

1. Search for a Preferred Vendor

Delivery Priority: 01

Preferred Vendor:

Competitive: * No

PO Event Type: * Other

2. Use the Search fields to enter the vendor's name click "start search" and choose the vendor from the list then click "ok".

Business Partner (Preferred Vendor): All Values

Search term 1: *STAPLES*

Search term 2:

Name 1/Last name:

Name 2/First name:

E-Mail Address:

DUNS:

Creditor:

Logical System:

Industry sector:

PCard co.:

Purch. Organization:

Purch. Org. ID:

Country Key:

Region:

Postal Code:

City:

Street:

Building Code:

Restrict Number of Value List Entries To 500

Start Search | Reset

BusPart...	Name	Name 2	Country	Region	Postal Code	City
1000001030	STAPLES #174		US	CA	90503	TORRANCE
1000003340	STAPLES	DEPT 10-001424893	US	NV	88801-6721	THE LAKES

OK | Cancel

3. Click on "add item" button and choose the "With Free Description" option.

Edit Shopping Cart: 1000008515

Number 1000008515 Document Name Test Contract Status Saved Created On 08/12/2013 10:49:49 Created

Order | Close | Read Only | Print Preview | Save | Check | Delete

General Data

Buy on Behalf of: Debra Escobedo

Name of shopping cart: Test Contract

Default Settings: Set Values

Header Data: Values

Approval Process: Display / Edit Agents

Document Changes: Display

Delivery Priority: 01

Preferred Vendor: 1000003340

Competitive: * No

PO Event Type: * Other

Item Overview

Line N	ID	Description	Product Category	Product Category Description	Quantity	Un
*		With Free Description				
*		Old Shopping Carts and Templates	96950	A Letter, Material	1.000	
*		Arey Jones Educational Catalog	96950	A Letter, Material	1.000	
*		General Stores Distribution Catalog	96950	A Letter, Material	1.000	
*		Follet Educational Catalog	96950	A Letter, Material	1.000	
*		Grainger Catalog	96950	A Letter, Material	1.000	
*		K12Marketplace Textbook Catalog	96950	A Letter, Material	1.000	
*		KIS Computer Center	96950	A Letter, Material	1.000	
*		Pearson Education Catalog	96950	A Letter, Material	1.000	

4. Select the Product Category that best describes the item being purchase.

Add Item with Free Description

Product Type: Material

Description: * Dell Laptop 500

Internal Note:

Product Category: 20454 A Letter, Material

Quantity / Unit: 5 EA

Net Price / Currency: 1500 USD

Delivery Date: 08/26/2013

Add to Item Overview | Cancel

5. Click on the "details" button to view the item overview tabs.

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Process

Line Number	Item Type	Product ID	Description
1	Material		Dell Laptop 500
*	Undefined Item Type		

6. From the Item Overview tab, click on the "Source of Supply/Service Agents" tab.

Sources of Supply / Service Agents

Appro



- The list of contracts will display. Select the appropriate contract for the item being purchase. Contact Procurement Services if you are not sure of which contract to select. Repeat the same steps for the other lines of the Shopping Cart.

Sources of Supply

Assign Supplier Compare Suppliers

Supplier Number	Supplier Name	Contract	Item
1000003254	AREY-JONES EDUCATIONAL SOLUTIONS		0
1000009011	ABLE MICROSYSTEMS CORPORATION KIS COMPUTER CENTER		0

You may suggest a preferred supplier to the purchasing department

Preferred Supplier: STAPLES Supplier Master Record: [Display](#)

- NOTE:** If there is only one contract for the Product Category or Product ID, the system will select it automatically. Please check the Shopping Cart line(s) to check if a contract has not been assigned automatically. Click on "Remove Assigned Supplier" if this is not the supplier requested.

Details for item 1 Dell Laptop 500

Item Data Account Assignment Notes and Attachments Delivery Address/Perform

Remove Assigned Supplier

The item will be ordered from the following supplier:

Supplier: AREY-JONES EDUCATIONAL SOLUTIONS

Purchasing Info Record:

Location / Plant: Supplier Master Record: [Display](#)

- The Preferred Supplier will be cleared.

Sources of Supply

Assign Supplier Compare Suppliers

Supplier Number	Supplier Name	Contract	Item
1000003254	AREY-JONES EDUCATIONAL SOLUTIONS		0
1000009011	ABLE MICROSYSTEMS CORPORATION KIS COMPUTER CENTER		0

You may suggest a preferred supplier to the purchasing department

Preferred Supplier: Supplier Master Record: [Display](#)

- Enter the Supplier Number as previously entered in Step 1 of the Shopping Cart. Repeat the process for all the other lines of the Shopping Cart.

Assign Supplier Compare Suppliers

Supplier Number	Supplier Name
1000003254	AREY-JONES EDUCATIONAL SOLUTIONS
1000009011	ABLE MICROSYSTEMS CORPORATION KIS COMPUTER CENTER

You may suggest a preferred supplier to the purchasing department

Preferred Supplier: Supplier Master Record: [Display](#)

Order Close Read Only Print Preview Save Check Delete

- Check the certification box of the Shopping Cart.

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.

- Order the Shopping Cart once all required information has been entered.

Shopping cart 1000008515 has no errors

Order Close Read Only Print Preview Save Check Delete