



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 Supplier 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-vs@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)

The screenshot shows an email client window titled "Violet Widget Productions - Message (Plain Text)". The message is from "psg-vs@laUSD.net" to "lrp.pro" with the subject "Violet Widget Productions". The message content is as follows:

Dear Sir/Madam,

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

The user ID
87C73D58C21
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 Supplier Portal 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-vs@laUSD.net

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

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration +

https://sus-qa1.lausd.net/sap(bD1biZjPTloMA=)/bc/bsp/sap/srmsus_selfreg/userlogin.htm

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
Please enter your user name and password to register

User Name

Password

Submit

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

A screenshot of a Mozilla Firefox browser window titled "Self-Registration - Mozilla Firefox". The address bar shows the URL "https://sus-qa1.lausd.net/sap(bD11biZjPTkoMA=)/bc/bsp/sap/srmsus_selfreg/userlogin.htm". The page content includes a message: "Hello! Before you start, ... Please enter your user name and password to register". Below this message are two input fields: "User Name" with the value "87C73D6BC21" and "Password" with a masked password. A "Submit" button is located below the password field. A red number "4" is placed to the left of the "Submit" button. The browser's menu bar shows "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help". The status bar at the bottom left shows "javascript:void(0);".

4. Then click the **Submit** button.



Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11biZjPTkoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

5 *User Name
*Password
*Confirm Password
*FormOfAddr Select
*First Name
*Last Name
*E-Mail Address
*Country Afghanistan
Language English
Telephone
Fax
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 read the data privacy statement and accept the terms.
Create

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	<p>An identification used by a person with access to a network</p> <p>Example: 9Viwidget</p> <p> Make sure to fill fields indicated with a "".</p> <p> All User Names / User IDs must begin with a '9' and contain a maximum of 12 characters (including the '9').</p>



Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11biZjPTkoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

6 *User Name
 *Password
 *Confirm Password
 *FormOfAddr
 *First Name
 *Last Name
 *E-Mail Address
 *Country
 Language
 Telephone
 Fax
 Position
 Department
 Date Format
 Decimal Format
 Time Zone

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.

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	<p>A secret word or phrase that must be used to gain access.</p> <p>Example: *****</p> <p> 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.</p>



Business Process Procedure

Existing LAUSD Vendor - Maintain Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11biZjPTkoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name

*Password

*Confirm Password

*FormOfAddr

*First Name

*Last Name

*E-Mail Address

*Country

Language

Telephone

Fax

Position

Department

Date Format

Decimal Format

Time Zone

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

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11biZjPTkoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name
*Password
*Confirm Password
8 *FormOfAddr
*First Name
*Last Name
*E-Mail Address
*Country
Language
Telephone
Fax
Position
Department
Date Format
Decimal Format
Time Zone

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.

8. Click FormOfAddr drop down button to access available options.



Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Self-Registration - Mozilla Firefox

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11biZjPTkoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmv

telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name

*Password

*Confirm Password

*FormOfAddr

*First Name

*Last Name

*E-Mail Address

*Country

Language

Telephone

Fax

Position

Department

Date Format

Decimal Format

Time Zone

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

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11bIZjPTIoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmlv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name
 *Password
 *Confirm Password
 *FormOfAddr
 *First Name
 11 *Last Name
 *E-Mail Address
 *Country
 Language
 Telephone
 Fax
 Position
 Department
 Date Format
 Decimal Format
 Time Zone

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.

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11bIZjPTIoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmlv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name 9Vwldget
*Password *****
*Confirm Password *****
*FormOfAddr Mr
*First Name Paul
*Last Name Wldget
12 *E-Mail Address
*Country Afghanistan
Language English
Telephone
Fax
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 read the data privacy statement and accept the terms.
Create

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11biZjPTI0MA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmlv telugumatrimony


Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name 9Vividget
*Password *****
*Confirm Password *****
*FormOfAddr Mr
*First Name Paul
*Last Name Widget
*E-Mail Address abet@gmail.com
*Country Afghanistan
Language English
Telephone
Fax
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 read the data privacy statement and accept the terms.
Create

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

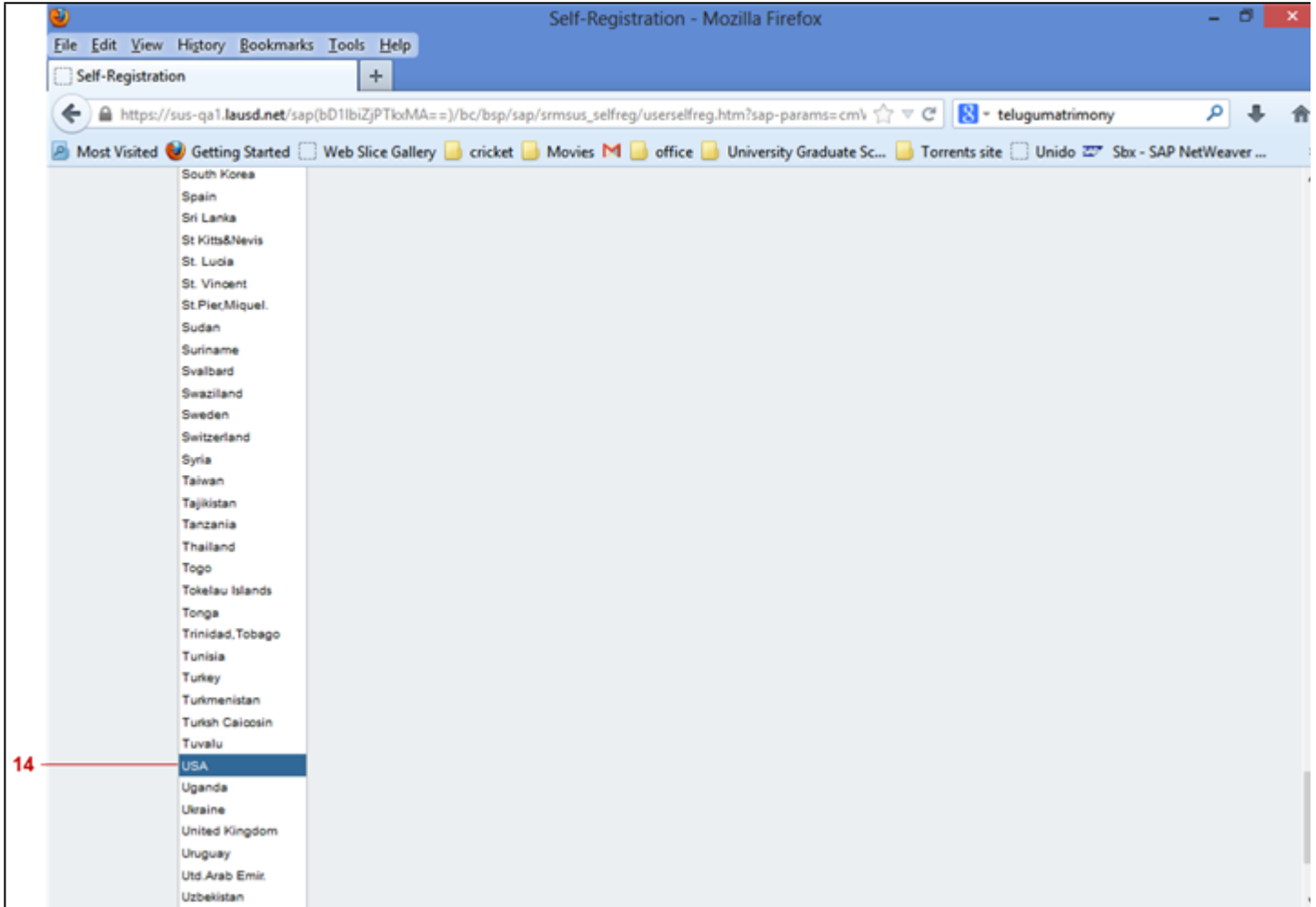


Business Process Procedure

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11bZjPTIoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmlv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name 9V/widget
*Password *****
*Confirm Password *****
*FormOfAddr Mr
*First Name Paul
*Last Name Widget
*E-Mail Address abet@gmail.com
*Country USA
Language English
Telephone 342-673-1256
16 Fax
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 read the data privacy statement and accept the terms.
Create

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11biZjPTloMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmlv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name 9Vwldget
*Password *****
*Confirm Password *****
*FormOfAddr Mr
*First Name Paul
*Last Name Widget
*E-Mail Address abet@gmail.com
*Country USA
Language English
Telephone 342-673-1256
Fax 342-673-1257
17 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 read the data privacy statement and accept the terms.
Create

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11bZjPTIoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmlv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name 9Vividget
*Password *****
*Confirm Password *****
*FormOfAddr Mr
*First Name Paul
*Last Name Widget
*E-Mail Address abet@gmail.com
*Country USA
Language English
Telephone 342-673-1256
Fax 342-673-1257
Position Administrator
18 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 read the data privacy statement and accept the terms.
Create

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD11biZjPTIoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmlv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name 9Vividget
*Password *****
*Confirm Password *****
*FormOfAddr Mr
*First Name Paul
*Last Name Widget
*E-Mail Address abet@gmail.com
*Country USA
Language English
Telephone 342-673-1256
Fax 342-673-1257
Position Administrator
Department Sales
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.

19 Yes, I have read the data privacy statement and accept the terms.
Create

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

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Connecting...

https://sus-qa1.lausd.net/sap(bD11biZjPTIoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmlv telugumatrimony

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Hello! Before you start, ...
You will be created as an administrator for your company with the following registration
Prerequisite for this is that your company has been registered with us
Fields indicated with a * must be filled

*User Name 9Vividget
*Password *****
*Confirm Password *****
*FormOfAddr Mr
*First Name Paul
*Last Name Widget
*E-Mail Address abet@gmail.com
*Country USA
Language English
Telephone 342-673-1256
Fax 342-673-1257
Position Administrator
Department Sales
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 read the data privacy statement and accept the terms.

20 - Create

javascript:void(0);

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

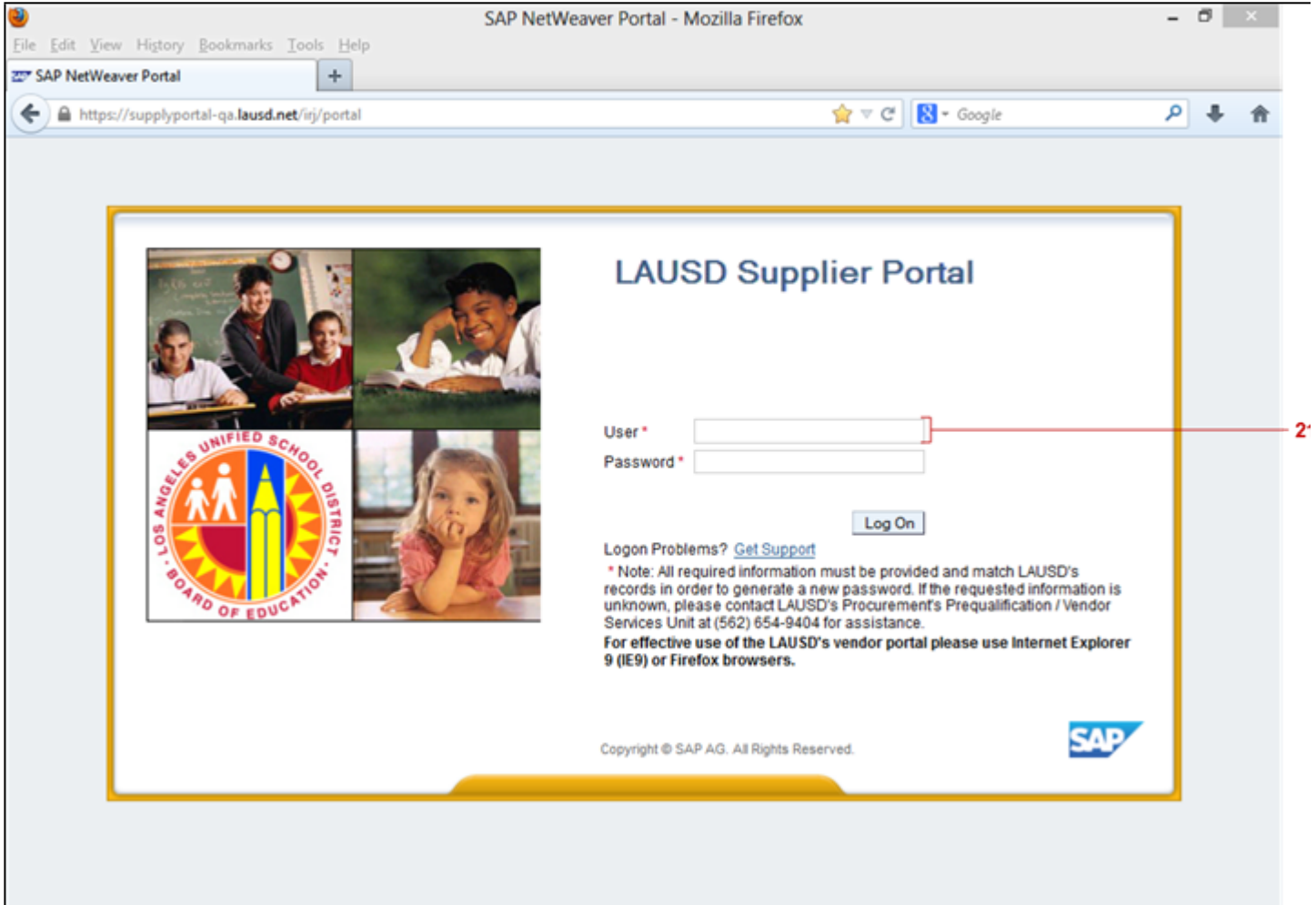


Business Process Procedure


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	<p>An identification used by a person to access a network</p> <p>Example: 9Viwidget</p> <p> Fill in the fields with User Name and Password entered in the previous section.</p>

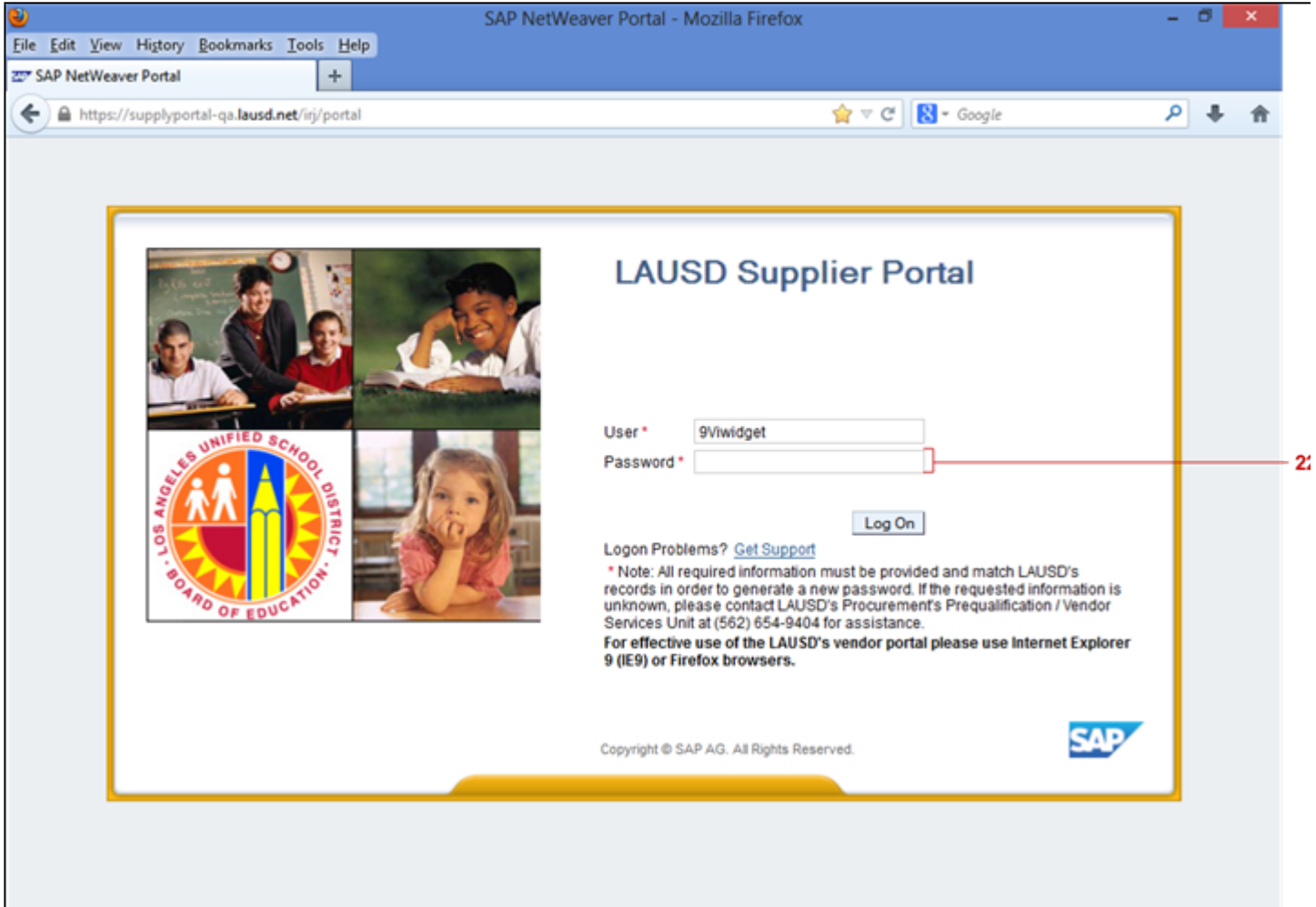


Business Process Procedure

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:

23. Click the [Log On](#) button.

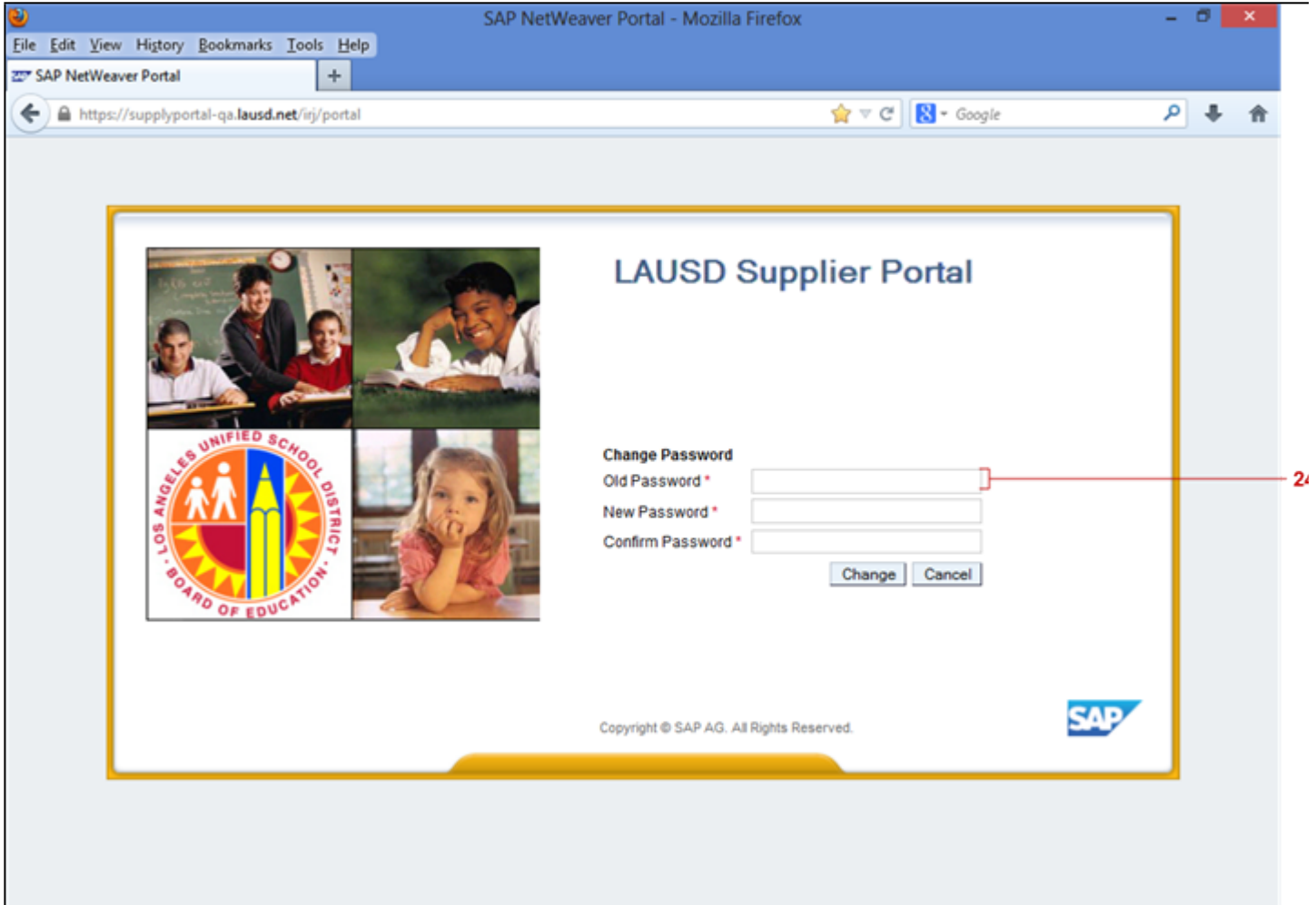


Business Process Procedure

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	<p>Current Password</p> <p>Example: *****</p> <p> 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.</p>

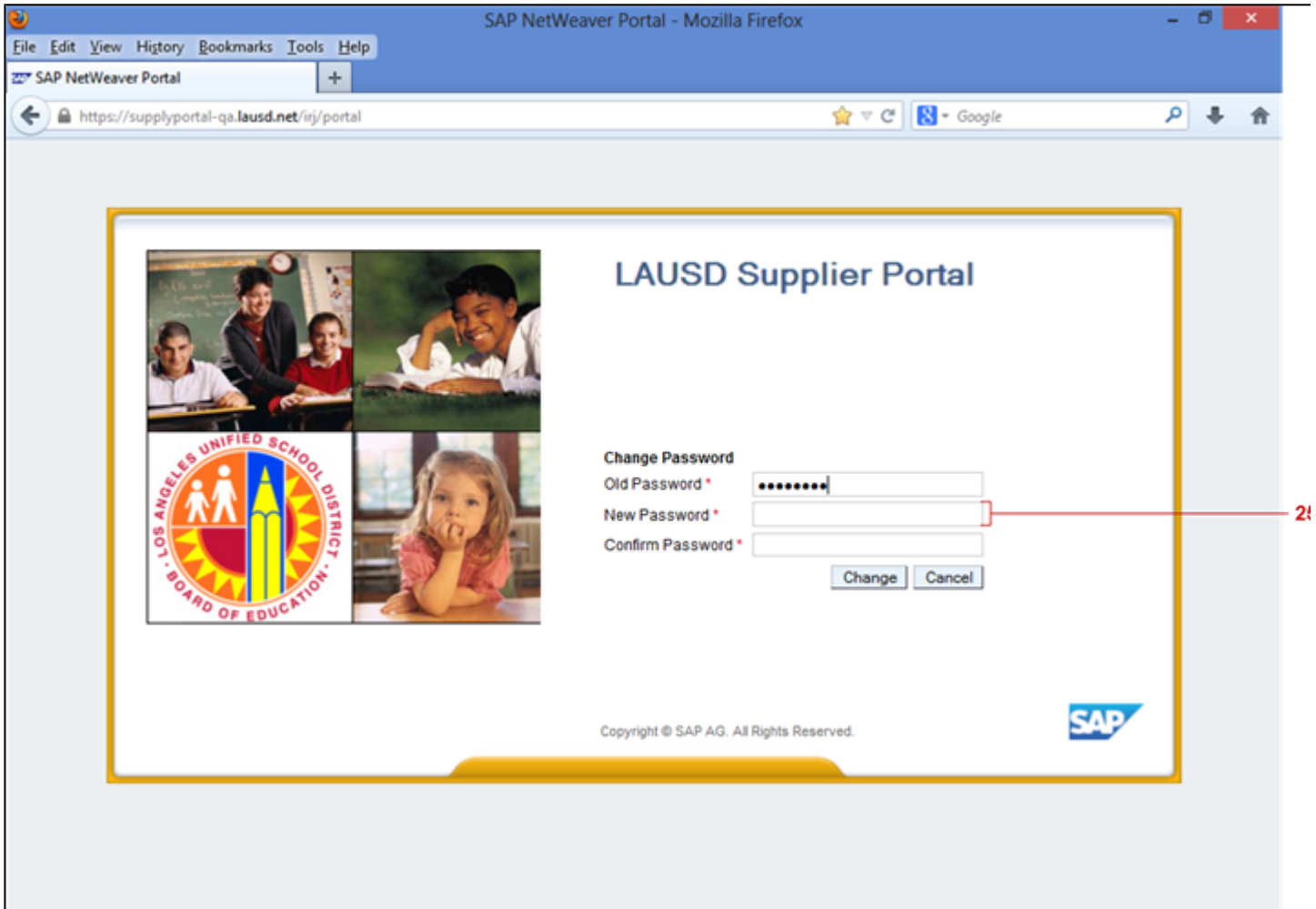


Business Process Procedure

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: *****

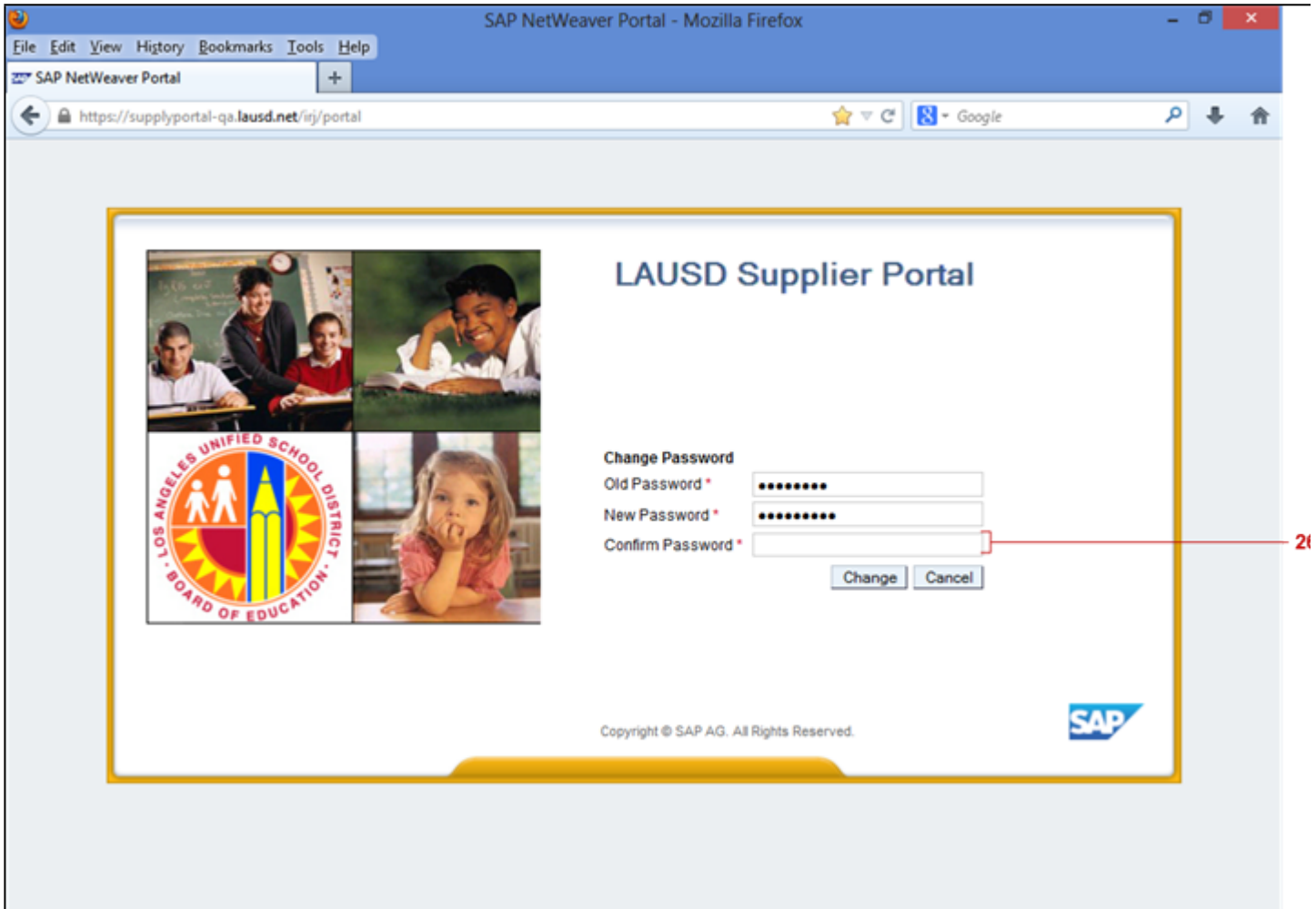


Business Process Procedure

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

The screenshot shows a Mozilla Firefox browser window titled "SAP NetWeaver Portal - Mozilla Firefox". The address bar displays "https://supplyportal-qa.lausd.net/ijj/portal". The main content area features a "LAUSD Supplier Portal" header. On the left, there is a collage of four images: a teacher with students, a student reading, the LAUSD logo, and a young girl. To the right of the images is a "Change Password" form with three input fields: "Old Password *", "New Password *", and "Confirm Password *", each containing a series of dots. Below the fields are "Change" and "Cancel" buttons. A red line with the number "27" points to the "Change" button. At the bottom of the page, there is a copyright notice "Copyright © SAP AG. All Rights Reserved." and the SAP logo.

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

The screenshot shows a Mozilla Firefox browser window displaying the SAP NetWeaver Portal. The address bar shows the URL <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Own Data - SAP NetWeaver Portal - Mozilla Firefox". The browser's address bar contains the search term "telugumatrimony". The page features a navigation menu with tabs for "Administration", "RFx and Auctions", and "Supplier Collaboration". Under "Supplier Collaboration", there are sub-tabs for "Own Data", "Create Users", "Find User", and "Company Data". The "Own Data" tab is selected and highlighted with a red box. The main content area displays the "SAP SRM" logo and a navigation bar with links for "Home", "Find", "Help", "FAQ", and "Log off". A sidebar on the left contains a "Find" section with a tree view for "Purchase Orders" including "All", "New", "Changed", and "In Process". The main content area shows the "User:9VIWIDGET" profile. A "Process" button is visible. The "General User Information" section includes fields for "User Name" (9VIWIDGET), "*FormOfAddr" (Mr.), "*First Name" (Paul), "*Last Name" (Widget), "*E-Mail Address" (abef@gmail.com), "*Country" (USA), "Language" (English), and "Company" (Violet Widget Productions|0900006266). The "Assigned Roles" are listed as "mySAP SRM SUS Bidder, Vendor Administrator, SAP SRM SUS: Supplier Order Collaboration User". The "Contact Information" section shows a "Telephone" field with the value "342-673-1256". A red box highlights the "Company Data" tab in the navigation menu.

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

Company Data - SAP NetWeaver Portal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Company Data - SAP NetWeaver Portal

https://supplyportal-qa.lausd.net/irj/portal

Most Visited Getting Started Web Slice Gallery cricket Movies office University Graduate Sc... Torrents site Unido Sbx - SAP NetWeaver ...

Welcome Paul Widget Log off SAP

Administration RFx and Auctions Supplier Collaboration

Own Data | Create Users | Find User | Company Data

Company Data |History BackForward

Edit Document:

Save

Taxpayer Identification Number

Changes to Taxpayer Identification Number and Company / Individual Name are not permitted through this online application. For assistance, please contact LAUSD's Pr Vendor Services Unit via e-mail at psq-ysu@lausd.net or by phone at (562) 654-9404.

Company / Individual Details

Name of Company / Individual: * Violet Widget Productions
(Extension of Name or DBA):
Address: 357 N Widget Way
Postal Code / City: * 90033 Los Angeles
Region / State: CA
Country: * US
Phone Number: * 800-555-035
E-mail Address (Purchasing): * lrp.pro@lausd.net

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

Company Data - SAP NetWeaver Portal - Mozilla Firefox

https://supplyportal-qa.lausd.net/irj/portal

Welcome Paul Widget

Administration | RFX and Auctions | Supplier Collaboration

Own Data | Create Users | Find User | Company Data

Company Data

Country:

Communication Details

Recommended phone/fax number format is XXX-XXX-XXXX
NOTE: The e-mail address identified in this section will be used for sending e-mail notifications relating to bidding opportunities.

Copy Company Data

First Name:

Last Name:

Form of Address:

Phone Number:

Fax Number:

E-Mail Address:

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 based on their identified areas of interest for

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

Company Data - SAP NetWeaver Portal - Mozilla Firefox

Company Data - SAP NetWeaver Portal

https://supplyportal-qa.lausd.net/irj/portal

telugumatrimony

Welcome Paul Widget Log off SAP

Administration RFX and Auctions Supplier Collaboration

Own Data | Create Users | Find User | Company Data

Company Data jHistory BackForward

Country:

Communication Details

Recommended phone/fax number format is XXX-XXX-XXXX
NOTE: The e-mail address identified in this section will be used for sending e-mail notifications relating to bidding opportunities.

Copy Company Data

First Name: *

Last Name: *

Form of Address: *

Phone Number: *

Fax Number:

E-Mail Address: *

31 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 based on their identified areas of interest for

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

The screenshot shows the 'Company Data' page in the SAP NetWeaver Portal. The page is displayed in Mozilla Firefox. The browser address bar shows the URL: <https://supplyportal-qa.lausd.net/irj/portal>. The page has a navigation menu with tabs for 'Administration', 'RFx and Auctions', and 'Supplier Collaboration'. Under 'Supplier Collaboration', there are links for 'Own Data', 'Create Users', 'Find User', and 'Company Data'. The 'Company Data' section is active, showing a form with the following fields:

- First Name: Paul
- Last Name: Widget
- Form of Address: Mr.
- Phone Number: 342-67
- Fax Number: 342-67
- E-Mail Address: abef@

Below the contact information, there is a section for 'Legal Business Entity Type' with a dropdown menu for 'Type of Business'. A red line points to this dropdown menu with the number 32. Below this is a section for 'Product Categories' with a table of categories and checkboxes.

Check	Category Description
<input type="checkbox"/>	PIPE, CAST IRON
<input type="checkbox"/>	PIPE, CLAY
<input type="checkbox"/>	PIPE, COPPER
<input type="checkbox"/>	PIPE, STEEL

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

Company Data - SAP NetWeaver Portal - Mozilla Firefox

Company Data - SAP NetWeaver Portal

https://supplyportal-qa.lausd.net/irj/portal

Welcome Paul Widget

Administration | RFX and Auctions | Supplier Collaboration

Own Data | Create Users | Find User | Company Data

Company Data

Copy Company Data

First Name: Paul

Last Name: Widget

Form of Address: Mr.

Phone Number: 342-67

Fax Number: 342-67

E-Mail Address: abef@

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.:

C Corporation
Partnership
S Corporation
Sole Proprietorship

Product Categories

Please enter product categories below. This information will assist Procurement staff in developing bidders lists of suppliers/vendors based on their identified areas of interest list below to identify your areas of interest.

Check	Category Description
<input type="checkbox"/>	PIPE, CAST IRON
<input type="checkbox"/>	PIPE, CLAY
<input type="checkbox"/>	PIPE, COPPER
<input type="checkbox"/>	PIPE, STEEL

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

Company Data - SAP NetWeaver Portal - Mozilla Firefox

Company Data - SAP NetWeaver Portal

https://supplyportal-qa.lausd.net/irj/portal

Welcome Paul Widget

Administration | RFX and Auctions | Supplier Collaboration

Own Data | Create Users | Find User | Company Data

Company Data

Copy Company Data

First Name: Paul
Last Name: Widget
Form of Address: Mr.

Phone Number: 342-67
Fax Number: 342-67
E-Mail Address: abef@g

Legal Business Entity Type

Type of Business: S Corporation

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 based on their identified areas of interest.

Check	Category Description
<input type="checkbox"/>	PIPE, CAST IRON
<input type="checkbox"/>	PIPE, CLAY
<input type="checkbox"/>	PIPE, COPPER
<input type="checkbox"/>	PIPE, STEEL

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

Company Data - SAP NetWeaver Portal - Mozilla Firefox

Company Data - SAP NetWeaver Portal

https://supplyportal-qa.lausd.net/irj/portal

Welcome Paul Widget

Administration | RFx and Auctions | Supplier Collaboration

Own Data | Create Users | Find User | Company Data

Company Data

Product Categories

Please enter product categories below. This information will assist Procurement staff in developing bidders lists of suppliers/vendors based on their identified areas of interest list below to identify your areas of interest.

Check	Category Description
<input type="checkbox"/>	PIPE, CAST IRON
<input type="checkbox"/>	PIPE, CLAY
<input type="checkbox"/>	PIPE, COPPER
<input type="checkbox"/>	PIPE, STEEL
<input type="checkbox"/>	PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINAT
<input type="checkbox"/>	BAGS AND LINERS, PLASTIC: GARBAGE CAN LINERS, JANITOR CART L
<input type="checkbox"/>	PLUMBING FIXTURES
<input type="checkbox"/>	IRRIGATION SYSTEMS, SUPPLIES, PARTS, AND ACCESSORIES
<input type="checkbox"/>	PLUMBING FIXTURES AND PARTS: LAVATORIES, SINKS, TOILETS (WAT
<input type="checkbox"/>	PLUMBING TRIM: FAUCETS, FITTINGS, ETC.

Small Business Enterprise (SBE)

If you are a Small Business Enterprise, which of the following agencies are you certified with?:

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

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar shows the URL: https://supplyportal-qa.lausd.net/rij/portal. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The SAP logo is visible in the top right corner. The main content area is titled "Company Data" and contains a list of categories with checkboxes, including "BAGS AND LINERS, PLASTIC: GARBAGE CAN LINERS, JANITOR CART L", "PLUMBING FIXTURES", "IRRIGATION SYSTEMS, SUPPLIES, PARTS, AND ACCESSORIES", "PLUMBING FIXTURES AND PARTS: LAVATORIES, SINKS, TOILETS (WAT)", and "PLUMBING TRIM: FAUCETS, FITTINGS, ETC.". Below this is the "Small Business Enterprise (SBE)" section, which asks for certification details. The "Demographics (Optional)" section is also present but collapsed.

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 Business 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

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar shows the URL: https://supplyportal-qa.lausd.net/rij/portal. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Company Data" section is active, showing a list of categories with checkboxes: "BAGS AND LINERS, PLASTIC: GARBAGE CAN LINERS, JANITOR CART L", "PLUMBING FIXTURES", "IRRIGATION SYSTEMS, SUPPLIES, PARTS, AND ACCESSORIES", "PLUMBING FIXTURES AND PARTS: LAVATORIES, SINKS, TOILETS (WAT)", and "PLUMBING TRIM: FAUCETS, FITTINGS, ETC.". Below this is the "Small Business Enterprise (SBE)" section, which asks for certification agencies, expiration date, average annual sales, number of employees, and NAICS codes. A red line points to the "When does your SBE Certification expire?" field with the number 37. The "Demographics (Optional)" section is also visible.

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

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar shows the URL <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Company Data" section is active, displaying a list of categories with checkboxes: "BAGS AND LINERS, PLASTIC: GARBAGE CAN LINERS, JANITOR CART L", "PLUMBING FIXTURES", "IRRIGATION SYSTEMS, SUPPLIES, PARTS, AND ACCESSORIES", "PLUMBING FIXTURES AND PARTS: LAVATORIES, SINKS, TOILETS (WAT)", and "PLUMBING TRIM: FAUCETS, FITTINGS, ETC.". Below this is the "Small Business Enterprise (SBE)" section, which contains the following fields:

- "If you are a Small Business Enterprise, which of the following agencies are you certified with?": A dropdown menu.
- "When does your SBE Certification expire?": A date field with a calendar icon. A red line with the number "38" points to this field.
- "Average Annual Sales over a three-year period?": A text input field containing "0.00".
- "Number of Employees?": A text input field containing "0000000".
- "Please enter a maximum of three (3) North American Industry Classification System (NAICS) codes below": Three empty text input fields.

The "Demographics (Optional)" section is partially visible at the bottom.

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



Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Company Data - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar displays <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Company Data" section is active, showing a list of categories with checkboxes: "BAGS AND LINERS, PLASTIC: GARBAGE CAN LINERS, JANITOR CART L", "PLUMBING FIXTURES", "IRRIGATION SYSTEMS, SUPPLIES, PARTS, AND ACCESSORIES", "PLUMBING FIXTURES AND PARTS: LAVATORIES, SINKS, TOILETS (WAT)", and "PLUMBING TRIM: FAUCETS, FITTINGS, ETC.". Below this is the "Small Business Enterprise (SBE)" section, which asks for certification details. A red line labeled "39" points to the "Number of Employees?" field, which contains the value "0000000". The "Demographics (Optional)" section is also visible.

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

The screenshot shows the SAP NetWeaver Portal interface. The browser title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows "https://supplyportal-qa.lausd.net/irj/portal". The page has a navigation menu with "Administration", "RFx and Auctions", and "Supplier Collaboration". Below the menu, there are tabs for "Own Data", "Create Users", "Find User", and "Company Data". The "Company Data" section is active, showing a list of categories with checkboxes: "BAGS AND LINERS, PLASTIC: GARBAGE CAN LINERS, JANITOR CART L", "PLUMBING FIXTURES", "IRRIGATION SYSTEMS, SUPPLIES, PARTS, AND ACCESSORIES", "PLUMBING FIXTURES AND PARTS: LAVATORIES, SINKS, TOILETS (WAT)", and "PLUMBING TRIM: FAUCETS, FITTINGS, ETC.". Below this is the "Small Business Enterprise (SBE)" section, which asks for certification agencies, expiration date, average annual sales, and number of employees. The "Demographics (Optional)" section is partially visible at the bottom. A red line and the number "40" point to the input fields for NAICS codes.

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

The screenshot shows the 'Company Data' form in the SAP NetWeaver Portal. The form is titled 'Small Business Enterprise (SBE)'. It contains several input fields for SBE certification details. A red box highlights the 'Gender' dropdown menu, which is currently set to 'Gender not known'. A red number '41' is positioned to the left of this dropdown. Below the form is a 'Save' button.

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

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar shows the URL: <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The user is logged in as "Paul" and has a "Log off" button. The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Company Data" section is active, showing a "Welcome Paul Widget" and a "Log off" button. The main content area is titled "Company Data" and contains two sections: "Small Business Enterprise (SBE)" and "Demographics (Optional)".

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?:

(Please do not use dollar sign)

Number of Employees?:

(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:

Ethnicity:

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

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar displays the URL <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Company Data" section is active, showing a "Welcome Paul Widget" and a "Log off" button. The main content area is titled "Company Data" and contains two sections: "Small Business Enterprise (SBE)" and "Demographics (Optional)".

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?:

(Please do not use dollar sign)

Number of Employees?:

(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:

Ethnicity:

43

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

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar shows the URL <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The main content area is titled "Company Data" and contains a form for "Small Business Enterprise (SBE)". The form includes fields for "When does your SBE Certification expire?", "Average Annual Sales over a three-year period?", and "Number of Employees?". A dropdown menu for "Ethnicity" is open, showing a list of options: "01 Native American", "02 Asian/Pacific Islander", "03 Afro-American/Black", "04 Hispanic", and "05 Other". A red line with the number "44" points to the "01 Native American" option. The form also includes a "Demographics (Optional)" section with a "Gender" dropdown set to "Male" and an "Ethnicity" checkbox. A "Save" button is visible at the bottom of the form.

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

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar displays <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Company Data" section is active, and the "Small Business Enterprise (SBE)" form is displayed. The form includes fields for SBE certification details and a "Demographics (Optional)" section. An "Ethnicity: All Values" dialog box is open, showing a list of ethnicity options. A red line and the number "45" point to the "OK" button in the dialog box.

Ethnicity	Name
01	Native American
02	Asian/Pacific Islander
03	Afro-American/Black
04	Hispanic
05	Other

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

The screenshot shows a web browser window with the URL <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The browser's address bar shows the URL and the search engine is set to "telugumatrimony". The page has a navigation menu with "Administration", "RFx and Auctions", and "Supplier Collaboration". Under "Supplier Collaboration", there are links for "Own Data", "Create Users", "Find User", and "Company Data". The "Company Data" link is selected. The main content area is titled "Company Data" and contains a section for "Small Business Enterprise (SBE)". This section has several input fields: "If you are a Small Business Enterprise, which of the following agencies are you certified with?", "When does your SBE Certification expire?", "Average Annual Sales over a three-year period?", "Number of Employees?", and "Please enter a maximum of three (3) North American Industry Classification System (NAICS) codes below". Below this is a section for "Demographics (Optional)" with fields for "Are you a minority-owned and/or woman-owned enterprise?", "Gender" (set to "Male"), and "Ethnicity" (set to "01"). A red arrow labeled "46" points to a "Save" button at the bottom left of the form.

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

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser address bar displays <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Company Data - SAP NetWeaver Portal - Mozilla Firefox". The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Company Data" section is active, showing a "Welcome Paul Widget" message and a "Log off" button. The main content area displays two success messages: "Business partner 900006266 changed successfully" and "Contact Person 900006278 Changed successfully - Display Help". A "Save" button is visible. Below the messages, the "Taxpayer Identification Number" section contains a warning: "Changes to Taxpayer Identification Number and Company / Individual Name are not permitted through this online application. For assistance, please contact LAUSD's Pr Vendor Services Unit via e-mail at psq-ysu@lausd.net or by phone at (562) 654-9404." The "Company / Individual Details" section contains a form with the following fields: "Name of Company / Individual:" (Violet Widget Productions), "(Extension of Name or DBA):", "Address:" (357 N Widget Way), "Postal Code / City:" (90033 Los Angeles), "Region / State:" (CA), "Country:" (US), "Phone Number:" (800-555-03), and "E-mail Address (Purchasing):" (lrp.pro@lausd.net). A note at the bottom of the form states: "(Registration Confirmation and Purchase Orders will be sent to this e-mail address.)". The browser status bar shows the URL <https://supplyportal-qa.lausd.net/irj/portal#>.

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: 9Vuser1

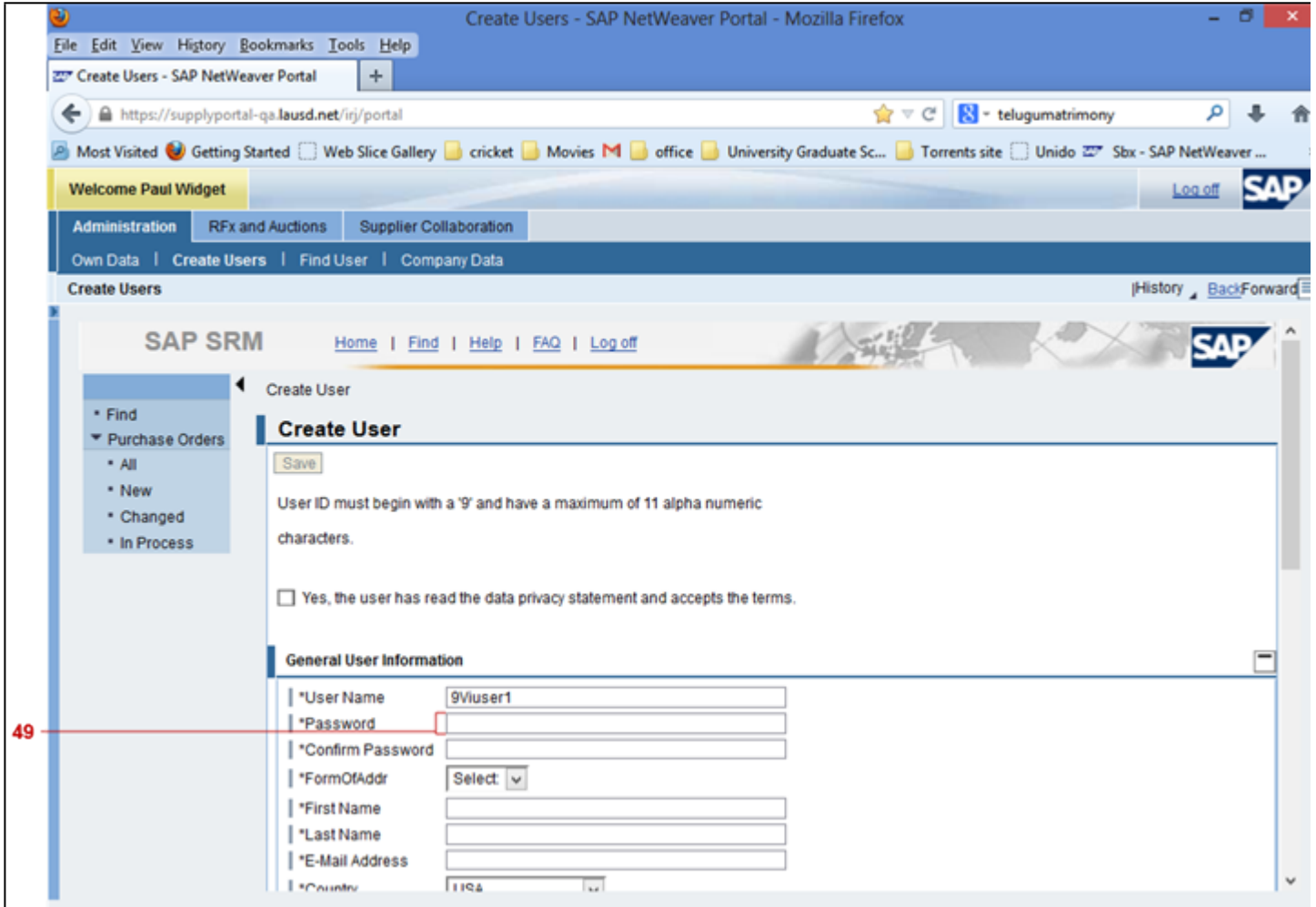


Business Process Procedure

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	<p>A secret word or phrase that must be used to gain access.</p> <p>Example: *****</p>  <p>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.</p>

Create Users - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the SAP NetWeaver Portal interface for creating a user. The browser window is titled "Create Users - SAP NetWeaver Portal - Mozilla Firefox" and shows the URL "https://supplyportal-qa.lausd.net/irj/portal". The page content includes a navigation menu with "Administration", "RFx and Auctions", and "Supplier Collaboration". The main area is titled "Create User" and contains a form with the following fields:

- *User Name: 9Vuser1
- *Password: *****
- *Confirm Password: [Empty]
- *FormOfAddr: Select [v]
- *First Name: [Empty]
- *Last Name: [Empty]
- *E-Mail Address: [Empty]
- *Country: USA [v]

A red line with the number "50" points to the *Password field.



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

The screenshot shows the 'Create User' form in the SAP NetWeaver Portal. The browser window title is 'Create Users - SAP NetWeaver Portal - Mozilla Firefox'. The URL is 'https://supplyportal-qa.lausd.net/irj/portal'. The page has a navigation bar with 'Administration', 'RFx and Auctions', and 'Supplier Collaboration'. The main content area is titled 'SAP SRM' and 'Create User'. The form includes a 'Save' button, a note about User ID requirements, a checkbox for data privacy, and several input fields: '*User Name' (9Vuser1), '*Password' (masked), '*Confirm Password' (masked), '*FormOfAddr' (dropdown menu), '*First Name', '*Last Name', '*E-Mail Address', and '*Country' (USA). A red line labeled '51' points to the 'FormOfAddr' dropdown menu.

51. Click FormOfAddr drop down button to access available options.



Business Process Procedure

Existing LAUSD Vendor - Maintain
Supplier User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create User' form in the SAP NetWeaver Portal. The form is titled 'Create User' and includes a 'Save' button. Below the button, there is a note: 'User ID must begin with a '9' and have a maximum of 11 alpha numeric characters.' There is also a checkbox for 'Yes, the user has read the data privacy statement and accepts the terms.' The 'General User Information' section contains the following fields:

*User Name	9Vuser1
*Password	*****
*Confirm Password	*****
*FormOfAddr	Select
*First Name	Select
*Last Name	Ms.
*E-Mail Address	
*Country	USA

A dropdown menu for the 'Form of Address' field is open, showing options: 'Select', 'Mr.', 'Ms.', and 'Mrs.'. The 'Mr.' option is highlighted in blue. A red line and the number '52' point to this option.

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

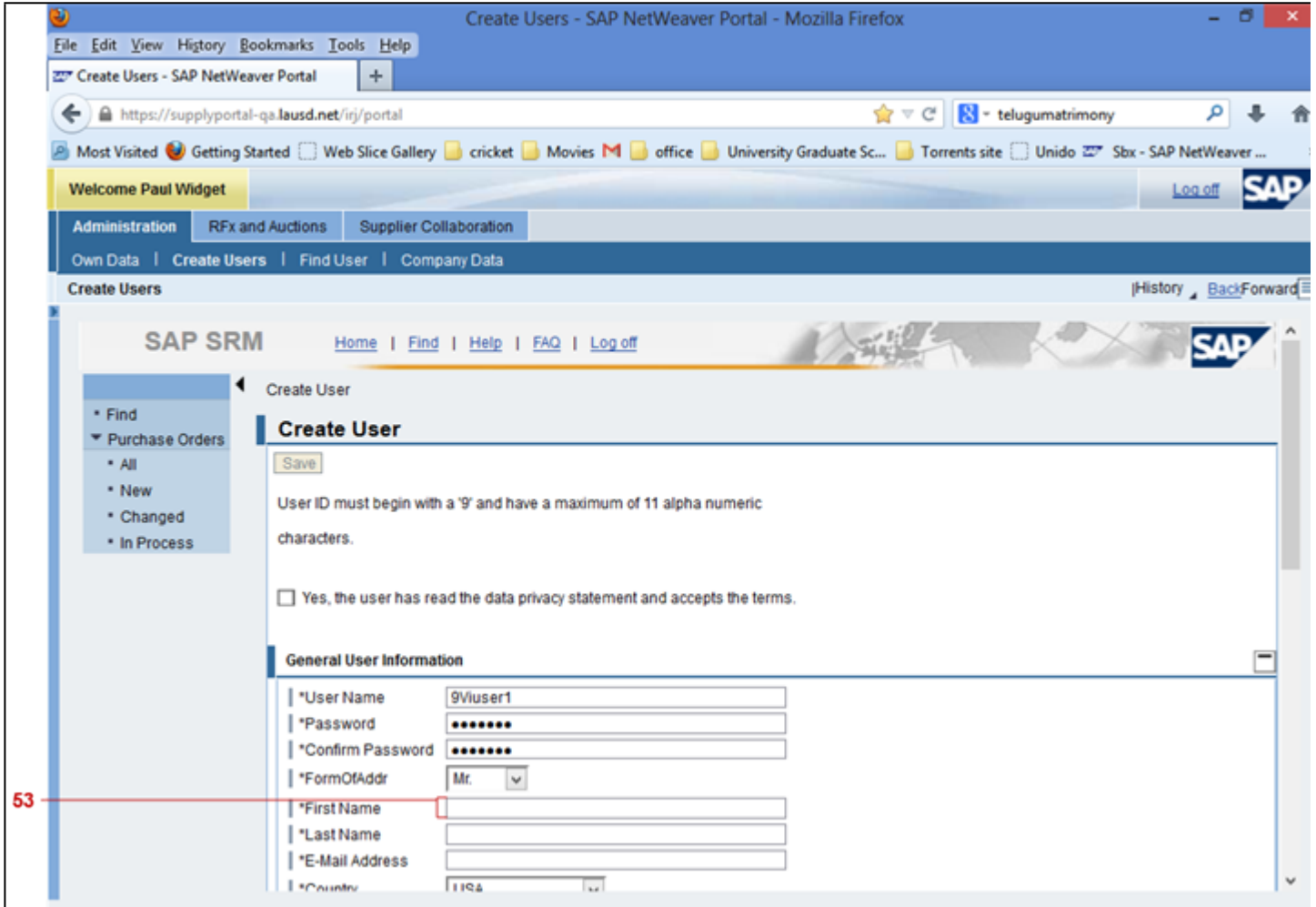


Business Process Procedure

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

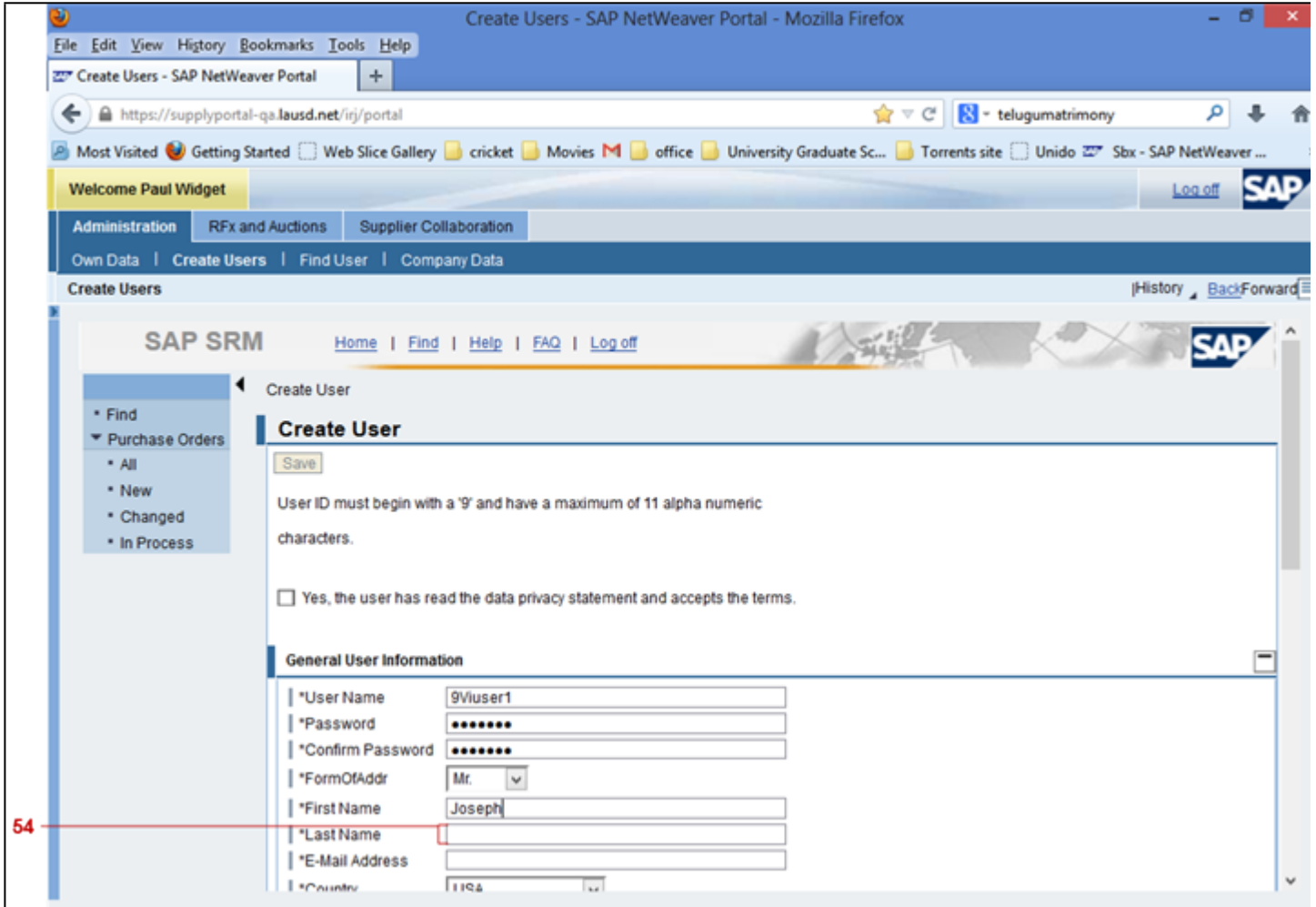


Business Process Procedure

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

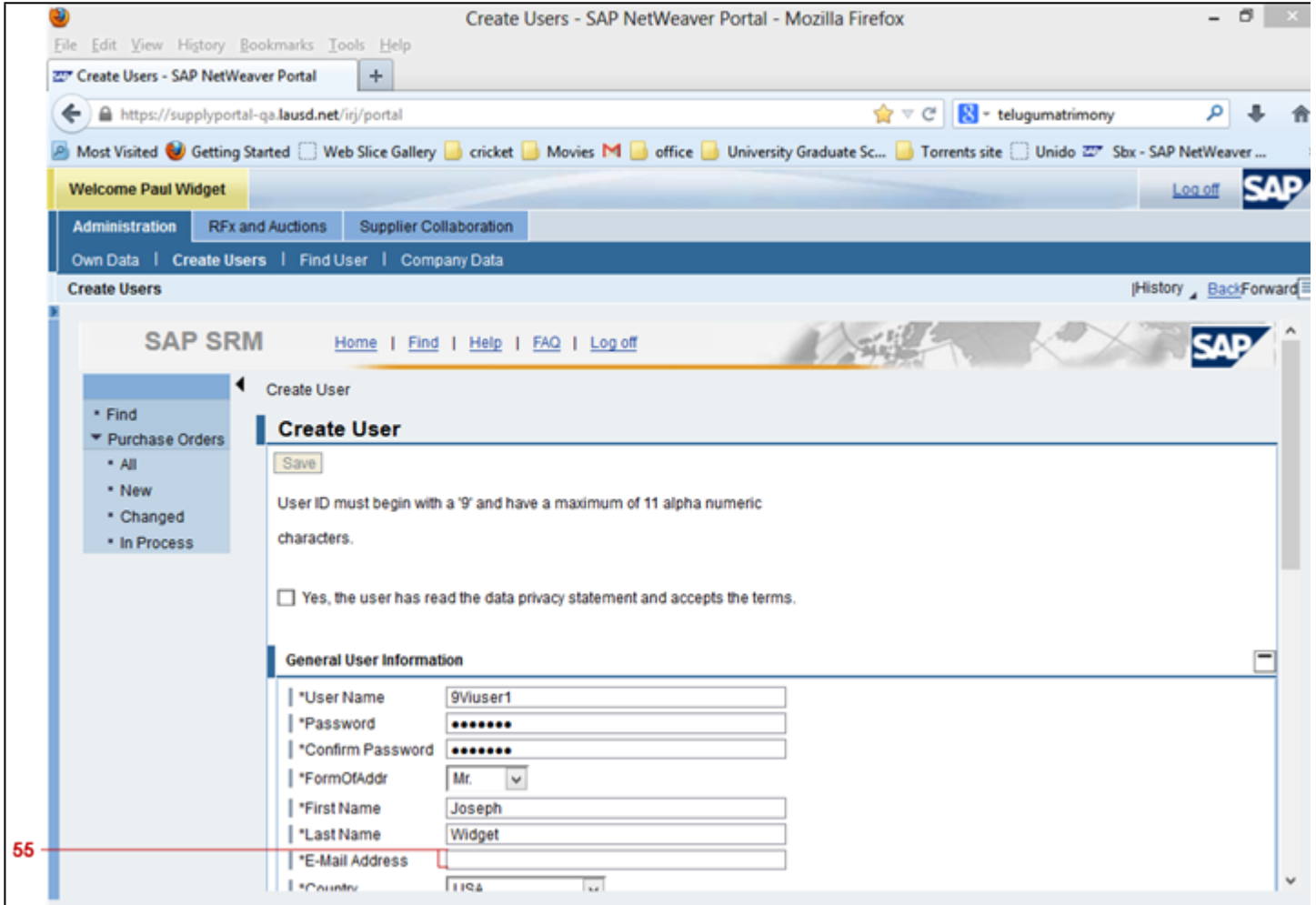


Business Process Procedure

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

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

56

Role	Description
<input checked="" type="checkbox"/> W102_0000	SAP SRM SUS: Supplier Order Collaboration User
<input type="checkbox"/> W101_0000	Vendor Administrator
<input type="checkbox"/> W100_0000	mySAP SRM SUS Bidder

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

Role	Description
<input checked="" type="checkbox"/> W102_0000	SAP SRM SUS: Supplier Order Collaboration User
<input type="checkbox"/> W101_0000	Vendor Administrator
<input type="checkbox"/> W100_0000	mySAP SRM SUS Bidder

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

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

The screenshot shows the 'Create Users' form in the SAP NetWeaver Portal. The form is titled 'Create Users - SAP NetWeaver Portal - Mozilla Firefox'. The browser address bar shows 'https://supplyportal-qa.lausd.net/irj/portal'. The user is logged in as 'Paul Widget'. The form includes the following fields and sections:

- *Last Name: Widget
- *E-Mail Address: abc@gmail.com
- *Country: USA
- Language: English
- *Company: Violet Widget Productions|0900006266
- Roles** table:

Role	Description
W102_0000	SAP SRM SUS: Supplier Order Collaboration User
W101_0000	Vendor Administrator
W100_0000	mySAP SRM SUS Bidder
- Contact Information** section:
 - Telephone: 341-123-6783
 - Fax: (empty)
 - Position: (empty)
 - Department: (empty)
- Settings** section: (empty)

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

The screenshot shows the SAP NetWeaver Portal interface. The browser window title is "Find User - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows "https://supplyportal-qa.lausd.net/irj/portal". The page has a navigation menu with "Administration", "RFx and Auctions", and "Supplier Collaboration". Under "Supplier Collaboration", there are links for "Own Data", "Create Users", "Find User", and "Company Data". The "Find User" page displays a table of roles:

Role	Description
VV102_0000	SAP SRM SUS: Supplier Order Collaboration User
VV101_0000	Vendor Administrator
VV100_0000	mySAP SRM SUS Bidder

Below the table is a "Contact Information" section with fields for Telephone (341-123-6783), Fax (341-123-6784), Position (Sales Representative), and Department (Sales). The "Settings" section includes a "Date Format" dropdown menu (DD.MM.YYYY), a "Decimal Format" dropdown menu (12.345.687,90), and a "Time Zone" dropdown menu (Pacific Time (Los Angeles)). A checkbox for "Save UI Settings" is checked. The "E-Mail Alert" section is also visible.

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

The screenshot shows the SAP NetWeaver Portal interface. The browser window title is "Find User - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows "https://supplyportal-qa.lausd.net/irj/portal". The page has a navigation bar with "Administration", "RFx and Auctions", and "Supplier Collaboration". Below this is a sub-navigation bar with "Own Data", "Create Users", "Find User", and "Company Data". The main content area is titled "Find User" and contains a table of roles, a "Contact Information" section, and a "Settings" section. The "Settings" section has a dropdown menu for "Date Format" that is open, showing options: "DD.MM.YYYY", "DD.MM.YYYY", "MM/DD/YYYY" (highlighted), "MM-DD-YYYY", "YYYYMM.DD", "YYYYMM/DD", "YYYY-MM-DD", and "YYYYMMDD". A red line with the number "63" points to the "MM/DD/YYYY" option.

Role	Description
VV102_0000	SAP SRM SUS: Supplier Order Collaboration User
VV101_0000	Vendor Administrator
VV100_0000	mySAP SRM SUS Bidder

Page 1 of 1

Contact Information

Telephone: 341-123-6783
Fax: 341-123-6784
Position: Sales Representative
Department: Sales

Settings

Date Format: DD.MM.YYYY
Decimal Format: DD.MM.YYYY
Time Zone: MM-DD-YYYY (Angeles)
Save UI Settings:

E-Mail Alert: GYYMM.DD
GYYMM/DD
GYY-MM-DD
YYYYMM/DD
YYYYMMDD

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

The screenshot shows the SAP NetWeaver Portal interface. The browser window title is "Find User - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows "https://supplyportal-qa.lausd.net/irj/portal". The page has a navigation menu with "Administration", "RFx and Auctions", and "Supplier Collaboration". Under "Supplier Collaboration", there are links for "Own Data", "Create Users", "Find User", and "Company Data". The "Find User" link is active. The main content area displays a table of roles:

Role	Description
VV102_0000	SAP SRM SUS: Supplier Order Collaboration User
VV101_0000	Vendor Administrator
VV100_0000	mySAP SRM SUS Bidder

Below the table is a "Contact Information" section with fields for Telephone (341-123-6783), Fax (341-123-6784), Position (Sales Representative), and Department (Sales). Below that is a "Settings" section with dropdown menus for Date Format (MM/DD/YYYY), Decimal Format (12.345.687,90), and Time Zone (Pacific Time (Los Angeles)). There is a checkbox for "Save UI Settings". Below the settings is an "E-Mail Alert" section. A red line with the number "64" points to the "Decimal Format" dropdown menu.

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

The screenshot shows the SAP NetWeaver Portal interface. The browser title is "Find User - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows "https://supplyportal-qa.lausd.net/irj/portal". The page has a navigation menu with "Administration", "RFx and Auctions", and "Supplier Collaboration". Under "Supplier Collaboration", there are links for "Own Data", "Create Users", "Find User", and "Company Data". The "Find User" section is active, displaying a table of roles:

Role	Description
VV102_0000	SAP SRM SUS: Supplier Order Collaboration User
VV101_0000	Vendor Administrator
VV100_0000	mySAP SRM SUS Bidder

Below the table is a "Contact Information" section with fields for Telephone (341-123-6783), Fax (341-123-6784), Position (Sales Representative), and Department (Sales). The "Settings" section includes Date Format (MM/DD/YYYY), Decimal Format (12,345,687,90), Time Zone (12,345,687,90 (angeles)), and a checked "Save UI Settings" option. A red line labeled "65" points to the "12,345,687,90" option in the Decimal Format dropdown menu.

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

The screenshot shows the SAP NetWeaver Portal interface in a Mozilla Firefox browser window. The browser address bar shows the URL: <https://supplyportal-qa.lausd.net/irj/portal>. The page title is "Find User - SAP NetWeaver Portal - Mozilla Firefox".

The main content area is titled "Find User" and contains the following sections:

- Role List:** A table with columns "Role" and "Description".

Role	Description
W102_0000	SAP SRM SUS: Supplier Order Collaboration User
W101_0000	Vendor Administrator
W100_0000	mySAP SRM SUS Bidder
- Contact Information:** A form with fields for Telephone (341-123-6783), Fax (341-123-6784), Position (Sales Representative), and Department (Sales).
- Settings:** A form with dropdown menus for Date Format (MM/DD/YYYY), Decimal Format (12,345,687.90), and Time Zone (Pacific Time (Los Angeles)). There is a checked checkbox for "Save UI Settings".
- E-Mail Alert:** A section with a checkbox and a text input field.

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

The screenshot shows the 'Create User' form in the SAP NetWeaver Portal. The form is titled 'Create User' and includes a 'Save' button. Below the button, there is a text box with the instruction: 'User ID must begin with a '9' and have a maximum of 11 alpha numeric characters.' Below this, there is a checkbox labeled 'Yes, the user has read the data privacy statement and accepts the terms.' A red line with the number '67' points to this checkbox. Below the checkbox is the 'General User Information' section, which contains the following fields:

*User Name	9VIUSER1
*Password	*****
*Confirm Password	*****
*FormOfAddr	Mr.
*First Name	Joseph
*Last Name	Widget
*E-Mail Address	abce@gmail.com
*Country	USA

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

The screenshot shows a Mozilla Firefox browser window titled "Create Users - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL "https://supplyportal-qa.lausd.net/irj/portal". The browser's search bar contains "telugumatrimony". The page displays a navigation menu with "Administration", "RFx and Auctions", and "Supplier Collaboration". Below the menu, there are links for "Own Data", "Create Users", "Find User", and "Company Data". The main content area shows the "Create Users" page for "User:9VIUSER1". The user details are as follows:

General User Information	
User Name	9VIUSER1
*FormOfAddr	Mr.
*First Name	Joseph
*Last Name	Widget
*E-Mail Address	abce@gmail.com
*Country	USA
Language	English
Company	Violet Widget Productions 0900006266
Assigned Roles	mySAP SRM SUS Bidder,SAP SRM SUS: Supplier Order Collaboration User

Below the general information, there is a "Contact Information" section with the following details:

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 (<https://vendors.lausd.net/irj/portal>).

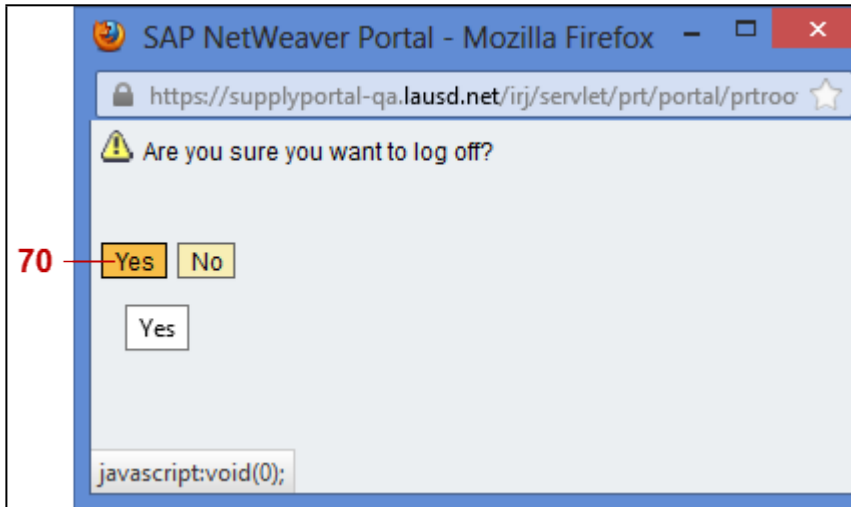


Business Process Procedure

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.