



Shopping Cart Support Center Ordering Processes User Guide

This temporary tool is for school use during the transition from IFS to the new SAP purchasing system. Schools will place orders for goods and services through the LRP Shopping Cart Support Center (SCSC) until the new system is available at their school site.

LRP Shopping Cart Support Center (SCSC) Contacts

<i>For schools reporting to:</i>	<i>Email:</i>	<i>Phone:</i>
Educational Service Center North	SCSCnorth@lausd.net	(562) 654-9476
Educational Service Center South	SCSCsouth@lausd.net	(562) 654-9472
Educational Service Center East	SCSCeast@lausd.net	(562) 654-9467
Educational Service Center West	SCSCwest@lausd.net	(562) 654-9444
Educational Service Center ISIC	SCSCisic@lausd.net	(562) 654-9430
All Other Schools and Offices	cs.stores@lausd.net	(562) 654-9009



Procurement Services Division
July 2013




Shopping Cart Support Center - Ordering Process

SCHOOL ACTION
ADMINISTRATOR ACTION
SCSC STAFF ACTION

1

School goes to Procurement website or LRP Shopping Cart Support Center then enters Single Sign-On username and password to access forms.



2



School selects designated form and clicks New LRP Requisition link.

3



School completes the form online.

6



School scans forms and emails to the Shopping Cart Support Center (SCSC) for processing using the designated ESC email address (SCSCnorth@lausd.net; SCSCsouth@lausd.net; SCSCeast@lausd.net; SCSCwest@lausd.net; SCSCisic@lausd.net)

5




Administrator approves and signs the form.

4



School saves and prints form.

7



SCSC Staff inputs documents into the new SAP system.

8



Schools can check the status of their orders by repeating Step 1.

9



Process complete.

Contents

Things to Know Before You Log On	2
How It Works	
Ordering Process for Independent Charter Schools and ASB	
New SAP Account String	
General Navigation	
Getting Started	3
Log On	
Log Out	
Home Page	
Transaction Page	
Status of Forms	
Create a New LRP Requisition	5
Create a New LRP P-Card Reconciliation	8
Create a New LRP Goods Receipt (Receiver)	10
Create a New LRP P.O. Modification	12
View and Print LRP Forms	15
Commodity Codes for Outside Vendor Transactions	16

Things to Know Before You Log On

How It Works

Employees will use their LAUSD single sign-on (email) user account to log on to complete purchasing forms for the transactions listed below, and email forms and other supporting documentation to the LRP Shopping Cart Support Center (SCSC). Staff in the SCSC will input requests into the new SAP system.

Transactions Processed by the SCSC:	Previously processed:
Order from LAUSD Stores Warehouse	SR or OC transaction in IFS
Order for Goods or Services from Outside Vendor	RX or PD transaction in IFS
Purchase Order Modifications	IFS
Confirm Receipt of Goods or Services (Receiver)	RC in IFS
P-Card Reconciliation	Procure

Note: P-Card orders from LAUSD Stores Warehouse will continue to be processed through the Customer Service Unit at (562) 654-9009.

Ordering Process for Independent Charter Schools and ASB

Independent charter schools, Associated Student Body and other schools that do not have a LAUSD single sign-on user account will manually complete purchasing forms and forward forms to the SCSC. For more information, contact the Customer Service Unit at (562) 654-9009 or email at cs.stores@lausd.net.

New SAP Account String

The IFS budget line codes have been replaced with the SAP account string. When prompted for accounting data or budget lines to charge, use the following format:

SAP Account String Element	Format	Example	IFS Equivalent
G/L Account	6-digit code	430001 (for general supplies)	Object
Cost Center	7-digit code	1800901 (for Adams MS)	Location Code
Fund	3-digit code	010 (for General Fund)	Fund
Functional Area	13-digit code	0000-7200-10025	Program

If you have access to SAP, you may use the SAP Account String Wizard to convert IFS account strings to SAP account strings. If you need assistance with the SAP account string structure, contact the Fiscal Specialist for your school.

General Navigation

- Use the tab button or move the cursor to move from field to field.
- Use the browser's back and forward buttons to move between pages, or click the [LRP Home](#) link to return to the home page.
- Use the browser's print function or shortcut keys "Ctrl + P" to print forms.

Getting Started

Log On

Go to the Procurement Services Division website at <https://psd.lausd.net/> or the Legacy Replacement Program website at <http://lrp.askitd.net/> and click on the link to [LRP Shopping Cart Support Center Ordering Processes](#).



At the user login page, enter your single sign-on (email) user name and password. Do not add domain name (@lausd.net). Click [Submit](#).

Log Out

When you are done, close the webpage. There is no need to logout.

Home Page

At the home page, click a transaction. Once directed to the transaction page, you may check the status of a previously completed form or click the link to complete a new LRP form.


- [LRP Requisition](#) form is used to order goods or services from the Stores Warehouse (SR or OC transaction in IFS) or Outside Vendor (RX or PD transaction in IFS). Instructions begin on page 5.
- [LRP P-Card Reconciliation](#) form is used to log P-Card charges and identify expense lines to charge. Instructions begin on page 8.
- [LRP Goods Receipt](#) form (RC or “Receiver” in IFS) is used to confirm a partial or complete receipt of goods or services and allow Accounts Payable to process invoices and issue payment to the vendor. Instructions begin on page 10.
- [LRP PO Modification](#) form is used to modify purchase orders processed by the SCSC. Prior to delivery, you may increase or decrease the quantity or unit cost of items, add or delete items, change specifications, or cancel the entire purchase order. Instructions begin on page 12. **Note:** Only transactions that have been issued a P.O. number can be modified with this process.



Getting Started


Transaction Page

After selecting a transaction on the home page, you will be directed to the main page of the transaction you selected. Any previously completed forms will be listed with its status and other relevant data. Shown below is the LRP Requisitions transaction page.


LOS ANGELES UNIFIED SCHOOL DISTRICT
LRP Shopping Cart Support Center
Ordering Processes

[LRP Requisitions](#)
[LRP P-Card Reconciliation](#)
[LRP Goods Receipt \(Receiver\)](#)
[LRP PO Modifications](#)

The transaction page is similar to the home page; however, the transaction page includes a list of previously completed forms you created and a link to create a new requisition form



[LRP Requisition List](#)

	ESC	School Name	Cost Center	Requested By	Status	Shopping Cart	PO #	Notes
100123	EAST	1ST ST EL	1383601	Jane Smith	Draft			
100112	EAST	1ST ST EL	1383601	Jane Smith	Printed			
100070	EAST	1ST ST EL	1383601	Jane Smith	Received			
100052	EAST	1ST ST EL	1383601	Jane Smith	Processed	SC 234567		
100032	EAST	1ST ST EL	1383601	Jane Smith	Processed	SC 123456	STO 543210	

Status of Forms

Draft	Form entered but not yet printed for mailing. Forms with “DRAFT” status may be edited by clicking on the form number.
Printed	Form completed (finished) and available for printing. Click the form number to view the printed form.
Received	Form received via email in SCSC.
Processed	Form entered into SAP by SCSC.
Notes	May include reasons for processing delays.

On the LRP Requisitions transaction page only:

Shopping Cart	<p>A shopping cart (SC) number is assigned when the requisition has been successfully entered into SAP.</p> <ul style="list-style-type: none"> ▪ Stores Warehouse orders—A Stock Transport Order (STO) is auto-created. ▪ Outside Vendor orders—A Buyer retrieves the order and begins sourcing the requisition.
PO #	<ul style="list-style-type: none"> ▪ STO - A Stock Transport Order number is a Stores Warehouse order. Stores Warehouse prints the STO and fills the order. ▪ P.O. - A Purchase Order number is assigned after a Buyer assigns a vendor. The P.O. is forwarded to the vendor and a copy sent to the requesting school.

Create a New LRP Requisition

From the home page, click “[LRP Requisition](#)” and then click the “[New LRP Requisition](#)” link on the transaction page. You will be directed to the data entry screen shown below.

The screenshot shows the 'LRP Requisition' form with the following data:

SOURCING INFO	
Requisition Type	Outside Vendor - Good/General Services
Vendor Code	110464
Vendor Name *	LAKESHORE LEARNING MATERIALS
Address	
Address	
City State Zip	
Phone/Contact	323-269-0138 ext 10
Cost Center *	1383601
ESC * EAST	ESC * EAST
School Name *	1ST ST EL
Requested By *	John Teacher
Phone *	323-269-0138
Email	jane.smith@lausd.net
Contact	Jane Smith

Comments

ACCOUNTING DATA	
G/L Acct *	430001
Cost Center *	1383601
Fund *	010
Functional Area *	0000-7200-10025

APPROVALS	
Name	Mary Principal
Title	Principal

[Save and Add Items](#)
* Required Fields

These fields will be self-populated with data entered by the user the first time a form was completed

[Sourcing Info](#)

- A Select the requisition type. Vendor name is required; enter Stores Warehouse for LAUSD Stores Warehouse orders. Enter vendor name and as much information as possible for outside vendor orders.
- B Enter school cost center; school name and ESC will self-populate. Enter who the order is being requested by and a phone number in case there are questions regarding the requisition. Enter a contact name and phone number if different from requestor.

[Accounting Data](#)

The IFS budget line codes have been replaced with the SAP account string (see page 2 for the SAP format). If you need assistance with the SAP account string structure, contact the Fiscal Specialist for your school. **NOTE to M&O and other offices:** Use the comments field to enter Job Numbers (Internal Orders) and Project Numbers (Work Breakdown Structures or WBS).

[Approvals](#)

Enter the name and title of the school administrator who will be signing and approving the requisition.

When you are done, click “[Save and Add Items](#)” to save requisition data and begin entering line items.

Create a New LRP Requisition

Enter Requisition Line Items

You can enter add 5 line items at a time. If you have more than 5 items, click “Add” and the 5 items entered will be saved and moved to the requisition. Continue adding line items.

Add your items here and click the "Add" button

Qty	Commod / Stk #	Part/Model #	Description	Unit	Unit Cost	
<input type="text" value="7"/>	<input type="text" value="7850000000"/>	<input type="text" value="RE992"/>	<input type="text" value="ALPHABET THEME BOOK LIBRARY"/>	<input type="text" value="EA"/>	<input type="text" value="31.49"/>	<input type="button" value="Add"/>
<input type="text" value="7"/>	<input type="text" value="7850000000"/>	<input type="text" value="FF945"/>	<input type="text" value="ALPHABET THEME BOX"/>	<input type="text" value="EA"/>	<input type="text" value="46.95"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Item Sub Total
 Add Sales /Use Tax
 Add Delivery Charge
TOTAL

Please double check funding info before clicking!
Incorrect info will delay processing.

Qty	Quantity needed.
Commod/Stk #	For Stores Warehouse orders, enter the 10-digit commodity code with no dashes or spaces. For Outside Vendor orders, refer to page 16 for a list of commodity codes. Find the description that best matches the item, and enter the corresponding 10-digit commodity code.
Part/Model #	Leave blank for Stores Warehouse orders. For Outside Vendor orders, enter the vendor’s item number.
Description	Stores Warehouse orders will be self-populated if the correct commodity code is entered. For Outside Vendor orders, enter a detailed item description including size, color, etc.
Unit	Stores Warehouse orders will be self-populated. For Outside Vendor orders, enter unit of measure, i.e., EA, BOX, PKG, etc.
Unit Cost	Stores Warehouse orders will be self-populated. For outside vendor orders, enter cost per unit. Note: For unit cost less than \$1.00, use the format “#.##” (e.g., 0.99).

Do not add tax and delivery charges for outside orders until after all line items have been added to the [Requisition Items](#) list (see next step on following page).

Create a New LRP Requisition

Move Line Items to the Requisition

When you are done adding line items, click “Add” to move any remaining items to the [Requisition Items](#) list. Any items not moved to the [Requisition Items](#) list will not be included on the requisition form. Enter sales/use tax and delivery charge for outside vendor orders. There is no tax or delivery for Stores Warehouse orders.

Add your items here and click the “Add” button

Qty	Commod / Stk #	Part/Model #	Description	Unit	Unit Cost	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Click “Add” to move items to the list below

Requisition Items

LN	Qty	Unit	Commodity Code / Stock Number	PartNo	Description	Unit Cost	Total Cost		
1	7	EA	7850000000	RE992	ALPHABET THEME BOOK LIBRARY	\$31.49	\$220.43	Edit	Delete
2	7	EA	7850000000	FF945	ALPHABET THEME BOX	\$46.95	\$328.65	Edit	Delete

Ensure all items have been moved to the [Requisition Items](#) list

You may edit or delete items before clicking “[Finished—Print and Sign](#)”

If tax and delivery are entered, the updated total will appear on the completed form

Item Sub Total 549.08

Add Sales /Use Tax

Add Delivery Charge

TOTAL \$549.08

Please double check funding info before clicking!
Incorrect info will delay processing.

When you are done and all lines have been added and moved to the list, click “[Finished—Print and Sign](#)” to view the requisition form. You will not be able to make changes to the form after this point. When the form is displayed, use the browser’s print function or shortcut keys “Ctrl + P” to print. See page 15 for instructions.

Save a Draft of the LRP Requisition

Note the auto-generated form number. Click “Add” to save and move remaining line items to the [Requisition Items](#) list. Click the [LRP Home](#) link at the top of the screen or click your browser’s back button. Data will be saved and the requisition form will be listed as “Draft” status on the [LRP Requisition List](#) on the transaction page. You may retrieve and edit the form by clicking on its form number.

Create a New LRP P-Card Reconciliation

From the home page, click [“LRP P-Card Reconciliation”](#) and then click the [“New LRP P-Card Reconciliation”](#) link on the transaction page. You will be directed to the data entry screen below.

[LRP Home](#)

LRP P-Card Reconciliation

Please provide the following information. **All fields are required.**

Cost Center	<input type="text" value="1825501"/>	ESC ISIC <input type="text" value=""/>	School Cardholder	<input type="text" value="MUIR MS"/>
Cardholder Name	<input type="text" value="Jane Smith"/>			
Email	<input type="text" value="jane.smith@lausd.net"/>			Phone <input type="text" value="323-565-2200"/>
Approving Official Name	<input type="text" value="Mary Principal"/>			Approving Official Email <input type="text" value="mary.principal@lausd.net"/>

All fields are required

Important: Refer to credit card receipts or bank statement when completing the form. All fields are required. Enter school cost center; school name and ESC will self-populate. Enter the cardholder name and approving official name and email address. Click [“Save and Add Items”](#) to begin logging transactions.

Log Transactions

You can enter add 5 line items at a time. If you have more than 5 line items, click [“Add”](#) and the 5 items entered will be saved and moved to the reconciliation form. Continue adding lines.

Add your transactions here and click the “Add” button

Transaction #	Transaction Date	Vendor	Trans. \$	Funding Line To Be Charged			
				Cost Ctr	Fund	Func. Area	G/L Acct
<input type="text" value="65487"/>	<input type="text" value="04/05/2013"/>	<input type="text" value="Barnes & Noble"/>	<input type="text" value="Amt 413.08"/>	<input type="text" value="1825501"/>	<input type="text" value="010"/>	<input type="text" value="000-7200-100"/>	<input type="text" value="430001"/>
(mm/dd/yyyy)							
<input type="text" value="47254"/>	<input type="text" value="04/11/2013"/>	<input type="text" value="Amazon.com"/>	<input type="text" value="205.74"/>	<input type="text" value="1825501"/>	<input type="text" value="010"/>	<input type="text" value="0000-7200-100"/>	<input type="text" value="430001"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter transaction # (if known), transaction date, vendor and transaction amount (use format “#.##”) as listed on the credit card receipt or bank statement. Enter the funding line to charge using the SAP account string format (see page 2 for the SAP format). If you need assistance with the SAP account string structure, contact the Fiscal Specialist for your school.

Create a New LRP P-Card Reconciliation

Move Line Items to the P-Card Transaction List

When you are done adding transactions, click “Add” to move transactions to the [P-Card Transactions and Funding Lines to Charge](#) list. Any transactions not moved to this list will not be included on the reconciliation form.

[LRP Home](#)

LRP P-Card Reconciliation

LRP PCard # **700055** Auto-generated form number

Cost Center ESC ISIC School Cardholder

Cardholder Name

Email Phone

Approving Official Name Approving Official Email

All fields are required

Add your transactions here and click the "Add" button

Transaction #	Transaction Date	Vendor	Trans. \$ Amt	Funding Line To Be Charged			G/L Acct	
				Cost Ctr	Fund	Func. Area		
<input type="text"/>	<input type="text"/> <small>(mm/dd/yyyy)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

P-Card Transactions and Funding Lines to Charge

Transaction #	Transaction Date	Vendor	Full Transaction Amt	GL Acct	Cost Center	Fund	Func. Area		
	4/5/2013	Barnes & Noble	413.0800	430001	1825501	010	0000-7200-10025	Edit	Delete
47254	4/11/2013	Amazon.com	205.7400	430001	1825501	010	0000-7200-10025	Edit	Delete

Click “Add” to move items to the list below

Ensure all items have been moved to the list of transactions

You may edit or delete items before clicking “Finished—Print and Sign”

When you are done and all transactions have been added and moved to the list of transactions and funding lines, click “Finished—Print and Sign” to view the completed reconciliation form. You will not be able to make changes to the form after this point. When the form is displayed, use the browser’s print function or shortcut keys “Ctrl + P” to print. See page 15 for instructions.

Save a Draft of the LRP P-Card Reconciliation

Note the auto-generated form number. Click “Add” to save and move remaining line items to the [P-Card Transactions and Funding Lines to Charge](#) list. Click the [LRP Home](#) link at the top of the screen or click your browser’s back button. Data will be saved and the reconciliation form will be listed as “Draft” status on the [LRP P-Card Reconciliation List](#) on the transaction page. You may retrieve and edit the form by clicking on its form number.

Create a New LRP Goods Receipt

From the home page, click “[LRP Goods Receipt](#)” and then click the “[New LRP Goods Receipt](#)” link on the transaction page. You will be directed to the data entry screen below.

[LRP Home](#)

LRP Goods Receipt (Receiver)

Please provide the following information. **All fields are required.**

Cost Center	1383601 ESC EAST	School Name	1ST STEL
Receiver's Name	Jane Smith	Phone	323-269-0138 ext 10
Email	jane.smith@lausd.net	Vendor #	110464
P.O. #	PD 0004208		
Vendor Name	LAKESHORE LEARNING MATERIALS		

CLEAR ALL (Check "Clear All" and STOP, if all items on the PO have been received)
 PARTIAL (Check "Partial" and Continue, if all items have not been received)

[Save](#)
All fields are required

Important: Refer to the P.O. document when completing the Goods Receipt form. All fields are required. Enter school cost center; school name and ESC will self-populate. Enter who the order was received by and a phone number in case there are questions regarding the receiver. Enter the P.O. #, vendor name and vendor # as listed on the P.O. document.

- If all items or services have been received, click “[Clear All](#)” and “[Save](#)” to view the Goods Receipt form.
- If you have received some of the items or services, click “[Partial](#)” and “[Save](#)” to begin entering line items received.

Enter Line Items for Partial Receiver

You can enter add 5 line items at a time. If you have more than 5 items, click “[Add](#)” and the 5 items entered will be saved and moved to the receiver form. Continue adding line items.

Add your received items here and click the “[Add](#)” button

Line Item #	Qty Received	Receipt Date (mm/dd/yyyy)	Comments
2	7	05/06/2013	

[Add](#)

Refer to the P.O. and enter the line number of the item received, quantity received and date received. Comments are not required, but you may include comments indicating items are on backorder.

Create a New LRP Goods Receipt

Move Line Items to the Goods Receipt List

When you are done adding line items, click **“Add”** to move lines to the [Goods Receipt Lines Received](#) list. Any lines not moved to this list will not be included on the receiver form.

[LRP Home](#)

LRP Goods Receipt (Receiver)

LRP Receipt # **400050** Auto-generated form number

School Name	<input type="text" value="1ST ST EL"/>	Cost Center	<input type="text" value="1383601"/>	ESC	<input type="text" value="EAST"/>
Receiver's Name	<input type="text" value="Jane Smith"/>	Phone	<input type="text" value="323-269-0138 ext 10"/>		
Email	<input type="text" value="jane.smith@lausd.net"/>	Vendor #	<input type="text" value="110464"/>		
P.O. #	<input type="text" value="PD 0004208"/>				
Vendor Name	<input type="text" value="LAKESHORE LEARNING MATERIALS"/>				

CLEAR ALL (Check "Clear All" and STOP, if all items on the PO **have** been received)
 PARTIAL (Check "Partial" and Continue, if all items **have not** been received)

Add your received items here and click the "Add" button

Line Item #	Qty Received	Receipt Date (mm/dd/yyyy)	Comments	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Goods Receipt Lines Received

Line Item #	Qty Received	Receipt Date	Comments	
2	7	5/6/2013		Delete

Auto-generated form number

Click "Add" to move items to the list below

Ensure all items have been moved to the list of line items received

You may delete items before clicking "Finished—Print and Sign"

When you are done and all transactions have been added and moved to the list, click **“Finished—Print and Sign”** to view the completed Goods Receipt form. You will not be able to make changes to the form after this point. When the form is displayed, use the browser’s print function or shortcut keys **“Ctrl + P”** to print. See page 15 for instructions.

Save a Draft of the LRP Goods Receipt

Note the auto-generated form number. Click **“Add”** to save and move remaining line items to the [Goods Receipt Lines Received](#) list. Click the [LRP Home](#) link at the top of the screen or click your browser’s back button. Data will be saved and the receiver form will be listed as **“Draft”** status on the [LRP Goods Receipt List](#) on the transaction page. You may retrieve and edit the form by clicking on its form number.

Create a New LRP P.O. Modification

From the home page, click ["LRP P.O. Modification"](#) and then click the ["New LRP P.O. Modification"](#) link on the transaction page. You will be directed to the data entry screen below. Purchase Orders can be modified **prior** to acceptance of goods or services. Notify the vendor immediately of the modification. **Note:** Only transactions with P.O. numbers may be modified using this process.

The screenshot shows a web form titled "LRP P.O. Modification". At the top, there is a link for "LRP Home". Below the title, a message says "Please provide the following information. All fields are required." The form contains several input fields: "Cost Center" (1863601), "ESC" (NORTH), "School Name" (POLYTECHNIC SH), "Requestor's Name" (Jane Smith), "Email" (jane.smith@lausd.net), "Phone" (818-394-3600), "P.O. #" (PC 004720), and "Vendor Name" (SOS Survival Products). There is also a "Vendor #" field (115934) and a large text area for "Comments for This P.O.". A "Save" button is located at the bottom center, and a red message "All fields are required" is displayed below it.

Important: Refer to the P.O. document when completing the modification form. All fields are required with the exception of the comments field. Enter school cost center; school name and ESC will self-populate. Enter who the modification is being requested by and a phone number in case there are questions regarding the modifications. Enter the P.O. number, vendor name and vendor # as listed on the P.O. document.

The [Comments for this P.O.](#) field is for modifications other than quantity or unit cost adjustments, adding new line items, or canceling a P.O. For example, if you are modifying the color of an item, deleting an item or changing funding, you can specify the change in the comments field.

Modification Types

After saving P.O. data, you will be prompted for the type of modification you are requesting. **Note:** If you are requesting multiple or a combination of modifications, ensure all lines are added to the form before clicking ["Finished – Print and Sign."](#)

- If you would like to cancel the entire P.O., click ["Cancel this P.O."](#) and click **"Cancel this P.O. NOW"** to confirm and view and print the completed modification form.
- If you specified the modification in the comments field and there are no other modifications to be added, click ["Finished—Print and Sign"](#) to view and print the completed modification form.

The screenshot shows a selection screen titled "What do you want to modify for this P.O.?" with three options: "1. Increase / Decrease a QTY or Unit Cost", "2. Add New Line Items", and "3. Cancel This P.O.". There is a "Save" button and a "Finished - Print and Sign" button at the bottom. A red message "All fields are required" is visible in the background.

Create a New LRP P.O. Modification

- Increase/Decrease a QTY or Unit Cost

You may modify the quantity and/or unit cost of one or multiple lines of a P.O. Referring to the P.O. document, enter the line number you wish to modify.

- QTY—Enter the number of units you want to increase or decrease the original total by. For example, if the original quantity ordered is 3, but you want to change the total to 5, enter 2 for Qty and select Increase.
- Unit Cost—Enter the amount of the increase or decrease to the unit cost. For example, if the original unit cost is \$25.99 and the new unit cost is \$26.29, enter 0.30 for unit cost and select Increase.

MODIFY P.O. TO INCREASE / DECREASE QTY OR UNIT COST

Enter the PO Line Item and the desired adjustment then click the Add button

Line Item # QTY Increase Decrease Unit Cost Increase Decrease

Line Items To Be Modified

Line Item #	Qty Adjustment	Increase/Decrease	Unit Cost Adjustment	Increase/Decrease	
5	2	Increase	\$0.00	N/A	Delete

Click “Add” to move the line to the modification form. Enter additional lines if needed, clicking “Add” each time to move the line to the form. Any lines not moved to the list of **Line Items to be Modified** will not be included on the modification form.

MODIFY P.O. TO INCREASE / DECREASE QTY OR UNIT COST

Enter the PO Line Item and the desired adjustment then click the Add button

Line Item # QTY Increase Decrease Unit Cost Increase Decrease

Line Items To Be Modified

Line Item #	Qty Adjustment	Increase/Decrease	Unit Cost Adjustment	Increase/Decrease	
5	2	Increase	\$0.00	N/A	Delete
6	0	N/A	\$0.30	Increase	Delete

Click “Add” each time to move items to the list below

Items may be deleted before clicking “Finished—Print and Sign”

Create a New LRP P.O. Modification

- Add New Line Items

Referring to the P.O. document, enter the line number starting off where the P.O. document ended. For example, if the last line number on the P.O. is 3, enter 4 for the next line number. Complete remaining fields as you would when completing a requisition (see page 6 for instructions). **Note:** If entering a unit cost less than \$1.00, use the format “#.##” (e.g., 0.99).

MODIFY P.O. TO Add New Line Items

Enter your new line items and click the Add button

LN	Qty	Commod / Stk #	Part/Model #	Description	Unit	Unit Cost
5	2	3450000000	42625	NON ASPIRIN 500 TABLETS	EA	13.16
6	3	3450000000	42545	AMMONIA INHALANT 10 PK	EA	2.61

Add

Finished - Print and Sign

Click “Add” to move items to the [PO Additional Items](#) list below

You can enter add 5 line items at a time. If you have more than 5 items, click “Add” and the 5 items entered will be saved and moved to the [PO Additional Items](#) list. Continue adding items and when you are done, click “Add” to move any remaining items. Any lines not moved to the list of [PO Additional Items](#) will not be included on the modification form.

PO Additional Items

LN	Qty	Unit	Commodity Code / Stock Number	PartNo	Description	Unit Cost	Total Cost	
5	2	EA	3450000000	42625	NON ASPIRIN 500 TABLETS	\$13.16	\$26.32	Delete
6	3	EA	3450000000	42545	AMMONIA INHALANT 10 PK	\$2.61	\$7.83	Delete

Finished - Print and Sign

Ensure all items have been moved to the list of additional items

You may delete items before clicking “Finished—Print and Sign”

When you are done adding modifications and all lines have been added and moved to the form, click “[Finished—Print and Sign](#)” to view the modification form. You will not be able to make changes to the form after this point. Use the browser’s print function or shortcut keys “Ctrl + P” to print the form. See page 16 for instructions.

Save a Draft of the LRP P.O Modification Form

Note the auto-generated form number. Click “Add” to save and move line items to the [Line Items to be Modified](#) or [PO Additional Items](#) list. Click the [LRP Home](#) link at the top of the screen or click your browser’s back button. Data will be saved and the modification form will be listed as “Draft” status on the [LRP P.O. Modification List](#) on the transaction page. You may retrieve and edit the form by clicking on its form number.

View and Print LRP Forms

After clicking the "Finished—Print and Sign" button for a transaction, the completed form will be displayed. Shown below is an LRP Requisition. You will also receive an email acknowledging that the form has been created, and you will be instructed to print and sign or obtain signatures on the form before emailing a scanned version to the LRP SCSC.


Refer to the form's auto-generated number when checking the processing status of the form

[LRP Home](#)

- Use your browser's print function or <Ctrl> + P shortcut keys to print the form. The form may print on multiple pages.
- Obtain required signatures:
 - Requisitions: School administrator
 - P-Card Reconciliation: Cardholder **and** approving official
 - Goods Receipt: Receiver or requestor
 - P.O. Modification: Requestor

Note: Forms submitted without signatures will delay processing

- Scan and email the form, quotes and other supporting documentation to the LRP SCSC at the email address located at the bottom of the form.
- If there are multiple pages of the form, ensure all pages are scanned and emailed to the LRP SCSC.
- Note the forms number and use this number to check the processing status of the form.



EDUCATION SERVICE CENTER - EAST

LRP REQUISITION # 100136

Requestion Type: Outside Vendor - Good/General Services Print Date / Time: 5/6/2013 1:26:00 PM

Vendor Code: 110464	School Name: 1ST ST EL
Vendor Name: LAKESHORE LEARNING MATERIALS	Cost Center: 1383601
Address:	Requested By: John Teacher
Address:	Phone: 323-269-0138
City State Zip:	Email: patty.senda@lausd.net
Phone/Contact: 323-269-0138 ext 10	Contact: Jane Smith

Comments

ACCOUNTING DATA

G/L Acct	430001
Cost Center	1383601
Fund	010
Functional Area	0000-7200-10025

LN	Qty	Unit	Commodity Code / Stock Number	PartNo	Description	Unit Cost	Total Cost
1	7	EA	7850000000	RE992	ALPHABET THEME BOOK LIBRARY	\$31.49	\$220.43
2	7	EA	7850000000	FF945	ALPHABET THEME BOX	\$46.95	\$328.65

Item Sub Total	\$549.08
Add Sales /Use Tax	\$49.42
Add Delivery Charge	\$0.00
TOTAL	\$598.50

APPROVALS

Approving Official Name: Mary Principal	Title: Principal
Approving Official Signature	Date

LRP REQUISITION # 100136

E-MAIL SIGNED REQUISITIONS TO: SCSCeast@lausd.net

Email the form to the address listed at the bottom of the form

Commodity Codes for Outside Vendor Transactions

GOODS AND GENERAL SERVICES

015000000	Addressing, Copying, Mimeograph & Spirit Duplicating Machine Supplies
915710000	Advertising: Newspaper, Magazine, Publication
962050000	Amusement & Entertainment Services
050000000	Art Equipment & Supplies
055000000	Automotive Accessories for Automobiles, Buses, Trucks, etc.
075000000	Automotive Garage Equipment & Supplies
070000000	Automotive Vehicles & Related Transportation Equipment
080000000	Badges, Emblems, Name Tags & Plates, Jewelry, etc.
095000000	Barber/Beauty Shop Equipment & Supplies-Classroom Use
908000000	Bookbinding & Repairing Services
125000000	Bookbinding Supplies
785700000	Books & Instructional Materials
525520000	Books, Library
910000000	Building Maintenance & Repair Services
192000000	Cleaning Supplies
195000000	Clocks, Timers, Watches & Jeweler/Watchmaker Tools
200000000	Clothing, Apparel, Uniforms & Accessories
207000000	Computer Accessories & Supplies
204000000	Computer Hardware & Peripherals
209000000	Computer Software for Mainframe Computers
208000000	Computer Software for Microcomputers
204530000	Computer: Desktop/Server
999997770	Computer: E-Waste Fee
205340000	Computer: LCD Flat Screen Monitor
204540000	Computer: Notebook/Tablet PC
924602310	Conference Attendance
961000000	Contract Services: General (Non-Professional)
924000000	Educational Services
310000000	Envelopes Plain or Printed
345000000	First Aid & Safety Equipment & Supplies
395000000	Forms & Publications
906340000	Freight Handling; Materials Handling
425000000	Furniture, Office
045000000	Household Appliances & Equipment
953000000	Insurance
208540000	Internet & Website Software for Microcomputers
485000000	Janitorial Supplies, General Line
971990000	Lease of Non-District Facility
525000000	Library & Archival Equipment, Machines & Supplies
939000000	Maintenance and Repair: Office Equipment
936000000	Maintenance and Repair: Other Equipment
9247426594	Master Services Agreements: Enrichment Activities
9990526595	Master Services Agreements: Professional Services
963480000	Membership Dues
580000000	Musical Instruments, Accessories & Supplies

Commodity Codes for Outside Vendor Transactions

GOODS AND GENERAL SERVICES

9619600000	Non-Professional Services
5900000000	Notions & Related Sewing Accessories & Supplies
6000000000	Office Machines and Accessories
6050000000	Office Mechanical Aids, Small Machines & Apparatuses
6100000000	Office Supplies: Carbon Paper & Ribbons
6200000000	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
6150000000	Office Supplies: General
6450000000	Office Supplies: Paper
6400000000	Paper & Plastic Products, Disposable
6500000000	Park, Playground, Recreational Area & Swimming Pool Equipment
6550000000	Photographic Equipment & Supplies
6590000000	Pipe Fittings
6700000000	Plumbing Fixtures
9660000000	Printing & Related Services
7250000000	Radio Communication, Telephone & Telecommunication Equipment
9815218301	Rental (short-term) of Non-District Facilities
9850000000	Rental or Lease of Equipment
9102700000	Rubbish Disposal
7850000000	School Equipment & Supplies
9204500000	Software Maintenance/Support
9857400000	Software, Computer
8030000000	Sound Systems, Components & Accessories
8050000000	Sporting Goods
9998081100	Student Field Trips, including Admissions and Fees
8400000000	Television Equipment & Accessories
8550000000	Theatrical Equipment & Supplies

PROFESSIONAL SERVICES

9625829001	After School, School Reform & School Support Services
9610400000	Artists
9625829002	Business/Legal, Court Reporting & Hearing Officer Services
9180000000	Consulting Services
0521600000	Drawings (Originals)
9625829003	Enrichment Services, Academic & Cultural
9625829004	Evaluation & Grant Preparation Services
9625829005	Facilities/Environmental
9625829006	Health & Human Services, including Phys. & Psych. Exams
0525600000	Paintings (Originals)
9625829007	Professional Development & Trainer Services
9625829008	Technology Services, Troubleshooting & Website Assistance

Commodity Codes for Outside Vendor Transactions

BOOK PO - TEXTBOOKS, Grades K-8

STANDARDS-BASED READING/LANGUAGE ARTS, GRADES K-5

7158537100	READING Addison-Wes Waterford Early Reading Program, Gr. K-2
7158537200	READING Harcourt Brace Collections, Gr. K-5
7158537300	READING Metropolitan Teach Metro Early Reading Prog., Gr. K-1
7158537400	READING Scholastic Literacy Place, Gr. K-3
7158537500	READING SRA/McGraw Collections for Young Scholars, Gr. K-6
7158537501	READING SRA/McGraw SRA/Open Court Reading 2000, Gr. K-5
7158537502	READING SRA/McGraw SRA/Open Court Reading 2002, Gr. K-6
7158537503	READING SRA/McGraw Spanish/SRA Open Court Reading 2003, Gr. K-6
7158537900	READING Other Reading/Language Arts, Gr. K-5

STANDARDS-BASED HISTORY-SOCIAL SCIENCE, GRADES K-5

7158547100	HISTORY Decision Dev Social Science 2000, Gr. K-6
7158547200	HISTORY Harcourt Brace Social Studies C2000, Gr. K-6
7158547300	HISTORY Houghton Mifflin Social Studies C1999, Gr. 3-6
7158547301	HISTORY Houghton Mifflin Estudios Sociales, C1999, Gr. 3-8
7158547400	HISTORY McGraw-Hill Adventures in Time and Place, Gr. K-6
7158547401	HISTORY McGraw-Hill Aventuras A Traves del Tiempo, Gr. K-6
7158547110	HISTORY Oxford University Press, 2nd Ed., Gr. 5 & 8
7158547900	HISTORY Other History-Social Science, Gr. K-5

STANDARDS-BASED MATHEMATICS, GRADES K-5

7158562101	MATH Harcourt School, Harcourt Math, 2000, Gr. K-6
7158562350	MATH Scott Foresman, Scott Foresman CA Mathematics, Gr. K-5
7158562900	MATH Other Mathematics, Gr. K-5

STANDARDS-BASED SCIENCE, GRADES K-5

7158572100	SCIENCE Harcourt Brace Harcourt Science, Gr. K-5
7158572200	SCIENCE Houghton Mifflin Science Discoveryworks, Gr. K-5
7158572300	SCIENCE McGraw-Hill Science, Gr. K-6
7158572301	SCIENCE McGraw-Hill Ciencias, Gr. K-6
7158572900	SCIENCE Other Science, Gr. K-5

OTHER SUBJECTS, GRADES K-5

7158588100	Other Subjects, Gr. K-5
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Commodity Codes for Outside Vendor Transactions

BOOK PO - TEXTBOOKS, Grades K-8

STANDARDS-BASED READING/LANGUAGE ARTS, GRADES 6-8

7158637550	READING SRA/McGraw Collections for Young Scholars, Gr. K-6
7158637551	READING SRA/McGraw Spanish/SRA Open Court Reading 2003, Gr. K-6
7158637650	READING McDougal Littell The Language of Literature, Gr. 6-8
7158637651	READING McDougal Littell Reading & Language Arts 2002, Gr. 6-8
7158637750	READING Prentice Hall Literature: Timeless Voices, Timeless Themes, Gr. 6-8
7158637850	READING Hampton Brown High Point, Gr. 6-8
7158637851	READING Glencoe/McGraw-Hill Language! A Literacy Intervention, Gr. 6-8
7158637852	READING Scholastic Read 180, Gr. 6-8
7158637900	READING Other Reading/Language Arts, Gr. 6-8

STANDARDS-BASED HISTORY-SOCIAL SCIENCE, GRADES 6-8

7158647150	HISTORY Decision Dev Ancient World 2000+, Gr. 6
7158647151	HISTORY Decision Dev Ancient World 2000, Gr. 6
7158647152	HISTORY Decision Dev Social Science 2000, Gr. K-6
7158647250	HISTORY Harcourt Brace Social Studies C2000, Gr. 1-6
7158647350	HISTORY Houghton Mifflin Social Studies C1999, Gr. 3-8
7158647351	HISTORY Houghton Mifflin Estudios Sociales, C1999, Gr. 3-8
7158647450	HISTORY McGraw-Hill Adventures in Time and Place, Gr. K-6
7158647451	HISTORY McGraw-Hill Aventuras A Traves del Tiempo, Gr. K-6
7158647550	HISTORY Addison-Wes Why We Remember, Gr. 8
7158647551	HISTORY Addison-Wes Vital Links (Why We Remember), Gr. 8
7158647650	HISTORY Glencoe/McGraw Am Journey: Bldg. A Nation, Gr. 8
7158647750	HISTORY Holt Rinehart Call to Freedom, Gr. 8
7158647751	HISTORY Holt Rinehart Exploring America's Past Multimedia, Gr. 8
7158647160	HISTORY Oxford University Press, 2nd Ed., Gr. 5 & 8
7158647850	HISTORY Prentice Hall The American Nation: CA Ed., Gr. 8
7158647950	HISTORY Other History-Social Science, Gr. 6-8

STANDARDS-BASED MATHEMATICS, GRADES 6-8

7158662102	MATH Harcourt School, Harcourt Mathematics, 2000, Gr. K-6
7158662652	MATH McDougal Littell Structure & Method, Gr. 6-8
7158662653	MATH McDougal Littell Concepts and Skills, Gr. 6-8
7158662754	MATH Prentice Hall Pre-Algebra, CA Ed., Gr. 7
7158662755	MATH Prentice Hall Algebra 1, CA Ed., Gr. 8
7158662756	MATH Scott Foresman, Scott Foresman CA Mathematics, Gr. K-6
7158662900	MATH Other Mathematics, Gr. 6-8

Commodity Codes for Outside Vendor Transactions

BOOK PO - TEXTBOOKS, Grades K-8

STANDARDS-BASED SCIENCE, GRADES 6-8

7158672350	SCIENCE McGraw-Hill Science, Gr. K-6
7158672351	SCIENCE McGraw-Hill Ciencias, Gr. K-6
7158672450	SCIENCE Glencoe/McGraw Science Voyages, Gr. 6-8
7158672550	SCIENCE Holt Rinehart Holt Science and Technology, Gr. 6-8
7158672650	SCIENCE Prentice Hall Science Explorer, Gr. 6-8
7158672950	SCIENCE Other Science, Gr. 6-8

OTHER SUBJECTS, GRADES 6-8

7158688500	Other Subjects, Gr. 6-8
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TEXTBOOKS, Grades 9-12

7158722200	English
7158733300	Foreign Language
7158744400	Mathematics
7158755500	Science
7158766600	Social Science
7158788800	Agriculture and Environmental Education
7158799900	Art
7158710000	Business Education
7158710100	Computer Science
7158710200	Driver Education
7158710300	English as a Second Language
7158710400	Foreign Language
7158710500	Educational and Career Planning
7158710600	Health
7158710700	Home Economics
7158710800	Industrial Education
7158710900	Music
7158711000	Physical Education
7158711100	Special Education
7158711200	Work Experience Education
7158711300	Alternative Education and Work Center (AEWC)