

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Purpose

Existing LAUSD vendors will use this procedure to obtain access to LAUSD's Supplier Self-Service application online.

Trigger

Perform this procedure when an existing LAUSD vendor needs to create a user ID to allow access to LAUSD's Supplier Self-Service application.

Prerequisites

• LAUSD E-mail notifications containing website link, temporary User ID, and password

Menu Path

NA

Transaction Code

NA

Helpful Hints

- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:



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Transaction Code: NA

Note Type	lcon	Description
General	f	Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical	\mathbf{x}	Indicates that an action MUST NOT BE completed.
Shortcut	4	Indicates a shortcut to a process.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Procedure

1. Two system-generated E-mail notifications will be sent out by LAUSD. The first E-mail notification will contain a website link and temporary User ID. The second E-mail notification will contain a temporary password. Following are examples of the E-mail notifications that will be received:

Dear Sir/Madam,

We are pleased to welcome you as supplier Violet Widget Productions in our Supplier Portal.

The user ID 87C73D5BC21 has been created for you.

Please log on to <u>https://sus-qa1.lausd.net/sap/bc/bsp/sap/srmsus_selfreg/userlogin.htm</u> as soon as possible using this temporary User ID. You can then create an administration user for your supplier portal that you can then use to create further users and use all other Suppli functions. See the Supplier Portal for more information.

Best Regards,

Procurement, Vendor Services Los Angeles Unified School District

If you have any questions, send an e-mail to psg-vsu@lausd.net

You will receive a password for registration through a separate e-mail.

Dear Sir/Madam,

Your temporary password for registration is @Qh[d8Gqn+6Qw\${hEj-QU7idgKke<rPj>Y=bz#D{

Please copy and paste the provided password to avoid any data entry error.

Best Regards,

Procurement, Vendor Services Los Angeles Unified School District



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Violet Widget Productions - Message (Plain Text)

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		Respond		tions	Junk E-mail G	Options 0	-	OneNote		
	Extra	line breaks in this m	essage were remo	oved.						
	From:	psg-vsu							Sent:	Thu 6/20/2013 6:08 PM
	To: Cc	🗄 Irp.pro								
	Subject	: Violet Widg	et Productions							-
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2		Click the link	c to start cr	reating an a	dministration use	er				

 Click the link to start creating an administration user <u>https://sus-qa1.lausd.net/sap/bc/bsp/sap/srmsus_selfreg/userlogin.htm</u>



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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Hello! Before you start, Please enter your user name and password to register						
User Name						
• As required, complete the following field	la.					

3. As required, complete the following fields:



Fill in the User Name and Password fields using the temporary User ID and Password from the LAUSD email notifications.



Existing LAUSD Vendor - Maintain Supplier User

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Self-Registration - Mozilla Firefox

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Hello! Before you start, Please enter your user name and password to register					
User Name BTCT3D5BC21					
javascript:void(0);					

4. Then click the Submit button.



Existing LAUSD Vendor - Maintain Supplier User

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Self-Registration - Mozilla Firefox

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Fields indicated with	a * must be filled			
5 User Name				
*Password				
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Language	English			
Telephone				
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Position Department				
Date Format	MM/DD/YYYY *			
Decimal Format	12,345,687.90 *			
Time Zone	Pacific Time (Los Angeles)			
This site will follow th	te same standards that have been established as the overall District's Privacy Policy.			
Yes, I have read	the data privacy statement and accept the terms.			
Create				
5. As req	uired, complete/review the following fields:			

Field

R/O/C

Description



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Field	R/O/C	Description
*User Name	R	An identification used by a person with access to a network
		Example: 9Viwidget
		Make sure to fill fields indicated with a "*".
		All User Names / User IDs must begin with a '9' and contain a maximum of 12 characters (including the '9').



Existing LAUSD Vendor - Maintain Supplier User

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Self-Registration - Mozilla Firefox

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	*Confirm Password				
	*FormOfAddr	Select			
	*First Name				
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	*E-Mail Address				
	*Country	Afghanistan v English v			
	Language Telephone				
	Fax				
	Position				
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	This site will follow th	e same standards that have been established as the overall District's Privacy Policy.			
		he data privacy statement and accept the terms.			
	Create				
6.	As real	uired, complete/review the following fields:			

R/O/C

Field

Description



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Field	R/O/C	Description
*Password	R	A secret word or phrase that must be used to gain access. Example: ***** The password created and confirmed on this screen will be used when directed to the Supplier Portal. There will be another opportunity to change the password when accessing the Supplier Portal for the first time.



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Self-Registration - Mozilla Firefox

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Field	R/0/C	Description
*Confirm Password	R	A secret word or phrase that must be used to gain access. Example:



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Self-Registration - Mozilla Firefox

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Self-Registration - Mozilla Firefox

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Yes, I have read th	e data privacy statement and accept the terms.		
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Self-Registration - Mozilla Firefox

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	e same standards that have been established as the over	all District's Privacy Policy.			

Field	R/O/C	Description
*First Name	R	The name that occurs first in a given name
		Example: Paul



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

Field	R/O/C	Description
*Last Name	R	A name shared in common to identify the members of a family.
		Example: Widget



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Self-Registration - Mozilla Firefox

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*Confirm Passwo	d			
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*First Name	Paul			
*Last Name	Widged			
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*Country	Alghanistan			
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Telephone				
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Position				
Department				
Date Format	MM/DD/YYYY *			
Decimal Format	12,345,687.90 -			
Time Zone	Pacific Time (Los Angeles) *			
This site will follow	the same standards that have been established as the overall District's Privacy Policy.			
Yes, I have rea	d the data privacy statement and accept the terms.			
Create				

Field	R/O/C	Description
*E-Mail Address	R	An email address identifies an email mailbox to which email messages may be delivered.
		Example: abef@gmail.com



Existing LAUSD Vendor - Maintain Supplier User

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Self-Registration - Mozilla Firefox

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	have read th	e data privacy statement and acce	ept the terms.			
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13. Click the drop down 🖃 button to select the desired country.



Existing LAUSD Vendor - Maintain Supplier User

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Self-Registration - Mozilla Firefox

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Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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	an administrator for your company with the following registration that your company has been registered with us			
Fields indicated with				
"User Name	9Viwidget			
*Password	•••••			
	••••••			
*FormOfAddr	<u>he</u>			
*First Name	Paul			
*Last Name	Wigget			
*E-Mail Address	abef@gmail.com			
*Country	USA To the second secon			
Language	English			
Fax				
Position				
Department				
Date Format	MM/DD/YYYY *			
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Time Zone	Padfic Time (Los Angeles) *			
This site will follow th	e same standards that have been established as the overall District's Privacy Policy.			
	he data privacy statement and accept the terms.			
Create				

Field	R/O/C	Description
Telephone	R	A number assigned to a particular telephone and used in making connections to it.
		Example: 342-673-1256



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Self-Registration - Mozilla Firefox

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rerequisite for this	tart, I as an administrator for your company with the following registration Is that your company has been registered with us th a * must be filled			
*User Name	9V/widget			
*Password				
*Confirm Password				
*FormOfAddr				
*First Name	Paul			
*Last Name	Widget			
*E-Mail Address	abef@gmail.com			
*Country	USA			
Language	English			
Telephone	342-073-1200			
Fax				
Position				
Department				
Date Format	MM/DDYYYY *			
Decimal Format	12,345,687.90			
Time Zone	Pacific Time (Los Angeles) *			
	the same standards that have been established as the overall District's Privacy Policy. d the data privacy statement and accept the terms.			

Field	R/O/C	Description
Fax	R	A fax is a document sent over a telephone line
		Example: 342-673-1257



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Self-Registration - Mozilla Firefox

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Hello! Before you st					
	as an administrator for your company with the follo	owing registration			
Prerequisite for this Fields indicated with	is that your company has been registered with us				
User Name	9Viwidget				
*Password	•••••				
Confirm Password					
*FormOfAddr	Mr. w				
*First Name	Paul				
*Last Name	Widget				
*E-Mail Address	abef@gmail.com				
*Country	USA				
Language	English				
Telephone	342-073-1250				
Fax	342-673-1257				
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This site will follow:	the same standards that have been established as	the overall District's Privacy Policy.			
Yes, I have read	the data privacy statement and accept the terms.				
Create					

Field	R/O/C	Description
Position	R	A position in a hierarchy or organization
		Example: Administrator



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Self-Registration - Mozilla Firefox

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You will be created as	is an administrator for your company with the following registration	
Prerequisite for this is Fields indicated with	s that your company has been registered with us	
Prends indicated with		
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*Password		
*FormOfAddr	Mz. w	
*First Name	Paul	
*Last Name	Widget	
*E-Mail Address	abef@gmail.com	
*Country	USA 💌	
Language	English	
Telephone	342-673-1256	
Fax	342-673-1267	
Position	Administrator	
Department		
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Time Zone	Padific Time (Los Angeles) *	
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This site will follow th	he same standards that have been established as the overall District's Privacy Policy.	
Yes, I have read t	the data privacy statement and accept the terms.	
Create		

Field	R/O/C	Description
Department	R	"Organizational department to which the cost center created will be assigned. Also, a group of machines or production lines that do similar manufacturing operations."
		Example: Sales



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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Hello! Before you start			
You will be created as	is an administrator for your company with the following registration		
Prerequisite for this is Fields indicated with a	s that your company has been registered with us a * must be filled		
*User Name	9Viwidget		
*Password			
*Confirm Password	******		
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*First Name	Paul		
*Last Name	Widget		
*E-Mail Address	abef@gmail.com		
*Country	USA		
Language	English		
Telephone	342-673-1266		
Fax	342-673-1267		
Position	Administrator		
Department	Sales		
Date Format	MM001YYYY *		
Decimal Format	12,345,687.90 w		
Time Zone	Pacific Time (Los Angeles)		
	Paono Time (Los Angeles)		
	the data privacy statement and accept the terms.		
Create			

19.

Click the check box \Box to accept terms and acknowledge the privacy statement.



This step must be taken in order to complete the creation process. The Create button cannot be clicked on until the check box is marked.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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*FormOfAddr	Mr. w		
*First Name	Paul		
*Last Name	Widget		
*E-Mail Address	abef@gmail.com		
*Country	USA 🔹		
Language	English W		
Telephone	342-073-1260		
Fax	342-673-1257		
Position	Administrator		
Department	Sales		
Date Format	MM DDYYYY *		
Decimal Format	12,345,687.90 *		
Time Zone	Pacific Time (Los Angeles)		
his site will follow the	e same standards that have been established as the overall District's Privacy Policy.		
Yes, I have read th	he data privacy statement and accept the terms.		
Create			

20. Click the Create button to create an administrator.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

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21. As required, complete/review the following fields:

Field	R/O/C	Description
User *	R	An identification used by a person to access a network Example:
		9Viwidget
		Fill in the fields with User Name and Password entered in the previous section.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

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Field	R/O/C	Description
Password *	R	A secret word or phrase that must be used to gain access. Example:



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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23. Click the Log On button.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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24. As required, complete/review the following fields:

Field	R/O/C	Description



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Field	R/O/C	Description
Old Password *	R	Current Password Example: ***** In this Change Password section, the password can either be changed or the same password retained. To keep the same password, it must be provided in each of the three fields Old Password, New Password, and Confirm Password.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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Field	R/O/C	Description
New Password *	R	A secret word or phrase that must be used to gain access.
		Example:



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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		Copyright @ SAP AG. All Rights Reserved.	2

Field	R/O/C	Description
Confirm Password *	R	A secret word or phrase that must be used to gain access.
		Example:



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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		Copyright © SAP AG. All Rights Reserved.	

27. Click the Change button to change the password.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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Company	Violet Widget Productions 0900006266	
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28. Click the Company Data tab to update company data.



User's Own data will be displayed.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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29. As an already existing LAUSD vendor whose information was converted into the new system, some of the Company Data information will be populated. Other information such as e-mail addresses for purchasing, accounting, and bidding activities, contact information, and selection of product categories must be provided.



As required, update the corresponding fields



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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	Legal Business Entity Type			
	Type of Business: If you have a Seller's Permit / Use Tax Account / Resale Number issued by the California State Board of Equalization, please provide the number.:			
	Product Categories			
	Please enter product categories below. This information will assist Procurement staff in developing bidders lists of suppliers/vendors base	ed on their identified areas	of inte	rest fo Y

30. Click the drop down button to select the appropriate Form of Address.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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32.

Click the drop down button 💌 to select type of business.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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		Produ	ct Categories		Sole Proprietorship									
	Please enter product categories below. This information v list below to identify your areas of interest.				vill assist Procurement s	taff in dev	veloping bidd	ders lists of s	uppliers	Wendors based on	their identified a	reas (ofintere	đ
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33. Select appropriate list item. Example: S Corporation



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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First Name: Paul Last Name: Widget Form of Address: Mr. Legal Business Entity Type Type of Business: Image: State Board of Equalization, please provide the number: 34	Copy Company Data Phone Number: 342-67 Fax Number: 342-67 E-Mail Address: abef@s
Product Categories Please enter product categories below. This information will assist Procurement staff in developing bidders lists of suppliers/vendors to list below to identify your areas of interest.	ed on their identified areas of interes
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34. If available, type in "If you have a Seller's Permit / Use Tax Account / Resale Number issued by the California State Board of Equalization, please provide the number": text box or leave it blank.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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If you are a Small Business Enterprise, which of the following agencies are you certified with?:	01	IIali	Business Enterprise (SBE)									
	lf v	ou are	a Small Rusiness Enterprise, which of the following agencies are you certific	d wi	with?							-
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35. Select and click product categories offered by the company. Example: check box 🗌 for Plastics, Resins......



The selection of product categories allows a supplier/vendor the opportunity to identify their areas of interest for bidding opportunities.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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36. Type in or select using the button, if you are a Small Business Enterprise, which of the following agencies are you certified with? or leave it blank.



The Small Busines Enterprise (SBE) section and Demographics section are optional.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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Please enter a maximum of three (3) North American Industry Classification System (NAICS) codes below.
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37. Type in or select using the button, When does your SBE Certification expire? or leave it blank.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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38. Type in the Average Annual Sales over a three-year period? or leave it 0.00



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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39. Click and type in the Number of Employees?: text box or leave it 0000000.



Existing LAUSD Vendor - Maintain Supplier User

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40. Type in a maximum of three NAICS codes below or leave it blank.



Existing LAUSD Vendor - Maintain Supplier User

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	Demographics (Optional)	
	Are you a minority-owned and/or woman-owned enterprise?	
	Gender: Gender not known	
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41. Click the drop down button **to** select the appropriate Gender.



Existing LAUSD Vendor - Maintain Supplier User

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Are you a minority-owned and/or woman-owne	d enterprise?				
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Save					

42. For example, click ^{Male} to select "Male" as Gender



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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	Own Data Create Users Find User Company Data	
	Company Data	History _ BackForward
	Small Business Enterprise (SBE)	^
	If you are a Small Business Enterprise, which of the following agencies are you certified with?:	
	When does your SBE Certification expire?:	
	(Please provide date in MMDD/YYYY format.)	
	Average Annual Sales over a three-year period?: 0.00	
	(Please do not use dollar sign)	
	Number of Employees?: 0000000 (Please do not use commas)	
	Please enter a maximum of three (3) North American Industry Classification System (NAICS) codes below.	
	Demographics (Optional)	
	Are you a minority-owned and/or woman-owned enterprise?	
	Gender: Male	
	Ethnicity:	
43 -		
	Save	Y
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43. Type in or click button 🗇 to select appropriate Ethnicity.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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	Welcome Paul Widget	
	Administration RFx and Auctions Supplier Collaboration	
	Own Data Create Users Find User Company Data	
	Company Data	History _ BackForward
	Small Business Enterprise (SBE)	^
	If you are a Small Business Enterprise, which of the following agencies are you certified with?:	
	When does your SBE Certification expire?: Ethnicity: All Values	
	(Please provide date in MMDD/YYYY format.) Show Filter Criteria Personal Value List Settings	
	Average Annual Sales over a three-year period?: (Please do not use dollar sign)	
44 -	Number of Employees?: 01 Native American	
	(Please do not use commas) 02 Aslan/Pacific Islander	
	Please enter a maximum of three (3) North American 03 Afro-American/Black	
	04 Hispanic	
	05 Other	
	Demographics (Optional)	
	Are you a minority-owned and/or woman-owned enterprise?	
	Gender: Male	
	Ethnicity:	
	Save	×
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44.

4. For example, click control to select "Native American" as Ethnicity.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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	Small Business Enterprise (SBE)						
	· · · ·						
	If you are a Small Business Enterprise, which of the fo			0			
	When does your SBE Certification expire?:	Ethnicity: All Value	IS				
	(Please provide date in MM/DD/YYYY format.) Average Annual Sales over a three-year period?:	Show Filter Cr	teria Personal Value	List Settings			
	(Please do not use dollar sign)	Ethnicity 🔺	Name				
	Number of Employees?:	01	Native American				
	(Please do not use commas)	02	Asian/Pacific Islander				
	Please enter a maximum of three (3) North American	03	Afro-American/Black				
		04	Hispanic				
		05	Other				
	Demographics (Optional)		ОК	Cancel			
45 -	Are you a minority-owned and/or woman-owned enter	prise?					
	Gender: Male						
	Ethnicity:						
	Save						
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45. Click the OK button to accept the selected line.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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46. After updating all the required fields, click the **Save** button to save all the changes.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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Administration RFx and Auctions Supplier Collaboration		
Own Data I Create Users I Find User I Company Data		
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Business partner 900006266 changed successfully		
Contact Person 900006278 Changed successfully - Display Help		
Save		
Taxpayer Identification Number		
Changes to Taxpayer Identification Number and Company / Individual Name are not permi	tted through this online application. For assistance, please	contact LAUSD's
Changes to Taxpayer Identification Number and Company / Individual Name are not permi Vendor Services Unit via e-mail at <u>psg-ysu@lausd.net</u> or by phone at (562) 654-9404.	tted through this online application. For assistance, please	contact LAUSD's
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Changes to Taxpayer Identification Number and Company / Individual Name are not permi Vendor Services Unit via e-mail at <u>psg-ysu@lausd.net</u> or by phone at (562) 654-9404.	tted through this online application. For assistance, please Violet Widget Productions	contact LAUSD's
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Changes to Taxpayer Identification Number and Company / Individual Name are not permi Vendor Services Unit via e-mail at <u>psg-vsu@lausd.net</u> or by phone at (562) 654-9404. Company / Individual Details Name of Company / Individual: (Extension of Name or DBA): Address: Postal Code / City: =	Violet Widget Productions 357 N Widget Way 90033 Los Angeles	contact LAUSD's
Changes to Taxpayer Identification Number and Company / Individual Name are not permi Vendor Services Unit via e-mail at <u>psq-vsu@lausd.net</u> or by phone at (562) 654-9404. Company / Individual Details Name of Company / Individual: (Extension of Name or DBA): Address: Postal Code / City: = Region / State:	Violet Widget Productions 357 N Widget Way 90033 Los Angeles CA	contact LAUSD's
Changes to Taxpayer Identification Number and Company / Individual Name are not permi Vendor Services Unit via e-mail at <u>psq-vsu@lausd.net</u> or by phone at (562) 654-9404. Company / Individual Details Name of Company / Individual: (Extension of Name or DBA): Address: Postal Code / City: * Region / State: Country: *	Violet Widget Productions 357 N Widget Way 90033 Los Angeles CA US	contact LAUSD's
Changes to Taxpayer Identification Number and Company / Individual Name are not permit Vendor Services Unit via e-mail at <u>psg-vsu@lausd.net</u> or by phone at (562) 654-9404. Company / Individual Details Name of Company / Individual: (Extension of Name or DBA): Address: Postal Code / City: * Region / State: Country: * Phone Number: *	Violet Widget Productions 357 N Widget Way 90033 Los Angeles CA US 800-555-035	contact LAUSD's
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Changes to Taxpayer Identification Number and Company / Individual Name are not permit Vendor Services Unit via e-mail at <u>psq-vsu@lausd.net</u> or by phone at (562) 654-9404. Company / Individual Details Name of Company / Individual: (Extension of Name or DBA): Address: Postal Code / City: * Region / State: Country: * Phone Number: *	Violet Widget Productions 357 N Widget Way 90033 Los Angeles CA US 800-555-035	contact LAUSD's

47. Click the Create Users tab to create a user.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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	Purchase Orders						_
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	* Changed	User ID must begin with a '9' a	nd have a maximum of 11 alpha numeric				
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		Yes, the user has read the	data privacy statement and accepts the te	rms.			
		General User Information					
- 8		*User Name					
		*Password					
		Confirm Password					
		*FormOfAddr Sele	et 🗸				
		*First Name					
		*Last Name					
		*E-Mail Address					~
		LeCountry Luga	har!				

Field	R/O/C	Description
*User Name	R	An identification used by a person with access to a network Example: 9Viuser1
		9 VIUSEI I



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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	All Save New
	User ID must begin with a '9' and have a maximum of 11 alpha numeric Changed
	In Process characters.
	Yes, the user has read the data privacy statement and accepts the terms.
	General User Information
	*User Name 9Viuser1
19 -	*Password
	*Confirm Password
	*FormOfAddr Select 🗸
	*First Name *Last Name
	*E-Mail Address
	I Country III94 V

49. As required, complete/review the following fields:

Field R/O/C Description



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Field	R/O/C	Description
*Password	R	A secret word or phrase that mush be used to gain access. Example:
		This is a temporary password and the user will be asked to change his/her password during the first time login to the Supplier Portal.

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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		Password	•••••			
		Confirm Password				
l		*FormOfAddr	Select v			
		*First Name *Last Name				
		*E-Mail Address				
		L Country				~



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

50. As required, complete/review the following fields:

Field	R/O/C	Description
*Confirm Password	R	A secret word or phrase that must be used to gain access. Example:

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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 Purchase Order All 	Save		
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 In Process 	characters.		
	Yes, the user has read the data privacy statement and accept	ts the terms.	
	General User Information		-
	*User Name 9Viuser1		
	*Password		
	*Confirm Password		
	*FormOfAddr Select v		
	*First Name		
	*E-Mail Address		
	Country 1194		

51. Click FormOfAddr drop down button Select: v to access available options.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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	Yes, the user has read the data privacy statement.	and accepts the terms.	
			_
	General User Information		
	*User Name 9Viuser1		
	*Password		
	*Confirm Password		
	*FormOfAddr Select v		
	*First Name Select		
	*Last Name Mr.		
	Ms.		

52. Select the desired option. For example, click Mr.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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		User Name	9Viuser1	
		*Password	•••••	
		Confirm Password	••••••	
53 -		*FormOfAddr	Mr. 🗸	
55 -		*First Name		
		*Last Name		
		*E-Mail Address	1194	~
		L *Country		

Field	R/O/C	Description
*First Name	R	The name that occurs first in a given name
		Example: Joseph



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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		"User Name	9Viuser1		
	1	*Password	•••••		
	1	*Confirm Password	•••••		
	1	*FormOfAddr	Mr. 🛩		
54 -		*First Name	Joseph		
94		*Last Name			
		*E-Mail Address	1124		~
		*Country	1194		

Field	R/O/C	Description
*Last Name	R	A name shared in common to identify the members of a family.
		Example: Widget



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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		General User Informat	ion		
		User Name	9Viuser1		
		*Password	•••••		
		Confirm Password	•••••		
		FormOfAddr	Mr. 🗸		
		First Name	Joseph		
55 -		Last Name	Widget		
30 -		*E-Mail Address			
		L*Country	1194		~

Field	R/O/C	Description
*E-Mail Address	R	An email address identifies an email mailbox to which email messages may be delivered.
		Example: abce@gmail.com



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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56. Select the desired roles. For example, click the check box to select the corresponding role.

Roles are determined by the initial Vendor Administrator. The Vendor Administrator can allow a User to have all three roles or only some of the roles. The Vendor Administrator role has the ability to allow updates to company data and create/edit users, and perform password reset tasks. The Bidder role allows permission for a user to perform bidding functions. The Collaboration User role will be a feature available in the future for features relating to purchase orders.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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Field	R/O/C	Description
Telephone	R	A number assigned to a particular telephone and used in making connections to it.
		Example: 341-123-6783



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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	Contact Information		
59 -	Telephone 341- Fax Position Department	123-6783	
	Settings		
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Field	R/O/C	Description
Fax	R	A fax is a document sent over a telephone line
		Example: 341-123-6784



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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	*Last Name Widget *E-Mail Address abce@gmail.com *Country USA ▼ Language English ▼ *Company Violet Widget Productions 0900006266 ▼ Role Role Description VV102_0000 SAP SRM SUS: Supplier Order Collaboration User VV101_0000 Wendor Administrator VV100_0000 mySAP SRM SUS Bidder VV100_0000 mySAP SRM SUS Bidder VV100_0000 mySAP SRM SUS Bidder		^
60 -	Contact Information Telephone 341-123-6783 Fax 341-123-6784		
	Settings		-

Field	R/O/C	Description
Position	R	A position in a hierarchy or organization
		Example: Sales Representative



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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	*Last Name Widget *E-Mail Address abce@gmail.com *Country USA *Country USA Language English *Company Violet Widget Productions/0900006266 Roles Role Description W102_0000 W102_0000 SAP SRM SUS: Supplier Order Collaboration User W100_0000 mySAP SRM SUS Bidder W100_0000 mySAP SRM SUS Bidder W100_0000 mySAP SRM SUS Bidder	^
	Contact Information	
61 -	Telephone 341-123-6783 Fax 341-123-6784 Position Sales Representative Department	
	Settings	
	Data Farmat DD 1817077	1.

Field	R/O/C	Description
Department	R	"Organizational department to which the cost center created will be assigned. Also, a group of machines or production lines that do similar manufacturing operations."
		Example:
		Pacific Time (Los Angeles)



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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60		Date Format DD.MM.YYYY	
62 -		Image: Decimal Format 12.345.687,90 Image: Time Zone Pacific Time (Los Angeles) Save UI Settings	
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62. Click the Date Format drop down button v to update the required date format.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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		GYY-MM-DD YYYY/MM/DD		
		YYYYMM/DD		

63. Click MM/DD/YYYY to select the date format.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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		VV101_0000 Vendor Administrator	
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		Page 1 of 1 X X	
		Contact Information	
		Telephone 341-123-6783	
		Fax 341-123-6784	
		Position Sales Representative	
		Department Sales	
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64 -		Time Zone Pacific Time (Los Angeles) V	
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64. Click the Decimal Format drop down button **v** to select the required decimal format.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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66. Select the appropriate Time Zone.



Make sure the Time Zone is set to "Pacific Time (Los Angeles)



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

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	 Purchase Orders 			
	• All • New	Save		
	Changed	User ID must begin with	a '9' and have a maximum of 11 alpha numeric	
	* In Process	characters.		
67 -		Yes, the user has rea	ad the data privacy statement and accepts the terms.	
		General User Informat	ion	
		User Name	9VIUSER1	
		Password	•••••	
		Confirm Password	•••••	
		*FormOfAddr	Mr. 👻	
		*First Name	Joseph	
		*Last Name	Widget	
		*E-Mail Address	abce@gmail.com	~
		L *Country	1194	

67. Click the check box \Box to accept terms and acknowledge privacy statement.



This step must be taken in order to complete the creation process. The Save button cannot be clicked on until the check box is marked.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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	Welcome Paul Widget
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68 -	* New
	User ID must begin with a '9' and have a maximum of 11 alpha numeric Changed
	In Process characters.
	Yes, the user has read the data privacy statement and accepts the terms.
	General User Information
	*User Name 9VIUSER1
	*Password
	*Confirm Password
	*FormOfAddr Mr.
	*First Name Joseph
	*Last Name Widget *E-Mail Address abce@gmail.com
	Y Country 1194
	javascript:void(0);

68. After filling all the required fields, click the **Save** button.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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	Create Users History BackForward
	SAP SRM Home Find Help FAQ Log off
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	* Find User:9VIUSER1
	· Purchase orders
	All Process New
	Changed General User Information
	In Process User Name 9VIUSER1
	*FormOfAddr Mr.
	*First Name Joseph
	*Last Name Widget
	*E-Mail Address abce@gmail.com
	*Country USA V
	Language English V
	Company Violet Widget Productions/0900006266
	Assigned Roles mySAP SRM SUS Bidder, SAP SRM SUS: Supplier Order Collaboration User
	Contact Information
	Telephone 341-123-6783

69. After creation of users, click the Log off button to exit out of LAUSD's Supplier Portal.



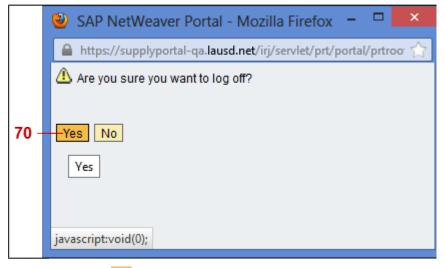
This process can be followed to set up multiple users. Once each user has been successfully added, he/she can access LAUSD's Supplier Portal (<u>https://vendors.lausd.net/irj/portal</u>).



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox



70. Click the Yes button to confirm log off.



Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Result

You have successfully completed set up of your LAUSD Supplier Portal access and creation of authorized users.