



Business Process Procedure

Maintain Supplier User

Transaction Code: NA

Purpose

Use this procedure to modify relevant information within the LAUSD's Supplier Self-Service application.

Trigger

Perform this procedure when required to update company data or user's information in LAUSD's Supplier Portal (<https://vendors.lausd.net/irj/portal>).

Prerequisites

- Administrator User Credentials

Menu Path

Use the following menu path(s) to begin this transaction:

NA

Transaction Code

NA

Helpful Hints





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



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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.



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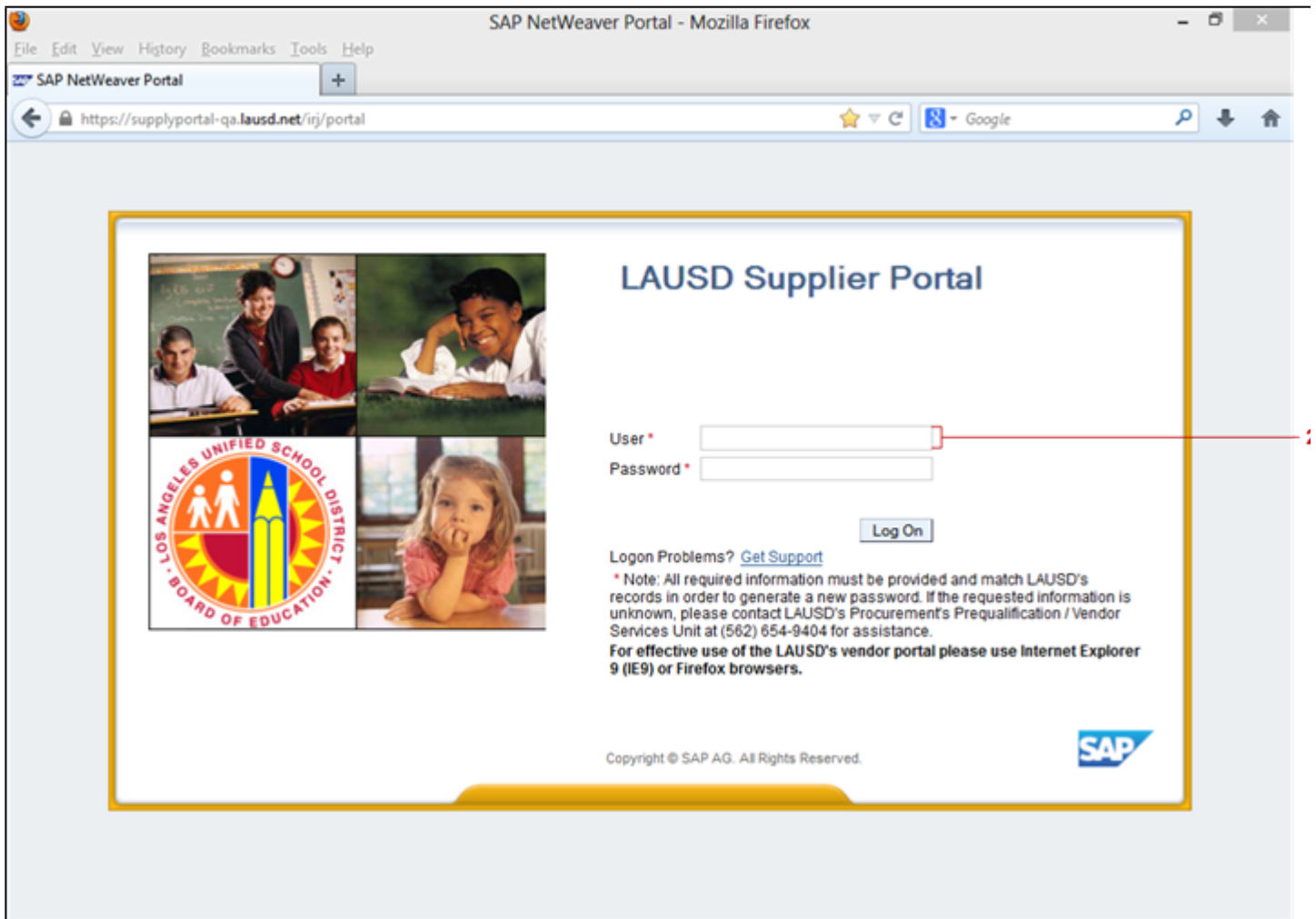
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Procedure

1. Start the transaction by accessing LAUSD's Supplier Portal at <https://vendors.lausd.net/irj/portal>.

SAP NetWeaver Portal - Mozilla Firefox



2. 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: 9Orwidget

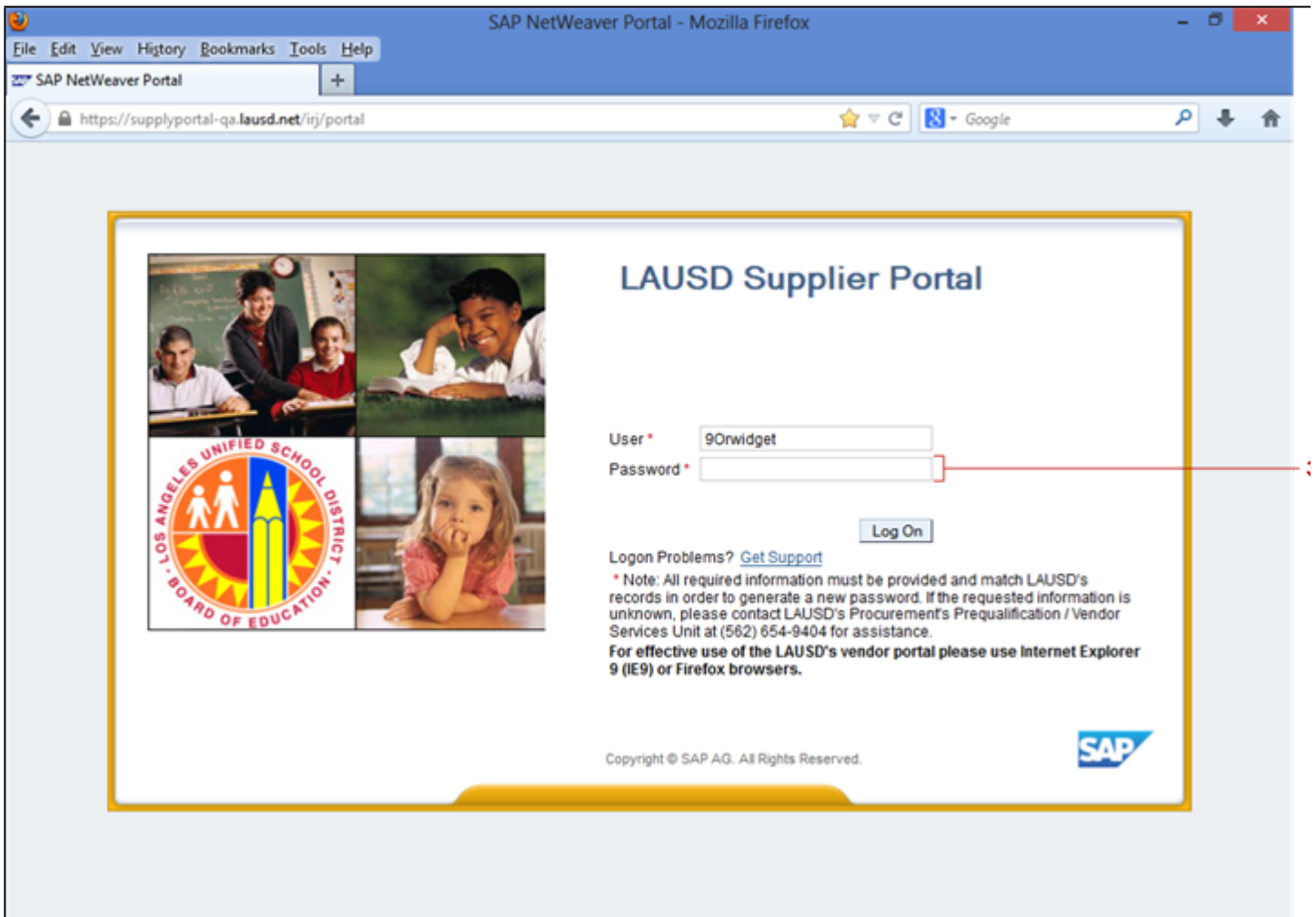


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SAP NetWeaver Portal - Mozilla Firefox



3. 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: *****



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SAP NetWeaver Portal - Mozilla Firefox

A screenshot of a Mozilla Firefox browser window displaying the SAP NetWeaver Portal for LAUSD. The browser's address bar shows the URL "https://supplyportal-qa.lausd.net/irj/portal". The page content includes the LAUSD logo, a grid of four photos (a teacher with students, a student reading, the LAUSD logo, and a young girl), the title "LAUSD Supplier Portal", and a login form with fields for "User" (containing "90rwidget") and "Password" (masked with dots). A "Log On" button is highlighted with a red line. Below the login form, there is a "Logon Problems? Get Support" link and a note about password requirements and browser recommendations. The SAP logo and copyright information are at the bottom.

4. Then click the [Log On](#) button.



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Own 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 "Own Data - SAP NetWeaver Portal - Mozilla Firefox". The browser's address bar shows the URL. The page content includes a navigation menu with tabs for "Administration", "RFx and Auctions", and "Supplier Collaboration". Below this, there are links for "Own Data", "Create Users", "Find User", and "Company Data". The "Own Data" link is highlighted with a red box and a red number "5". The main content area displays "SAP SRM" and "Own Data" for user "9ORWIDGET". The user details are as follows:

General User Information	
User Name	9ORWIDGET
*FormOfAddr	Mr.
*First Name	John
*Last Name	Widget
*E-Mail Address	lrp_pro@lausd.net
*Country	USA
Language	English
Company	Orange Widget Productions 0900006210
Assigned Roles	mySAP SRM SUS Bidder, Vendor Administrator, SAP SRM SUS: Supplier Order Collaboration User

Contact Information	
Telephone	800-555-2222
Fax	800-555-2223

5. Click the **Company Data** tab to update company data.



User's Own data will be displayed by default.



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Company Data - SAP NetWeaver Portal - Mozilla Firefox

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-vsuv@lausd.net or by phone at (562) 654-9404.

Company / Individual Details

Name of Company / Individual: *
(Extension of Name or DBA):

Address:
Postal Code / City: *
Region / State:
Country: *
Phone Number: *
E-mail Address (Purchasing): *
(Registration Confirmation and Purchase Orders will be sent to this e-mail address.)

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

Field	R/O/C	Description
Address:	R	Address of the company with 60 characters limit Example: 136 Atlantic Road  As required, update the corresponding fields.



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Company Data - SAP NetWeaver Portal - Mozilla Firefox

Edit Document:

Save

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Company / Individual Details

Name of Company / Individual: *
 (Extension of Name or DBA):
 Address:
 Postal Code / City: *
 Region / State:
 Country: *
 Phone Number: *
 E-mail Address (Purchasing): *
 (Registration Confirmation and Purchase Orders will be sent to this e-mail address.)

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

Field	R/O/C	Description
Postal Code / City:	R	5 Digit Postal Code Example: 85053



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Company Data - SAP NetWeaver Portal - Mozilla Firefox

Edit Document:

Save

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Company / Individual Details

Name of Company / Individual: *
 (Extension of Name or DBA):
 Address:
 Postal Code / City: *
 Region / State:
 Country: *
 Phone Number: *
 E-mail Address (Purchasing): *
 (Registration Confirmation and Purchase Orders will be sent to this e-mail address.)

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

Field	R/O/C	Description
Postal Code / City:	R	5 Digit Postal Code Example: Phoenix



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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

Welcome John 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-vs@lausd.net or by phone at (562) 654-9404.

Company / Individual Details

Name of Company / Individual: *	Orange Widget Productions
(Extension of Name or DBA):	
Address:	136 Atlantic Road
Postal Code / City: *	85053 Phoenix
Region / State:	AZ
Country: *	US
Phone Number: *	800-555-222
E-mail Address (Purchasing): *	orange_widget@ow.com

(Registration Confirmation and Purchase Orders will be sent to this e-mail address.)

9. As required, update/review the following fields:



For updating remaining fields, use the scroll bar to scroll up/down.



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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

Welcome John Widget Log off SAP

Administration RFX and Auctions Supplier Collaboration

Own Data | Create Users | Find User | Company Data

Company Data |History BackForward

Payment Remittance Address (if different from previous section)

If a Payment Remittance address is being provided, please provide complete name and address information.

Same as above:

Name of Company: Orange Widget Productions
(Extension of Name or DBA):

Address: PO Box 222
Postal Code / City: 90017 Los Angeles
Region / State: CA
Country: US

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: * John
Last Name: * Widget
Form of Address: * Mr.

Phone Number: * 800-555
Fax Number: 800-555
E-Mail Address: * lrp.pro@

10. As required, update/review the following fields



If needed update Payment Remittance Address and Communication Details.



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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 "John Widget". The navigation menu includes "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Company Data" section is active, showing a "Product Categories" form. The form contains a list of product categories with checkboxes. The category "IRRIGATION SYSTEMS, SUPPLIES, PARTS, AND ACCESSORIES" is highlighted with a red arrow and the number "11". Below the list, there is a "Small Business Enterprise (SBE)" section with a dropdown menu for "SBE" and a date field for "When does your SBE Certification expire?" set to "12/31/2013".

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 checked="" type="checkbox"/>	PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINAT
<input checked="" 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.

11. Update Product Categories information either by selecting new product categories or deselecting the existing product categories. For example, Click the check box to select "IRRIGATION SYSTEMS, SUPPLIES" product category.



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Company Data - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Company Data' page in the SAP NetWeaver Portal. The page is titled 'Company Data - SAP NetWeaver Portal - Mozilla Firefox'. The browser address bar shows 'https://supplyportal-qa.lausd.net/irj/portal'. The page has a navigation menu with 'Administration', 'RFx and Auctions', and 'Supplier Collaboration'. The 'Company Data' section is active, showing a form for 'Small Business Enterprise (SBE)'. The form includes the following fields and values:

- If you are a Small Business Enterprise, which of the following agencies are you certified with?: SBE
- When does your SBE Certification expire?: 12/31/2013
- Average Annual Sales over a three-year period?: 100,000.00
- Number of Employees?: 0000005
- Please enter a maximum of three (3) North American Industry Classification System (NAICS) codes below: 222222, 222223, 222224

Below the SBE section is the 'Demographics (Optional)' section, which includes a dropdown for 'Gender' (set to 'Male') and a text field for 'Ethnicity' (set to '01'). A red line with the number '12' points to the 'Save' button at the bottom left of the form.

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



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Company Data - SAP NetWeaver Portal - Mozilla Firefox

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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

Welcome John Widget Log off SAP

Administration RFX and Auctions Supplier Collaboration

Own Data Create Users Find User Company Data

Company Data

Business partner 900006210 changed successfully

Contact Person 900006211 Changed successfully - Display Help

Save

Taxpayer Identification Number

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Company / Individual Details

Name of Company / Individual: Orange Widget Productions

(Extension of Name or DBA):

Address: 136 Atlantic Road

Postal Code / City: 85053 Phoenix

Region / State: AZ

Country: US

Phone Number: 800-555-222

E-mail Address (Purchasing): orange_widget@ow.com
(Registration Confirmation and Purchase Orders will be sent to this e-mail address.)

E-mail Address (Accounting): orange_widget_acctg@ow.com

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

13. Click the **Find User** tab to update User's information (Password, Phone number, etc.).



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Find User - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface in a Mozilla Firefox browser window. The browser's address bar displays the URL <https://supplyportal-qa.lausd.net/irj/portal>. The page header includes a welcome message for 'John Widget' and navigation tabs for 'Administration', 'RFx and Auctions', and 'Supplier Collaboration'. The main content area is titled 'Find User' and contains a search form with the following fields: 'First Name', 'Last Name', 'User Name', 'E-Mail Address', and 'Company' (with a dropdown menu showing 'Orange Widget Productions|0900006210'). A yellow 'Find' button is located at the bottom of the search form. A red box highlights the 'Find' button, and a red line points from the number '14' in the text below to this button.

14. Use any of the above fields to search for the required user or directly click the **Find** button to display all available users.



In case of not having the complete First Name or Last Name of a user, use the asterisk (*) as a wild card search in the respective field. The asterisk (*) can be used at the beginning and/or end of a search string.



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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 displays 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 selected. The main content area shows the "SAP SRM" logo and a "User List" table. The table has columns for "Loc", "User", "Name", "Compan", "Company", and "Roles". The first row is highlighted, and a red line points to the edit button (pencil icon) in the first column of this row.

Loc	User	Name	Compan	Company	Roles
90R	90RWIDGET	John Widget	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, Ve
90R	9WIDUSER1	Robert Henry	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, SA
90R	9WIDUSER2	Todd Steffinnie	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, SA
90R	9WIDUSER3	Armen sargsyan	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, SA
90R	9WIDUSER4	chris krahn	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, SA

15. Click the edit button  to update the information of the corresponding user. For example, click the edit button corresponding to "Robert Henry".



Use the padlock buttons to lock or unlock a user.



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Find User - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Edit User' form in the SAP NetWeaver Portal. The user being edited is '9WIDUSER1'. The form contains the following fields and values:

- User Name: 9WIDUSER1
- Password: (empty)
- Confirm Password: (empty)
- *FormOfAddr: Mr.
- *First Name: Robert
- *Last Name: Henry
- *E-Mail Address: Robertabc@gmail.com
- *Country: USA
- Language: English
- Company: Orange Widget Productions|0900006210

Below the form, there is a 'Roles' section with a table:

Role	Description
VV102_0000	SAP SRM SUS: Supplier Order Collaboration User

A red line with the number '16' points to the Password field.

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



Field	R/O/C	Description
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Field	R/O/C	Description
Password	R	<p>A secret word or phrase that must be used to gain admission to something.</p> <p>Example: *****</p> <p> As needed, update the corresponding fields</p> <p> This is a temporary password created by the Vendor Administrator. The user will be asked to change his/her password during the first time login to the supplier portal.</p>



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Find User - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP SRM 'Find User' interface. The breadcrumb trail is 'Find User > User List > Edit User'. The user being edited is '9WIDUSER1'. The 'General User Information' section contains the following fields:

- User Name: 9WIDUSER1
- Password: [Redacted]
- Confirm Password: [Redacted]
- *FormOfAddr: Mr.
- *First Name: Robert
- *Last Name: Henry
- *E-Mail Address: Robertabc@gmail.com
- *Country: USA
- Language: English
- Company: Orange Widget Productions|0900006210

The 'Roles' section shows a table with one role:

Role	Description
VV102_0000	SAP SRM SUS: Supplier Order Collaboration User

A red line labeled '17' points to the 'Confirm Password' field.

17. 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: *****



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Find User - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the 'Find User' interface in the SAP NetWeaver Portal. The search criteria are: E-Mail Address: Robertabc@gmail.com, Country: USA, Language: English, and Company: Orange Widget Productions|0900006210. The roles table lists three roles: VV102_0000 (SAP SRM SUS: Supplier Order Collaboration User), VV101_0000 (Vendor Administrator), and VV100_0000 (mySAP SRM SUS Bidder). The Contact Information section includes Telephone: 305-984-8912, Fax: 305-378-9012, Position: Customer Representative, and Department: Sales and Distribution. The Settings section shows Date Format: MM/DD/YYYY and Decimal Format: 12,345,687.90. A red line with the number '18' points to the Telephone field.

18. 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: 305-378-9213



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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 header includes "Welcome John Widget" and "Log off" with the SAP logo. The main navigation bar has "Administration", "RFx and Auctions", and "Supplier Collaboration". Below this, there are links for "Own Data", "Create Users", "Find User", and "Company Data". The "Find User" section is active, showing "SAP SRM" and navigation links: "Home", "Find", "Help", "FAQ", "Log off". The breadcrumb trail is "Find User > User List > Edit User". The user details for "User : 9WIDUSER1" are displayed, including fields for "User Name", "Password", "Confirm Password", "*FormOfAddr", "*First Name", "*Last Name", "*E-Mail Address", "*Country", "Language", and "Company". The "Roles" section shows a table with one role: "VV102_0000" with description "SAP SRM SUS: Supplier Order Collaboration User". A red arrow points to the "Save" button with the number 19.

19. After updating all the necessary fields, then click the **Save** button to save all the changes.



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Find User - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows a web browser window titled "Find User - SAP NetWeaver Portal - Mozilla Firefox". The address bar 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". Below this, there are links for "Own Data", "Create Users", "Find User", and "Company Data". The main content area is titled "Find User" and shows a breadcrumb trail: "Find User > User List > Edit User > Display User". A red arrow points to the "User List" link. The user details for "User:9WIDUSER1" are displayed in a form with the following fields:

General User Information	
User Name	9WIDUSER1
*FormOfAddr	Mr.
*First Name	Robert
*Last Name	Henry
*E-Mail Address	Robertabc@gmail.com
*Country	USA
Language	English
Company	Orange Widget Productions 0900006210
Assigned Roles	mySAP SRM SUS Bidder,SAP SRM SUS: Supplier Order Collaboration User

Contact Information	
Telephone	305-378-9213
Fax	305-378-9012

20. Click [User List](#) link to return to the user's list.



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Find User - 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 header includes a welcome message for John Widget and a navigation menu with options like Administration, RFX and Auctions, and Supplier Collaboration. The main content area is titled 'Find User' and displays a 'User List' table. The table contains five rows of user information, including user IDs, names, companies, and roles.

						Loc	User	Name	Compan	Company	Roles
							90RWIDGET	John Widget	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, Ve
							9WIDUSER1	Robert Henry	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, SA
							9WIDUSER2	Todd Steffinnie	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, SA
							9WIDUSER3	Armen sargsyan	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, SA
							9WIDUSER4	chris krahn	900006210	Orange Widget Productions	mySAP SRM SUS Bidder, SA

21. After updating all the necessary details, click the [Log off](#) button to exit out of LAUSD's Supplier Portal.



Repeat the same procedure to update information of any other user.

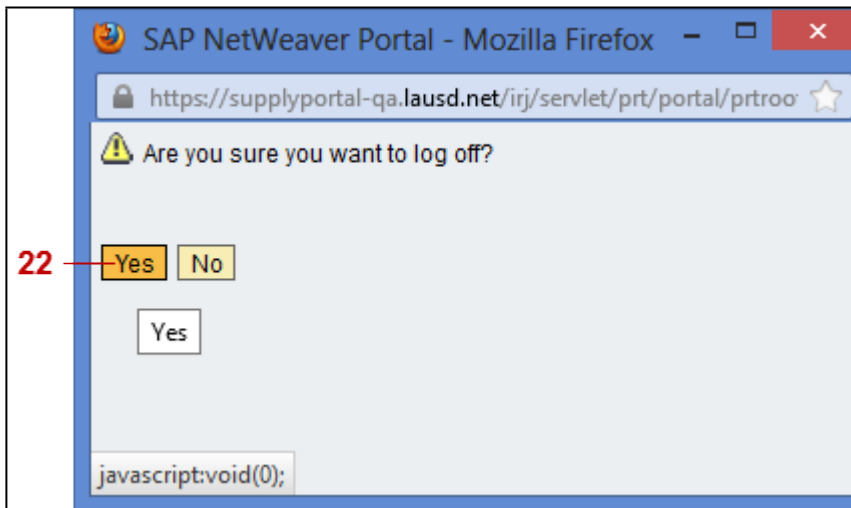


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SAP NetWeaver Portal - Mozilla Firefox



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



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Result

You have successfully updated the company data and the user's information in LAUSD's Supplier Portal.