Shopping Cart Ordering Process for a

Warehouse Order

Open IE explorer. (A) Type "apps.lausd.net" in your search bar. (B) In Log on box, type your User Name and Password (SSO), and (C) click Log On button.

| A ttps://apps.lausd.net/vpn/index.html | - ≙ ¢ | 🔟 Citrix Access Gateway | × | | | | | | | |
|---|-------|-------------------------|---|--|--|--|--|--|--|--|
| Eile Edit View Favorites Tools Help | | | | | | | | | | |
| 👍 🥥 Shopping Cart BPPs 避 vault Main 🔟 Citrix Access Gateway 📢 LRP Forms Login 📀 Procurement Services Divi | | | | | | | | | | |
| Los Angeles Unified School District Information Technology Division | | | | | | | | | | |

A

| Welcome Please log on to continue. | |
|--|------------|
| Password: | — в — с |
| Enter your Single Sign-On (email) username and password to Log On. e.g. (msmith @lausd.k12.ca.us , mary.smith @lausd.net). Do not add domain name (@lausd.k12.ca.us @lausd.net) Account Problems? <u>Get Support</u> | |

(A) Click on the SAP-Portal Link. (B) Business Tools for Schools Log On box will pop up. Please enter your single sign on (SSO), User Name and password to proceed to your Shopping Cart Main Home Screen. (C) Click Log On

| Search | Logged on as: roberto.partida | Settings Log Off - CITRIX |
|-----------|-------------------------------|---------------------------|
| Main | | Select view: |
| Utilities | SAP Portal - Prod | |



Sustained State Sta



Once logged into the system, (A) Click Procurement Contracts Tab. (B) Click Process Transactions. (C) Click Manage Shopping Carts. (D) Click Create Shopping Cart.

| | Welcome MICHAEL MARTIN | | | | | | | | | | | | |
|---|---|---|---|--|--|--|--|--|--|--|--|--|--|
| | Home Access Request Accounts | ayable Accts Recv / Cash Mgmt Asset Management Controlling Funds Management General Ledger Grants Mgmt Mt Approximate Procurement / Contracts | | | | | | | | | | | |
| | Manage Information Manage Master | ata Process Transactions B | - | | | | | | | | | | |
| | Manage Shopping Carts | | | | | | | | | | | | |
| | | ★ Hide Quick Orderia Maintenance | | | | | | | | | | | |
| | Detailed Navigation | | | | | | | | | | | | |
| | Diplay PO Errors Diplay PO Errors | Shopping Cart Number: | | | | | | | | | | | |
| | Display Purchase Order (MM) Maintain Service Entry Sheet | Shopping Cart Name: | | | | | | | | | | | |
| | Manage Contracts | Item Description: | | | | | | | | | | | |
| | Manage Purchase Order | Timeframe: | | | | | | | | | | | |
| | Manage RFx | Creation Date: | | | | | | | | | | | |
| С | Manage Shopping Carts | Status: | | | | | | | | | | | |
| | MIGO - Post, Change or View Goods Re Sharping Cart Manitas | Role: | | | | | | | | | | | |
| | Snopping Cart Monitor Sourcing | PO Number: | | | | | | | | | | | |
| | Courting | Product Category: | | | | | | | | | | | |
| | Services | Partner Product: | | | | | | | | | | | |
| D | Create Shopping Cart | Including Product Category Hierarchy: | | | | | | | | | | | |
| | Portal Favorites | Bought on Behalf: | | | | | | | | | | | |
| | | Including Completed Shopping Carts: | | | | | | | | | | | |
| | | Show my Team Carts: | | | | | | | | | | | |
| | | Smart Number: | | | | | | | | | | | |

1. (A) Record your shopping cart number.(B) Name of Shopping Cart: Enter a meaningful shopping cart name.

| | Cr | eate Shopping Cart | | | | | |
|---|----|--|--|--|--|--------------------------------|---------------------------|
| | Í | Create Shopping | | | | | |
| | | Order Print Preview | Close Save Check System Informati | on Create Mer | mory Snapshot | | |
| A | | Number 1000725731 | Document Name MMARTIN007 12/08/201 | 7 10:17 St | tatus In Process | Created On 12/08/2017 10:17:50 | Created By Michael Martin |
| | 1 | ▼ General Data | | | | | |
| | | Buy on Behalf of: Name of shopping cart: Default Settings: Header Data: Approval Process: Document Changes: * FM Posting Date: DELIVER BY JUNE 30 | 36558 Display / Edit Agents Display / Edit Agents | Delivery Priori Preferred Ver * Competitive * PO Event Ty | ity: 01 🗇 ndor: e: No 💌 iype: Other | 0 | Approval Note |

2. (A) Click on the Set Values link to open Change Default Settings window.

| ▼ General Data | | |
|--|--|---|
| Buy on Behalf of: 36558 Name of shopping cart: MMARTIN007 Default Settings: Set Values Header Data: Values Approval Process: Display / Edit Document Changes: Disp ay * FM Posting Date: 12/08/2017 DELIVER BY JUNE 30 | Michael Martin 12/18/2017 10:17 A Agents Delivery Priority: 01 Preferred Vendor: * Competitive: No | |
| Change Default Se | * PO Event Type: Other | đ |
| Your data will be tran Item Basic I Buy on Behalf of: Goods Recipient: Product Category: Purchase Group: Company Code: Location / Plant: Unloading Point: | Account Assignment Internal Note | |
| | OK // | |

3. (A) Click Account Assignment tab, (B) Click Details button, Details for Item 0001: Finances and Funds. (C) Verify 7 digit Cost Center. (D) Enter 13 digit Functional area. (E) Enter 6 digit GL Account.

| Change Default Settings | | | | | |
|-------------------------------------|---------------------------|-------------------------|--------------|--------------------|-----------------------|
| You uata will be transferred to all | new items Items alread | y in the shopping cart | will be unc | hanged. | |
| A A | count Assignment | Internal Note | Deliv | ery Address / Per | formance Location |
| You can see who bears the cos | sts and, in necessary, yo | u can distribute the co | ost to sever | al cost centres | |
| Cost Distribution Pe B | Details | d Line Duplicate D | Delete | Split Distribution | |
| Number Accounting Line | Nur der Percentage | Account Assignment | t Category | Assign Number | Account Assignment De |
| 0001 | 100.00 | Finances and Funds | | 1853601 | |
| Details for Item 0001 : Finan | ces and Funds | | | | |
| Basic Data | | | Fund: | | đ |
| * Percentage: | 100.00 | | Commitmer | nt Item: | ð |
| Account Assignment Category: | Finances and Funds | | | | |
| * Cost Center: | 1853601 | | | | |
| Fund Center: | | đ | | | |
| | | | | | |
| Grant: | | | | | |
| Functional Area: | 1110-1000-10183 | | | | |
| | | | | | |
| Controlling Area: | | | | | |
| General Ledger Account: | 430001 | | | | |
| Business Area: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

4. (A) Click *Delivery Address* tab. (B) The C/O field must contain the delivery location for this order. (C) Click *OK* to close Set Values

| C | Change Default Settings | | | | | | | | | |
|---|---|--|---|---------------------|--|-------------|----------|----|--|--|
| Y | our data will be transferr Item Basic Data | ed to all new items. Items a Account Assignme | already in the shopping nt Internal Note | cart will be | unchanged. Iivery Address / Performan | ce Location | A | | | |
| | If the item is to be deliver | ed to a different address, | enter the new address | here | | | | | | |
| | Name: | LAUSD Code | đ | | Additional Name: | LAUSD Compa | iny Code | | | |
| | C/O: | | | Number / Extension: | | | | | | |
| ľ | Fax Number/Extension: | | | | E-Mail: | | | | | |
| | Street / House Number: | 4328 BELL AVE | | | Floor / Room: | 28TH | | | | |
| | District: | |] | | Postal Code / City: | 90201 | BELL |] | | |
| | Country: | US USA | | | Postal Code / P.O.Box: | | | | | |
| | | | | | Region: | CA Califor | rnia | | | |
| | | | | | | | c [| ок | | |

4. (D) Video example for selection of Delivery Address.

| naan ootango. | 000 10000 | | | | | | | | | | | | |
|------------------|----------------------|------------------|---------|--|---------------------------------|-------------------------------|---------------------------------|---|--------------|----------|-------------|--------------------|-------------|
| ader Data: | Values | | | | | | | | | | | | |
| oproval Process: | Display / Edit Agent | <u>8</u> | | | | | Leertify that to the best of my | knowledge I have not violated any | | | | | |
| ocument Changes: | Display | | | | | L | applicable State laws, rules, o | r Board policies regarding contracting/ | | | | | |
| FM Posting Date: | 10/13/2016 🗐 | | | Change Default Setting | s | | | | | | | | |
| | | | De | Vera dete will be transfer | and to all actual dama. Herma a | ter du is the shanning and u | | | | | | | |
| | | | Pr | Your data will be transfer | red to all new items, items a | Iready in the shopping cart w | Will be unchanged. | | | | | | |
| | | | | Item Basic Data Account Assignment Internal Note Delivery Address / Performance Location | | | | | | | | | |
| | | | * | Reset | | | | | | | | | |
| _ | | | | If the item is to be delive | red to a different address, | enter the new address here | | | | | | | |
| r Item Overview | | | | Name: | LAUSD Code | ล | Additional Name: | LAUSD Company Code | | | | | |
| Details Add Iter | m⊿ Copy Paste [| Juplicate Delete | | C/O [.] | SOUTH FAST HIGH SCHO | 0 | Ohone Number / Evtension: | Litter company code | | | | | Filter Sett |
| Line Number | Item Type | Product Category | Product | Few Number/Extension | ooo marana a | 02 | F.Mail: | | elivery D | te Notes | Attachments | Account Assignment | Item Status |
| | Undefined Item Type | 61500 | | Fax Number/Extension. | | | E-mail | 20TU | 13/2016 | <u>0</u> | <u>0</u> | | |
| | Undefined Item Type | 61500 | | Street / House Number: | 2720 TWEEDT DEVD | 1 | Floor / Room: | | 13/2016 | <u>0</u> | <u>0</u> | | |
| • | Undefined Item Type | 61500 | | District: | | 1 | Postal Code / City: | 90280 SUUTH GATE | 13/2016 | <u>0</u> | <u>0</u> | | |
| • | Undefined Item Type | 61500 | | Country: | US USA | | Postal Code / P.O.Box: | | 13/2016 | <u>0</u> | <u>0</u> | | |
| | Undefined Item Type | 61500 | | | | | Region: | CA California | 13/2016 | 0 | 0 | | |
| | Undefined Item Type | 61500 | | | | | | | 13/2016 | 0 | 0 | | |
| • | Undefined Item Type | 61500 | | | | | | | 13/2016 | 0 | 0 | | |
| • | Undefined Item Type | 61500 | 1 | 1.0 | 0.00 | UFFICE/SCHOOL STATION | IERY SUPPLIES USU | | 1 10/13/2016 | 0 | 0 | | |
| • | Undefined Item Type | 61500 | | 1.0 | 0.00 | OFFICE/SCHOOL STATION | IERY SUPPLIES USD | | 1 10/13/2016 | 0 | 0 | | |
| | Undefined Item Type | 61500 | | 1.0 | 0.00 | OFFICE/SCHOOL STATION | VERY SUPPLIES USD | | 1 10/13/2016 | 0 | Q | | |
| | | | | | | | | | | | | Total Value | 0.00 |
| | | | | | | | | | | | | Tax amount | 0.00 |
| | | | | | | | | | | | | Total Val. (Gross) | 0.00 |

5. (A) Click on the option box in the Delivery Priority field, (B) Select one of the delivery options. Change here for Overnight, Same Day, Will Call or Future Dated. *Update the Delivery Priority field after all the lines have been added.

| 🕶 Ger | neral Data | | | | | | | | | | | |
|---------|-------------------|-----------------------|------------------|--------|-------------|-----------------|-------|--------------|------|------------|---------------|---------------|
| Buy on | Behalf of: | 36558 | D Michael Martin | | | | | | | A | pproval Note | |
| Name o | of shopping cart: | MMARTIN007 02/20/20 | 018 08:55 | | | | | | | | | |
| Default | t Settings: | Set Values | | | | | | | | | | |
| Header | r Data: | Values | | | | | | | | | | |
| Approv | val Process: | Display / Edit Agents | | | | | | | | |] Leartify th | at to the l |
| Docum | ent Changes: | Display | | | | | | | | L | applicable | State law |
| * FM P | osting Date: | 02/20/2018 👘 | | | | _ | 4 | _ | | | procureme | ent activitie |
| 🗌 DE | LIVER BY JUNE 3 | 0 | | Delive | ry Priority | 01 🗂 | | < | | | requireme | nts. Addit |
| | | | | Prefe | rred Vend | or: | | <u> </u> | | | requested | items fror |
| | | | | * Con | Search | Delivery Pri | ority | | | | 6 | Catal |
| | | | | * 00 | | | | t if I n | | | | |
| | | | | FU | Result | | | ^ | | | | |
| 🕶 lten | n Overview | | | | De | livery Priority | ÷ | Description | | | | |
| Det | ails Add Item 4 | Copy Paste Duplic | ate Delete | | 01 | | | Regular | | | | |
| Γīι | ine Number | Item Type | Product Ca | / | 02 | | | Will Call | | | | |
| | • | Undefined Item Type | 61500 | / | 03 | | | Overnight | | | | SUPF |
| | • | Undefined Item Type | 61500 | | 04 | | | Same Day | | | | SUPF |
| | • | Undefined Item Type | 61500 | | 05 | | | Future Dated | i | | | SUPF |
| | • | Undefined Item Type | 61500 | | | | | | | | | ✓ SUPF |
| | • | Undefined Item Type | 61500 | | < | | | | | | > | SUPF |
| | • | Undefined Item Type | 61500 | | | | | | | | | SUPF |
| | • | Undefined Item Type | 61500 | | | | 1.000 | | 0.00 | OFFICE/SCH | OOL STATION | IERY SUPP |

6. (A) Click Add Item, (B) Select and click General Stores Distribution Catalog. This opens the Procurement Catalog Screen

| Create Shopping Cart | | | | | | | | | | | | |
|----------------------------------|-----------------------------------|------------------------|--------------------|--|----------|-------|---------------------|--|----------------------------------|-----------------------|-----------------------|----------|
| Order Print | Preview Close Save Cl | neck System Informatio | n Create Memo | ry Snapshot | | | | | | | | |
| Number 10007 | 53751 Document Name | MMA PTIN007 02/20/2018 | 08:55 Stat | ue in Drocee | e Creat | ed On | 02/20/2018 08:55:24 | Created By Michael Martin | | | | |
| Namber 10007 | Jordine Marine | | 00.33 3 tat | ua in riocca | is creat | cu on | 02/20/2010 00:33:24 | created by michaermartin | | | | |
| General Data | ▼ General Data | | | | | | | | | | | |
| Buy on Behalf of | 36558 | Michael Martin | | | | | | Approval Note | | | | |
| Name of shoppin | g cart: MMARTIN007 02/20/20 | 18 08:55 | | | | | | | | | | |
| Default Settings: | Set Values | | | | | | | | | | | |
| Header Data: | Values | | | | | | | | | | | |
| Approval Proces | s: <u>Display / Edit Agents</u> | | | | | | | I certify that, to the best of my know | wledge, I hav | e not vio | plated any | |
| * FM Posting Da | te: 02/20/2018 🕅 | | | | | | | applicable State laws, rules, or Boa | ard policies re | garding | contracting/ | |
| | UNE 30 | | Delivery Priority | 02 円 | ה | | | requirements. Additionally, as part | of the recent | ly appro | ved Board of | |
| | 0012 00 | | Preferred Vendo | Education "Buy District" Resolution, I have checked the availability of th | | | | | | | | |
| | | | * Competitive: | Competitive: No | | | | | | | | |
| | | | * PO Event Type | : Other | | | <u>ت</u> | understand that if I need clarificatio information from the Procurement S | n on any of th ervices Divisi | ie above ion Offic | e, I must seek >e. | |
| | | | | | | | | | | | | |
| 🕶 Item Overvie | w | | | | | | | | | | | |
| A | d Item 🖌 Copy 🛛 Paste 🛛 Duplic | ate Delete | | | | | | | | | | |
| | In Free Description | Product Category | Product ID | Description | Quantity | Unit | Net Price / Limit | Product Category Description | Supplier | Per | Delivery Date | Notes |
| | a Shopping Carts and Templates | 1500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| • FT | A Hand2Mind | 1500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| Ge | neral Stores Distribution Catalog | 1 B | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| · • | Depot | 15 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| • K1 | 2Marketplace Textbook Catalog | 1500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| • | Undefined Item Type | 61500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| • | Undefined Item Type | 61500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| • | Undefined Item Type | 61500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| • | Undefined Item Type | 61500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| • | Undefined Item Type | 61500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |
| • | Undefined Item Type | 61500 | | | 1.000 | | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | | 1 | 1 02/20/2018 | <u>0</u> |

7. (A) Click on Advanced Search. This will open your search fields.

| Procurement Catalog | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|--|
| Search Criteria | | | | | | | | | | | |
| Keyword:: Search Advanced Search A Hierarchy Supplier Supplier Subtotal: | | | | | | | | | | | |
| Found 2914 item(s) of 2914 and showing 1 to 12 | | | | | | | | | | | |
| Refine Search | Add to Cart Compare Results View: Grid View Results Per Page: 12 View | | | | | | | | | | |
| Search | Add to Cart 1 | Add to Cart 1 | | | | | | | | | |
| Reset Filter | "PLEASE INITIAL" FLAGS IN DISPENSER | "PLEASE SIGN & DATE" FLAGS IN DISPENSER | | | | | | | | | |
| Keyword: Search Hierarchy • [All] & ATHLETIC (112) | Click for larger image | Click for larger image | | | | | | | | | |
| AUDIO VISUAL (73) | "PLEASE INITIAL" blue tape flags approximately 1/2" wid | "PLEASE SIGN & DATE" yellow tape flags approximately 1/ 2" wide x 2" long, 120 reveable flags in a bard plastic | | | | | | | | | |

8. (A) Enter the commodity code in the *Product ID* field. You may search using 10 digits, or last 6 digits, or first 5 digits then hit enter. (B) Update your quantity.
(C) Click *Add to Cart* next to the quantity field.

| Procurement Catalog | | |
|---|--|---|
| Search Criteria | | |
| Keyword: | Search Advanced Search Browse By: Mie | rarchy ▶ Supplier ttems in Cart: 0 Subtotal: 0.00 |
| Product Group: All Product ID: Long Description: Co Price Information: Equals Amount: | All | ntains V |
| | Found 2914 item(s) of 2914 and showing 1 to 12 | |
| Refine Search | Add to Cart Compare Results View: Grid View | ults Per Page: 12 💌 |
| Search | Add to Cart 1 B | Add to Cart 1 |
| Reset Filter | "PLEASE INITIAL" FLAGS IN DISPENSER | "PLEASE SIGN & DATE" FLAGS IN DISPENSER |
| Keyword: Search Hierarchy • [All] & | Click for larger image | Click for larger image |
| ATHLETIC (112) AUDIO VISUAL (73) COMPUTER ACCESSORIES (560) CUSTODIAL (436) | "PLEASE INITIAL" blue tape flags approximately 1/2" wid e x 2" long, 120 reusable flags in a hard plastic dispe nser. (Each) | "PLEASE SIGN & DATE" yellow tape flags approximately 1/ 2" wide x 2" long, 120 reusable flags in a hard plastic dispenser. (Each) |
| EDUCATIONAL TOOLS (132) FIRST AID (92) | Product ID: 6159381114 | Product ID: 6159381124 |
| FORMS & PUBLICATIONS (142) FURNITURE (74) HOME ECONOMICS (77) | Price Information: 3.52 USD | Price Information: 3.52 USD |
| MUSIC (63) | | |

9. Once you are finished searching and selecting items, (A) Click *View Cart* to verify accuracy of ordered items.

| Procurement Catalog | |
|---|---------------|
| Search Criteria | |
| Keyword:: Search Advanced Search Browse By: Hierarchy Supplier Subtotal: 482.35 U | SD |
| Product Group: All View Cart Check Out Product ID: Contains Short Description: Contains Contains Long Description: Contains Special Search Terms: Contains Contains | |
| Price Information: Equals Amount: | |
| | |
| Procurement Catalog | |
| | _ |
| Search Criteria | Add |
| Share themes in Cart: 4 | "PLEASE SIG |
| Keyword:: Search Advanced Search Browse By: Hierarchy Supplier Subtoal: 482.35 USD | |
| View Cart Check Out | |
| Product Group: All Type: All | |
| Product ID: Contains V Short Description: Contains V Contains V | / "PLEASE SI |
| Long Description: Contains V Special Search Terms: Contains Vastic | " wide x 2" |
| Price Information: Equals - Amount: | Product ID: |
| | Order Unit: |
| Cart Preview | Price Informa |
| Transfer All Back to Search Result Recalculate Empty Cart Delete Selected Items | Add |
| Select Items Quantity Product ID Short Description Price Information Total Price | 340 MOPHEA |
| 20 6159381114 " <u>PLEASE INITIAL" FLAGS IN DISPENSER</u> 3.52 USD 70.40 USD | |
| 20 6159381124 "PLEASE SIGN & DATE" FLAGS IN DISPENSER 3.52 USD 70.40 USD Verify items ordered | |
| 10 4503424300 30 GAL CONTAINER RUBBISH W/LID, STEEL 32.15 USD 321.50 USD | |
| 5 4857252100 <u>340 MOPHEAD CLOTH STRING 12 OZ, 30IN</u> 4.01 USD 20.05 USD | |
| Grand Total: 482.35 USD | |
| | |

10. (A) Click *Check Out* to go back to your Shopping cart screen and (B) items will be moved from View Cart to Item Overview Table.

| Procure | ment | Catalo | g | | | | | |
|--|------------|---------------|-----------------------|---|-------------------|-------------------------|-----------------------------|---|
| Search Criteri | ia | | | | | | | |
| Keyword: | : | | | Search Advance | d Search Brow | se By: ▶ <u>Hierarc</u> | <u>shy</u> ▶ <u>Supplie</u> | Er Items in Cart: 4 Subtotal: 482.35 USD |
| Product Gro Product ID: Long Descr | iption: | | Contains Contains | Item Type: Short Description: Special Search Terms: | | Contair | 15 🔻 | · |
| Price Inform Cart Preview | ation: Equ | uals 🔻 Amo | punt: | | | | | |
| Transfer All | Back to | Search Result | Recalculate Empty | Cart Delete Selected I | tems | | | Items will now be |
| Select Items | Quantity | Product ID | Short Description | | Price Information | Total Price | | moved from Cart |
| | 20 | 6159381114 | "PLEASE INITIAL" FLAG | GS IN DISPENSER | 3.52 USD | 70.40 USD | | Preview to <i>Item</i> |
| | 20 | 6159381124 | "PLEASE SIGN & DATE | "FLAGS IN DISPENSER | 3.52 USD | 70.40 USD | | Overview table |
| | 10 | 4503424300 | 30 GAL CONTAINER R | UBBISH W/LID, STEEL | 32.15 USD | 321.50 USD | | |
| | 5 | 4857252100 | 340 MOPHEAD CLOTH | STRING 12 OZ, 30IN | 4.01 USD | 20.05 USD | | |
| | | | | | Grand Tot | al: 482.35 USD | | |

 11. (A) Select line 1 and Click Details. (B) Click on Account Assignment tab. (C) Click Details button (D-a) Check G/L Account for EACH line item,
 (D-b) Using the VCR buttons, left and right, to scroll through each line item.

| | | 🕶 ltem O | verview | | | | | | | | | |
|-----|------------------|------------|------------------|-----------------|------------------|------------|--|---------------|-------------------|------------------------------|------------------------------|------------|
| | A | Details | Add Ite | em 🖌 Copy Paste | Duplicate Delete |] | | | | | | |
| | | Ē Line | Number | Item Type | Product Category | Product ID | Description | Quantity Unit | Net Price / Limit | Product Category Description | n S | |
| | | 1 | <u>1</u> | Material | 61000 | 6159381344 | "PLEASE SIGN & RETURN" FLAG IN DISPENSER | 5 EA | 3.52 | OFFICE SUPPLIES: CARBON | PAPER AND RIBBONS, ALL TYPES | |
| | | | ^ | 11-1-2-1 | 10000 | 1502404000 | | 5.54 | 20.45 | | 77U0 | |
| | Details fo | or ite | m 1 " | PLEASE SIG | N & RETURN | ' FLAG I | NDISPENSER | | | | | |
| 0-0 | Item Data | \nearrow | Acc | ount Assign | ment | | B ients Deli | ivery Addre | ss/Perform | ance Location | Sources of Supply | //Service |
| | You can see wi | ho ba | are the | e costs ind, it | f necessary. | vou can | distribute the cost to several co | st centres | | | | |
| | Cost Distribut | ion | | c X | Details A | dd Line | Copy Paste Duplicate | Delete | Split Distri | bution Change A | II Items | |
| | Number | A | ccount | ting Line Numb | ber | Percenta | ge Account Assignment (| Category | A | ssign Number | Account Assignment D | Descriptio |
| | 0001 | | | | | | 100.00 Finances and Funds | | 10 | 50901 | Contract Admin | |
| | Details for Ite | m 00 | 0 1 : F i | inances and | Funds | | | | | | | |
| | Basic Data | | | | | | | Fund: | | | ð | |
| | * Percentage: | | C -1 | 100.00 | | | | Commitmen | t Item: | 430001 | General | Supplies |
| | Account Assign | iment | Categ | lory: Finance | s and Funds | | Contract Admin | Unfunded / | Accounting | Line: | | |
| | * Cost Center: | | | 105090 | | | Contract Admin | | | | | |
| | Fund Center: | | | 105090 | 1 | | | | | | | |
| | Grant | | | NOT R | EL EV/ANT | | NOT RELEVANT | | | | | |
| | Stant: | | | | | | | | | | | |
| | Functional Area | | | | | | | | | | | |
| | Controlling Area | i: | | 1000 | | | | | | | | |
| | General Ledger | Acco | ount: | 430001 | - | | D-a | | | | | |
| | Business Area: | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

12. (A) Click *Details* for Line #1. (B) Click *Notes and Attachments* tab. (C) Click on *Supplier Text* Link. (D) In Supplier Text box, type contact info. (E) Click *Ok* to close Supplier textbox. For Warehouse Orders, enter all information on one line if possible.



13. (A) Confirm Total Value (Gross) for order is correct.(B) Click *Check* button to verify data in your shopping cart.

| | | | | | | | _ | | | | | | | _ |
|---|------------------|---------------------|------------------|------------|--|----------|------------|--|--|----------|-------------|------------------------------|------------|--------|
| - | Item Overview | | | | | | | | | | | | | |
| ľ | Details Add Iter | n 🖌 Copy Paste D | uplicate Delete | | | | | | | | | | Filter Se | ttings |
| 5 | J Line Number | Item Type | Product Category | Product ID | Description | Quantity | Unit | Net Price / Limit | Product Category Description | Notes | Attachments | Account Assignment | Item Statu | s 🔺 |
| | • 1 | Material | 61000 | 6159381344 | "PLEASE SIGN & RETURN" FLAG IN DISPENSER | 5 | i EA | 3.52 | OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES | 1 | Q | Finances and Funds (1050901) | | |
| | • <u>2</u> | Material | 45000 | 4503424300 | 30 GAL CONTAINER RUBBISH W/LID, STEEL | 5 | EA | 32.15 | HARDWARE AND RELATED ITEMS | <u>0</u> | <u>0</u> | Finances and Funds (1050901) | | |
| | • <u>3</u> | Material | 48500 | 4857252100 | 340 MOPHEAD CLOTH STRING 12 OZ, 30IN | 10 | EA | 4.01 | JANITORIAL SUPPLIES, GENERAL LINE | <u>0</u> | <u>0</u> | Finances and Funds (1050901) | | |
| | • <u>4</u> | Material | 20000 | 2002775150 | 506 GLOVES RUBBER SMALL 12 PAIRS/PKG | 10 | PKG | 7.95 | CLOTHING, APPAREL, UNIFORMS, AND ACCESSORIES | <u>0</u> | <u>0</u> | Finances and Funds (1050901) | | |
| | • <u>5</u> | Material | 20000 | 2002798507 | 507 GLOVES RUBBER MEDIUM 12 PAIRS/PKG | 10 | PKG | 7.95 | CLOTHING, APPAREL, UNIFORMS, AND ACCESSORIES | <u>0</u> | <u>0</u> | Finances and Funds (1050901) | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | Q | Q | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | <u>0</u> | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | <u>0</u> | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | Q | Q | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | <u>0</u> | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | Q | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | <u>0</u> | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | <u>0</u> | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | Q | Q | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | <u>0</u> | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | , | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | <u>0</u> | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | Q | Q | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | <u>0</u> | | | |
| | • | Undefined Item Type | 61500 | | | 1.000 | , | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | Q | | | |
| | • | Undefined Item Type | 61500 | | i | 1.000 | 1 | 0.00 | OFFICE/SCHOOL STATIONERY SUPPLIES | <u>0</u> | Q | | | - |
| | | | ******* | | | | deereeneed | And a second sec | | | | Total Value | 377.45 | USD |
| | | | | | | | | | | | | Tax amount | 0.00 | USD |
| | | | | | | | | | | | | Total Val. (Gross) | 377.45 | USD |

| Create Shopping | l Cart | | | |
|--|---|---|--------------------------------|---------------------------|
| Order Print Preview | Close Save Check System Information | tion Create Memory Snapshot | | |
| Number 1000753 | B Name MMARTIN007 02/20/20 | 18 09:57 Status In Process | Created On 02/20/2018 09:57:09 | Created By Michael Martin |
| 🕶 General Data 🚽 | | | | |
| Buy on Behalf of: Name of shopping cart: Default Settings: Header Data: Approval Process: Budget: Document Changes: * FM Posting Date: DELIVER BY JUNE 3 | 36558 Michael Martin MMARTIN007 02/20/2018 09:57 Set Values Values Display Display Display 02/20/2018 | Delivery Priority: 01 Preferred Vendor: * Competitive: No * PO Event Type: Other | 0 | Approval Note |

14. (A) Check the Certification box. (B) Click on the *Order* button to finalize ordering procedure if no RED errors populate. Once order is submitted, you will see the message, "Shopping Cart Ordered Successfully". Your Administrator must now approve the order.

| Create Shopping | Cart | | | |
|---|---|---|----------------------------------|--|
| Order D (It Preview | Close Save Check System Informat | on Create Memory Snapshot | | |
| Number 0 | cument Name MMARTIN007 02/20/201 | 8 09:57 Status In Process | Created On 02/20/2018 09:57:09 C | Created By Michael Martin |
| ▼ General Data | | | | |
| Buy on Behalf of: Name of shopping cart: Default Settings: Header Data: Approval Process: Budget: Document Changes: * FM Posting Date: DELIVER BY JUNE 30 | 36558 Michael Martin MMARTIN007 02/20/2018 09:57 Set Values Values Display / Edit Agents Display Display 02/20/2018 | Delivery Priority: 01 [] Preferred Vendor: | A | 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 |
| | | * PO Event Type: Other | ٥ | understand that if I need clarification on any of the above, I must seek information from the Procurement Services Division Office. |

15. (A) Click Refresh button to apply the STO number.

| hopping Cart | | | | | |
|---|--|--|--------------------------|--------------------------------|--|
| Display Shopping | g Cart | | | | |
| Edit Print Preview | w Close Refresh | Copy System Information Create N | emory Snapshot | | |
| Number 1000545657 | Documen | 01/187856/STO/1000545657/MM | Status Approved | Created On 10/20/2016 14:33:44 | 8 Created By Michael Martin |
| ▼ General Data | | _ | | | |
| Buy on Behalf of: Name of shopping cart: Header Data: Approval Process: Budget: Document Changes: Commitment Documents: FM Posting Date: | 36558 1779501/187856/STO/ Values Display / Edit Agents Display Display Display 10/20/2016 | Michael Martin 1000545657/MM Delivery Priority Preferred Vend Competitive: PO Event Type: | : 01 lor: No Other | | 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. |

16. (A) Scroll down and select the Related Documents tab. (B) Purchase Order(STO) is listed under Back-End Document Number.

| Display Shopping Cart | | | | | |
|--|---|---|--|-----------------|-----------------------|
| Edit Print Preview Close Refresh Copy System Information | Create Memory Snapshot | | | | 24 |
| Number 1000545657 Document Name 1779501/187856/STO/100054 | 657/MM Status Approved Created On | 10/20/2016 14:33:48 Created By Michael Martin | | | |
| Approval Process: Display / Edit Agents Budget: Display Document Changes: Display Commitment Documents: Display FM Posting Date: 10/20/2016 Deliv Prefe Cor P0 | ery Priority: 01 rred Vendor: | ✓ I certify that, to the best of my knowledge, I have not viol applicable State laws, rules, or Board policies regarding or procurement activities and I have not violated any conflict requirements. Additionally, as part of the recently approv Education "Buy District" Resolution, I have checked the as requested items from the LAUSD's General Stores Distrib and Equimment Cataloo (Stores Cataloo) in the new SAP s TERGENT, DISINFECTANT, NEUTRAL | ated any ontracting/ of interest ed Board of allability of the ution Supplies vstem. I | | |
| ▼ #em Overview | | | | | _ |
| Details Add tem Conv Paste Duplicate Delete Create Confir | Item Data Acc | ount Assignment Notes and Attachment | s Deliv | very Address/Pe | rform |
| E Line Number them Type Product Category Product D Description | / | | | - | Der |
| I Material 48500 4853730800 DFTFRGENT | | | | | ehouse(1000006781) 11 |
| 2 Material 48500 4858680135 SOAP LIQU | ▼ History | | | | ehouse(1000006781) 11 |
| 3 Material 64075 6407560045 PAPER TOIL | View: United States Dolla | | | | ehouse(1000006781) 11 |
| • 4 Material 66524 6652452804 413 BAGS | United States Dolla | | | | ehouse(1000006781) 11 |
| | Document | Back-End Document Number | Document Nun | mber | s |
| | Shopping Cart | | 1000545657/1 | L | Fo |
| | Purchase Order | 4600121442/10 | | | |
| Details for item 1 DETERGENT, DISINFECTANT, NEUTRAL | / | | | | × |
| Item Data Account Assignment Notes and Attachment | s Delivery Address/Performance Location | Sources of Supply / Service Agents Approval Process Overview | Related Documents | | A |
| ▼History B | | | | | Elles Calling |
| Desument | Desument Number | Views | Data | | Pitter Settings |
| Document Back-End Document Numer | Document Number Status | Name DETEDOENT DISINEECTANT NEUTRAL | Date Qu | uantity Unit Ne | t value Currency |
| Shopping cart | 1000545657/1 FolidW-on Docum | Tetal | 10/20/2016 | 4 GAL | 119.96 USD |
| Purebase Order 4600121442/10 | | | 10/20/2016 | 4 GAL | 119.96 USD |
| Purchase order 4000121442/10 | | Total | 10/20/2010 | 4 GAL | 119.96 USD |
| | | i otar | | TUNE | 10.00 000 |

17. (A) In order to view a SC order, click the Print Preview button after the SC has been approved. (B) You will get a pop up message if you want to open or save Shopping_Cart.pdf. Click Open.

| | Edit Print Pr | eview | Close Refresh | Copy Syste | m Information Create Mem | ory Snapshot | | | | | | | |
|---------------------------------------|---|--|--|--|--|--|-------------------------------|--|--|---|---|---|----------|
| Nun | mber 10005456 | 57 D | ocument Name 1 | 779501/18785 | 6/STO/1000545657/MM | Status Approve | d Create | d On 10/20/2016 14 | :33:48 (| Created By Michael Martin | | | |
| • | General Data | | | | | | | | | | | | |
| Buy | y on Behalf of: | 3655 | 8 | Michael Mar | tin | | | | Appro | oval Note | | | |
| Hea App Bud Doc Con FM | ader Data: proval Process: dget: sument Changes mmitment Docum Posting Date: | Valu Displ Displ Displ ants: Displ 10/2 | es av / Edit Agents av av av 0/2016 | | Delivery Priority: Preferred Vendor: Competitive: PO Event Type: | 01 No Other | | | 7 | I certify that, to the best of my knowledge, I hav applicable State laws, rules, or Board policies m procurrement activities and I have not violated an requirements. Additionally, as part of the recen- feducation "Buy District" Resolution, I have chec requested items from the LAUSD's General Stor and Equipment Catalog (Stores Catalog) in the n understand that if I need clarification on any of information from the Procurement Services Divis | ve not violated a regarding contra ny conflict of ini tity approved Br sked the availabi res Distribution ew SAP syster the above, I mu ision Office. | any acting/ terest oard of ility of the Supplies m. I ist seek | |
| | Details Add Ite | m / Cop | Paste Duplicat | e Delete | Create Confirmation Create | Invoice Proce | ss All Items 🦼 | | | | | | |
| | Line Number | Item Type | Product Category | Product ID | Description | | Quantity L | nit Net Price / Limit | Product Cat | tegory Description | | Currency | Option T |
| Ē | | | | | | | | | | | | | |
| 6 | • 1 | Material | 48500 | 4853730800 | DETERGENT, DISINFECTAN | T, NEUTRAL | 4 G/ | L 29.99 | JANITORIAL | L SUPPLIES, GENERAL LINE | | USD | |
| | • <u>1</u> • <u>2</u> | Material Material | 48500 48500 | 4853730800 4858680135 | DETERGENT, DISINFECTAN SOAP, LIQUID FOR DISPENS | T, NEUTRAL SER W/ ALOE | 4 G/ 3 CS | L 29.99 E 33.99 | JANITORIAL | L SUPPLIES, GENERAL LINE | | USD USD | |
| | • <u>1</u> • <u>2</u> • <u>3</u> | Material Material Material | 48500 48500 64075 | 4853730800 4858680135 6407560045 | DETERGENT, DISINFECTAN SOAP, LIQUID FOR DISPENS PAPER TOILET SINGLEFOLD | T. NEUTRAL SER W/ ALOE D 250/PK 36 PK/CS | 4 G/ 3 CS 15 CS | E 29.99 E 33.99 E 36.99 | JANITORIAL JANITORIAL TOILET TISS | L SUPPLIES, GENERAL LINE L SUPPLIES, GENERAL LINE SUES, PAPER TOWELS, AND TOILET SEAT COV | /ERS | USD USD USD | |
| | • <u>1</u> • <u>2</u> • <u>3</u> • <u>4</u> | Material Material Material Material | 48500 48500 64075 66524 | 4853730800 4858680135 6407560045 6652452804 | DETERGENT, DISINFECTAN SOAP, LIQUID FOR DISPENS PAPER TOILET SINGLEFOLD 413 BAGS TRASH LINER BI | T. NEUTRAL SER W/ ALOE D 250/PK 36 PK/CS LK 44 GAL 125/CS | 4 G/ 3 CS 15 CS 3 CS | L 29.99 E 33.99 E 36.99 E 35.99 | JANITORIAL JANITORIAL TOILET TISS BAGS AND | L SUPPLES, GENERAL LINE L SUPPLES, GENERAL LINE SUES, PAPER TOWELS, AND TOILET SEAT COV LINERS, PLASTIC: GARBAGE CAN LINERS, JAT | /ERS NITOR CART L | USD USD USD USD | |
| | • <u>1</u> • <u>2</u> • <u>3</u> • <u>4</u> | Material Material Material Material | 48500 48500 64075 66524 | 4853730800 4858680135 6407560045 6652452804 | DETERGENT, DISINFECTAN SOAP, LIQUID FOR DISPENS PAPER TOILET SINGLEFOLD 413 BAGS TRASH LINER BI | T. NEUTRAL SER W/ ALOE D 250/PK 36 PK/CS LK 44 GAL 125/CS | 4 G) 3 CS 15 CS 3 CS | L 29.99 E 33.99 E 36.99 E 35.99 | JANITORIAL JANITORIAL TOILET TISS BAGS AND | L SUPPLIES, GENERAL LINE L SUPPLIES, GENERAL LINE SUES, PAPER TOWELS, AND TOILET SEAT COV LINERS, PLASTIC: GARBAGE CAN LINERS, JAI | /ERS NITOR CART L | USD USD USD USD | |
| | • <u>1</u> • <u>2</u> • <u>3</u> • <u>4</u> | Material Material Material Material | 48500 48500 64075 66524 | 4853730800 4858680135 6407560045 6652452804 | DETERGENT, DISINFECTAN SOAP, LIQUD FOR DISPEN: PAPER TOILET SINGLEFOLI 413 BAGS TRASH LINER BI | T. NEUTRAL SER W/ ALOE D 250/PK 36 PK/CS LK 44 GAL 125/CS | 4 G/ 3 CS 15 CS 3 CS | E 29.99 E 33.99 E 36.99 E 35.99 | JANITORIAL JANITORIAL TOILET TISS BAGS AND | L SUPPLES, GENERAL LINE L SUPPLES, GENERAL LINE SUES, PAPER TOWELS, AND TOILET SEAT COV LINERS, PLASTIC: GARBAGE CAN LINERS, JAI | /ERS NITOR CART L | USD USD USD | |
| | • <u>1</u> • <u>2</u> • <u>3</u> • <u>4</u> | Material Material Material Material | 48500 48500 64075 66524 | 4853730800 4858680135 6407560045 6652452804 | DETERGENT, DISINFECTAN SOAP, LIQUD FOR DISPEN. PAPER TOILET SINGLEFOLI 413 BAGS TRASH LINER BI | T. NEUTRAL SER W/ ALOE D 250/PK 36 PK/CS LK 44 GAL 125/CS | 4 G/ 3 CS 15 CS | L 29.99 E 33.99 E 36.99 E 35.99 | JANITORIAL JANITORIAL TOILET TISS BAGS AND | L SUPPLIES, GENERAL LINE L SUPPLIES, GENERAL LINE SUES, PAPER TOWELS, AND TOILET SEAT COV LINERS, PLASTIC: GARBAGE CAN LINERS, JAI | /ERS NITOR CART L | USD USD USD | |
| | • <u>1</u> • <u>2</u> • <u>3</u> • <u>4</u> | Material Material Material Material | 48500 48500 64075 66524 | 4853730800 4858680135 6407560045 6652452804 | DETERGENT, DISINFECTAN SOAP, LIQUD FOR DISPEN: PAPER TOILET SINGLEFOLI 413 BAGS TRASH LINER BI | T. NEUTRAL SER W/ ALOE D 250/PK 36 PK/CS LK 44 GAL 125/CS | 4 G/ 3 C5 15 C5 | L 29.99 E 33.99 E 36.99 E 35.99 | JANITORIAL JANITORIAL TOILET TISS BAGS AND | L SUPPLIES, GENERAL LINE L SUPPLIES, GENERAL LINE SUES, PAPER TOWELS, AND TOILET SEAT COV LINERS, PLASTIC: GARBAGE CAN LINERS, JAI | /ERS NITOR CART L | USD USD USD | |

Preview of Shopping Cart in pdf format. You may choose to *Print* or *Save* to your computer.

| Image: Second | Cart.pdf - iew Win | Adobe Reader | | | | | | |
|--|------------------------------------|--|---|-------------------------------|---|--|---|---|
| Request for Quest Shepping Carl Number: 1000545657 SC Name: 17350013735570010054657N04 SC Dat: 10202015 September 2000545657 SC Name: 17350013735570010054657N04 SC Dat: 10202015 Delivery Address:: LAUSD Cole 9715 FIXEFT EL 2005 ANOELES CA 90021 Mathematical and this shickness supplier Product Mauber : Supplier Product Mauber : Supplier Product Mauber : Supplier Product Mauber : Supplier Product Namber : Supplier Product Namber : Supplier Freduct Namber : Supplier Tex:: Supplier Product Namber : Supplier Tex:: Supplier Tex:: Supplier Tex:: Supplier Product Namber : Supplier Tex:: Supplier Tex:: | | | - 74.6% ▼ 🕂 🛤 🥯 🔯 | | | | | Co |
| Product Id Description Order Value Delivery 1 Manufacturer Product Number Sopplier Text: Sopplier Text: Sopplier Text: Description 2 Manufacturer Product Number : Sopplier Text: Sopplier Text: Description 3 Image: Text: Description Disperior Sopplier Text: Sopplier Text: Disperior Text: Disp | | | | | | | _ | |
| Requesting Person: Michael Matin Email MEM7254(gLAUSD_NET Delivery Address: LAUSD Code LAUSD Code TAUSD COD | | | Request for Qu Shopping Cart Number: 1000545657 SC Name: 1779501/187 | 10te 856/STO/1000545657/MM | SC Date: 1 | 0/20/2016 | Click Share and s | on Comment and to create, mark- end PDF files. |
| Item Product Id Description Order Quantity Unit Price per Unit Net Delivery Date 4553730800 DETERGENT, DISINFECTANT, NEUTRAL 4.000 GAL 10/20/2016 1 Manufacturer Product Number : . | Requestor Requestin Email:ME | r Details: g Person: Michael Martin 1M7254@LAUSD.NET | Delivery Address: LAUSD Code LAUSD Company Code 9TH STREET EL 835 STANFORD AVE LOS ANGELES CA 90021 USA | | Discl Unles this so http:// certify respor solicit and co solicit irrevo | a inter: s otherwise indica licitation are avail achieve lausd net/7 that (a) I am auth se on behalf of th se on behalf of th intion. I acknowled inditions applicabl attion response con cable offer to the I | ted, terms and condit able at Page/8185. By submit orized to submit this e party identified in th ge, have read and un ge, have read and un to this solicitation a stitutes a legally bind AUSD. | ions applicable to tring this RFQ. I solicitation his derstand the terms and (b) this ting. |
| 4853730800 DETERGENT, DISINFECTANT, NEUTRAL Quintity GAL Time Date 1 Manufacturer Product Number : Supplier Product Number : 10/20/2016 2 Supplier Product Number : Supplier Product Number : 10/20/2016 2 Manufacturer Product Number : Supplier Product Number : 10/20/2016 2 Manufacturer Product Number : Supplier Text: 10/20/2016 10/20/2016 3 Manufacturer Product Number : Supplier Text: 10/20/2016 10/20/2016 3 Manufacturer Product Number : Supplier Text: 10/20/2016 10/20/2016 3 Manufacturer Product Id Description Order Unit Price per Net Page 1 of 2 Supplier Text: Supplier Text: 10/20/2016 10/20/2016 10/20/2016 4 Manufacturer Product Id Description Order Unit Price per Net Delivery Supplier Text: Supplier Text: Supplier Te | Item | Product Id | Description | Order | Unit | Price per | Net | Delivery |
| 1 Manufacturer Product Number : Supplier Text: ERICA DUARTE 213-896-2700 EMD 1699@LAUSD NET. MIGUEL#ORDER FRO PLANT MANAGER 4853680135 SOAP, LIQUID FOR DISPENSER W/ ALOE 3.000 CSE 10/20/2016 2 Manufacturer Product Number : | | 4853730800 | DETERGENT, DISINFECTANT, NEUTRAL | 4.000 | GAL | C III | | 10/20/2016 |
| Supplier Text: EICA DUARTE 111-996-2700 EMD1699gLAUSD NET, MIGUEL#ORDER FRO PLANT MANAGER 4835680135 SOAP, LIQUID FOR DISPENSER W/ ALOE 3.000 CSE 10/20/2016 2 Manufacturer Product Number : | 1 | Manufacturer Product Number | er : : | | | | | |
| 2 Manufacturer Product Number : | | Supplier Text: ERICA DU 4858680135 | ARTE 213-896-2700 EMD1699@LAUSD NET, MIGUEL#ORDER FRO PLAN SOAP, LIOUID FOR DISPENSER W/ ALOE | T MANAGER 3.000 | CSE | | | 10/20/2016 |
| Item Product Id Description Order Quantity Unit Price per Value Net Value Delivery Date Supplier Text: | 2 | Manufacturer Product Numb | er : | | 1 | | 1 | |
| Supplier Text: 6407560045 PAPER TOILET SINGLEFOLD 250/PK 36 PK/CS 15.000 CSE 10/20/2016 3 Manufacturer Product Number : Page 1 of 2 Page 1 of 2 Item Product Id Description Order Unit Price per Net Delivery Supplier Product Number : Supplier Product Number : Supplier Text: 10/20/2016 Quantity Unit Price per Net Delivery Jate Supplier Product Number : 4 Manufacturer Product Number : 4 Jate Supplier Product Number : | | Supplier Product Number | : | | | | | |
| Item Product Id Description Order Quantity Unit Price per Unit Net Delivery Date Supplier Product Number : 4 Manufacturer Product Number | | Supplier Text: | | 14.000 | | | 1 | 10000014 |
| Item Product Id Description Order Quantity Unit Price per Unit Net Value Delivery Date Supplier Product Number : Supplier Text: : : 4 Manufacturer Product Number : | 3 | 6407560045 Manufacturer Product Numb | PAPER TOILET SINGLEFOLD 250/PK 36 PK/CS er : | 15.000 | CSE | | | 10/20/2016 |
| Item Product Id Description Order Quantity Unit Price per Unit Net Value Delivery Date Supplier Product Number Supplier Text: : <td:< td=""> <td:< td=""> : <t< td=""><td>I</td><td>I </td><td></td><td></td><td></td><td></td><td></td><td>Page 1 of 2</td></t<></td:<></td:<> | I | I | | | | | | Page 1 of 2 |
| Quantity Unit Value Date Supplier Product Number : Supplier Text: 6652452804 413 BAGS TRASH LINER BLK 44 GAL 125/CS 4 Manufacturer Product Number : | Item | Product Id | Description | Order | Unit | Price per | Net | Delivery |
| Supplier Product Number : Supplier Text: 6652452804 413 BAGS TRASH LINER BLK 44 GAL 125/CS 3.000 CSE 10/20/2016 4 Manufacturer Product Number : 10/20/2016 10/20/2016 | | | * | Quantity | | Unit | Value | Date |
| Supplier Text: 6652452804 413 BAGS TRASH LINER BLK 44 GAL 125/CS 3.000 CSE 10/20/2016 4 Manufacturer Product Number : : | | Supplier Product Number | 1 | | | | | |
| 4 Manfacture Product Number : 10 DAOS I RASH LINEK DLK 44 OAL 123/C3 3.000 C3E 10/20/2016 | | Supplier Text: 6652452804 | A13 BACS TRASH I THER BILL AA CAT 105/CS | 3 000 | CSE | | | 10/20/2016 |
| | 1 | Manufactures Deschart News | 415 BAG5 TRASH LIVER DER 44 GAL 123/C5 | 3.000 | Car | | | 10/20/2016 |