Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Purpose

Use this procedure to register directly as a new LAUSD supplier/vendor.

Trigger

A supplier/vendor that is not already an LAUSD supplier/vendor and is interested in doing business with LAUSD must register via LAUSD's Supplier Self-Registration page.

Prerequisites

- None.

Menu Path

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

- The Supplier Self-Registration page will be accessible via a link on LAUSD's Procurement's website (http://psd.lausd.net/) under Vendor Resources.

Transaction Code

ROS (self)

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

Self Registration of Supplier   Transaction Code: ROS (Self)

| 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

Self Registration of Supplier   Transaction Code: ROS (Self)

Procedure

1. Start the web browser using Internet Explorer and access Los Angeles Unified School District's Procurement Services Division website at http://psd.lausd.net/.

Search - Windows Internet Explorer
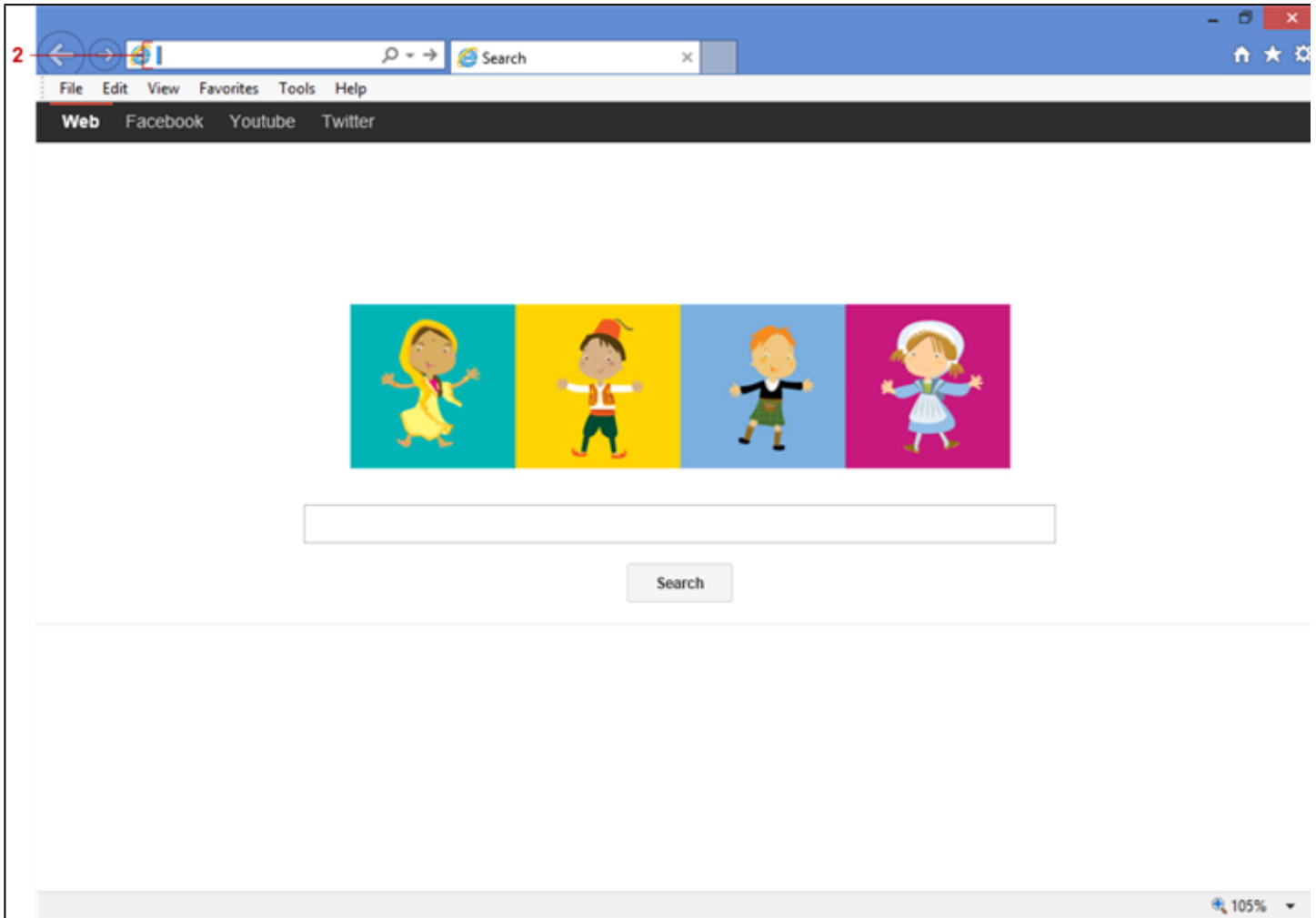
2. As required, complete/review the following fields:

Field	R/O/C	Description
Address and search using Search The Web (privitize)	R	**Example:** http://psd.lausd.net/

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Procurement Services Division

3.

Click to select [VENDORS/CONTRACTORS RESOURCES] link.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Vendors/Contractors Resources

4.   Click **LAUSD SAP Vendor Registration (Supplier Self Registration)** link to start the self registration process.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Employer Identification Number:	R	9 digit Employer Identification Number ℹ Enter Employer Identification Number or Social Security Number, for example select Employer Identification Number. (Please do not provide hyphens/dashes in EIN/SSN.) Validations are performed against the Taxpayer Identification Number provided to check that it does not already exist in LAUSD's system.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

6. Select the appropriate answer for "Are you 1099 reportable in accordance with IRS guidelines: combo box No ▼ ".

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

7.   For example, select list item [No] . If "Yes" is selected, IRS Form W-9 must be submitted via fax or E-mail.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Name of Company / Individual:	R	Name of the company/individual with 40 character limit **Example:** Test Company2

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
(Extension of Name or DBA):	R	Extension Name of the Company with 40 characters limit

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Address:	R	Address of the company with 60 characters limit **Example:** 333 S Beaudry Ave

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Postal Code / City:	R	5 Digit Postal Code **Example:** 90017

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Postal Code / City:	R	5 Digit Postal Code **Example:** Los Angeles

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

13.   Click and type in the appropriate Region / State text box or Click button ⬚ to search for the appropriate Region / State.

> If the button ⬚ is used for the Country option, this will drive the choices available for Region/State when using the button ⬚ in that field.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Region (State, Province, County): All Values

14.   Select the appropriate line button ☐ and...

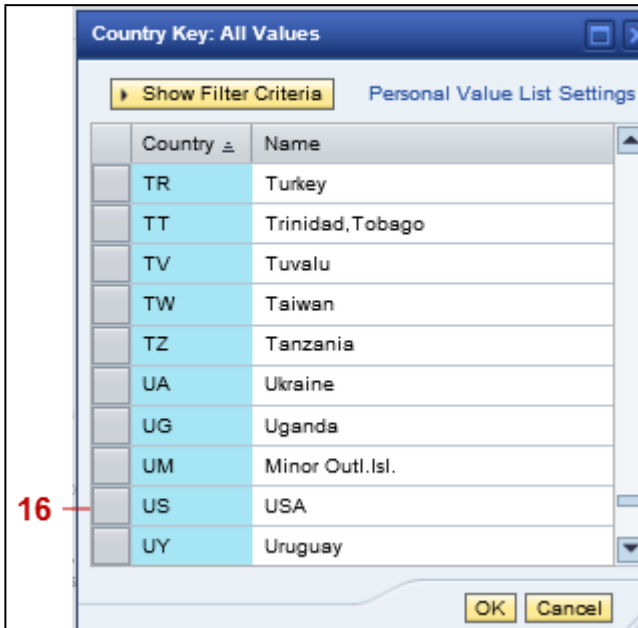**Region (State, Province, County): All Values**

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

15.   Click OK button OK .

Country Key: All Values

16.   Select the appropriate line button ☐ and...

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

17.   Click and type in the appropriate Country text box or Click button ⊓ to search for the appropriate Country.

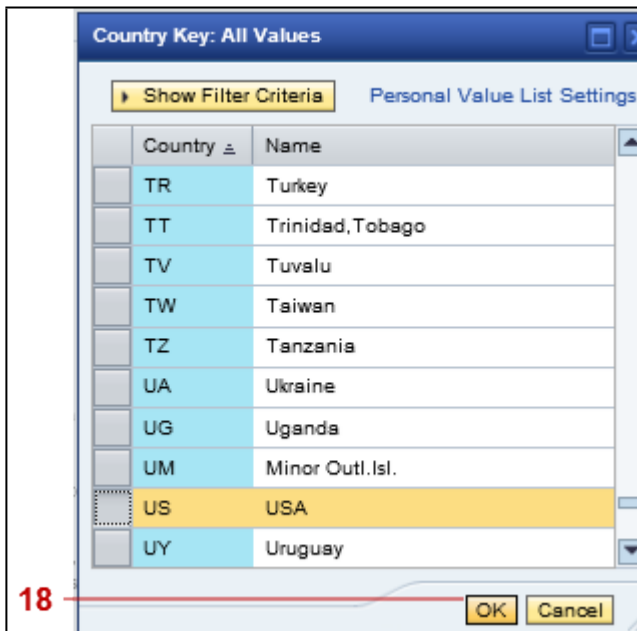# Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Country Key: All Values

18.   Click OK button OK .

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Phone Number:	R	Phone Number/Extension with 10 characters limit
		Example: 764-987-1256
		Please provide the phone number in the format shown in the example.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
E-mail Address (Purchasing):	R	Email address of purchasing department **Example:** testing2@gmail.com

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
E-mail Address (Accounting):	R	E-mail address of accounting department
		The E-mail Address (Accounting) field is optional.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

22. If the Payment Remittance address is the same as the address given in the previous section then skip the Payment Remittance Address section and proceed to the Communication Details section. However, an opportunity is given to provide a payment remittance E-mail address during the registration process.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Name of Company:	R	Name of the Remittance Company with 40 characters limit **Example:** Test Company Remittance 2

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
(Extension of Name or DBA):	R	Extension Name of the Company with 40 characters limit

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Address:	R	Address of the company with 60 characters limit **Example:** P.O. Box 521550

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Postal Code / City:	R	5 Digit Postal Code **Example:** 33152

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

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

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

28. Click button ⬚ to search for required State.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Region (State, Province, County): All Values

REGION_TEXT	Name
Buenos Aires	Argentina
Capital Federal	Argentina
Catamarca	Argentina
Chaco	Argentina
Chubut	Argentina
Cordoba	Argentina
Corrientes	Argentina
Entre Rios	Argentina
Formosa	Argentina
Jujuy	Argentina

Region (State, Province, County): All Values
Show Filter Criteria   Personal Value List Settings
OK   Cancel

29.   Select the appropriate State or click Cancel button Cancel to manually enter the State.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Region / State	R	Region / State **Example:** FL

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Country:	R	2 chracters representing the country in which company is located **Example:** US

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
First Name:	R	First Name with 40 characters limit **Example:** Test Supplier 2

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Last Name:	R	Last Name with 40 characters limit **Example:** ABC

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

34. Select the appropriate Form. Example: Mr. Mr. .

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Phone Number:	R	Phone Number/Extension with 10 characters limit **Example:** 305-762-8342

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Fax Number:	R	Fax Number with 30 characters limit

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
E-Mail Address:	R	**Example:** testing2@gmail.com 💡 An opportunity is provided to identify a specific contact for bidding opportunities. The same E-mail address identified as the Purchasing E-mail address may be used or a different E-mail address may be entered.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

38.   Click Type of Business: combo box [▼] to select type of business.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
If you have a Seller's Permit / Use Tax Account / Resale Number issued by the California State Board of Equalization, please provide the number:	R	Sellers Permit/Tax Account/ Resale Number with 20 Chracter limit **Example:**

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

41.   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

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
If you are a Small Business Enterprise, which of the following agencies are you certified with?:	R	Certifying Agency Name with 3 chracters limit The Small Busines Enterprise (SBE) section and Demographics section are optional and have not been completed in this self-registration example.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
When does your SBE Certification expire?:	R	Expiration date in MM/DD/YYYY format.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Average Annual Sales over a three-year period?:	R	Average Annual Sales with 16 digit limit

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Number of Employees?:	R	Number of Employees with 7 digit limit

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
NAICS	R	North American Industry Classification System (NAICS) codes with 6 digit character limit

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

47.   Click Gender: combo box [Gender not known ▼].

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

48. Select the appropriate list item or leave it blank. Example: Male `Male`.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Ethnicity:	R	Ethnicity code with 2 digit limit

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

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

Field	R/O/C	Description
Name:	R	Name with 60 characters limit **Example:** Test Supplier 2

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

51.   Click Yes, I have read the data privacy statement and accept the terms.: check box

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

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

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Supplier Self-Registration

52. Click Send button ![Send] to complete the registration process. A Confirmation Pop-up window will appear stating that the registration was successful and a confirmation E-mail will be received. 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.

Business Process Procedure

Self Registration of Supplier   Transaction Code: ROS (Self)

Dear Sir/Madam,

We are pleased to welcome you as supplier Test Company2 in our Supplier Portal.

The user ID
81004DB9951
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 BSFec3<[DxG\MRBw>%Zkc7z6FQZFPFs~njk3SEV\

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

Self Registration of Supplier   Transaction Code: ROS (Self)

Result

The self registration process has been successfully completed. The next step is to access the link provided in the first system generated E-mail notification, use the temporary User ID and Password assigned, provide additional information to complete the supplier/vendor profile, establish a self-created User ID and Password, and access LAUSD's Supplier Portal.