



HOW TO ORDER DISTRICT FUNDED PERSONAL PROTECTION EQUIPMENT (PPE) IN LRP SHOPPING CART



STEP 1

The web site requires a LAUSD Single Sign-On. Requestor can access this web site at home or outside LAUSD network.

LRP Shopping Cart Support Center
Ordering Processes

User-Login
Login using your LAUSD Single Sign-On

Username: @lausd.net

Password:

STEP 2

Click on **Order PPE**.

LRP Shopping Cart Support Center
Ordering Processes



STEP
3

Requestor must enter correct Cost Center, Site Administrator Name (Approver) and Site Administrator Email Address including @lausd.net, click **Save and Add Items**.

[LRP Home](#)

LRP PPE Requisition

SOURCING INFO

Cost Center *	<input type="text" value="1234567"/> Local District *	<input type="text" value="NORTHEAST"/>
School Name *	<input type="text" value="ABC Elementary School"/>	
Requested By *	<input type="text" value="JANE DOE"/>	
Phone *	<input type="text" value="123-456-7890"/>	
Email	<input type="text" value="jane.doe@lausd.net"/>	
Contact	<input type="text" value="jane.doe@lausd.net"/>	
Comments	<input type="text"/>	

REQUEST WILL BE SENT TO THIS SITE ADMINISTRATOR FOR APPROVAL

Site Administrator Name *	<input type="text" value="John Smith"/>
Site Administrator Email *	<input type="text" value="john.smith@lausd.net"/>



* Required Fields

**STEP
4**

Order form lists all the District funded PPE available through General Stores Distribution Center. Requestor can enter the quantity for each PPE Items. Once complete, Click **Add Your Items**.

[LRP Home](#)

LRP PPE Requisition

PPE Requisition Shopping Cart

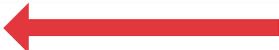
No PPE Products Added To Order Yet

Enter Quantity for Each Item and Click Add Your Items Button

Add Your Items

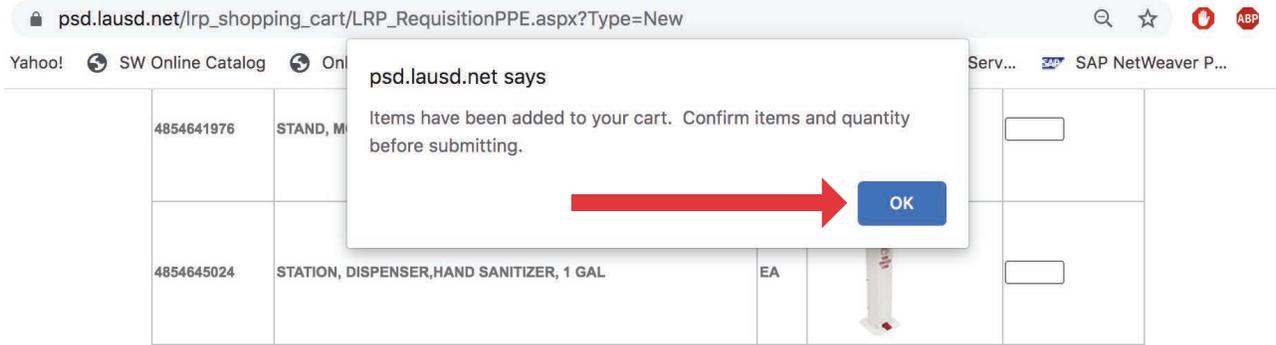
Product Code	Description	Unit		Qty Limit	QTY
4357004128	SANITIZER, HAND, GEL, GALLON W/PUMP 4/CS (MAX 5)	CSE		5	<input type="text"/>
2003400150	SHIELD, FACE, ADULT, ELASTIC BAND (MAX 100)	EA		100	<input type="text"/>
2003400219	SHIELD, FACE, CHILD, ELASTIC BAND (MAX 200)	EA		200	<input type="text" value="1"/>
3457202050	MASK, ADULT, DISPOSABLE, NON-MEDICAL, 50/BX (MAX 100)	BOX		100	<input type="text"/>
3457202095	MASK, REUSABLE, COTTON BLEND, TIE BACK (TEACHER & STAFF ONLY, MAX 50)	EA		50	<input type="text"/>
2077271077	GLOVES, GENERAL PURPOSE, MEDIUM 100/BOX (MAX 10)	BOX		10	<input type="text" value="2"/>
6407572295	TOWEL PAPER SINGLEFOLD 250/PK 16/CASE	CSE		10	<input type="text"/>

Add Your Items



STEP 5

A pop-up window will show as a reminder for the Requestor to confirm items and quantity before submitting the request. Click **OK**.



STEP 6

Requestor has to click the **check box** to certify the request is for COVID-19 Pandemic. The **Finished - Submit Order to SITE ADMINISTRATOR** will be enabled to submit request.

[Add Items](#)

PPE Requisition Shopping Cart

LN	Commodity Code / Stock Number	Description	Qty	Unit	
1	 2003400219	SHIELD, FACE, CHILD, ELASTIC BAND (MAX 200)	1	EA	Edit Delete
2	 2077271077	GLOVES, GENERAL PURPOSE, MEDIUM 100/BOX (MAX 10)	2	BOX	Edit Delete

Would I be ordering, if we were not in a COVID-19 pandemic?" If the answer is "No," then this can be charged to the centrally funded PPE account. Your approval certifies that this order is placed due to the COVID-19 Pandemic. If there was no pandemic this order would not be requested.

Finished - Submit Order To SITE ADMINISTRATOR

To ensure all sites are serviced, we reserve the right to limit quantities and substitute items as deemed necessary.

STEP
7

System will generate an email notification to the Requestor with the list of items and Approver information.

 Sun 10/4/2020 12:59 PM
office.stores@lausd.net
New General Stores LRP PPE Order Request No. 257760
To: Doe, Jane
Retention Policy: LAUSD 2 Year Deletion - Default Folders (2 years)

I would like to order these PPE items from General Stores Warehouse, please process my order in SAP.

PPE Request#: 257760
School: NORTHEAST - ABC Elementary School
Requested By: JANE DOE 123-456-7890
Requestor Email: jane.doe@lausd.net
Comment:

Site Administrator Name: John Smith
Site Administrator Email: john.smith@lausd.net

<u>LN</u>	<u>Product ID</u>	<u>Description</u>	<u>QTY</u>	<u>Unit</u>
1	2003400219 	SHIELD, FACE, CHILD, ELASTIC BAND	1	EA
2	2077271077 	GLOVES, GENERAL PURPOSE, MEDIUM 100/BOX	2	BOX

STEP 8

Site Administrator will receive an email with a link to Approve or Disapprove the request.



A New PPE Request has been created for your approval. Click on the link below to be taken to the LRP website where you can Approve/Disapprove the request.

PPE Request#: 257760
School: NORTHEAST - ABC Elementary School
Requested By: JANE DOE 123-456-7890
Requestor Email: jane.doe@lausd.net
Comment:

Site Administrator Name: John Smith
Site Administrator Email: john.smith@lausd.net

LN	Product ID	Description	QTY	Unit
	2003400219			
1		SHIELD, FACE, CHILD, ELASTIC BAND	1	EA
	2077271077			
2		GLOVES, GENERAL PURPOSE, MEDIUM 100/BOX	2	BOX

[Approve/Disapprove PPE Order](#)



STEP 9

It will direct the Site Administrator (Approver) to the LRP Login Page.

LRP Shopping Cart Support Center
Ordering Processes

User-Login
Login using your LAUSD Single Sign-On

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Password:

STEP 10

Site Administrator (Approver) will be directed to a page to Approve or Disapprove.

PPE Order Approval Requested

Requisition #:	257775
Submitted By:	JANE DOE
Requestor Email:	jane.doe@lausd.net
School:	ABC Elementary School
Site Administrator Name:	JOHN SMITH
Site Administrator Email:	john.smith

Please read the following question prior to approving:

Would I be ordering, if we were not in a COVID-19 pandemic? If the answer is "NO", please certify approved. If the answer is "YES" do not certify and disapprove.



I Approve

I Disapprove

To ensure all sites are serviced, we reserve the right to limit quantities and substitute items as deemed necessary.

STEP 11

Once approved, Requestor will receive a confirmation email.



Sun 10/4/2020 1:01 PM

office.stores@lausd.net

PPE Order # 257760 APPROVED

To Doe, Jane

Cc General Stores Will-Call Office

Retention Policy LAUSD 2 Year Deletion - Default Folders Expires 10/5/2022

Your LRP PPE order # 257760 has been approved by john.smith@lausd.net.

If the Site Administrator disapproved the request, the Requestor will receive an email notification.



Sun 10/4/2020 1:03 PM

office.stores@lausd.net

PPE Order Request # 257761 DISAPPROVED

To Doe, Jane

Cc General Stores Will-Call Office

Retention Policy LAUSD 2 Year Deletion - Default Folders Expires 10/5/2022

Your LRP PPE order # 257761 has been disapproved by john.smith@lausd.net.
Contact SAA/Administrator for more information.