

**LAUSD SHOPPING CART SUPPORT CENTER GUIDELINE
COMPUTER Orders**

Last Modified: **April 3, 2018**

Arey Jones Vendor Code: 1000004373 **Apple** Vendor Code: 1000002409

Ritmo Vendor Code: 1000012631 **Tek Vision** Vendor Code: 1000004535

Manufacturer Contract Numbers

APPLE - 4400002363 **AREY JONES LENOVO - 4400004883** **Ritmo – 4400004886**
AREY JONES DELL - 4400004881 **AREY JONES MicroSoft – 4400004884** **TekVision - 4400004887**
AREY JONES HP - 4400004882 **AREY JONES Item Integration Services - 4400004885**

Preparation before Ordering Computers:

- For full Product Category list please go to <http://achieve.lausd.net/Page/3873> (Select SAP Product Categories by Numeric or Alphabetical) See partial list below.

When using taxable product categories 20451, 20453, 20454, 20459, 20468, they will automatically incur **Non- Taxable Software Bundle fees AND/OR MDM license fees**. Product categories 20452 and 20456 for Google Chrome bundle fees will be included in the price quote (REF.-6277.3).

When a PO is successfully procured, the software bundle fee will automatically be encumbered.

Once the Goods Receipt is processed, the software bundle fee will be expended.

All Schools/Offices must include the software bundle AND/OR MDM license fees in their budget for **EACH** computer ordered.

- Product Categories 20400, 20700 and 20800 do not incur ITD bundle fees.
- If ordering Chromebooks/Chromebox, use 20452 or 20456 for Chromebox or Chromebooks respectively. The Chromebook/Chromebox MDM (mobile device management) fee (\$25) is included in the Integration Services.
- All Contract items must have an updated quote (All quotes over 30 days are invalid).

PRODUCT CATEGORY NUMBERS (Partial list)

20400	Computer Hardware and Peripherals for Microcomputers, Mobile Carts (TAXABLE)
20451	Computers – Windows based Desktops or Tower UNDER \$500 (TAXABLE) Bundle \$40
20453	Computers – Windows based Desktops or Tower \$500 and above (TAXABLE) Bundle \$85 -Apple macOS Desktops any amount (TAXABLE) Bundle & MDM \$115
20454	Computers – Windows based Laptops priced \$500 and above (TAXABLE) Bundle \$85 -Apple macOS Laptops any amount (TAXABLE) Bundle & MDM \$115
20459	Computers – Windows based Laptops priced UNDER \$500 (TAXABLE) Bundle \$40
20468	Touch Screen Windows based Tablet Bundle \$85, or Apple iPad (TAXABLE) Apple MDM \$30

PRODUCT CATEGORY NUMBERS (continued)

20452	Google ChromeOS based Desktop CHROMEBOX (TAXABLE)
20456	Google ChromeOS based Laptop CHROMEBOOK (TAXABLE)
20700	Computer Accessories and Supplies (TAXABLE) Monitors (TAXABLE)
20800	Computer Software for Microcomputers (preprogrammed) (TAXABLE)
20810	Computer Software for Apple computers (NON-TAXABLE)
93600	Equipment Maintenance, Reconditioning and Repair Services (NON-TAXABLE) ITEM INTEGRATION SERVICES (NON-TAXABLE)
93900	Equipment Maintenance, Reconditioning and Repair Services (NON-TAXABLE) WARRANTIES (NON-TAXABLE)
99900	Miscellaneous Charges – All Kinds (NON-TAXABLE) E-WASTE FEE (NON-TAXABLE) (4"-14"~\$5 / 15"-34"~\$6 / 35" and up ~ \$7) Upgrade 24 HR Repair Replace is OPTIONAL .

Log-in to SAP using Internet Explorer, Citrix and BTS.

- Click Procurement Contracts
- Click Process Transactions
- Click Manage Shopping Carts
- Click Create Shopping Cart

You will see CREATE SHOPPING CART with your name at the top of the screen.

1. Click NAME OF SHOPPING CART field.
 - a. Use a meaningful name. Example (Main Office- Mr. Lee 02-24-17)
2. Click Set Values
 - a. Click SET VALUES link to open the Change Default Settings Window.
 - b. Click ACCOUNT ASSIGNMENT tab:
 - Click DETAILS under Account Assignment: You will enter only two fields:
 1. FUNCTIONAL AREA (13 digits with hyphens): i.e. 110-1000-13027.
 2. GENERAL LEDGER ACCOUNT field (6 digit): i.e. 430001(SAP auto-populates all other fields)

- c. Click DELIVERY ADDRESS/PERFORMANCE LOCATION tab:
 - C/O field has the school's name.
 - The C/O field must contain the delivery location for this order.
- d. Click OK in the lower right hand corner after completing the two tabs.

Complete SET VALUES *before* adding line items.

3. Click PREFERRED VENDOR field.

- a. If you don't know the vendor number, click the *option box* to the far right of the field.
- b. In SEARCH TERM 1 FIELD, enter vendor's name with wild card asterisks (*AREY*). Hit SEARCH.
 Apple Vendor Code: **1000002409** Arey Jones Vendor Code: **1000004373**

 Ritmo Vendor Code: **1000012631** TekVisions Vendor Code: **1000004535**

 Otherwise in BUSINESS PARTNER FIELD, enter the Vendor's 10 digit code.
- c. Once you find the Preferred Vendor, SELECT the vendor.

4. Go to ITEM OVERVIEW. (You have 2 options)

If you prefer to use Add Item with Free Description

Option 1: If you prefer to use Add Item with Free Description, follow these steps:

5A. ADD ITEM WITH FREE DESCRIPTION: (This step has to be repeated for each line item).

- a. Under ITEM OVERVIEW, click ADD ITEM.
- b. Under ADD ITEM, select WITH FREE DESCRIPTION. Use FREE DESCRIPTION to add required fields
 - i. Description: Enter a description.
 - TAXABLE – Refer to the description on the quote.
 - NON-TAXABLE – Type ITEM INTEGRATION FEE for description.
 - E-Waste – Type E-Waste
 - ii. Internal Note: Skip this field.
 - iii. Product Category: Click the option box at the far right of the field.

See pop-up Search Product Category ID Field.
In Product Category ID field, enter first three digits of product category. (204*, 207*, 936* etc...) Hit Start Search. Select the Product Category. When you select the Product Category, SAP returns to the window- ADD ITEM WITH FREE DESCRIPTION.
 - iv. Quantity: Refer to the quote for the quantity.
For E-Waste fees, multiply the fee times each computer ordered.
 - v. Unit of Measure: Use “EA” (EACH) for the UOM for computer orders.
 - vi. Net Price: On the Arey Jones quote, it will contain the TAXABLE and NON-TAXABLE amounts. Apple quotes may have TAXABLE and NON-TAXABLE amounts in the NOTES sections.
 - vii. Delivery Date: Please select a date at least 2 weeks in the future for computer deliveries.

Click ADD TO ITEM OVERVIEW.

You may SAVE your shopping cart after you have added at least 1 line item.

*** You must hit EDIT after you SAVE, in order to continue and make changes***

Repeat STEPS 4 & 5A for each item ordered (Taxable, Non-Taxable and E-waste). *Except for Chromebook/box, Bundle Fees and MDM License Fees will be added automatically, according to the product category used, onto the shopping cart, but with no contract attached.*

5B. **Option 2:** Add items directly on to the ITEM OVERVIEW data table. (Note: Set up your columns in an orderly fashion. You may also want to consider hiding columns that are not being used. See the two examples below. Once set up, it will be saved for future orders.)

Position the Column Categories in this order after Line Number and Item Type. (Place arrow on the Column category, left click-hold and drag left or right-release to change order)

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier	Per	Delivery Date	Notes	Attachments
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q

To Hide or bring back a column, Right click the Column category, Select User Settings, then select either Hide Table column or Invisible Elements to bring back column

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier	Per	Delivery Date	Notes	Attachments
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q
"	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018	Q	Q

5B. Continued.

- a. Enter Product Category number under the Product Category column.
- b. Click Tab until cursor is under Description and enter description.
- c. Click Tab to Quantity and enter quantity from quote.
- d. Click Tab to Unit and enter Unit of Measure: EA
- e. Click Tab to Net Price/Limit and enter dollar amount in US dollars
- f. REPEAT steps A-E for each additional line (Taxable, Non-Taxable, E-Waste)

Type in the Product Category number directly on the data sheet, enter Description, Quantity, Unit, and Net Price by clicking tab to move to next cell. Without hitting "enter", continue on to the next available line, be sure not skip rows to enter Item Integration. Next available line, enter the E-Waste Fee. Once you are completed entering your lines, press Enter.

The screenshot shows a table with the following columns: Line Number, Item Type, Product Category, Product ID, Description, Quantity, Unit, Net Price / Limit, Product Category Description, Supplier, Per, and Delivery Date. The table contains four rows of data. A callout box with red arrows points to the Product Category, Description, Quantity, and Unit cells of the first row.

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier	Per	Delivery Date
1	Material	20459		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	1	EA	191.75	COMPUTERS, LAPTOP \$500 BELOW	None		1/02/08/2018
2	Material	93600		ITEM INTEGRATION	1	EA	27.75	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	None		1/02/08/2018
3	Material	99900		E-WASTE FEE	1	EA	5.00	MISCELLANEOUS CHARGES (ALL KINDS)	None		1/02/08/2018
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1/02/08/2018

6. Under ITEM OVERVIEW, click DETAILS.

Under DETAILS, click each tab to update fields.

The tabs available are: Item Data, Account Assignment, Notes and Attachment, Source of Supply/Service Agents, Approval Process Overview, and (*Related Documents tab available after hitting SAVE or ORDER)

- a. ITEM DATA tab – If the quote has a part number, you may enter that part number in the SUPPLIER PRODUCT NUMBER field.
- b. ACCOUNT ASSIGNMENT tab – Already updated above in SET VALUES. You may modify Account Values in this tab for multi funds or split funds.
- c. NOTES and ATTACHMENTS tab
 - Click SUPPLIER TEXT link. Recommend adding contact person’s name, email address and phone to the SUPPLIER TEXT field for **line item 1 only!** If there is a PROPOSAL or QUOTE number, you may add the number to the SUPPLIER TEXT field for line item 1 only. *The supplier text prints on the purchase order.* Click OK.
 - Skip Internal note.
 - Below SUPPLIER TEXT, 1. Click ADD ATTACHMENT. Click BROWSE. Locate your quote where you saved it. Select it and click OPEN to attach the quote. 2. Type “Quote” or a “Vendor’s name” in the DESCRIPTION field. 3. Remove the check mark in VISIBLE INTERNALLY ONLY. Click OK.

d. SOURCE OF SUPPLY/SERVICE AGENTS tab

Click on the SOURCE OF SUPPLY/SERVICE AGENT tab to assign each line item to a contract.

- Select the Supplier number, Contract number and Contract item description as follows:
CLICK SOURCES OF SUPPLY / SERVICE AGENTS
FOR EXAMPLE: Arey Jones order for Lenovo Desktop –
Product Category **20453 (Taxable)**
Select the line with these values:
Supplier number: 1000004373; Contract number **4400004883**;
Supplier name: Arey –Jones Educational and
Contract Item Description: **Lenovo Desktop or Tower Based**
Highlight the line with contract number 4400004883 and click Assign Supplier
- CLICK SOURCES OF SUPPLY / SERVICE AGENTS
FOR EXAMPLE: Arey Jones order for Lenovo Non-Taxable Maintenance –
Product category **93600 (Non-Taxable)**
Select the line with these values:
Supplier number: 1000004373 Contract number **4400004885**;
Supplier name: Arey-Jones Educational and
Contract Item Description: **Integration Charges**
Highlight the line with contract number 4400004885 and click Assign Supplier.
- CLICK SOURCES OF SUPPLY / SERVICE AGENTS
FOR EXAMPLE: Arey Jones order for Lenovo E-Waste –
Product category **99900 (e-waste) (Non-Taxable)**
Select the line with these values:
Supplier number: 1000004373 Contract number **4400004883**;
Supplier name: Arey-Jones Educational and
Contract Item Description: **Lenovo e-waste**
Highlight the line with contract number 4400004883 and click Assign Supplier.

7. ITEM OVERVIEW

*****BEFORE YOU HIT ORDER***** Check that the correct SOURCE OF SUPPLY (vendor's name) is displayed on EACH line under the heading *SUPPLIER*. Only exceptions are the Bundle Fees and MDM License Fees. It will display NONE and won't appear on the Purchase Order.

8. IF you have completed all steps above correctly, hit CHECK.

If there are no errors, put the check mark in the Certification Box and hit ORDER.
You will see SHOPPING CART ORDERED SUCCESSFULLY!!! CONGRATULATIONS!!!

Now your approver can approve your order in their Universal Worklist.

If you need further assistance with this application, call us...

Customer Service: (562) 654-9009 Weekdays 7:30 AM – 5:00 PM

SOUTH: Call (562) 654-9472 Weekdays 8:00 AM – 5:00 PM or email us at SCSCSouth@lausd.net

NORTHEAST: Call (562) 654-9476 Weekdays 8:00 AM – 5:00 PM or email us at SCSCNortheast@lausd.net

NORTHWEST: Call (562) 654-9449 Weekdays 8:00 AM – 5:00 PM or email us at SCSCNorthwest@lausd.net

EAST: Call (562) 654-9467 Weekdays 8:00 AM – 5:00 PM or email us at SCSCEast@lausd.net

WEST: Call (562) 654-9444 Weekdays 8:00 AM – 5:00 PM or email us at SCSCWest@lausd.net

CENTRAL: Call (562) 654-9430 Weekdays 8:00 AM – 5:00 PM or email us at SCSCCentral@lausd.net

LAUSD-Procurement Service Division

Shopping Cart Support Center

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