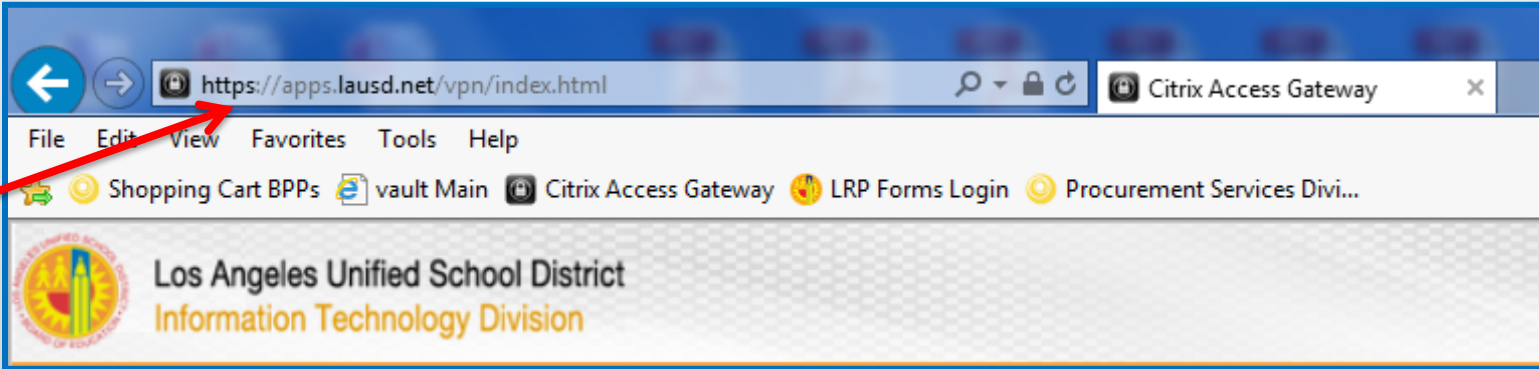


Shopping Cart Ordering Process for Computers



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




https://apps.lausd.net/vpn/index.html

File Edit View Favorites Tools Help

Shopping Cart BPPs vault Main Citrix Access Gateway LRP Forms Login Procurement Services Divi...

 **Los Angeles Unified School District**
Information Technology Division

Welcome
Please log on to continue.



User name:

Password:

Log On

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? [Get Support](#)

B

C

(A) Please 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, please (A) Click *Procurement Contracts* Tab.
(B) Click *Process Transactions*. (C) Click *Manage Shopping Carts*.
(D) Click *Create Shopping Cart*.

The screenshot displays the PSD Shopping Cart Ordering Process 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'. A red arrow labeled 'B' points to the 'Process Transactions' tab. 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'. Below it, the 'Services' section contains a link for 'Create Shopping Cart', which is also highlighted with a red box and a red arrow labeled 'D'. The main content area on the right contains a form for creating or managing shopping carts, with fields for Shopping Cart Number, Name, Description, Timeframe, Creation Date, Status, Role, PO Number, Product Category, Partner Product, and various checkboxes for product hierarchy, bought on behalf, and team carts.

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

The screenshot shows the 'Create Shopping Cart' SAP interface. A red arrow labeled 'A' points to the 'Number' field, which contains '1000725731'. Another red arrow labeled 'B' points to the 'Name of shopping cart' field, which contains 'MMARTIN007 12/08/2017 10:17'. The interface includes a header bar with the title 'Create Shopping Cart' and a toolbar with buttons: Order, Print Preview, Close, Save, Check, System Information, and Create Memory Snapshot. Below the header, a status bar displays: Number 1000725731, Document Name MMARTIN007 12/08/2017 10:17, Status In Process, Created On 12/08/2017 10:17:50, and Created By Michael Martin. The main area is titled 'General Data' and contains several input fields and links. On the left, there are links for 'Set Values', 'Values', 'Display / Edit Agents', and 'Display'. The 'Buy on Behalf of' field is set to '36558' and 'Michael Martin'. The 'Name of shopping cart' field is highlighted with a red box and arrow 'B'. The 'Approval Process' link is 'Display / Edit Agents'. The 'Document Changes' link is 'Display'. The '* FM Posting Date' field is '12/08/2017'. There is a checkbox for 'DELIVER BY JUNE 30'. On the right, there is an 'Approval Note' section with a large text area and a checkbox for a certification statement. The certification statement reads: '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.'

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 screenshot shows a software interface with a 'General Data' window and a 'Change Default Settings' window.

General Data Window:

- 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 a red 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:
- * Competitive: No
- * PO Event Type: Other

Change Default Settings Window:

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:

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 **A** **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 **B** **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 **C**

Fund Center:

Grant:

Functional Area: 1110-1000-10183 **D**

Controlling Area:

General Ledger Account: 430001 **E**

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** ← **A**

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:	BELL SH ← B	Number / Extension:	
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 California

OK ← **C**

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: E-Mail:

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

Item Overview

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product Category	Product	Quantity	Unit Price	Total Price	Unit of Measure	Delivery Date	Notes	Attachments	Account Assignment	Item Status
1	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
2	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
3	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
4	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
5	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
6	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
7	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
8	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
9	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
10	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
11	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
12	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
13	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
14	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
15	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
16	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
17	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
18	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
19	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
20	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
21	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
22	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
23	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
24	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
25	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
26	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
27	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
28	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
29	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
30	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
31	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
32	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
33	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
34	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
35	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
36	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
37	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
38	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
39	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
40	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
41	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
42	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
43	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
44	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
45	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
46	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
47	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
48	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
49	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
50	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
51	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
52	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
53	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
54	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
55	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
56	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
57	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
58	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
59	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
60	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
61	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
62	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
63	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
64	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
65	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
66	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
67	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
68	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
69	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
70	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
71	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
72	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
73	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
74	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
75	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
76	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
77	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
78	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
79	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
80	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
81	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
82	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
83	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
84	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
85	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
86	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
87	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
88	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
89	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
90	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
91	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
92	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
93	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
94	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
95	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
96	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
97	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
98	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
99	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
100	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
101	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
102	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
103	Undefined Item Type	61500		1.000	0.00	0.00	USD	10/13/2016				
104	Undefined Item Type	61500		1.000								

5. (A) Click on the option box to open search for the Preferred Vendor. (B) On the 2nd search line, Search Item 1, enter a wildcard search *VENDOR'S NAME*. (C) Click Search

The screenshot displays the 'Create Shopping Cart' application interface. The main window shows the 'General Data' tab with fields for 'Buy on Behalf of', 'Name of shopping cart', 'Default Settings', 'Header Data', 'Approval Process', 'Document Changes', and '* FM Posting Date'. A red arrow labeled 'A' points to the 'Preferred Vendor' dropdown menu. A second window, 'Search: Preferred Vendor', is open in the foreground. It contains a 'Search Criteria' section with a 'Further Search Helps' dropdown set to 'Supplier'. Below this are four search lines, each with a dropdown menu and a search type selector (all set to 'is'). A red arrow labeled 'B' points to the second search line, where the text '*AREY*' is entered. A third red arrow labeled 'C' points to the 'Search' button at the bottom left of the dialog box. The dialog box also includes a 'Maximum Number of Results' field set to 500 and a 'Set to Default' button.

Create Shopping Cart

History Back Forward

Create Shopping Cart

Order Print Preview Close Save Check System Information Create Memory Snapshot

Number 1000541565 Document Name MMARTIN007 10/13/2016 08:57 Status In Process Created On 10/13/2016 08:57:08 Created By Michael Martin

General Data

Buy on Behalf of: 36558 Michael Martin

Name of shopping cart: MMARTIN007 10/13/2016 08:57

Default Settings: Set Values

Header Data: Values

Approval Process: Display / Edit Agents

Document Changes: Display

* FM Posting Date: 10/13/2016

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.

Delivery Priority: 01

Preferred Vendor:

* Competitive: No

* PO Event Type: Other

Search: Preferred Vendor

Search Criteria

Further Search Helps: Supplier

Business Partner is

Search term 1 is *AREY*

Search term 2 is

Name 1/last name is

☒ Maximum Number of Results: 500

Search Set to Default

6. (A) Select the line with the correct vendor number.

Search: Preferred Vendor

Search Criteria

Further Search Helps:

Business Partner

Search term 1

Search term 2

Name 1/last name

☒ Maximum Number of Results:

Results List: 3 results found for Preferred Vendor

	BusinessPartner	Name	Name 2	C...	Region	Postal Code	City
<input type="checkbox"/>	1000000280	JUDITH R CAREY-FISHER	DBA CAREY & ASSOCIATES	US	CA	90815	LONG BEACH
<input checked="" type="checkbox"/>	1000004373	AREY-JONES EDUCATIONAL	SOLUTIONS	US	CA	92101	SAN DIEGO
<input type="checkbox"/>	00011728	ALWAZ CAREY		US	CA	90212	BEVERLY HILLS

< >


7. (A) Preferred Vendor field is now filled with the vendor number.

Create Shopping Cart

Order | Print Preview | Close | Save | Check | System Information | Create Memory Snapshot

Number 1000750904 Document Name MMARTIN007 02/12/2018 14:28 Status In Process Created On 02/12/2018 14:28:21 Created By Michael Martin

▼ General Data

Buy on Behalf of: 36558  Michael Martin


Name of shopping cart: MMARTIN007 02/12/2018 14:28

Default Settings: [Set Values](#)

Header Data: [Values](#)

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


Document Changes: [Display](#)


* FM Posting Date: 02/12/2018 

☐ DELIVER BY JUNE 30


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.

Delivery Priority: 01 

Preferred Vendor: 1000004373 x 

* Competitive: No ▼

* PO Event Type: Other 

A →

8. (A) Click *Add Item*. (B) Select and Click *With Free Description*.

[illegible]

9. (A) Enter Part Number and Description from Vendor quote in the Description field
(B) Click on the Option Box inside the Product Category field.

Add Item with Free Description

Product Type: Material

* Description: HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB

Internal Note:

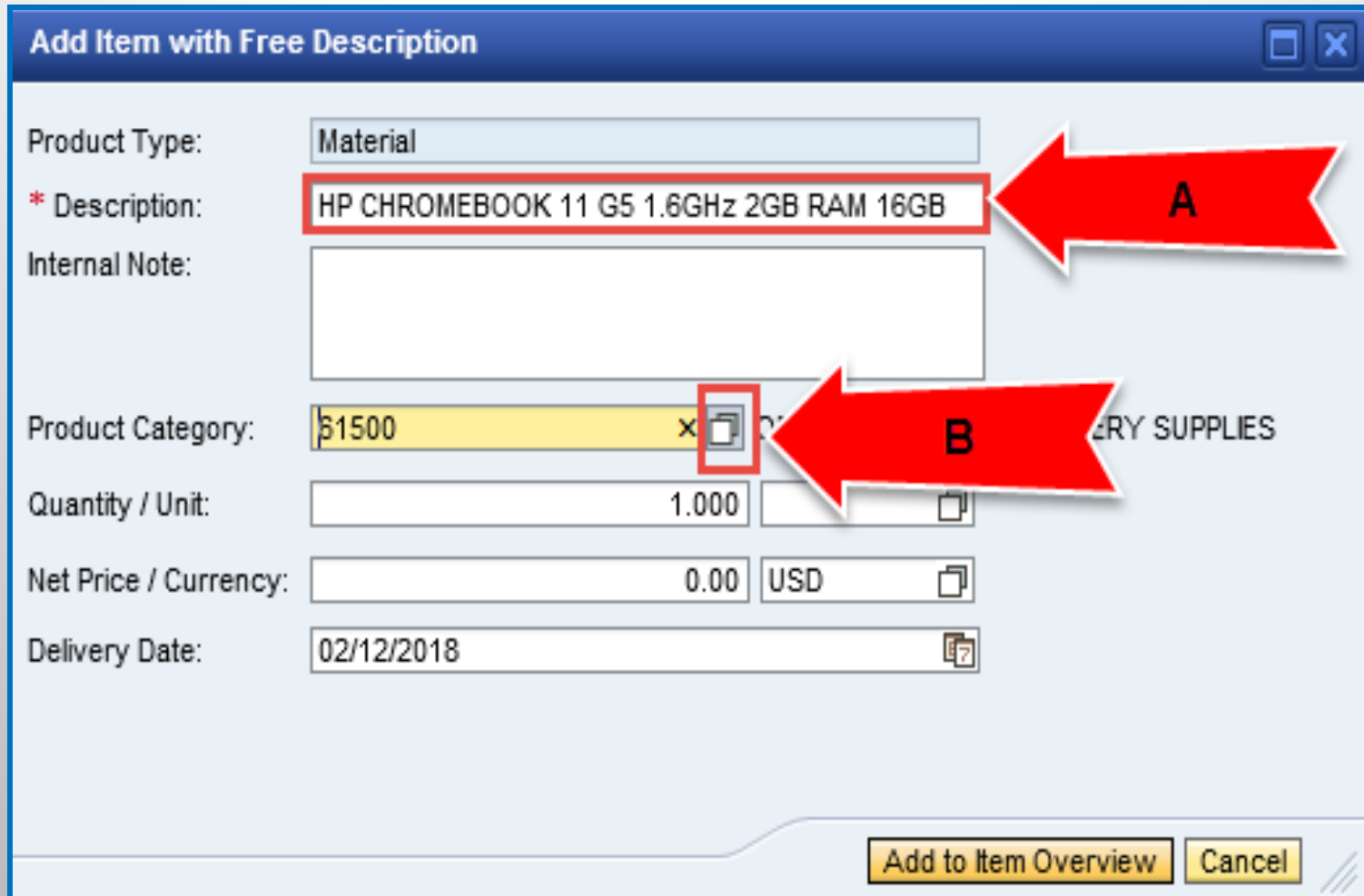
Product Category: 31500 x [Option Box] CRY SUPPLIES

Quantity / Unit: 1.000

Net Price / Currency: 0.00 USD

Delivery Date: 02/12/2018

Add to Item Overview Cancel



10. (A) Under the Search Product Category window in the *Description Field*, type description of the purchase, **Chrome**.
(B) Click *Start Search* to search using an alphabetic string.

The screenshot shows a software interface for adding items. The main window is titled "Add Item with Free Description". It contains fields for "Product Type" (set to "Material"), "* Description:" (empty), "Internal Note:" (empty), and "Product Category:" (set to "61500" with a dropdown arrow, and "OFFICE/SCHOOL STATIONERY SUPPLIES" listed below). A "Search Product Category" dialog box is overlaid on top. It has a "Display As:" dropdown set to "Flat List". A note states: "Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling." The dialog has fields for "Product Category ID:", "Description:" (containing "*chrome*", highlighted with a red box and a red arrow labeled "A"), and "Logical System:" (with a dropdown arrow). There is a checkbox "Restrict Number of Value List Entries" which is checked, and a field next to it set to "500". At the bottom left of the dialog is a "Start Search" button (highlighted with a red box and a red arrow labeled "B"). At the bottom right are "OK" and "Cancel" buttons.

- 11. (A) Highlight the correct Product Category ID and description .
(B) Click *OK* to close Search Product Category window.**

Search Product Category

Display As: Flat List

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description: *CHROME*

Logical System:

☒ Restrict Number of Value List Entries

Search Result

Description	Category ID	Logical System
COMPUTERS, CHROME OS DESKTOP	20452	PR1910
COMPUTERS, CHROME OS LAPTOP	20456	PR1910

A

B

12. (A) EXAMPLE - Repeating Search to use numeric search string.
Type 204*, in the *Product Category ID* field
(B) Click *Start Search* to search using numeric string.

The screenshot shows two overlapping windows from a software application. The top window, titled 'Add Item with Free Description', has fields for 'Product Type' (set to 'Material'), '* Description' (set to 'HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB'), 'Internal Note' (empty), and 'Product Category' (set to '61500' with a dropdown arrow and the text 'OFFICE/SCHOOL STATIONERY SUPPLIES'). The bottom window, titled 'Search Product Category', has a 'Display As:' dropdown set to 'Flat List'. Below this is a note: 'Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.' The 'Product Category ID:' field contains '204*' and is highlighted with a red box and a red arrow labeled 'A'. Below it are empty fields for 'Description:' and 'Logical System:'. A checkbox 'Restrict Number of Value List Entries' is checked, with a value of '500' next to it. At the bottom of this window are 'Start Search' and 'Reset' buttons, with 'Start Search' highlighted by a red box and a red arrow labeled 'B'. At the very bottom right of the 'Search Product Category' window are 'OK' and 'Cancel' buttons.

- 13. (A) Select the correct Product Category ID and description.
(B) Click *OK* to close Search Product Category window.**

Search Product Category

Display As: Flat List

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Product Category ID: 204*

Description:

Logical System:

☒ Restrict Number of Value List Entries 500

Start Search Reset

Search Result

Description	Cate...	Logica...
COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	20400	PR1910
CABLES: PRINTER, DISK, NETWORK, ETC.	20413	PR1910
COMPUTERS, DESKTOP \$500 BELOW	20451	PR1910
COMPUTERS, CHROME OS DESKTOP	20452	PR1910
COMPUTERS, DESKTOP OR TOWERBASED	20453	PR1910
LAPTOP, NOTEBOOK, PORTABLE COMPUTER	20454	PR1910
MICROCOMPUTER, SERVER, MAINFRAME	20455	PR1910
COMPUTERS, CHROME OS LAPTOP	20456	PR1910
COMPUTERS, LAPTOP \$500 BELOW	20459	PR1910
NETWORK COMPONENTS: ADAPTOR CARDS, BRIDGES, CONNECTO...	20464	PR1910
TOUCHSCREEN, TABLET	20468	PR1910
PRINTERS, LASER	20477	PR1910

OK Cancel

14. Update the, (A) *Quantity /Unit* and (B) *Net Price/Currency*.
(C) For Delivery Date, please use the Vendor's committed date of delivery.
(D) Click *Add to Item Overview* to close this window and return to shopping cart. Repeat as necessary for additional items.

Add Item with Free Description

Product Type:

* Description:

Internal Note:

Product Category:

Quantity / Unit:

Net Price / Currency:

Delivery Date:

A **B** **C**

D

15. (A) Item Overview area after adding Taxable line item. Repeat this process for all items purchased.

Create Shopping Cart

Order Print Preview Close Save Check System Information Create Memory Snapshot

Number 1000751292 **Document Name** MMARTIN007 02/13/2018 10:20 **Status** In Process **Created On** 02/13/2018 10:20:37 **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.

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier	Per	Delivery Date	Notes	Attache
1	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	COMPUTERS, CHROME OS LAPTOP	None		1 02/13/2018	0	0
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1 02/13/2018	0	0
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1 02/13/2018	0	0
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES			1 02/13/2018	0	0

16. (A) Item Overview area after adding Non-Taxable line.

Create Shopping Cart

[Order](#)
[Print Preview](#)
[Close](#)
[Save](#)
[Check](#)
[System Information](#)
[Create Memory Snapshot](#)

Line 1: The use of the last 5 characters in field NAME2 is restricted (39 of 40)

Number 1000751292
Document Name MMARTIN007 02/13/2018 10:20
Status In Process
Created On 02/13/2018 10:20:37
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:

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.

☐ DELIVER BY JUNE 30

▼ Item Overview

[Details](#)
[Add Item](#)
[Copy](#)
[Paste](#)
[Duplicate](#)
[Delete](#)

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier
1	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	COMPUTERS, CHROME OS LAPTOP	None
2	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	None
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	

17. (A) Item Overview area after adding E-waste/Recycle fee.

Create Shopping Cart

Order | Print Preview | Close | Save | Check | System Information | Create Memory Snapshot

Line 3: The use of the last 5 characters in field NAME2 is restricted (39 of 40)

Number 1000751292 Document Name MMARTIN007 02/13/2018 10:20 Status In Process Created On 02/13/2018 10:20:37 Created By Michael Martin

General Data

Buy on Behalf of: 36558 Michael Martin

Name of shopping cart: MMARTIN007 02/13/2018 10:20

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Budget: [Display](#)

Document Changes: [Display](#)

* FM Posting Date: 02/13/2018

☐ DELIVER BY JUNE 30

Delivery Priority: 01

Preferred Vendor: 1000004373

* 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.

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier
1	Material	20456		HP CHROMEBOOK 11 G5 1.6GHZ 2GB RAM 16GB	80	EA	178.30	COMPUTERS, CHROME OS LAPTOP	None
2	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	None
3	Material	99900		E-WASTE FEE	80	EA	5.00	MISCELLANEOUS CHARGES (ALL KINDS)	None
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	

18. (A) Item Overview area after adding Bretford Cart and Item Integration Fee.

Create Shopping Cart

[Order](#)
[Print Preview](#)
[Close](#)
[Save](#)
[Check](#)
[System Information](#)
[Create Memory Snapshot](#)

Line 5: The use of the last 5 characters in field NAME2 is restricted (39 of 40)

Number 1000751292
Document Name MMARTIN007 02/13/2018 10:20
Status In Process
Created On 02/13/2018 10:20:37
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

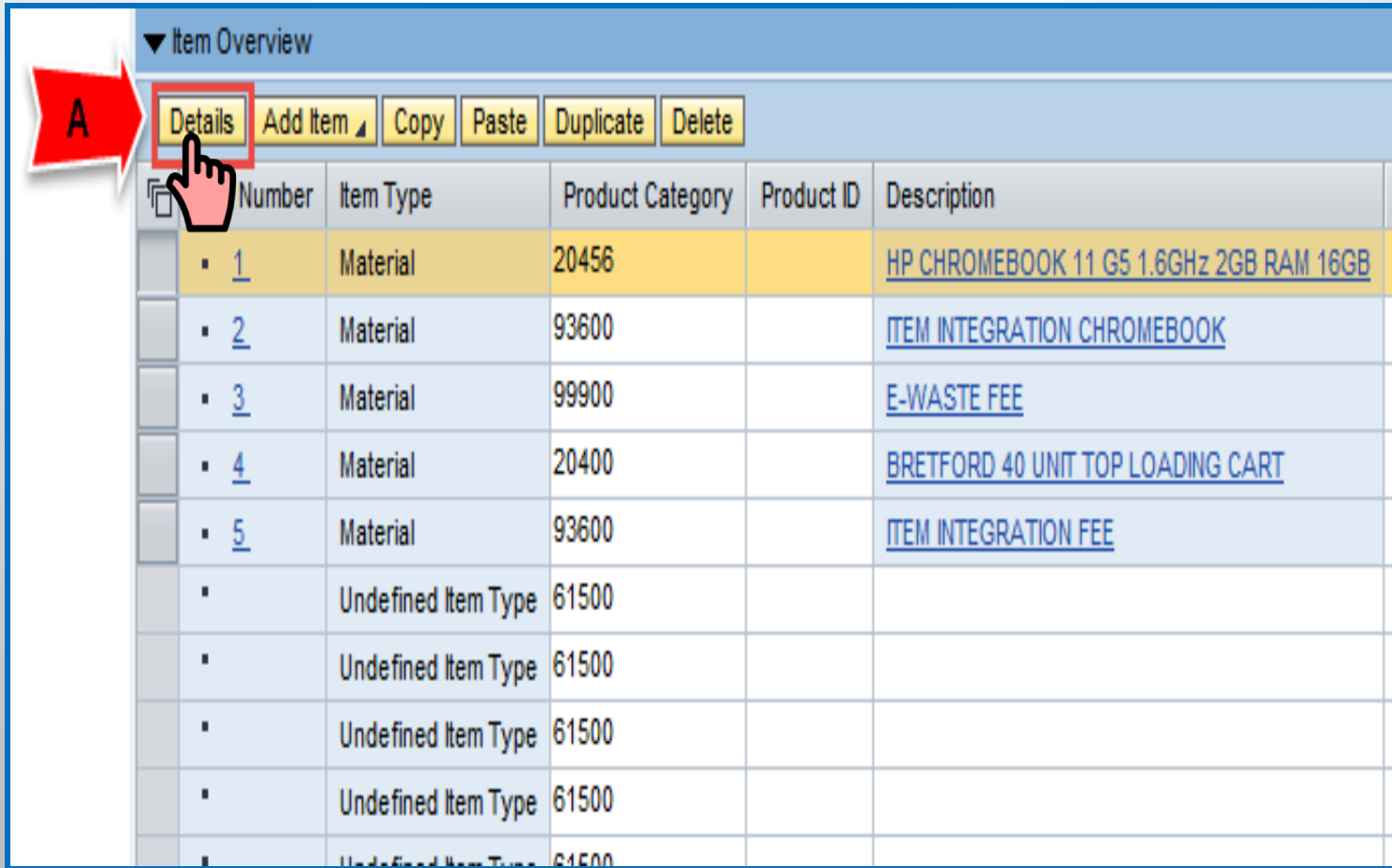
☐ I certify that, to the best of my knowledge, I have not violated any applicable State laws, rules, or Board policies regarding contracting/ procurement activities and I have not violated any conflict of interest requirements. Additionally, as part of the recently approved Board of Education "Buy District" 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.

▼ Item Overview

[Details](#)
[Add Item](#)
[Copy](#)
[Paste](#)
[Duplicate](#)
[Delete](#)

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier
1	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	COMPUTERS, CHROME OS LAPTOP	None
2	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	None
3	Material	99900		E-WASTE FEE	80	EA	5.00	MISCELLANEOUS CHARGES (ALL KINDS)	None
4	Material	20400		BRETTFORD 40 UNIT TOP LOADING CART	2	EA	1,552.50	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	None
5	Material	93600		ITEM INTEGRATION FEE	2	EA	72.50	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	None
	Undefined item type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	
	Undefined item type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES	

19. (A) Select Line 1 then Click *Details* under Item Overview to open Details Window for line items.



The screenshot shows the 'Item Overview' window. A red arrow labeled 'A' points to the 'Details' button in the toolbar. The toolbar also includes 'Add Item', 'Copy', 'Paste', 'Duplicate', and 'Delete' buttons. Below the toolbar is a table with the following columns: Number, Item Type, Product Category, Product ID, and Description.

Number	Item Type	Product Category	Product ID	Description
1	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB
2	Material	93600		ITEM INTEGRATION CHROMEBOOK
3	Material	99900		E-WASTE FEE
4	Material	20400		BRETford 40 UNIT TOP LOADING CART
5	Material	93600		ITEM INTEGRATION FEE
	Undefined Item Type	61500		
	Undefined Item Type	61500		
	Undefined Item Type	61500		
	Undefined Item Type	61500		
	Undefined Item Type	61500		

20. (A) Click on *Notes and Attachments* tab to enter Supplier Text and add Quotes or Documents.

Details for item 1 HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB

Item Data | Account A | **Notes and Attachments** | Delivery Address/Performance Location | Sources of Supply / Service Agents

Identification

Item Type: Material

Product ID:

* Description: HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16

Product Category: 20456 COMPUTERS, CHROME OS LAPTOP

Order as Direct Material: ☐

Organization

Purchasing Group: Central Office

Company Code: 1000 LAUSD

Further Properties

Supplier Product Number:

Period of Performance:

Option Type:

Manufacturer Part Number:

Currency, Values and Pricing

Order Quantity / Unit: 80 EA each

Ordered Quantity / Unit: 0.000

Open Quantity / Unit: 80 EA

Price / Currency: 178.30 USD Price

Not to Exceed Price: ☐

Not Separately Priced: ☐

Incremental Funding Active: ☐

Goods Receipt: ☐

Invoice Receipt: ☐

Goods Receipt Non-Valuated: ☐

Tax / Amount: Z1:Tax 1,355.08 USD

Service Master Record: [Display](#)

Service and Delivery

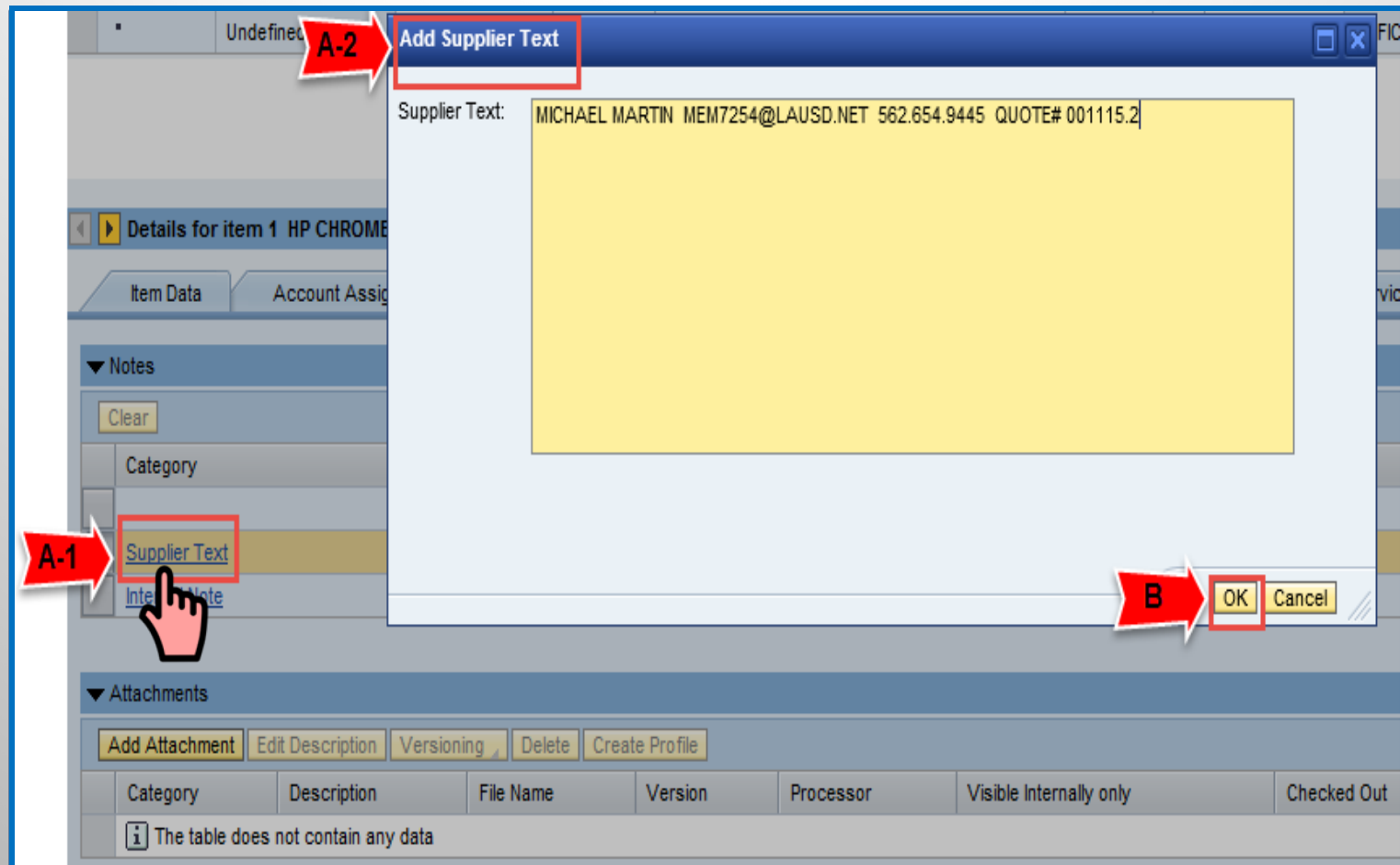
Incoterm Key/ Location:

Location / Plant: 102 LAUSD

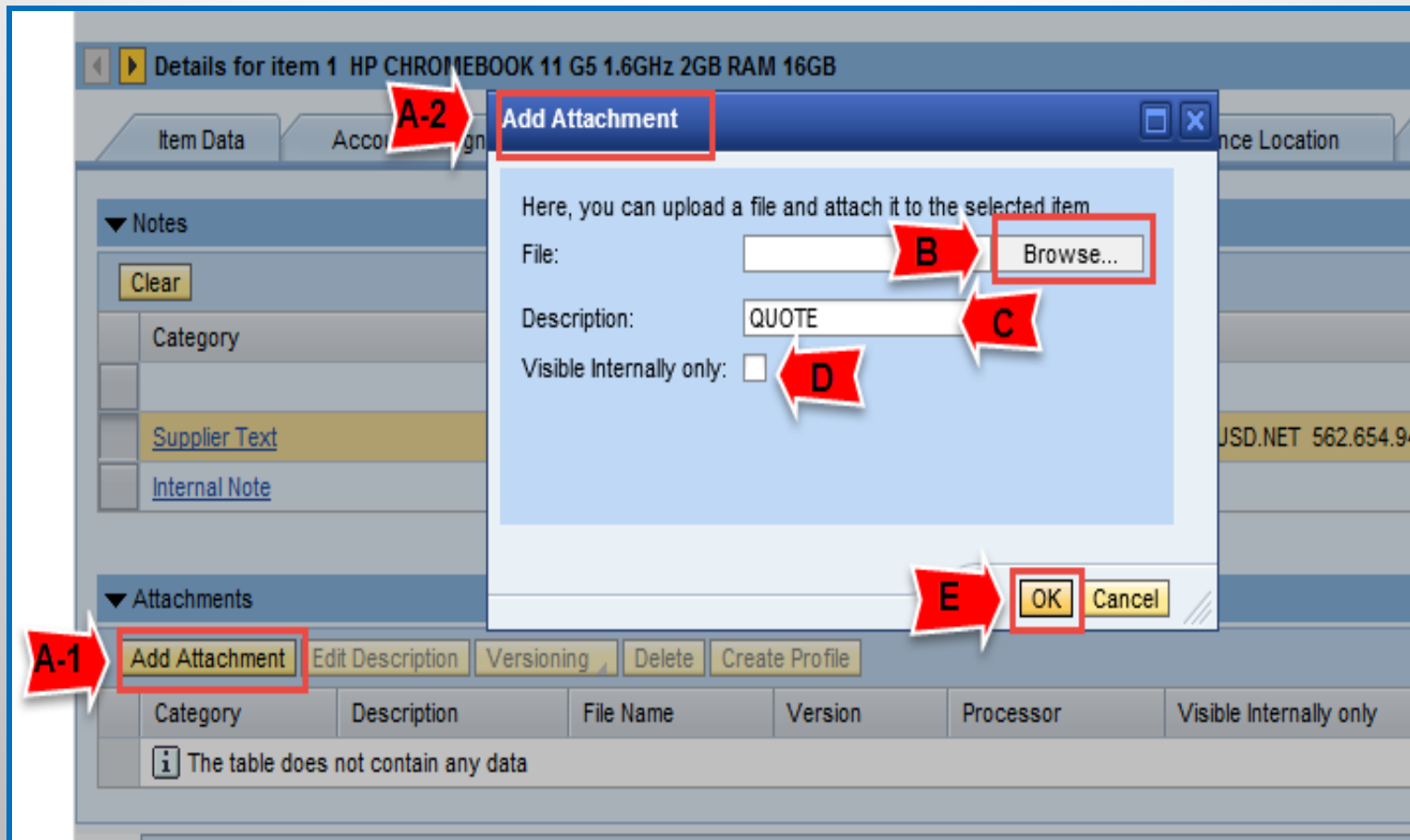
Unloading Point:

Optional Field if you would like to include Product ID number

21. (A-1) Click on *Supplier Text* Link to open (A-2) *Add Supplier Text* box. In Supplier Text box, type your name, email, school phone number, and proposal or quote number. (B) Click *OK* to close your Supplier Text box.



22. (A-1) Click on **Add Attachment** button to open (A-2) **Add Attachment** Browse box.
(B) Click **Browse** to search for the Quote or Document saved on your computer and select it. (C) In the Description field, enter: QUOTE (D) Deselect the checkmark to make the quote visible to Vendor. Leave Selected if Other documents added for District only. (E) Click **OK** when finished adding documents



23. (A) Click *Sources of Supply/ Service Agents* tab.
You will see a list of Supplier Numbers, Supplier Names, and Contract Numbers.

Details for item 1 HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB

Item Data Account Assignment Notes and Attachments Delivery Address/Performance **A** Sources of Supply / Service Agents

No supplier has been assigned; select and assign one of the following sources of supply

Sources of Supply

Assign Supplier Compare Suppliers

	Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Un
	1000004373	AREY-JONES EDUCATIONAL	4400004882	17	HP CHROME OS LAPTOP		178.30	USD	1	EA
	1000004373	AREY-JONES EDUCATIONAL	4400004883	17	LENOVO CHROME OS LAPTOP		178.30	USD	1	EA
	1000004535	TEKVISIONS, INC.	4400004887	6	HAIER CHROME OS LAPTOP		178.30	USD	1	EA
	1000012631	RITMO INVESTMENTS INC.	4400004886	6	ACER CHROMEBOX		178.30	USD	1	EA

24. (A) Highlight the line for the correct Supplier Number, Supplier Name, and Contract Item Description, that matches the detail item being purchased. (B) Click *Assign Supplier* button. Repeat this step for all line items. This line used Product Category 20456.

Details for item 1 HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents

No supplier has been assigned; select and assign one of the following sources of supply

Sources of Supply

Assign Supplier

A

Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Un
1000004373	AREY-JONES EDUCATIONAL	4400004882	17	HP CHROME OS LAPTOP		178.30	USD	1	EA
1000004373	AREY-JONES EDUCATIONAL	4400004883	17	LENOVO CHROME OS LAPTOP		178.30	USD	1	EA
1000004535	TEKVISIONS, INC.	4400004887	6	HAIER CHROME OS LAPTOP		178.30	USD	1	EA
1000012631	RITMO INVESTMENTS INC.	4400004886	6	ACER CHROMEBOX		178.30	USD	1	EA

**25. (A) Your Supplier and Contract number are now assigned to this line item.
Repeat this step as necessary for all your line items .**

Details for item 1 HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB

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

Remove Assigned Supplier

The Item Will Be Ordered from the Following Supplier:

Supplier:	1000004373	AREY-JONES EDUCATIONAL	← A →	Contract / Item:	4400004882/17
Purchasing Info Record:				Delivery Date:	02/13/2018
Location / Plant:	LAUSD	Supplier Master Record:			Display

26. (A) Highlight the line for the correct Supplier Number, Supplier Name, and Contract Item Description that matches the detail item being purchased. (B) Click *Assign Supplier* button. Repeat this step for all line items. This line used Product Category 93600.

Details for item 2 ITEM INTEGRATION CHROMEBOOK

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents

No supplier has been assigned; select and assign one of the following sources of supply

Sources of Supply

Assign Supplier **B**

Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Pe
1000002409	APPLE COMPUTER, INC.	4400002363	15	Add'l Integration Charges (non-taxable)		67.25	USD	1
1000003025	ASSI SECURITY	4400001281	1			67.25	USD	1
1000004373	AREY-JONES EDUCATIONAL	4400004885	3	INTEGRATION CHARGES		67.25	USD	1
1000004535	TEKVISIONS, INC.	4400004887	5	INTEGRATION CHARGES - NON TAXABLE		67.25	USD	1
1000006702	SYNOVIA SOLUTIONS LLC	4400001444	7			67.25	USD	1

A

You may suggest a preferred supplier to the purchasing department

Preferred Supplier: 1000004373 AREY-JONES EDUCATIONAL Supplier Master Record: [Display](#)

**27. (A) Your Supplier and Contract number are now assigned to this line item.
Repeat this step as necessary for all your line items.**

Details for item 2 ITEM INTEGRATION CHROMEBOOK

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

Remove Assigned Supplier

The Item Will Be Ordered from the Following Supplier:

Supplier:	1000004373	AREY-JONES EDUCATIONAL	← A →	Contract / Item:	4400004885/3
Purchasing Info Record:				Delivery Date:	02/13/2018
Location / Plant:	LAUSD	Supplier Master Record:		Display	

<

28. (A) Confirm the *Supplier* (Sources of Supply) was added to each line item .

Create Shopping Cart

[Order](#)
[Print Preview](#)
[Close](#)
[Save](#)
[Check](#)
[System Information](#)
[Create Memory Snapshot](#)

Number 1000751292 Document Name MMARTIN007 02/13/2018 10:20 Status In Process Created On 02/13/2018 10:20:37 Created By Michael Martin

▼ General Data

Buy on Behalf of: 36558 Michael Martin Approval Note
Name of shopping cart: MMARTIN007 02/13/2018 10:20
Default Settings: [Set Values](#)
Header Data: [Values](#)
Approval Process: [Display / Edit Agents](#)
Budget: [Display](#)
Document Changes: [Display](#)
* FM Posting Date: 02/13/2018
☐ DELIVER BY JUNE 30

Delivery Priority: 01
Preferred Vendor: 1000004373
* 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](#)

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Product Category Description	Supplier	Per
1	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	COMPUTERS, CHROME OS LAPTOP	AREY-JONES EDUCATIONAL(1000004373)	
2	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	AREY-JONES EDUCATIONAL(1000004373)	
3	Material	99900		E-WASTE FEE	80	EA	5.00	MISCELLANEOUS CHARGES (ALL KINDS)	AREY-JONES EDUCATIONAL(1000004373)	
4	Material	20400		BRETFORD 40 UNIT TOP LOADING CART	2	EA	1,552.50	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	AREY-JONES EDUCATIONAL(1000004373)	
5	Material	93600		ITEM INTEGRATION FEE	2	EA	72.50	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -	AREY-JONES EDUCATIONAL(1000004373)	
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		
	Undefined Item Type	61500			1.000		0.00	OFFICE/SCHOOL STATIONERY SUPPLIES		

(B) Confirm that your data is accurate for the items being purchased.

Create Shopping Cart

[Order](#) |
 [Print Preview](#) |
 [Close](#) |
 [Save](#) |
 [Check](#) |
 [System Information](#) |
 [Create Memory Snapshot](#)

Number 1000751292
 Document Name MMARTIN007 02/13/2018 10:20
 Status In Process
 Created On 02/13/2018 10:20:37
 Created By Michael Martin

General Data

Buy on Behalf of: <input type="text"/> 36558 Michael Martin Name of shopping cart: <input type="text"/> MMARTIN007 02/13/2018 10:20 Default Settings: Set Values Header Data: Values Approval Process: Display / Edit Agents Budget: Display Document Changes: Display * FM Posting Date: <input type="text"/> 02/13/2018 <input type="checkbox"/> DELIVER BY JUNE 30	Approval Note <div style="border: 1px solid black; height: 60px;"></div> <input type="checkbox"/> 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.
--	---

Delivery Priority:	<input type="text"/> 01
Preferred Vendor:	<input type="text"/> 1000004373
* Competitive:	<input type="text"/> No
* PO Event Type:	<input type="text"/> Other

Item Overview

[Details](#) |
 [Add Item](#) |
 [Copy](#) |
 [Paste](#) |
 [Duplicate](#) |
 [Delete](#)
[Filter Settings](#)

Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Supplier	Per	Delivery Date	Notes	Attachments	Account Assignment	Item Status
1.	Material	20456		HP CHROMEBOOK 11 GS 1.6GHz 2GB RAM 16GB	80	EA	178.30	AREY-JONES EDUCATIONAL(1000004373)	1	02/13/2018	1	0	Finances and Funds (1853601)	
2.	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	AREY-JONES EDUCATIONAL(1000004373)	1	02/13/2018	0	0	Finances and Funds (1853601)	
3.	Material	99900		E-WASTE FEE	80	EA	5.00	AREY-JONES EDUCATIONAL(1000004373)	1	02/13/2018	0	0	Finances and Funds (1853601)	
4.	Material	20400		BRETTFORD 40 UNIT TOP LOADING CART	2	EA	1,552.50	AREY-JONES EDUCATIONAL(1000004373)	1	02/13/2018	0	0	Finances and Funds (1853601)	
5.	Material	93600		ITEM INTEGRATION FEE	2	EA	72.50	AREY-JONES EDUCATIONAL(1000004373)	1	02/13/2018	0	0	Finances and Funds (1853601)	
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		
*	Undefined Item Type	61500			1.000		0.00		1	02/13/2018	0	0		

Total Value	23,294.00	USD
Tax amount	1,650.06	USD
Total Val. (Gross)	24,944.06	USD

Bundle Fee automatically populates for a DESKTOP order

Item Overview											
Details Add Item Copy Paste Duplicate Delete											
Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Per	Supplier	Item Number	
1	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	1	AREY-JONES EDUCATIONAL(1000004373)	4	
2	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	1	AREY-JONES EDUCATIONAL(1000004373)	5	
3	Material	99900		E-WASTE FEE	80	EA	5.00	1	AREY-JONES EDUCATIONAL(1000004373)	6	
4	Material	20400		BRETford 40 UNIT TOP LOADING CART	2	EA	1,552.50	1	AREY-JONES EDUCATIONAL(1000004373)	7	
5	Material	93600		ITEM INTEGRATION CART	2	EA	72.50	1	AREY-JONES EDUCATIONAL(1000004373)	8	
		20453		HP ELITE DESK 800 G3 TWR	1	EA	886.93	1			
	Undefined Item Type	61500			1.000		0.00	1			
	Undefined Item Type	61500			1.000		0.00	1			
	Undefined Item Type	61500			1.000		0.00	1			

Item Overview											
Details Add Item Copy Paste Duplicate Delete											
Line Number	Item Type	Product Category	Product ID	Description	Quantity	Unit	Net Price / Limit	Per	Supplier	Item Number	
1	Material	20456		HP CHROMEBOOK 11 G5 1.6GHz 2GB RAM 16GB	80	EA	178.30	1	AREY-JONES EDUCATIONAL(1000004373)	4	
2	Material	93600		ITEM INTEGRATION CHROMEBOOK	80	EA	67.25	1	AREY-JONES EDUCATIONAL(1000004373)	5	
3	Material	99900		E-WASTE FEE	80	EA	5.00	1	AREY-JONES EDUCATIONAL(1000004373)	6	
4	Material	20400		BRETford 40 UNIT TOP LOADING CART	2	EA	1,552.50	1	AREY-JONES EDUCATIONAL(1000004373)	7	
5	Material	93600		ITEM INTEGRATION CART	2	EA	72.50	1	AREY-JONES EDUCATIONAL(1000004373)	8	
6	Material	20453		HP ELITE DESK 800 G3 TWR	1	EA	886.93	1	None	9	
7	Material	99900		LAUSD ELA Bundle	1	EA	85.00	1	None	10	
	Undefined Item Type	61500			1.000		0.00	1			
	Undefined Item Type	61500			1.000		0.00	1			
	Undefined Item Type	61500			1.000		0.00	1			
	Undefined Item Type	61500			1.000		0.00	1			

LAUSD Bundle Fee (A) Sources of Supply tab

6	Material	20453	HP ELITE DESK 800 G3 TWR	1 EA	886.93	1	AREY-JONES EDUCATIONAL(1000004373)	9	0	0
7	Material	99900	LAUSD ELA Bundle	1 EA	85.00	1	None	11	0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0
	Undefined Item Type	61500		1.000	0.00	1			0	0

No Supplier name listed.
Line will not be included in
Purchase Order.
Do not try to alter this line.

Details for Item 7 LAUSD ELA Bundle

Item Data Account Assignment Notes and Attachments Delivery Address/Performance **A** Sources of Supply / Service Agents Approval Process Overview User-Specified Status

Remove Assigned Supplier **Uneditable**

The Item Will Be Ordered from the Following Supplier(s):

Supplier:

Purchasing Info Record:

Location / Plant: LAUSD Supplier Master Record: [Display](#)

Contract # for ITD

Contract / Item: 4400004882/11

Delivery Date: 03/29/2018

30. (A) Click *Check* to verify there are no errors. (B) Check the Certification box.

Create Shopping Cart

Order | Print Preview | **A** Check | System Information | Create Memory Snapshot

Number 1000751292 Document Name MMARTIN007 02/13/2018 10:20 Status In Process Created On 02/13/2018 10:20:37 Created By Michael Martin

▼ General Data

Buy on Behalf of: 36558 Michael Martin

Name of shopping cart: MMARTIN007 02/13/2018 10:20


Default Settings: [Set Values](#)

Header Data: [Values](#)


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


Budget: [Display](#)

Document Changes: [Display](#)


* FM Posting Date: 02/13/2018 

☐ DELIVER BY JUNE 30

Delivery Priority: 01 

Preferred Vendor: 1000004373 

* Competitive: No ▼

* PO Event Type: Other 

Approval Note

B ☒ 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.

31. (A) Click *Order* button. If no RED errors occur, you will see the message, “Shopping Cart Ordered Successfully”. Your Administrator must now approve the order.

Create Shopping Cart

Edit Shopping Cart

A

Number 1000751292 Document Name MMARTIN007 02/13/2018 10:20 Status Saved Created On 02/13/2018 10:20:37 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







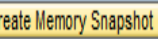
☒ I certify that, to the best of my knowledge, I have not violated any applicable State laws, rules, or Board policies regarding contracting/procurement activities and I have not violated any conflict of interest requirements. Additionally, as part of the recently approved Board of Education "Buy District" 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.

▼ Item Overview

32. After shopping cart has been approved, (A) Click Refresh button to apply the PO number.

Shopping Cart

Display Shopping Cart

Number 1000545657 Document 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: 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.

33. (A) Scroll down and select the Related Documents tab. (B) Purchase Order number is listed under Document Number. Once you know you have a Purchase Order number you can print or preview the order.

Display Purchase Order

[Edit](#)
[Print Preview](#)
[Check](#)
[Close](#)
[Copy](#)
[Export](#)
[System Information](#)
[Create Memory Snapshot](#)
[Related Links](#)

Purchase Order Number: 4500264029
 Purchase Order Type: Purchase Order
 Status: Ordered
 Document Date: 10/20/2016
 Total Value (Gross): 7,251.21 USD
 Smart Number
 Supplier: [AREY-JONES EDUCATIONAL](#)

[Overview](#)
[Header](#)
[Items](#)
[Notes and Attachments](#)
[Approval](#)
[Tracking](#)

Document	Name	Document Number	Back-End Document Number
Central Contract		4400004882/4	
	Total		
Shopping Cart	HP Chromebook 11 G4	1000545721/1	
	Total		
Purchase Order	HP Chromebook 11 G5	4500264029/1	4500264029/1
	Total		

Total Value (Net)
 Total Tax
 Total Value (Gross)

Details for Item 1 HP Chromebook 11 G5

[General Data](#)
[Prices and Conditions](#)
[Account Assignment](#)
[Notes and Attachments](#)
[Approval Preview](#)
[Related Documents](#)

Document Control

☐ Purchase Order Response
☒ Invoice Expected
☐ Shipping Notification
☐ Confirmation-Based Invoice Verification
☒ Goods Receipt / Confirmation of Performance of Service
☐ Evaluated Receipt Settlement

Statistics

Goods Receipt / Confirmation of Performance of Service
 Confirmed Quantity: 0 EA
 Confirmed Value: 0.00 USD
 No Further Confirmation: ☐ Yes ☒ No

Invoice
 Invoiced Quantity: 0 EA
 Invoiced Value: 0.00 USD
 No Further Invoice: ☐ Yes ☒ No

History

View: [United States Dollar](#)

History

View: [United States Dollar](#)

34. (A) Click the Print Preview button. (B) You will get a pop up window with option to open or save Purchase order.pdf. (C) Select Open

A

PURCHASE ORDER REPORT

Purchaseorder (1).pdf - Adobe Reader

File Edit View Window Help

1 / 1 70%

Comment

Click on Comment and Share to create, mark-up and send PDF files.

Los Angeles Unified School District
 Print Preview, Not an Original Document
 Page 1 of 1

Vendor Details:
 Vendor Number : 1000004373
 Vendor Name : AREY-JONES
 EDUCATIONAL
 1055 6TH AVENUE #101
 SAN DIEGO CA 92101

Invoice To:
 Accounts Payable
 333 S Beaudry Ave
 27th Floor
 Los Angeles, CA 90017

Deliver To:
 LAUSD Code
 LAUSD Company Code
 BOYLE HEIGHTS HS
 544 S MATHEWS ST
 LOS ANGELES CA 90033

Purchase Order:
 Purchase Order Number : 4500264029
 Purchase Order Date : 10/20/2016
 Delivery Date : 11/07/2016
 Procurement Official Name : MARIO FULLER
 Email : mario.fuller@lausd.net
 Requesting Person Name : MICHAEL MARTIN
 Email : mem7254@lausd.net

Vendor Contact Person:
 Vendor Contact Person : Lorie Lippert
 Telephone : 8009989199
 Terms of Delivery : FOB Destination
 Terms of Payment : Vendor - Net 45 Days
 Currency : USD

Purchase Order Change; one or more line items have been changed / removed from the order.

NO MODIFIED TO CHANGE GL# 10/26/16 PW>Contact: MARIA JMENEZ-ORTIZPhone: 323-264-8070Email: MCJ5328@LAUSD.NETQUOTE: EEH16-8015

Item	Order Qty	Unit	Description	Price/Unit	Net Value
Significant Changes in the below line item.					
00001	30.000	EA	HP Chromebook 11 G5	\$157.3	4,719.00
Product Category : 20700					
Vendor Material Number : Intel Celeron N3060 w/ Intel HD Graphic.					
Price Agreement Number : 4400004882 Item 00004					
Reference Shopping Cart : 1000545721					
MARIA JMENEZ-ORTIZ 323-264-8070 MCJ5328@LAUSD.NETQUOTE: EEH16-8015					
00002	30.000	EA	ITEM INTEGRATION FEE	\$67.25	2,017.50
Product Category : 93600					
Price Agreement Number : 4400004885 Item 00003					
Reference Shopping Cart : 1000545721					
00003	30.000	EA	eWaste Fee	\$3	90.00
Product Category : 99900					
Price Agreement Number : 4400004882 Item 00011					
Reference Shopping Cart : 1000545721					
Total Net Value Excl. Tax				: USD	6,826.50
Tax				: USD	424.71
Total Net Value Incl. Tax				: USD	7,251.21

This purchase order is VOID if signature does not appear.

By accepting this Purchase Order, Vendor agrees to all "Terms and Conditions" at <http://achieve.lausd.net/page/5286>
 For Purchase Orders issued against Master Contracts, please refer to Terms and Conditions contained within associated contracts.