

Open IE explorer. (A) Type "apps.lausd.net" in your search bar. (B) In Log on box, type your User Name and Password (SSO), and (C) click Log On button.

	os://apps.lausd.net/vpn/index.html	-		D - 8¢	Citrix Access Gateway	×
File Edit View	Favorites Tools Help art BPPs 🦻 vault Main 🔟 Citrix A	.ccess Gateway 🤇	🐌 LRP Form	s Login 🧿 Pro	ocurement Services Divi	
Los Ar Inform	ngeles Unified School District ation Technology Division	t				
	Welcome Please log on to continue The set of the set of the set of the set of	e. User name: Password: On (email) use J.k12.ca.us , m usd.k12.ca.us <u>Support</u>	MICHAEL	MARTIN	on to Log . Do not	3

Α

(A) Please click on the SAP-Portal Link. (B) Business Tools for Schools Log On box will pop up. Please enter your single sign on (SSO), User Name and password to proceed to your Shopping Cart Main Home Screen. (C) Click Log On





Business Tools for Schools User * Password * * Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@lausd.kt12.ca.us, mary.smith@lausd.net) Do not add domain name (@lausd.kt12.ca.us @lausd.net) Do not add domain name (@lausd.kt12.ca.us @lausd.net) Account Problems? Get Support



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Once logged into the system, please (A) Click Procurement Contracts Tab. (B) Click Process Transactions. (C) Click Manage Shopping Carts. (D) Click Create Shopping Cart.

	Welcome MICHAEL MARTIN						
	Home Access Request Accoun	its Payable Accts Recv / Cash Mgmt A	sset Management Controlling	Funds Management	General Ledger Grants Mgmt	M& A Pr	ocurement / Contracts
	Manage Information Manage Maste	er Data Process Transactions	B				
	Manage Shopping Carts						
	Detailed Navigation	 Hide Quick Criteria Maintenance 					
C	Diplay PO Errors Display Purchase Order (MM) Maintain Service Entry Sheet Manage Contracts Manage Purchase Order Manage Purchase Order Manage RFx Manage Shopping Carts MIGO - Post, Change or View Goods F Shopping Cart Monitor Sourcing	Re Shopping Cart Number: Shopping Cart Name: Item Description: Timeframe: Creation Date: Status: Role: PO Number:		To To To			
	Services Create Shopping Cart Portal Favorites	Product Category: Partner Product: Including Product Category Hierarchy: Bought on Behalf: Including Completed Shopping Carts: Show my Team Carts: Smart Number:					

1. (A) Record your shopping cart number.(B) Name of Shopping Cart: Enter a meaningful shopping cart name.

(Create Shopping Cart						
	Create Shopping	Cart					
	Order Print Preview	Close Save Check System Informati	on Create Memo	ory Snapshot			
A	Number 1000725731	Document Name MMARTIN007 12/08/201	7 10:17 Sta	atus In Process	Created On 12/08/2017 10:17:50	Created By Michael Martin	
	▼ General Data						
	Buy on Behalf of:	36558 🗇 Michael Martin				Approval Note	
	Name of shopping cart:	MMARTIN007 12/08/2017 10:17	K	В			
	Default Settings:	Set Values					
	Header Data:	Values					
	Approval Process:	Display / Edit Agents					
	Document Changes:	<u>Display</u>				I certify that, to the best of my knowledge, I have not violated any applicable State laws, rules, or Reard policies constrained applicable state laws.	
	* FM Posting Date:	12/08/2017				procurement activities and I have not violated any conflict of interes	y st
	DELIVER BY JUNE 3	0	Delivery Priority	y: 01 🗇		requirements. Additionally, as part of the recently approved Board	of
			Preferred Vend	dor:	D	Education "Buy District" Resolution, I have checked the availability o requested items from the LAUSD's General Stores Distribution Supr	r the blies
			* Competitive:	No 💌		and Equipment Catalog (Stores Catalog) in the new SAP system. I	
			* DO Event Tur	0#		understand that if I need clarification on any of the above, I must se	ek
			PUEvent Typ	pe: Uther	<u></u>	information from the procurement services division office.	

2. (A) Click on the Set Values link to open Change Default Settings window.

✓ General Data	
Buy on Behalf of: 36558 Mic Name of shopping cart: MMARTIN007 12/)8/2017 10:17 Default Settings: Set Values A Header Data: Values A Approval Process: Display / Edit Agents D Document Changes: Display * * FM Posting Date: 12/08/2017 Image: DELIVER BY JUNE 30 D D	hael Martin Delivery Priority: 01 Preferred Vendor:
	* Competitive: No 💌
· · · · · · · · · · · · · · · · · · ·	* PO Event Type: Other
Your data will be transferred to all ne Item Basic Data Acc Buy on Behalf of: Michael Martin Goods Recipient: Michael Martin Product Category: 61500 Purchase Group: Central Office Company Code: LAUSD Location / Plant: LAUSD Unloading Point:	w items. Items already in the shopping cart will be unchanged. count Assignment Internal Note

3. (A) Click Account Assignment tab, (B) Click Details button, Details for Item 0001: Finances and Funds. (C) Verify 7 digit Cost Center. (D) Enter 13 digit Functional area. (E) Enter 6 digit GL Account.

Change Default Settings					
Your uata will be transferred to all	new items, items alread	y in the shopping cart Internal Note	will be uncha Deliver	nged. 'y Address / Per	formance Location
You can see who bears the cos Cost Distribution	ts and, in courses, you	ou can distribute the co d Line Duplicate [ost to several Delete S	cost centres	
Number Accounting Line	NUT per Percentage 100.00	Account Assignment	t Category A	Assign Number 853601	Account Assignment De
Details for Item 0001 : Finan	ces and Funds				
Basic Data * Percentage: Account Assignment Category: * Cost Center: Fund Center:	100.00 Finances and Funds 1853601		Fund: Commitment I	ltem:	
Grant: Functional Area: Controlling Area: General Ledger Account: Business Area:	1110-1000-10183 430001				

4. (A) Click *Delivery Address* tab. (B) The C/O field must contain the delivery location for this order. (C) Click *OK* to close Set Values

C	hange Default Setting	5					
Y	our data will be transferr Item Basic Data	ed to all new items. Items a Account Assignmer	Iready in the shopping cart on the stopping cart of the stopping cart of the stopping cart of the stopping cart	will be unchanged. Delivery Address / Performar	nce Location	A	
	Reset						
	If the item is to be deliver	ed to a different address,	enter the new address here	2			
	Name:	LAUSD Code		Additional Name:	LAUSD Compa	ny Code	
	C/O:	BELL SH		Number / Extension:			
	Fax Number/Extension:			E-Mail:			
	Street / House Number:	4328 BELL AVE		Floor / Room:	28TH		
	District:]	Postal Code / City:	90201	BELL	
	Country:	US USA		Postal Code / P.O.Box:			
	·			Region:	CA Califor	nia	
						c) r	
						/	OK

4. (D) Video example for selection of Delivery Address.

ader Data: proval Process: cument Changes:	<u>Values</u> Display / Edit Agen Display	<u>ts</u>						I certify that applicable S	, to the best of m tate laws, rules, i	y knowledge or Board polic	I have not violated any ies regarding contractin	g/						
FM Posting Date:	10/13/2016		De	Change Default Setting	S		_					1						
			Pr	Your data will be transfer	red to all new items.	Items alread	y in the shopping cart	will be unchanged			-							
			*	Item Basic Data	Account Ass	signment	Internal Note	Delivery Add	ress / Perform	ance Locatio	n	_						
			*	Reset														
r item Overview	_			If the item is to be delive	red to a different ad	dress, enter	the new address her	e		10002212		-						
Details Add Ite	m⊿ Copy Paste i	Duplicate Delete		Name:	LAUSD Code			Additiona	I Name:	LAUSD C	impany Code						Filter S	etti
j Line Number	Item Type	Product Category	Product	C/U.	SOUTHEAST HIG	1 SUROUL		Phone Nu F_Mail:	imber / Extension	:		-	elivery Date	Notes	Attachments	Account Assignment	Item Star	us
•	Undefined Item Type	61500	In the second day	Street / House Number	2720 TWEEDY BU	Vn	1	Eloor / Dr		28TH		1	13/2016	<u>0</u>	Q			
	Undefined Item Type	61500		District				Doetal Co	ide / Citur	90280	SOUTH GATE		13/2016	<u>0</u>	<u>0</u>			
	Undefined Item Type	61500		District.				Postal Co	ide / D O Bov:	00200			13/2016	<u>0</u>	<u>0</u>			
•	Undefined Item Type	61500		Country:	03 03A			Posiai Cu	ue / P.U.DUX.	CA C	alifornia		13/2016	Q	<u>0</u>			
	Undefined Item Type	61500						Region:		UN U	anorma		13/2016	<u>0</u>	<u>0</u>			
	Undefined Item Type	61500											13/2016	<u>0</u>	0			
¥.	Undefined Item Type	61500										OK	13/2016	<u>0</u>	Q			
	Undefined Item Type	61500		1.0	00	0.00 OF	FICE/SCHOOL STATIO	NERY SUPPLIES	050				10/13/2016	<u>0</u>	<u>0</u>			
<u>*</u>	Undefined Item Type	61500		1.0	00	0.00 OF	FICE/SCHOOL STATIO	NERY SUPPLIES	USD			1	10/13/2016	<u>0</u>	Q			
	Undefined Item Type	61500		1.0	00	0.00 OF	FICE/SCHOOL STATIO	NERY SUPPLIES	USD			1	10/13/2016	0	<u>0</u>			
																Total Value Tax amount Total Val. (Gross)	0.00	

5. (A) Click on the option box to open search for the Preferred Vendor. (B) On the 2nd search line, Search Item 1, enter a wildcard search *VENDOR'S NAME*. (C) Click Search

Create Shopping Cart			History	Back Forward 🗐
Create Shopping Cart				
Order Drint Dreview Close Save Check Syste	m Information Create Memory Spanshot			0.
	in mornation Create memory enaperior			
Number 1000541565 Document Name MMARTIN007	7 10/13/2016 08:57 Status In Process	Created On 10/13/2016 08:57:08	Created By Michael Martin	
▼ General Data				
Ruy on Robolf of 36558 (7) Michael	I Martin		Approval Note	
Name of shopping cart: MMARTIN007 10/13/2016 08:57				
Default Settings: Set Values				
Header Data: <u>Values</u>				
Approval Process: Display / Edit Agents			I certify that, to the best of my knowledge, I have not violated any	
* FM Posting Date: 10/13/2016			applicable State laws, rules, or Board policies regarding contracting/ procurement activities and I have not violated any conflict of interest	
	Delivery Priority: 01 🗇		requirements. Additionally, as part of the recently approved Board of	
	Preferred Vendor:		Education "Buy District" Resolution, I have checked the availability of the requested items from the LAUSD's General Stores Distribution Supplies	
	* Competitive: No 💌		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	
	* PO Event Type: Other	Ð	information from the Procurement Services Division Office.	
- In Section	Search: Preferred Vendor			
tem overview				
			<u>^</u>	
		1		
	Canada Caitagia	V		
	Search Criteria			
	Further Search Helps: Supplier	•		
	Business Partner	▼ is	♥⊖	
	Search term 1	▼ is	B AREY [#] × ⊕ ⊖	
	Search term 2	▼ is		
	Name 1/last name	▼ is		
			Maximum Number of Results: 500	
	Search	et to Default		
			×	
	<		>	

6. (A) Select the line with the correct vendor number.

	Search: Preferred Vendo	pr							
	Search Criteria								^
	Further Search Helps: Supp	olier 🔻							
	Business Partner	•	is	•				•	
	Search term 1	•	is	•	*AREY*			•	
	Search term 2	•	is	•				•	•
	Name 1/last name	•	is	•				•	
	Search Clear Entries Results List: 3 results for	Reset to Default	lor		√ Maxi	mum Ni	umber of Resul	ts: 500	
	BusinessPartner 🛓	Name		Name 2		C	Region	Postal Code	City
	100000280	JUDITH R CAREY-FISHE	R	DBA CAREY & AS	SOCIATES	US	CA	90815	LONG BEACH
A	1000004373	AREY-JONES EDUCATION	DNAL	SOLUTIONS		US	CA	92101	SAN DIEGO
	00011728	ALWAZ CAREY				US	CA	90212	BEVERLY HILLS
									, v
	<								>

7. (A) Preferred Vendor field is now filled with the vendor number.

Create Shopping) Cart	
Order Print Preview	V Close Save Check System Information Create Memory Snapshot	le la
Number 1000750904	Document Name MMARTIN007 02/12/2018 14:28 Status in Process Created On 02/12/2018 14:28:21	Created By Michael Martin
▼ General Data		Ē
Buy on Behalf of: Name of shopping cart: Default Settings: Header Data: Approval Process: Document Changes: * FM Posting Date: DELIVER BY JUNE 30	36558 Image: Michael Martin MMARTIN007 02/12/2018 14:28 Set Values Values Display / Edit Agents Display 02/12/2018	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
	A Delivery Priority: 01 Preferred Vendor: 1000004373 × * Competitive: No * PO Event Type: Other	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.

8. (A) Click Add Item. (B) Select and Click With Free Description.

		-										
▼ It	▼ Item Overview											
	Details Add Item Copy Paste Duplicate Delete											
Ē	Line N	With Fr	ee Description	B	Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Currency
	•	Old Sh	opping Carts	ates				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD
	FTA Hand2Mind			y				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD
	General Stores Distribution Catalog			alog				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD
	•	П Depo	ot					1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD
	•	K12Ma	rketplace Textbook Cata	log				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD
	•		Undefined Item Type	61500				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD
	•		Undefined Item Type	61500				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD
	•	Undefined Item Type 61500					1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD	
	Undefined Item Type 61500		61500				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD	
	•		Undefined Item Type	61500				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	USD

9. (A) Enter Part Number and Description from Vendor quote in the Description field(B) Click on the Option Box inside the Product Category field.

Add Item with Free	Description
Product Type:	Material
* Description:	HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB
Internal Note:	
Product Category:	51500 × 🗇 Y B ZRY SUPPLIES
Quantity / Unit:	1.000
Net Price / Currency:	0.00 USD 🗇
Delivery Date:	02/12/2018
	Add to item Overview Cancel

10. (A) Under the Search Product Category window in the *Description Field*, type description of the purchase, *Chrome*. (B) Click *Start Search* to search using an alphabetic string.

Add Item with Free Descripti	n	
Product Type: Material		
* Description:		
Internal Nata:		otes
internal Note:		0
		-
Product Category: 61500	OFFICE/SCHOOL S	
Quantit Search Product Categ	огу	
Net Pric Display As:	Flat List	-
Deliver		
Note: Placeholder search	with * is possible. Search ignores upper//	owercase spelling.
Product Category ID:		
Description:	*chrome*	
Lagial Custom		
0.00 Logical System:		
0.00 Restrict Number of V	alue List Entries 500	
0.00 Start Search		
0.00		
0.00		OK Cancel

11. (A) Highlight the correct Product Category ID and description .(B) Click *OK* to close Search Product Category window.

	Sea	rch Product Category					×
	Disp	lay As:	Flat L	List 💌			^
	Note Proc	e: Placeholder search with * is possible. duct Category ID:	Search ignores upper	r/lowercase spelling.			
	Des	cription:	*CHR	ROME*			
	Logi	ical System:		٥			
	v 1	Restrict Number of Value List Entries		500			
	Sta	art Search Reset					
	S	earch Result					
		Description	Category ID	Logical System			
		COMPUTERS, CHROME OS DESKTOP	20452	PR1910			
A		COMPUTERS, CHROME OS LAPTOP	20456	PR1910			
							~
	<					>	
				В	ОК	Cancel	///

12. (A) EXAMPLE - Repeating Search to use numeric search string. Type 204*, in the *Product Category ID* field (B) Click *Start Search* to search using numeric string.

Add Item with Free	Description		
Product Type: * Description: Internal Note:	Material HP CHROMEBOOK 11 G5 1	.6GHz 2GB RAM 16GB	
Product Category:	61500		J STATIONERY SUPPLIES
Search Product Ca	tegory		
Display As:		Flat List	•
Note: Placeholder sea Product Category ID: Description: Logical System: Restrict Number of Start Search Rest	of Value List Entries	204*	se spelling.
			OK Cancel

13. (A) Select the correct Product Category ID and description.(B) Click *OK* to close Search Product Category window.

	Sea	rch Product Category						IX
	Disp	lay As: Flat List		-				~
	Note Prod Des Logi	Placeholder search with * is possible. Search ignores upper/low luct Category ID: Cription: Cal System: Restrict Number of Value List Entries	vercase sp	elling.]			
	Sta							
	50	Description		Cate	Logica			
		COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPU	TERS	20400	PR1910			
		CABLES: PRINTER, DISK, NETWORK, ETC.						
		COMPUTERS, DESKTOP \$500 BELOW		20451	PR1910			
		COMPUTERS, CHROME OS DESKTOP	20452 PR1910					
		COMPUTERS, DESKTOP OR TOWERBASED	:	20453	PR1910			
		LAPTOP, NOTEBOOK, PORTABLE COMPUTER		20454	PR1910			
		MICROCOMPUTER, SERVER, MAINFRAME	1	20455	PR1910			
) A		COMPUTERS, CHROME OS LAPTOP	1	20456	PR1910			
		COMPUTERS, LAPTOP \$500 BELOW		20459	PR1910			
		NETWORK COMPONENTS: ADAPTOR CARDS, BRIDGES, CONNE	сто	20464	PR1910			
		TOUCHSCREEN, TABLET		20468	PR1910			
		PRINTERS, LASER		20477	PR1910			
	<					Ν,	<u> </u>	
							OK Cancel	///
						1		

14. Update the, (A) Quantity /Unit and (B) Net Price/Currency.
(C) For Delivery Date, please use the Vendor's committed date of delivery.
(D) Click Add to Item Overview to close this window and return to shopping cart. Repeat as necessary for additional items.

Add Item with Free	Description
Product Type:	Material
* Description:	HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB
Internal Note:	
Product Category:	20456 COMPUTERS, CHROMF, OS LAPTOP
Quantity / Unit:	80 EA 🗇 🗛
Net Price / Currency:	178.30 USD 🗇 B
Delivery Date:	02/13/2018 🗊 C
	D Add to Item Overview Cancel

15. (A) Item Overview area after adding Taxable line item. Repeat this process for all items purchased.

Create Shopping	Create Shopping Cart Order Print Preview Close Save Check System Information Create Memory Snapshot											
Number 1000751292	Number 1000751292 Document Name MMARTIN007 02/13/2018 10:20 Status in Process Created On 02/13/2018 10:20:37 Created By Michael Martin											
▼ General Data	▼ General Data											
Buy on Behalf of: Name of shopping cart: Default Settings: Header Data: Approval Process: Budget: Document Changes: * FM Posting Date: DELIVER BY JUNE 3	Buy on Behalf of: 36558 Michael Martin Approval Note Name of shopping cart: MMARTINU07 02/13/2018 10:20 Immediate in the immediate interview.											
▼ Item Overview												
Details Add Item 4	Copy Paste	Duplicate Delete										
The Number Item	Туре	Product Category	Product ID	Description		Quantity L	Unit Net Price / Limit	Product Category Description	Supplier	Per Delivery Date	Notes	Attachme
A • <u>1</u> Mat	erial	20456		HP CHROMEBOOK	11 G5 1.6GHz 2GB RAM 16GE	80 EA	A 178.30	COMPUTERS, CHROME OS LAPTOP	None	1 02/13/2018	<u>0</u>	<u>0</u>
• Und	efined Item Type	61500				1.000	0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1 02/13/2018	<u>0</u>	<u>0</u>
• Und	efined Item Type	61500				1.000	0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1 02/13/2018	<u>0</u>	<u>0</u>
• Und	efined Item Type	61500				1.000	0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1 02/13/2018	0	0

16. (A) Item Overview area after adding Non-Taxable line.

C	eat	te Shoppi	ng Cart								
)rder	Print Prev	view Close Sa	ve Check Syster	m Information	Create Memory Snapshot					
219	Line	1: The use of t	he last 5 characters i	n field NAME2 is restr	icted (39 of 4	40)					
N	umt	er 10007512	92 Document	Name MMARTIN007	02/13/2018	10:20 Status In Process Created On	02/13/2018	3 10:20:	37 Created	By Michael Martin	
	▼ G	eneral Data									
	Buy on Behalf of: 36558 Michael Martin Approval Note Name of shopping cart: MMARTIN007 02/13/2018 10:20 Image: Comparison of the provide of the provid										
	▼ Ite	m Overview									
	De	tails Add Ite	m⊿ Copy Paste	Duplicate Delete							
	Ē	Line Number	ltem Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier
		• <u>1</u>	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	COMPUTERS, CHROME OS LAPTOP	None
Α		• 2	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	<u>None</u>
			Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
		•	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
		•	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	

17. (A) Item Overview area after adding E-waste/Recycle fee.

(Crea	ate Shoppi	ing Cart									
	Order Print Preview Close Save Check System Information Create Memory Snapshot											
2	🖄 Line 3: The use of the last 5 characters in field NAME2 is restricted (39 of 40)											
	Nurr	iber 10007512	92 Document I	Name MMARTIN007	02/13/2018	10:20 Status	In Process Created	i On 02/13/2018	10:20:	37 Created	By Michael Martin	
	▼ General Data											
	Buy on Behalf of: 36558 Michael Martin Approval Note Name of shopping car. MMARTN007 02/13/2018 10.20 Image: Carrier Carri											
	۷I	tem Overview										
		Details Add Iter	m 🖌 Copy Paste	Duplicate Delete								
	Ē	Line Number	ltem Type	Product Category	Product ID	Description		Quantity	Unit	Net Price / Limit	Product Category Description	Supplier
		• <u>1</u>	Material	20456		HP CHROMEBOO	K 11 G5 1.6GHz 2GB RAM	16GB 80	EA	178.30	COMPUTERS, CHROME OS LAPTOP	None
_		• 2	Material	93600		ITEM INTEGRATIO	N CHROMEBOOK	80	EA	67.25	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	None
Α		• <u>3</u>	Material	99900		E-WASTE FEE		80	EA	5.00	MISCELLANEOUS CHARGES (ALL KINDS)	None
		•	Undefined Item Type	61500				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
		•	Undefined Item Type	61500				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
		•	Undefined Item Type	61500				1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
_			Undefined Item Type	61500				1 000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	

18. (A) Item Overview area after adding Bretford Cart and Item Integration Fee.

(Crea	te Shoppi	ng Cart							
	Orde	r Print Prev	riew Close Sa	ve Check System	m Information	Create Memory Snapshot				
2	🛛 Line	5: The use of t	ne last 5 characters i	n field NAME2 is rest	ricted (39 of 4	0)				
	Numl	ber 10007512	92 Document	Name MMARTIN007	02/13/2018	10:20 Status In Process Created On	02/13/2018 10:20:	37 Created	By Michael Martin	
	▼G	eneral Data								
	Buy on Behalf of: 36558 Michael Martin Approval Note Name of shopping cart: MMARTIN007 02/13/2018 10:20 Image: Comparison of the proval Note Image: Comparison of the proval Note Default Settings: Set Values Image: Comparison of the proval Note Image: Comparison of the proval Note Header Data: Values Image: Comparison of the proval Note Image: Comparison of the proval Note Budget: Display Display Image: Comparison of the proval Note Image: Comparison of the proval Note Document Changes: Display Delivery Priority: Image: Comparison of the proval Note Image: Comparison of the proval Note * FM Posting Date: Oz/13/2018 Delivery Priority: Image: Comparison of the proval Note Image: Comparison of the proval Note DELIVER BY JUNE 30 Preferred Vendor: 1000004373 Image: Comparison of the above, I									
	▼ Ite	em Overview								
	D	etails Add Iter	n 🖌 Copy Paste	Duplicate Delete						
	5	Line Number	ltem Type	Product Category	Product ID	Description	Quantity Unit	Net Price / Limit	Product Category Description	Supplier
		• <u>1</u>	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80 EA	178.30	COMPUTERS, CHROME OS LAPTOP	None
		• 2	Material	93600		ITEM INTEGRATION CHROMEBOOK	80 EA	67.25	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES	- <u>None</u>
		• <u>3</u>	Material	99900		E-WASTE FEE	80 EA	5.00	MISCELLANEOUS CHARGES (ALL KINDS)	None
		• 4	Material	20400		BRETFORD 40 UNIT TOP LOADING CART	2 EA	1,552.50	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	None
A		• <u>5</u>	Material	93600		ITEM INTEGRATION FEE	2 EA	72.50	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES	None
			undefined item Type	01500			1.000	0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
		•	Undefined Item Type	61500			1.000	0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	

19. (A) Select Line 1 then Click *Details* under Item Overview to open Details Window for line items.

	▼ Item Overview				
Α	Details Add Ite	em 🖌 Copy Paste	Duplicate Delete		
-	Number	Item Type	Product Category	Product ID	Description
	• <u>1</u>	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB
	• 2	Material	93600		ITEM INTEGRATION CHROMEBOOK
	• <u>3</u>	Material	99900		E-WASTE FEE
	• <u>4</u>	Material	20400		BRETFORD 40 UNIT TOP LOADING CART
	• <u>5</u>	Material	93600		ITEM INTEGRATION FEE
	•	Undefined Item Type	61500		
	•	Undefined Item Type	61500		
	•	Undefined Item Type	61500		
	•	Undefined Item Type	61500		
		Hada Canad Kasa Tana	61500		

20. (A) Click on *Notes and Attachments* tab to enter Supplier Text and add Quotes or Documents.

🚺 🕨 Details for item 1 H	P CHROMEBOOK 11 G5 1.6G	Hz 2GB RAM 16GB			
Item Data Ac	count A No	tes and Attachments	Delivery Address	/Performance Location	Sources of Supply / Service Agents
Identification				Currency, Values and Pric	ing
Item Type:	Material			Order Quantity / Unit:	80 EA 🗇 each
Product ID:		Ð		Ordered Quantity / Unit:	0.000
* Description:	HP CHROMEBOOK 11 G5 1.6	GHz 2GB RAM 16		Open Quantity / Unit:	80 EA
Product Category:	20456	COMPUTERS, CHROME OS	LAPTOP	Price / Currency:	178.30 USD 🗇 Price
Order as Direct Material:				Not to Exceed Price:	
				Not Separately Priced:	
Organization	(Optional Field if you		Incremental Funding Active:	
Purchasing Group:	Central Office 💌 S	would like to include		Goods Receipt:	
Company Code:	1000 🗇 LAUSD	Product ID number		Invoice Receipt:	
Further Properties				Goods Receipt Non-Valuated	
Supplier Product Number:				Tax / Amount:	Z1:Tax 1,355.08 USD
Period of Performance:		6 7		Service Master Record:	<u>Display</u>
Option Type:	•			Service and Delivery	
Manufacturer Part Number:				Incoterm Key/ Location:	
	L			Location / Plant:	102 🗇 LAUSD
				Unloading Point:	

21. (A-1) Click on Supplier Text Link to open (A-2) Add Supplier Text box. In Supplier Text box, type your name, email, school phone number, and proposal or quote number. (B) Click OK to close your Supplier Text box.

	•	Undefined A-2	Add Supplier 1	ext				E × FIC
	Details for tem Data	titem 1 HP CHROME	Supplier Text:	MICHAEL MA	RTIN MEM7254@I	LAUSD.NET 562.654.9	445 QUOTE# 001115.2	vic
	▼ Notes Clear							
A-	Category Supplier Te Intel Intel Int	<u>xt</u>					В	Cancel
	▼ Attachments							
	Add Attachme	ent Edit Description	Versioning 🖌 [Delete Creat	e Profile			
	Category	Description	File Na	ime	Version	Processor	Visible Internally only	Checked Out
	i The tab	le does not contain an	y data					

22. (A-1) Click on Add Attachment button to open (A-2) Add Attachment Browse box.
(B) Click Browse to search for the Quote or Document saved on your computer and select it. (C) In the Description field, enter: QUOTE (D) Deselect the checkmark to make the quote visible to Vendor. Leave Selected if Other documents added for District only. (E) Click OK when finished adding documents

Details for item 1 HP CHROMEB	00K 11 G5 1.6GHz 2GB	RAM 16GB		
Item Data Accor	Add Attachment		[nce Location
▼ Notes	Here, you can upload	I a file and attach it to i	the selected item	
Clear	File:		Browse	
Category	Description: Visible Internally only			
Supplier Text				JSD.NET 562.654.94
Internal Note				
✓ Attachments			E OK Cance	
A-1 Add Attachment Edit Description	Versioning Delete	Create Profile		
Category Description	File Name	Version	Processor	Visible Internally only
i The table does not contain any o	data			

23. (A) Click *Sources of Supply/ Service Agents* tab. You will see a list of Supplier Numbers, Supplier Names, and Contract Numbers.

	✓ Details for item 1 HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB										
	Item Data Account Assignment Notes and Attachments Delivery Address/Performany A Sources of Supply / Service Agents										
No	No supplier has been assigned; select and assign one of the following sources of supply										
S	Sources of Supply										
	Assign Supplier Compare Suppliers										
Ē	Supplier Number	Supplier Name	Contract	ltem	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Un	
	1000004373	AREY-JONES EDUCATIONAL	4400004882	17	HP CHROME OS LAPTOP		178.30	USD	1	EA	
	1000004373	AREY-JONES EDUCATIONAL	4400004883	17	LENOVO CHROME OS LAPTOP		178.30	USD	1	EA	
	1000004535	TEKVISIONS, INC.	4400004887	6	HAIER CHROME OS LAPTOP		178.30	USD	1	EA	
	1000012631	RITMO INVESTMENTS INC.	4400004886	6	ACER CHROMEBOX		178.30	USD	1	EA	

24. (A) Highlight the line for the correct Supplier Number, Supplier Name, and Contract Item Description, that matches the detail item being purchased. (B) Click Assign Supplier button. Repeat this step for all line items. This line used Product Category 20456.

		Details for item 1	HP CHROMEBOOK 11 G5 1.6GH	z 2GB RAM 160	6B							
	/	Item Data	Account Assignment Not	es and Attachme	ents	Delivery Address/Performand	te Location Sources	s of Supply (Service Ag	ents	Y	
	No supplier has been assigned; select and assign one of the following sources of supply											
	Sources of Supply											
	Assign Supplier											
	ſ	Supplier Number	Supplier Name	Contract	ltem	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Un	
A		1000004373	AREY-JONES EDUCATIONAL	4400004882	17	HP CHROME OS LAPTOP		178.30	USD	1	E/	
-	7	1000004373	AREY-JONES EDUCATIONAL	4400004883	17	LENOVO CHROME OS LAPTOP		178.30	USD	1	EA	
		1000004535	TEKVISIONS, INC.	4400004887	6	HAIER CHROME OS LAPTOP		178.30	USD	1	EA	
		1000012631	RITMO INVESTMENTS INC.	4400004886	6	ACER CHROMEBOX		178.30	USD	1	EA	
				1			1	1	1			

25. (A) Your Supplier and Contract number are now assigned to this line item. Repeat this step as necessary for all your line items .

Details for item f	I HP CHROMEBOOK 11 G	5 1.6GHz 2GB RAM 16GB					
Item Data	Account Assignment	Notes and Attachments	γ	Delivery Address/Performance Location	Sources of Supply / Service Agent	s Appro	val Process Overviev
Remove Assigned Supp	blier						
The Item Will Be Ordered	from the Following Supplie	r.					
Supplier:	1000004373	AREY-JONES EDUCATIONAL	÷	A		Contract / Item:	4400004882/17
Purchasing Into Record: Location / Plant:	LAUSD	Supplier Master Record:	<u>Displ</u>	<u>lay</u>		Delivery Date:	02/13/2018

26. (A) Highlight the line for the correct Supplier Number, Supplier Name, and Contract Item Description that matches the detail item being purchased. (B) Click *Assign Supplier* button. Repeat this step for all line items. This line used Product Category 93600.

	•	Details for item :	2 ITEM INTEGRATION CHROME	BOOK								
	/	Item Data	Account Assignment No	otes and Attachr	nents	Delivery Address/Performance Loca	tion Sources of Su	ipply / Servi	ce Agents	7		
	No supplier has been assigned; select and assign one of the following sources of supply											
	S	ources of Supply										
	4	Assign Supplier	B									
	Ē	Supplier Number	Supplier Name	Contract	ltem	Contract Item Description	Supplier Product Number	Net Price	Currency	Pe		
		1000002409	APPLE COMPUTER, INC.	4400002363	15	Add'l Integration Charges (non-taxable)		67.25	USD	1		
		1000003025	ASSI SECURITY	4400001281	1			67.25	USD	1		
A		1000004373	AREY-JONES EDUCATIONAL	4400004885	3	INTEGRATION CHARGES		67.25	USD	1		
		1000004535	TEKVISIONS, INC.	4400004887	5	INTEGRATION CHARGES - NON TAXABLE		67.25	USD	1		
		1000006702	SYNOVIA SOLUTIONS LLC	4400001444	7			67.25	USD	1		
	You may suggest a preferred supplier to the purchasing department Preferred Supplier: 1000004373											
	<											

27. (A) Your Supplier and Contract number are now assigned to this line item. Repeat this step as necessary for all your line items.

🚺 🕨 Details for item 2 ITEM INTEGRATION CH	Romebook				
Item Data Account Assignment	Notes and Attachments	Delivery Address/Performance Location	Sources of Supply / Service Agents	Approva	Process Overview
Remove Assigned Supplier					
The Item Will Be Ordered from the Following Supplie	r:				
······································					
		-	_		
Supplier: 1000004373	AREY-JONES EDUCATIONAL	Α		Contract / Item:	4400004885/3
Durchaning Info Departi			•	Dolivon/Dato:	02/42/2040
Purchasing into Record.				Delivery Date.	02/13/2010
Location / Plant: LAUSD	Supplier Master Record:	<u>Display</u>			
<					

28. (A) Confirm the Supplier (Sources of Supply) was added to each line item .

Create Shoppi	Create Shopping Cart										
Order Print Prev	iew Close Sa	ve Check Syste	m Information	Create Memory Snapshot							
Number 100075129	Document I	ame MMARTIN007	02/13/2018	10:20 Status In Process Created On (02/13/2018	3 10:20:	37 Created	By Michael Martin			
🕶 General Data	▼ General Data										
Buy on Behalf of:	Buy on Behalf of: 36558 Michael Martin Approval Note										
Name of shopping ca	rt: MMARTIN007 0	2/13/2018 10:20									
Default Settings:	Set Values										
Header Data:	Values										
Approval Process:	Display / Edit Ac	<u>ients</u>						Loartify that to the heat of my knowledge. Lineye pat violated any			
Budget:	<u>Display</u>							applicable State laws, rules, or Board policies regarding contracting/			
Document Changes:	Document Changes: Display procurement activities and I have not violated any conflict of interest										
* FM Posting Date:	* FM Posting Date: 02/13/2018 🗗 Delivery Priority: 01 🗇 requirements. Additionally, as part of the recently approved Board of Education "Buy District" Resolution. Lhave checked the availability of the										
DELIVER BY JUN	DELIVER BY JUNE 30 Preferred Vendor: 1000004373 🗇 requested items from the LAUSD's General Stores Distribution Supplies										
	* Competitive: No										
				* PO Event Type: Other		đ		information from the Procurement Services Division Office.			
▼ Item Overview											
Details Add Iter	n 🖌 Copy Paste	Duplicate Delete									
hine Number	ltem Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier Per		
• <u>1</u>	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	8) EA	178.30	COMPUTERS, CHROME OS LAPTOP	AREY-JONES EDUCATIONAL(1000004373)		
• 2	Material	93600		ITEM INTEGRATION CHROMEBOOK	8) EA	67.25	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	AREY-JONES EDUCATIONAL(1000004373)		
• 3	Material	99900		E-WASTE FEE	8) EA	5.00	MISCELLANEOUS CHARGES (ALL KINDS)	AREY-JONES EDUCATIONAL(1000004373)		
• 4	Material	20400		BRETFORD 40 UNIT TOP LOADING CART	:	2 EA	1,552.50	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	AREY-JONES EDUCATIONAL(1000004373)		
• <u>5</u>	Material	93600		ITEM INTEGRATION FEE	:	2 EA	72.50	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	AREY-JONES EDUCATIONAL(1000004373)		
•	Undefined Item Type	61500			1.00)	0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			
•	Undefined Item Type	61500			1.00)	0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			
•	Undefined Item Type	61500			1.00)	0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			

29. (A) Confirm Total Value for order is correct. (B) Confirm that your data is accurate for the items being purchased.

Create Shop	oping Cart													
Order Print	Preview Close Save	Check System Infor	rmation Crea	te Memory Snapshot										2
Number 10007	51292 Document Nar	ne MMARTIN007 02/13	3/2018 10:20	Status In Process Created On 02/13/201	18 10:2	0:37	Created By Micha	el Martin						
🕶 General Data	i de la companya de l													
Runs on Robalf of	River Robit of 36558 Michael Martin Approval Note													
Name of shorpin	o cart: MMARTIN007.02/1	3/2018 10:20	_											
Default Settings:	Set Values	0201010.20												
Header Data:	Values													
Approval Proces	s: Display / Edit Agen	<u>ts</u>						hat to the best of my knowledge. I have not visk	tod onv					
Budget:	Display						applicable	e State laws, rules, or Board policies regarding c	ontracting/					
Document Chang	Document Changes: Disolay procurement activities and I have not violated any conflict of Interest													
PM Posting Da	FM Posting Date: 02/13/2018 [C] Delivery Priority: 01 C] requirements. Additionally, as part of the recently approved Board of Education Play District Resolution, have checked the availability of the													
DELIVER DI	DELIVER BY JUNE 30 Preferred Vendor: 1000004373 Prequested tems from the LAUSD's General Stores Distribution Supples													
	Competitive: No → and cupupment Ustago (stores Ustago) in the rew SAP system. I understand that if I need Ustage (stores Ustago) in the seek.													
			* PU EV	Vent Type: Uther	L	<u>P</u>	Informatio	on from the Procurement Services Division Office						
🕶 Item Overvie	▼ tem Overview													
Details Ad	Detais Add ten Copy Paste Duplcate Detet													
E Line Numb	er Item Type	Product Category	Product ID	Description	Cuant	ity Unit	Net Price / Limit	Supplier	Per Delivery Date	Notes	Attachments	Account Assignment	Item Statu	JS 🔺
• <u>1</u>	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB		80 EA	178.30	AREY-JONES EDUCATIONAL(1000004373)	1 02/13/2018	1	<u>0</u>	Finances and Funds (1853601)		
• 2	Ma B	93600		ITEM INTEGRATION CHROMEBOOK		80 EA	67.25	AREY-JONES EDUCATIONAL(1000004373)	1 02/13/2018	<u>0</u>	<u>0</u>	Finances and Funds (1853601)		
• <u>3</u>	V	99900		E-WASTE FEE		80 EA	5.00	AREY-JONES EDUCATIONAL(1000004373)	1 02/13/2018	<u>0</u>	<u>0</u>	Finances and Funds (1853601)		
• 4	Material	20400		BRETFORD 40 UNIT TOP LOADING CART		2 EA	1,552.50	AREY-JONES EDUCATIONAL(1000004373)	1 02/13/2018	<u>0</u>	<u>0</u>	Finances and Funds (1853601)		
• <u>5</u>	Material	93600		ITEM INTEGRATION FEE		2 EA	72.50	AREY-JONES EDUCATIONAL(1000004373)	1 02/13/2018	<u>0</u>	<u>0</u>	Finances and Funds (1853601)		
•	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	<u>0</u>	<u>0</u>			
•	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	<u>0</u>	<u>0</u>			
•	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	<u>0</u>	<u>0</u>			
•	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	<u>0</u>	<u>0</u>			
•	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	<u>0</u>	<u>0</u>			
•	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	<u>0</u>	<u>0</u>			
•	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	<u>0</u>	<u>0</u>			
	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	0	0			
	Undefined Item Type	61500			1	.000	0.00		1 02/13/2018	0	<u>0</u>			
	Undefined item Type	61500			1	.000	0.00		1 02/13/2018	<u>u</u>	<u>U</u>			
	Underlined item Type	61500			1	000	0.00		1 02/13/2018	<u>u</u>	<u>v</u>			
	Undefined item Type	61500			1	000	0.00		1 02/13/2018	<u>U</u>	<u>v</u>			
•	Undefined item Type	61500	-		1	000	0.00		1 02/13/2018	0	0			
•	Undefined item Type	61500			1	000	0.00		1 02/13/2018	0	<u>v</u>			
	- naoino a ton Type						0.00			~	~	Total Value	23 294 00	USD
											A	Tax amount	23,294.00	USD
												Total Val. (Gross)	24,944.06	USD

Bundle Fee automatically populates for a DESKTOP order

V I	r Item Overview										
	Details Add Iter	m 🖌 Copy Paste D	uplicate Delete								
Ē	Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Per	Supplier	Item Numb
	• <u>1</u>	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	1	AREY-JONES EDUCATIONAL(1000004373)	4
	• <u>2</u>	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	1	AREY-JONES EDUCATIONAL(1000004373)	5
	• <u>3</u>	Material	99900		E-WASTE FEE	80	EA	5.00	1	AREY-JONES EDUCATIONAL(1000004373)	6
	• <u>4</u>	Material	20400		BRETFORD 40 UNIT TOP LOADING CART	2	EA	1,552.50	1	AREY-JONES EDUCATIONAL(1000004373)	7
	• <u>5</u>	Material	93600		ITEM INTEGRATION CART	2	EA	72.50	1	AREY-JONES EDUCATIONAL(1000004373)	8
			20453		HP ELITE DESK 800 G3 TWR	1	EA	886.93	1		
	•	Undefined Item Type	61500			1.000		0.00	1		
	•	Undefined Item Type	61500			1.000		0.00	1		
	•	Undefined Item Type	61500			1.000		0.00	1		
V I	tem Overview										
	Details Add Iter	m 🖌 Copy Paste 🛛	Duplicate Delete								
Ē	Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Per	Supplier	Item Numb
	• <u>1</u>	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	1	AREY-JONES EDUCATIONAL(1000004373)	4
	• <u>2</u>	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	1	AREY-JONES EDUCATIONAL(1000004373)	5
	• <u>3</u>	Material	99900		E-WASTE FEE	80	EA	5.00	1	AREY-JONES EDUCATIONAL(1000004373)	6
	• 4	Material	20400		BRETFORD 40 UNIT TOP LOADING CART	2	EA	1,552.50	1	AREY-JONES EDUCATIONAL(1000004373)	7
	• <u>5</u>	Material	93600		ITEM INTEGRATION CART	2	EA	72.50	1	AREY-JONES EDUCATIONAL(1000004373)	8
	• <u>6</u>	Material	20453		HP ELITE DESK 800 G3 TWR	1	EA	886.93	1	None	9
	• 7_	Material	99900		LAUSD ELA Bundle	1	EA	85.00	1	None	10
		Undefined Item Type	61500			1.000		0.00	1		
	•	Undefined Item Type	61500			1.000		0.00	1		
		Undefined Item Type	61500	1		4 0 0 0		0.00	1		
		endenned kenn type	01000			1.000		0.00			

LAUSD Bundle Fee (A) Sources of Supply tab

• <u>6</u>	Material	20453	HP ELITE DESK 800 G3 TWR	1 EA	886.93	1 AREY-JONES EDUCATIONAL(1000004373)	9	<u>0</u>	<u>0</u>
• 7_	Material	99900	LAUSD ELA Bundle	1 EA	85.00	1 None	11	<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	1		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	1		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	1		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	No Supplier name listed		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	Line will not be included in		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	Purchase Order.		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	Do not try to alter this line.		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	-		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	1		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	1		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	1		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	1		<u>0</u>	<u>0</u>
•	Undefined Item Type	61500		1.000	0.00	1		<u>0</u>	<u>0</u>



30. (A) Click *Check* to verify there are no errors. (B) Check the Certification box.

Create Shopping Cart									
Order Print Preview	Check System Informati	on Create Memory Snapshot							
Number 1000751292	Document Name MMARTIN007 02/13/201	8 10:20 Status In Proce	s Created On 02/13/2018 10:20:37	Created By Michael Martin					
▼ General Data									
Buy on Behalf of:	36558 Michael Martin			Approval Note					
Name of shopping cart:	MMARTIN007 02/13/2018 10:20								
Default Settings:	Set Values								
Header Data:	Values			A					
Approval Process:	Display / Edit Agents								
Budget:	<u>Display</u>			I certify that, to the best of my knowledge, I have not violated any applicable State laws, rules, or Board policies reparding contracting/					
Document Changes:	<u>Display</u>			procurement activities and I have not violated any conflict of interest					
* FM Posting Date:	02/13/2018 🛐	Delivery Priority: 01 [requirements. Additionally, as part of the recently approved Board of					
DELIVER BY JUNE 30)	Preferred Vendor: 1000004	373 🗇	Education buy District Resolution, I have checked the availability of the requested items from the LAUSD's General Stores Distribution Supplies					
		* Competitive: No 🔻		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					
		* PO Event Type: Other	D	information from the Procurement Services Division Office.					

31. (A) Click *Order* button. If no RED errors occur, you will see the message, "Shopping Cart Ordered Successfully". Your Administrator must now approve the order.

	Create Shopping Cart					
	Edit Shopping Ca	art				
A	Order Read Only	Print Preview Close Save Check Del	ete System Information	Create Memory Snapshot		
	Number 1000751292	Document Name MMARTIN007 02/13/201	18 10:20 Status Sa	aved Created On 02/13/2	018 10:20:37 Creat	ed By Michael Martin
	▼ General Data					
	Buy on Behalf of: Name of shopping cart: Default Settings: Header Data: Approval Process: Budget: Document Changes: * FM Posting Date: DELIVER BY JUNE 30	36558 Michael Martin MMARTIN007 02/13/2018 10:20 Set Values Values Display / Edit Agents Display 02/13/2018 0	Delivery Priority: 01 Preferred Vendor: 10 * Competitive: No * PO Event Type: 0t	 00004373 0 her	Ū	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					

32. After shopping cart has been approved, (A) Click Refresh button to apply the PO number.

Shopping Cart						
Display Shopping	g Cart					
Edit Print Preview	w Close Refresh Copy Syste	m Information Create Men	nory Snapshot			
Number 1000545657	Docume 501/18785	6/STO/1000545657/MM	Status Approved	Created On 10/20/201	16 14:33:48	Created By Michael Martin
▼ General Data						
Buy on Behalf of:	36558 Michael Mar	tin			,	Approval Note
Name of shopping cart:	1779501/187856/STO/1000545657/MM					
Header Data:	Values					
Approval Process:	Display / Edit Agents					
Budget:	<u>Display</u>				r	I have the test of any local states the set of any
Document Changes:	<u>Display</u>					 applicable State laws, rules, or Board policies regarding contracting/
Commitment Documents:	<u>Display</u>					procurement activities and I have not violated any conflict of interest
FM Posting Date:	10/20/2016	Delivery Priority:	01			requirements. Additionally, as part of the recently approved Board of Education "Buy District" Resolution. Laws checked the availability of the
		Preferred Vendor	:			requested items from the LAUSD's General Stores Distribution Supplies
		Competitive:	No			and Equipment Catalog (Stores Catalog) in the new SAP system. I
		PO Event Type:	Other			understand that it i need clarification on any of the above, I must seek information from the Procurement Services Division Office.
		. o 210				

33. (A) Scroll down and select the Related Documents tab. (B) Purchase Order number is listed under Document Number. Once you know you have a Purchase Order number you can print or preview the order.

Dis	Display Purchase Order																			
	🖉 Edit Print Preview 🚱 Check Close Copy Export System Information Create Memory Snapshot Related Links 🖌																			
Pur	chase Ord	ler Number	4500264029	Purchase Or	rchase Order	Status Orde	ered Docun	nent Date	ent Date 10/20/2016 Total Value (Gross) 7,251.21 USD Smart Number Supplier AREY-JONES EDUCATIONAL											
/	Overview Header Items Notes and Attachments Approval Tracking																			
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																		Total	Value (Gross)	
•	Detail	s for Item 1	HP Chromebo	ok 11 G5																
										- 62							•			
	Gener	al Data	Prices and Co	nditions	Account Assi	gnment	Notes and Attac	hments	Approval Pre	view R	elated D	ocuments		- Fort		· · · · ·	- A			
	Order as D	irect Material																		
	- Documer	at Control																		
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G	oods Rec	eipt / Confirr	nation of Perfo	rmance of Sen	vice	Invoice			VIG	VIEW. UNITED STATES DONAR										
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	 History 								Centra	al Contract					44	<u>)0004882/4</u>				
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PSD SHOPPING CART ORDERING PROCESS

34. (A) Click the Print Preview button. (B) You will get a pop up window with option to open or save Purchase order.pdf. (C) Select Open

Visplay Purchase Order																
ZEdt Print Preview 🖒 Check Close Copy Export System Information Create Memory Snapshot Related Links _																
hic ument is currently	open															
abase Order Number	4500264020 Burch	ano Order Type	Burohana Orda	statua Or	lored D	looumor	at Data 10/20	2016	Total V		o) 7 251 21 U	15D 6ma	rt Number	Supplier		
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Details for Item 1	HP Chromebook 11 G5															
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PURCHASE ORDER REPORT

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. ()			Los Angeles Unified School District Print Preview, Not an Original Document Page 1 of 1	ent and mark-up es.
			Vendor Details: Purchase Order: Vendor Number : 1000004373 Vendor Number : 48EY-JONES Vendor Number : 48EY-JONES Purchase Order Date : 10/20/2016 EDUCATIONAL Delivery Date 1055 6TH AVENUE #101 Procurement Official Name SAN DIEGO CA 92101 Email Requesting Person Name : MICHAEL MARTIN Email : memi254/24/alwayd net	
			Invoice To: Account: Payable 333 S Bauday Ave 27th Floor Los Angeles, CA 90017 Deliver To: Used on Contact Person Los Angeles, CA 90017 Terms of Payment Currency Used on Contact Person Los Angeles, CA 90017 Terms of Payment Used on Contact Person Used on Contact Person Los Angeles, CA 90017 Terms of Payment Used on Contact Person Used on Contact Person Los Angeles, CA 90017 Terms of Payment Used on Contact Person Los Angeles, CA 90017 Terms of Payment USD	
			LAUSD Code LAUSD Company Code BOYLE HEIGHTS HS 544 S MATHEWS ST LOS ANGELES CA 90033	
			Purchase Order Change; one or more line items have been changed / removed from the order. PO MODIFIED TO CHANGE GL# 10/26/16 PWContact: MARIA IJMENEZ-ORTIZPhone: 323-264-8070Email: MUI5329@LAUSD NETQUOTE: EEH16-8015 Item Order Qty Unit Description Price/Unit Net Value	
			00001 30.000 EA HP Chromebook II G5 \$157.3 4,719.00 Product Category : 20700 Vendor Materiani Number : Intel Celeron N3060 w/ Intel HD Graphic. Price Agreement Number : 4400004832 Item 00004 References Shopping Cart :1000545721 MARIA JIMENEZ-ORTIZ 333-264-8070 MXI5329@LAUSD NETQUOTE EEH16-8015	
			00002 30.000 EA ITEM INTEGRATION FEE \$67.25 2,017.50 Product Category :93600 ************************************	
			00003 30.000 EA eWaste Fee \$3 90.00 Product Category : 99900	
			Total Net Value Excl. Tax : USD 6,826.50 Tax : USD 424.71 Total Net Value Incl. Tax : USD 7,251.21	
			This purchase order is VOID if signature does not appear.	
			By accepting this Purchase Order, Vendor agrees to all "Terms and Conditions" at http://achieve.lausd.net/page/5286 For Purchase Orders issued against Master Contracts, please refer to Terms and Conditions contained within associated contracts.	