

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 their Cost Center, Site Administrator Name (Approver) and Site Administrator Email Address without @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"/>		

APPROVALS

Approving Official Name	<input type="text" value="John Smith"/>	Title	<input type="text" value="Site Administrator"/>
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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



Save and Add Items

* 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

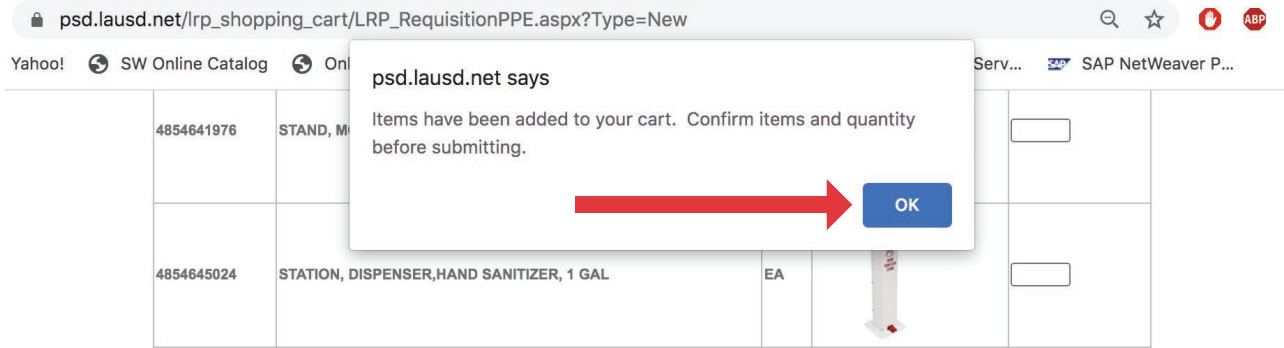
Product Code	Description	Unit		QTY
2003400150	SHIELD, FACE, ADULT, ELASTIC BAND	EA		<input type="text"/>
2003400219	SHIELD, FACE, CHILD, ELASTIC BAND	EA		<input type="text" value="1"/>
2077265020	MASK, WASHABLE, COTTON, EAR LOOP	EA		<input type="text"/>
2077267909	MASK, WASHABLE, COTTON, TIE BACK	EA		<input type="text"/>
2077271077	GLOVES, GENERAL PURPOSE, MEDIUM 100/BOX	BOX		<input type="text" value="2"/>
4858680170	SOAP LIQUID, LANOLIN BASED PINK FOR HAND	CSE		<input type="text"/>
6407572295	TOWEL PAPER SINGLEFOLD 250/PK 16/CASE	CSE		<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 SAA** will be enabled to submit request.

PPE Requisition Shopping Cart

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

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>
	2003400219			
1		SHIELD, FACE, CHILD, ELASTIC BAND	1	EA
	2077271077			
2		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

<u>LN</u>	<u>Product ID</u>	<u>Description</u>	<u>QTY</u>	<u>Unit</u>
	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 Approver to the LRP Login Page.

LRP Shopping Cart Support Center
Ordering Processes

User-Login
Login using your LAUSD Single Sign-On

Username: @lausd.net

Password:

STEP 10

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
SAA Name:	JOHN SMITH
SAA 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.