

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	lcon	Description
General	f	Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical	\sim	Indicates that an action MUST NOT BE completed.
Shortcut	4	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-vsu@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)

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	Dear	Sir/Madam,										
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	See th	an then create a he Supplier Porta	n administration user to I for more information.	r your suppli	er portal that you can t	then use to create	further us	sers and use all	other Supplie	er Portal functions.		
	Rest	Regards										
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	it you	nave any question	ons, send an e-mail to p	sg-vsu@laus	<u>o.net</u>							
	Youw	vill receive a pass	word for registration th	rough a sep	arate e-mail.							
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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

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Hello! Before you start, Please enter your user name and nassword to register			
User Name Password			
Submit			
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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.



Register with SuS Email Number and Create User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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Hello! Before you start,				
Please enter your user name and password to register				
User Name 73B20227781				
Password				

4. Then click the ^{Submit} button.



Register with SuS Email Number and Create User

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Self-Registration - Mozilla Firefox

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*First Name	John			
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*E-Mail Address	Irp.pro@lausd.net			
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This site will follow th	e same standards that have been established as the overall District's Privacy Policy.			
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Create				
				_
5. As rea	uired, complete/review the following fields:			

Field R/O/C Description



Register with SuS Email Number and Create User

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



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Self-Registration - Mozilla Firefox

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	*First Name	John			
	*Last Name	Widget			
	*E-Mail Address	Irp.pro@lausd.net			
	Country				
	Telephone	Engline 800 885 2222			
	Fax	800-855-2223			
	Position				
	Department				
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	This site will follow the	e same standards that have been established as the overall District's Privacy Policy.			
	Yes, I have read to	he data privacy statement and accept the terms.			
	Create				
6	As reau	uired, complete/review the following fields:			

Field	R/O/C	Description



Register with SuS Email Number and Create User

Transaction Code: NA

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



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Self-Registration - Mozilla Firefox

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*Confirm Password				
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*First Name	John			
*Last Name	Widget			
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Telephone	800-555-2222			
Fax	800-555-2223			
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Department				
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This site will follow th	e same standards that have been established as the overall District's Privacy Policy.			
Yes, I have read	he data privacy statement and accept the terms.			
Create				

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



Register with SuS Email Number and Create User

Transaction Code: NA

Self-Registration - Mozilla Firefox

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*Password				
Confirm Password				
*FormOfAddr	Mr.			
*First Name	John			
*Last Name	Widget			
*E-Mail Address	Irp.pro@lausd.net			
*Country	USA 🔹			
Language	English 💌			
Telephone	800-555-2222			
Fax	800-555-2223			
Position				
Department				
Date Format				
Decimal Format	12.345.687.90			
Time Zone	Pacific Time (Los Angeles)			
This site will follow t	he same standards that have been established as the overall District's Privacy Policy. 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

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Hello! Before you star You will be created as Prerequisite for this is Fields indicated with a	an administrator for your company with the following registration hat your company has been registered with us * must be filled			
User Name	9Orwidget			
*Password	••••••			
Confirm Password				
*FormOfAddr	Mr w			
*First Name	John			
*Last Name	Widget			
*E-Mail Address	irp pro@lausd net			
*Country	USA 💌			
Language	English 💌			
Telephone	800-555-2222			
Fax	800-665-2223			
Position				
Department				
Date Format	MM DDYYYY =			
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Time Zone	Pacific Time (Los Angeles) [*]			
This site will follow th — Yes, I have read t Create	same standards that have been established as the overall District's Privacy Policy. e data privacy statement and accept the terms.			

9.

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



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



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Transaction Code: NA

Self-Registration - Mozilla Firefox

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Hello! Before you start				
You will be created as	an administrator for your company with the following registration			
Fields indicated with a	hat your company has been registered with us ***********************************			
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*Password				
*Confirm Password	•••••••			
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*First Name	John			
*Last Name	Widget			
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Country				
Telephone	English			
Eav	800-864-2223 800.864-2223			
Position				
Department				
Date Format	MMODAYYY			
Decimal Format	12,345,687.90 *			
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This site will follow the	same standards that have been established as the overall District's Privacy Policy.			
Yes, I have read th	e data privacy statement and accept the terms.			
Create				
javascript:void(0);				

10. Click the Create button to create an administrator.



Register with SuS Email Number and Create User

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SAP NetWeaver Portal - Mozilla Firefox

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	Jser* Jser* Jser* Jsesword* Log On Ogon Problems? <u>Get Support</u> Note: All required information must be provided and match LAUSD's ecords in order to generate a new password. If the requested information is inknown, please contact LAUSD's Procurement's Prequalification / Vendor iervices Unit at (562) 654-9404 for assistance. or effective use of the LAUSD's vendor portal please use Internet Explorer (E9) or Firefox browsers.			
Co	opyright © SAP AG. All Rights Reserved.			

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



Register with SuS Email Number and Create User

Transaction Code: NA

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



Register with SuS Email Number and Create User

Transaction Code: NA

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13. Click the Log On button.



Register with SuS Email Number and Create User

Transaction Code: NA

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	Change Password Old Password Ounfirm Password Confirm Password Change	

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

Field	R/O/C	Description



Register with SuS Email Number and Create User

Transaction Code: NA

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



Register with SuS Email Number and Create User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

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



Register with SuS Email Number and Create User

Transaction Code: NA

SAP NetWeaver Portal - Mozilla Firefox

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



Register with SuS Email Number and Create User

Transaction Code: NA

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17. Click the Change button to change the password.



Register with SuS Email Number and Create User

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Own Data - SAP NetWeaver Portal - Mozilla Firefox

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		*E-Mail Address	Irp.pro@lausd.net]	
		Country	USA 🗸		
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		Telephone 800	0-555-2222		~
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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

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	Welcome John Widget
	Administration RFx and Auctions Supplier Collaboration
	Own Data I Create Users I Find User I Company Data
	Create Users [History _ BackForward]
	SAP SRM Home Find Help FAQ Log off
	Create User
	Find Purchase Orders All Save User ID must begin with a '9' and have a maximum of 11 alpha numeric changed In Process characters.
 9 –	Yes, the user has read the data privacy statement and accepts the terms.
	*User Name *Password *Confirm Password *Confirm Password *First Name *Last Name *Last Name *Country

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



Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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		Yes, the user has read the data privacy statement and accepts the terms.		
		General User Information	=	
20 -		"User Name		
		*Password		
		*Confirm Password		
		*FormOfAddr Select		
		*First Name		
		TLast Name		
				v

Field	R/O/C	Description
*User Name	R	An identification used by a person with access to a network Example: 9Widuser1



Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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		Yes, the user has rea	ad the data privacy statement and acce	pts the terms.				
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Register with SuS Email Number and Create User

Transaction Code: NA

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

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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		Yes, the user has re	ead the data privacy statement and accepts the terms.		
		General User Informa	ation		
		User Name	9Widuser1		
		Password	••••••		
		Confirm Password			
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Register with SuS Email Number and Create User

Transaction Code: NA

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

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Changed characters	
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Ves, the user has read the data privacy statement and accepts the terms.	
General User Information	-
Tilleer Name QWirkser1	-
*Password	
*Confirm Password	
*FormOfAddr Select v	
*First Name	
*Last Name	
*E-Mail Address	
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23. Click FormOfAddr drop down button Select: V to access available options.



Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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	*Password		
	*Confirm Password	*****	
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	1 First Name	Select	
	- Pirst Name	Ms.	
	Last Name	Mr.	
	-C-mail Address		
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24. Select the desired option. For example, click Mr.



Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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		✓ Yes, the user has ready	d the data privacy statement and accepts the terms.	
		General User Informat	on	
		User Name	9Widuser1	
		Password	•••••	
		Confirm Password	••••••	
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		*First Name		
		Last Name		
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Field	R/O/C	Description
*First Name	R	The name that occurs first in a given name
		Example: Robert



Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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		User Name	9Widuser1		
		*Password	•••••		
		*Confirm Password	•••••		
		*FormOfAddr	Mr. 🗸		
		*First Name	Robert		
10		*Last Name			
		*E-Mail Address			
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Field	R/O/C	Description
*Last Name	R	A name shared in common to identify the members of a family. Example: Henry
		Henry



Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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	*Fo	rmOfAddr	Mr. 🗸	-		
	*Fir	stName	Robert	1		
27 -	*La	stName	Henry			
	*E-	Mail Address		1		~
		a andro	IIINA INT			

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



Register with SuS Email Number and Create User

Transaction Code: NA

Create Users - SAP NetWeaver Portal - Mozilla Firefox

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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.



Register with SuS Email Number and Create User

Transaction Code: NA

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



Register with SuS Email Number and Create User

Transaction Code: NA

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	Contact Information					
30 -	Telephone Fax Position Department Settings Date Format DD.MM.YYYY					

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



Register with SuS Email Number and Create User

Transaction Code: NA

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Field	R/O/C	Description
Fax	R	A fax is a document sent over a telephone line
		Example: 305-378-9012



Register with SuS Email Number and Create User

Transaction Code: NA

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



Register with SuS Email Number and Create User

Transaction Code: NA

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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



Register with SuS Email Number and Create User

Transaction Code: NA

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



Register with SuS Email Number and Create User

Transaction Code: NA

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



Register with SuS Email Number and Create User

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



Register with SuS Email Number and Create User

Transaction Code: NA

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



Register with SuS Email Number and Create User

Transaction Code: NA

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



Register with SuS Email Number and Create User

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Register with SuS Email Number and Create User

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40 -	Purchase Orders Create User				
	• All Save				
	New User ID must begin with	h a '9' and have a maximum of 11 alpha numeric			
	In Process characters.				
	Yes, the user has re	Yes, the user has read the data privacy statement and accepts the terms.			
	General User Informa	tion			
	*User Name	9WIDUSER1			
	Password	••••••			
	Confirm Password				
	*FormOfAddr	Mr. v			
	*First Name	Robert			
	-Last Name	Henry Rehettshe@amail.com			
	Country		~		
	javascript:void(0);				

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



Register with SuS Email Number and Create User

Transaction Code: NA

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General User Information				
*User Name 9WIDUSER1				
*Password				
*Confirm Password				
*FormOfAddr Mr. V				
*First Name Robert				
*LastName Henry				
*E-Mail Address Robertabc@gmail.com	~			
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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 (<u>https://vendors.lausd.net/irj/portal</u>).



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.



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.