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.

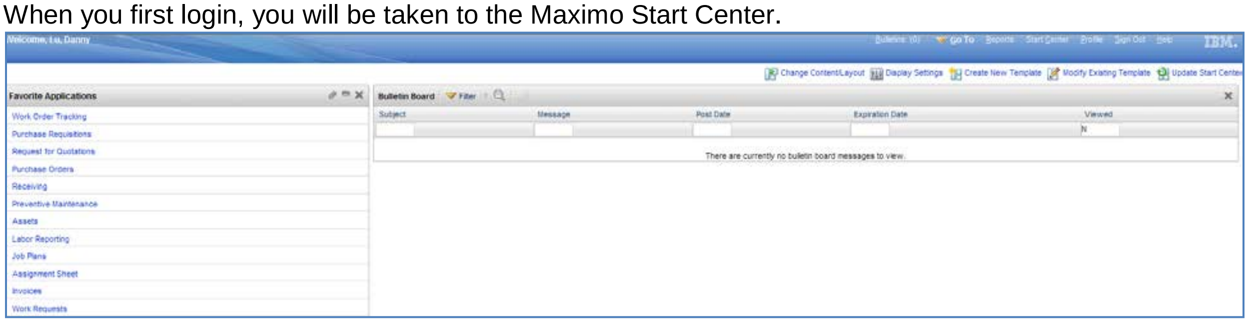
To login to Maximo 7.5, please go to http://awms.lausd.net/maximo.

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

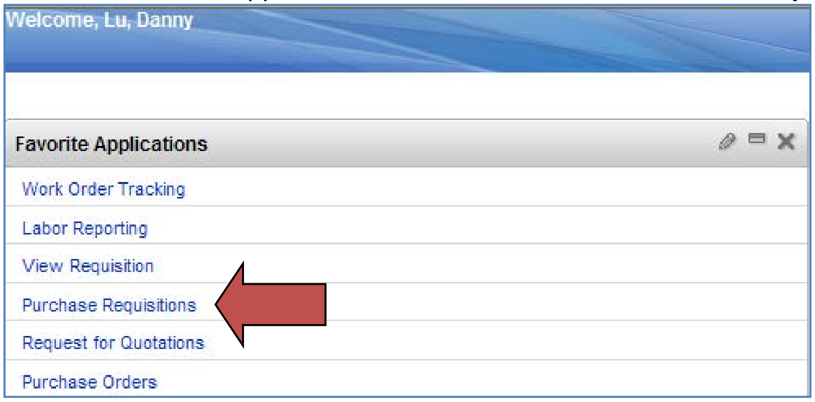
1. CREATE PURCHASE REQUISITION

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.

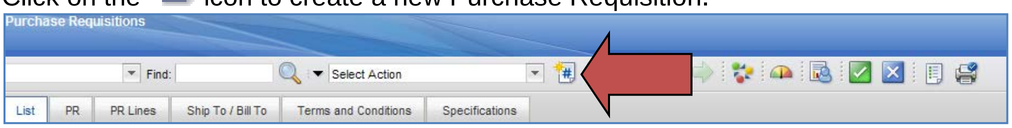


PURCHASE REQUISITION HOME

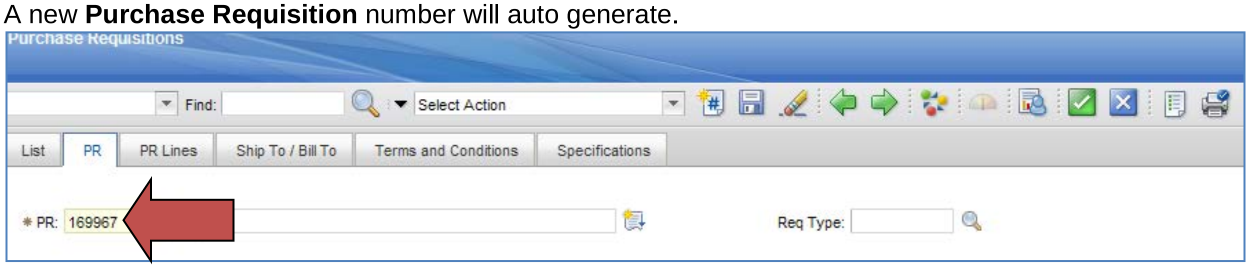
You will then be taken to the Purchase Requisition home screen; in this screen, where you can search for existing Purchase Requisition records.

NEW PURCHASE REQUISITION

Click on the  icon to create a new Purchase Requisition.



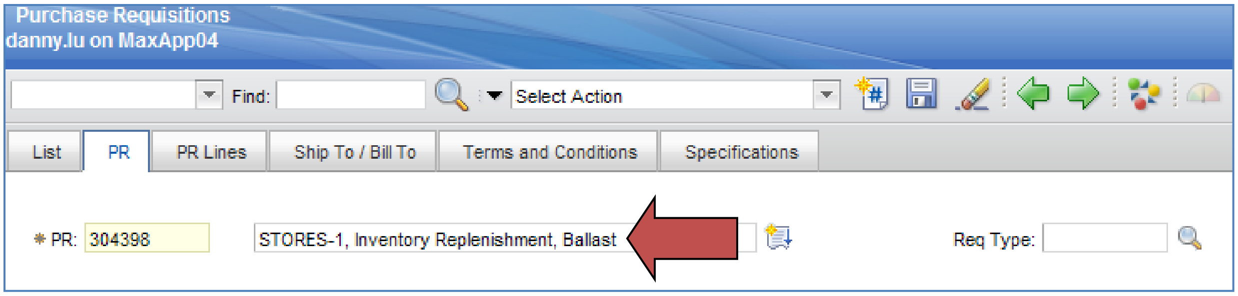
A new **Purchase Requisition** number will auto generate.



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)

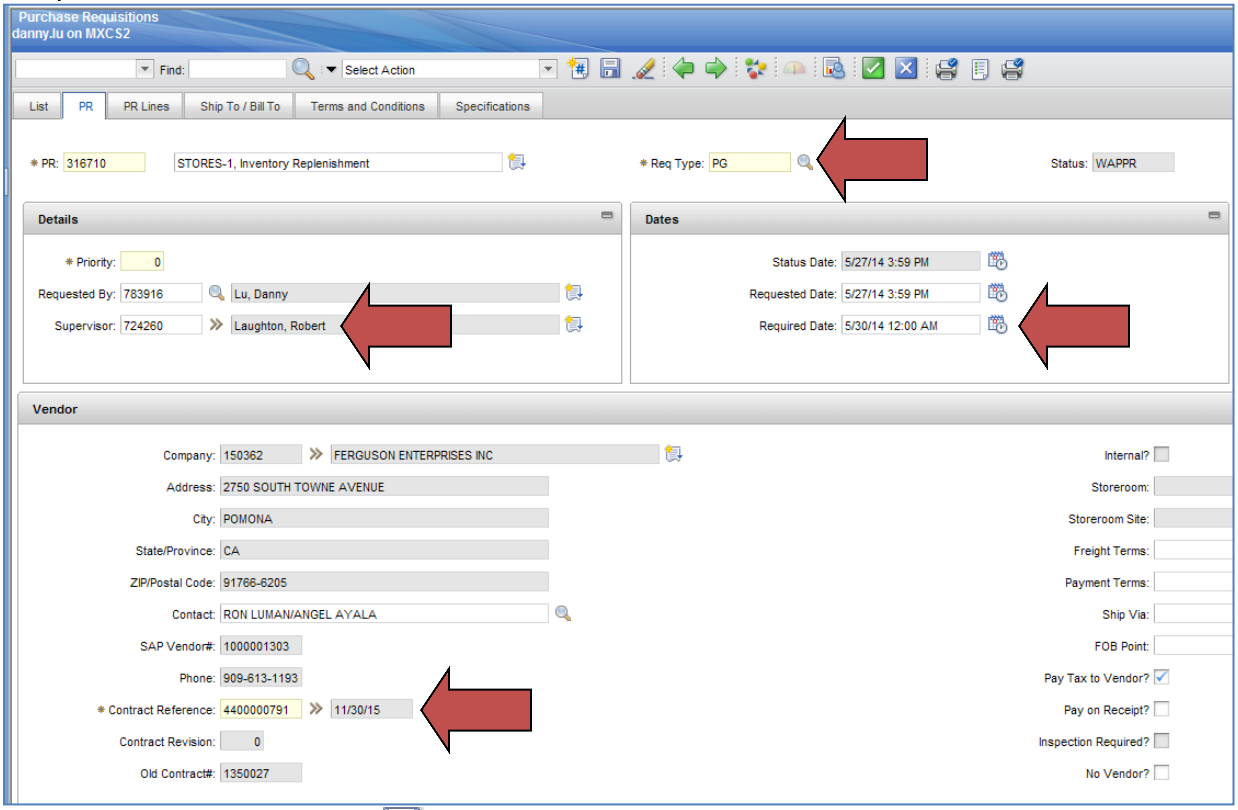
Requested By — The **Requested By field** will auto-populate based on your Maximo login. If you would like to change the requestor, type in the employee number of the new requestor or use the magnifying glass icon to select from a list.
NOTE: The employee listed as the **Requested By** field will receive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

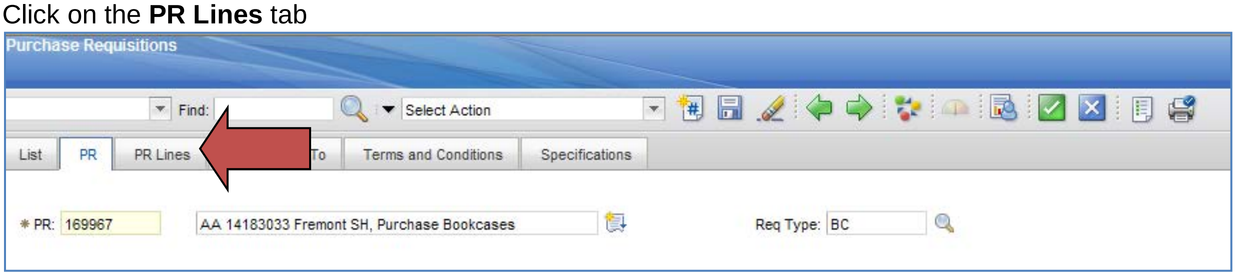
Sample screen shot



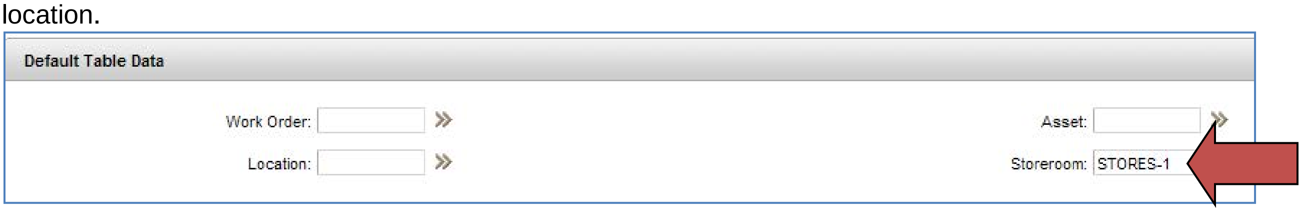
To save, click on the floppy disk .

2. CREATE PR LINE ITEMS

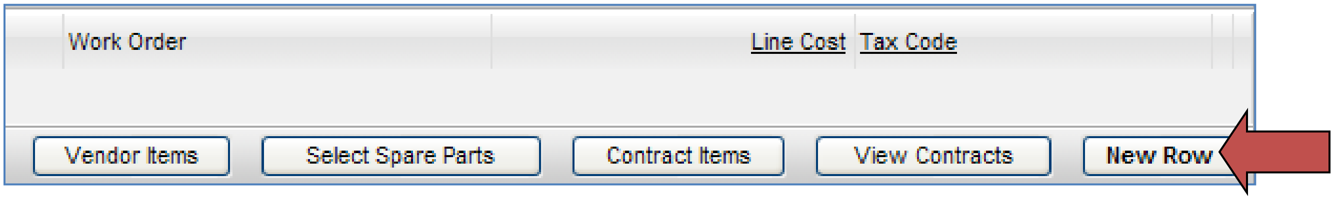
Click on the **PR Lines** tab



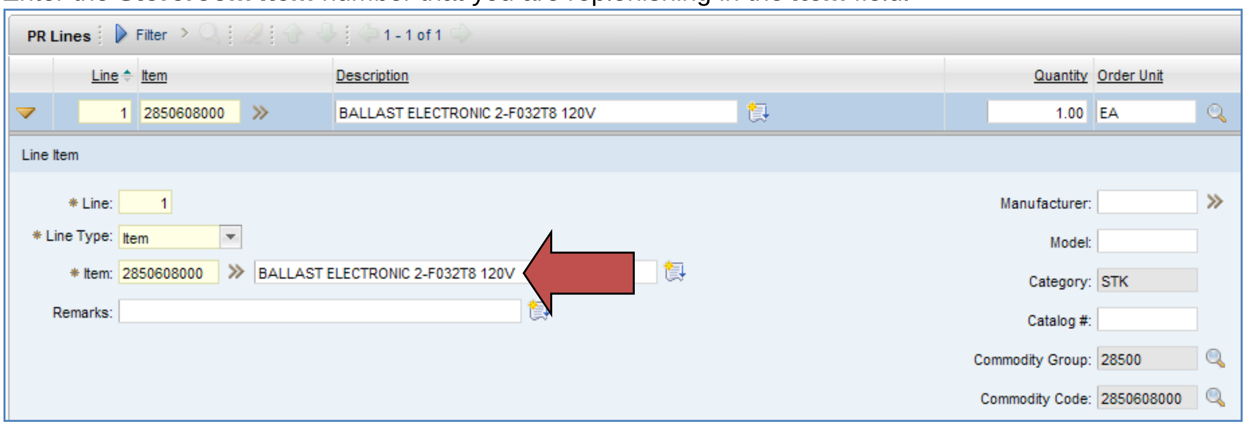
Optional: Prior to creating the PR Lines, under the **Default Table Data** section, you have an option to pre-fill the **Storeroom** location. If pre-filled, all new rows will auto-populate with the Storeroom location.



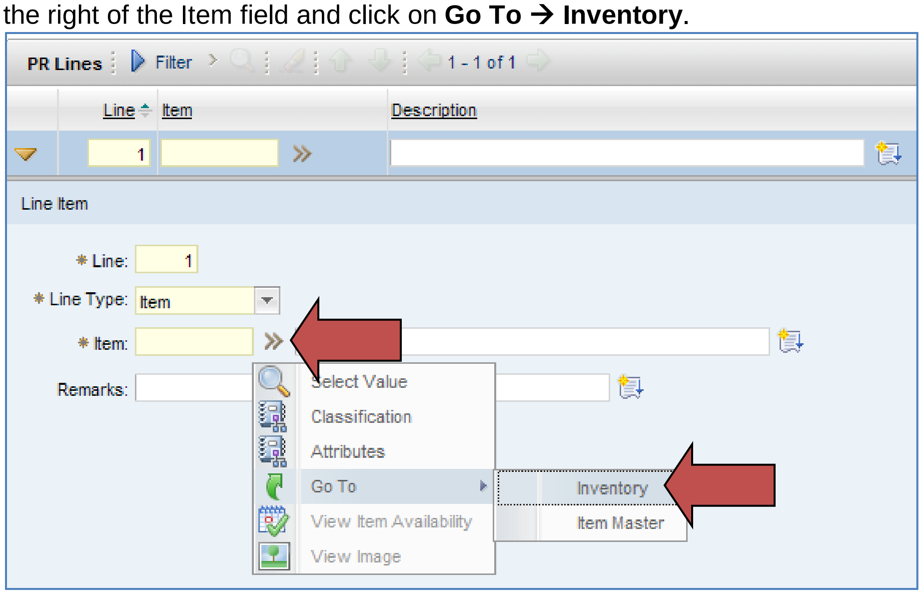
New Row button. Click on the **New Row** button to create a new row.



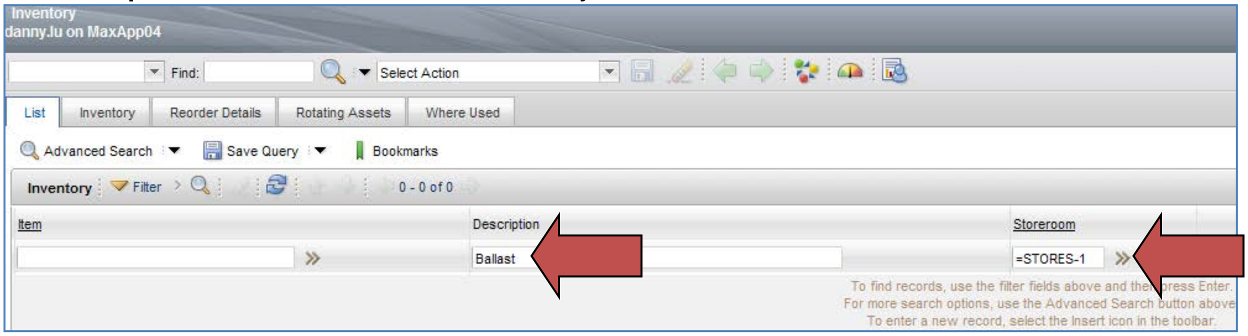
Enter the **Storeroom Item** number that you are replenishing in the **Item** field.



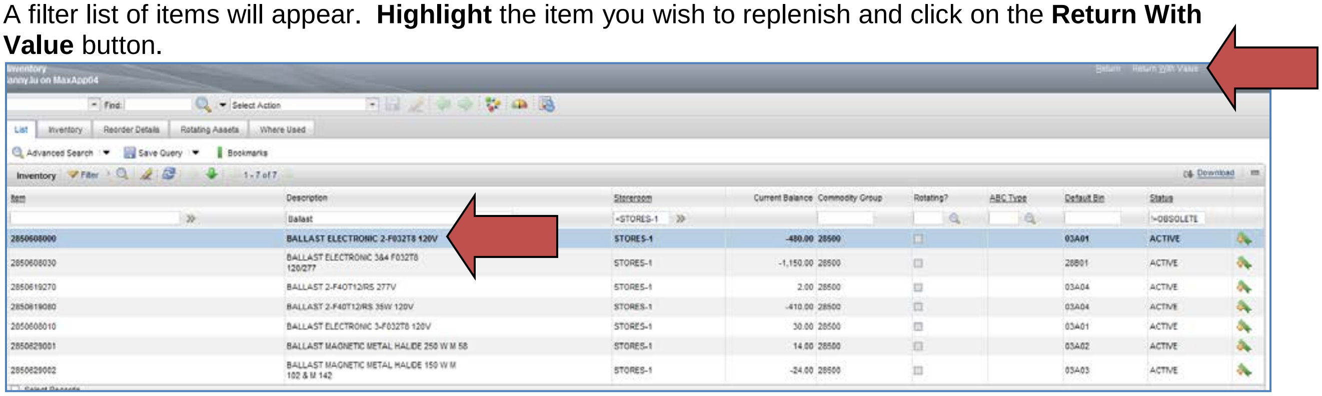
If you do not know the **Storeroom Item** number, you may search for it by clicking on the  icon to the right of the Item field and click on **Go To → Inventory**.



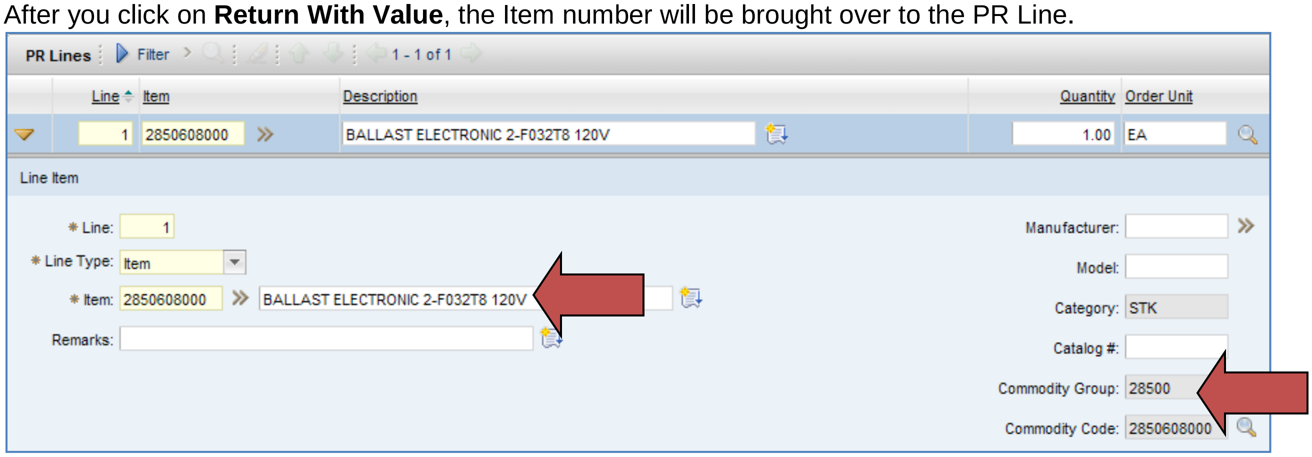
You will be taken to the **Inventory** application. In the **List** tab, you can search for your **Storeroom** and the **Description** of the item. Hit enter when ready.



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

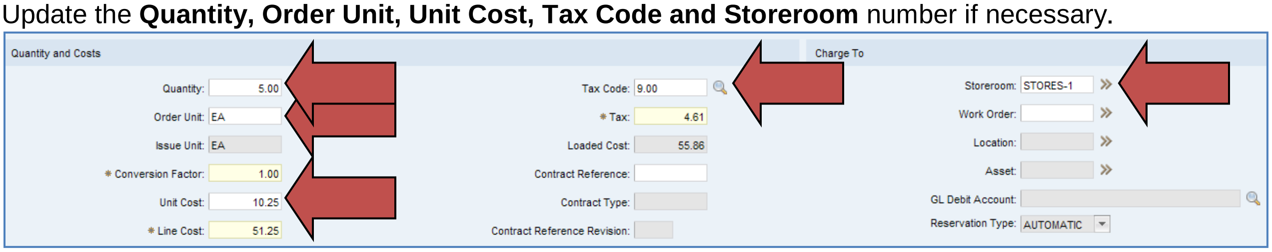


After you click on **Return With Value**, the Item number will be brought over to the PR Line.

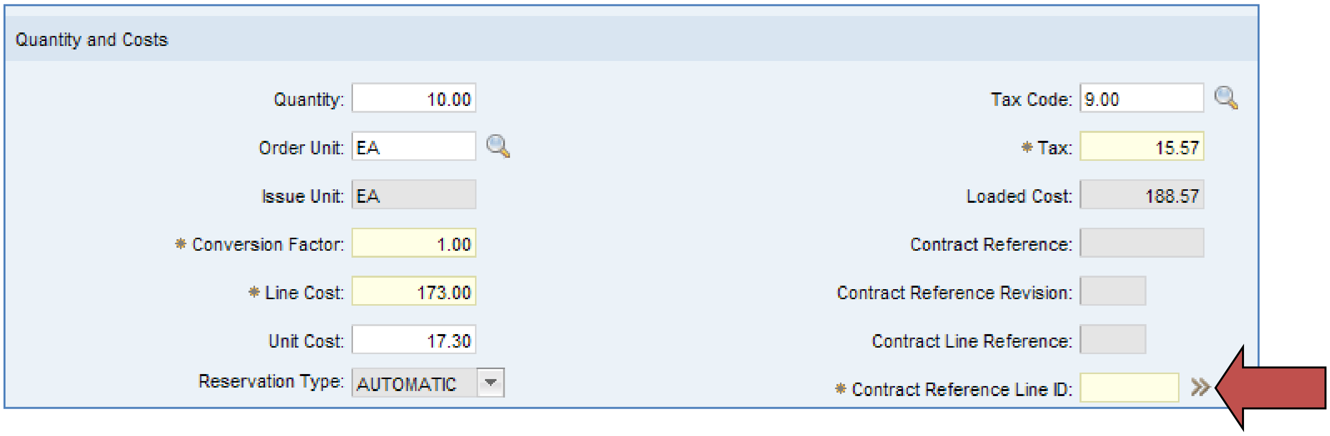


NOTE: The item number you select must have a **Commodity Group** in order for the PO to be created in SAP.

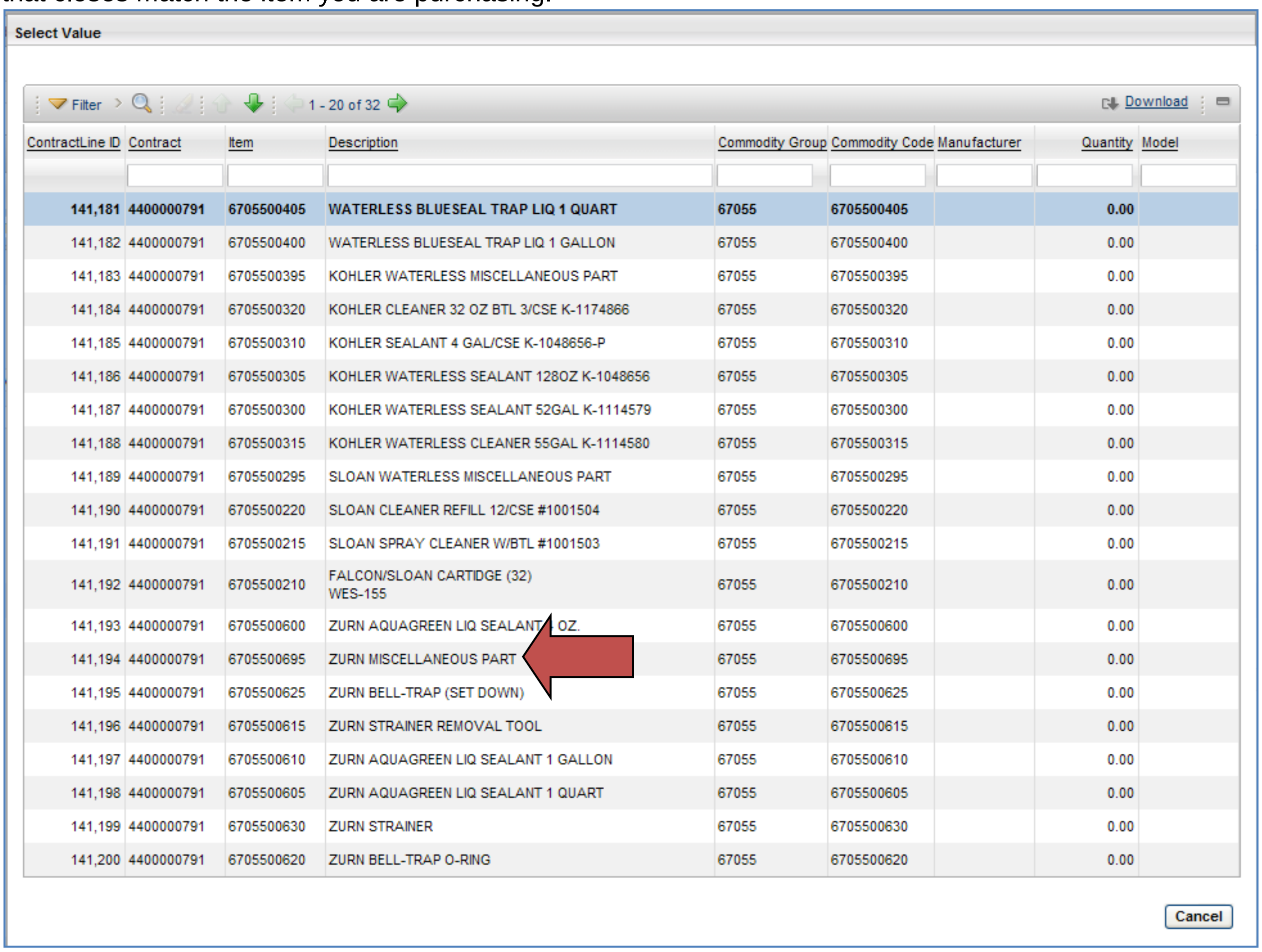
Update the **Quantity, Order Unit, Unit Cost, Tax Code and Storeroom** number if necessary.



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



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.



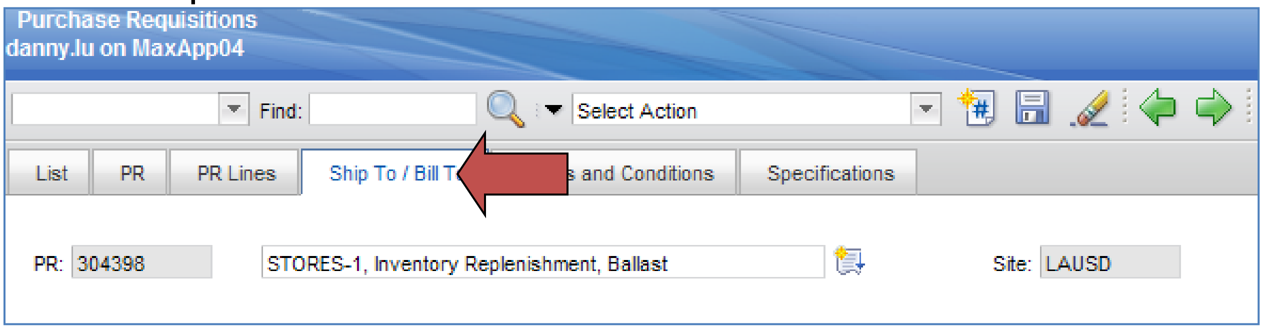
ContractLine ID	Contract	Item	Description	Commodity Group	Commodity Code	Manufacturer	Quantity	Model
141,181	4400000791	6705500405	WATERLESS BLUESEAL TRAP LIQ 1 QUART	67055	6705500405		0.00	
141,182	4400000791	6705500400	WATERLESS BLUESEAL TRAP LIQ 1 GALLON	67055	6705500400		0.00	
141,183	4400000791	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 4 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	

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

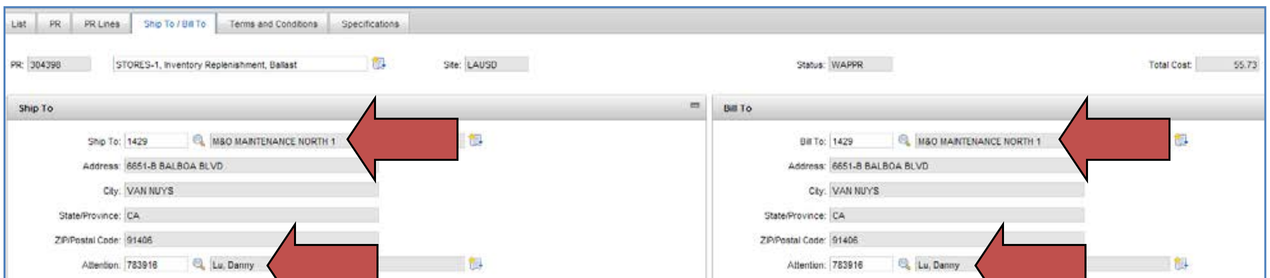
Click on the floppy disk icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

3. ENTER SHIP TO/BILL TO INFORMATION

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



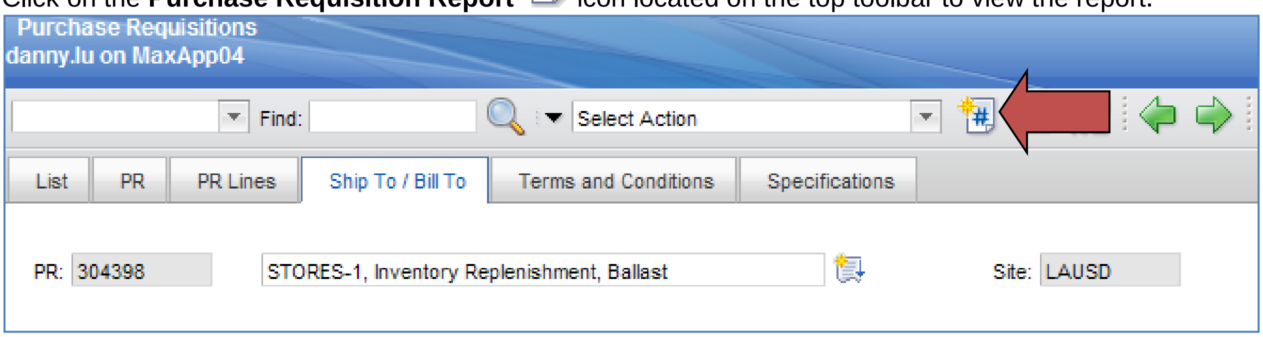
Enter your M&O Area's section code in the **Ship To** and **Bill To** field. Enter the requestor's employee number in the **Attention** field.



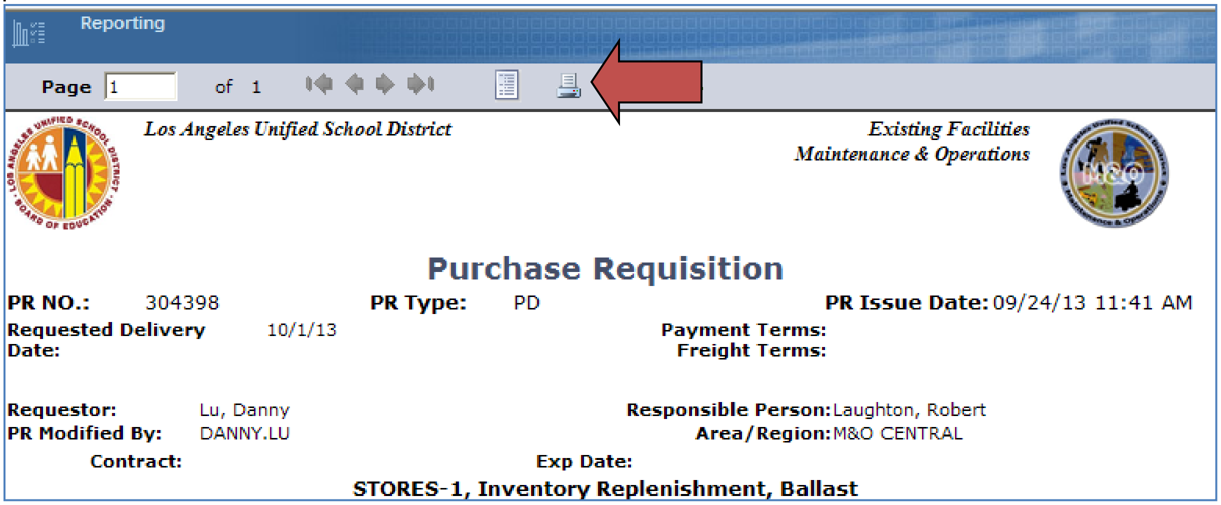
Click on the floppy disk icon to save.

4. PRINT THE PURCHASE REQUISITION REPORT

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



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



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.

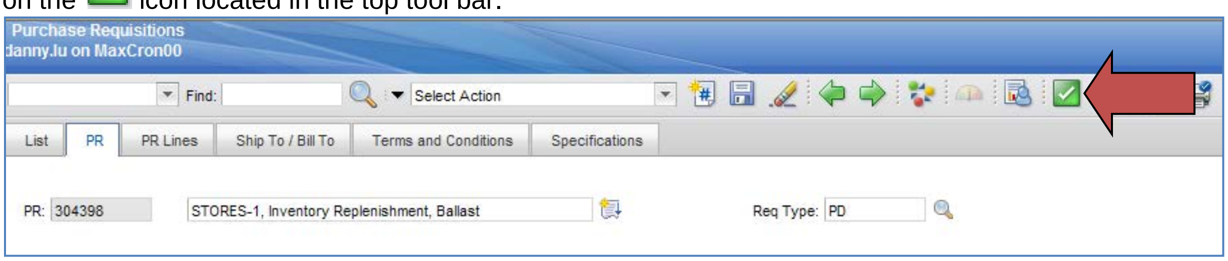
Submit the signed **Purchase Requisition** report to **Clerical** for processing.

5. CREATE PURCHASE ORDER

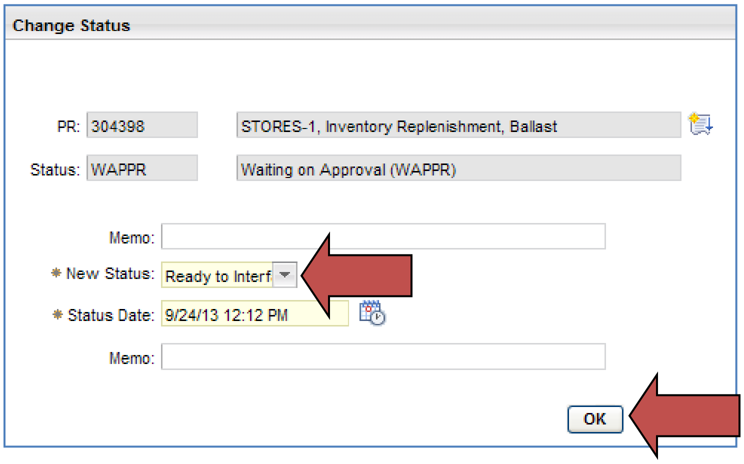
The Clerical department performs this function.

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).

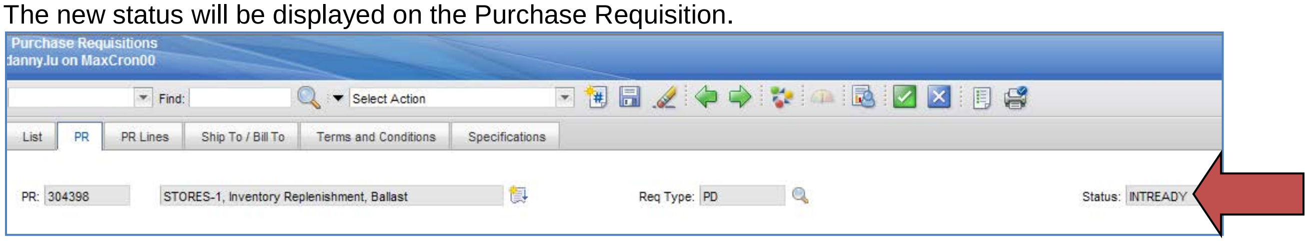
On the **Purchase Requisition** record, change the status to **Ready to Interface (INTREADY).** Click on the icon located in the top tool bar.



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

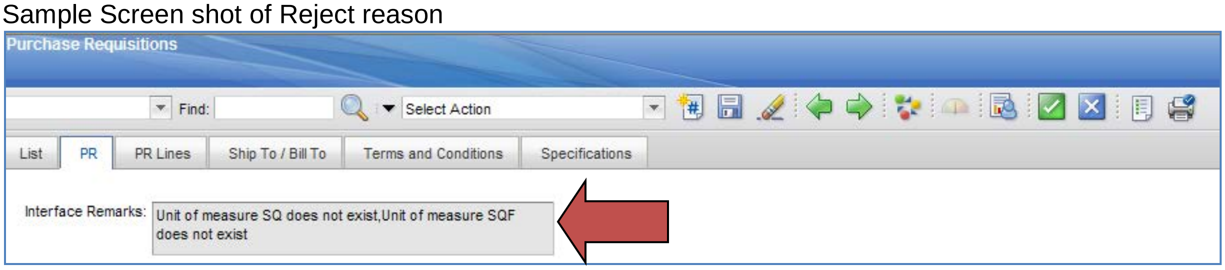
Maximo will interface the Purchase Requisition information into SAP Hourly to generate the PO. See below for the Interface status definitions and actions.

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

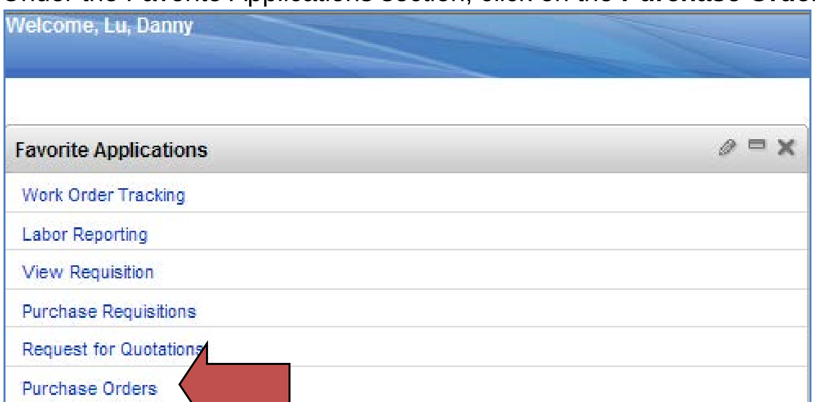


CLOSE – The PR completed its interface and the Purchase Order number was successful.

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.

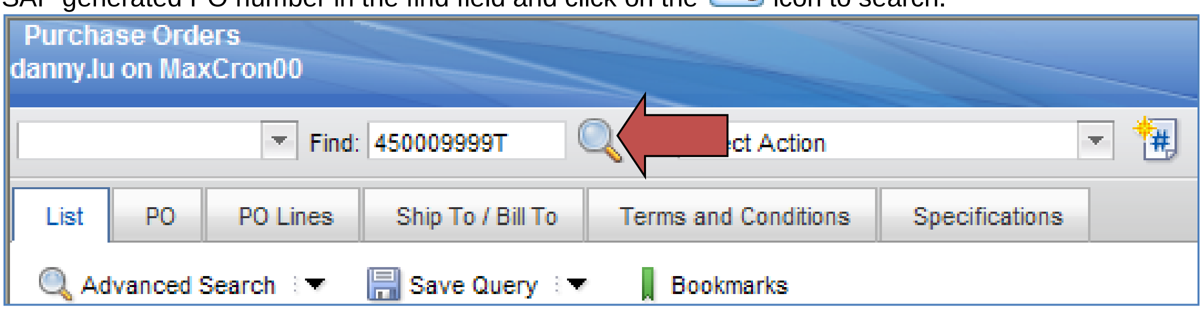
6. PRINT PURCHASE ORDER REPORT

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

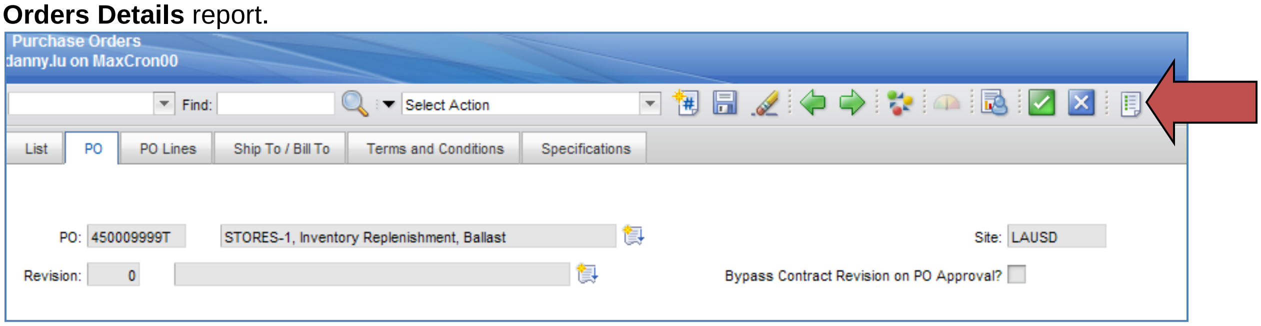


PURCHASE ORDERS HOME

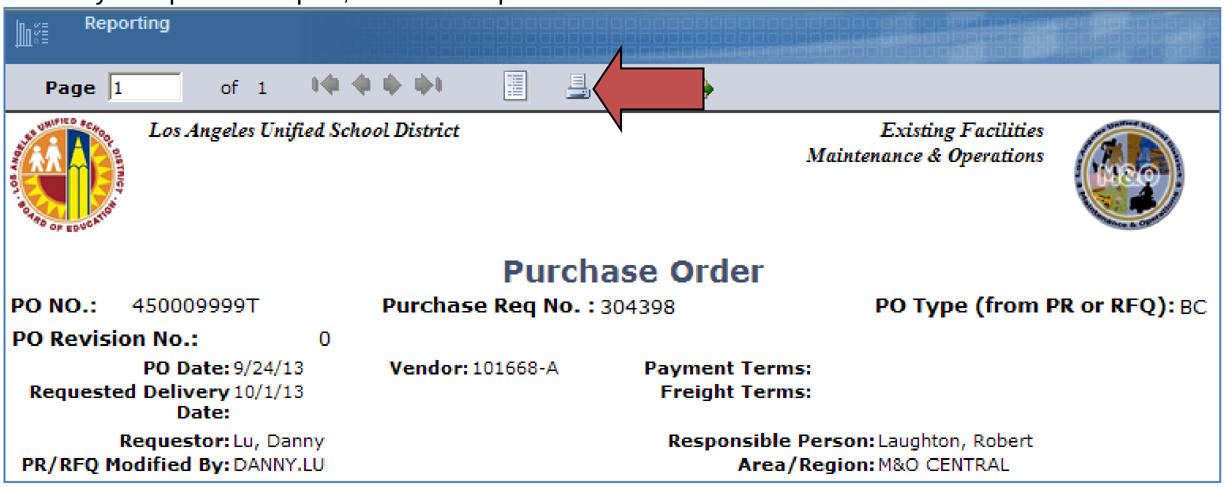
You will be taken to the **Purchase Order** application. Search for your Purchase Order by entering the SAP generated PO number in the find field and click on the icon to search.



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.



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.

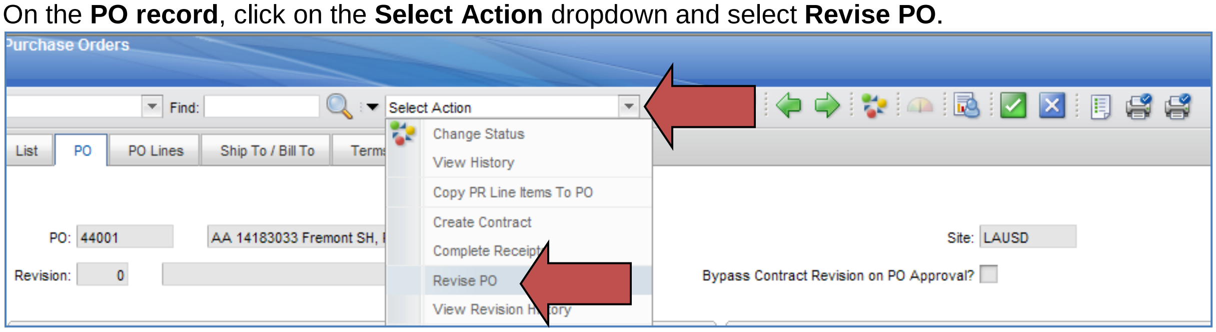
7. OPTIONAL: MODIFY PURCHASE ORDER

The Head Stock Clerk or Designee performs this function.

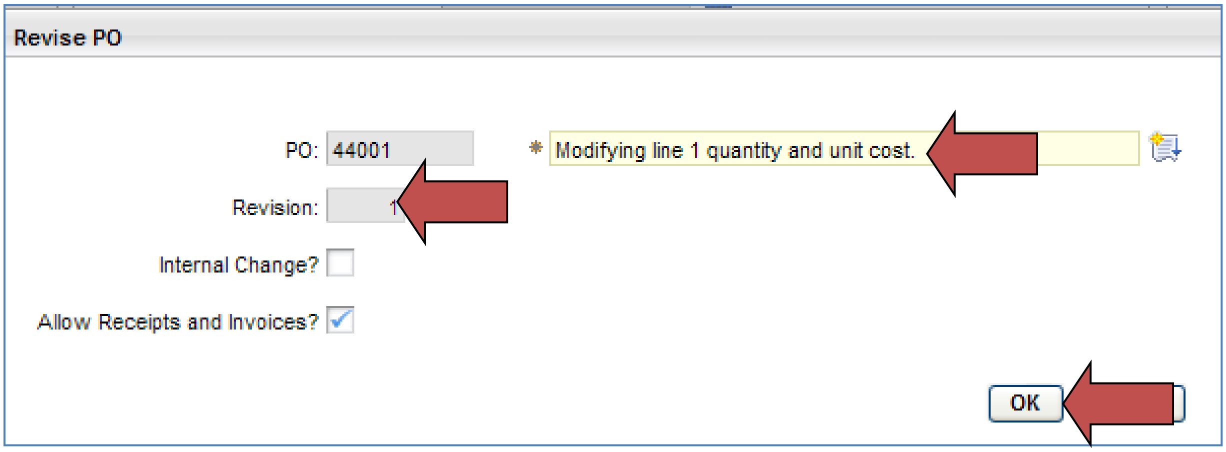
You can **only** modify the **Description, Quantity, Unit Cost, Tax Rate** or the **Work Order** of a Purchase Order. You cannot change any other information. If you need to modify any other information, you will have to **CANCEL** the **Purchase Order** and submit a new **Purchase Requisition**.

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

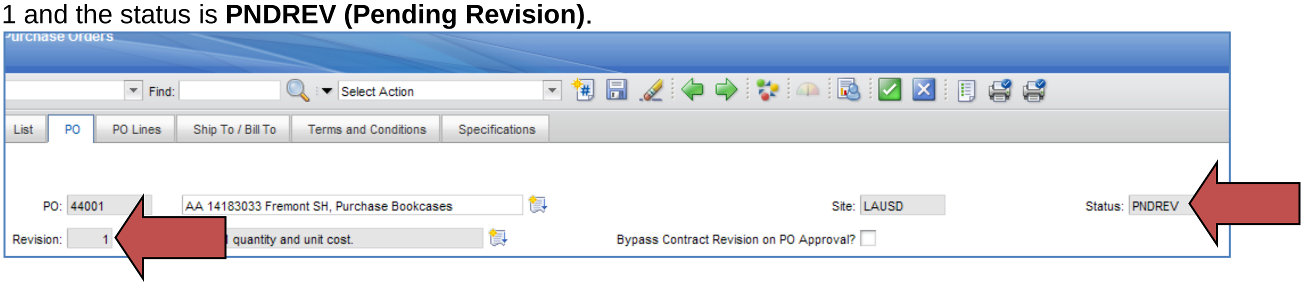
On the **PO record**, click on the **Select Action** dropdown and select **Revise PO**.



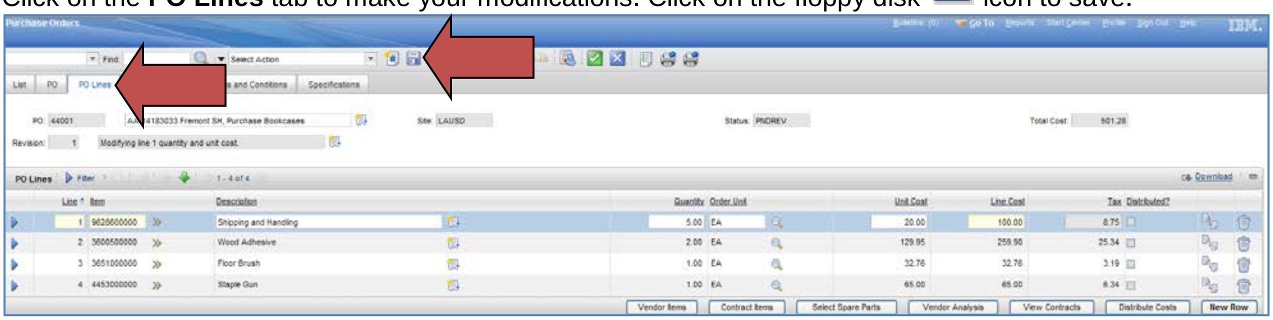
A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. You will also notice that the Revision number is now 1. Click **OK** when done.



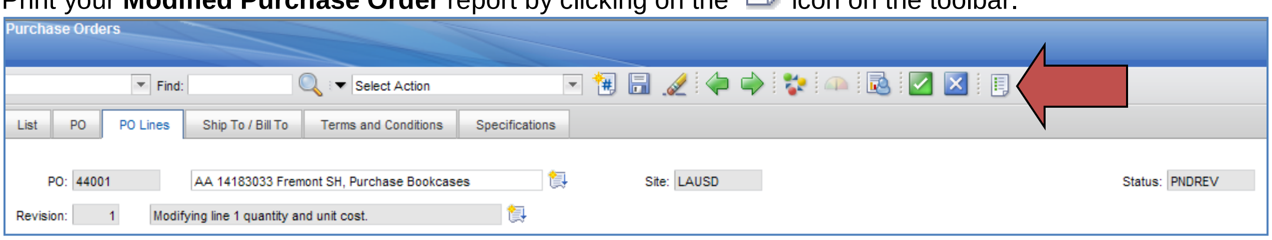
After you click **OK**, you will be taken to your revised **PO record**. Noticed the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.



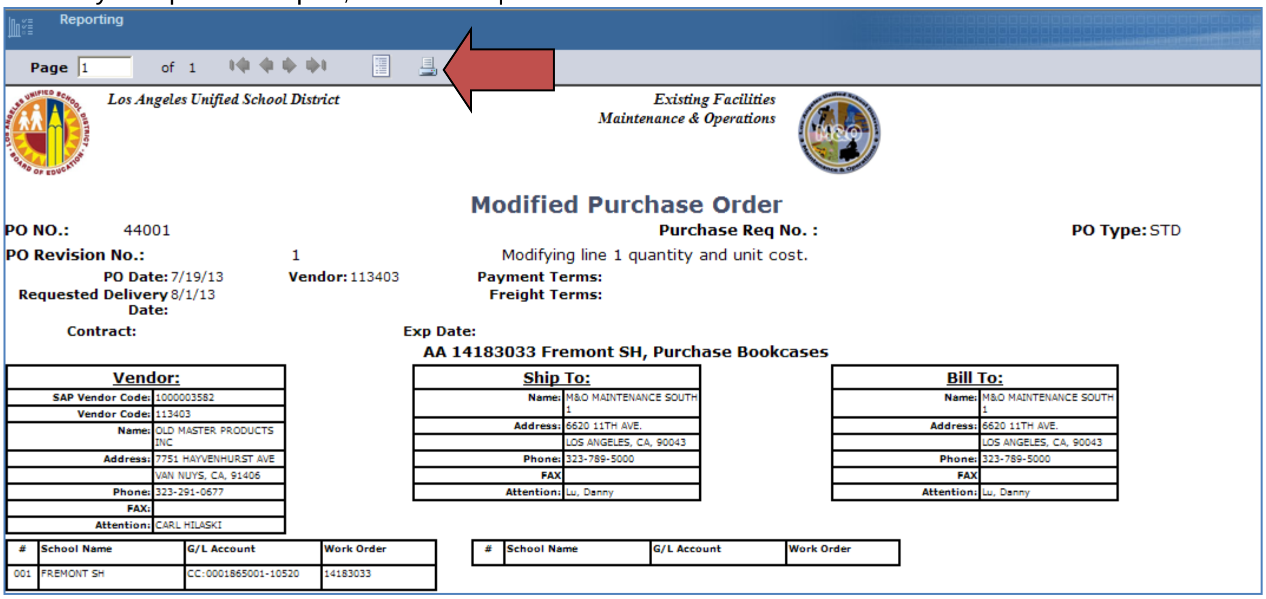
Click on the **PO Lines** tab to make your modifications. Click on the floppy disk icon to save.



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



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.



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:	
SAP Vendor Code:	1000003582
Vendor Code:	113403
Name:	OLD MASTER PRODUCTS INC
Address:	7751 HAYVENHURST AVE
	VAN NUYS, CA, 91406
Phone:	323-291-0677
FAX:	
Attention:	CARL HILASKI

Ship To:	
Name:	M&O MAINTENANCE SOUTH 1
Address:	6620 11TH AVE.
	LOS ANGELES, CA, 90043
Phone:	323-789-5000
FAX	
Attention:	Lu, Danny

Bill To:	
Name:	M&O MAINTENANCE SOUTH 1
Address:	6620 11TH AVE.
	LOS ANGELES, CA, 90043
Phone:	323-789-5000
FAX	
Attention:	Lu, Danny

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

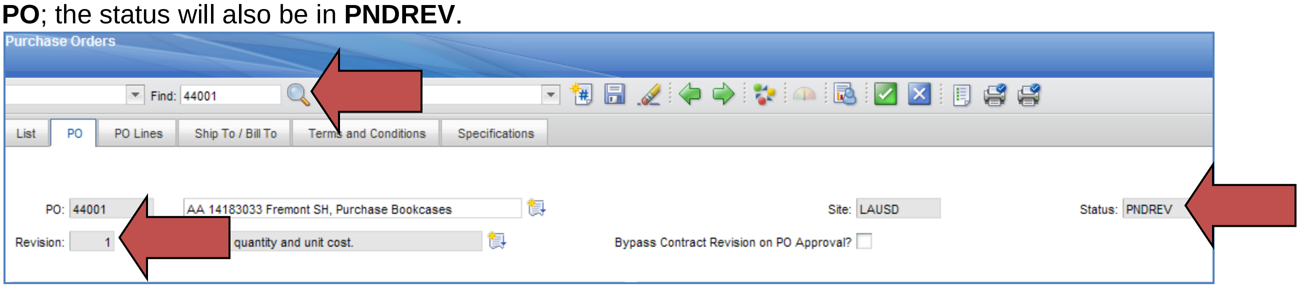
#	School Name	G/L Account	Work Order

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.

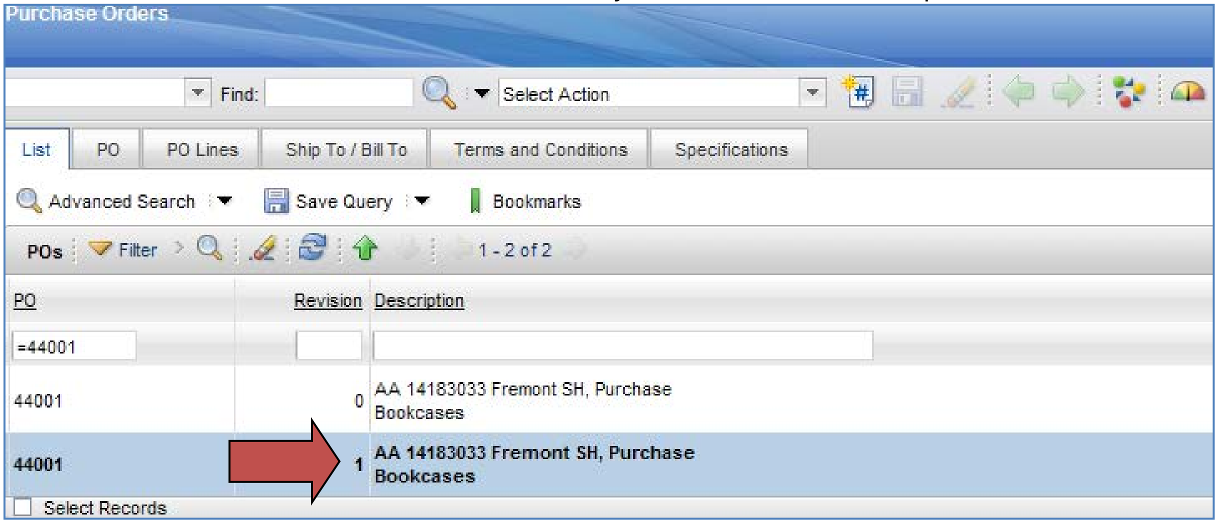
Submit the signed **Modified PO** report to **Clerical** for processing.

The Clerical department performs this function.

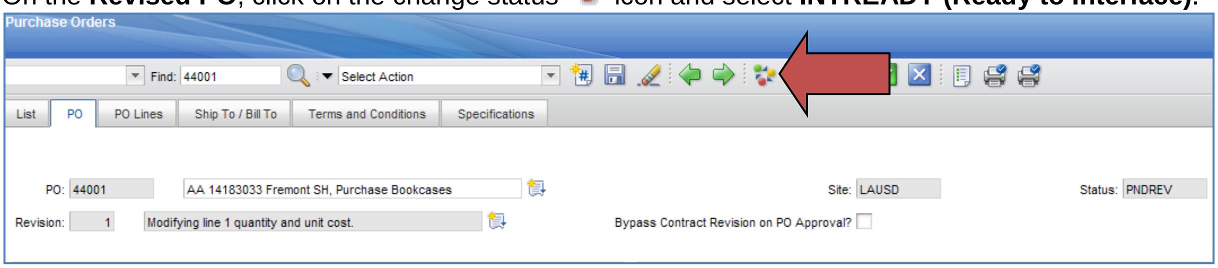
Go to the **Revised PO** record in the **Purchase Order** application. You may search for it by entering the **PO number** in the search field and click on the icon. Make sure you are on the **Revised PO**; the status will also be in **PNDREV**.



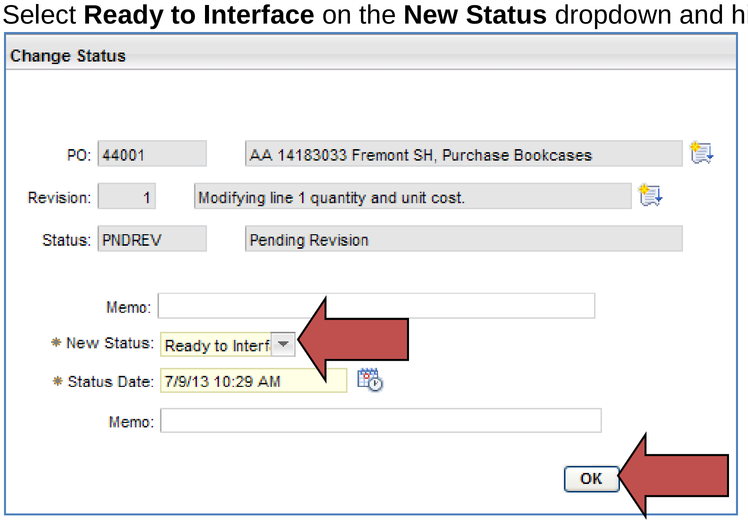
If you are not on your revised PO record, click on the **List** tab. The result set will display both PO revisions. Select the revision that was submitted to you on the Modified PO report.



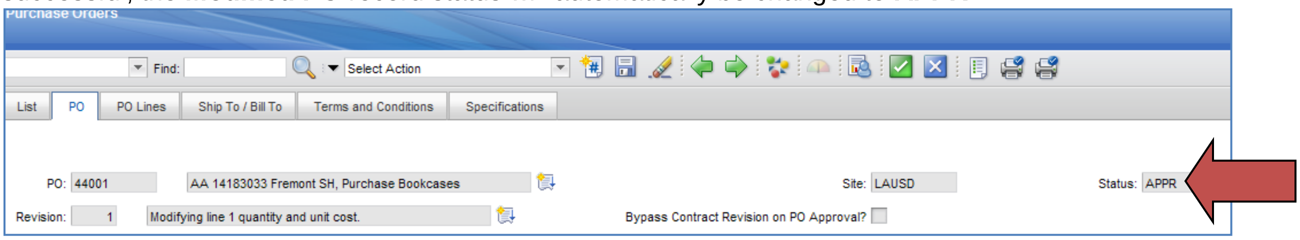
On the **Revised PO**, click on the change status icon and select **INTREADY (Ready to Interface)**.



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



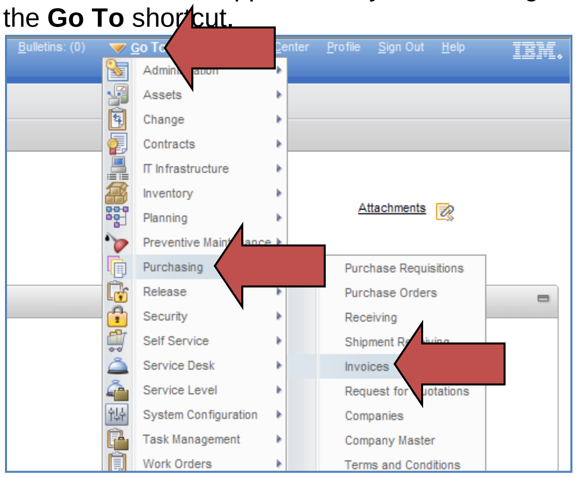
After the status is changed to **APPR**, submit the **Modified PO** report back to the **Requestor**.

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

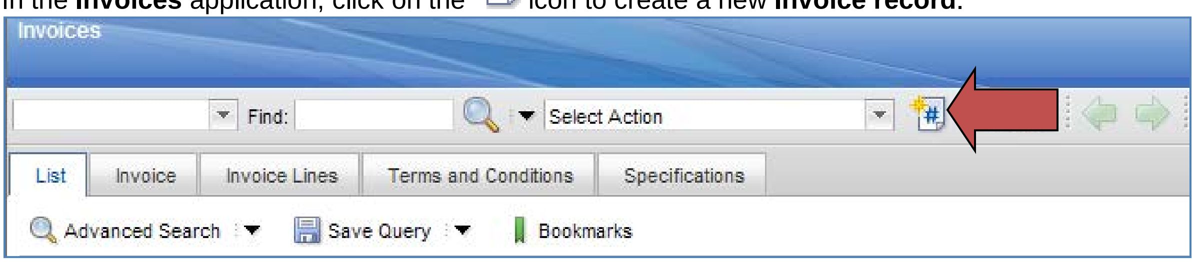
8. CREATE MAXIMO INVOICE RECORD

The Clerical department performs this function.

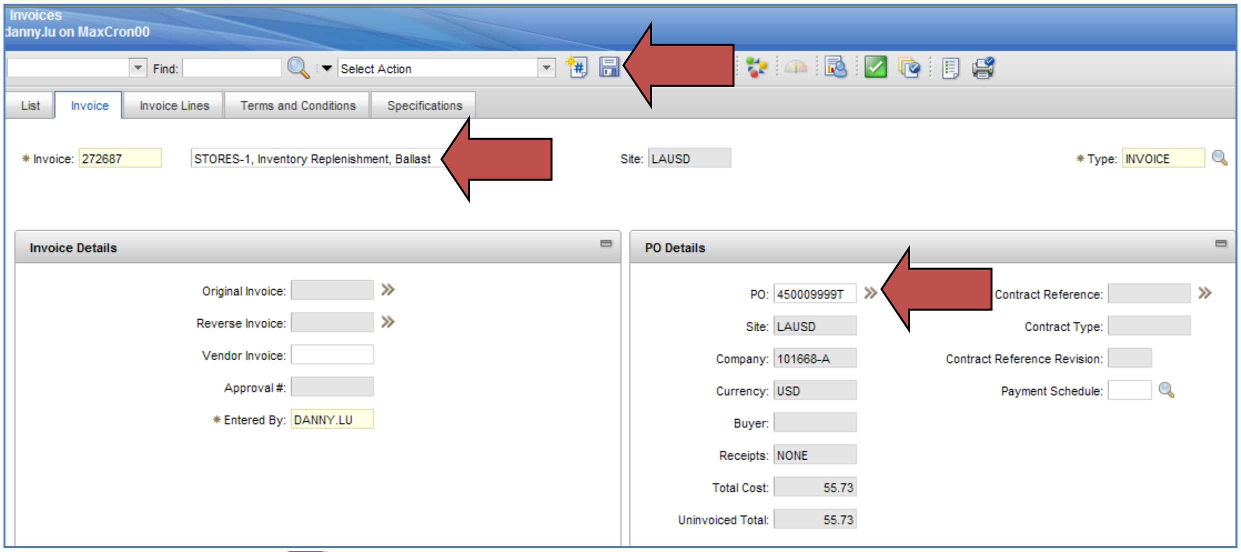
Go to the **Invoice** application by either through the **Start Center Favorite Applications** list, or utilizing the **Go To** shortcut.



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



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.

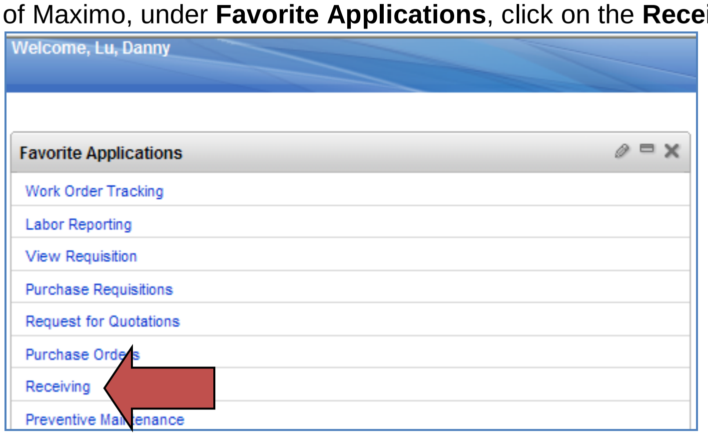


Click on the floppy disk  icon to save.

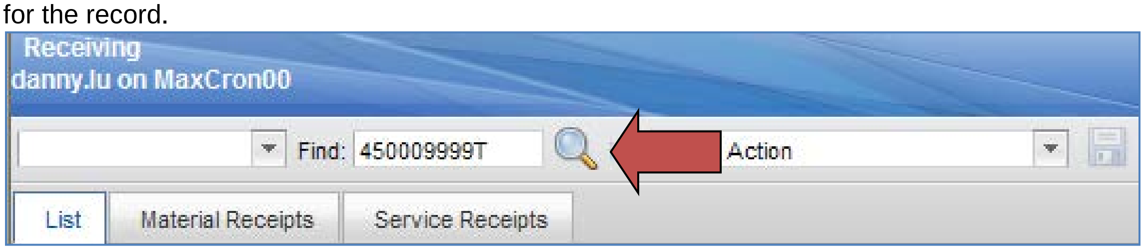
9. ORDER RECEIVED, HEAD STOCK CLERK OR DESIGNEE RECEIVE LINE ITEM IN RECEIVING APPLICATION AND SUBMIT INVOICE/RECEIPT/PACKING LIST TO CLERICAL

The Head Stock Clerk or Designee performs this function

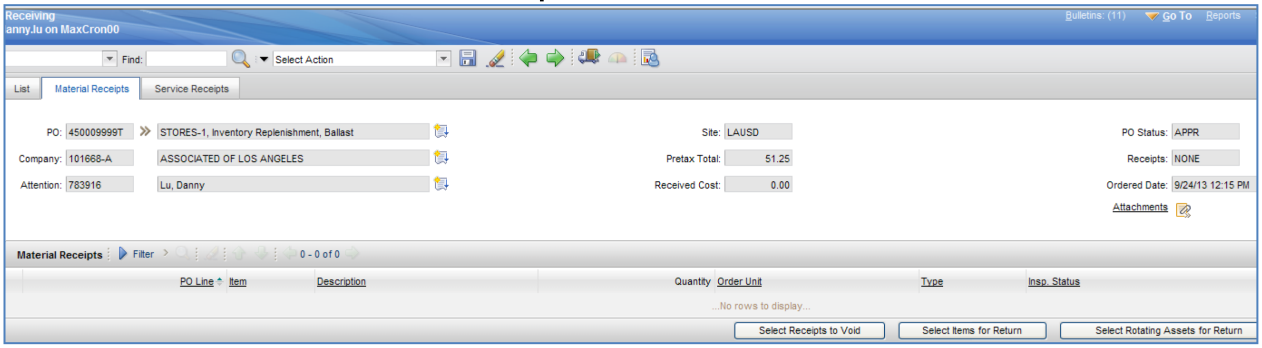
After receiving the item(s) from the vendor, requestor to receive item in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



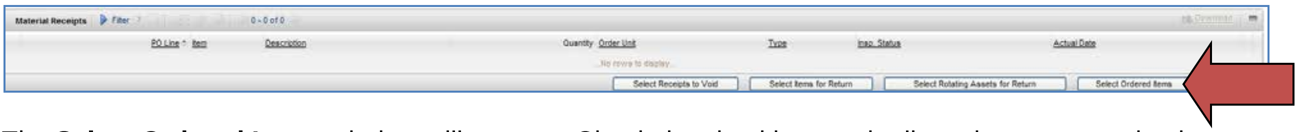
In the **Receiving** application, enter the **PO number** in the **Find** field and click on the  to search for the record.



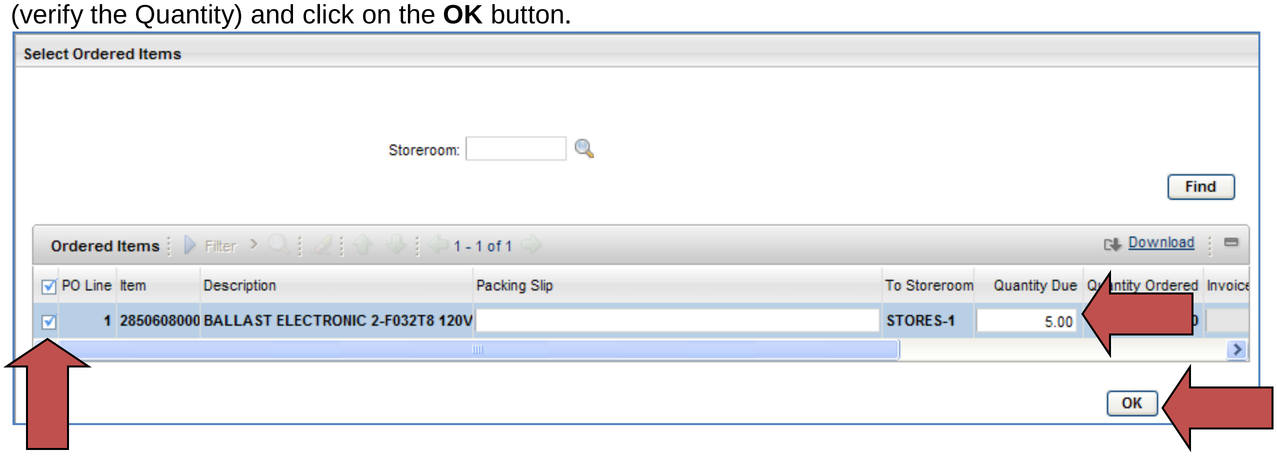
You will then be taken to the **Materials Receipt** tab of the record.



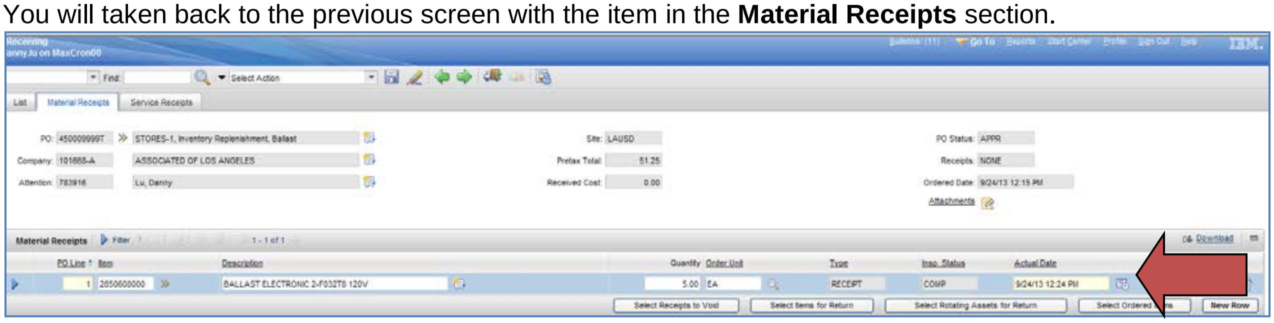
Click on the **Select Order Items** button.



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.

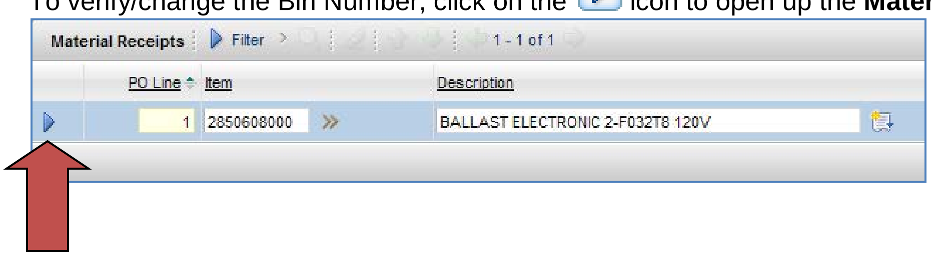


You will taken back to the previous screen with the item in the **Material Receipts** section.

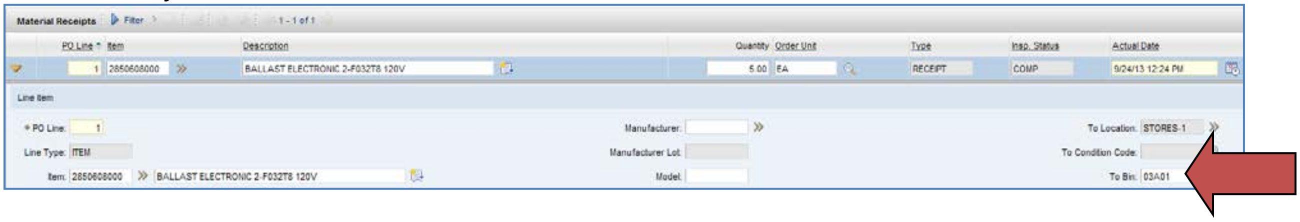


Note: When an inventory item is received, the balance automatically adjusts with the received amount.

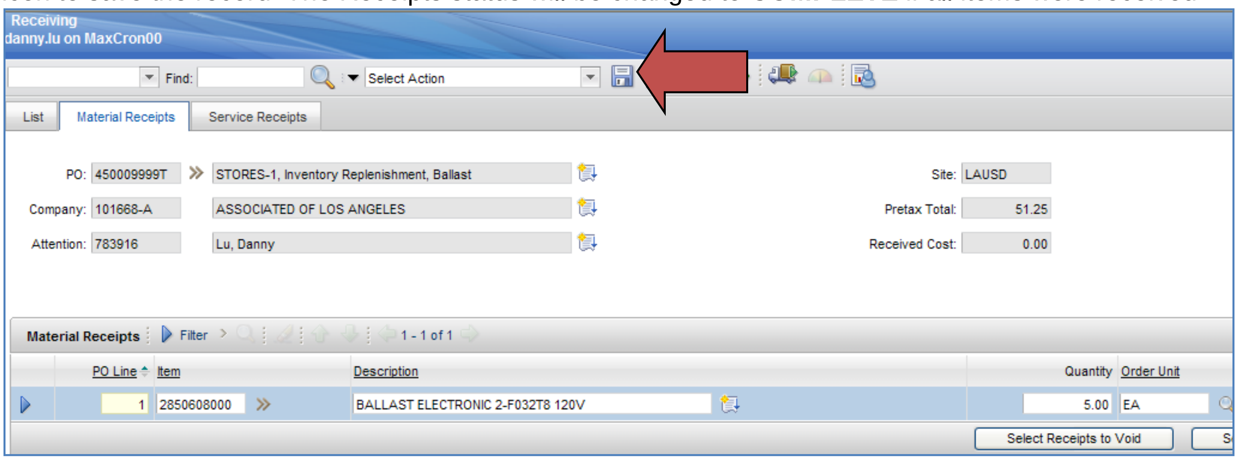
To verify/change the Bin Number, click on the icon to open up the **Material Receipts** line.



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



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.

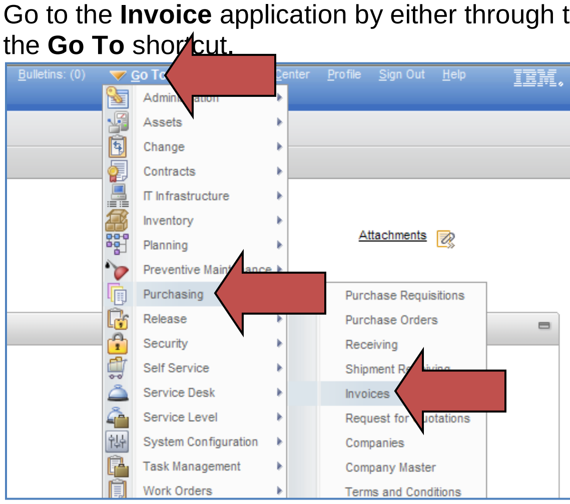


Head Stock Clerk or Designee to obtain **Inspected By, Received By** and **Approved to Pay** signatures on the **PO Report**. Submit the **PO report, Purchase receipt(s), Packing Slip and Vendor Invoice** to **Clerical** to pay the vendor.

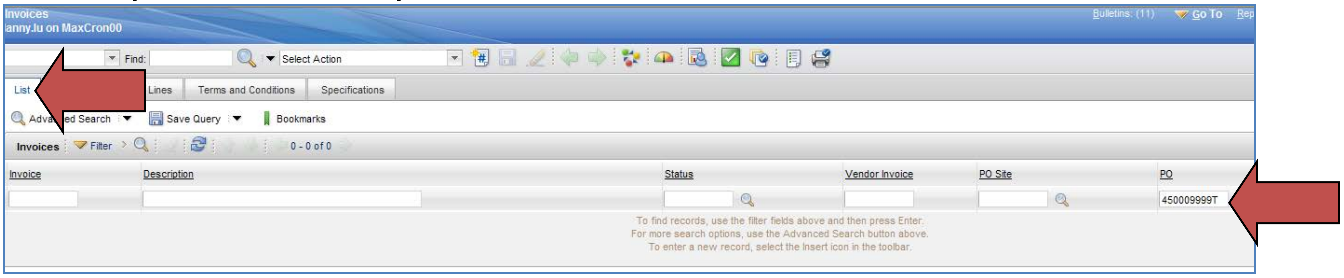
10. CHANGE MAXIMO INVOICE STATUS TO PAID AND SUBMIT INVOICE AND PO TO ACCOUNTS PAYABLE

The Clerical Department performs this function.

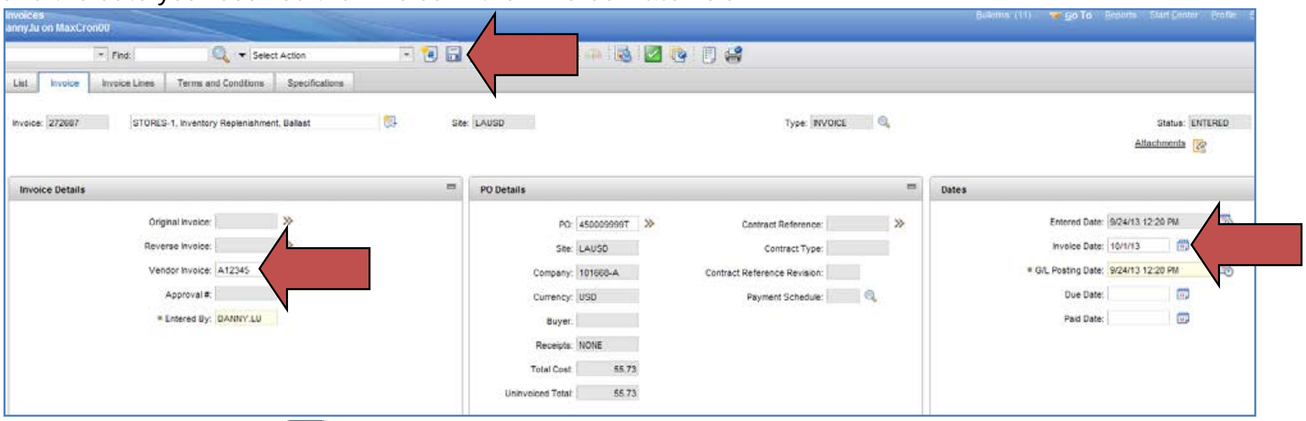
Go to the **Invoice** application by either through the **Start Center Favorite Applications** list, or utilizing the **Go To** shortcut.



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

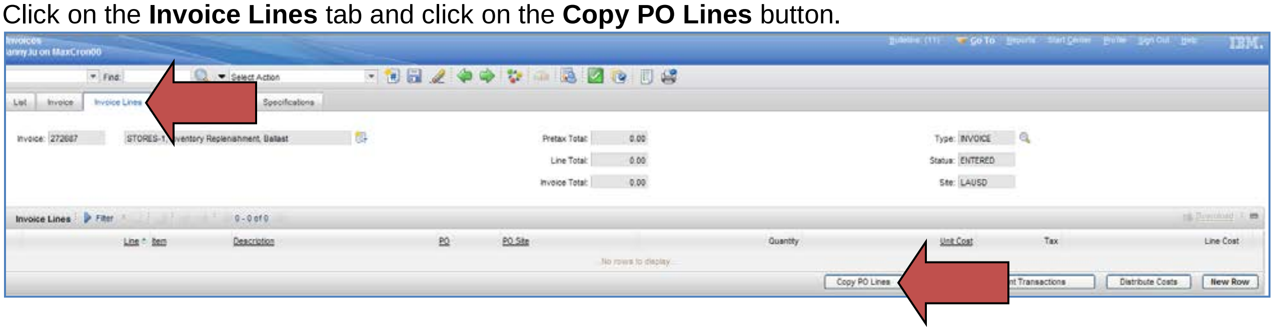


On the **Invoice record**, enter the Invoice number from the vendor's invoice in the **Vendor Invoice** field and the date you received the Invoice in the **Invoice Date** field.

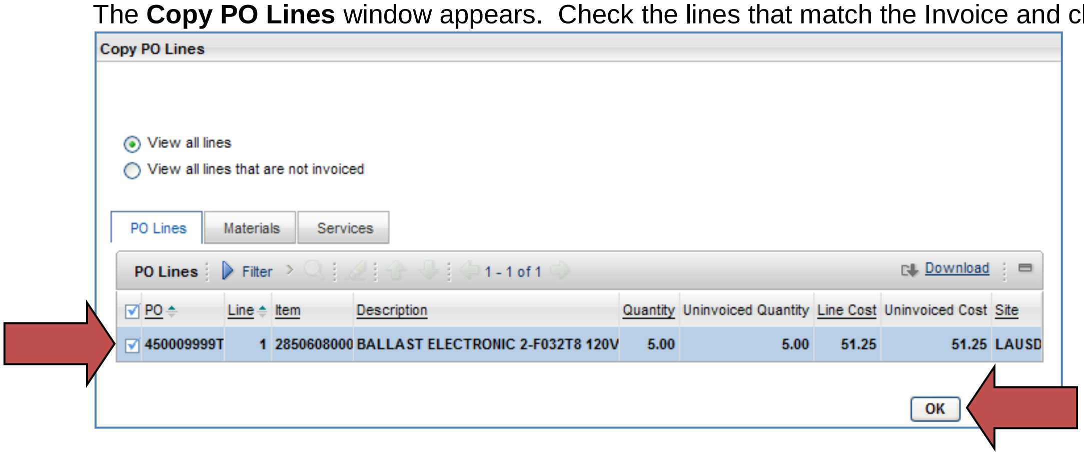


Click on the floppy disk  icon to save the record.

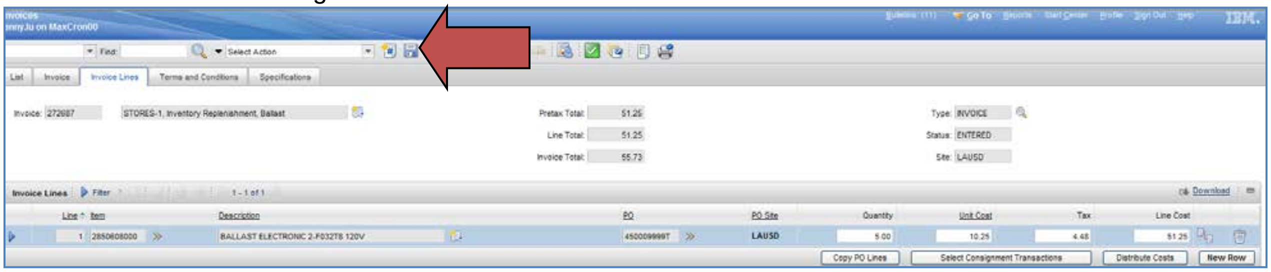
Click on the **Invoice Lines** tab and click on the **Copy PO Lines** button.



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

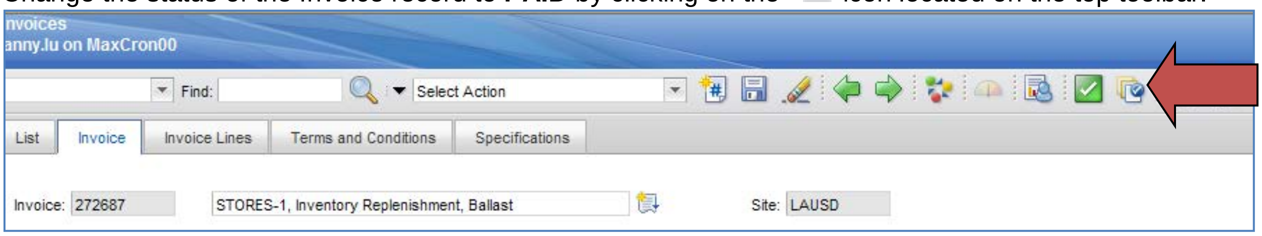


The **PO Lines** will be brought back over to the **Invoice Line** tab.

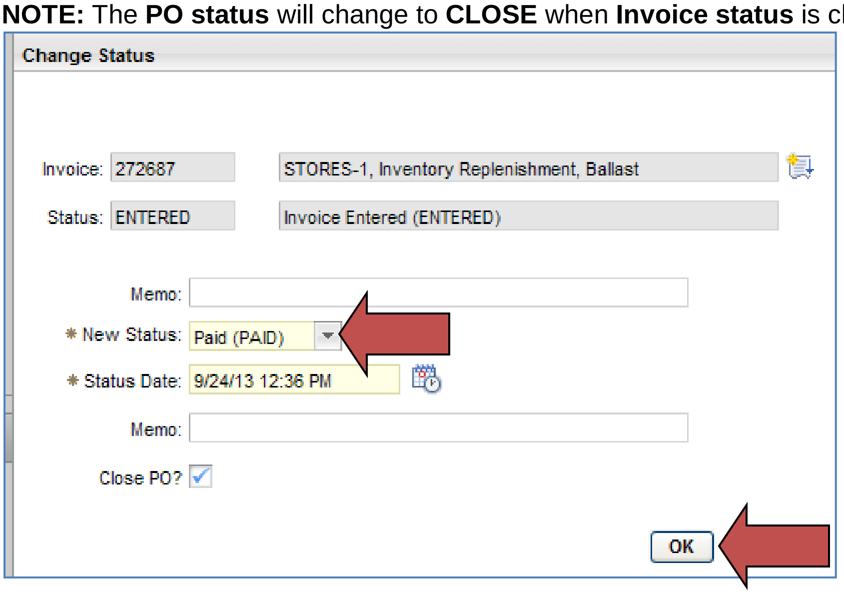


Click on the floppy disk icon to save the record.

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



The **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**.



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).