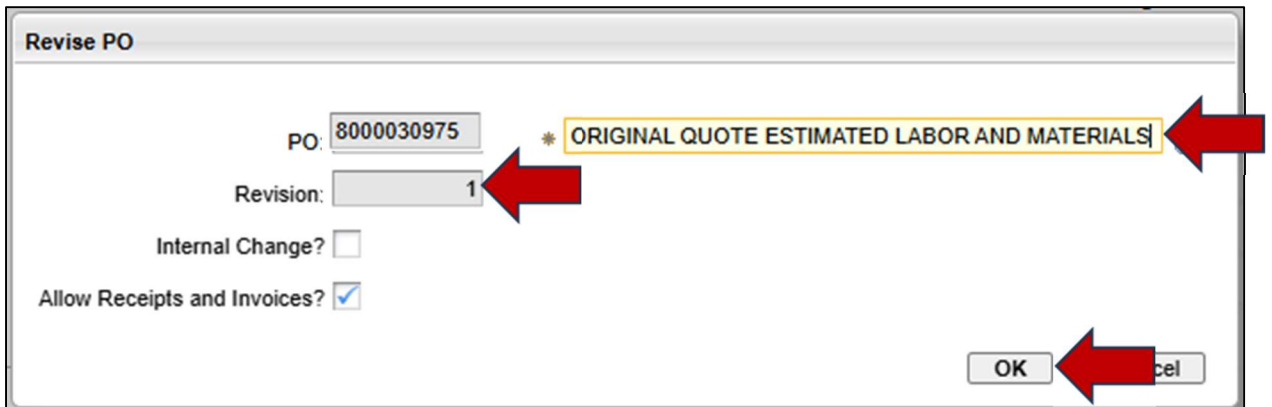
Note: Return or void any goods receipts entered, prior to beginning a modification.

To change the **Description, Quantity, Unit Cost**, or the **Work Order**, go to the **PO record** in the **Purchase Order** application.

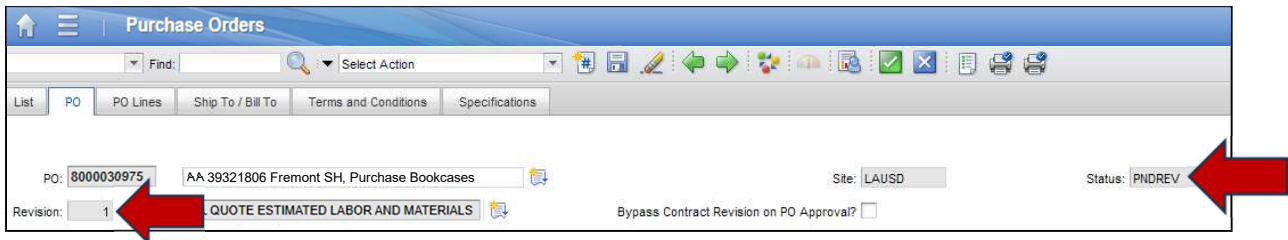
On the **PO record**, click on the **Select Action** dropdown and select **Revise PO**.



A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. You will also notice that the Revision number is now 1. Click **OK** when done.

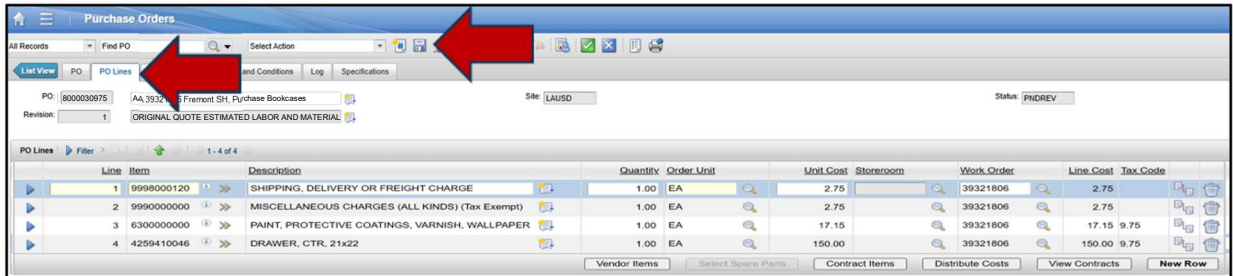


After you click **OK**, you cannot edit the revision justification, and you will be taken to your revised **PO record**. Notice the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.



Maximo 7.6 / Low Value Purchase (PD) Guide

Click on the **PO Lines** tab to make your modifications. To modify the **Work Order Number**, you must add a new row. Click on the floppy disk  icon to save.



Purchase Orders

All Records Find PO Select Action

List View PO PO Lines and Conditions Log Specifications

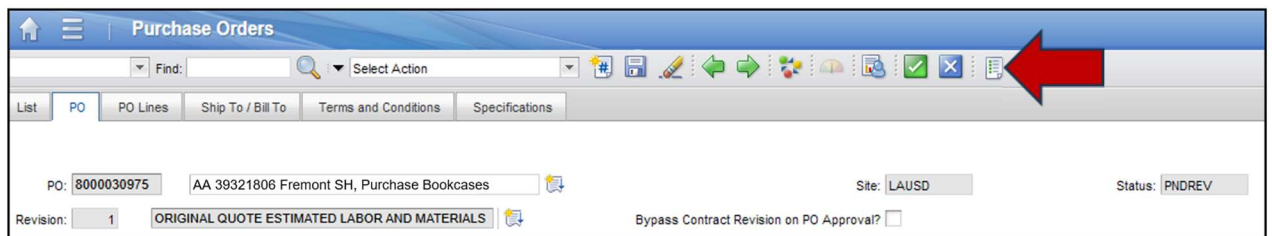
PO: 8000030975 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 ORIGINAL QUOTE ESTIMATED LABOR AND MATERIAL

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
1	9998000120	SHIPPING, DELIVERY OR FREIGHT CHARGE	1.00	EA	2.75		39321806	2.75	
2	9990000000	MISCELLANEOUS CHARGES (ALL KINDS) (Tax Exempt)	1.00	EA	2.75		39321806	2.75	
3	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER	1.00	EA	17.15		39321806	17.15 9.75	
4	4259410046	DRAWER, CTR, 21x22	1.00	EA	150.00		39321806	150.00 9.75	

Vendor Items Select Spare Parts Contract Items Distribute Costs View Contracts New Row

Print your **Modified Purchase Order** report by clicking on the  icon on the toolbar.



Purchase Orders

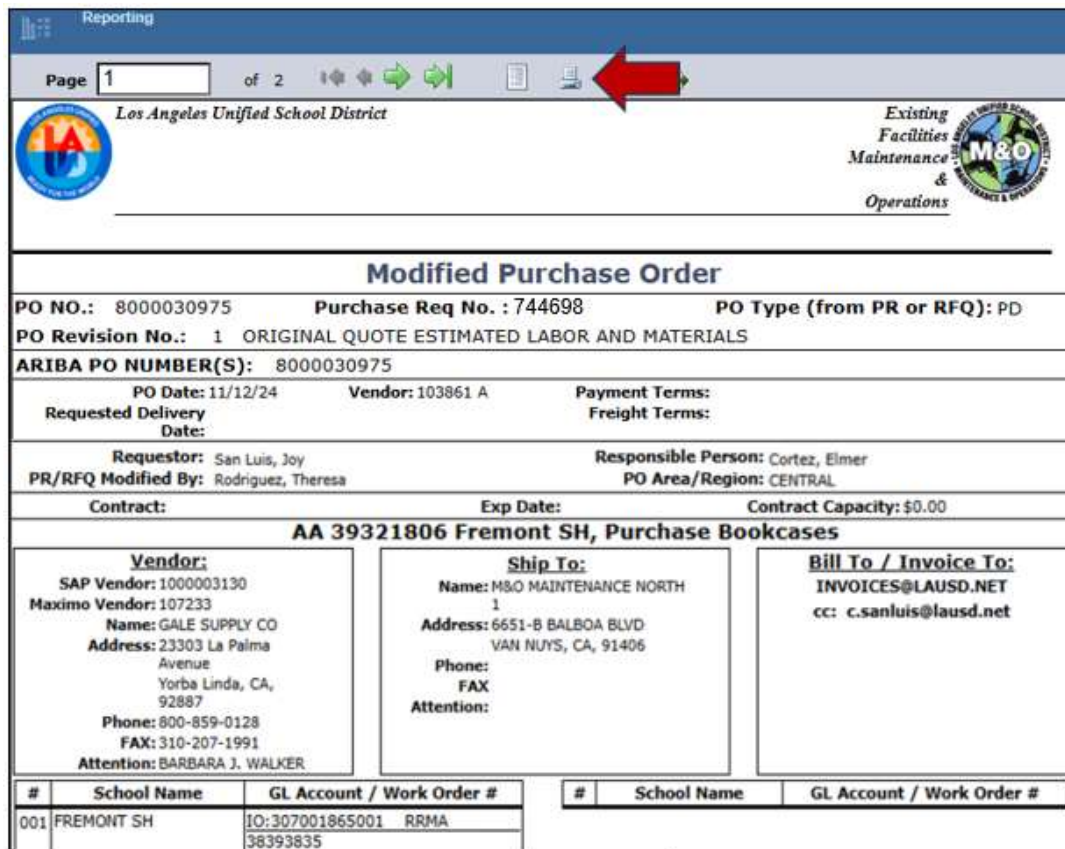
Find: Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 8000030975 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 ORIGINAL QUOTE ESTIMATED LABOR AND MATERIAL Bypass Contract Revision on PO Approval? ☐

A new **BIRT Report Viewer** window will appear. Review the **Modified Purchase Order Report** for accuracy. To print the report, click on the printer  icon.



Reporting

Page 1 of 2

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Modified Purchase Order

PO NO.: 8000030975 Purchase Req No.: 744698 PO Type (from PR or RFQ): PD

PO Revision No.: 1 ORIGINAL QUOTE ESTIMATED LABOR AND MATERIALS

ARIBA PO NUMBER(S): 8000030975

PO Date: 11/12/24 Vendor: 103861 A Payment Terms: Requested Delivery Date: Freight Terms:

Requestor: San Luis, Joy Responsible Person: Cortez, Elmer PR/RFQ Modified By: Rodriguez, Theresa PO Area/Region: CENTRAL

Contract: Exp Date: Contract Capacity: \$0.00

AA 39321806 Fremont SH, Purchase Bookcases

Vendor:	Ship To:	Bill To / Invoice To:
SAP Vendor: 1000003130 Maximo Vendor: 107233 Name: GALE SUPPLY CO Address: 23303 La Palma Avenue Yorba Linda, CA, 92887 Phone: 800-859-0128 FAX: 310-207-1991 Attention: BARBARA J. WALKER	Name: M&O MAINTENANCE NORTH 1 Address: 6651-B BALBOA BLVD VAN NUYS, CA, 91406 Phone: FAX: Attention:	INVOICES@LAUSD.NET cc: c.sanluis@lausd.net

#	School Name	GL Account / Work Order #
001	FREMONT SH	10:307001865001 RRMA 38393835

The Requestor is responsible for signing the **Modified PO** report. The Requestor is to obtain the required signature on the **Approved to Modify** line. The **Approved to Modify** signature is determined by the Dollar amount of the requisition.

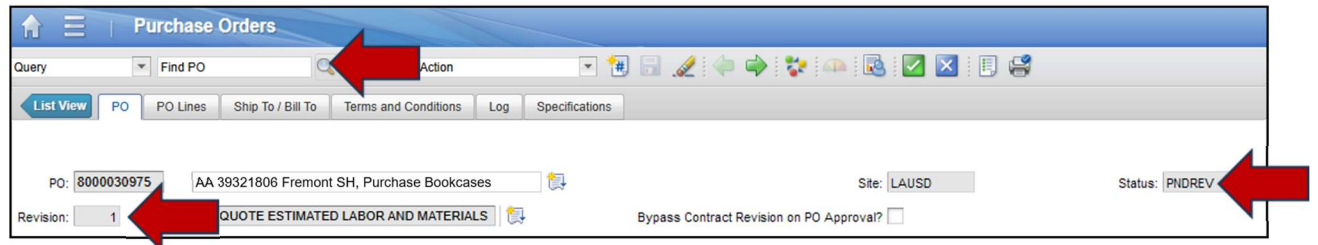
AFSD	\$0 - \$150,000
RDF	\$150,001 - \$250,000
Deputy Director	\$250,001 - \$500,000
Director	\$500,001+

Requested By: San Luis, Joy	10/2/25 Date
Approved to Modify (Print Name / Signature / Title)	Date
PO Successfully Updated By (Print Name / Signature / Title)	Date
Inspected By (Print Name / Signature / Title)	Date
Received By (Print Name / Signature / Title)	Date
Approved To Pay (Print Name / Signature / Title)	Date

This Purchase Order is VOID if signature does not appear. By accepting this Purchase Order, Vendor agrees to all Terms and Conditions at <https://www.lausd.org/Page/19828>. For Purchase Orders issued against LAUSD contracts, please refer to Terms and Conditions contained within associated contracts.

Submit the signed **Modified PO** report and supporting documents to **Clerical** for processing. *The Clerical department performs this function.*

Go to the **Revised PO** record in the **Purchase Order** application. You may search for it by entering the **PO number** in the search field and click on the  icon. Make sure you are on the **Revised PO**; the status will also be in **PNDREV**.



Purchase Orders

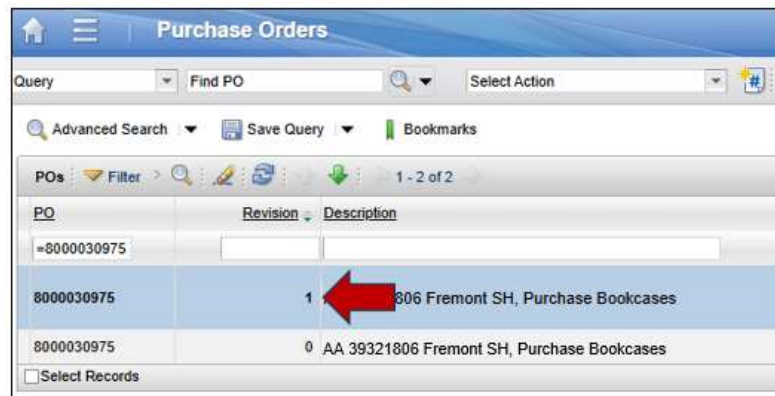
Query Find PO Action

List View PO PO Lines Ship To / Bill To Terms and Conditions Log Specifications

PO: 8000030975 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 QUOTE ESTIMATED LABOR AND MATERIALS Bypass Contract Revision on PO Approval? ☐

If you are not on your revised PO record, click on the **List** tab. The result set will display both PO revisions. Select the revision that was submitted to you on the Modified PO report.



Purchase Orders

Query Find PO Select Action

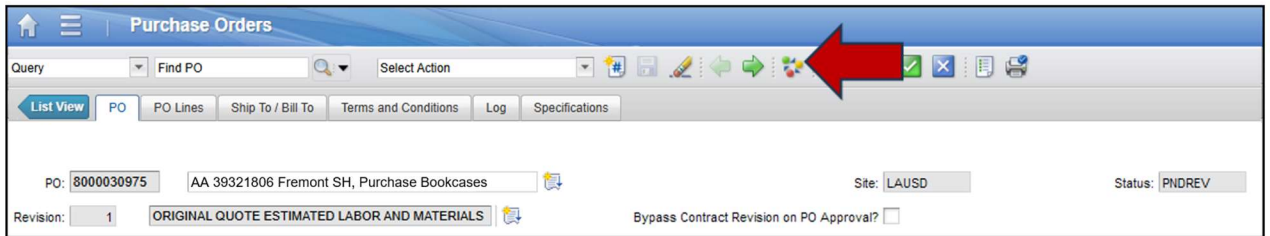
Advanced Search Save Query Bookmarks

POs Filter 1 - 2 of 2

PO	Revision	Description
8000030975	1	806 Fremont SH, Purchase Bookcases
8000030975	0	AA 39321806 Fremont SH, Purchase Bookcases

Select Records

Attach the **Modified Purchase Order Report** and submitted documentation to the **Revised PO**. See the Document Upload Guide for steps on how to name and upload files. Click on the **Revised PO's**, change status  icon and select **INTREADY (Ready to Interface)**.



Purchase Orders

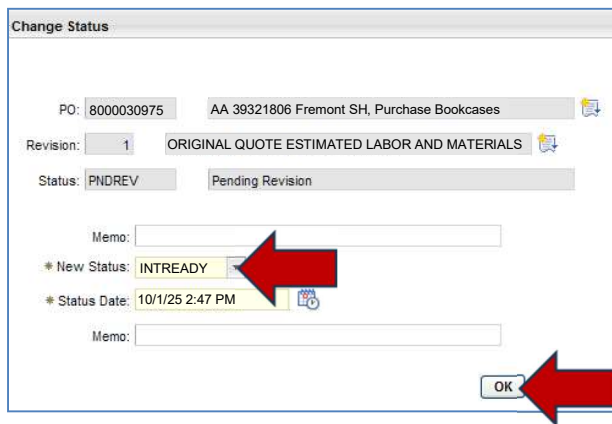
Query Find PO Select Action

List View PO PO Lines Ship To / Bill To Terms and Conditions Log Specifications

PO: 8000030975 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 ORIGINAL QUOTE ESTIMATED LABOR AND MATERIALS Bypass Contract Revision on PO Approval? ☐

Select **Ready to Interface** on the **New Status** dropdown and hit **OK**.



Change Status

PO: 8000030975 AA 39321806 Fremont SH, Purchase Bookcases

Revision: 1 ORIGINAL QUOTE ESTIMATED LABOR AND MATERIALS

Status: PNDREV Pending Revision

Memo:

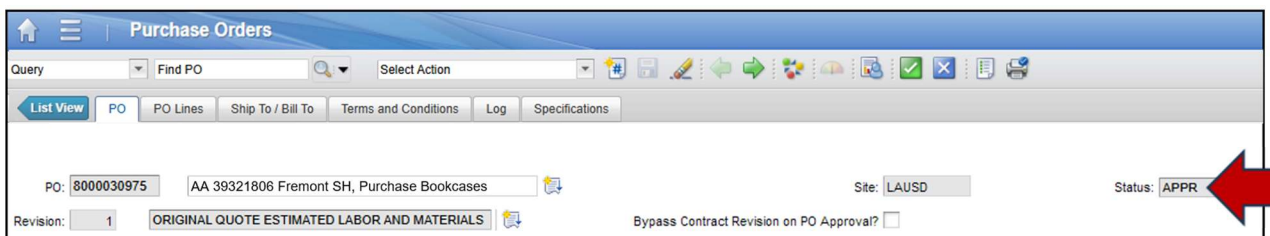
* New Status: INTREADY

* Status Date: 10/1/25 2:47 PM

Memo:

OK

The **Modified PO** will interface through the same cycle as before with email notifications. If successful, the **Modified PO** record status will automatically be changed to **APPR**.



Purchase Orders

Query Find PO Select Action

List View PO PO Lines Ship To / Bill To Terms and Conditions Log Specifications

PO: 8000030975 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD Status: APPR

Revision: 1 ORIGINAL QUOTE ESTIMATED LABOR AND MATERIALS Bypass Contract Revision on PO Approval? ☐

After the status is changed to **APPR**, sign the PO Successfully Update By line, and submit the **Modified PO** report back to the **Requestor**.



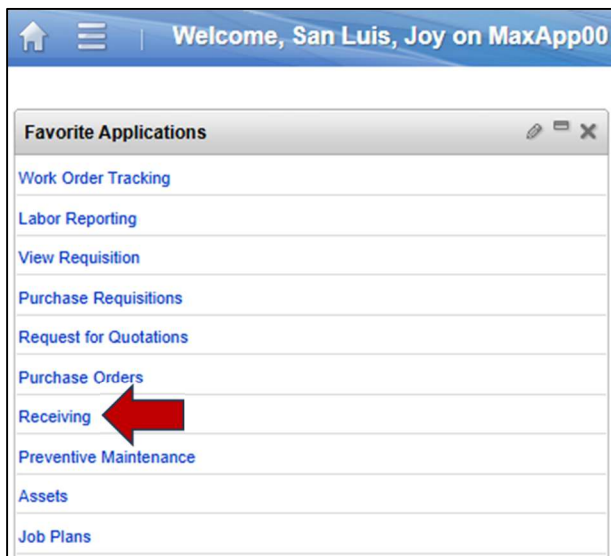
Approved to Modify (Print Name / Signature / Title)	Date
PO Successfully Updated By (Print Name / Signature / Title)	Date
Inspected By (Print Name / Signature / Title)	Date

Requestor to submit a copy of the **Modified PO** report to **Vendor**.

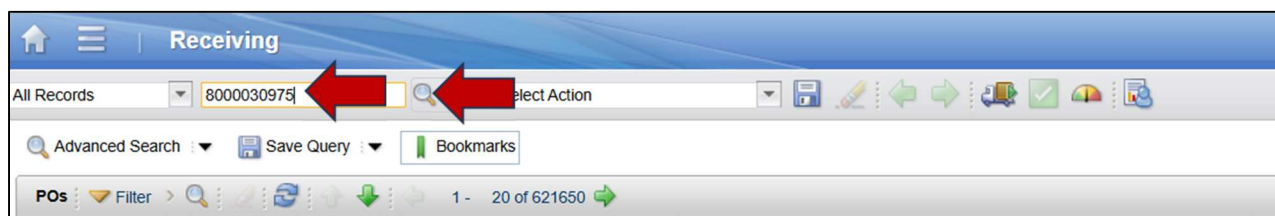
8. RECEIVING ORDER

The Receiver performs this function

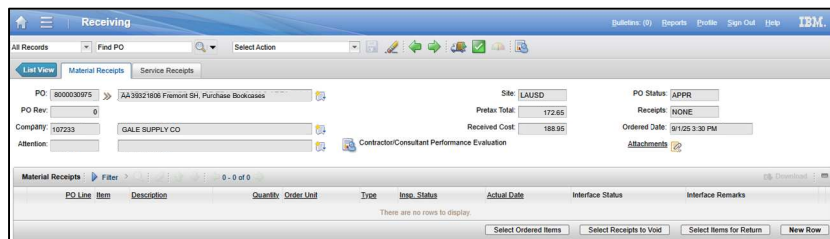
After receiving the item(s) from the vendor, the **Receiver** will create the **Goods Receipts** in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



In the **Receiving** application, enter the **PO number** in the **Find** field and click on the  to search for the record.



You will then be taken to the **Materials Receipt** tab of the record.



Maximo 7.6 / Low Value Purchase (PD) Guide

Click on the **Select Ordered Items** button.

The screenshot shows the 'Receiving' screen in Maximo. At the top, there are tabs for 'List View', 'Material Receipts', and 'Service Receipts'. Below these, there are fields for PO number (8000030975), PO Revision (0), Company (107233), and Attention (1145951). The PO description is 'AA 39321806 Fremont SH, Purchase Bookcases'. The Site is 'LAUSD'. The Pretax Total is 172.65, and the Received Cost is 188.95. The PO Status is 'APPR', and the Receipts are 'NONE'. The Ordered Date is 9/1/25 3:30 PM. At the bottom, there is a table with columns: PO Line, Item, Description, Quantity, Order Unit, Type, Inso. Status, Actual Date, Interface Status, and Interface Remarks. The table is currently empty, and a red arrow points to the 'Select Ordered Items' button at the bottom right.

The **Select Ordered Items** window will appear. Select the checkbox(es) on the lines that were received, verify the Quantity, and click the **OK** button.

The screenshot shows the 'Select Ordered Items' window. It has a 'Storeroom' field at the top. Below it, there is a table with columns: PO Line, Item, Description, Packing Slip, To Storeroom, Quantity Due, Quantity Ordered, Invoice, and Remarks. The table contains four rows of data, all of which are selected with checkboxes. A red arrow points to the 'OK' button at the bottom right.

PO Line	Item	Description	Packing Slip	To Storeroom	Quantity Due	Quantity Ordered	Invoice	Remarks
1	9990000120	SHIPPING, DELIVERY OR FREIGHT CHARGE			1.00	1.00		
2	9990000000	MISCELLANEOUS CHARGES (ALL KINDS) (Tax Exempt)			1.00	1.00		
3	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER			1.00	1.00		
4	4259410046	DRAWER, CTR, 21x22			1.00	1.00		

You will be taken back to the previous screen. Click on the floppy disk icon to save the record. The **Receipt Inspection Status** will be changed to **WINSP** and is ready for approval. The **Receipts** status will remain as **NONE** until approved by clerical.

The screenshot shows the 'Receiving' screen after saving the record. The 'Select Ordered Items' button is still highlighted with a red arrow. The table now contains two rows of data, both of which are selected with checkboxes. The 'Receipt Inspection Status' is now 'WINSP'.

PO Line	Item	Description	Quantity	Order Unit	Type	Inso. Status	Actual Date	Interface Status	Interface Remarks
1	4259410046	DRAWER, CTR 21x22	1.00	EA	RECEIPT	WINSP	10/2/25 1:30 PM		
2	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAP	1.00	EA	RECEIPT	WINSP	10/2/25 1:30 PM		

Requestor to obtain **Inspected By**, **Received By** and **Approved to Pay** signatures on the **PO Report**.

Inspected By	The act of examining goods that have been delivered to determine conformance to what was ordered via the purchase order. • Verify that what was ordered conforms to purchase document (purchase order, statement of work, specifications, attachments, etc...) • Verify the quantity ordered against the quantity shipped or delivered. • Inspect for damage or breakage. • Verify that the unit of measurement count is correct. ○ Example 1: If the unit of measurement on the purchase order is 200 square feet of playground matting, measure actual installed matting square footage. ○ Example 2: If the unit of measurement on the purchase order is one dozen, count 12 in the unit package. • Verify that delivery documentation (packing slip, certifications, etc.) is acceptable. • Verify that packaging integrity is preserved (no leakage, damages, etc.). • If needed, take photo of goods/services for confirmation of inspection.
Received By	The act of taking possession of goods in order to stage them for inspection or place them into inventory.
Approved to Pay	The act of verifying that all purchase documents are in place and accurate (vendor quote, purchase requisition, purchase order, invoice) and may proceed to invoice payment.

PO Successfully Created By: San Luis, Joy	10/2/25 Date
Inspected By (Print Name / Signature / Title)	Date
Received By (Print Name / Signature / Title)	Date
Approved To Pay (Print Name / Signature / Title)	Date

This Purchase Order is VOID if signature does not appear. By accepting this Purchase Order, Vendor agrees to all Terms and Conditions at <https://www.lausd.org/Page/19828>. For Purchase Orders issued against LAUSD contracts, please refer to Terms and Conditions contained within associated contracts.

Note: The person receiving the item(s) cannot be the same person who generated the requisition.

Submit the **PO report**, **Purchase receipt(s)**, **Packing Slip** and **Vendor Invoice** to **Clerical** to conduct the PO closure process.

9. APPROVING RECEIVER

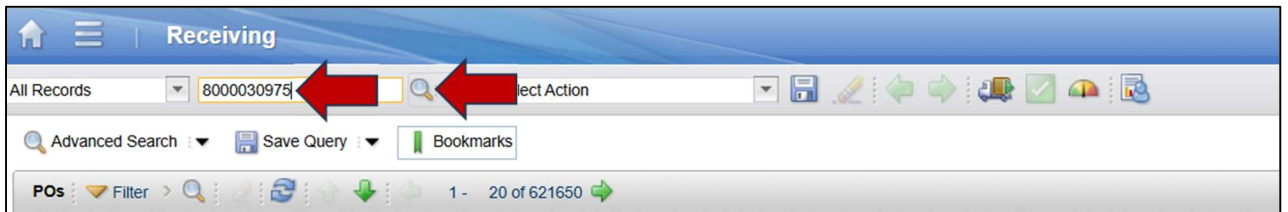
The Clerical Department performs this function.

Review and attach the **Approved to Pay PO** packet to the PO. Follow the Document Upload Guide for best practices when uploading.

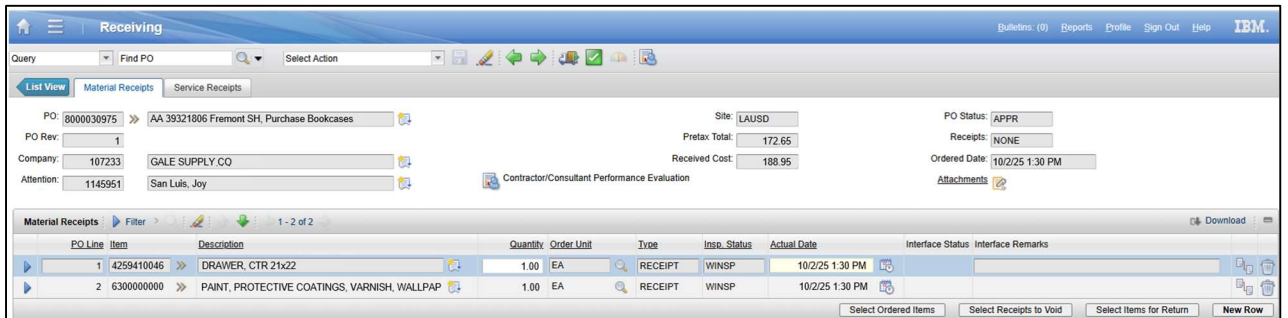
Go to the Receiving application, through either your favorite application list on the start center or by clicking on the **Hamburger Menu**, **Purchasing**, followed by **Receiving**.



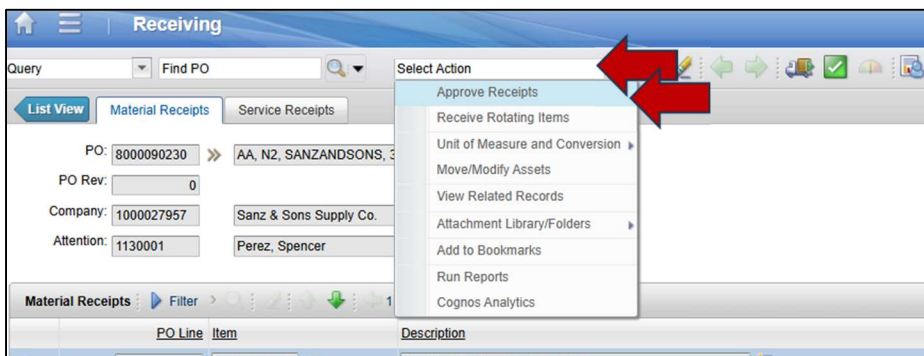
In the **Receiving** application, enter the PO Number in the Find field, then click on the  icon, to search for the record.



This will take you to the **Materials Receipt** tab of the record. Here, you should see the Received lines with a **WINSP Inspection Status**. With our end goal of paying the invoices, we first need to approve the **Goods Receipts**.



Go to **Select Action, Approve Receipts**.



Maximo 7.6 / Low Value Purchase (PD) Guide

Select the checkboxes of the items received, then click **OK**.

Change Inspection Status

Material Receipts Service Receipts

Material Receipts Filter 1 - 2 of 2 Download

☐	PO Line	Item	Description	Inspected Qty	Approved Quantity
☒	1	4259410046	DRAWER, CTR 21x22	1.00	1.00
☒	2	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAP	1.00	1.00

OK

The receipt's status will change to **COMPLETE**, and **Inspection Status** to **COMP**. This will create a line where under **Type**, the field will say **TRANSFER**.

Receiving

Query Find PO Select Action

List View Material Receipts Service Receipts

PO: 8000030975 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD PO Status: APPR

PO Rev: 1 Pretax Total: 172.65 Receipts: COMPLETE

Company: 107233 GALE SUPPLY CO Received Cost: 188.95 Ordered Date: 10/2/25 1:30 PM

Attention: 1145951 San Luis, Joy Contractor/Consultant Performance Evaluation Attachments

Material Receipts Filter 1 - 2 of 2 Download

PO Line	Item	Description	Quantity	Order Unit	Type	Inspection Status	Actual Date	Interface Status	Interface Remarks
1	4259410046	DRAWER, CTR 21x22	1.00	EA	RECEIPT	COMP	10/2/25 1:30 PM		
2	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAP	1.00	EA	RECEIPT	COMP	10/2/25 1:30 PM		
1	4259410046	DRAWER, CTR 21x22	1.00	EA	TRANSFER	COMP	10/2/25 1:30 PM		

Should you have any questions on this guide, please contact the Maximo Team at MaximoTeam@laschools.net.