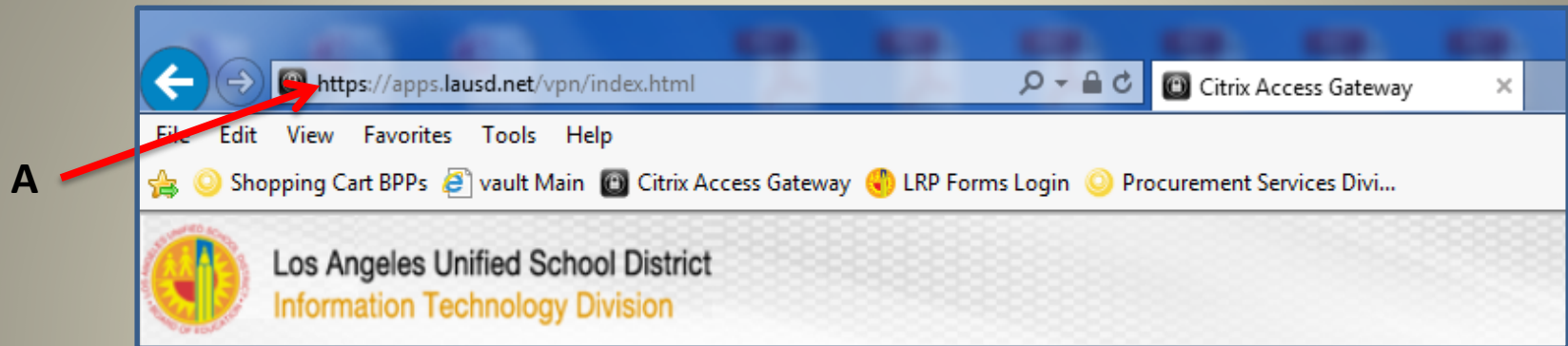


Warehouse Order



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.



Welcome
Please log on to continue.



User name: **B**

Password: **B**

C

Enter your Single Sign-On (email) username and password to Log On. e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net). Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

(A) 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*



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

The screenshot shows a web application interface for a procurement system. At the top, a navigation bar contains several tabs: Home, Access Request, Accounts Payable, Accts Recv / Cash Mgmt, Asset Management, Controlling, Funds Management, General Ledger, Grants Mgmt, and Procurement / Contracts. A red arrow labeled 'A' points to the 'Procurement / Contracts' tab. Below this, a secondary navigation bar includes 'Manage Information', 'Manage Master Data', and 'Process Transactions'. A red arrow labeled 'B' points to the 'Process Transactions' link. On the left side, there is a 'Detailed Navigation' menu with a list of options: Display PO Errors, Display Purchase Order (MM), Maintain Service Entry Sheet, Manage Contracts, Manage Purchase Order, Manage RFx, Manage Shopping Carts, MIGO - Post, Change or View Goods Re, Shopping Cart Monitor, and Sourcing. A red arrow labeled 'C' points to the 'Manage Shopping Carts' option. Below this menu, there is a 'Services' section with a link 'Create Shopping Cart'. A red arrow labeled 'D' points to this link. The main content area on the right is titled 'Manage Shopping Carts' and contains a form with various input fields and checkboxes. The form includes fields for Shopping Cart Number (with a value of 1000735743), Shopping Cart Name, Item Description, Timeframe, Creation Date, Status, Role, PO Number, Product Category, Partner Product, and Smart Number. There are also checkboxes for 'Including Product Category Hierarchy', 'Bought on Behalf', 'Including Completed Shopping Carts', and 'Show my Team Carts'.

Welcome MICHAEL MARTIN

Home | Access Request | Accounts Payable | Accts Recv / Cash Mgmt | Asset Management | Controlling | Funds Management | General Ledger | Grants Mgmt | **Procurement / Contracts**

Manage Information | Manage Master Data | **Process Transactions**

Manage Shopping Carts

Detailed Navigation

- Display PO Errors
- Display Purchase Order (MM)
- Maintain Service Entry Sheet
- Manage Contracts
- Manage Purchase Order
- Manage RFx
- **Manage Shopping Carts**
- MIGO - Post, Change or View Goods Re
- Shopping Cart Monitor
- Sourcing

Services

- **Create Shopping Cart**

Portal Favorites

Hide Quick Criteria Maintenance

Shopping Cart Number: 1000735743 To

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date: To

Status:

Role:

PO Number:

Product Category:

Partner Product:

Including Product Category Hierarchy: ☐

Bought on Behalf: ☐

Including Completed Shopping Carts: ☐

Show my Team Carts: ☐

Smart Number:

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 Information

Create Memory Snapshot

A

Number

1000725731

Document Name

MMARTIN007 12/08/2017 10:17

Status

In Process

Created On

12/08/2017 10:17:50

Created By

Michael Martin

▼ General Data

Buy on Behalf of:

36558

Michael Martin

Name of shopping cart:

MMARTIN007 12/08/2017 10:17

Default Settings:

[Set Values](#)

Header Data:

[Values](#)

Approval Process:

[Display / Edit Agents](#)

Document Changes:

[Display](#)

* FM Posting Date:

12/08/2017

☐ DELIVER BY JUNE 30

Delivery Priority:

01

Preferred Vendor:

* Competitive:

No

* PO Event Type:

Other

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.

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

The screenshot displays a software interface with a 'General Data' section and a 'Change Default Settings' dialog box.

General Data Section:

- Buy on Behalf of: 36558 Michael Martin
- Name of shopping cart: MMARTIN007 12/08/2017 10:17
- Default Settings: [Set Values](#) (highlighted with a red box and a red arrow labeled 'A')
- Header Data: [Values](#)
- Approval Process: [Display / Edit Agents](#)
- Document Changes: [Display](#)
- * FM Posting Date: 12/08/2017
- ☐ DELIVER BY JUNE 30
- Delivery Priority: 01
- Preferred Vendor:
- * Competitive: No
- * PO Event Type: Other

Change Default Settings Dialog Box:

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

Item Basic Data | Account Assignment | Internal Note

- Buy on Behalf of: Michael Martin
- Goods Recipient: Michael Martin
- Product Category: 61500 OFFICE/SCHOOL STATIONERY SUPPLIES
- Purchase Group: Central Office
- Company Code: LAUSD
- Location / Plant: LAUSD LAUSD
- Unloading Point:

OK

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

Item **A** **Account Assignment** Internal Note Delivery Address / Performance Location

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution **B** **Details** Add Line Duplicate Delete Split Distribution

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description
0001		100.00	Finances and Funds	1853601	

Details for Item 0001 : Finances and Funds

Basic Data

* Percentage: 100.00 Fund:

Account Assignment Category: Finances and Funds Commitment Item:

* Cost Center: 1853601 **C**

Fund Center:

Grant:

Functional Area: 1110-1000-10183 **D**

Controlling Area:

General Ledger Account: 430001 **E**

Business Area:

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

Change Default Settings

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

Item Basic Data Account Assignment Internal Note **Delivery Address / Performance Location** A

Reset

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

Name:	<input type="text" value="LAUSD Code"/>	Additional Name:	<input type="text" value="LAUSD Company Code"/>
C/O:	<input type="text" value="BELL SH"/> B	Number / Extension:	<input type="text"/>
Fax Number/Extension:	<input type="text"/>	E-Mail:	<input type="text"/>
Street / House Number:	<input type="text" value="4328 BELL AVE"/>	Floor / Room:	<input type="text" value="28TH"/>
District:	<input type="text"/>	Postal Code / City:	<input type="text" value="90201"/> <input type="text" value="BELL"/>
Country:	<input type="text" value="US"/> USA	Postal Code / P.O.Box:	<input type="text"/>
		Region:	<input type="text" value="CA"/> California

C **OK**

5. (A) Click on the option box in the Delivery Priority field, (B) Select one of the delivery options. Change here for Overnight, Same Day, Will Call or Future Dated. *Update the Delivery Priority field after all the lines have been added.

▼ General Data

Buy on Behalf of: 36558 Michael Martin

Name of shopping cart: MMARTIN007 02/20/2018 08:55

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Document Changes: [Display](#)

* FM Posting Date: 02/20/2018

☐ DELIVER BY JUNE 30

Approval Note

☐ I certify that, to the best of my knowledge, the above information is true and correct, and that I am not providing any false or misleading information to the applicable State law procurement activities requirements. Add Education "Buy Distribution" requested items from the Catalog if I am not on the list.

Delivery Priority: 01

Preferred Vendor:

* Com

* PO

Search: Delivery Priority

Results List: 5 results found for Delivery Priority

Delivery Priority	Description
01	Regular
02	Will Call
03	Overnight
04	Same Day
05	Future Dated

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product Code
1	Undefined Item Type	61500
2	Undefined Item Type	61500
3	Undefined Item Type	61500
4	Undefined Item Type	61500
5	Undefined Item Type	61500
6	Undefined Item Type	61500
7	Undefined Item Type	61500
8	Undefined Item Type	61500

1.000 0.00 OFFICE/SCHOOL STATIONERY SUPP

6. (A) Click *Add Item*, (B) Select and click *General Stores Distribution Catalog*. This opens the Procurement Catalog Screen

Create Shopping Cart

[Order](#)
[Print Preview](#)
[Close](#)
[Save](#)
[Check](#)
[System Information](#)
[Create Memory Snapshot](#)

Number 1000753751
 Document Name MMARTIN007 02/20/2018 08:55
 Status In Process
 Created On 02/20/2018 08:55:24
 Created By Michael Martin

▼ General Data

Buy on Behalf of: 36558 Michael Martin
 Name of shopping cart: MMARTIN007 02/20/2018 08:55
 Default Settings: [Set Values](#)
 Header Data: [Values](#)
 Approval Process: [Display / Edit Agents](#)
 Document Changes: [Display](#)
 * FM Posting Date: 02/20/2018
☐ DELIVER BY JUNE 30

Delivery Priority: 02
 Preferred Vendor:
 * Competitive: No
 * PO Event Type: Other

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

A

Add Item

Copy

Paste

Duplicate

Delete

With Free Description

Old Shopping Carts and Templates

Arey Jones Educational Catalog

ETA Hand2Mind

General Stores Distribution Catalog

IT Depot

K12Marketplace Textbook Catalog

Undefined Item Type

Undefined Item Type

Undefined Item Type

Undefined Item Type

Undefined Item Type

Undefined Item Type

Product Category

Product ID

Description

Quantity

Unit

Net Price / Limit

Product Category Description

Supplier

Per

Delivery Date

Notes

			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q
			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		1	02/20/2018	Q


B


General Stores Distribution Catalog

7. (A) Click on Advanced Search. This will open your search fields.

Procurement Catalog

[Search Criteria](#)

Keyword: **Advanced Search**  [Hierarchy](#) [Supplier](#)

 Items in Cart: 0
Subtotal: 0.00

Found 2914 item(s) of 2914 and showing 1 to 12

☐ Results View: [Grid](#) Results Per Page: [12](#)

Refine Search

Search


[Reset Filter](#)

Keyword:

Hierarchy


- [All] ✓
- ▶ ATHLETIC (112)
- ▶ AUDIO VISUAL (73)

☐ 1 ["PLEASE INITIAL" FLAGS IN DISPENSER](#)

 [Click for larger image](#)

"PLEASE INITIAL" blue tape flags approximately 1/2" wide x 2" long. 120 reusable flags in a hard plastic dispenser.

☐ 1 ["PLEASE SIGN & DATE" FLAGS IN DISPENSER](#)

 [Click for larger image](#)

"PLEASE SIGN & DATE" yellow tape flags approximately 1/2" wide x 2" long. 120 reusable flags in a hard plastic dispenser.

8. (A) Enter the commodity code in the *Product ID* field. You may search using 10 digits, or last 6 digits, or first 5 digits then hit enter. (B) Update your quantity. (C) Click *Add to Cart* next to the quantity field.

Procurement Catalog

[Search Criteria](#)

Keyword: [Advanced Search](#) Browse By: [Hierarchy](#) [Supplier](#)

Product Group: Item Type:

Product ID: Short Description:

Long Description: Special Search Terms:

Price Information: Amount:

Items in Cart: 0
Subtotal: 0.00

Found 2914 item(s) of 2914 and showing 1 to 12

Results View: Results Per Page:

Refine Search

Search


[Reset Filter](#)

Keyword:

Hierarchy

- [All] ✓
- ATHLETIC (112)
- AUDIO VISUAL (73)
- COMPUTER ACCESSORIES (560)
- CUSTODIAL (436)
- EDUCATIONAL TOOLS (132)
- FIRST AID (92)
- FORMS & PUBLICATIONS (142)
- FURNITURE (74)
- HOME ECONOMICS (77)
- MUSIC (63)


"PLEASE INITIAL" FLAGS IN DISPENSER

 [Click for larger image](#)

"PLEASE INITIAL" blue tape flags approximately 1/2" wide x 2" long, 120 reusable flags in a hard plastic dispenser. (Each)

Product ID: 6159381114
Order Unit: each
Price Information: 3.52 USD

"PLEASE SIGN & DATE" FLAGS IN DISPENSER

 [Click for larger image](#)

"PLEASE SIGN & DATE" yellow tape flags approximately 1/2" wide x 2" long, 120 reusable flags in a hard plastic dispenser. (Each)

Product ID: 6159381124
Order Unit: each
Price Information: 3.52 USD

9. Once you are finished searching and selecting items, (A) Click *View Cart* to verify accuracy of ordered items.

Procurement Catalog

[Search Criteria](#)

Keyword:: [Search](#) [Advanced Search](#) Browse By: [Hierarchy](#) [Supplier](#)

Product Group: All Item Type: All

Product ID: Contains Short Description: Contains

Long Description: Contains Special Search Terms: Contains

Price Information: Equals Amount:

Items in Cart: 4
Subtotal: 482.35 USD

[View Cart](#) [Check Out](#)

Cart Preview

[Transfer All](#) [Back to Search Result](#) [Recalculate](#) [Empty Cart](#) [Delete Selected Items](#)

Select Items	Quantity	Product ID	Short Description	Price Information	Total Price
<input type="checkbox"/>	20	6159381114	"PLEASE INITIAL" FLAGS IN DISPENSER	3.52 USD	70.40 USD
<input type="checkbox"/>	20	6159381124	"PLEASE SIGN & DATE" FLAGS IN DISPENSER	3.52 USD	70.40 USD
<input type="checkbox"/>	10	4503424300	30 GAL CONTAINER RUBBISH W/LID, STEEL	32.15 USD	321.50 USD
<input type="checkbox"/>	5	4857252100	340 MOPHEAD CLOTH STRING 12 OZ, 30IN	4.01 USD	20.05 USD
					Grand Total: 482.35 USD

Verify items ordered

10. (A) Click *Check Out* to go back to your Shopping cart screen and
(B) items will be moved from View Cart to Item Overview Table.

Procurement Catalog

[Search Criteria](#)

Keyword: [Advanced Search](#) Browse By: [Hierarchy](#) [Supplier](#)



Items in Cart: 4

Subtotal: 482.35 USD

[View Cart](#)

[Check Out](#)

A

Product Group:

Item Type:

Product ID:

Short Description:

Long Description:

Special Search Terms:

Price Information: Amount:

Cart Preview

Select Items	Quantity	Product ID	Short Description	Price Information	Total Price
<input type="checkbox"/>	20	6159381114	"PLEASE INITIAL" FLAGS IN DISPENSER	3.52 USD	70.40 USD
<input type="checkbox"/>	20	6159381124	"PLEASE SIGN & DATE" FLAGS IN DISPENSER	3.52 USD	70.40 USD
<input type="checkbox"/>	10	4503424300	30 GAL CONTAINER RUBBISH W/LID, STEEL	32.15 USD	321.50 USD
<input type="checkbox"/>	5	4857252100	340 MOPHEAD CLOTH STRING 12 OZ, 30IN	4.01 USD	20.05 USD

Grand Total: 482.35 USD

Items will now be
moved from Cart
Preview to *Item
Overview* table

11. (A) Select line 1 and Click Details. (B) Click on *Account Assignment* tab. (C) Click *Details* button
(D-a) Check G/L Account for EACH line item,
(D-b) Using the VCR buttons, left and right, to scroll through each line item.

The screenshot shows the SAP Item Overview and Account Assignment tabs. Red arrows and boxes highlight specific actions and fields as described in the instructions.

Item Overview Table:

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description
1	Material	61000	6159381344	"PLEASE SIGN & RETURN" FLAG IN DISPENSER	5	EA	3.52	OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES

Account Assignment Table:

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description
0001		100.00	Finances and Funds	1050901	Contract Admin

Details for Item 0001 : Finances and Funds

Basic Data

* Percentage: 100.00

Account Assignment Category: Finances and Funds

* Cost Center: 1050901 Contract Admin

Fund Center: 1050901

Grant: NOT_RELEVANT NOT_RELEVANT

Functional Area:

Controlling Area: 1000

General Ledger Account: 430001

Business Area:

Annotations:

- A:** Points to the **Details** button in the Item Overview toolbar.
- B:** Points to the **Account Assignment** tab.
- C:** Points to the **Details** button in the Account Assignment toolbar.
- D-a:** Points to the **General Ledger Account** field.
- D-b:** Points to the **Details** button in the Account Assignment toolbar.

12. (A) Click *Details* for Line #1. (B) Click *Notes and Attachments* tab. (C) Click on *Supplier Text* Link. (D) In Supplier Text box, type contact info. (E) Click *Ok* to close Supplier textbox.
For Warehouse Orders, enter all information on one line if possible.

The screenshot illustrates the process of adding supplier text for a specific line item in a software application. The interface is divided into several sections:

- Item Overview:** A table listing items. Line #1 is highlighted, and a red arrow labeled 'A' points to the 'Details' button.
- Details for item 1 "PLEASE SIGN & RETURN" FLAG IN DISPENSER:** A sub-form with tabs for 'Item Data', 'Notes and Attachments', and 'Delivery Address/Performance Location'. A red arrow labeled 'B' points to the 'Notes and Attachments' tab.
- Notes:** A section with a 'Clear' button and a table for notes. A red arrow labeled 'C' points to the 'Supplier Text' link.
- Add Supplier Text:** A dialog box with a text area for 'Supplier Text'. A red arrow labeled 'D' points to the text area, which contains the placeholder text: 'FIRST and LAST NAME SCHOOL PHONE# EMAIL ADDRESS (First line gets printed on label)'. A red arrow labeled 'E' points to the 'OK' button.

Enter all information on one line if possible

13. (A) Confirm Total Value (Gross) for order is correct.
(B) Click *Check* button to verify data in your shopping cart.

Item Overview											
Details Add Item Copy Paste Duplicate Delete Filter Settings											
Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Notes	Attachments	Account Assignment
1	Material	61000	6159381344	"PLEASE SIGN & RETURN" FLAG IN DISPENSER	5 EA		3.52	OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES	1	0	Finances and Funds (1050901)
2	Material	45000	4503424300	30 GAL CONTAINER RUBBISH W/LD, STEEL	5 EA		32.15	HARDWARE AND RELATED ITEMS	0	0	Finances and Funds (1050901)
3	Material	48500	4857252100	340 MOPHEAD CLOTH STRING 12 OZ, 30IN	10 EA		4.01	JANITORIAL SUPPLIES, GENERAL LINE	0	0	Finances and Funds (1050901)
4	Material	20000	2002775150	506 GLOVES RUBBER SMALL 12 PAIRS/PKG	10 PKG		7.95	CLOTHING, APPAREL, UNIFORMS, AND ACCESSORIES	0	0	Finances and Funds (1050901)
5	Material	20000	2002798507	507 GLOVES RUBBER MEDIUM 12 PAIRS/PKG	10 PKG		7.95	CLOTHING, APPAREL, UNIFORMS, AND ACCESSORIES	0	0	Finances and Funds (1050901)
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
*	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	0	0	
										Total Value 377.45 USD	
										Tax amount 0.00 USD	
										Total Val. (Gross) 377.45 USD	

A

Create Shopping Cart

Order Print Preview Close Save Check System Information Create Memory Snapshot

Number 10007530 Name MMARTIN007 02/20/2018 09:57 Status In Process Created On 02/20/2018 09:57:09 Created By Michael Martin

General Data

Buy on Behalf of: 36558 Michael Martin

Name of shopping cart: MMARTIN007 02/20/2018 09:57

Default Settings: Set Values

Header Data: Values

Approval Process: Display / Edit Agents

Budget: Display

Document Changes: Display

* FM Posting Date: 02/20/2018

☐ DELIVER BY JUNE 30

Delivery Priority: 01

Preferred Vendor:

* Competitive: No

* PO Event Type: Other

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.

14. (A) Check the Certification box. (B) Click on the *Order* button to finalize ordering procedure if no RED errors populate. Once order is submitted, you will see the message, “Shopping Cart Ordered Successfully”. Your Administrator must now approve the order.

Create Shopping Cart

Order

Print Preview

Close

Save

Check

System Information

Create Memory Snapshot

Number **B** Document Name MMARTIN007 02/20/2018 09:57 Status In Process Created On 02/20/2018 09:57:09 Created By Michael Martin

▼ General Data

Buy on Behalf of: 36558 Michael Martin

Approval Note

Name of shopping cart: MMARTIN007 02/20/2018 09:57

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Budget: [Display](#)

Document Changes: [Display](#)

* FM Posting Date: 02/20/2018

☐ DELIVER BY JUNE 30

Delivery Priority: 01

Preferred Vendor:

* Competitive: No ▼

* PO Event Type: Other

A






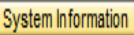
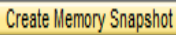
☒

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.

15. (A) Click Refresh button to apply the STO number.

Shopping Cart

Display Shopping Cart

 Edit  Print Preview  Close  Refresh  Copy  System Information  Create Memory Snapshot

Number 1000545657 Document 01/187856/STO/1000545657/MM Status Approved Created On 10/20/2016 14:33:48 Created By Michael Martin

▼ General Data

Buy on Behalf of: Michael Martin

Name of shopping cart:

Header Data: [Values](#)

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

Budget: [Display](#)

Document Changes: [Display](#)

Commitment Documents: [Display](#)

FM Posting Date:

Delivery Priority:

Preferred Vendor:

Competitive:

PO Event Type:

Approval Note

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

16. (A) Scroll down and select the Related Documents tab. (B) Purchase Order(STO) is listed under Back-End Document Number.

Display Shopping Cart

Number: 1000545657 Document Name: 1779501/187856/STO/1000545657/MM Status: Approved Created On: 10/20/2016 14:33:48 Created By: Michael Martin

Approval Process: [Display / Edit Agents](#)
Budget: [Display](#)
Document Changes: [Display](#)
Commitment Documents: [Display](#)
FM Posting Date: 10/20/2016

Delivery Priority: 01
Preferred Vendor:
Com:
PO:

☒ 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.

Details for item 1 DETERGENT, DISINFECTANT, NEUTRAL

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location

▼ History
View: United States Dollar

Document	Back-End Document Number	Document Number	Status
Shopping Cart		1000545657/1	Follow-on Document Created
Purchase Order	4600121442/10		

Details for item 1 DETERGENT, DISINFECTANT, NEUTRAL

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

▼ History
View: United States Dollar

Document	Back-End Document Number	Document Number	Status	Name	Date	Quantity	Unit	Net Value	Currency
Shopping Cart		1000545657/1	Follow-on Document Created	DETERGENT, DISINFECTANT, NEUTRAL	10/20/2016	4 GAL		119.96 USD	
Purchase Order	4600121442/10			Total		4 GAL		119.96 USD	
				DETERGENT, DISINFECTANT, NEUTRAL	10/20/2016	4 GAL		119.96 USD	
				Total		4 GAL		119.96 USD	

17. (A) In order to view a SC order, click the Print Preview button after the SC has been approved. (B) You will get a pop up message if you want to open or save Shopping_Cart.pdf. Click Open.

A

B

Shopping Cart

Display Shopping Cart

[Edit](#)
[Print Preview](#)
[Close](#)
[Refresh](#)
[Copy](#)
[System Information](#)
[Create Memory Snapshot](#)

Number: 1000545657 Document Name: 1779501/187856/STO/1000545657/MM Status: Approved Created On: 10/20/2016 14:33:48 Created By: Michael Martin

General Data

Buy on Behalf of: 36558 Michael Martin
 Name of shopping cart: 1779501/187856/STO/1000545657/MM
 Header Data: [Values](#)
 Approval Process: [Display / Edit Agents](#)
 Budget: [Display](#)
 Document Changes: [Display](#)
 Commitment Documents: [Display](#)
 FM Posting Date: 10/20/2016

Delivery Priority: 01
 Preferred Vendor:
 Competitive: No
 PO Event Type: Other

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

[Details](#)
[Add Item](#)
[Copy](#)
[Paste](#)
[Duplicate](#)
[Delete](#)
[Create Confirmation](#)
[Create Invoice](#)
[Process All Items](#)

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Currency	Option Type	Order Type
1	Material	48500	4853730800	DETERGENT, DISINFECTANT, NEUTRAL	4	GAL	29.99	JANITORIAL SUPPLIES, GENERAL LINE	USD		
2	Material	48500	4858680135	SOAP, LIQUID FOR DISPENSER W/ ALOE	3	CSE	33.99	JANITORIAL SUPPLIES, GENERAL LINE	USD		
3	Material	64075	6407560045	PAPER TOILET SINGLEFOLD 250/PK 36 PK/CS	15	CSE	36.99	TOILET TISSUES, PAPER TOWELS, AND TOILET SEAT COVERS	USD		
4	Material	66524	6652452804	413 BAGS TRASH LINER BLK 44 GAL 125/CS	3	CSE	35.99	BAGS AND LINERS, PLASTIC: GARBAGE CAN LINERS, JANITOR CART L	USD		

Do you want to open or save Shopping_Cart.pdf (26.4 KB) from srm.lausd.net?

[Open](#)
[Save](#)
[Cancel](#)

Preview of Shopping Cart in pdf format. You may choose to
Print or ***Save*** to your computer.

Shopping_Cart.pdf - Adobe Reader

File Edit View Window Help

1 / 2 74.6%

Comment

Request for Quote

Shopping Cart Number: 1000545657 | SC Name: 1779501/187856/STO/1000545657/MM | SC Date: 10/20/2016

Click on Comment and Share to create, mark-up and send PDF files.

Requestor Details:
Requesting Person: Michael Martin
Email: MEM7254@LAUSD.NET

Delivery Address:
LAUSD Code
LAUSD Company Code
9TH STREET EL
835 STANFORD AVE
LOS ANGELES CA 90021
USA

Disclaimer:
Unless otherwise indicated, terms and conditions applicable to this solicitation are available at [http://achieve.lausd.net/Page\\$185](http://achieve.lausd.net/Page$185). By submitting this RFQ, I certify that (a) I am authorized to submit this solicitation response on behalf of the party identified in this solicitation. I acknowledge, have read and understand the terms and conditions applicable to this solicitation and (b) this solicitation response constitutes a legally binding, irrevocable offer to the LAUSD.

Item	Product Id	Description	Order Quantity	Unit	Price per Unit	Net Value	Delivery Date
1	4853730800	DETERGENT, DISINFECTANT, NEUTRAL	4.000	GAL			10/20/2016
	Manufacturer Product Number : Supplier Product Number : Supplier Text: ERICA DUARTE 213-896-2700 EMD1699@LAUSD.NET, MIGUEL@ORDER.FRO PLANT MANAGER						
	4858680135	SOAP, LIQUID FOR DISPENSER W/ ALOE	3.000	CSE			10/20/2016
2	Manufacturer Product Number : Supplier Product Number : Supplier Text:						
	6407560045	PAPER TOILET SINGLEFOLD 250/PK 36 PK/CS	15.000	CSE			10/20/2016
3	Manufacturer Product Number :						

Page 1 of 2

Item	Product Id	Description	Order Quantity	Unit	Price per Unit	Net Value	Delivery Date
	Supplier Product Number : Supplier Text:						
	6652452804	413 BAGS TRASH LINER BLK 44 GAL 125/CS	3.000	CSE			10/20/2016
4	Manufacturer Product Number :						