

Los Angeles Unified School District

Maximo 7.5 / Procurement

Storeroom Inventory Replenishment Guide

Contract Purchase (PG)



DEFINITION

The **Storeroom Inventory Replenishment Guide / Contract Purchase (PG)** details step by step instructions on how to procure materials to replenish Storeroom inventory against an annual contract in Maximo.

LOGIN

The Head Stock Clerk or Designee performs this function.

To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

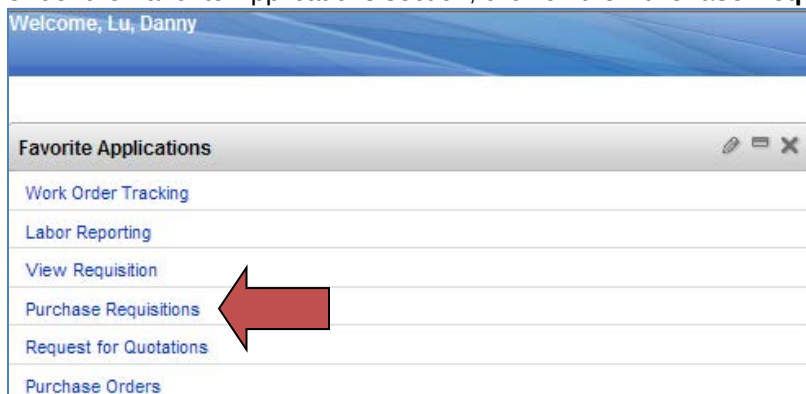
1. CREATE PURCHASE REQUISITION

START CENTER

When you first login, you will be taken to the Maximo Start Center.

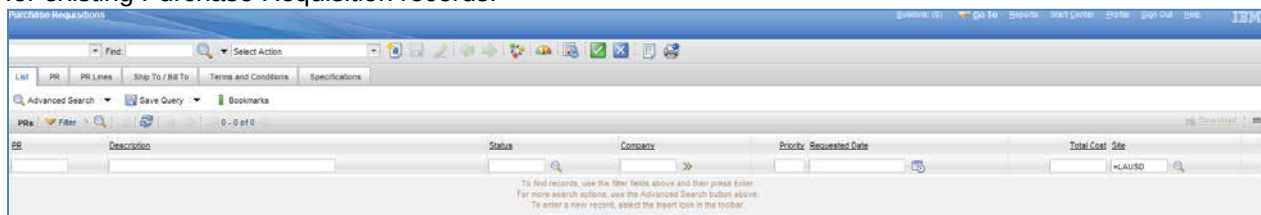


Under the Favorite Applications section, click on the **Purchase Requisition** application.



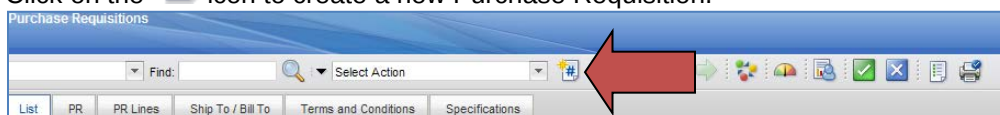
PURCHASE REQUISITION HOME

You will then be taken to the Purchase Requisition home screen; in this screen, where you can search for existing Purchase Requisition records.

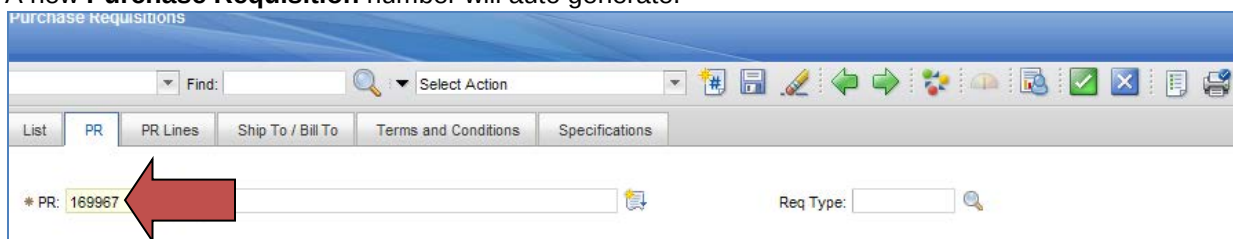


NEW PURCHASE REQUISITION

Click on the  icon to create a new Purchase Requisition.



A new **Purchase Requisition** number will auto generate.

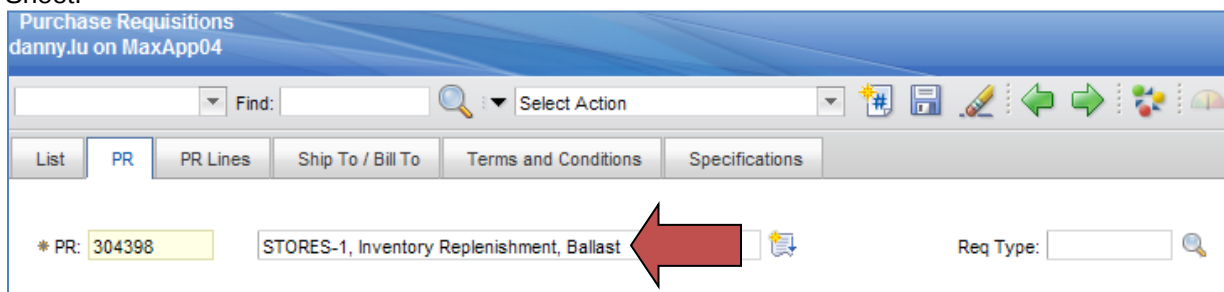


In the **Description** field, use the following naming convention: Storeroom name (comma) Inventory Replenishment (i.e. STORES-1, Inventory Replenishment).

If you would like to add an additional comment to the Description field, separate the additional comment from the naming convention by a comma, and type your additional comment directly into the Description field (i.e., STORES-1, Inventory Replenishment, Ballast).



Click on the **Long Description**  icon to add any special instructions for the PR. Type '**Special Instructions**' and all the text that follows will print in the Special Instructions section of the Quote Sheet.



Fill in the following fields:

PR Type **PG (Annual Contract Purchase)** or click on the **magnifying glass**  icon next to the **PO Type** field and select the appropriate value.

Priority Enter a **Priority Number** for your Purchase Requisition (3 being Standard and 5 being Urgent)

Requested By The **Requested By** field will auto-populate based on your Maximo login. If you would like to change the requestor, type in the employee number of the new requestor or use the magnifying glass  icon to select from a list.
NOTE: The employee listed as the **Requested By** field will receive an email if the SAP Interface to create a PO number was successful or failed.

Supervisor Enter the **employee number** of your supervisor or search for it by clicking on the  icon and selecting **Select Value**.

Required Date Enter the **date** you would like your purchase delivered.

Contract Reference (PG) Enter the SAP Reference Contract number. You may also search for the Reference Contract number by clicking on the  icon and searching for it in the **Select Value** list.



Sample screen shot

Purchase Requisitions
danny.ju on MXCS2

Find: [] Select Action []

List PR PR Lines Ship To / Bill To Terms and Conditions Specifications

* PR: 316710 STORES-1, Inventory Replenishment * Req Type: PG Status: WAPPR

Details

* Priority: 0
Requested By: 783916 Lu, Danny
Supervisor: 724260 Laughton, Robert

Dates

Status Date: 5/27/14 3:59 PM
Requested Date: 5/27/14 3:59 PM
Required Date: 5/30/14 12:00 AM

Vendor

Company: 150362 FERGUSON ENTERPRISES INC
Address: 2750 SOUTH TOWNE AVENUE
City: POMONA
State/Province: CA
ZIP/Postal Code: 91766-6205
Contact: RON LUMAN/ANGEL AYALA
SAP Vendor#: 1000001303
Phone: 909-613-1193
Contract Reference: 4400000791 11/30/15
Contract Revision: 0
Old Contract#: 1350027

Internal? ☐
Storeroom:
Storeroom Site:
Freight Terms:
Payment Terms:
Ship Via:
FOB Point:
Pay Tax to Vendor? ☒
Pay on Receipt? ☐
Inspection Required? ☐
No Vendor? ☐

To save, click on the floppy disk .

2. CREATE PR LINE ITEMS

Click on the **PR Lines** tab

Purchase Requisitions

Find: [] Select Action []

List PR PR Lines To Terms and Conditions Specifications

* PR: 169967 AA 14183033 Fremont SH, Purchase Bookcases Req Type: BC

Optional: Prior to creating the PR Lines, under the **Default Table Data** section, you have an option to pre-fill the **Storeroom** location. If pre-filled, all new rows will auto-populate with the Storeroom location.

Default Table Data

Work Order: [] >>> Asset: [] >>>
Location: [] >>> Storeroom: STORES-1



New Row button. Click on the **New Row** button to create a new row.

The screenshot shows a horizontal bar with several buttons: 'Vendor Items', 'Select Spare Parts', 'Contract Items', 'View Contracts', and 'New Row'. A red arrow points to the 'New Row' button.

Enter the **Storeroom Item** number that you are replenishing in the **Item** field.

The screenshot shows the 'PR Lines' section with a table containing one row. The 'Item' field is populated with '2850608000'. A red arrow points to the 'Item' field.

If you do not know the **Storeroom Item** number, you may search for it by clicking on the  icon to the right of the Item field and click on **Go To → Inventory**.

The screenshot shows the 'PR Lines' section with the 'Item' field empty. A red arrow points to the 'Go To' icon to the right of the 'Item' field. The 'Go To' menu is open, showing options: 'Select Value', 'Classification', 'Attributes', 'Go To', 'View Item Availability', and 'View Image'. The 'Go To' option is selected, and a sub-menu is open showing 'Inventory' and 'Item Master'. A red arrow points to the 'Inventory' option.



You will be taken to the **Inventory** application. In the **List** tab, you can search for your **Storeroom** and the **Description** of the item. Hit enter when ready.

Inventory
danny.lu on MaxApp04

Find: Select Action

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search Save Query Bookmarks

Inventory: Filter 0 - 0 of 0

Item Description Storeroom

To find records, use the filter fields above and then press Enter.
For more search options, use the Advanced Search button above.
To enter a new record, select the Insert icon in the toolbar.

A filter list of items will appear. **Highlight** the item you wish to replenish and click on the **Return With Value** button.

Inventory
danny.lu on MaxApp04

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search Save Query Bookmarks

Inventory: Filter 1 - 7 of 7

Item	Description	Storeroom	Current Balance	Commodity Group	Rotating?	ABC Type	Default Bin	Status
2850608000	BALLAST ELECTRONIC 2-F032T8 120V	STORES-1	-480.00	28500			93A01	ACTIVE
2850608020	BALLAST ELECTRONIC 364 F032T8 120/277	STORES-1	-1,150.00	28500			28801	ACTIVE
2850619070	BALLAST 2-F40T12RS 277V	STORES-1	2.00	28500			93A04	ACTIVE
2850619080	BALLAST 2-F40T12RS 35W 120V	STORES-1	-410.00	28500			93A04	ACTIVE
2850608010	BALLAST ELECTRONIC 3-F032T8 120V	STORES-1	30.00	28500			93A01	ACTIVE
2850629001	BALLAST MAGNETIC METAL HALIDE 250 W M 58	STORES-1	14.00	28500			93A02	ACTIVE
2850629002	BALLAST MAGNETIC METAL HALIDE 150 W M 102 & M 142	STORES-1	-24.00	28500			93A03	ACTIVE

Return With Value

After you click on **Return With Value**, the Item number will be brought over to the PR Line.

PR Lines: Filter 1 - 1 of 1

Line	Item	Description	Quantity	Order Unit
1	2850608000	BALLAST ELECTRONIC 2-F032T8 120V	1.00	EA

Line Item

* Line: 1

* Line Type: Item

* Item: 2850608000 BALLAST ELECTRONIC 2-F032T8 120V

Remarks:

Manufacturer: Model: Category: STK Catalog #: Commodity Group: 28500 Commodity Code: 2850608000

NOTE: The item number you select must have a **Commodity Group** in order for the PO to be created in SAP.

Update the **Quantity**, **Order Unit**, **Unit Cost**, **Tax Code** and **Storeroom** number if necessary.

Quantity and Costs

Quantity: 5.00

Order Unit: EA

Issue Unit: EA

* Conversion Factor: 1.00

Unit Cost: 10.25

* Line Cost: 51.25

Tax Code: 9.00

* Tax: 4.61

Loaded Cost: 55.86

Contract Reference:

Contract Type:

Contract Reference Revision:

Charge To

Storeroom: STORES-1

Work Order:

Location:

Asset:

GL Debit Account:

Reservation Type: AUTOMATIC



Under the **Contract Reference Line ID** field, click on the double arrow  icon

Quantity and Costs

Quantity:	10.00	Tax Code:	9.00
Order Unit:	EA	* Tax:	15.57
Issue Unit:	EA	Loaded Cost:	188.57
* Conversion Factor:	1.00	Contract Reference:	
* Line Cost:	173.00	Contract Reference Revision:	
Unit Cost:	17.30	Contract Line Reference:	
Reservation Type:	AUTOMATIC	* Contract Reference Line ID:	

A **Select Value** window with a list of items that are against the contract will appear. Select an item that closes match the item you are purchasing.

Select Value

Filter > 1 - 20 of 32

ContractLine ID	Contract	Item	Description	Commodity Group	Commodity Code	Manufacturer	Quantity	Model
141,181	4400000791	6705500405	WATERLESS BLUESEAL TRAP LIQ 1 QUART	67055	6705500405		0.00	
141,182	4400000791	6705500400	WATERLESS BLUESEAL TRAP LIQ 1 GALLON	67055	6705500400		0.00	
141,183	4400000791	6705500395	KOHLER WATERLESS MISCELLANEOUS PART	67055	6705500395		0.00	
141,184	4400000791	6705500320	KOHLER CLEANER 32 OZ BTL 3/CSE K-1174866	67055	6705500320		0.00	
141,185	4400000791	6705500310	KOHLER SEALANT 4 GAL/CSE K-1048656-P	67055	6705500310		0.00	
141,186	4400000791	6705500305	KOHLER WATERLESS SEALANT 128OZ K-1048656	67055	6705500305		0.00	
141,187	4400000791	6705500300	KOHLER WATERLESS SEALANT 52GAL K-1114579	67055	6705500300		0.00	
141,188	4400000791	6705500315	KOHLER WATERLESS CLEANER 55GAL K-1114580	67055	6705500315		0.00	
141,189	4400000791	6705500295	SLOAN WATERLESS MISCELLANEOUS PART	67055	6705500295		0.00	
141,190	4400000791	6705500220	SLOAN CLEANER REFILL 12/CSE #1001504	67055	6705500220		0.00	
141,191	4400000791	6705500215	SLOAN SPRAY CLEANER W/BTL #1001503	67055	6705500215		0.00	
141,192	4400000791	6705500210	FALCON/SLOAN CARTIDGE (32) WES-155	67055	6705500210		0.00	
141,193	4400000791	6705500600	ZURN AQUAGREEN LIQ SEALANT 1 OZ	67055	6705500600		0.00	
141,194	4400000791	6705500695	ZURN MISCELLANEOUS PART	67055	6705500695		0.00	
141,195	4400000791	6705500625	ZURN BELL-TRAP (SET DOWN)	67055	6705500625		0.00	
141,196	4400000791	6705500615	ZURN STRAINER REMOVAL TOOL	67055	6705500615		0.00	
141,197	4400000791	6705500610	ZURN AQUAGREEN LIQ SEALANT 1 GALLON	67055	6705500610		0.00	
141,198	4400000791	6705500605	ZURN AQUAGREEN LIQ SEALANT 1 QUART	67055	6705500605		0.00	
141,199	4400000791	6705500630	ZURN STRAINER	67055	6705500630		0.00	
141,200	4400000791	6705500620	ZURN BELL-TRAP O-RING	67055	6705500620		0.00	

Cancel

Note: A list will only appear if the item number you entered shared the same Commodity Group number as one against the contract.

Click on the floppy disk  icon to save. If you have additional lines, click on the **New Row** button and repeat steps.



3. ENTER SHIP TO/BILL TO INFORMATION

Click on the **Ship To/Bill To** tab.

Purchase Requisitions
danny.lu on MaxApp04

Find: [] Select Action []

List PR PR Lines **Ship To / Bill To** Terms and Conditions Specifications

PR: 304398 STORES-1, Inventory Replenishment, Ballast Site: LAUSD

Enter your M&O Area's section code in the **Ship To** and **Bill To** field. Enter the requestor's employee number in the **Attention** field.

List PR PR Lines **Ship To / Bill To** Terms and Conditions Specifications

PR: 304398 STORES-1, Inventory Replenishment, Ballast Site: LAUSD Status: WAPPR Total Cost: 55.73

Ship To: 1429 M&O MAINTENANCE NORTH 1
Address: 6651-B BALBOA BLVD
City: VAN NUYS
State/Province: CA
ZIP/Postal Code: 91406
Attention: 783918 Lu, Danny

Bill To: 1429 M&O MAINTENANCE NORTH 1
Address: 6651-B BALBOA BLVD
City: VAN NUYS
State/Province: CA
ZIP/Postal Code: 91406
Attention: 783918 Lu, Danny

Click on the floppy disk icon to save.

4. PRINT THE PURCHASE REQUISITION REPORT

Click on the **Purchase Requisition Report** icon located on the top toolbar to view the report.

Purchase Requisitions
danny.lu on MaxApp04

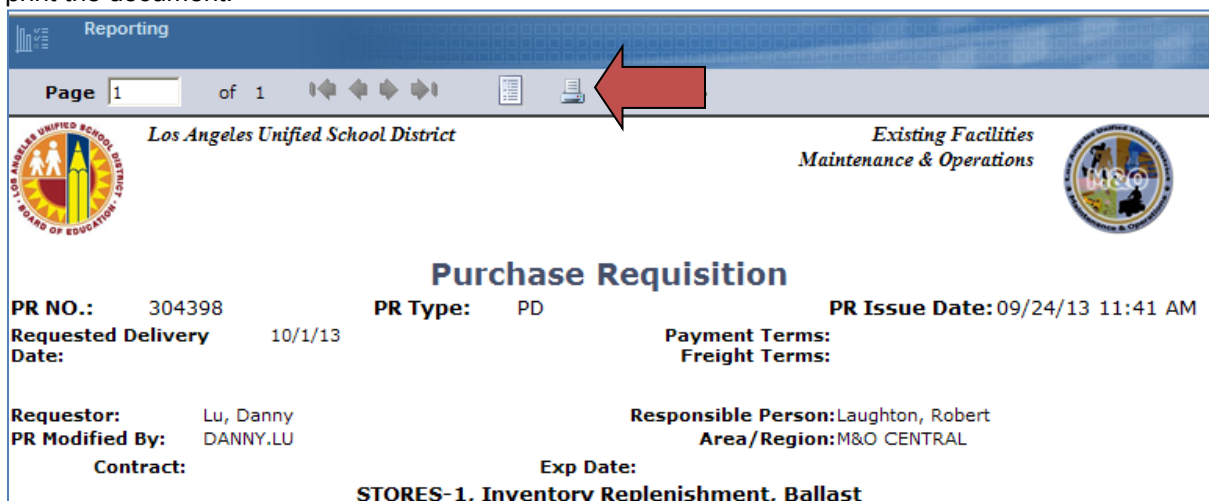
Find: [] Select Action []

List PR PR Lines **Ship To / Bill To** Terms and Conditions Specifications

PR: 304398 STORES-1, Inventory Replenishment, Ballast Site: LAUSD



A new **BIRT Report Viewer** window will appear. Review the report and click on the printer  icon to print the document.



Reporting

Page 1 of 1

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Purchase Requisition

PR NO.: 304398 PR Type: PD PR Issue Date: 09/24/13 11:41 AM

Requested Delivery Date: 10/1/13 Payment Terms: Freight Terms:

Requestor: Lu, Danny Responsible Person: Laughton, Robert

PR Modified By: DANNY.LU Area/Region: M&O CENTRAL

Contract: Exp Date:

STORES-1, Inventory Replenishment, Ballast

Verify the PR Requisition has the correct dollar amount and item numbers. The Head Stock Clerk or Designee is responsible for signing the Requestor line. Head Stock Clerk or Designee to obtain the required signature in the Approved By field. The **Approved By** signature is determined by the Dollar amount of the requisition.

CPM signs Requisitions for up to \$10,000, **AFSD** for \$10,001-\$25,000 and **RFD** for \$25,001-\$100,000.

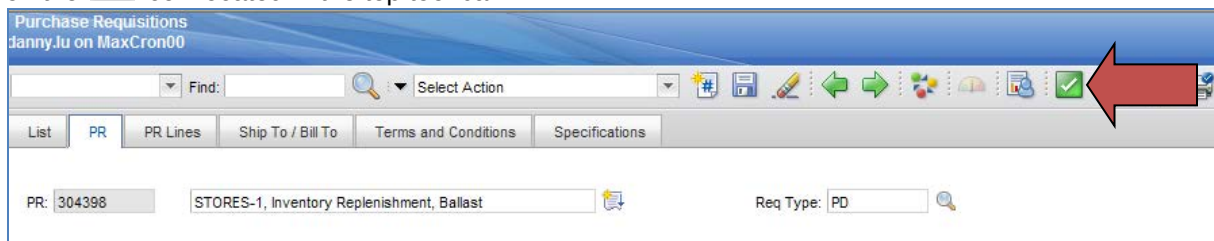
Submit the signed **Purchase Requisition** report to **Clerical** for processing.

5. CREATE PURCHASE ORDER

The Clerical department performs this function.

Review the **Purchase Requisition** report that was submitted to you by the Requestor. Sign the **P.O. Line** on the report after reviewing/checking the document for accuracy and completeness (e.g. SAP Vendor Code appears, Work Order has G/L Account line).

On the **Purchase Requisition** record, change the status to **Ready to Interface (INTREADY)**. Click on the  icon located in the top tool bar.



Purchase Requisitions

danny.lu on MaxCron00

Find: Select Action

List PR PR Lines Ship To / Bill To Terms and Conditions Specifications

PR: 304398 STORES-1, Inventory Replenishment, Ballast Req Type: PD



The **Change Status** window will appear with **Ready to Interface (INTREADY)** selected as the **New Status**. Click on the **OK** button.

The new status will be displayed on the Purchase Requisition.

INTERFACE SCHEDULE AND STATUSES

Maximo will interface the Purchase Requisition information into SAP Hourly to generate the PO. See below for the Interface status definitions and actions.

Ready to Interface (INTREADY) – This status marks the PR to interface to SAP. If your PR is in this status, you can still change the status back to **WAPPR** if you need to make changes to the PR.

Interface in Session (INTSESSION) – The PR is change to the **INTSESSION** status when it is in the process of interfacing with SAP. When the PR is in the **INTSESSION** status, you cannot make any changes to the PR.

Interface Rejected (INTREJECT) – The PR completed its interface but was rejected due to any of the following reasons: Invalid Company, Invalid Funding, Invalid Commodity Code, Invalid Unit of Measure, etc... If your PR rejected during the interface, the reason will be displayed on the PR tab.

Sample Screen shot of Reject reason

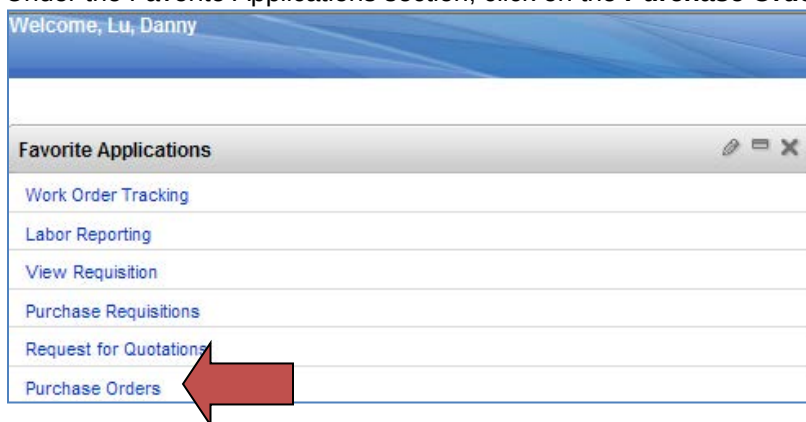
CLOSE – The PR completed its interface and the Purchase Order number was successful.



The **Requested By** employee and **Clerical** staff who changed the status of the PR to **Ready to Interface (INTREADY)** will receive an email should the interface Rejects or was Successful. If the **Purchase Order number** was created successfully, the **PO number** will appear on the email.

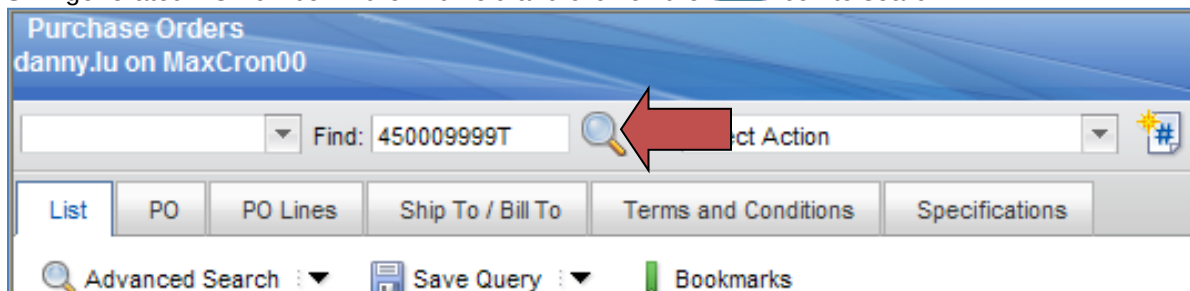
6. PRINT PURCHASE ORDER REPORT

Under the Favorite Applications section, click on the **Purchase Order** application.

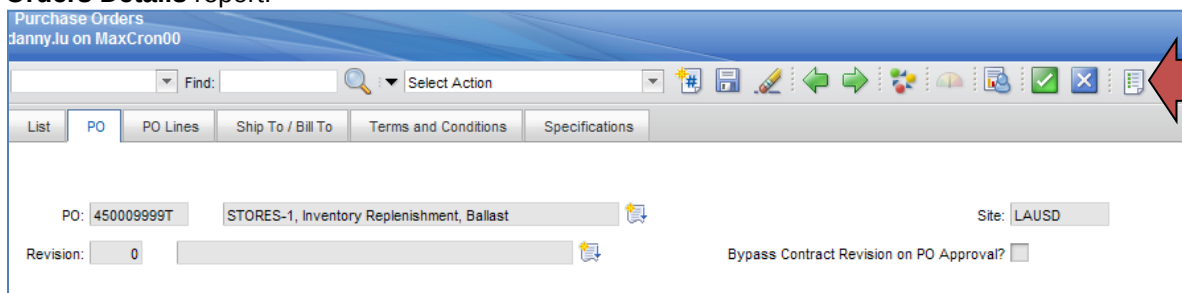


PURCHASE ORDERS HOME

You will be taken to the **Purchase Order** application. Search for your Purchase Order by entering the SAP generated PO number in the find field and click on the  icon to search.

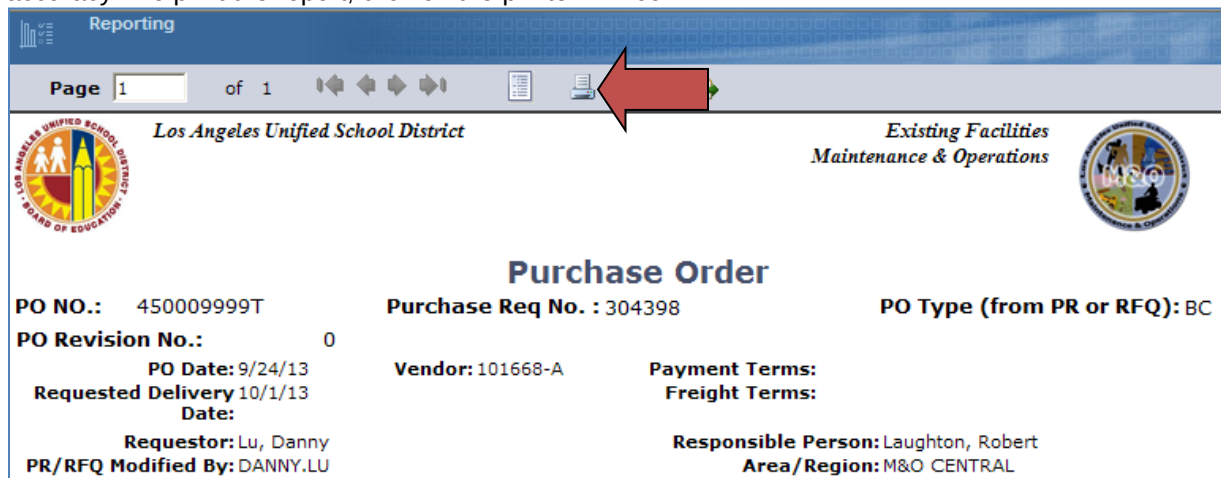


On the **Purchase Order** record, Click on the  icon located in the top tool bar to run the **Purchase Orders Details** report.





A new **BIRT Report Viewer** window will appear. Review the **Purchase Order Details** report for accuracy. To print the report, click on the printer  icon.



Reporting

Page 1 of 1

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Purchase Order

PO NO.: 450009999T Purchase Req No.: 304398 PO Type (from PR or RFQ): BC

PO Revision No.: 0

PO Date: 9/24/13 Vendor: 101668-A Payment Terms: Requested Delivery 10/1/13 Date: Freight Terms:

Requestor: Lu, Danny Responsible Person: Laughton, Robert
PR/RFQ Modified By: DANNY.LU Area/Region: M&O CENTRAL

Clerical staff signs the **PO Details** report. Attach the signed **PR Report** with the **PO Report** and submit to **Head Stock Clerk or Designee** for confirmation and filing.

Head Stock Clerk or Designee to submit a copy of the **PO Details** report or provide the **PO Number** to **Vendor** to initiate purchase.

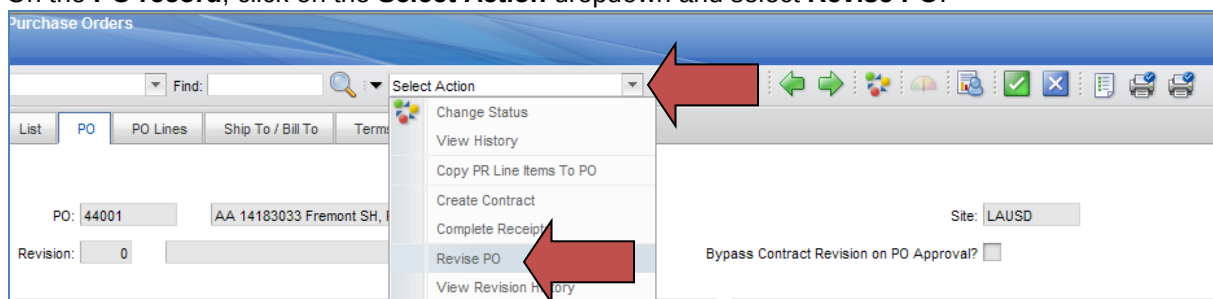
7. OPTIONAL: MODIFY PURCHASE ORDER

The Head Stock Clerk or Designee performs this function.

You can only modify the **Description, Quantity, Unit Cost, Tax Rate** or the **Work Order** of a Purchase Order. You cannot change any other information. If you need to modify any other information, you will have to **CANCEL** the **Purchase Order** and submit a new **Purchase Requisition**.

To change the **Description, Quantity, Unit Cost, Tax Rate** or the **Work Order**, go to the **PO record** in the **Purchase Order** application.

On the **PO record**, click on the **Select Action** dropdown and select **Revise PO**.



Purchase Orders

Find: [] Select Action []

List PO PO Lines Ship To / Bill To Terms

PO: 44001 AA 14183033 Fremont SH, I

Revision: 0

Site: LAUSD

Bypass Contract Revision on PO Approval? ☐

- Change Status
- View History
- Copy PR Line Items To PO
- Create Contract
- Complete Receipt
- Revise PO
- View Revision History



A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. You will also notice that the Revision number is now 1. Click **OK** when done.

Revise PO

PO: 44001

Revision: 1

Internal Change? ☐

Allow Receipts and Invoices? ☒

* Modifying line 1 quantity and unit cost.

OK

After you click **OK**, you will be taken to your revised **PO record**. Noticed the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.

Purchase Orders

Find: [] Select Action []

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 quantity and unit cost. Bypass Contract Revision on PO Approval? ☐

Click on the **PO Lines** tab to make your modifications. Click on the floppy disk icon to save.

Purchase Orders

Find: [] Select Action []

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV Total Cost: 501.28

Revision: 1 Modifying line 1 quantity and unit cost.

Line #	Item	Description	Quantity	Order Unit	Unit Cost	Line Cost	Tax	Outsourced?
1	9620600000	Shipping and Handling	5.00	EA	20.00	100.00	6.75	
2	3600500000	Wood Adhesive	2.00	EA	129.95	259.90	25.34	
3	3051000000	Floor Brush	1.00	EA	32.76	32.76	3.19	
4	4453000000	Staple Gun	1.00	EA	65.00	65.00	6.34	

Vendor Items Contract Items Select Spare Parts Vendor Analysis View Contracts Distribute Costs New Row

Print your **Modified Purchase Order** report by clicking on the icon on the toolbar.

Purchase Orders

Find: [] Select Action []

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 Modifying line 1 quantity and unit cost.



A new **BIRT Report Viewer** window will appear. Review the **Modified Purchase Order** report for accuracy. To print the report, click on the printer  icon.

Reporting

Page 1 of 1

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Modified Purchase Order

PO NO.: 44001 Purchase Req No. : PO Type: STD

PO Revision No.: 1 Modifying line 1 quantity and unit cost.

PO Date: 7/19/13 Vendor: 113403 Payment Terms:

Requested Delivery Date: 8/1/13 Freight Terms:

Contract: Exp Date: AA 14183033 Fremont SH, Purchase Bookcases

Vendor:		Ship To:		Bill To:	
SAP Vendor Code:	1000003582	Name:	M&O MAINTENANCE SOUTH	Name:	M&O MAINTENANCE SOUTH
Vendor Code:	113403	Address:	6620 11TH AVE.	Address:	6620 11TH AVE.
Name:	OLD MASTER PRODUCTS INC.		LOS ANGELES, CA, 90043		LOS ANGELES, CA, 90043
Address:	7751 HAYVENHURST AVE	Phone:	323-789-5000	Phone:	323-789-5000
	VAN NUYS, CA, 91406	FAX:		FAX:	
Phone:	323-291-0677	Attention:	Lu, Danny	Attention:	Lu, Danny
FAX:					
Attention:	CARL HLASKI				

#	School Name	G/L Account	Work Order
001	FREMONT SH	CC:0001865001-10520	14183033

The **Head Stock Clerk or Designee** is responsible for signing the **Modified PO** report. Requestor to obtain the required signature in the **Approved to Modify** line. The **Approved to Modify** signature is determined by the Dollar amount of the requisition. **CPM** signs Requisitions for up to \$10,000, **AFSD** for \$10,001-\$25,000 and **RFD** for \$25,001-\$100,000.

Submit the signed **Modified PO** report to **Clerical** for processing.

The Clerical department performs this function.

Go to the **Revised PO** record in the **Purchase Order** application. You may search for it by entering the **PO number** in the search field and click on the  icon. Make sure you are on the **Revised PO**; the status will also be in **PNDREV**.

Purchase Orders

Find: 44001

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 quantity and unit cost. Bypass Contract Revision on PO Approval? ☐



Maximo 7.5 / Storeroom Inventory Replenishment Guide / Contract Purchase (PG)

If you are not on your revised PO record, click on the **List** tab. The result set will display both PO revisions. Select the revision that was submitted to you on the Modified PO report.

Purchase Orders

Find: Select Action

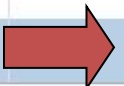
List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

Advanced Search Save Query Bookmarks

POs Filter 1 - 2 of 2

PO	Revision	Description
=44001		
44001	0	AA 14183033 Fremont SH, Purchase Bookcases
44001	1	AA 14183033 Fremont SH, Purchase Bookcases

☐ Select Records



On the **Revised PO**, click on the change status icon and select **INTREADY (Ready to Interface)**.

Purchase Orders

Find: 44001 Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 Modifying line 1 quantity and unit cost. Bypass Contract Revision on PO Approval? ☐



Select **Ready to Interface** on the **New Status** dropdown and hit **OK**.

Change Status

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases

Revision: 1 Modifying line 1 quantity and unit cost.

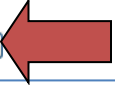
Status: PNDREV Pending Revision

Memo:

* New Status: Ready to Interf 

* Status Date: 7/9/13 10:29 AM

Memo:

OK 



The **Modified PO** will interface through the same cycle as before with email notifications. If successful, the **Modified PO** record status will automatically be changed to **APPR**.

The screenshot shows the 'Purchase Orders' application window. At the top, there's a 'Find:' field and a 'Select Action' dropdown. Below this are tabs for 'List', 'PO', 'PO Lines', 'Ship To / Bill To', 'Terms and Conditions', and 'Specifications'. The 'PO' tab is active. In the center, there's a form with fields for 'PO: 44001', 'AA 14183033 Fremont SH, Purchase Bookcases', 'Site: LAUSD', and 'Status: APPR'. A red arrow points to the 'Status: APPR' field. Below the status field, there's a 'Revision: 1' field and a 'Modifying line 1 quantity and unit cost.' button. At the bottom, there's a 'Bypass Contract Revision on PO Approval?' checkbox.

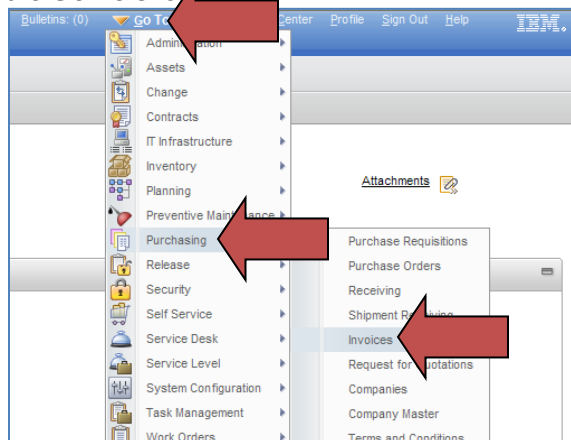
After the status is changed to **APPR**, submit the **Modified PO** report back to the **Requestor**.

Head Stock Clerk or Designee to submit a copy of the **Modified PO** report to **Vendor**.

8. CREATE MAXIMO INVOICE RECORD

The Clerical department performs this function.

Go to the **Invoice** application by either through the **Start Center Favorite Applications** list, or utilizing the **Go To** shortcut.



In the **Invoices** application, click on the  icon to create a new **Invoice** record.

The screenshot shows the 'Invoices' application window. At the top, there's a 'Find:' field and a 'Select Action' dropdown. Below this are tabs for 'List', 'Invoice', 'Invoice Lines', 'Terms and Conditions', and 'Specifications'. The 'List' tab is active. In the center, there's a form with fields for 'Find:', 'Select Action', and a 'New' icon (a blue square with a white plus sign). A red arrow points to the 'New' icon. Below the 'New' icon, there's a 'Save Query' button and a 'Bookmarks' button.



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A new Invoice number will auto-populate. Type in the same **PO description** in the description box. Enter the **PO number** in the **PO** field.

Invoice: 272687 STORES-1, Inventory Replenishment, Ballast Site: LAUSD Type: INVOICE

Invoice Details

Original Invoice: >>
Reverse Invoice: >>
Vendor Invoice: >>
Approval #: >>
Entered By: DANNY.LU

PO Details

PO: 450009999T Contract Reference: >>
Site: LAUSD Contract Type: >>
Company: 101668-A Contract Reference Revision: >>
Currency: USD Payment Schedule: >>
Buyer: >>
Receipts: NONE
Total Cost: 55.73
Uninvoiced Total: 55.73

Click on the floppy disk  icon to save.

9. ORDER RECEIVED, HEAD STOCK CLERK OR DESIGNEE RECEIVE LINE ITEM IN RECEIVING APPLICATION AND SUBMIT INVOICE/RECEIPT/PACKING LIST TO CLERICAL

The Head Stock Clerk or Designee performs this function

After receiving the item(s) from the vendor, requestor to receive item in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.

Welcome, Lu, Danny

Favorite Applications

Work Order Tracking
Labor Reporting
View Requisition
Purchase Requisitions
Request for Quotations
Purchase Orders
Receiving
Preventive Maintenance

In the **Receiving** application, enter the **PO number** in the **Find** field and click on the  to search for the record.

Receiving
danny.lu on MaxCron00

Find: 450009999T Action

List Material Receipts Service Receipts



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You will then be taken to the **Materials Receipt** tab of the record.

PO Line	Item	Description	Quantity	Order Unit	Type	Insp. Status
No rows to display...						

Click on the **Select Order Items** button.

The **Select Ordered Items** window will appear. Check the checkbox on the lines that were received (verify the Quantity) and click on the **OK** button.

PO Line	Item	Description	Packing Slip	To Storeroom	Quantity Due	Quantity Ordered	Invoice
☒	1	2850608000	BALLAST ELECTRONIC 2-F032T8 120V	STORES-1	5.00		

You will taken back to the previous screen with the item in the **Material Receipts** section.

PO Line	Item	Description	Quantity	Order Unit	Type	Insp. Status	Actual Date
1	2850608000	BALLAST ELECTRONIC 2-F032T8 120V	5.00	EA	RECEIPT	COUP	9/24/13 12:24 PM

Note: When an inventory item is received, the balance automatically adjusts with the received amount.

To verify/change the Bin Number, click on the  icon to open up the **Material Receipts** line.

PO Line	Item	Description
1	2850608000	BALLAST ELECTRONIC 2-F032T8 120V



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The details of this line will appear. Verify that the correct bin number is entered. You may change the bin number if you like.

PO Line	Item	Description	Quantity	Order Unit	Type	Insp. Status	Actual Date
1	2850608000	BALLAST ELECTRONIC 2-F032T8 120V	5.00	EA	RECEIPT	COMP	9/24/13 12:24 PM

Line Item: 1
PO Line: 1
Line Type: ITEM
Item: 2850608000
Description: BALLAST ELECTRONIC 2-F032T8 120V
Manufacturer:
Manufacturer Lot:
Model:
To Location: STORES-1
To Condition Code:
To Bin: 03A01

After you are satisfied with the Bin location and have received all items. Click on the floppy disk icon to save the record. The Receipts status will be changed to **COMPLETE** if all items were received.

Receiving danny.lu on MaxCron00

Find:
Select Action:
List Material Receipts Service Receipts

PO: 450009999T >> STORES-1, Inventory Replenishment, Ballast Site: LAUSD
Company: 101668-A ASSOCIATED OF LOS ANGELES Pretax Total: 51.25
Attention: 783916 Lu, Danny Received Cost: 0.00

PO Line	Item	Description	Quantity	Order Unit
1	2850608000	BALLAST ELECTRONIC 2-F032T8 120V	5.00	EA

Select Receipts to Void S

Head Stock Clerk or Designee to obtain **Inspected By, Received By** and **Approved to Pay** signatures on the **PO Report**. Submit the **PO report, Purchase receipt(s), Packing Slip** and **Vendor Invoice** to **Clerical** to pay the vendor.

10. CHANGE MAXIMO INVOICE STATUS TO PAID AND SUBMIT INVOICE AND PO TO ACCOUNTS PAYABLE

The Clerical Department performs this function.

Go to the **Invoice** application by either through the **Start Center Favorite Applications** list, or utilizing the **Go To** shortcut.

Bulletins: (0) Go To Center Profile Sign Out Help

Administration
Assets
Change
Contracts
IT Infrastructure
Inventory
Planning
Preventive Maintenance
Purchasing
Release
Security
Self Service
Service Desk
Service Level
System Configuration
Task Management
Work Orders

Attachments

Purchase Requisitions
Purchase Orders
Receiving
Shipment Requisitions
Invoices
Request for Proposals
Companies
Company Master
Terms and Conditions



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Search for your **Invoice record** by the **PO** in the **List** tab search fields.

Invoices
anny Ju on MaxCron00

Find: [] Select Action []

List [] Lines [] Terms and Conditions [] Specifications []

Advanced Search [] Save Query [] Bookmarks []

Invoices [] Filter [] 0 - 0 of 0

Invoice	Description	Status	Vendor Invoice	PO Site	PO
					450009999T

To find records, use the filter fields above and then press Enter.
For more search options, use the Advanced Search button above.
To enter a new record, select the Insert icon in the toolbar.

On the **Invoice record**, enter the Invoice number from the vendor's invoice in the **Vendor Invoice** field and the date you received the Invoice in the **Invoice Date** field.

Invoices
anny Ju on MaxCron00

List [] Invoice [] Invoice Lines [] Terms and Conditions [] Specifications []

Invoice: 272687 STORES-1 Inventory Replenishment, Ballast Site: LAUSD Type: INVOICE Status: ENTERED

Invoice Details

Original Invoice: []
Reverse Invoice: []
Vendor Invoice: A12345
Approval #: []
* Entered By: DANNY LU

PO Details

PO: 450009999T
Site: LAUSD
Company: 101660-A
Currency: USD
Buyer: []
Receipts: NONE
Total Cost: 55.73
Uninvoiced Total: 55.73

Contract Reference: []
Contract Type: []
Contract Reference Revision: []
Payment Schedule: []

Dates

Entered Date: 9/24/13 12:20 PM
Invoice Date: 10/1/13
* GL Posting Date: 9/24/13 12:20 PM
Due Date: []
Paid Date: []

Click on the floppy disk icon to save the record.

Click on the **Invoice Lines** tab and click on the **Copy PO Lines** button.

Invoices
anny Ju on MaxCron00

List [] Invoice [] Invoice Lines [] Specifications []

Invoice: 272687 STORES-1 Inventory Replenishment, Ballast Pretax Total: 0.00 Type: INVOICE
Line Total: 0.00 Status: ENTERED
Invoice Total: 0.00 Site: LAUSD

Invoice Lines [] Filter [] 0 - 0 of 0

Line	Item	Description	PO	PO Site	Quantity	Unit Cost	Tax	Line Cost
No rows to display.								

Copy PO Lines [] Transactions [] Distribute Costs [] New Row []

The **Copy PO Lines** window appears. Check the lines that match the Invoice and click **OK**.

Copy PO Lines

☒ View all lines
☐ View all lines that are not invoiced

PO Lines [] Materials [] Services []

PO Lines [] Filter [] 1 - 1 of 1 [] Download []

PO	Line	Item	Description	Quantity	Uninvoiced Quantity	Line Cost	Uninvoiced Cost	Site
☒	450009999T	1	2850608000 BALLAST ELECTRONIC 2-F032T8 120V	5.00	5.00	51.25	51.25	LAUSD

OK []



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The **PO Lines** will be brought back over to the **Invoice Line** tab.

The screenshot shows the 'Invoice Lines' tab in the Maximo 7.5 interface. The top toolbar contains a floppy disk icon, which is highlighted by a red arrow. The main area displays invoice details for invoice 272687, including a table of invoice lines with columns for Line, Item, Description, EQ, PO Site, Quantity, Unit Cost, Tax, and Line Cost. The bottom of the screen shows buttons for 'Copy PO Lines', 'Select Commitment Transactions', 'Distribute Costs', and 'New Row'.

Click on the floppy disk  icon to save the record.

Change the status of the Invoice record to **PAID** by clicking on the  icon located on the top toolbar.

The screenshot shows the 'Invoice Lines' tab in the Maximo 7.5 interface. The top toolbar contains a change status icon, which is highlighted by a red arrow. The main area displays invoice details for invoice 272687, including a table of invoice lines with columns for Line, Item, Description, EQ, PO Site, Quantity, Unit Cost, Tax, and Line Cost. The bottom of the screen shows buttons for 'Copy PO Lines', 'Select Commitment Transactions', 'Distribute Costs', and 'New Row'.

The **Change Status** window will appear with **Paid (PAID)** as the selected status. Click **OK**.

NOTE: The **PO status** will change to **CLOSE** when **Invoice status** is changed to **PAID**.

The screenshot shows the 'Change Status' window in the Maximo 7.5 interface. The window displays the current status of the invoice as 'ENTERED'. The 'New Status' dropdown is set to 'Paid (PAID)', which is highlighted by a red arrow. The 'Status Date' is set to '9/24/13 12:36 PM'. The 'Close PO?' checkbox is checked. The 'OK' button is highlighted by a red arrow.

Clerical to submit the **Vendor Invoice**, **Packing Slips** and a copy of the signed **PO report** to **Accounts Payable**.

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127 or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).



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