Business Process Procedure

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:

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE completed.
Shortcut		Indicates a shortcut to a process.

Business Process Procedure

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
https://sus-qa1.lausd.net/sap/bc/bsp/sap/srmsus_selfreg/userlogin.htm
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

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User	Transaction Code: NA

Violet Widget Productions - Message (Plain Text)

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User	Transaction Code: NA

Self-Registration - Mozilla Firefox

4.   Then click the Submit button.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

Field	R/O/C	Description

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

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').

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

Field	R/O/C	Description

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

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.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

7.   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:** *****

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

8.   Click FormOfAddr drop down button [Select: ▼] to access available options.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

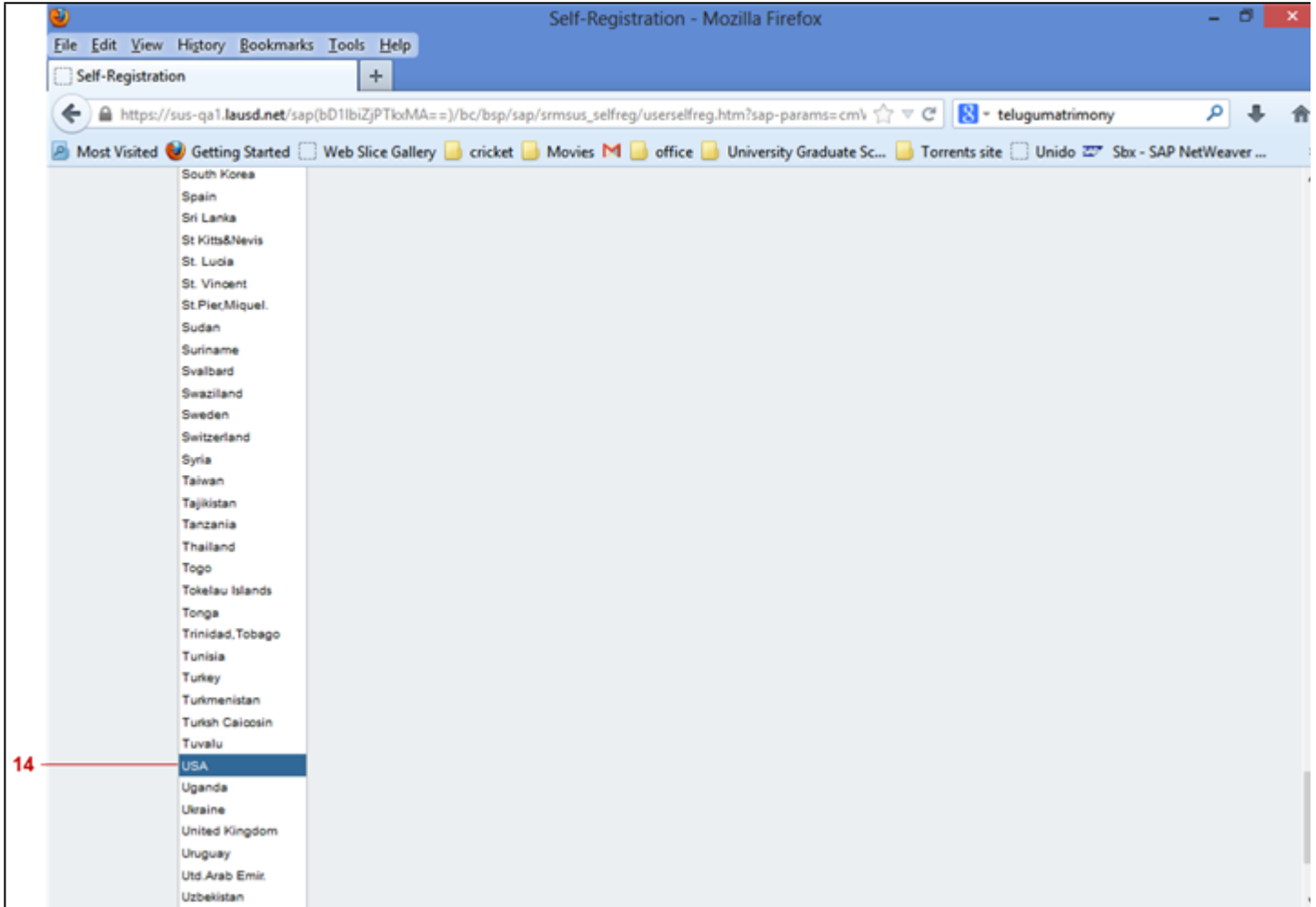| Field	R/O/C	Description
*First Name	R	The name that occurs first in a given name **Example:** Paul

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

13.   Click the drop down ▼ button to select the desired country.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

14.   For example, Select USA from the drop down list.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

19.   Click the check 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.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User	Transaction Code: NA

Self-Registration - Mozilla Firefox

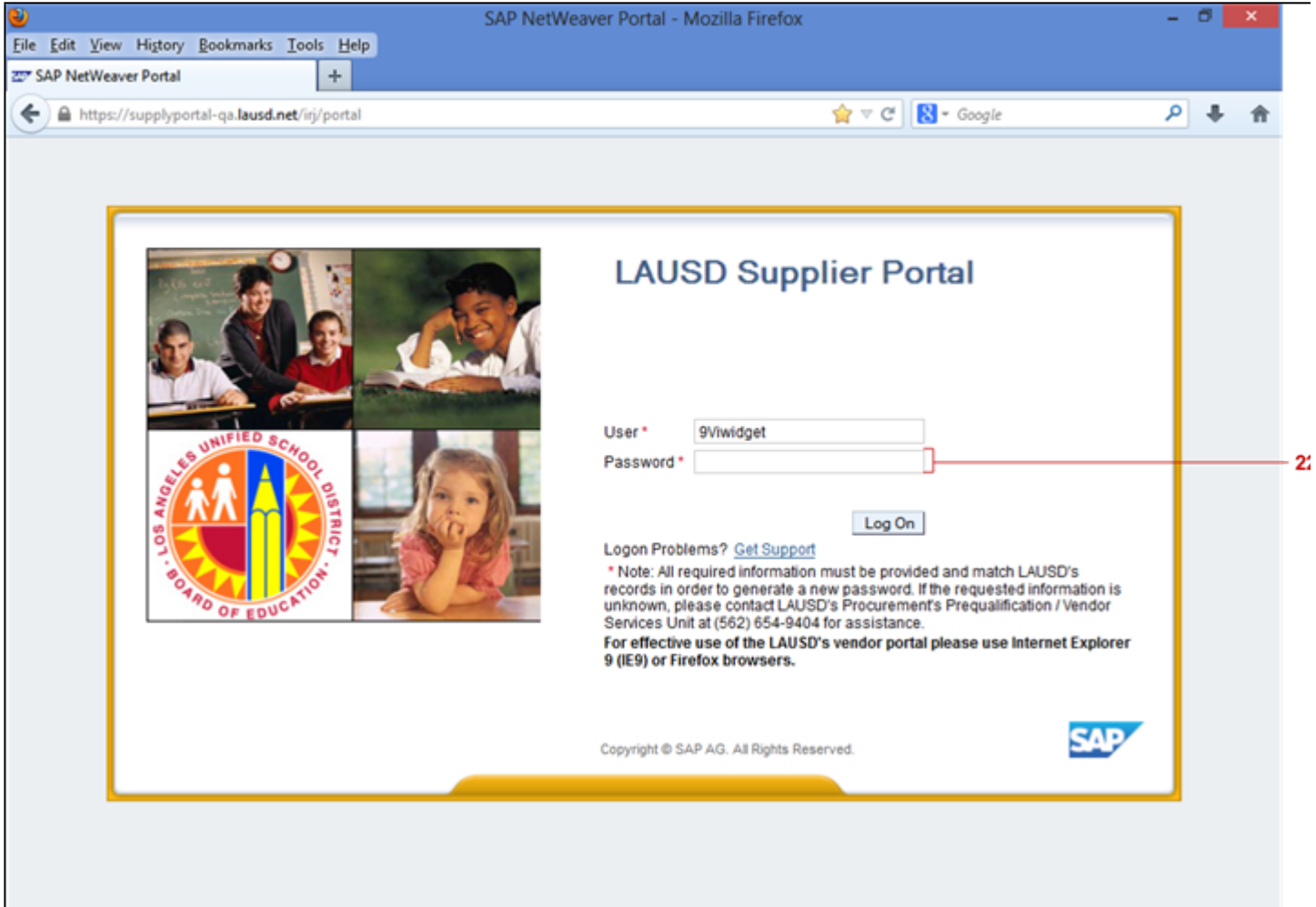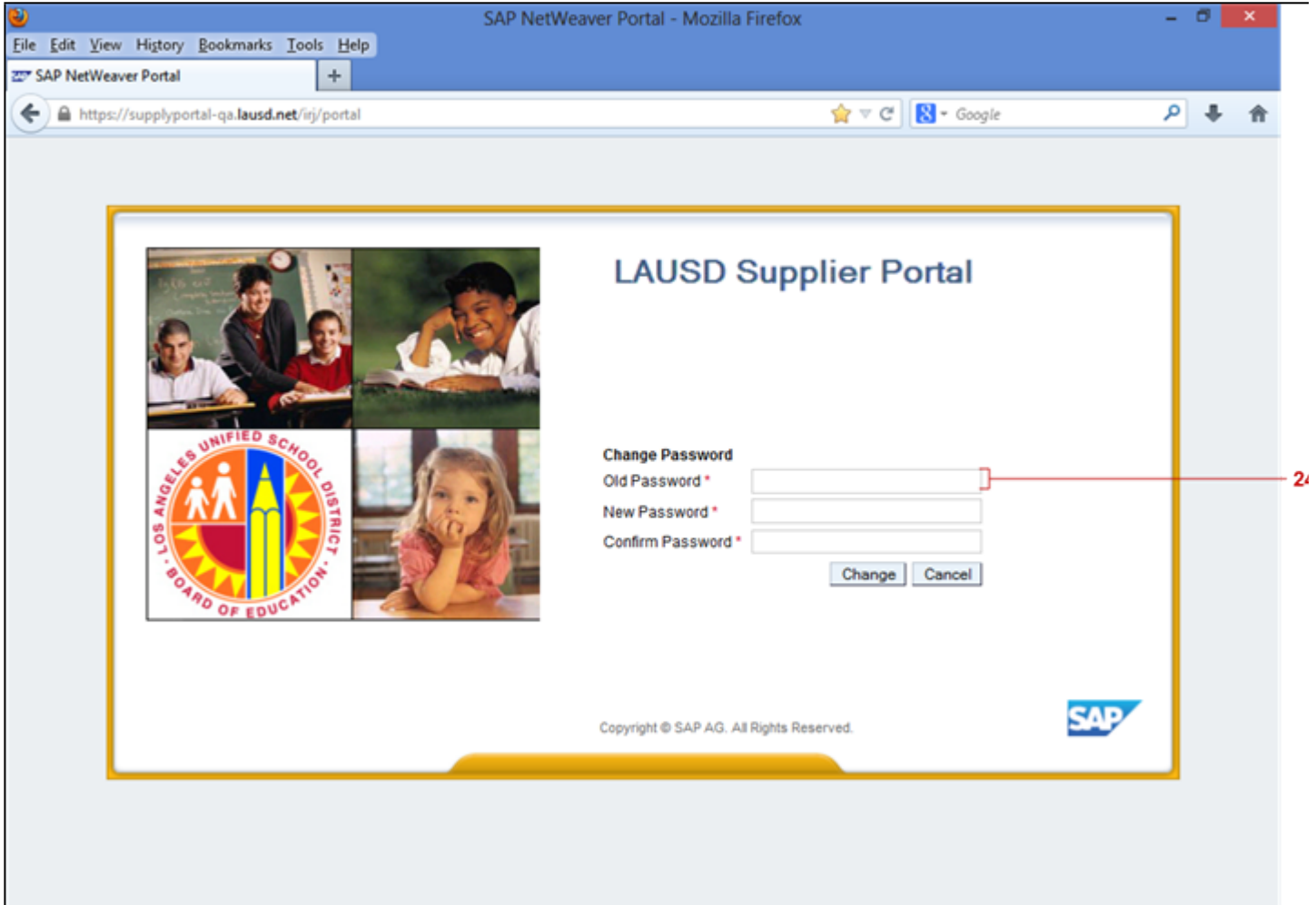**20.** Click the `Create` button to create an administrator.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox
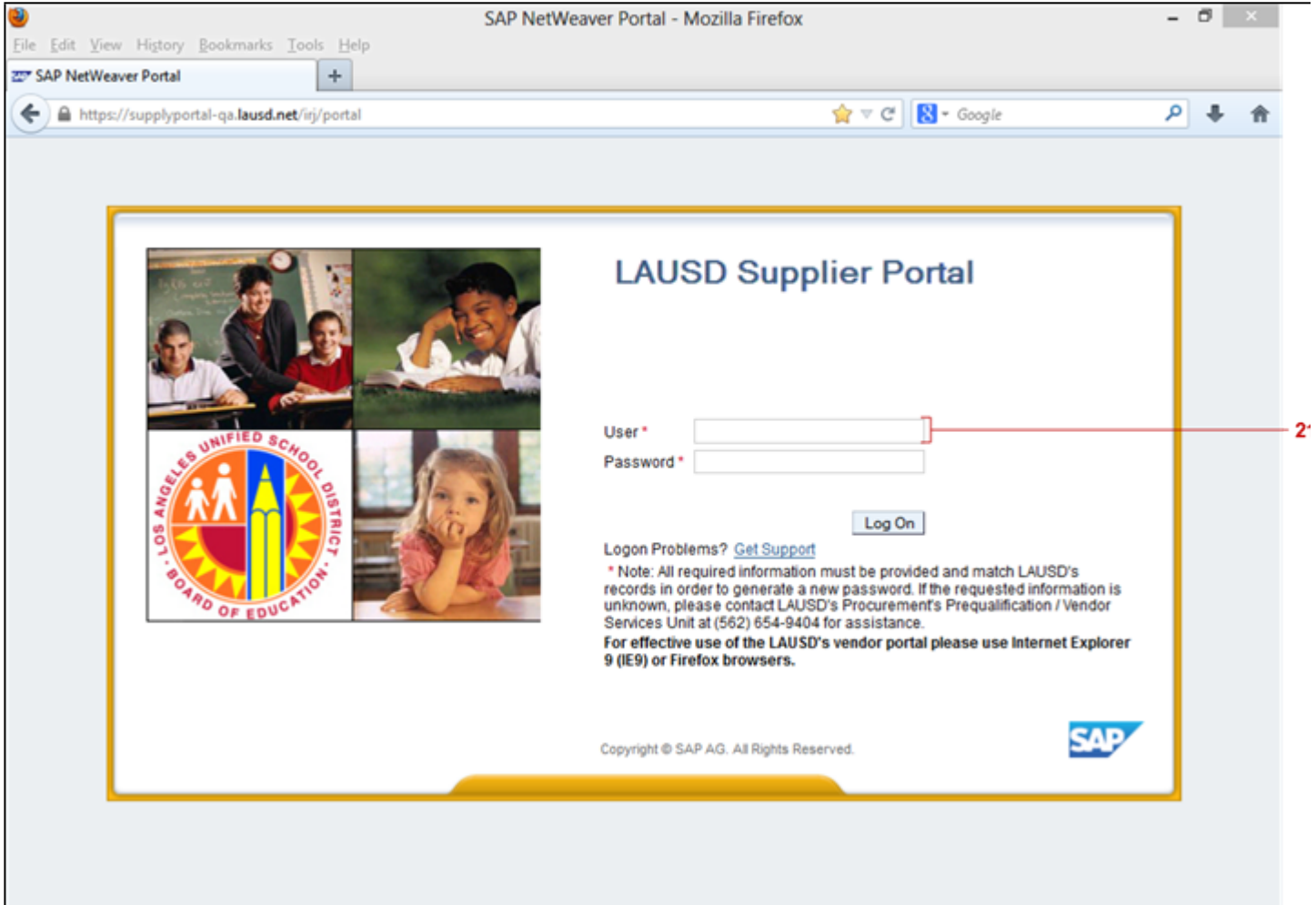
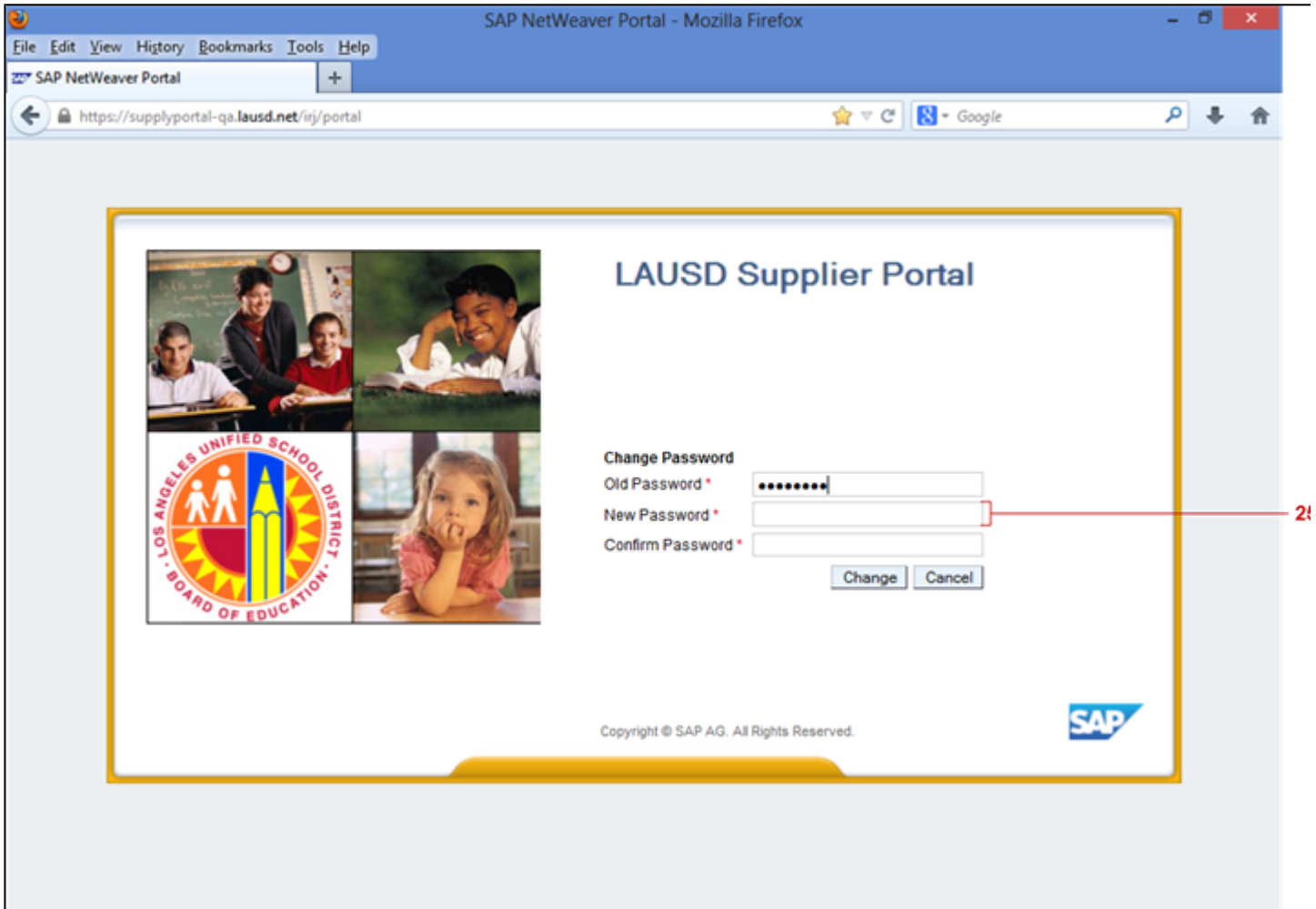**21.** As required, complete/review the following fields:

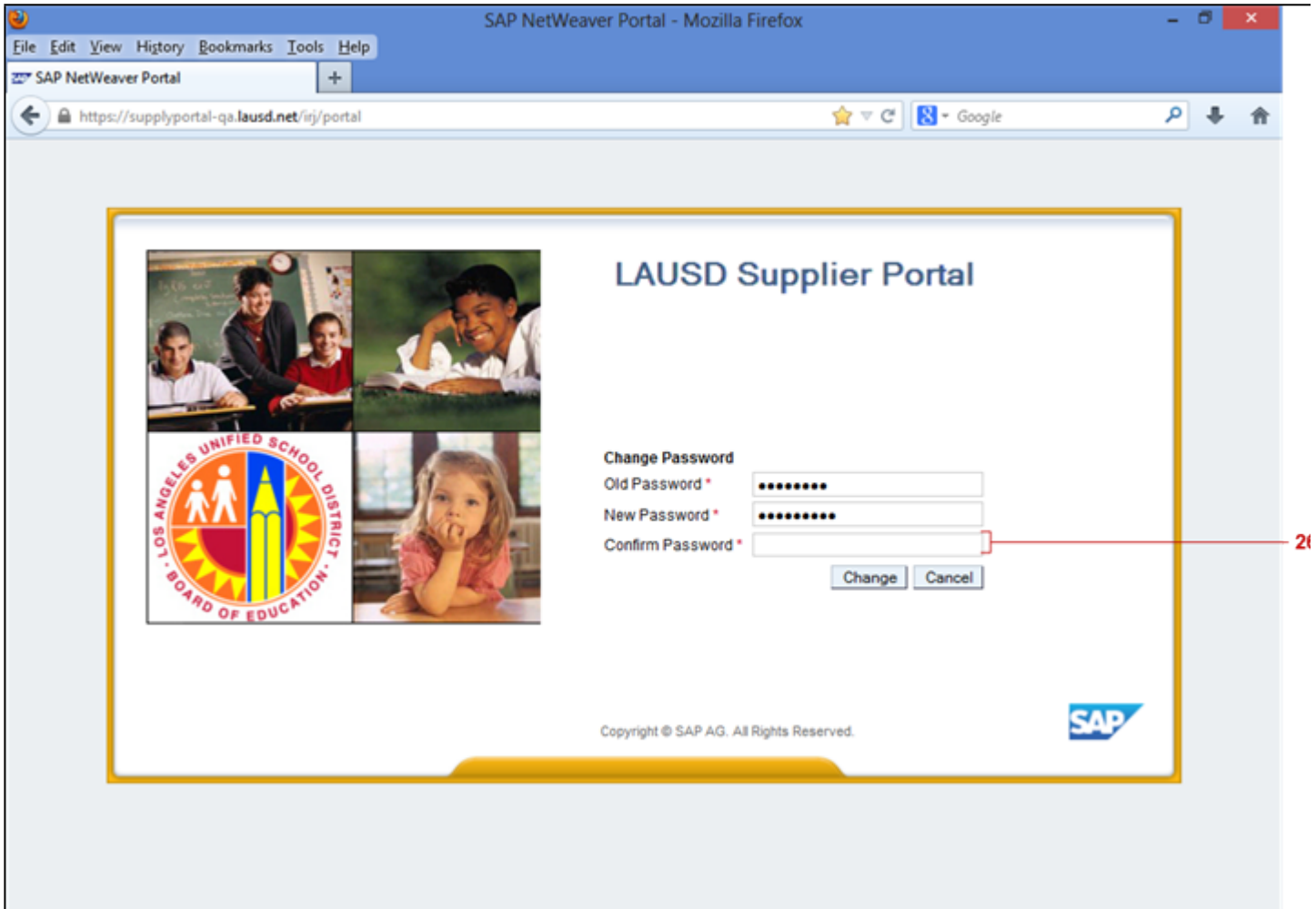| Field	R/O/C	Description
User *	R	An identification used by a person to access a network **Example:** 9Viwidget Fill in the fields with User Name and Password entered in the previous section.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

23.   Click the Log On button.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User	Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

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

Field	R/O/C	Description

Business Process Procedure

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.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

26.   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:** *****

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

27. Click the Change button to change the password.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Own Data - SAP NetWeaver Portal - Mozilla Firefox

28.   Click the Company Data tab to update company data.

    User's Own data will be displayed.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

31.   For example, Click to select   Mr.   line.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

32.
Click the drop down button [▼] to select type of business.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

33.   Select appropriate list item. Example: S Corporation S Corporation .

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

37. Type in or select using the button, When does your SBE Certification expire? or leave it blank.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

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Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

41.   Click the drop down button [▼] to select the appropriate Gender.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

43. Type in or click button 🔲 to select appropriate Ethnicity.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

45. Click the OK button to accept the selected line.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

Field	R/O/C	Description

Business Process Procedure

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

Business Process Procedure

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

51.   Click FormOfAddr drop down button [Select: ⌄] to access available options.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

52.   Select the desired option. For example, click Mr. .
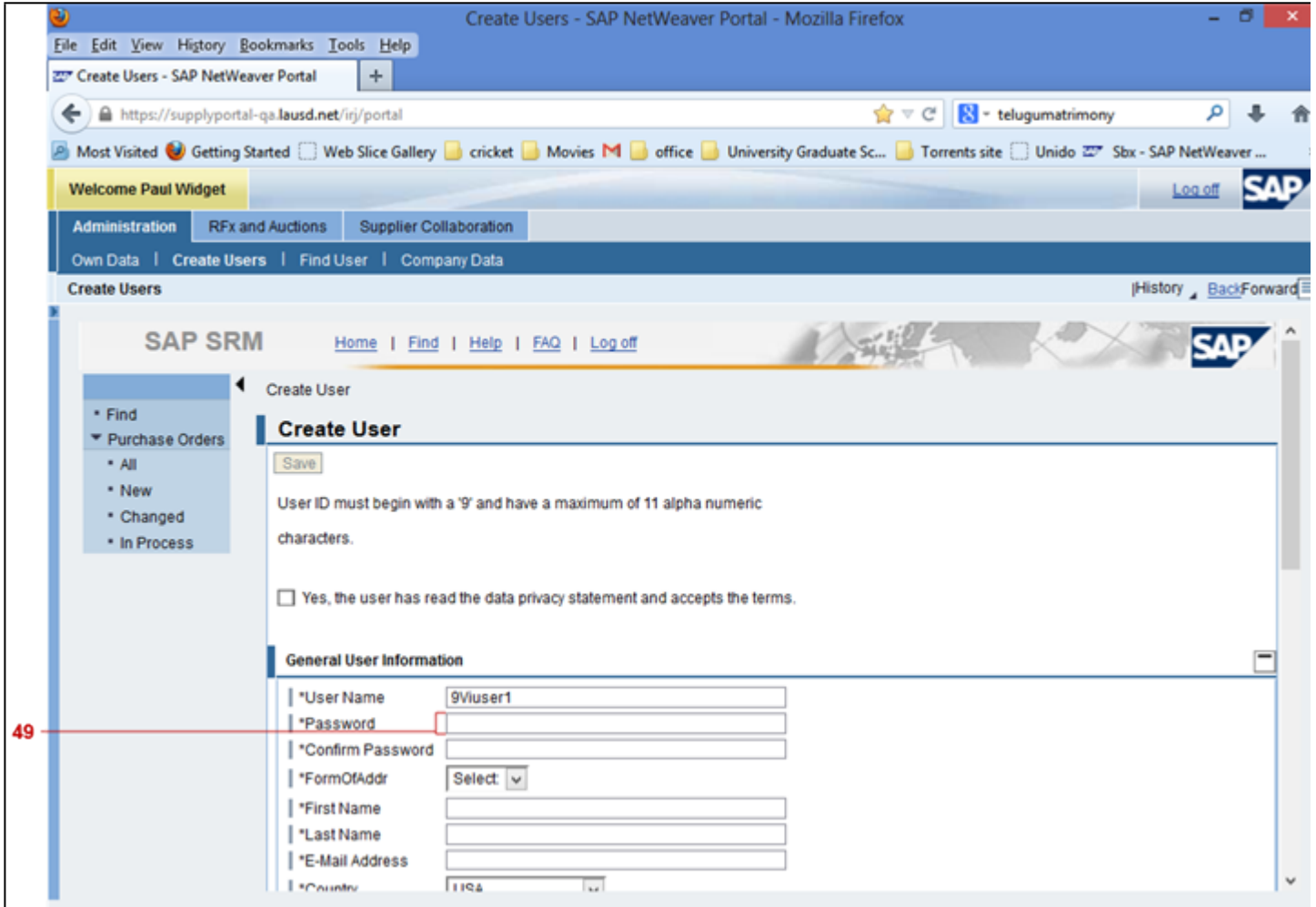
Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

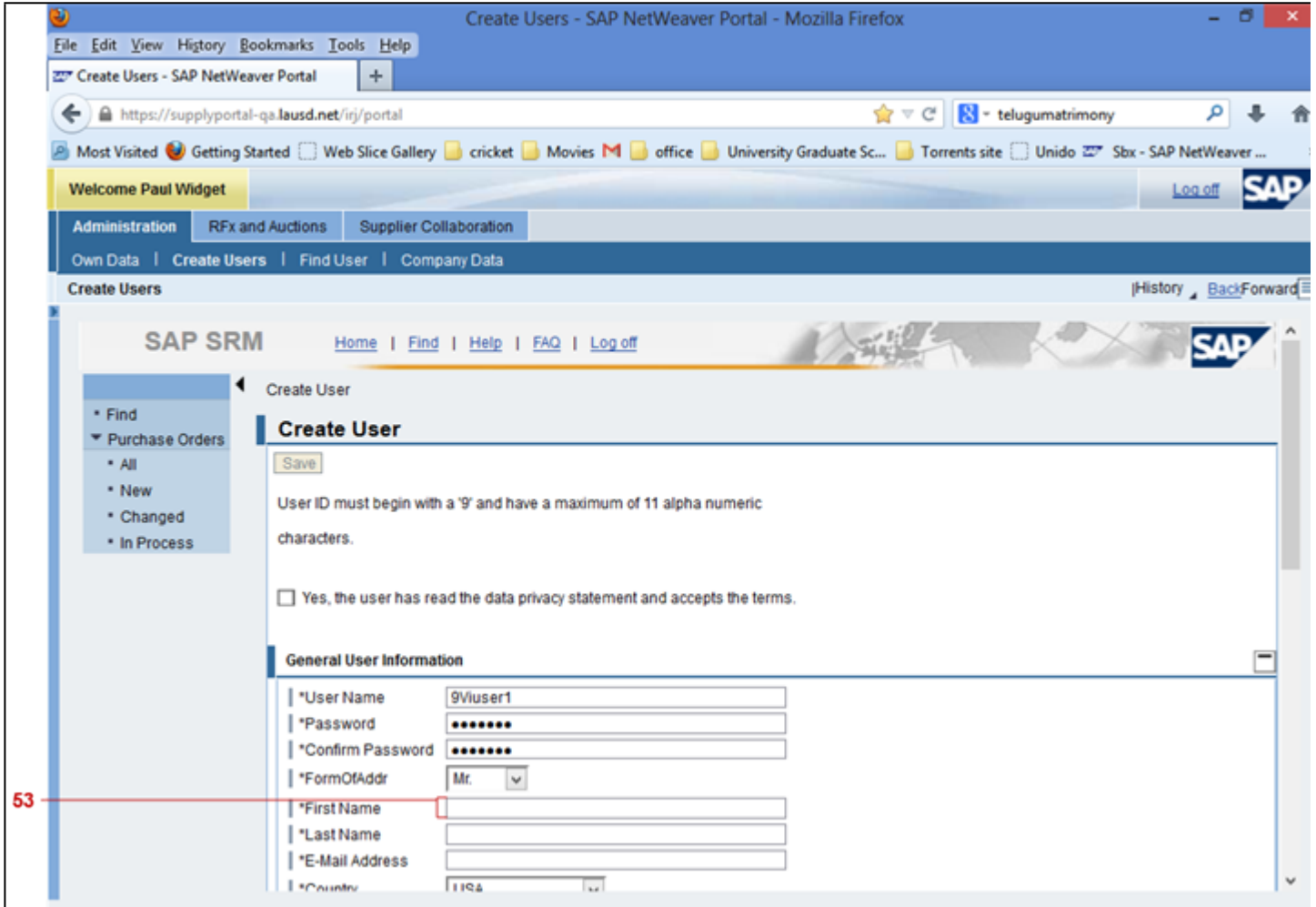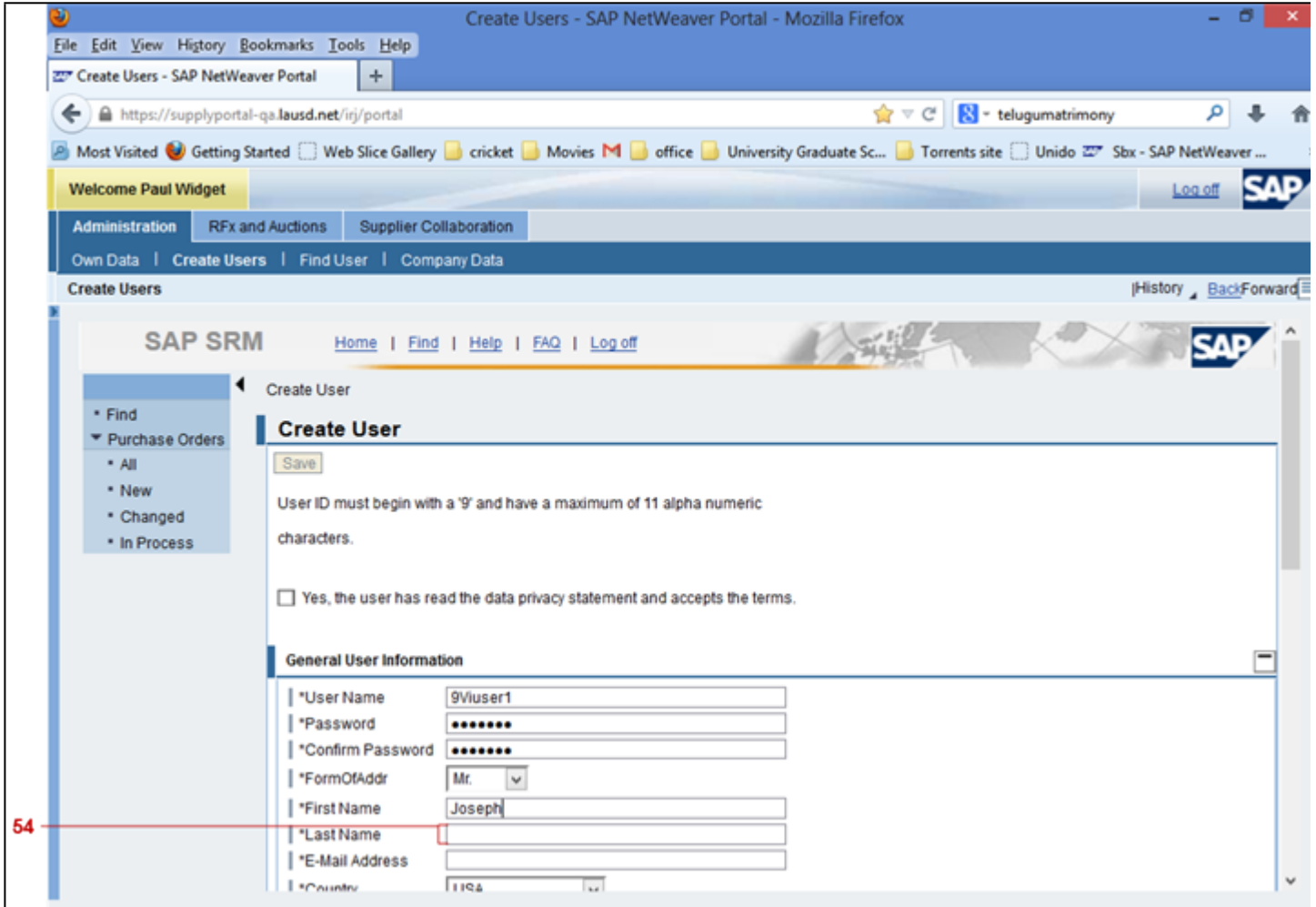| Field	R/O/C	Description
*E-Mail Address	R	An email address identifies an email mailbox to which email messages may be delivered. **Example:** abce@gmail.com

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

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Create Users - SAP NetWeaver Portal - Mozilla Firefox

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.
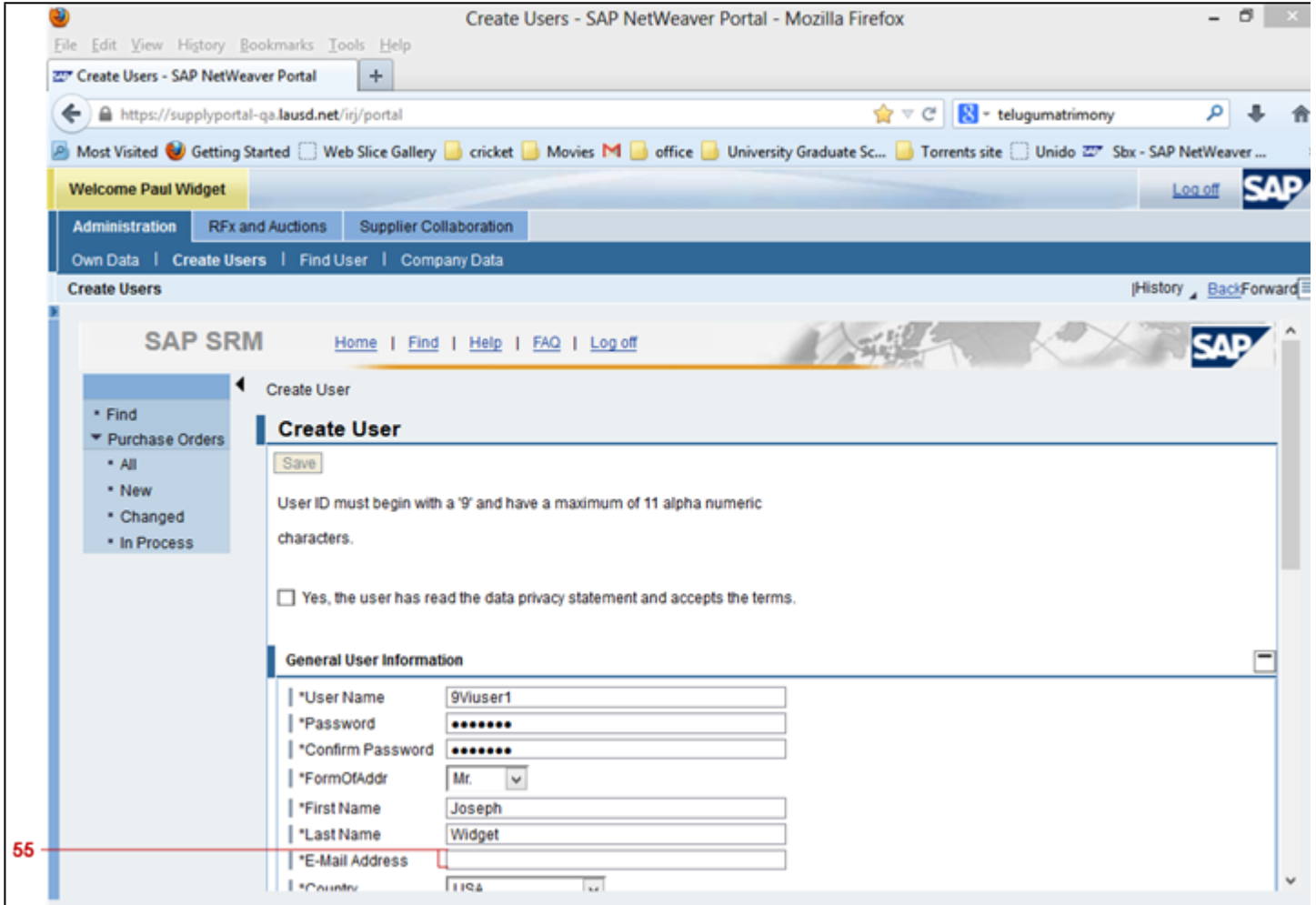
Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

57.   Click the check box ▭ to select the corresponding role.

Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

Field	R/O/C	Description
Fax	R	A fax is a document sent over a telephone line **Example:** 341-123-6784

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

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)

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Find User - SAP NetWeaver Portal - Mozilla Firefox

62.   Click the Date Format drop down button ⌄ to update the required date format.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Find User - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Find User - SAP NetWeaver Portal - Mozilla Firefox

64.   Click the Decimal Format drop down button ⌄ to select the required decimal format.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Find User - SAP NetWeaver Portal - Mozilla Firefox

65.   Click 12,345,687.90 to select the decimal format.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Find User - SAP NetWeaver Portal - Mozilla Firefox

66. Select the appropriate Time Zone.

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

67. Click the check 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.

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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 (https://vendors.lausd.net/irj/portal).
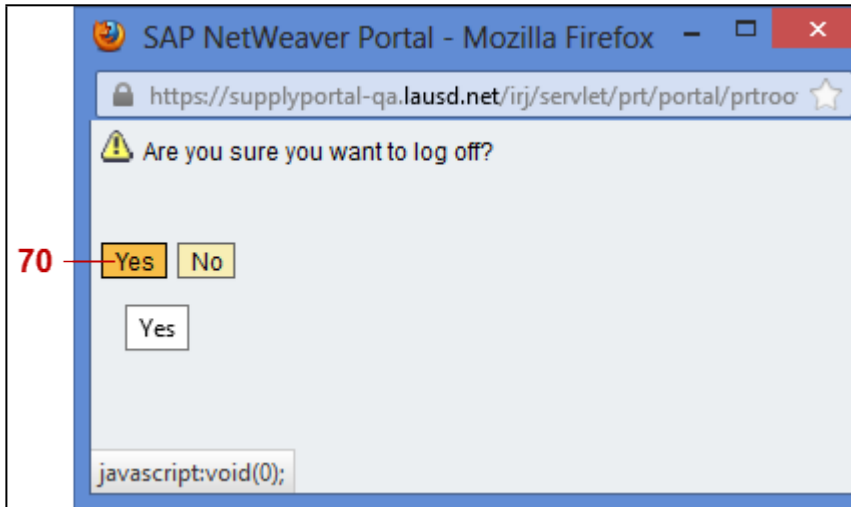
Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

70.   Click the **Yes** button to confirm log off.

Business Process Procedure

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.