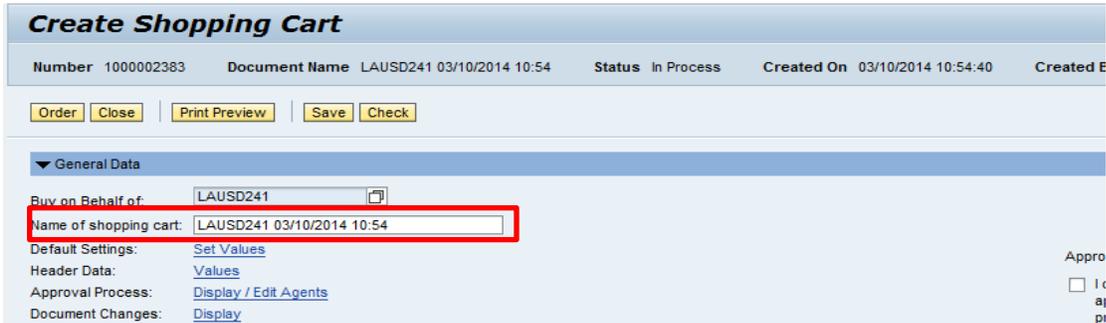


Follow these steps to order from the LAUSD Distribution Catalog.

1. Rename the Shopping Cart



Create Shopping Cart

Number 1000002383 Document Name LAUSD241 03/10/2014 10:54 Status In Process Created On 03/10/2014 10:54:40 Created E

Order Close Print Preview Save Check

▼ General Data

Buy on Behalf of: LAUSD241

Name of shopping cart: LAUSD241 03/10/2014 10:54

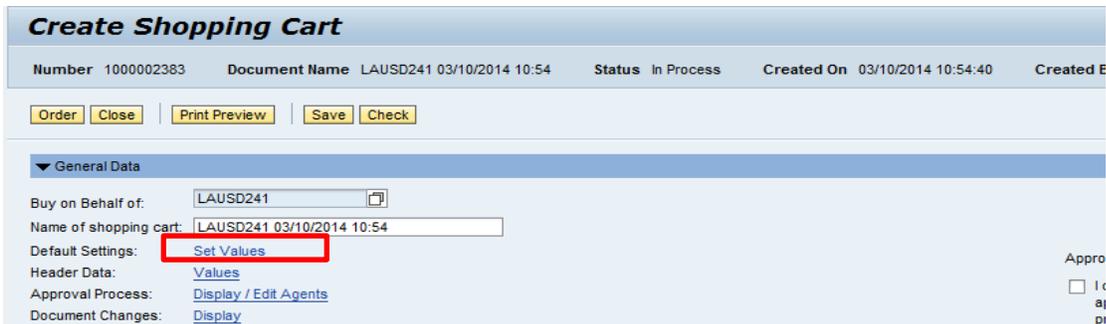
Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Document Changes: [Display](#)

2. Click on “Set Values” to begin presetting funding information



Create Shopping Cart

Number 1000002383 Document Name LAUSD241 03/10/2014 10:54 Status In Process Created On 03/10/2014 10:54:40 Created E

Order Close Print Preview Save Check

▼ General Data

Buy on Behalf of: LAUSD241

Name of shopping cart: LAUSD241 03/10/2014 10:54

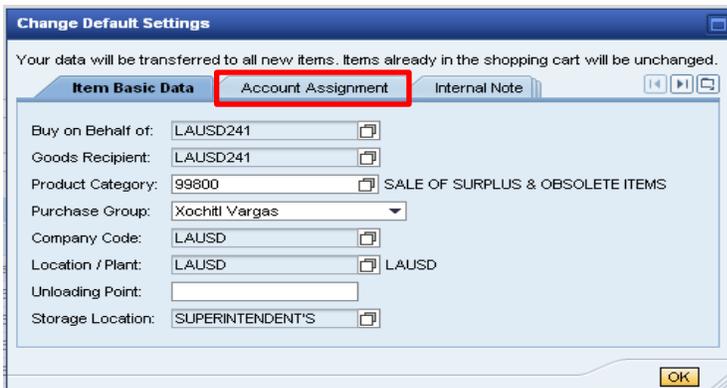
Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Document Changes: [Display](#)

3. Click on “Account Assignment”



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

Buy on Behalf of: LAUSD241

Goods Recipient: LAUSD241

Product Category: 99800 SALE OF SURPLUS & OBSOLETE ITEMS

Purchase Group: Xochitl Vargas

Company Code: LAUSD

Location / Plant: LAUSD LAUSD

Unloading Point:

Storage Location: SUPERINTENDENT'S

OK

4. Click on “Details”

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

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

Cost Distribution Percentage ▾ **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	1817901	

5. Enter the Functional Area

Change Default Settings

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

Item Basic Data | **Account Assignment** | Internal Note | Delivery .

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

Cost Distribution Percentage ▾ Details Add Line Duplicate Delete

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

Details for Item 0001 : Finances and Funds

Percentage: * 100.00

Account Assignment Category: Finances and Funds ▾

Cost Center: * 1817901

Fund Center:

Grant:

Functional Area:

Controlling Area:

General Ledger Account:

Business Area:

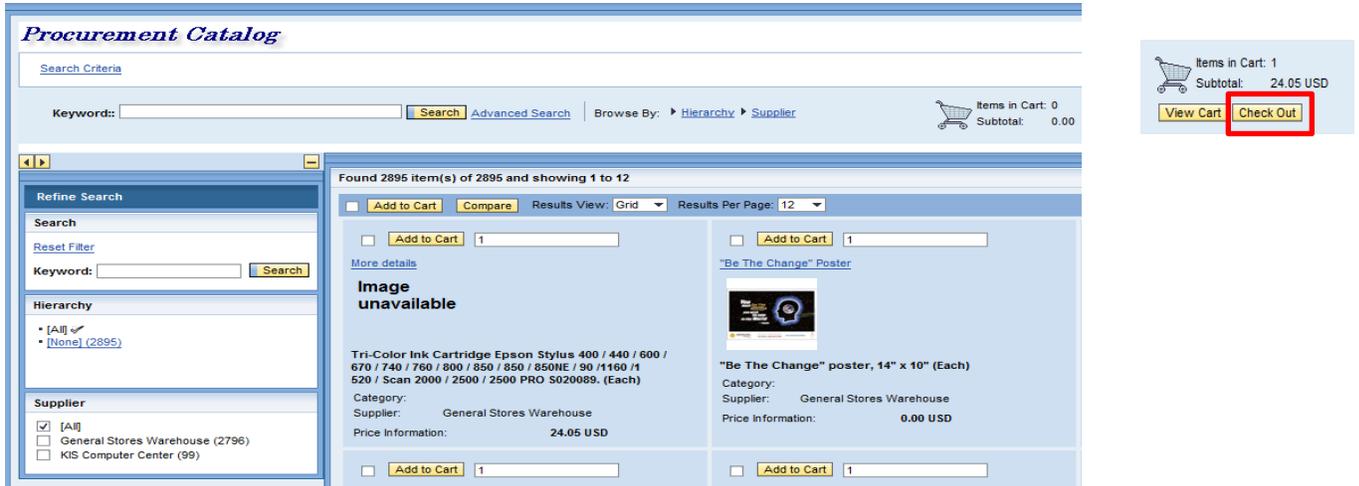
6. Click “Add Item” and select the LAUSD Distribution Catalog

Item Overview

Details Add Item ▾ Copy Paste Duplicate Delete

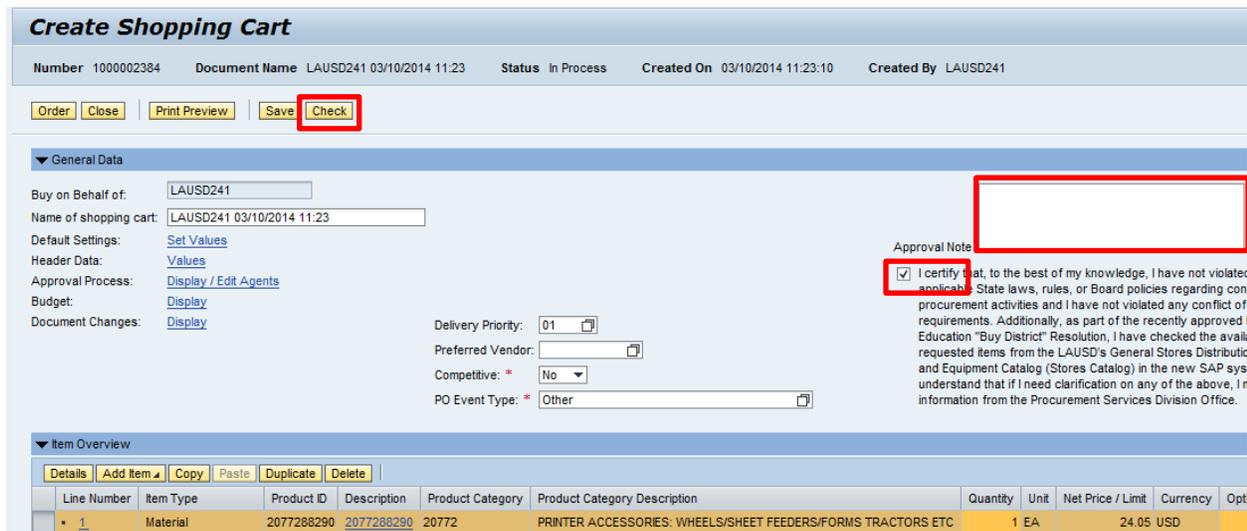
Line N	Description	Product Category	Product Category
▪	With Free Description		
▪	Old Shopping Carts and Templates	99800	SALE OF SURPLU
▪	LAUSD Distribution Catalog	99800	SALE OF SURPLU
▪	Grainger Catalog	99800	SALE OF SURPLU
▪	K12 MARKETPLACE TEXTBOOK CATALOG	99800	SALE OF SURPLU
▪	PEARSON EDUCATION CATALOG	99800	SALE OF SURPLU
▪	Undefined Item Type	99800	SALE OF SURPLU
▪	Undefined Item Type	99800	SALE OF SURPLU

7. Search For items and checkout



The screenshot shows the 'Procurement Catalog' interface. On the left, there are search filters for 'Refine Search', 'Search', 'Hierarchy', and 'Supplier'. The main area displays search results for 'Tri-Color Ink Cartridge Epson Stylus 400 / 440 / 600 / 670 / 740 / 760 / 800 / 850 / 850 / 850NE / 90 / 1160 / 1520 / Scan 2000 / 2500 / 2500 PRO S020089, (Each)' with a price of 24.05 USD. A 'Be The Change' poster is also visible. On the right, a shopping cart icon shows 'Items in Cart: 1' and 'Subtotal: 24.05 USD'. A 'Check Out' button is highlighted with a red box.

8. Certify the Shopping Cart, Enter an optional note to the approver, and Click the “Check button”



The screenshot shows the 'Create Shopping Cart' form. At the top, there are fields for 'Number', 'Document Name', 'Status', 'Created On', and 'Created By'. Below these are buttons for 'Order', 'Close', 'Print Preview', 'Save', and 'Check'. The 'Check' button is highlighted with a red box. The 'General Data' section includes fields for 'Buy on Behalf of', 'Name of shopping cart', 'Default Settings', 'Header Data', 'Approval Process', 'Budget', and 'Document Changes'. There are also fields for 'Delivery Priority', 'Preferred Vendor', 'Competitive', and 'PO Event Type'. An 'Approval Note' field is highlighted with a red box, and a checkbox for 'I certify that, to the best of my knowledge, I have not violated applicable State laws, rules, or Board policies regarding procurement activities and I have not violated any conflict of requirements...' is checked. The 'Item Overview' section at the bottom shows a table with columns for 'Line Number', 'Item Type', 'Product ID', 'Description', 'Product Category', 'Product Category Description', 'Quantity', 'Unit', 'Net Price / Limit', 'Currency', and 'Opti'.

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Opti
1	Material	2077288290	2077288290	20772	PRINTER ACCESSORIES: WHEELS/SHEET FEEDERS/FORMS TRACTORS ETC	1	EA	24.05 USD		

9. If no Errors are present, click the “Order” button. ****If errors are present, please refer to the common errors log, on the base training website.**

Create Shopping Cart

Number 1000002384 Document Name LAUSD241 03/10/2014 11:23 Status In Process Created On 03/10/2014 11:23:10 Created By LAUSD241

Shopping cart 1000002384 has no errors

[Order](#) [Close](#) [Print Preview](#) [Save](#) [Check](#)

General Data

Buy on Behalf of: LAUSD241

Name of shopping cart: LAUSD241 03/10/2014 11:23

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Budget: [Display](#)

Document Changes: [Display](#)

Delivery Priority: 01

Preferred Vendor:

Competitive: * No

PO Event Type: * Other

optional note

Approval Note

I certify that, to the best of my knowledge, I have not violated any applicable State laws, rules, or Board policies regarding contra 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 available requested items from the LAUSD's General Stores Distribution and Equipment Catalog (Stores Catalog) in the new SAP system and understand that if I need clarification on any of the above, I must seek information from the Procurement Services Division Office.

10. Once the order has been submitted to the approver successfully, simply click the “Close button”

Display Document::1000002384

Number 1000002384 Document Name LAUSD241 03/10/2014 11:23 Status Awaiting Approval Created On 03/10/2014 11:23:10 Created By LAUSD241

Item numbering has not been customized

Shopping cart "LAUSD241 03/10/2014 11:23" with number 1000002384 ordered successfully

[Edit](#) [Close](#) [Print Preview](#) [Show my Tasks](#) [Refresh](#) [Copy](#)

General Data

Buy on Behalf of: LAUSD241

Name of shopping cart: LAUSD241 03/10/2014 11:23

Header Data: [Values](#)

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

Budget: [Display](#)

Document Changes: [Display](#)

Delivery Priority: 01

Preferred Vendor:

Competitive: No

PO Event Type: Other

optional note (LAUSD241 03/10/2014 11:29:22 PST)

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.