



Business Process Procedure

Register with SuS Email Number and
Create User

Transaction Code: NA

Purpose

Newly accepted LAUSD vendors will use this procedure to obtain access to LAUSD's Supplier Self-Service application online. Upon completion of this process, vendors will have successfully created credentials for routinely accessing LAUSD's Supplier Portal.

Trigger

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

Prerequisites

- Successful completion of supplier self registration process.
- LAUSD E-mail notifications containing website link, temporary User ID, and password.

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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Procedure

1. After successful completion of the Supplier Self-Registration process, 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 Orange Widget Productions in our Supplier Portal.

The user ID
73B26227781
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
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-vsua@lausd.net

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

Dear Sir/Madam,

Your temporary password for registration is)(\$BFiqlXGNR]Ai>#j+CgdsR6&oSU)}}Pp+=BDvM

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

Best Regards,

Procurement, Vendor Services
Los Angeles Unified School District



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Orange Widget Productions - Message (Plain Text)

The screenshot shows an email client window titled "Orange Widget Productions - Message (Plain Text)". The message header includes: From: psg-vs@laUSD.net, To: lrp.pro, Cc: , Subject: Orange Widget Productions, and Sent: Fri 6/14/2013 9:57 AM. The message body contains the following text:

Dear Sir/Madam,

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

The user ID
73B26227781
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



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Self-Registration - Mozilla Firefox

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration +

https://sus-qa1.lausd.net/sap(bD11biZjPTIodMA=)/bc/bsp/sap/srmsus_selfreg/userlogin.htm

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

User Name

Password

Submit

3. As required, complete/review the following fields



Fill in the User Name and Password fields using the temporary User ID and Password from the LAUSD E-mail notifications.



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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 "73B26227781" and "Password" with a masked password. A "Submit" button is located below the password field. A red number "4" is positioned to the left of the "Submit" button, indicating the step number in the procedure.

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



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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=cmVn

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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 Mr
*First Name John
*Last Name Widget
*E-Mail Address lrp_pro@lausd.net
*Country USA
Language English
Telephone 800-555-2222
Fax 800-555-2223
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
-------	-------	-------------



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Field	R/O/C	Description
User Name	R	<p>An identification used by a person with access to a network</p> <p>Example: 9Orwidget</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>



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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=cmVn

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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

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

Create

6. 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 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>



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Self-Registration - Mozilla Firefox

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration

https://sus-qa1.lausd.net/sap(bD1lbiZjPTkoMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmVn

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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: *****



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Self-Registration - Mozilla Firefox

Self-Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Self-Registration +

https://sus-qa1.lausd.net/sap(bD11biZjPTIodMA=)/bc/bsp/sap/srmsus_selfreg/userselfreg.htm?sap-params=cmVn

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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 9Onwldget
*Password *****
*Confirm Password *****
*FormOfAddr Mr.
*First Name John
*Last Name Widget
*E-Mail Address lrp_pro@lausd.net
*Country USA
Language English
Telephone 800-555-2222
Fax 800-555-2223
Position
Department
Date Format MM/DD/YYYY
Decimal Format 12,345,687.90
Time Zone Pacific Time (Los Angeles)

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

8. If required, complete/review the following fields



The rest of the fields will be defaulted with the values provided during the supplier self-registration process. If needed, update the corresponding fields.



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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=cmVn

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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.

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

9. 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.



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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=cmVn

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: 9Onwidget
*Password: *****
*Confirm Password: *****
*FormOfAddr: Mr
*First Name: John
*Last Name: Widget
*E-Mail Address: lrp.pro@lausd.net
*Country: USA
Language: English
Telephone: 800-555-2222
Fax: 800-555-2223
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.

10 - Create

javascript:void(0);

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

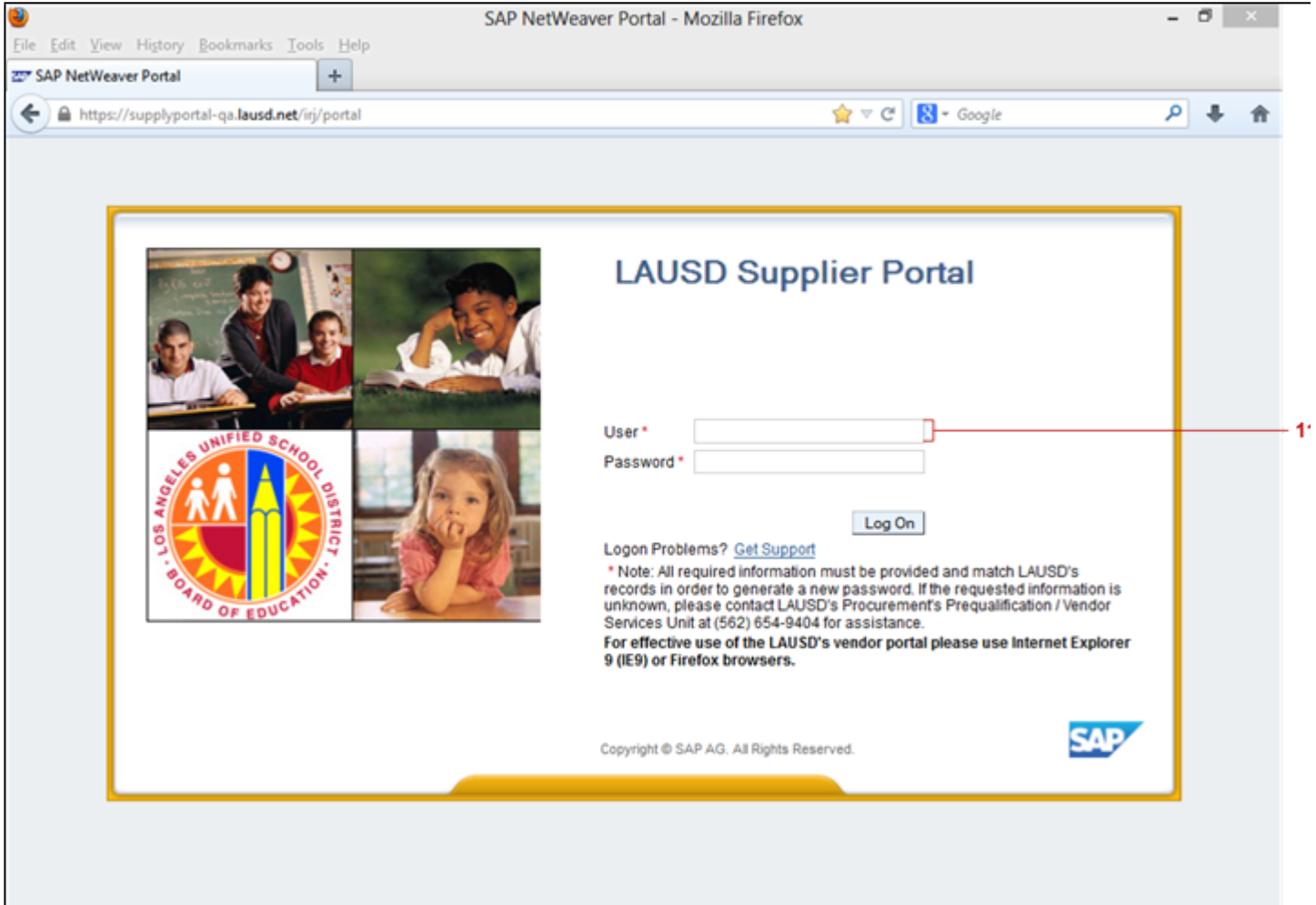


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SAP NetWeaver Portal - Mozilla Firefox



11. 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: 9Orwidget</p> <p> Fill in the fields with User Name and Password entered in the previous section.</p>

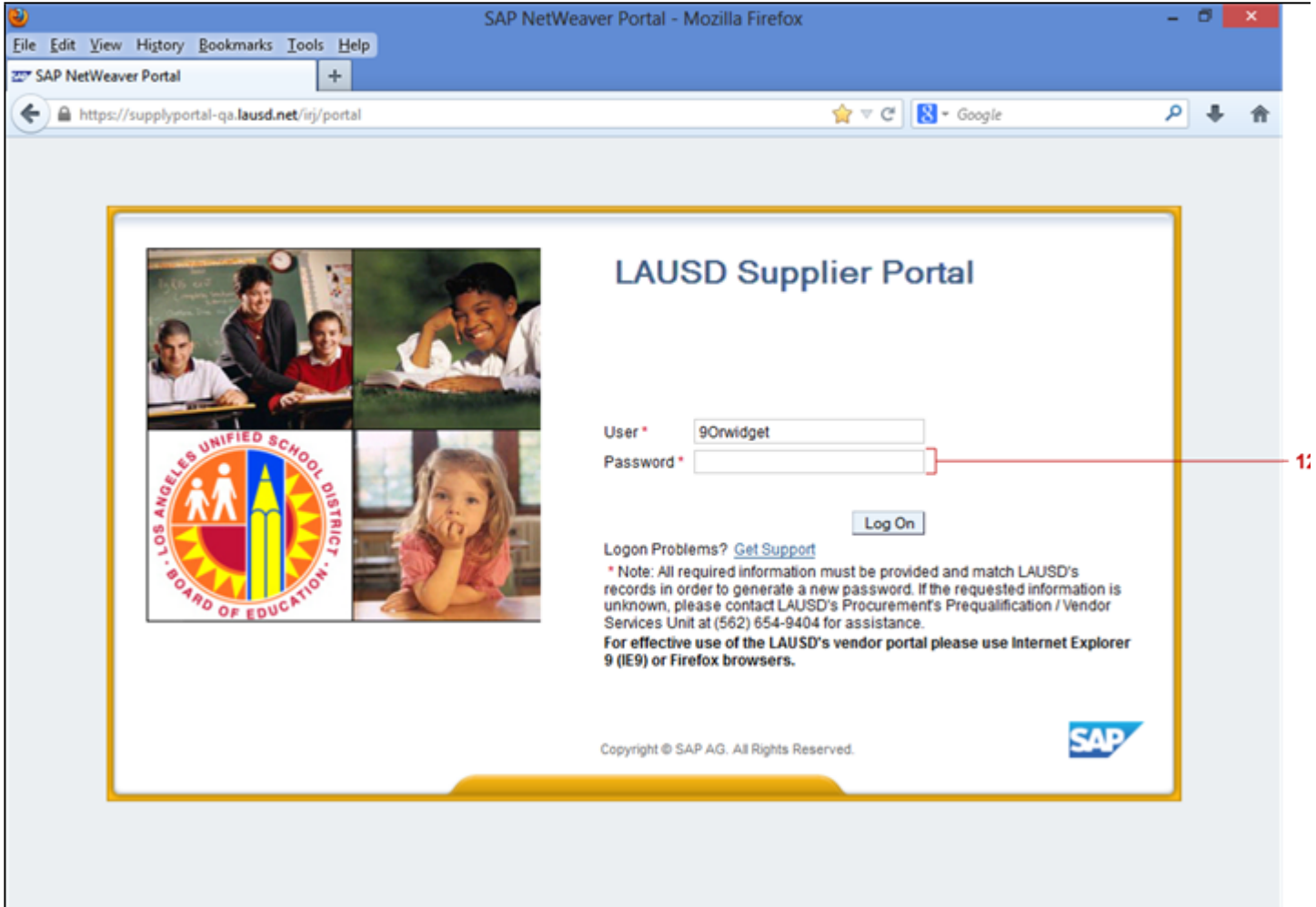


Business Process Procedure

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Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox



12. 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

The screenshot shows the SAP NetWeaver Portal for LAUSD. The browser window title is "SAP NetWeaver Portal - Mozilla Firefox". The address bar shows "https://supplyportal-qa.lausd.net/ijj/portal". The page content includes the LAUSD logo, a grid of four photos (two teachers and two students), and a login form. The "User" field contains "9Orwidget" and the "Password" field is masked with dots. A "Log On" button is highlighted with a red line and the number "13". Below the login form, there is a link for "Logon Problems? Get Support" and a note: "* Note: All required information must be provided and match LAUSD's records in order to generate a new password. If the requested information is unknown, please contact LAUSD's Procurement's Prequalification / Vendor Services Unit at (562) 654-9404 for assistance. For effective use of the LAUSD's vendor portal please use Internet Explorer 9 (IE9) or Firefox browsers." The SAP logo and "Copyright © SAP AG. All Rights Reserved." are at the bottom.

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



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SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows a web browser window titled "SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL "https://supplyportal-qa.lausd.net/ij/portal". The main content area displays the "LAUSD Supplier Portal" with a "Change Password" form. The form has three input fields: "Old Password *", "New Password *", and "Confirm Password *". Below the fields are "Change" and "Cancel" buttons. A red line points to the "Old Password" field with the number 14.

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


Field	R/O/C	Description
-------	-------	-------------



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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>

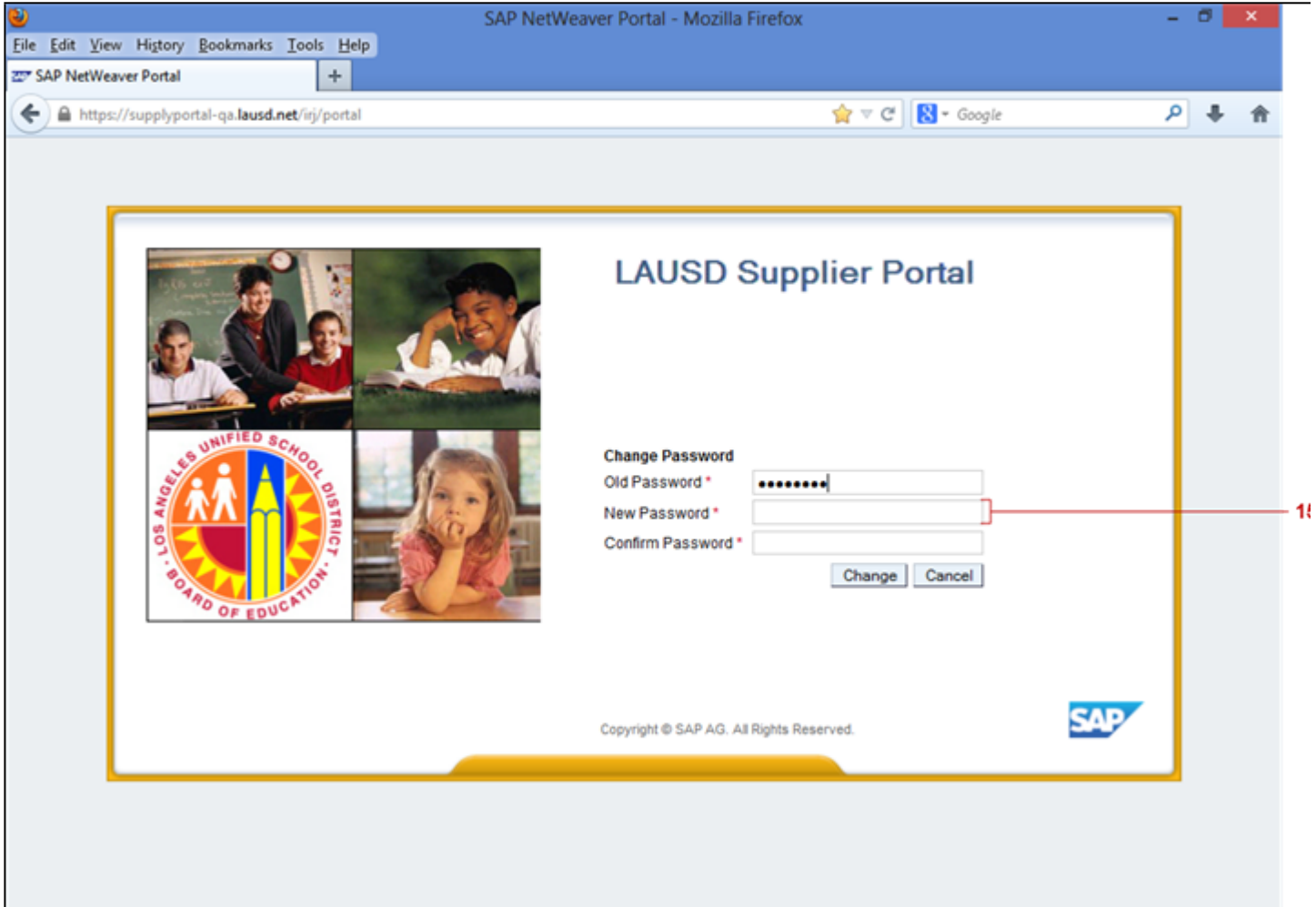


Business Process Procedure

Register with SuS Email Number and Create User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox



15. 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: *****

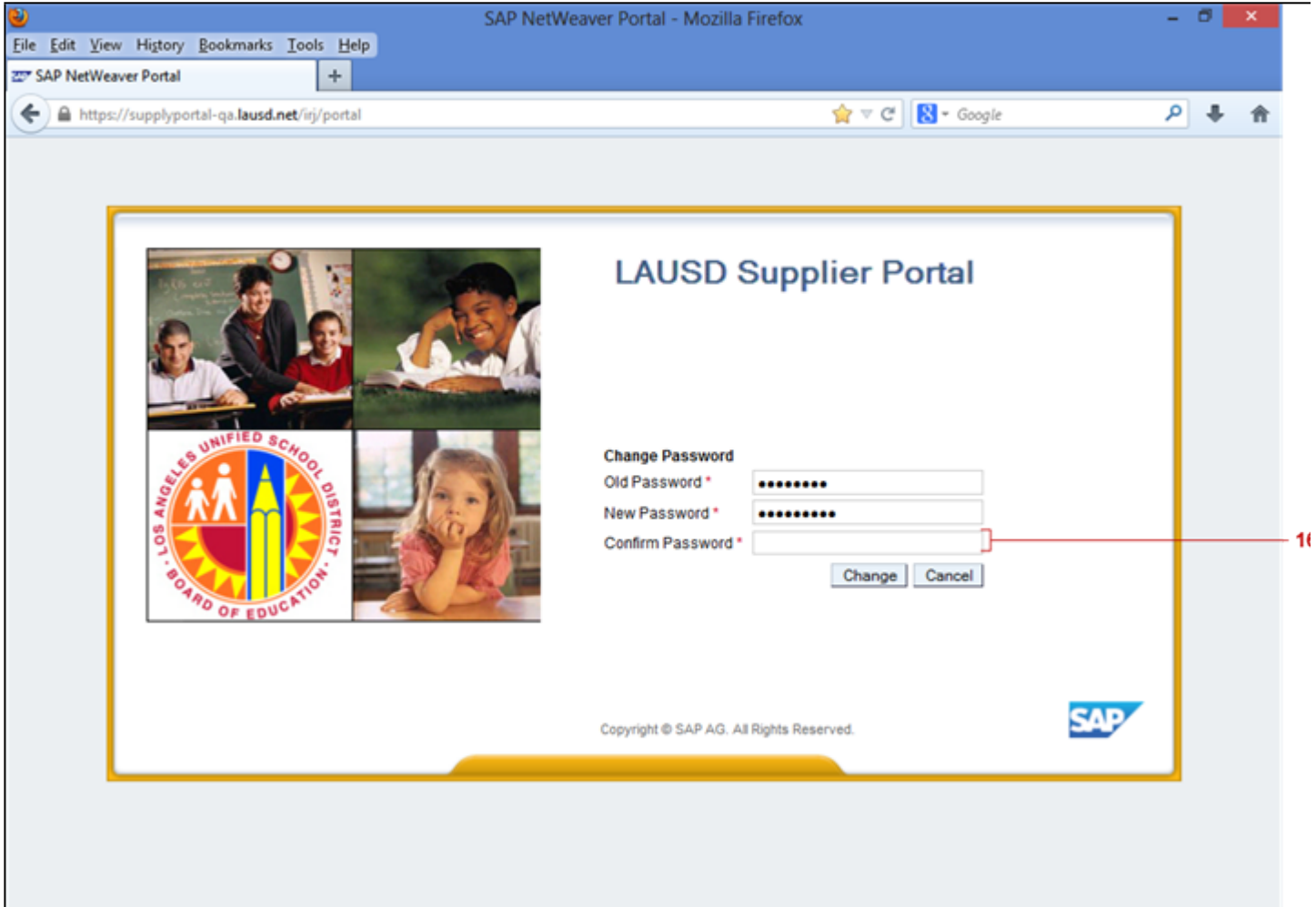


Business Process Procedure

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SAP NetWeaver Portal - Mozilla Firefox



16. 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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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 for "Old Password *", "New Password *", and "Confirm Password *", each containing seven dots. Below the fields are "Change" and "Cancel" buttons. A red line with the number "17" 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.

17. Click the **Change** button to change the password.



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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 shows the URL and search engines like Google. The page content includes a navigation menu with "Administration", "RFx and Auctions", and "Supplier Collaboration". Below this, there are tabs for "Own Data", "Create Users", "Find User", and "Company Data". The "Own Data" tab is active, showing a "Welcome John Widget" message and a "Log off" button. The main content area displays "SAP SRM" and "Own Data" with a "Process" button. The "General User Information" section shows fields for User Name (9ORWIDGET), *FormOfAddr (Mr.), *First Name (John), *Last Name (Widget), *E-Mail Address (lrp.pro@lausd.net), *Country (USA), Language (English), and Company (Orange Widget Productions|0900006210). The "Assigned Roles" section lists "mySAP SRM SUS Bidder, Vendor Administrator, SAP SRM SUS: Supplier Order Collaboration User". The "Contact Information" section shows a Telephone number of 800-555-2222.

18. Click the **Create Users** tab to create a new user.



User's Own data will be displayed.



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Create Users - SAP NetWeaver Portal - Mozilla Firefox

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

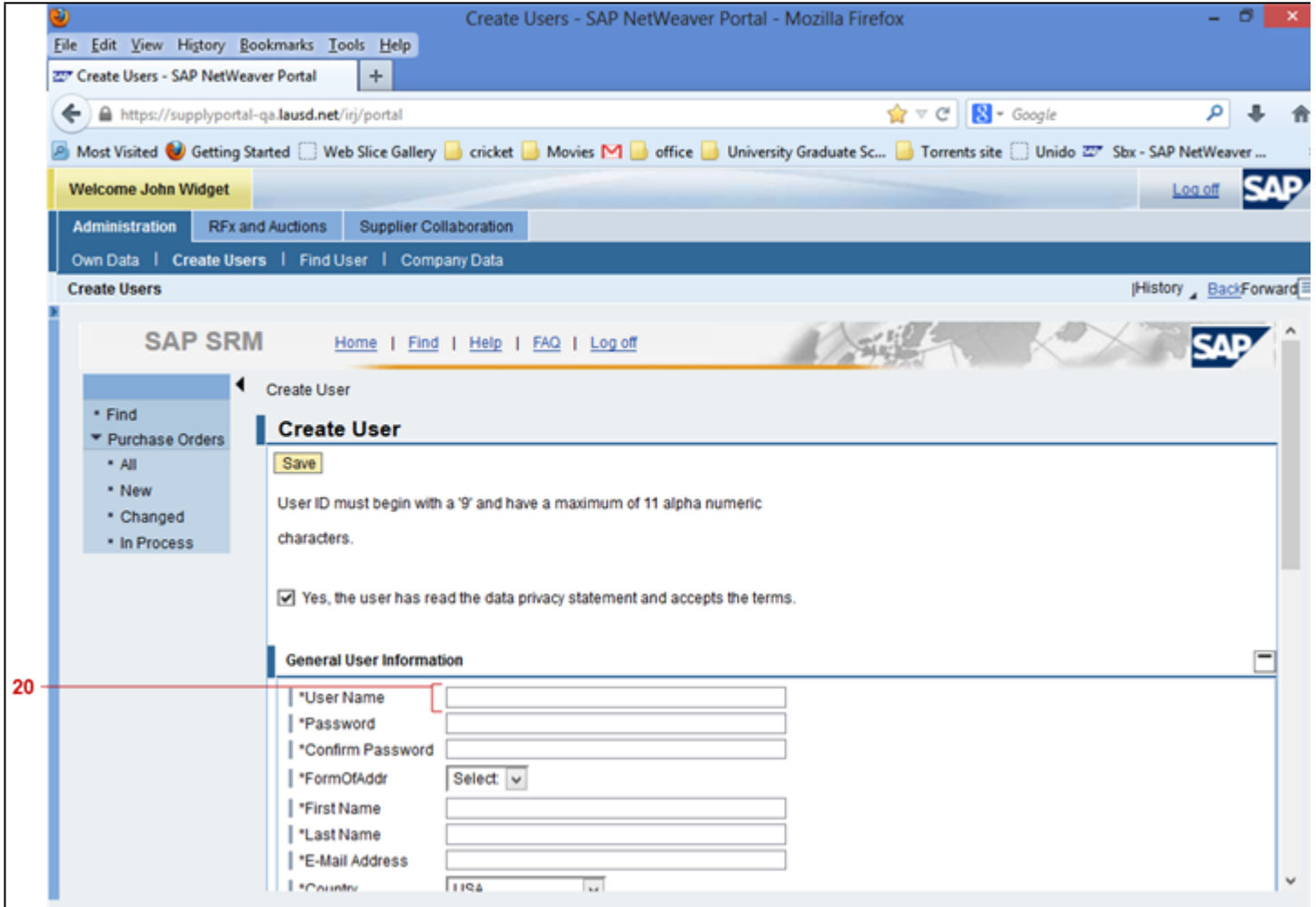


Business Process Procedure

Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox



20. 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: 9Widuser1

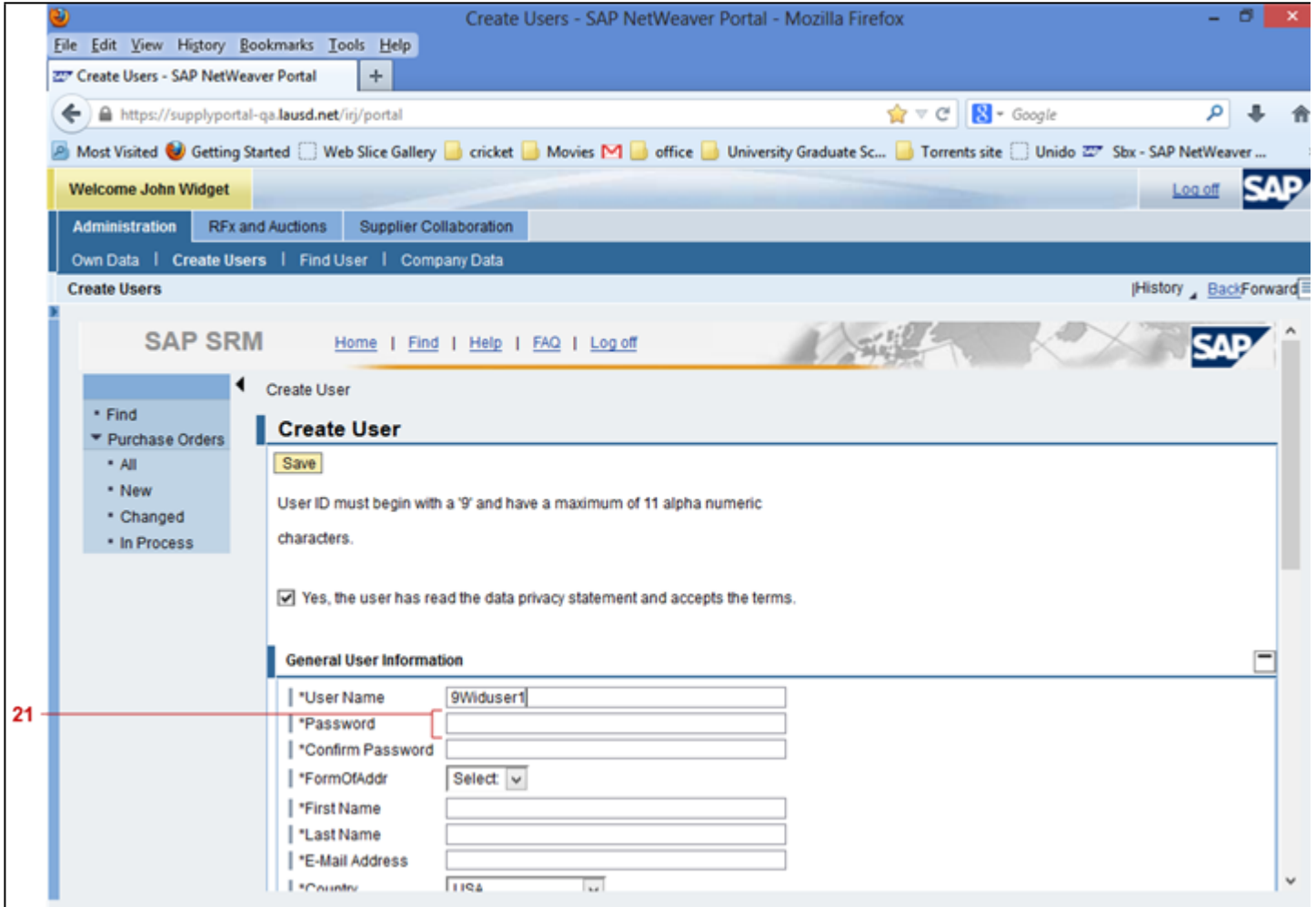


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Create Users - SAP NetWeaver Portal - Mozilla Firefox



21. 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 access.</p> <p>Example: *****</p>  <p>This is a temporary password set up by the Vendor Administrator 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



Business Process Procedure

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22. 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 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.' A checkbox is checked with the text 'Yes, the user has read the data privacy statement and accepts the terms.' The 'General User Information' section contains the following fields:

- *User Name: 9Widuser1
- *Password: [masked]
- *Confirm Password: [masked]
- *FormOfAddr: Select (dropdown menu)
- *First Name: [empty]
- *Last Name: [empty]
- *E-Mail Address: [empty]
- *Country: USA (dropdown menu)

A red line labeled '23' points to the 'FormOfAddr' dropdown menu.

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



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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.' A checkbox is checked, indicating that the user has read the data privacy statement and accepts the terms. The 'General User Information' section contains the following fields:

*User Name	9Widuser1
*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 the following options: 'Select', 'Ms.', and 'Mr.'. A red line and the number '24' point to the 'Mr.' option.

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

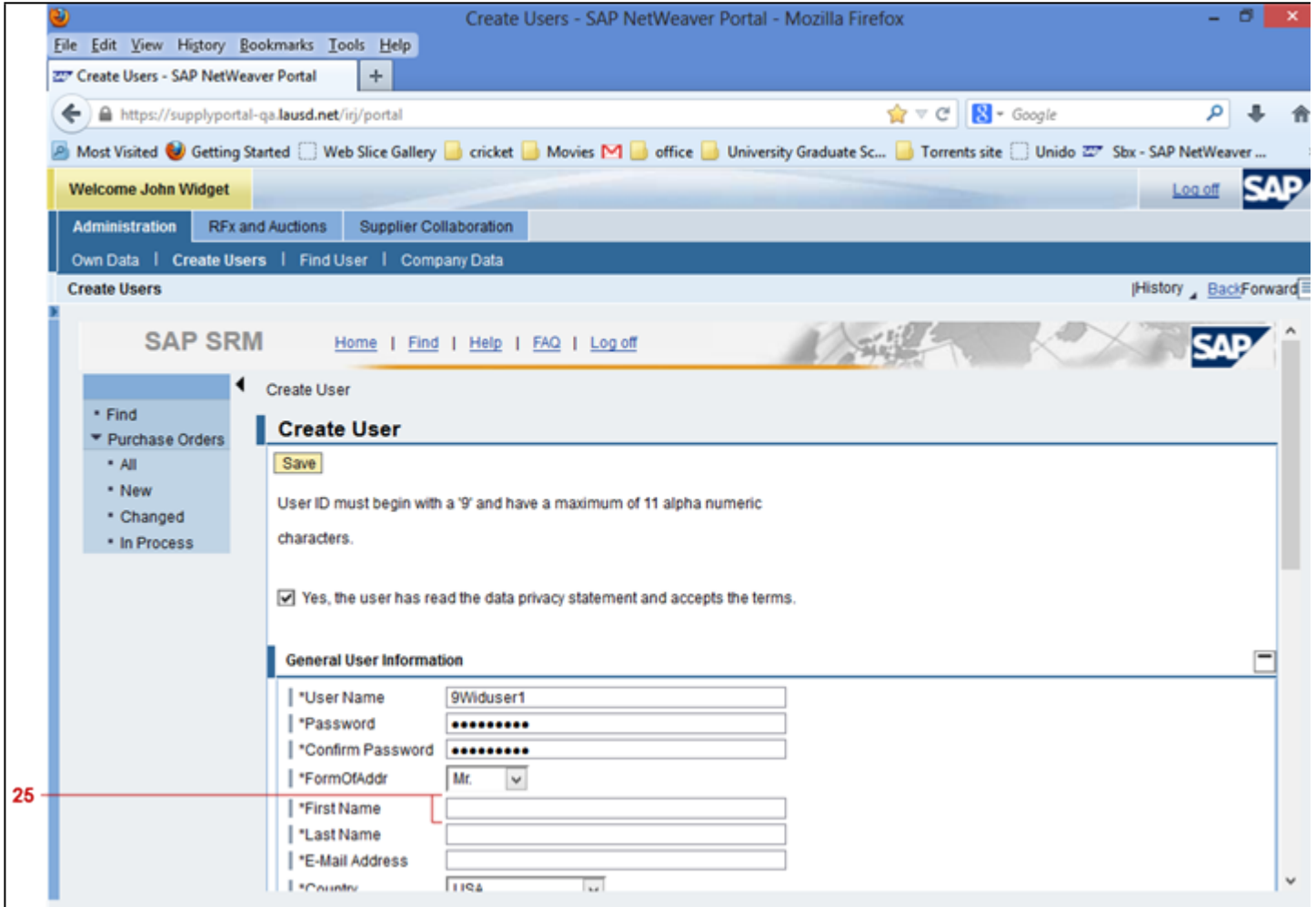


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Create Users - SAP NetWeaver Portal - Mozilla Firefox



25. 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: Robert

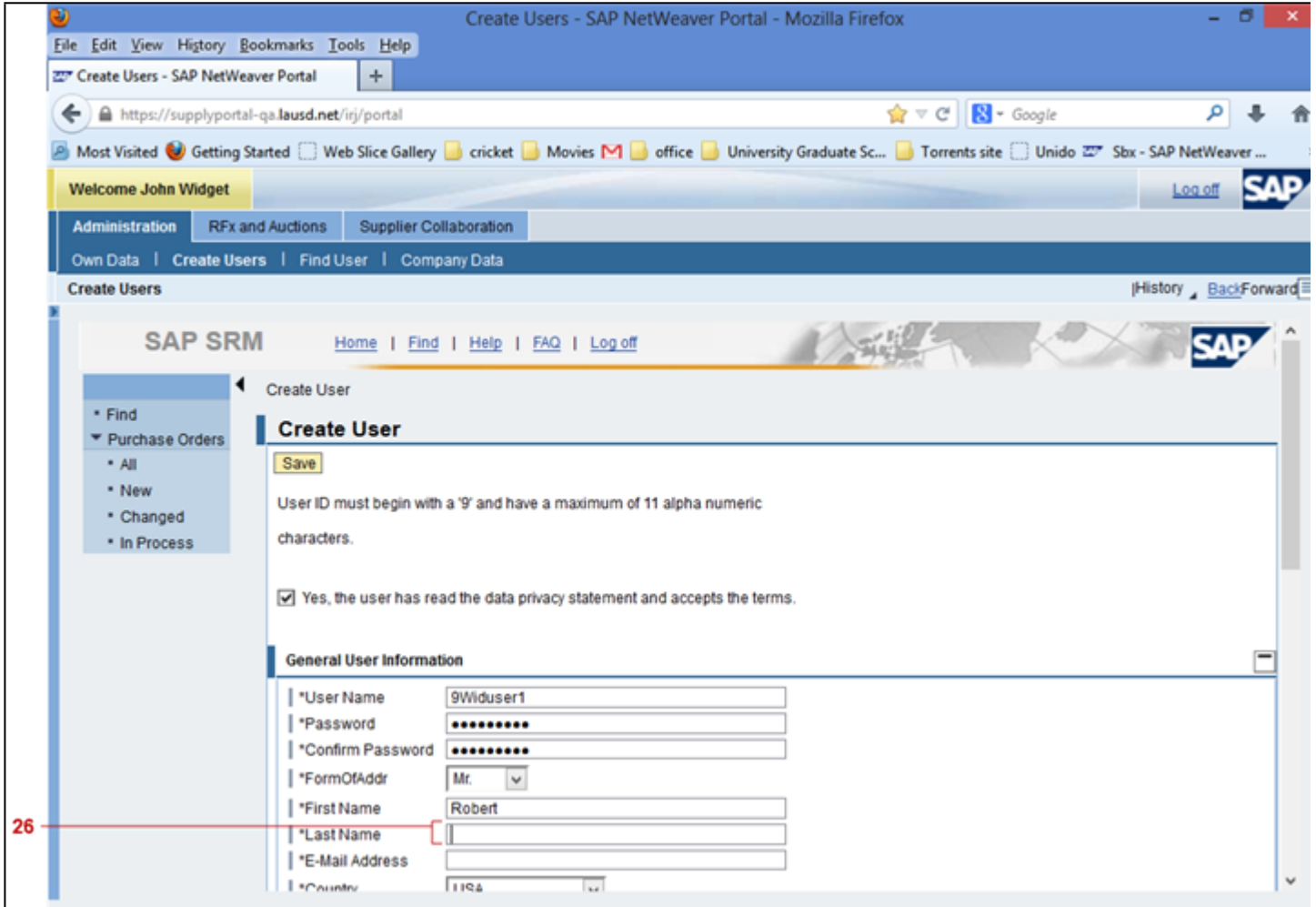


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Create Users - SAP NetWeaver Portal - Mozilla Firefox



26. 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: Henry



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Create Users - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create User' form in the SAP NetWeaver Portal. The form includes a 'Save' button and a checkbox for accepting terms. The 'General User Information' section contains the following fields:

- *User Name: 9Widuser1
- *Password: [masked]
- *Confirm Password: [masked]
- *FormOfAddr: Mr.
- *First Name: Robert
- *Last Name: Henry
- *E-Mail Address: [empty]
- *Country: USA

A red line points to the *E-Mail Address field with the number 27.

27. 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: Robertabc@gmail.com



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Create Users - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create Users' form in the SAP NetWeaver Portal. The form includes the following fields and sections:

- *Last Name: Henry
- *E-Mail Address: Robertabc@gmail.com
- *Country: USA
- Language: English
- *Company: Orange Widget Productions|0900006210
- Roles** table:

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
- Contact Information** section:
 - Telephone: []
 - Fax: []
 - Position: []
 - Department: []
- Settings** section:
 - Date Format: DD.MM.YYYY

28. 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.



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Create Users - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create Users' page in the SAP NetWeaver Portal. The browser window title is 'Create Users - 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 the navigation bar, there are tabs for 'Own Data', 'Create Users', 'Find User', and 'Company Data'. The main content area is titled 'Create Users' and contains a form with the following fields:

- *Last Name: Henry
- *E-Mail Address: Robertabc@gmail.com
- *Country: USA
- Language: English
- *Company: Orange Widget Productions|0900006210

Below the form is a table of roles:

Role	Description
<input checked="" type="checkbox"/> VV102_0000	SAP SRM SUS: Supplier Order Collaboration User
<input type="checkbox"/> VV101_0000	Vendor Administrator
<input type="checkbox"/> VV100_0000	mySAP SRM SUS Bidder

A red arrow labeled '29' points to the checked checkbox for the 'SAP SRM SUS: Supplier Order Collaboration User' role. Below the roles table are sections for 'Contact Information' (Telephone, Fax, Position, Department) and 'Settings' (Date Format: DD.MM.YYYY).

29. Click the check box to select the corresponding role.



Business Process Procedure

Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

30. 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: 305-984-8912



Business Process Procedure

Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the 'Create Users' page in the SAP NetWeaver Portal. The 'Roles' table is as follows:

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

The 'Contact Information' section includes fields for Telephone (305-984-8912), Fax, Position, and Department. The 'Settings' section includes Date Format (DD.MM.YYYY), Decimal Format (12.345.687,90), Time Zone (Mountain Time (Phoenix)), and a checked 'Save UI Settings' option.

31. 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: 305-378-9012

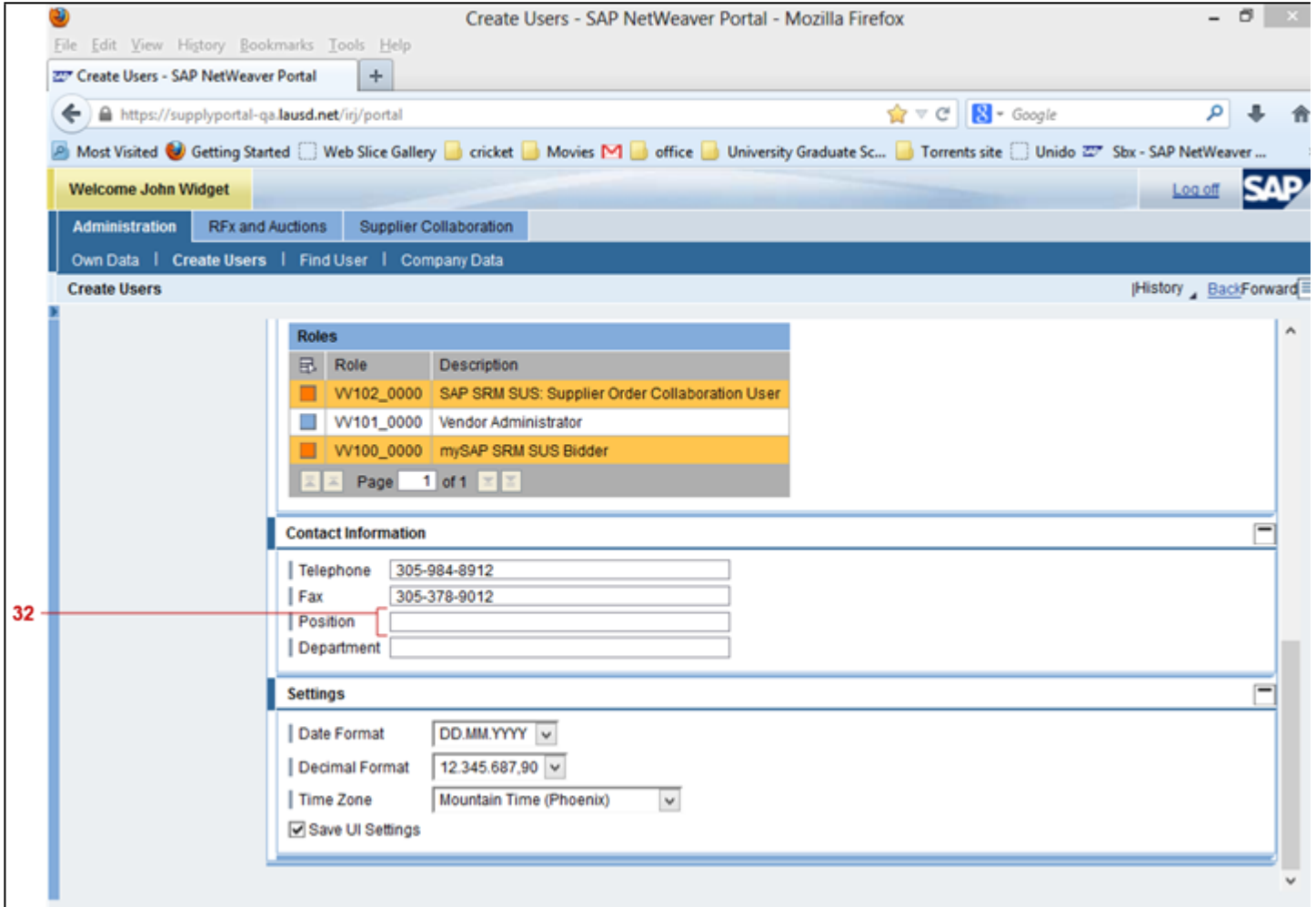


Business Process Procedure

Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox



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

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



Business Process Procedure

Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

33. 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 and Distribution



Business Process Procedure

Register with SuS Email Number and Create 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, contact information, settings, and an E-Mail Alert section. A red line points to the "Date Format" dropdown menu in the settings section, which is currently set to "DD.MM.YYYY".

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: 305-378-9213
Fax: 305-378-9012
Position: Customer Representative
Department: Sales and Distribution

Settings

Date Format: DD.MM.YYYY
Decimal Format: 12.345.687,90
Time Zone: Mountain Time (Phoenix)
 Save UI Settings

E-Mail Alert

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



Business Process Procedure

Register with SuS Email Number and Create 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 that, there are links for "Own Data", "Create Users", "Find User", and "Company Data". The main content area is titled "Find User" and contains a table of roles, contact information, and settings.

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

Contact Information:

Telephone: 305-378-9213
Fax: 305-378-9012
Position: Customer Representative
Department: Sales and Distribution

Settings:

Date Format: **MM/DD/YYYY** (selected)
Decimal Format: DD.MM.YYYY
Time Zone: MM-DD-YYYY (Phoenix)
Save UI Settings:

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

35. Click **MM/DD/YYYY** to select the date format.



Business Process Procedure

Register with SuS Email Number and
Create 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 content includes a navigation menu with "Administration", "Rfx and Auctions", and "Supplier Collaboration". Below the navigation, there are tabs for "Own Data", "Create Users", "Find User", and "Company Data". The "Find User" section displays a table of roles:

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

Below the table, there are sections for "Contact Information", "Settings", and "E-Mail Alert". The "Settings" section includes fields for "Date Format" (MM/DD/YYYY), "Decimal Format" (12.345,687,90), and "Time Zone" (Mountain Time (Phoenix)). A red line points to the "Decimal Format" dropdown menu, which is labeled with the number 36.

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



Business Process Procedure

Register with SuS Email Number and Create 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 Collaboration User
VV101_0000	Vendor Administrator
VV100_0000	mySAP SRM SUS Bidder

Below the table is a "Contact Information" section with fields for Telephone (305-378-9213), Fax (305-378-9012), Position (Customer Representative), and Department (Sales and Distribution). The "Settings" section includes Date Format (MM/DD/YYYY), Decimal Format (12,345,687,90), Time Zone (12,345,687,90 (enix)), and a checked "Save UI Settings" option. A red line labeled "37" points to the "12,345,687,90" option in the Decimal Format dropdown menu.

37. Click **12,345,687,90** to select the decimal format.



Business Process Procedure

Register with SuS Email Number and
Create 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, contact information, settings, and an E-Mail Alert section. The table of roles has the following data:

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

The "Settings" section includes the following fields:

- Date Format: MM/DD/YYYY
- Decimal Format: 12,345,687.90
- Time Zone: Mountain Time (Phoenix)
- Save UI Settings

A red line points to the Time Zone dropdown menu, which is currently set to "Mountain Time (Phoenix)".

38. Click the Time Zone drop down button  to select the required Time Zone.

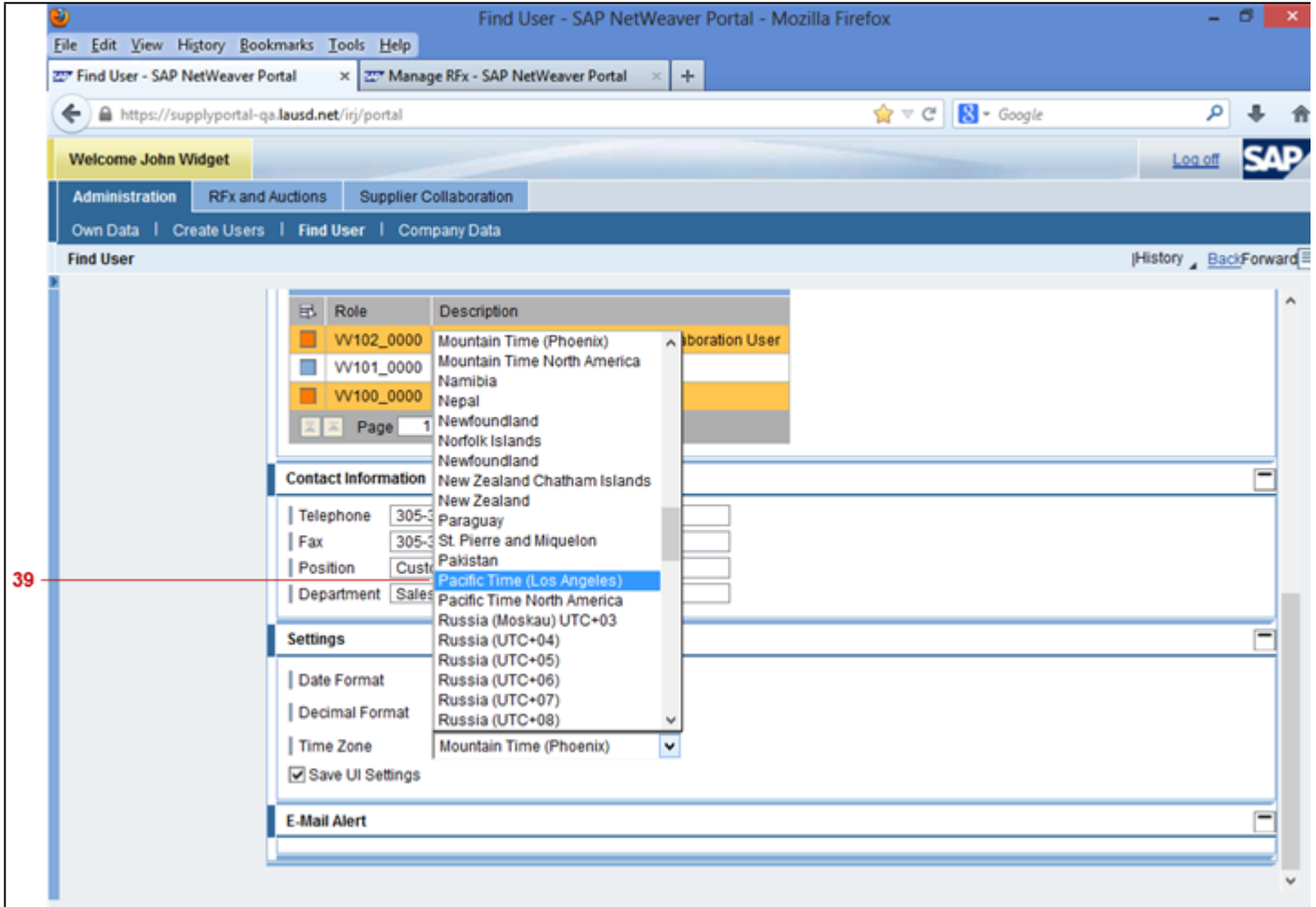


Business Process Procedure

Register with SuS Email Number and Create User

Transaction Code: NA

Find User - SAP NetWeaver Portal - Mozilla Firefox



39. Click **Pacific Time (Los Angeles)** to select the Time Zone.



Business Process Procedure

Register with SuS Email Number and
Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the SAP NetWeaver Portal interface for creating a user. The browser window title is "Create Users - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL "https://supplyportal-qa.lausd.net/irj/portal". The page header includes "Welcome John Widget" and a "Log off" button. The navigation menu shows "Administration", "RFx and Auctions", and "Supplier Collaboration". The "Create Users" section is active, displaying a "Create User" form. The form includes a "Save" button and a message: "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." The "General User Information" section contains the following fields: *User Name (9WIDUSER1), *Password (masked with dots), *Confirm Password (masked with dots), *FormOfAddr (Mr.), *First Name (Robert), *Last Name (Henry), *E-Mail Address (Robertabc@gmail.com), and *Country (USA). A red line with the number "40" points to the "Save" button.

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



Business Process Procedure

Register with SuS Email Number and
Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

41. After creation of users, click the [Log off](#) button to exit out of supplier self service 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>).

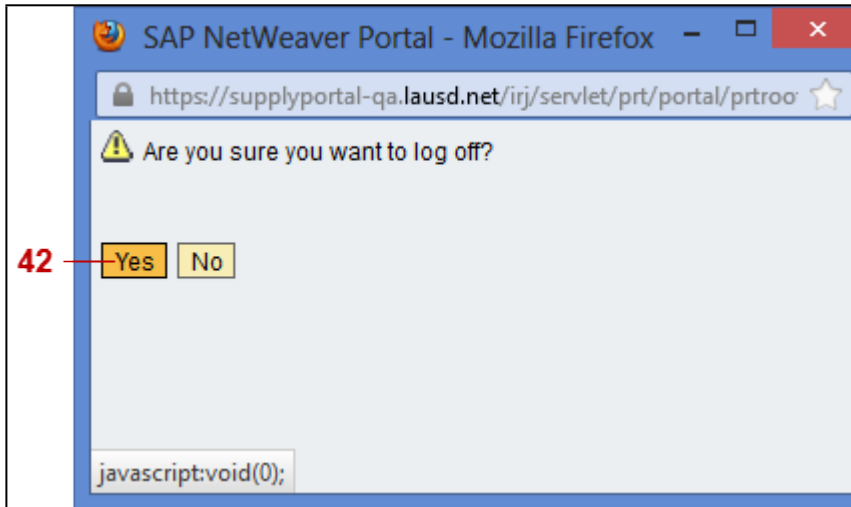


Business Process Procedure

Register with SuS Email Number and
Create User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox



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



Business Process Procedure

Register with SuS Email Number and
Create User

Transaction Code: NA

Result

You have successfully completed the registration process, set up your LAUSD Supplier Portal access, and created authorized users.