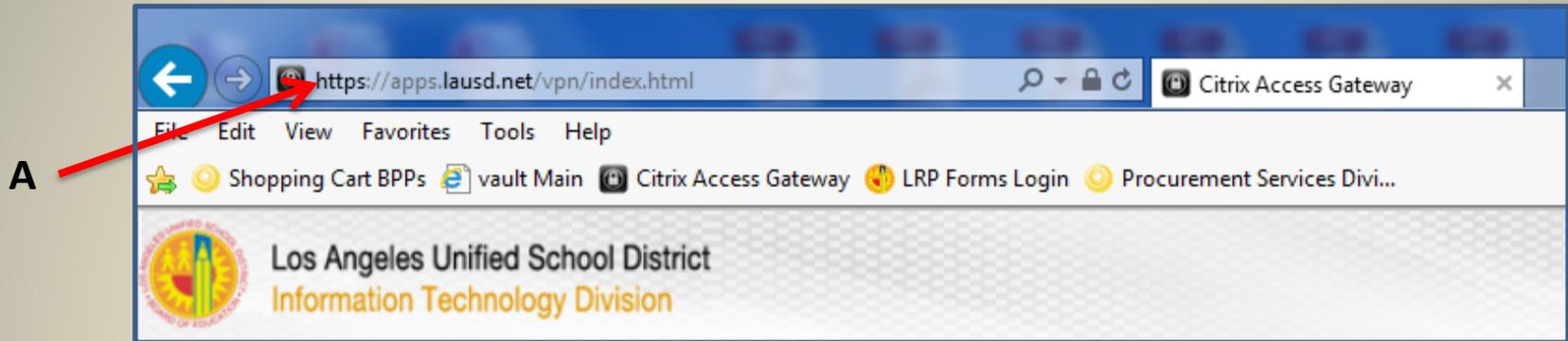




Open IE explorer. (A) Type “apps.lausd.net” in your search bar. (B) In Log on box, type your User Name and Password (SSO), and (C) click Log On button.



(A) 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*



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

The screenshot displays a procurement system interface. At the top, a navigation bar includes tabs for Home, Access Request, Accounts Payable, Accts Recv / Cash Mgmt, Asset Management, Controlling, Funds Management, General Ledger, Grants Mgmt, and Procurement / Contracts. A red arrow labeled 'A' points to the 'Procurement / Contracts' tab. Below this, a secondary navigation bar contains 'Manage Information', 'Manage Master Data', and 'Process Transactions', with a red arrow labeled 'B' pointing to 'Process Transactions'. The main content area is titled 'Manage Shopping Carts' and features a 'Detailed Navigation' sidebar on the left. In this sidebar, 'Manage Shopping Carts' is highlighted with a red box and a red arrow labeled 'C', and 'Create Shopping Cart' is also highlighted with a red box and a red arrow labeled 'D'. The main content area contains a form with the following fields: Shopping Cart Number (with a value of 1000735743), Shopping Cart Name, Item Description, Timeframe, Creation Date, Status, Role, PO Number, Product Category, Partner Product, Including Product Category Hierarchy, Bought on Behalf, Including Completed Shopping Carts, Show my Team Carts, and Smart Number.

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

Create Shopping Cart

Create Shopping Cart

Order Print Preview Close Save Check System Information Create Memory Snapshot

**A** Number 1000725731 Document Name MMARTIN007 12/08/2017 10:17 Status In Process Created On 12/08/2017 10:17:50 Created By Michael Martin

▼ General Data

Buy on Behalf of: 36558 Michael Martin

Name of shopping cart: **B** MMARTIN007 12/08/2017 10:17

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Document Changes: [Display](#)

\* FM Posting Date: 12/08/2017

DELIVER BY JUNE 30

Delivery Priority: 01

Preferred Vendor:

\* Competitive: No

\* PO Event Type: 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.

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

The image shows a software interface with two main components: a 'General Data' form and a 'Change Default Settings' dialog box.

**General Data Form:**

- Buy on Behalf of:** 36558 Michael Martin
- Name of shopping cart:** MMARTIN007 12/08/2017 10:17
- Default Settings:** [Set Values](#) (highlighted with a red box and arrow labeled 'A')
- Header Data:** [Values](#)
- Approval Process:** [Display / Edit Agents](#)
- Document Changes:** [Display](#)
- \* FM Posting Date:** 12/08/2017
- DELIVER BY JUNE 30
- Delivery Priority:** 01
- Preferred Vendor:** [Empty]
- \* Competitive:** No
- \* PO Event Type:** Other

**Change Default Settings Dialog Box:**

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:** Michael Martin
- Goods Recipient:** Michael Martin
- Product Category:** 61500 OFFICE/SCHOOL STATIONERY SUPPLIES
- Purchase Group:** Central Office
- Company Code:** LAUSD
- Location / Plant:** LAUSD LAUSD
- Unloading Point:** [Empty]

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**

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

Item: **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: **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	1853601	

**Details for Item 0001 : Finances and Funds**

**Basic Data**

\* Percentage: 100.00 Fund:

Account Assignment Category: Finances and Funds Commitment Item:

\* Cost Center: 1853601

Fund Center:

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

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**

Reset

If the item is to be delivered to a different address, enter the new address here

Name:	<input type="text" value="LAUSD Code"/>	Additional Name:	<input type="text" value="LAUSD Company Code"/>
C/O:	<input type="text" value="BELL SH"/>	Number / Extension:	<input type="text"/>
Fax Number/Extension:	<input type="text"/>	E-Mail:	<input type="text"/>
Street / House Number:	<input type="text" value="4328 BELL AVE"/>	Floor / Room:	<input type="text" value="28TH"/>
District:	<input type="text"/>	Postal Code / City:	<input type="text" value="90201"/> <input type="text" value="BELL"/>
Country:	<input type="text" value="US"/> USA	Postal Code / P.O.Box:	<input type="text"/>
		Region:	<input type="text" value="CA"/> California

OK

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

Header Data: [Values](#)

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

Document Changes: [Display](#)

FM Posting Date: 10/13/2016

I certify that, to the best of my knowledge, I have not violated any applicable State laws, rules, or Board policies regarding contracting/

### 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**

**Reset**

If the item is to be delivered to a different address, enter the new address here

Name: LAUSD Code      Additional Name: LAUSD Company Code

C/O: SOUTH EAST HIGH SCHOOL      Phone Number / Extension:

Fax Number/Extension:

Street / House Number: 2720 TWEEDY BLVD      Floor / Room: 28TH

District:      Postal Code / City: 90280 SOUTH GATE

Country: US USA      Postal Code / P.O.Box:

Region: CA California

**OK**

Line Number	Item Type	Product Category	Product	Quantity	Unit Price	Description	Unit of Measure	Delivery Date	Notes	Attachments	Account Assignment	Item Status
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
*	Undefined Item Type	61500						10/13/2016				
											<b>Total Value</b>	0.00
											<b>Tax amount</b>	0.00
											<b>Total Val. (Gross)</b>	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.

General Data

Buy on Behalf of: 36558 Michael Martin

Name of shopping cart: MMARTIN007 02/20/2018 08:55

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Document Changes: [Display](#)

\* FM Posting Date: 02/20/2018

DELIVER BY JUNE 30

Delivery Priority: 01

Preferred Vendor:

\* Con

\* PO

Approval Note

I certify that, to the applicable State law procurement activities requirements. Add Education "Buy Distr requested items for Catalog if I n the

Search: Delivery Priority

Results List: 5 results found for Delivery Priority

Delivery Priority	Description
01	Regular
02	Will Call
03	Overnight
04	Same Day
05	Future Dated

Item Overview

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product Co
▪	Undefined Item Type	61500
▪	Undefined Item Type	61500
▪	Undefined Item Type	61500
▪	Undefined Item Type	61500
▪	Undefined Item Type	61500
▪	Undefined Item Type	61500
▪	Undefined Item Type	61500
▪	Undefined Item Type	61500

1.000 0.00 OFFICE/SCHOOL STATIONERY SUPP



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

*Procurement Catalog*

[Search Criteria](#)

Keyword:   **Advanced Search**  [Hierarchy](#) [Supplier](#)

 Items in Cart: 0  
Subtotal: 0.00

Found 2914 item(s) of 2914 and showing 1 to 12

Results View: [Grid](#) Results Per Page: [12](#)

["PLEASE INITIAL" FLAGS IN DISPENSER](#)

 [Click for larger image](#)

"PLEASE INITIAL" blue tape flags approximately 1/2" wide x 2" long. 120 reusable flags in a hard plastic dispenser.

["PLEASE SIGN & DATE" FLAGS IN DISPENSER](#)

 [Click for larger image](#)

"PLEASE SIGN & DATE" yellow tape flags approximately 1/2" wide x 2" long. 120 reusable flags in a hard plastic dispenser.

**Refine Search**

**Search**

[Reset Filter](#)

Keyword:

**Hierarchy**

- [All] ✓
- ▶ ATHLETIC (112)
- ▶ AUDIO VISUAL (73)

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: [Hierarchy](#) [Supplier](#)  Items in Cart: 0 Subtotal: 0.00

Product Group: All  Item Type: All

Product ID:  Short Description:  Contains

Long Description:  Contains  Special Search Terms:  Contains

Price Information: Equals  Amount:

Found 2914 item(s) of 2914 and showing 1 to 12

Add to Cart  Compare Results View: Grid Results Per Page: 12

**Refine Search**

Search

**Hierarchy**

- [All]
- ATHLETIC (112)
- AUDIO VISUAL (73)
- COMPUTER ACCESSORIES (560)
- CUSTODIAL (436)
- EDUCATIONAL TOOLS (132)
- FIRST AID (92)
- FORMS & PUBLICATIONS (142)
- FURNITURE (74)
- HOME ECONOMICS (77)
- MUSIC (63)

**"PLEASE INITIAL" FLAGS IN DISPENSER**

 [Click for larger image](#)

"PLEASE INITIAL" blue tape flags approximately 1/2" wide x 2" long, 120 reusable flags in a hard plastic dispenser. (Each)

Product ID: 6159381114  
Order Unit: each  
Price Information: 3.52 USD

**"PLEASE SIGN & DATE" FLAGS IN DISPENSER**

 [Click for larger image](#)

"PLEASE SIGN & DATE" yellow tape flags approximately 1/2" wide x 2" long, 120 reusable flags in a hard plastic dispenser. (Each)

Product ID: 6159381124  
Order Unit: each  
Price Information: 3.52 USD

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](#)

Product Group:   Item Type:

Product ID:   Short Description:

Long Description:   Special Search Terms:

Price Information:  Amount:

Items in Cart: 4  
Subtotal: 482.35 USD

**A** [View Cart](#) [Check Out](#)

**Procurement Catalog**

Search Criteria

Keyword:  [Search](#) [Advanced Search](#) Browse By: [Hierarchy](#) [Supplier](#)

Product Group:   Item Type:

Product ID:   Short Description:

Long Description:   Special Search Terms:

Price Information:  Amount:

Items in Cart: 4  
Subtotal: 482.35 USD

[View Cart](#) [Check Out](#)

**Cart Preview**

[Transfer All](#) [Back to Search Result](#) [Recalculate](#) [Empty Cart](#) [Delete Selected Items](#)

Select Items	Quantity	Product ID	Short Description	Price Information	Total Price
<input type="checkbox"/>	20	6159381114	<a href="#">"PLEASE INITIAL" FLAGS IN DISPENSER</a>	3.52 USD	70.40 USD
<input type="checkbox"/>	20	6159381124	<a href="#">"PLEASE SIGN &amp; DATE" FLAGS IN DISPENSER</a>	3.52 USD	70.40 USD
<input type="checkbox"/>	10	4503424300	<a href="#">30 GAL CONTAINER RUBBISH W/LID, STEEL</a>	32.15 USD	321.50 USD
<input type="checkbox"/>	5	4857252100	<a href="#">340 MOPHEAD CLOTH STRING 12 OZ, 30IN</a>	4.01 USD	20.05 USD
				Grand Total:	482.35 USD

Verify items ordered

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.

## Procurement Catalog

[Search Criteria](#)

Keyword:   [Advanced Search](#) Browse By: [Hierarchy](#) [Supplier](#)

 Items in Cart: 4  
 Subtotal: 482.35 USD

A

Product Group:   Item Type:

Product ID:   Short Description:

Long Description:   Special Search Terms:

Price Information:  Amount:

### Cart Preview

Select Items	Quantity	Product ID	Short Description	Price Information	Total Price
<input type="checkbox"/>	20	6159381114	<a href="#">"PLEASE INITIAL" FLAGS IN DISPENSER</a>	3.52 USD	70.40 USD
<input type="checkbox"/>	20	6159381124	<a href="#">"PLEASE SIGN &amp; DATE" FLAGS IN DISPENSER</a>	3.52 USD	70.40 USD
<input type="checkbox"/>	10	4503424300	<a href="#">30 GAL CONTAINER RUBBISH W/LD. STEEL</a>	32.15 USD	321.50 USD
<input type="checkbox"/>	5	4857252100	<a href="#">340 MOPHEAD CLOTH STRING 12 OZ. 30IN</a>	4.01 USD	20.05 USD

Grand Total: 482.35 USD

Items will now be  
 moved from Cart  
 Preview to *Item  
 Overview table*

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.

The screenshot displays a software interface with two main sections. The top section, titled 'Item Overview', contains a table with columns: Line Number, Item Type, Product Category, Product ID, Description, Quantity, Unit, Net Price / Limit, and Product Category Description. The first row is highlighted in yellow and contains the following data: Line Number: 1, Item Type: Material, Product Category: 61000, Product ID: 6159381344, Description: "PLEASE SIGN & RETURN" FLAG IN DISPENSER, Quantity: 5 EA, Unit: EA, Net Price / Limit: 3.52, Product Category Description: OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES. A red arrow labeled 'A' points to the 'Details' button in the toolbar above the table.

The bottom section, titled 'Details for item 1 "PLEASE SIGN & RETURN" FLAG IN DISPENSER', has several tabs: 'Item Data', 'Account Assignment', 'Items', 'Delivery Address/Performance Location', and 'Sources of Supply / Service'. A red arrow labeled 'D-b' points to the 'Account Assignment' tab. The 'Account Assignment' tab is active and shows a 'Cost Distribution' table with columns: Number, Accounting Line Number, Percentage, Account Assignment Category, Assign Number, and Account Assignment Description. The first row is highlighted in yellow and contains: Number: 0001, Accounting Line Number: (blank), Percentage: 100.00, Account Assignment Category: Finances and Funds, Assign Number: 1050901, Account Assignment Description: Contract Admin. A red arrow labeled 'C' points to the 'Details' button in the toolbar above this table.

Below the 'Cost Distribution' table is a section titled 'Details for Item 0001 : Finances and Funds'. It contains several form fields:
 

- \* Percentage: 100.00
- Account Assignment Category: Finances and Funds
- \* Cost Center: 1050901 (Contract Admin)
- Fund Center: 1050901
- Grant: NOT\_RELEVANT (NOT\_RELEVANT)
- Functional Area: (blank)
- Controlling Area: 1000
- General Ledger Account: 430001
- Business Area: (blank)

 A red arrow labeled 'D-a' points to the 'General Ledger Account' field. On the right side of this section, there are additional fields: Fund: (blank), Commitment Item: 430001 (General Supplies), and Unfunded Accounting Line: (checkbox).

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.

**A** Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description
1	Material	61000	6159381344	"PLEASE SIGN & RETURN" FLAG IN DISPENSER	5	EA	3.52	OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES
2	Material	45000	4503424300	30 GAL CONTAINER RUBBISH W/LID, STEEL	5	EA	32.15	HARDWARE AND RELATED ITEMS
3	Material	48500	4857252100	340 MOPHEAD CLOTH STRING 12 OZ, 30IN	10	EA	4.01	JANITORIAL SUPPLIES, GENERAL LINE

**B** Details for item 1 "PLEASE SIGN & RETURN" FLAG IN DISPENSER

Item Data **A** Assignments **B** Notes and Attachments Delivery Address/Performance Location

**C** Notes

Clear

Category	Description
	-Empty-
Supplier Text	-Empty-
Internal Note	-Empty-

**D** Add Supplier Text

Supplier Text: FIRST and LAST NAME SCHOOL PHONE# EMAIL ADDRESS (First line gets printed on label)

**E** OK Cancel

Enter all information on one line if possible



**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

Number: [redacted] Document Name: MMARTIN007 02/20/2018 09:57 Status: In Process Created On: 02/20/2018 09:57:09 Created By: Michael Martin

▼ General Data

Buy on Behalf of:  Michael Martin

Name of shopping cart:

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Budget: [Display](#)

Document Changes: [Display](#)

\* FM Posting Date:

DELIVER BY JUNE 30

Delivery Priority:

Preferred Vendor:

\* Competitive:  ▼

\* PO Event Type:

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.



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

Shopping Cart

### Display Shopping Cart

Number 1000545657 Document 01/187856/STO/1000545657/MM Status Approved Created On 10/20/2016 14:33:48 Created By Michael Martin

▼ General Data

Buy on Behalf of:  Michael Martin

Name of shopping cart:

Header Data: [Values](#)

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

Budget: [Display](#)

Document Changes: [Display](#)

Commitment Documents: [Display](#)

FM Posting Date:

Delivery Priority:

Preferred Vendor:

Competitive:

PO Event Type:

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**

Number: 1000545657 Document Name: 1779501/187856/STO/1000545657/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

Delivery Priority: 01  
 Preferred Vendor:   
 PO:

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.

**Details for item 1 DETERGENT, DISINFECTANT, NEUTRAL**

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location

History

View: United States Dollar

Document	Back-End Document Number	Document Number	Status
Shopping Cart		<a href="#">1000545657/1</a>	Follow-on Document Created
<a href="#">Purchase Order</a>	4600121442/10		

**Details for item 1 DETERGENT, DISINFECTANT, NEUTRAL**

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview **Related Documents**

History

View: United States Dollar

Document	Back-End Document Number	Document Number	Status	Name	Date	Quantity	Unit	Net Value	Currency
Shopping Cart		<a href="#">1000545657/1</a>	Follow-on Document Created	DETERGENT, DISINFECTANT, NEUTRAL	10/20/2016		4 GAL	119.96 USD	
<a href="#">Purchase Order</a>	4600121442/10			Total			4 GAL	119.96 USD	
				DETERGENT, DISINFECTANT, NEUTRAL	10/20/2016		4 GAL	119.96 USD	
				Total			4 GAL	119.96 USD	

**A** points to the "Related Documents" tab in the second window.

**B** points to the "Purchase Order" link in the first window's table.

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.

**A** →

Shopping Cart

**Display Shopping Cart**

Print Preview Close Refresh Copy System Information Create Memory Snapshot

Number 1000545657 Document Name 1779501/187856/STO/1000545657/MM Status Approved Created On 10/20/2016 14:33:48 Created By Michael Martin

**General Data**

Buy on Behalf of: 38558 Michael Martin Approval Note

Name of shopping cart: 1779501/187856/STO/1000545657/MM

Header Data: Values

Approval Process: Display / Edit Agents

Budget: Display

Document Changes: Display

Commitment Documents: Display

FM Posting Date: 10/20/2016

Delivery Priority: 01

Preferred Vendor:

Competitive: No

PO Event Type: Other

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.

**Item Overview**

Details Add Item Copy Paste Duplicate Delete Create Confirmation Create Invoice Process All Items

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Currency	Option Type	Order Type
1	Material	48500	4853730800	DETERGENT, DISINFECTANT, NEUTRAL	4	GAL	29.99	JANITORIAL SUPPLIES, GENERAL LINE	USD		
2	Material	48500	4850680135	SOAP, LIQUID FOR DISPENSER W/ ALOE	3	CSE	33.99	JANITORIAL SUPPLIES, GENERAL LINE	USD		
3	Material	64075	6407560045	PAPER TOILET SINGLEFOLD 250/PK 36 PK/CS	15	CSE	36.99	TOILET TISSUES, PAPER TOWELS, AND TOILET SEAT COVERS	USD		
4	Material	66524	6652452804	413 BAGS TRASH LINER BLK 44 GAL 125/CS	3	CSE	35.99	BAGS AND LINERS, PLASTIC: GARBAGE CAN LINERS, JANITOR CART L	USD		

Do you want to open or save Shopping\_Cart.pdf (26.4 KB) from srm.lausd.net?

Open Save Cancel

**B** →

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

Shopping\_Cart.pdf - Adobe Reader

File Edit View Window Help

1 / 2 74.6%

Comment

**Request for Quote**

Shopping Cart Number: **1000545657** | SC Name: 1779501/187856/STO/1000545657/MM | SC Date: 10/20/2016

**Requestor Detail:**  
 Requesting Person: Michael Martin  
 Email: MEM7254@LAUSD.NET

**Delivery Address:**  
 LAUSD Code  
 LAUSD Company Code  
 9TH STREET EL  
 835 STANFORD AVE  
 LOS ANGELES CA 90021  
 USA

**Disclaimer:**  
 Unless otherwise indicated, terms and conditions applicable to this solicitation are available at <http://achieve.lausd.net/Page8185>. By submitting this RFQ, I certify that (a) I am authorized to submit this solicitation response on behalf of the party identified in this solicitation. I acknowledge, have read and understand the terms and conditions applicable to this solicitation and (b) this solicitation response constitutes a legally binding, irrevocable offer to the LAUSD.

Item	Product Id	Description	Order Quantity	Unit	Price per Unit	Net Value	Delivery Date
1	4853730800	DETERGENT, DISINFECTANT, NEUTRAL	4.000	GAL			10/20/2016
	<b>Manufacturer Product Number :</b>						
	<b>Supplier Product Number :</b>						
<b>Supplier Text:</b> ERICA DUARTE 213-896-2700 EMD1699@LAUSD.NET, MIGUEL@ORDER.FRO PLANT MANAGER.							
2	4858680135	SOAP, LIQUID FOR DISPENSER W/ ALOE	3.000	CSE			10/20/2016
	<b>Manufacturer Product Number :</b>						
	<b>Supplier Product Number :</b>						
<b>Supplier Text:</b>							
3	6407560045	PAPER TOILET SINGLEFOLD 250/PK 36 PK/CS	15.000	CSE			10/20/2016
	<b>Manufacturer Product Number :</b>						

Page 1 of 2

Item	Product Id	Description	Order Quantity	Unit	Price per Unit	Net Value	Delivery Date
4	<b>Supplier Product Number :</b>						
	<b>Supplier Text:</b>						
	6652452804	413 BAGS TRASH LINER BLK 44 GAL 125/CS	3.000	CSE			10/20/2016
<b>Manufacturer Product Number :</b>							