Post Date: 7/9/18

Los Angeles Unified School District

Maximo 7.5 / Procurement

Buyer Card Guide

Revision Log	
Date	Change Description
7/9/18	Increased Non-Annual Contract process from $2,500 to $25,000.
	Replaced Maintenance Material Bid Form with Request for Quotation Form on Non-Annual over $25,000 purchases.
	Maximo Invoice Record now required.

DEFINITION

The **Buyer Card Guide** is an alternative expedited method to purchase materials and/or services not available from local M&O Area Stores or the General Stores Warehouse. The guide details step by step instructions on how to process Buyer Card purchases in Maximo. There are three different processes associated with using the Buyer Card.

- Total Purchase Amount between **$0** and **$24,999** for items not under a District's Contract.
- Total Purchase Amount between **$25,000** and **$90,200** for items not under a District's Contract.
- Total Purchase Amount up to **$100,000** for items on a District's Contract.

All vendors must accept Master Card as payment.

LOGIN

The requestor 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.

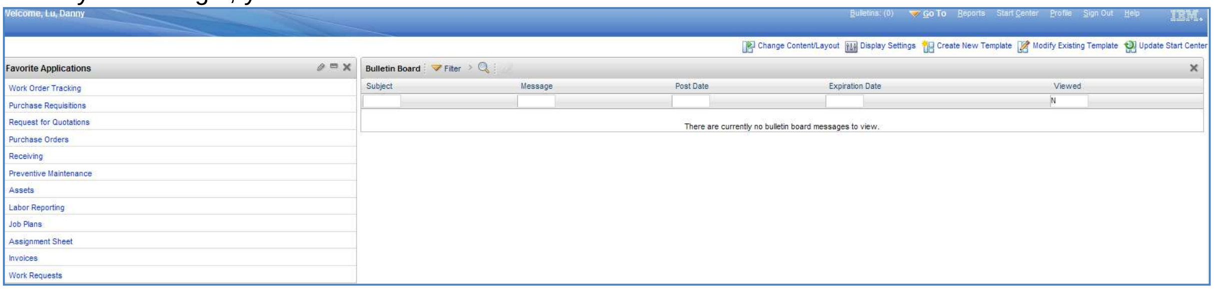
NON-ANNUAL CONTRACT (Total Amount between $0 and $24,999)
Page 3-18
ANNUAL CONTRACT (Up to $100,000)
Page 3-18
NON-ANNUAL CONTRACT ($25,000-$90,200)
Page 19-41

A. NON-ANNUAL CONTRACT (Less than $25,000) / ANNUAL CONTRACT (up to $100,000)

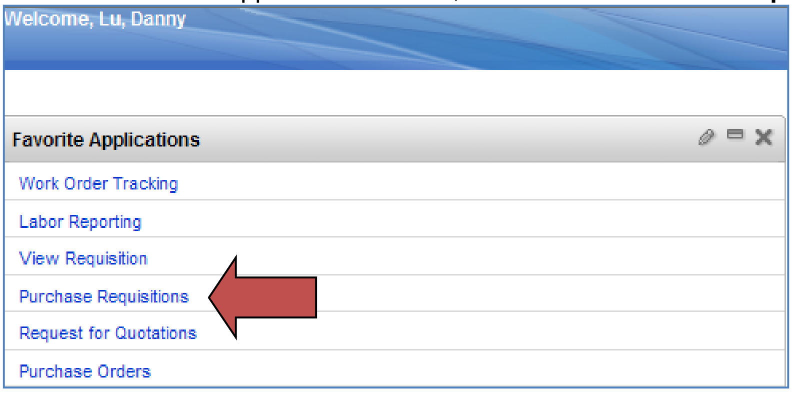
1. CREATE PURCHASE REQUISITION

START CENTER

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

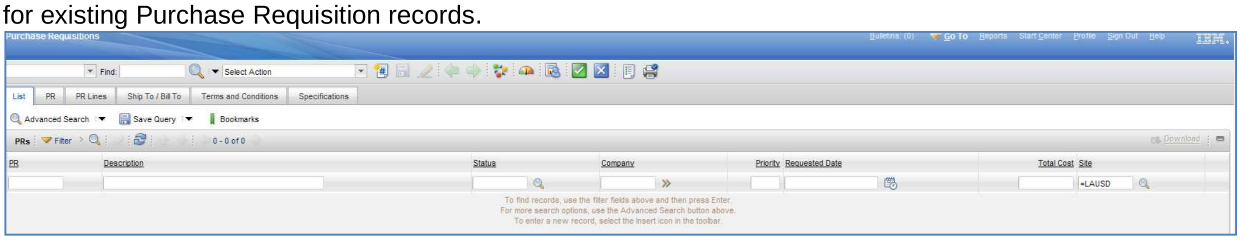


Under the Favorite Applications section, click on the **Purchase Requisition** application.



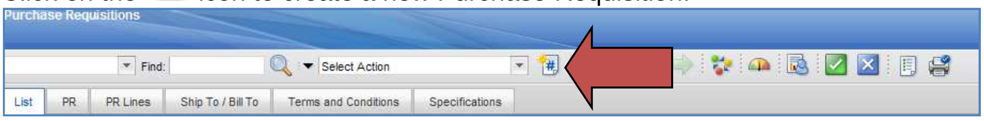
PURCHASE REQUISITION HOME

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

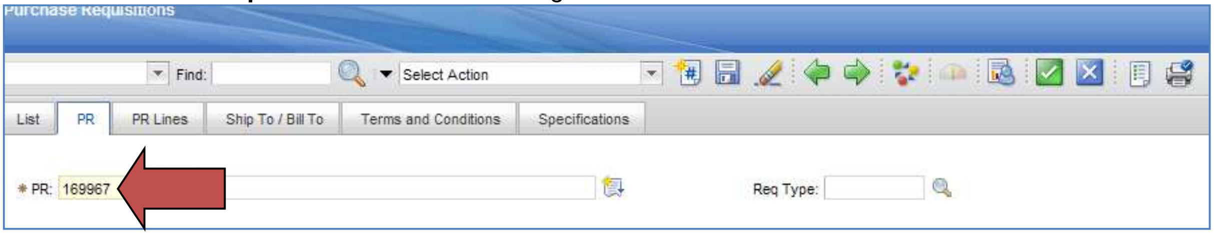


NEW PURCHASE REQUISITION

Click on the  icon to create a new Purchase Requisition.



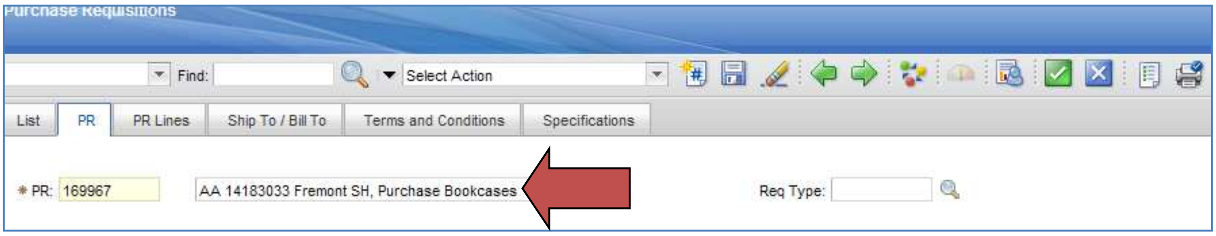
A new **Purchase Requisition** number will auto generate.



In the **Description** field, use the following naming convention: 2 Letter Craft Code (space) Work Order Number (space) School Site (i.e., AA 14183033 Fremont SH).

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., AA 14183033 Fremont SH, Replace Doors).

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:

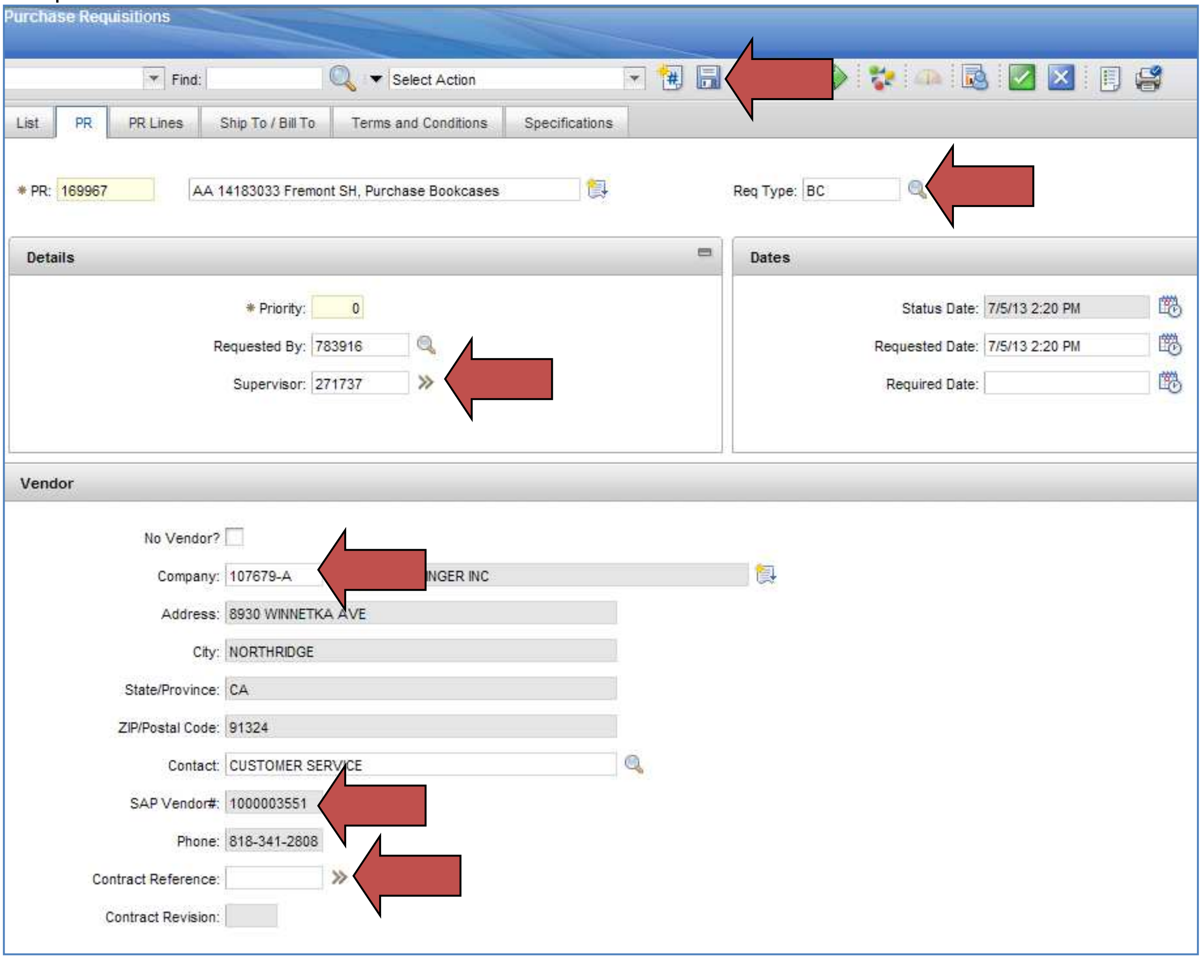
PR Type Type **BC** or click on the **magnifying glass** icon next to the **PO Type** field and select **BC (Buyer Card)**.

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

Company Enter the **vendor number** of the company whom you wish to purchase the supplies/services. If a vendor number is not available, please contact your clerical staff to create a temporary vendor number. You may also search for the vendor number by clicking on the icon and searching for it in the **Companies** application.
NOTE: Select a vendor with a **SAP Vendor#**. Vendors without a SAP Vendor # will reject during the reconciliation process.

Contract Reference **Annual Contract (up to $100,000) ONLY.** Enter the **LAUSD Contract #** associated with the company whom you wish to purchase the supplies/services.

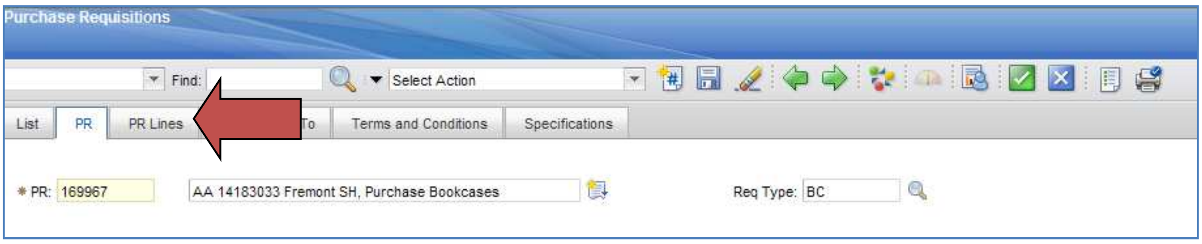
Sample screen shot



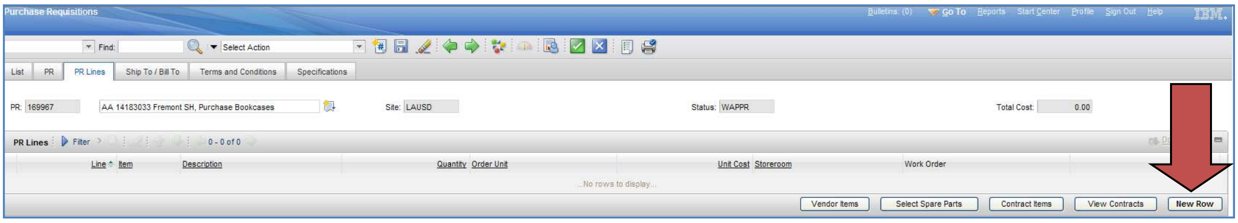
To save, click on the floppy disk . Look for the message at the top of the screen, "**Record has been saved.**"

2. CREATE PR LINE ITEMS

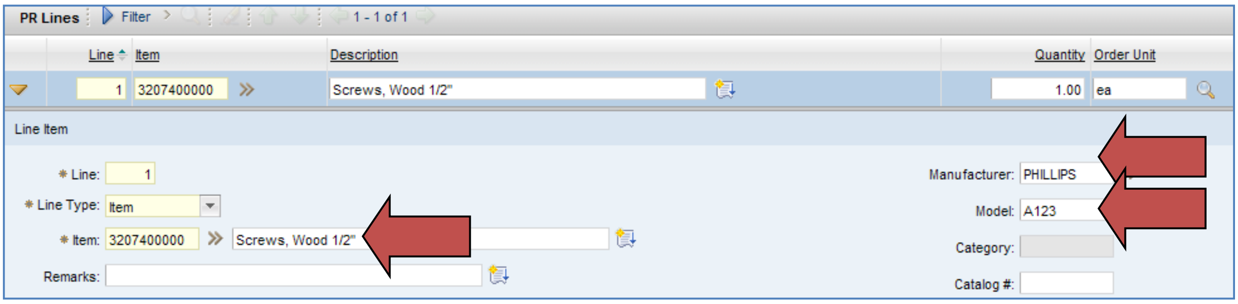
Click on the **PR Lines** tab



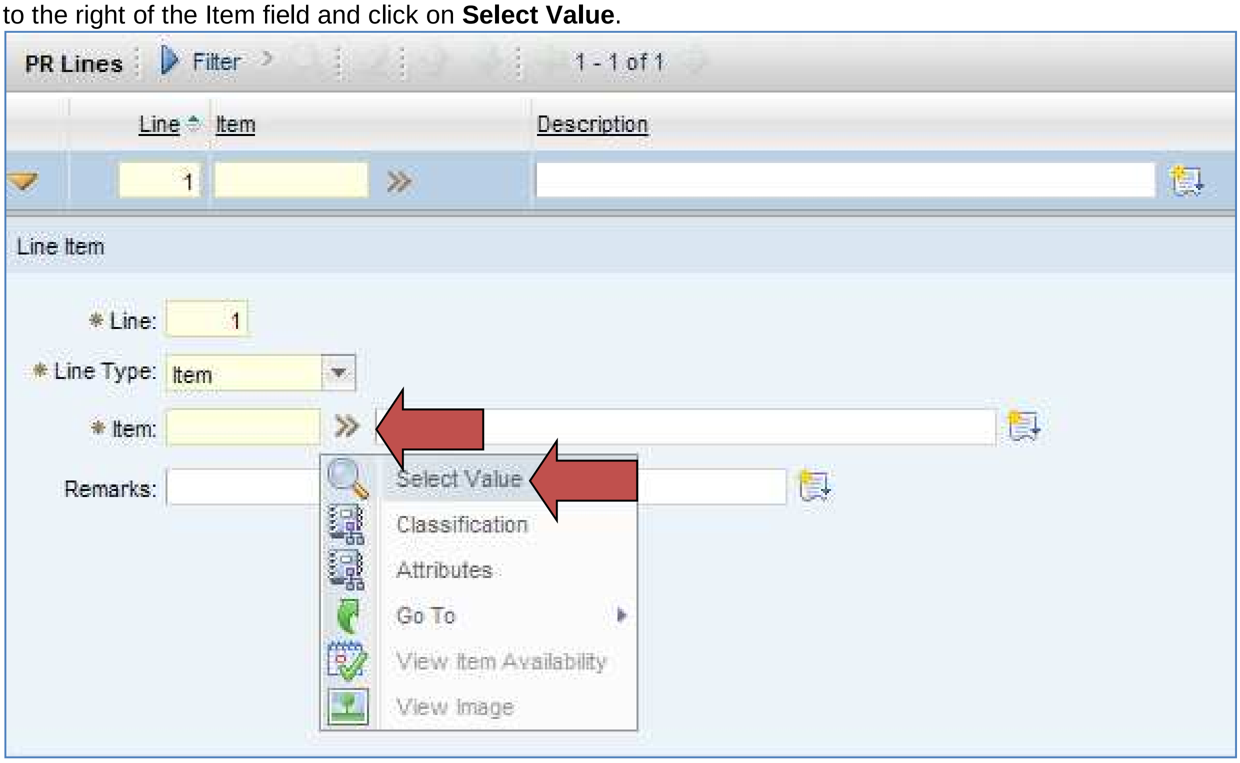
Click on the **New Row** button to create a **PR Line**.



Enter the **Commodity Code** number in the **Item** field. Overtype the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field to better describe the item.

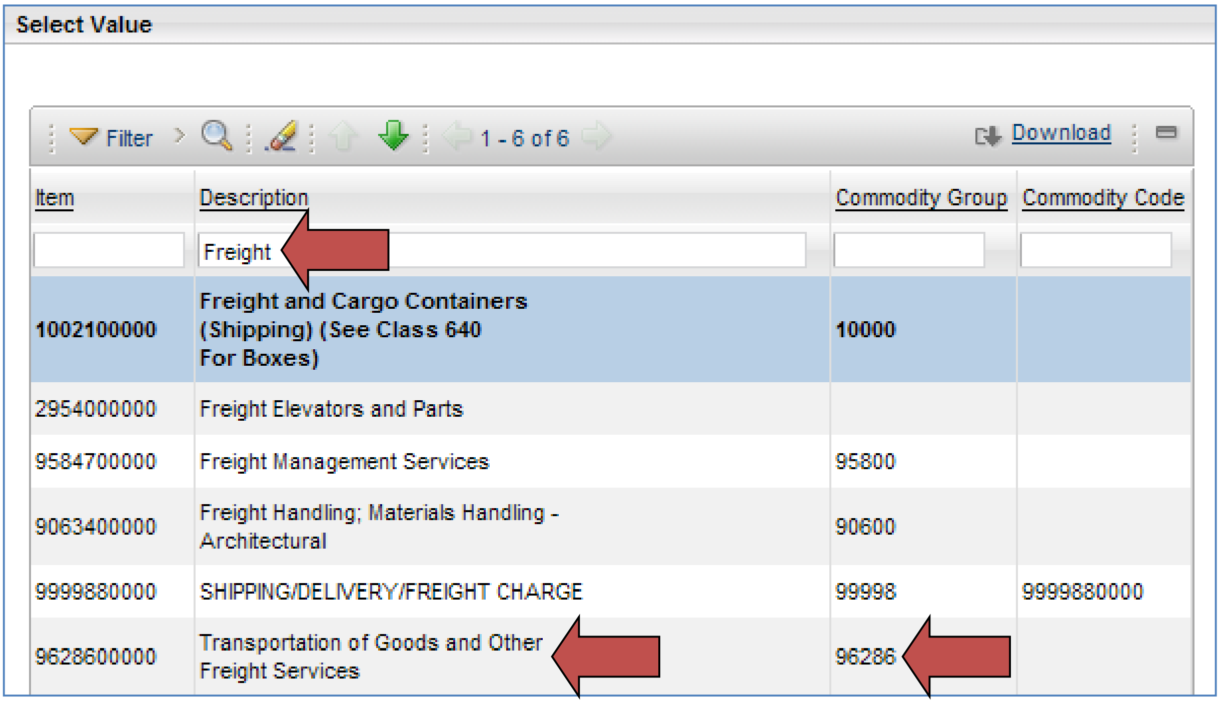


If you do not know the **Commodity Code** number, you may search for it by clicking on the  icon to the right of the Item field and click on **Select Value**.

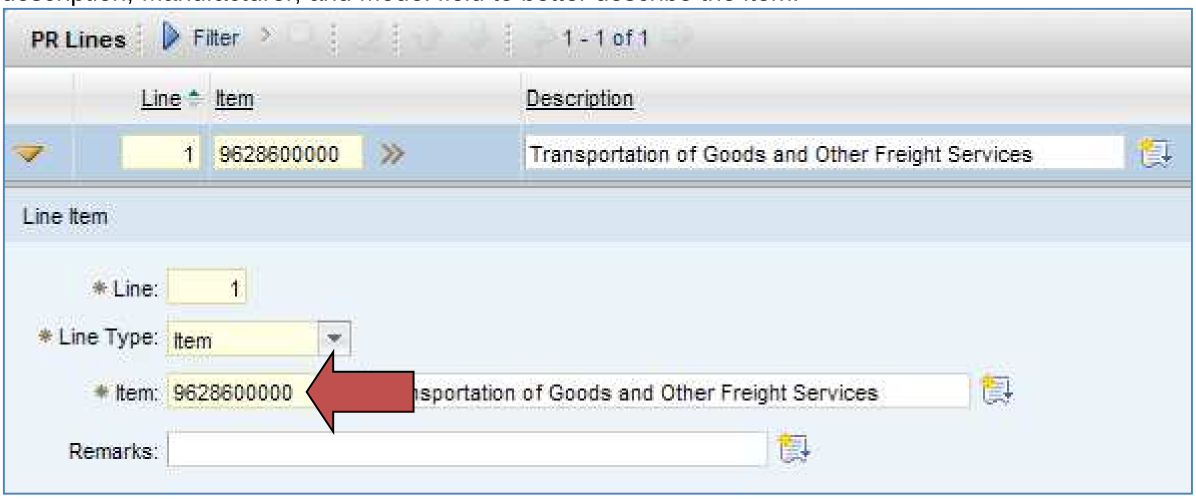


A new window will appear with a list of Items in Maximo. In this window, you may search for your item by the **Description** column. To select an Item number, click on the **Item Number** or the **Description**.

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

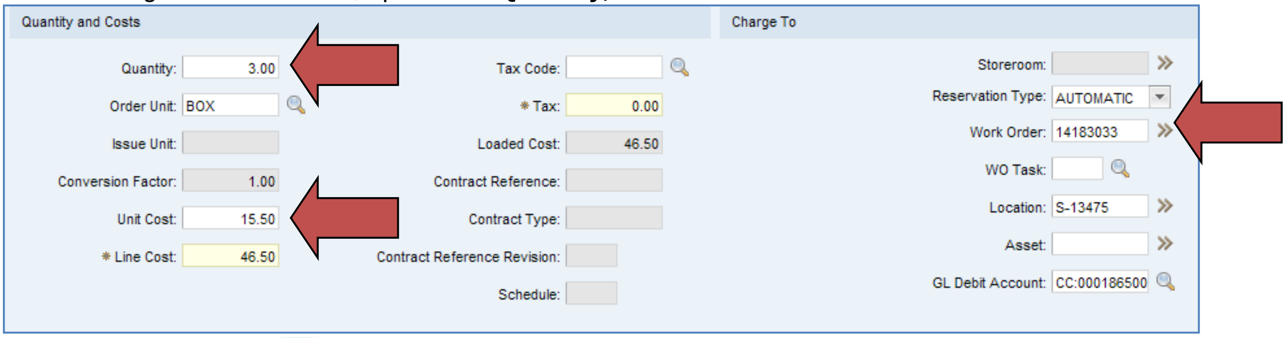


After you click on the **Item Number** or the **Description**, the Item Number will be returned into the **Item** field. Overtype the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field to better describe the item.



UPDATE THE QUANTITY, UNIT COST AND WORK ORDER NUMBER

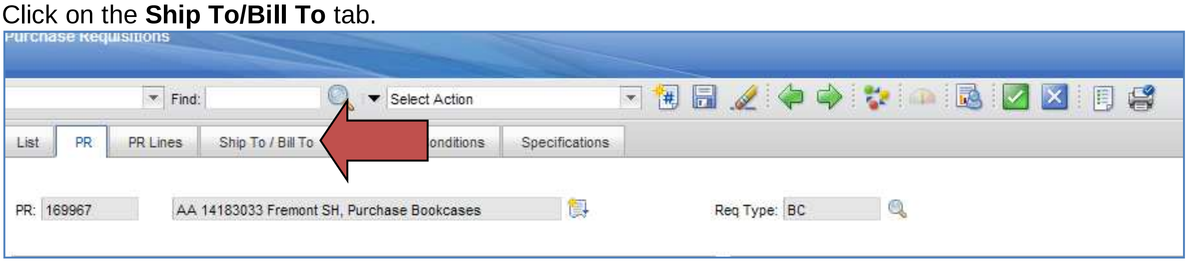
After entering the Item number, update the **Quantity, Unit Cost and Work Order number**.



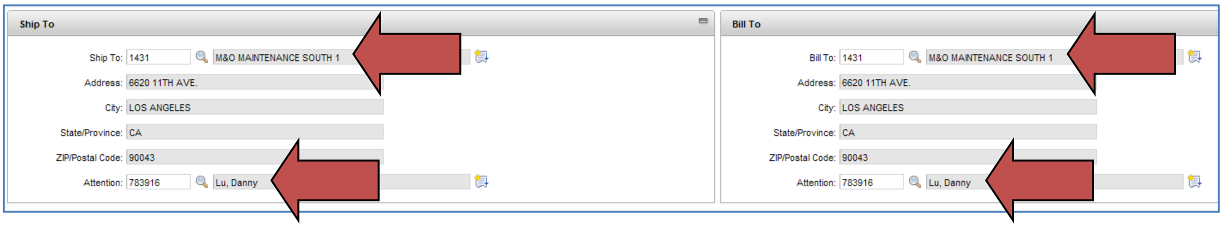
Click on the floppy disk icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

3. ENTER SHIP TO/BILL TO INFORMATION

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



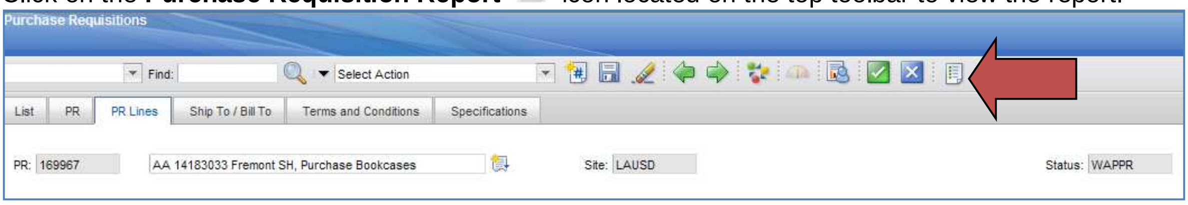
Enter your M&O Area's section code in the **Ship To** and **Bill To** field. Enter the requestor's employee number in the **Attention** field.



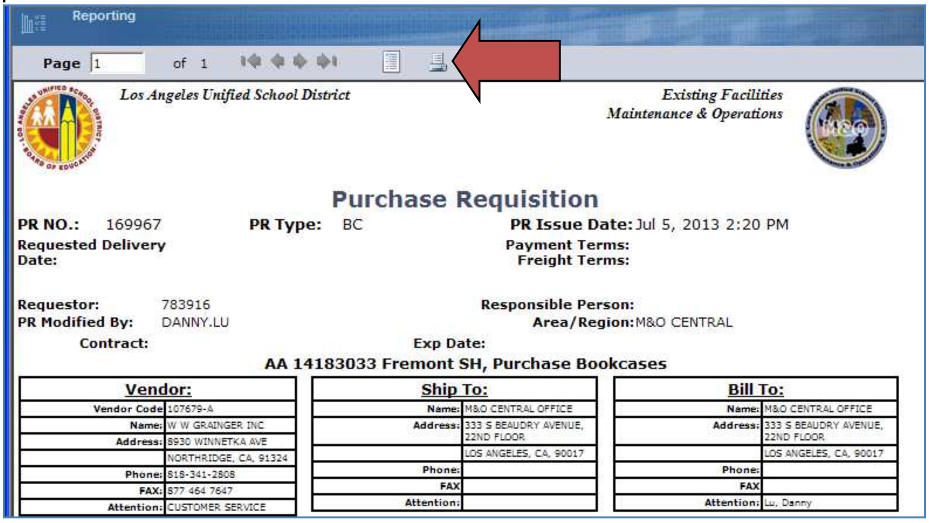
Click on the floppy disk icon to save.

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.



Los Angeles Unified School District

Existing Facilities
Maintenance & Operations

Purchase Requisition

PR NO.: 169967 **PR Type:** BC **PR Issue Date:** Jul 5, 2013 2:20 PM
Requested Delivery Date:
Payment Terms:
Freight Terms:

Requestor: 783916
Responsible Person:
PR Modified By: DANNY.LU
Area/Region: M&O CENTRAL
Contract:
Exp Date:

AA 14183033 Fremont SH, Purchase Bookcases

Vendor:		Ship To:		Bill To:	
Vendor Code	107679-A	Name:	M&O CENTRAL OFFICE	Name:	M&O CENTRAL OFFICE
Name:	W W GRAINGER INC	Address:	333 S BEAUDRY AVENUE, 22ND FLOOR	Address:	333 S BEAUDRY AVENUE, 22ND FLOOR
Address:	8930 WINNETKA AVE		LOS ANGELES, CA, 90017		LOS ANGELES, CA, 90017
	NORTHRIDGE, CA, 91324	Phone:		Phone:	
Phone:	818-341-2808	FAX		FAX	
FAX:	877 464 7647	Attention:		Attention:	Lu, Danny
Attention:	CUSTOMER SERVICE				

The Requestor is responsible for signing the Requestor line. Requestor to obtain the required signature in the **Approved By** field. The **Approved By** signature is determined by the Dollar amount of the requisition. **Approver** must verify that the vendor quote and PR lines match prior to approving the requisition.

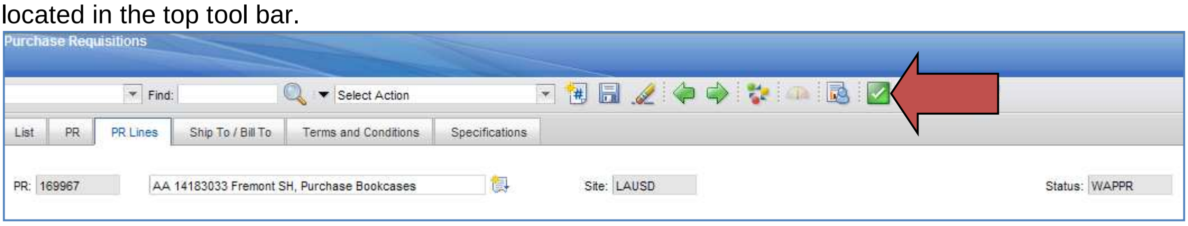
CPM signs Requisitions for up to $25,000, **AFSD** for $25,001-$50,000, **RFD** for $50,001-$100,000, and **Deputy Director** for over $100,000.

Submit the signed **Purchase Requisition** report to the **Buyer Card holder** for processing.

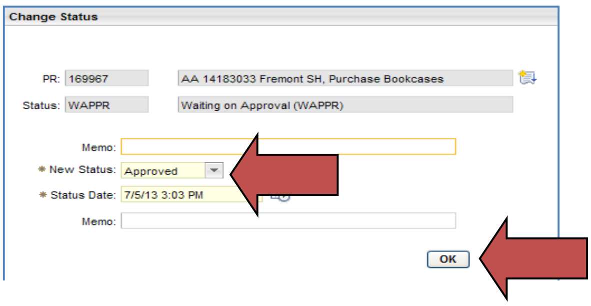
5. APPROVE PURCHASE REQUISITION

The Buyer Card holder performs this function.

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

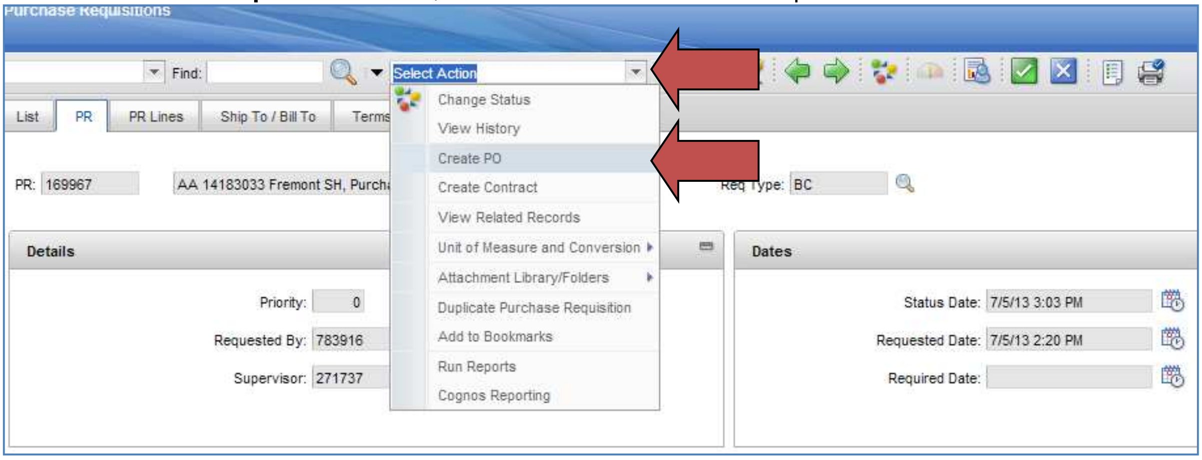


The **Change Status** window will appear with **Approved** selected as the **New Status**. Click on the **OK** button.

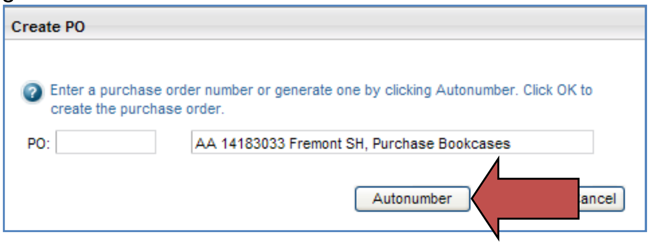


6. CREATE PURCHASE ORDER

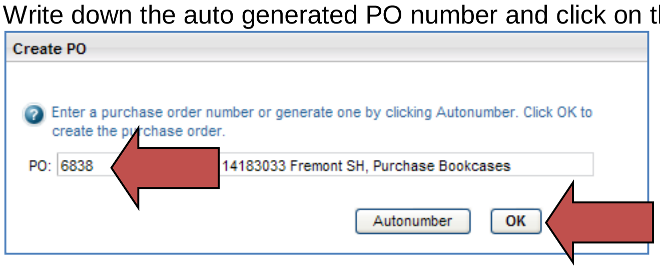
On the **Purchase Requisition** record, click on the **Select Action** dropdown and select **Create PO**.



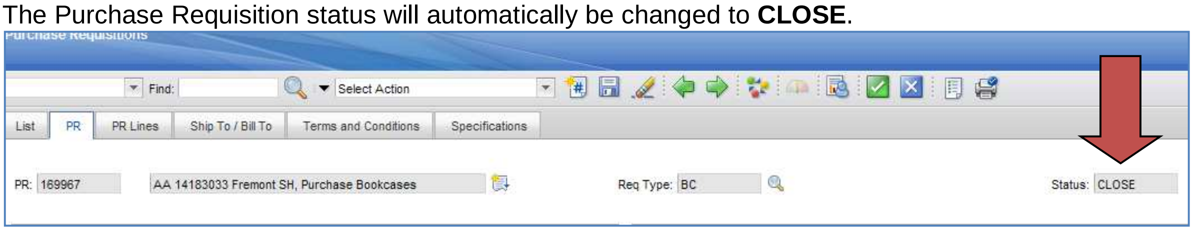
The **Create PO** window will appear. Click on the **Autonumber** button to allow the system to auto generate a new PO number.



Write down the auto generated PO number and click on the **OK** button.

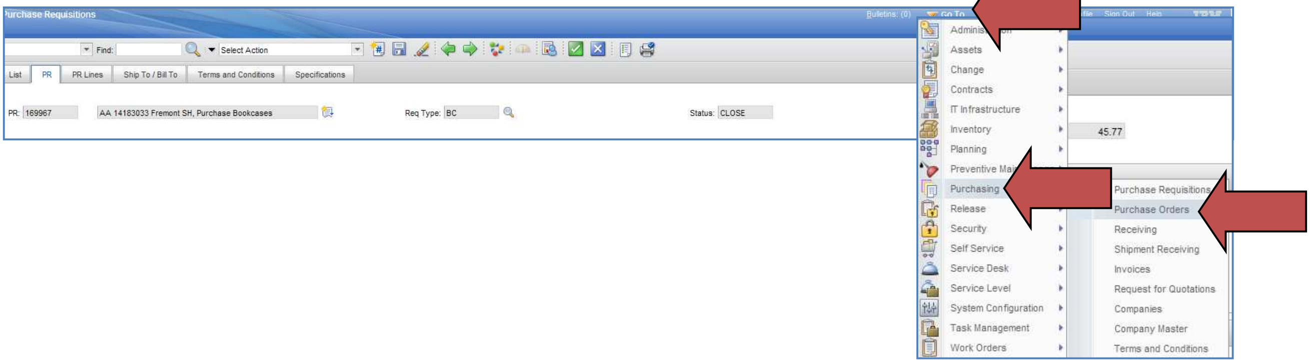


The Purchase Requisition status will automatically be changed to **CLOSE**.

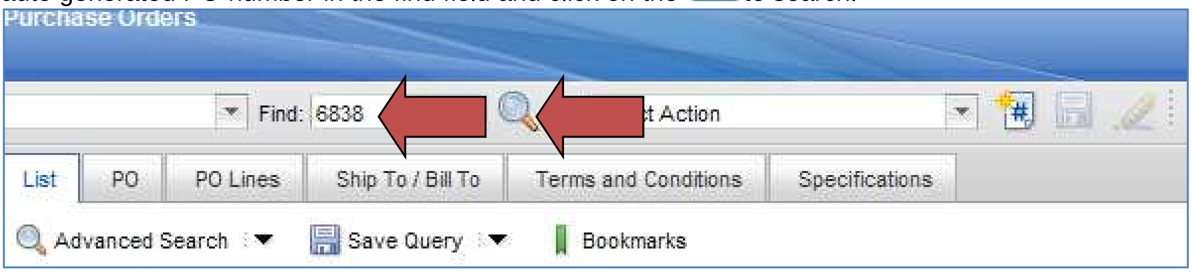


APPROVE PO

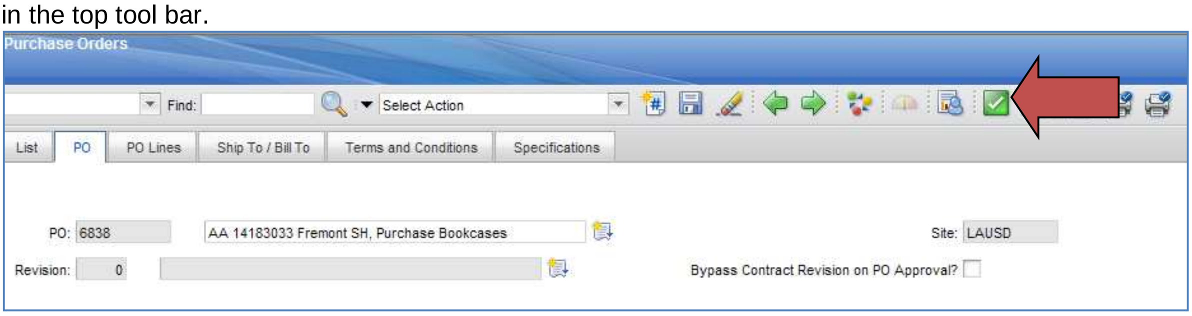
Click on the **Go To** button, hover your mouse over the **Procurement** module and select **Purchase Order**.



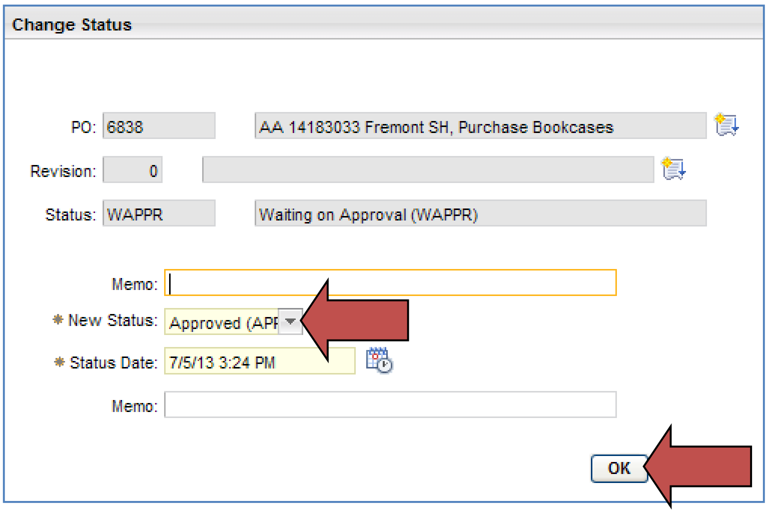
You will be taken to the **Purchase Order** application. Search for your Purchase Order by entering the auto generated PO number in the find field and click on the to search.



On the **Purchase Order** record, change the status to **APPR (Approve).** Click on the icon located in the top tool bar.



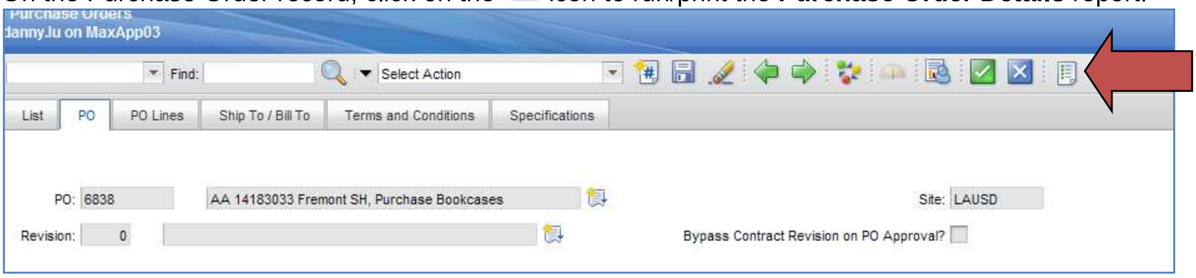
The **Change Status** window will appear with **Approved** selected as the **New Status**. Click on the **OK** button.



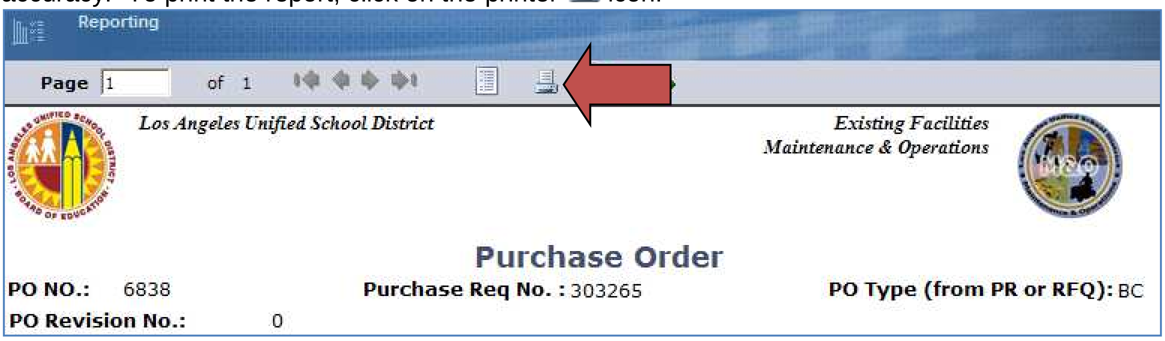
7. PRINT PURCHASE ORDER DETAILS REPORT AND PLACE ORDER WITH VENDOR

The Buyer Card holder performs this function.

On the Purchase Order record, click on the icon to run/print the **Purchase Order 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.



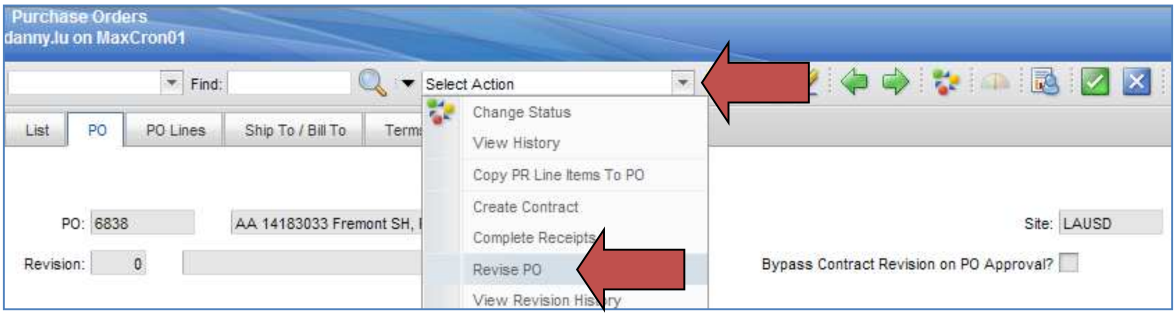
Buyer Card Holder signs the **PO Details** report. Attach the signed **PR Report** with the **PO Report** and submit to **Requestor** for confirmation and filing.

Buyer Card Holder to submit a copy of the **PO Details** report or provide the **PO Number** to Vendor to initiate purchase.

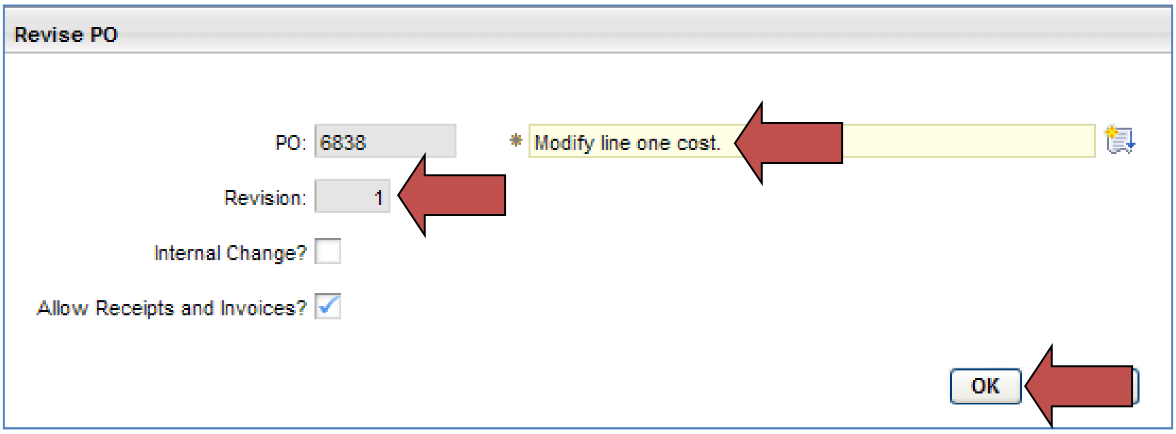
8. OPTIONAL: MODIFY PURCHASE ORDER

The Requestor performs this function

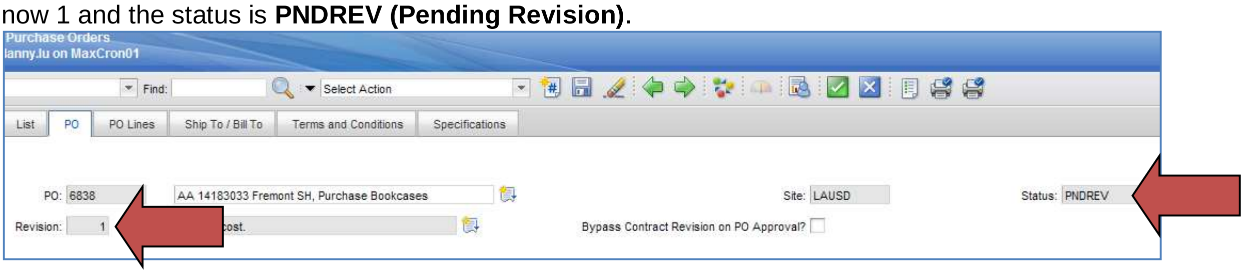
To modify a Buyer Card Purchase Order, On the PO record, click on **the Select Action** dropdown and select **Revise PO**.



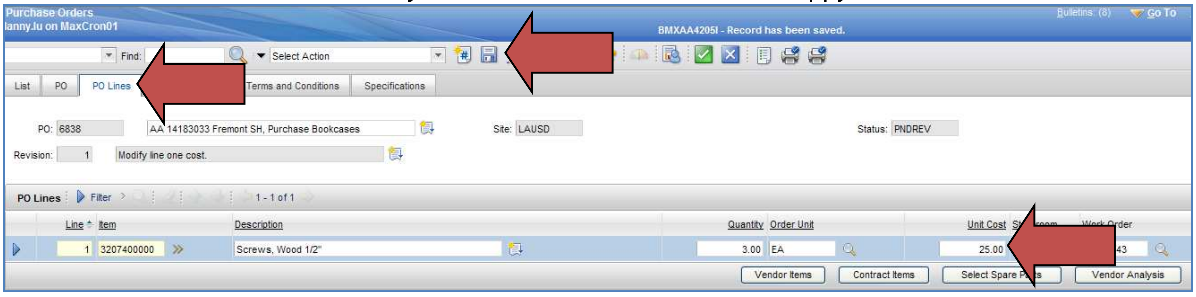
A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. Notice that the Revision number is now 1. Click **OK** when done.



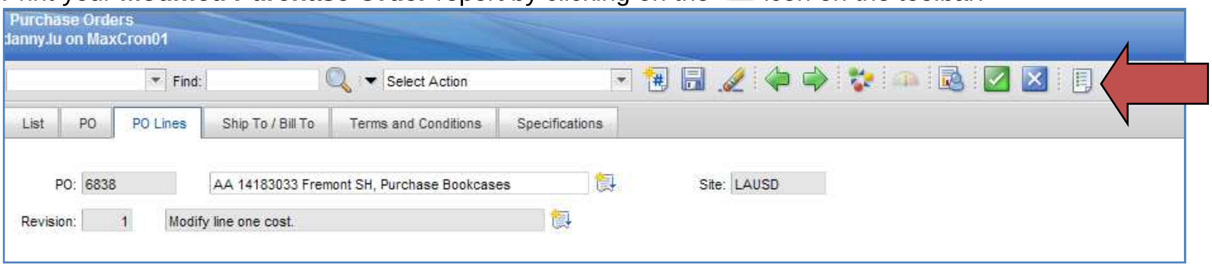
After you click **OK**, you will be taken to your revised **PO record**. Noticed that the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.



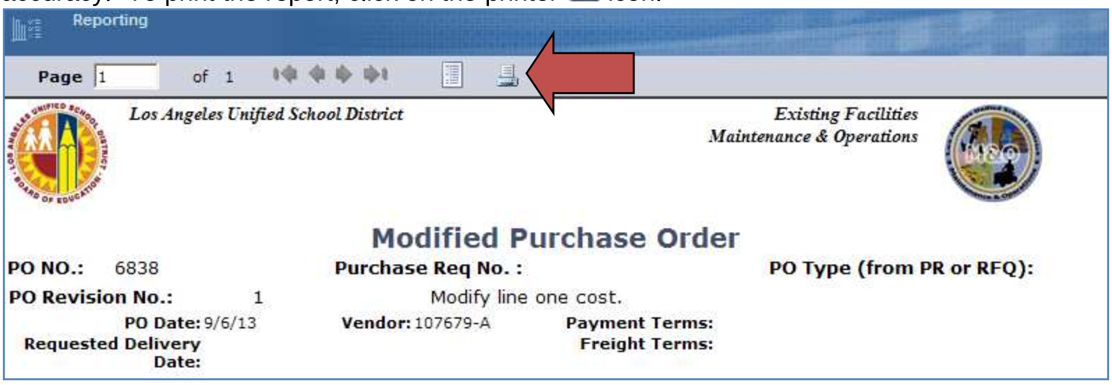
Click on the **PO Lines** tab to make your modifications. Click on the floppy disk icon to save.



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.



The Requestor 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.

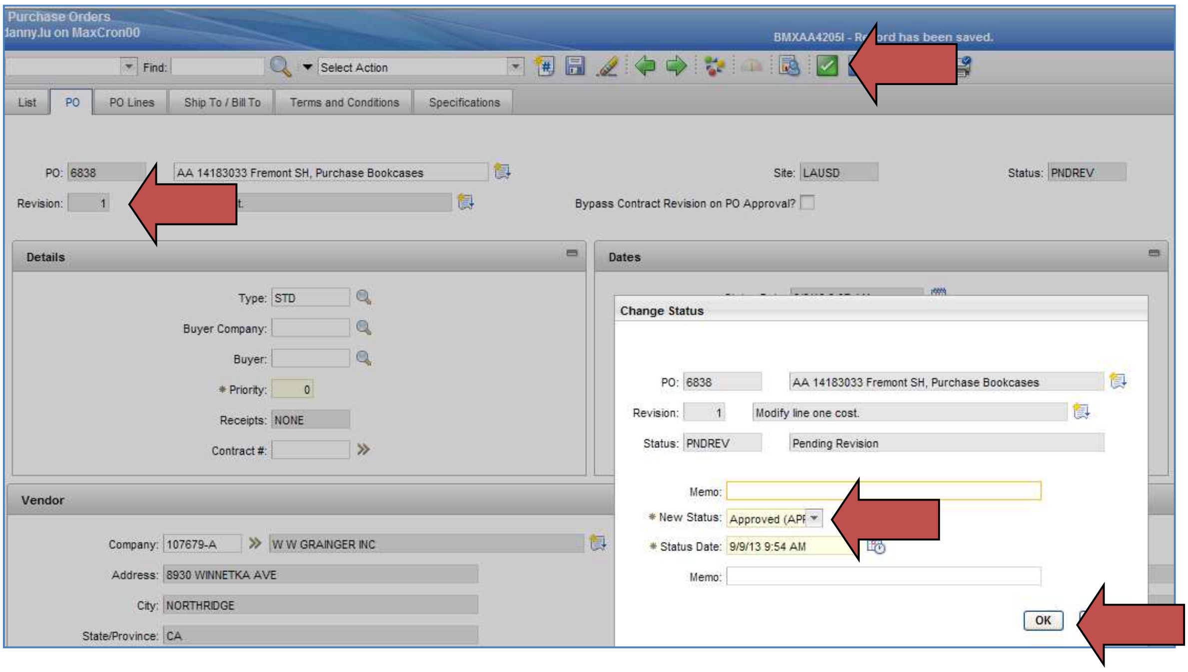
CPM signs Requisitions for up to $25,000, **AFSD** for $25,001-$50,000, **RFD** for $50,001-$100,000, and **Deputy Director** for over $100,000.

Submit the signed **Modified PO** report to **Buyer Card Holder** for processing.

The Buyer Card holder performs this function.

Go to the **Revised PO** record in the Purchase Order application and change the status to **APPR (Approve)**.

Note: Make sure you are on the **Revision 1** PO. If you are not, click on the **List** tab and select the revision 1 PO.

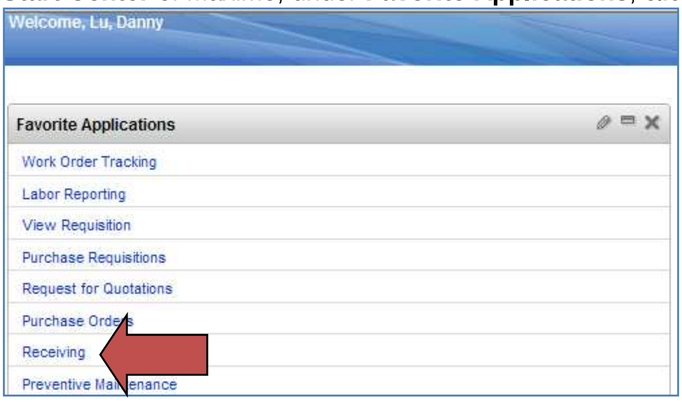


Contact vendor and place the order per the **Modified Purchase Order**. Submit **Modified Purchase Order** report back to the requestor for filing/holding until Invoice.

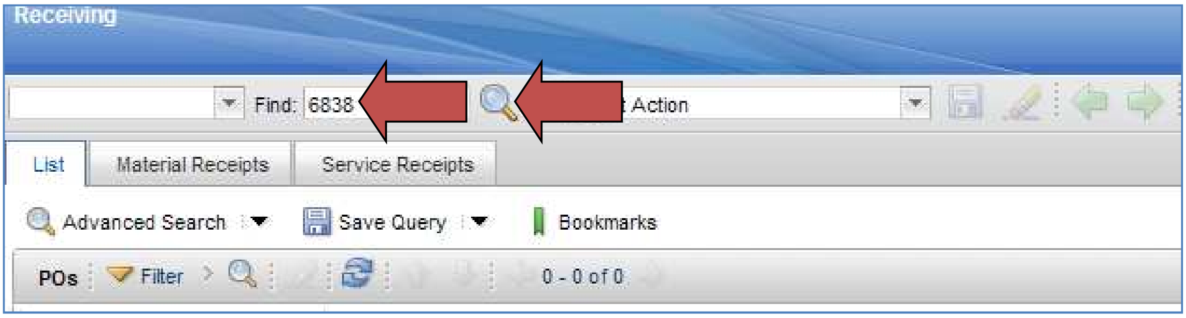
9. ORDER/INVOICE RECEIVED, REQUESTOR TO RECEIVE LINE ITEM IN RECEIVING APPLICATION AND SUBMIT RECEIPT/PACKING LIST AND INVOICE TO BUYER CARD HOLDER

The Requestor performs this function

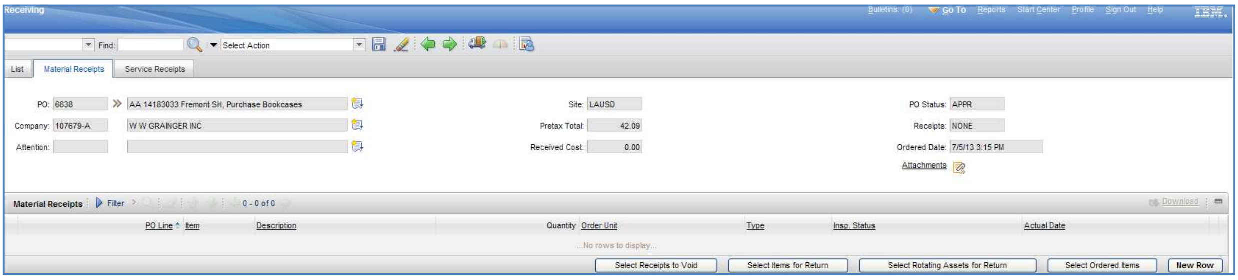
After receiving the item(s) and Invoice from the vendor, Requestor to receive item in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



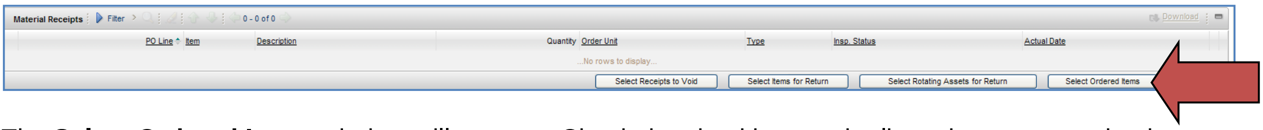
In the **Receiving** application, enter **PO number** found on the **Purchase Order report** in the **Find** field and click on the  to search for the record.



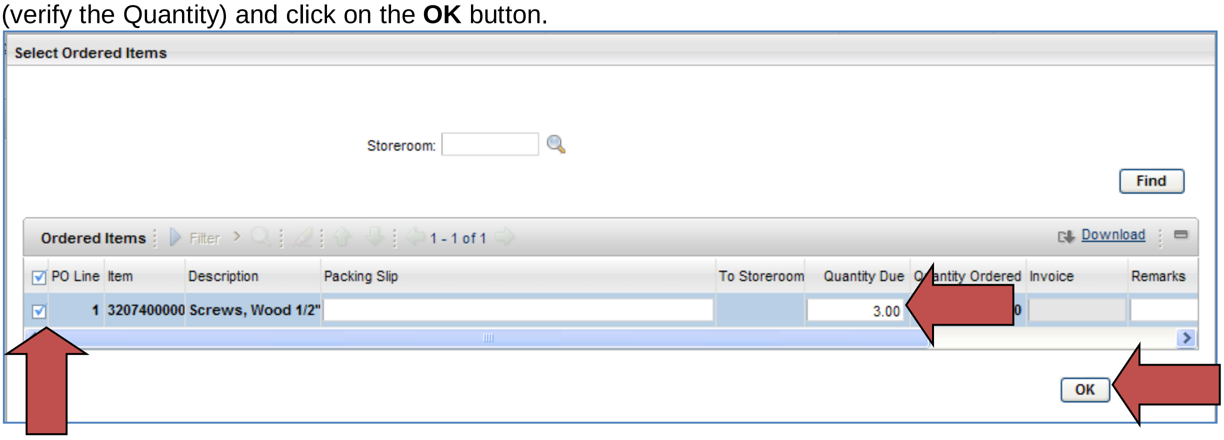
You will then be taken to the **Materials Receipt** tab of the record. **Note:** Make sure you are on the correct PO (if there are revisions). If you are not, click on the **List** tab and select the correct revised PO.



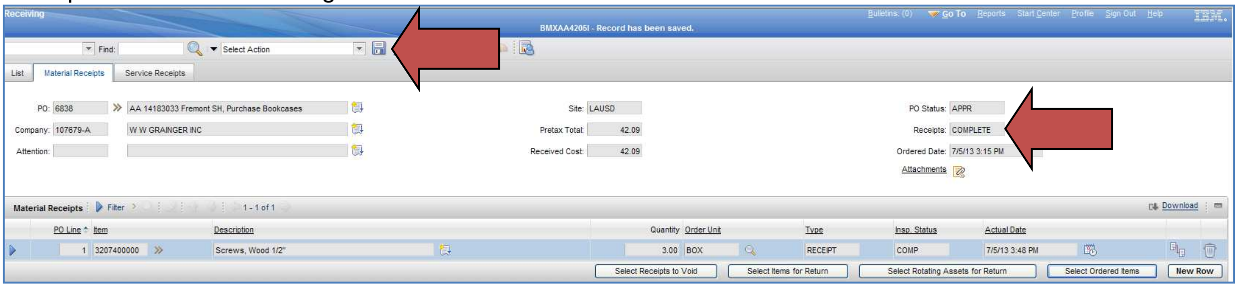
Click on the **Select Order Items** button.



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. Click on the floppy disk icon to save the record. The Receipts status will be changed to **COMPLETE** if all items were received.



Requestor to obtain **Inspected By, Received By** and **Approved to Pay** signatures on the **PO Report**.

<table>
<tr><td>Inspected By</td><td>The act of examining goods that have been delivered to determine conformance to what was ordered via the purchase order.
Verify that what was ordered conforms to purchase document (purchase order, statement of work, specifications, attachments, etc…)
Verify the quantity ordered against the quantity shipped or delivered.
Inspect for damage or breakage.
Verify that the unit of measurement count is correct.
Example 1: If the unit of measurement on the purchase order is 200 square feet of playground matting, measure actual installed matting square footage.
Example 2: If the unit of measurement on the purchase order is one dozen, count 12 in the unit package.
Verify that delivery documentation (packing slip, certifications, etc.) is acceptable.
Verify that packaging integrity is preserved (no leakage, damages, etc.).
If needed, take photo of goods/services for confirmation of inspection.</td></tr>
<tr><td>Received By</td><td>The act of taking possession of goods in order to stage them for inspection or place them into inventory.</td></tr>
<tr><td>Approved to Pay</td><td>The act of verifying that all purchase documents are in place and accurate (vendor quote, purchase requisition, purchase order, invoice) and may proceed to invoice payment.</td></tr>
</table>

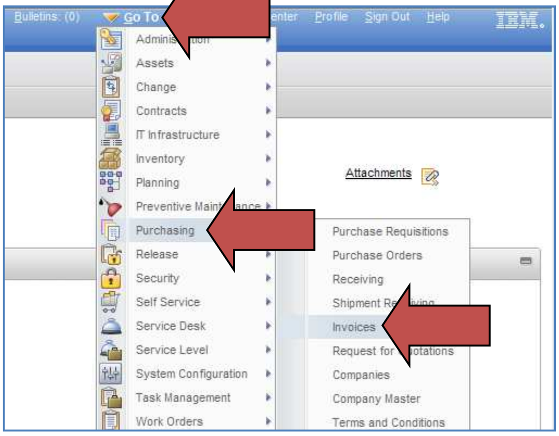
Note: The person receiving the item(s) cannot be the same person who generated the requisition.

Submit the **PO report, Purchase receipt(s), Packing Slip and Vendor Invoice** to **Buyer Card Holder** to complete the invoice record and reconcile the purchase in SAP.

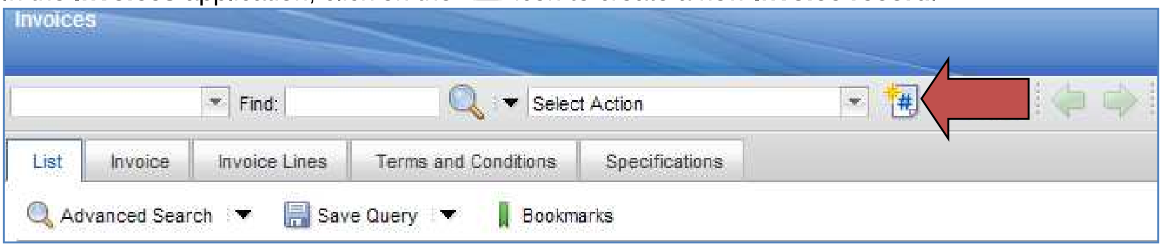
10. CREATE MAXIMO INVOICE RECORD, CHANGE MAXIMO INVOICE STATUS TO PAID

The Buyer Card holder performs this function.

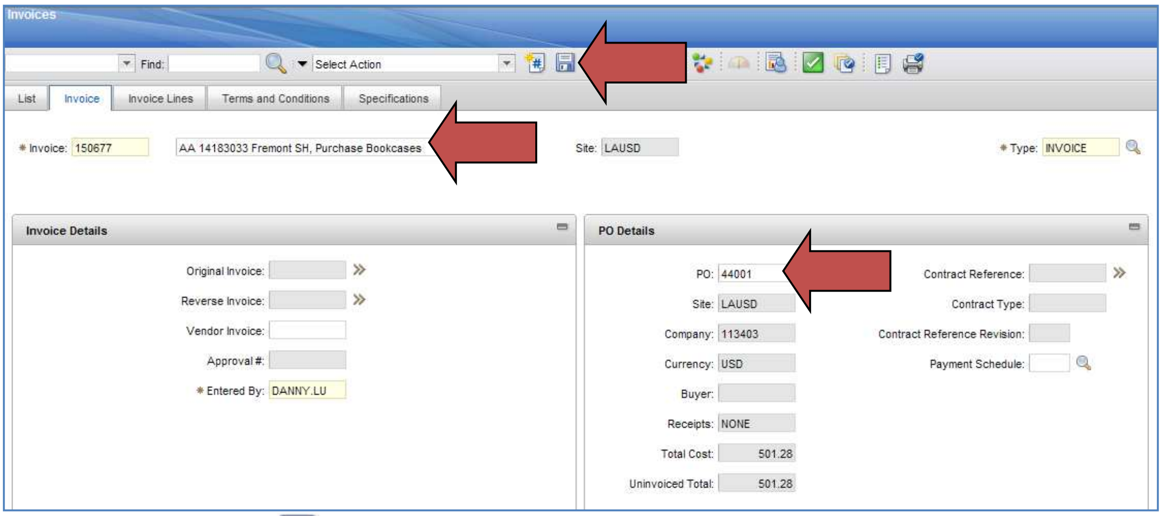
Go to the **Invoice** application by either through the **Start Center Favorite Applications** list or utilizing the **Go To** shortcut.



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

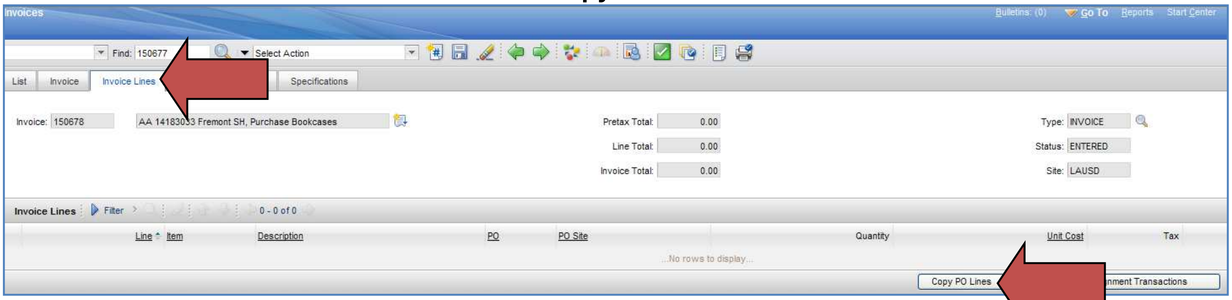


A new Invoice number will auto-populate. Type in the same **PO description** in the description box. Enter the **PO number** in the **PO** field.

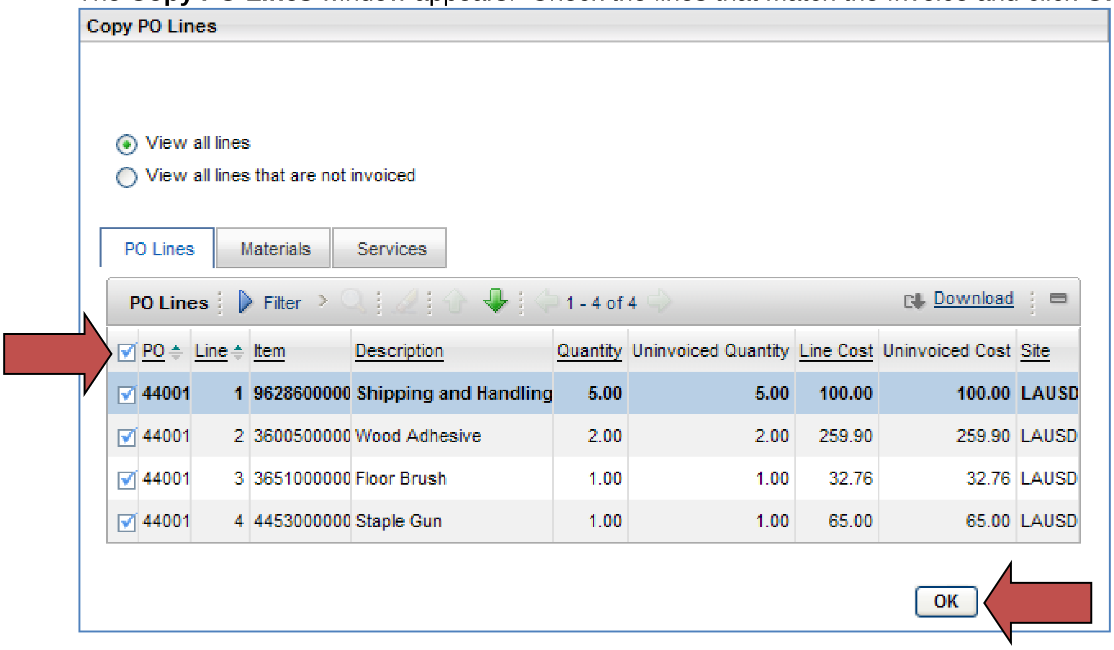


Click on the floppy disk  icon to save.

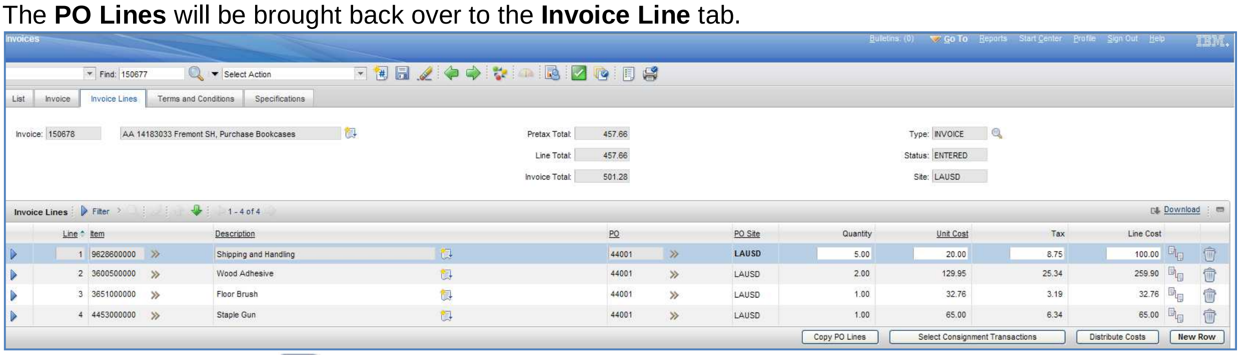
Click on the **Invoice Lines** tab and click on the **Copy PO Lines** button.



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

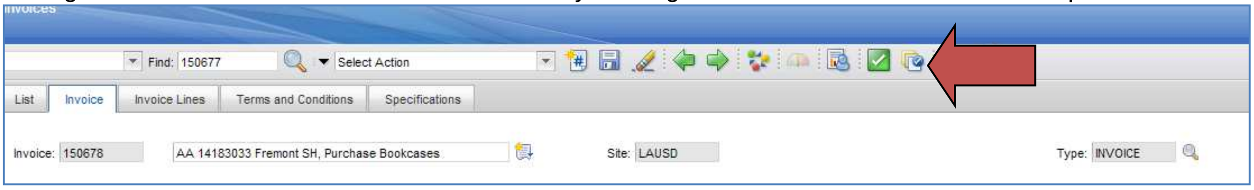


The **PO Lines** will be brought back over to the **Invoice Line** tab.

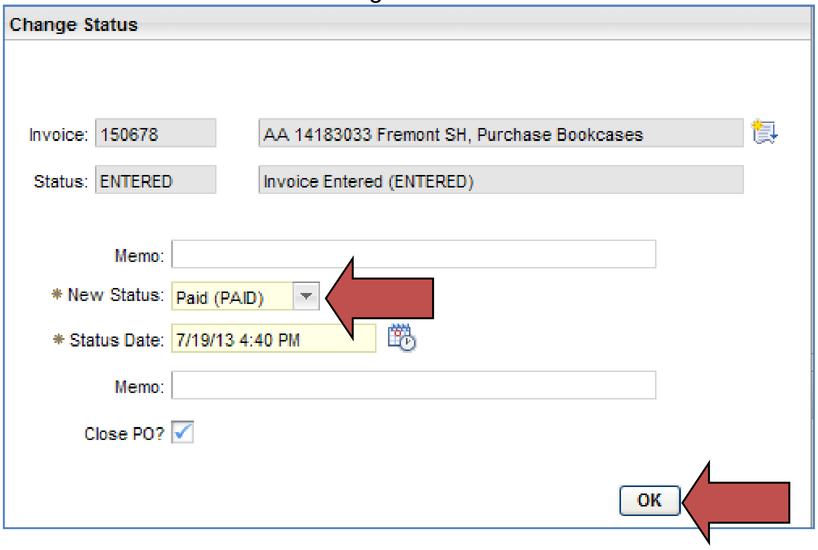


Click on the floppy disk  icon to save the record.

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**.



11. RECONCILE PURCHASE IN SAP

The Buyer Card holder performs this function.

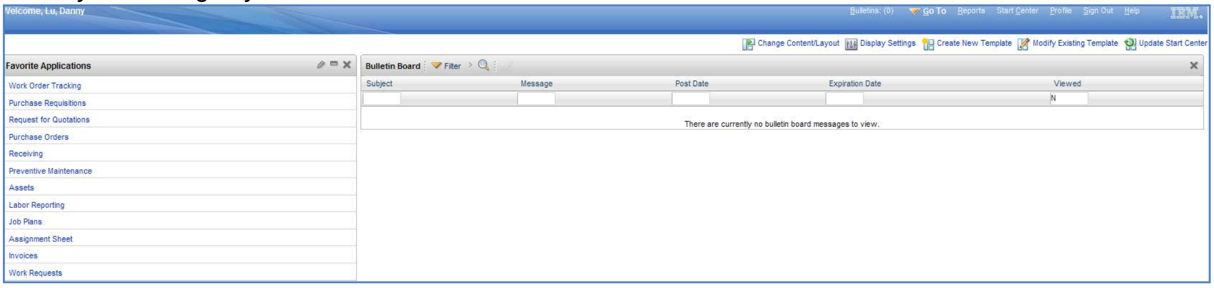
Reconcile the purchase in SAP. SAP reconciliation instructions can be downloaded from http://www.laschools.org/new-site/mo/awms under Procurement, titled, **"Buyer Card Reconcile Process (SAP)."**

B. NON-ANNUAL CONTRACT PURCHASE (Total Purchase Amount between $25,000 and $90,200)

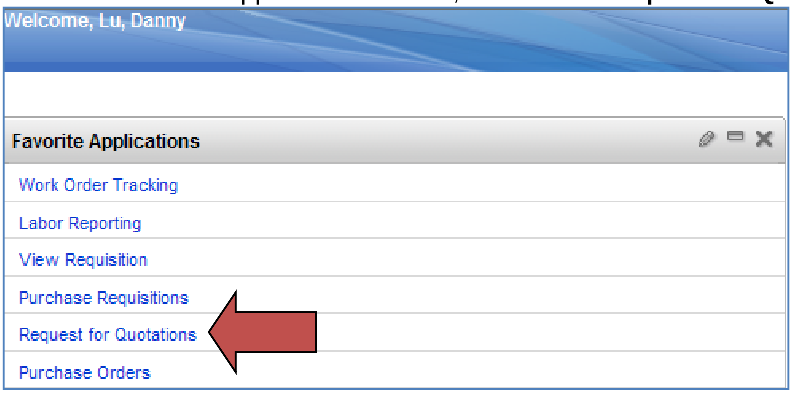
1. CREATE PURCHASE FOR QUOTATION

START CENTER

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

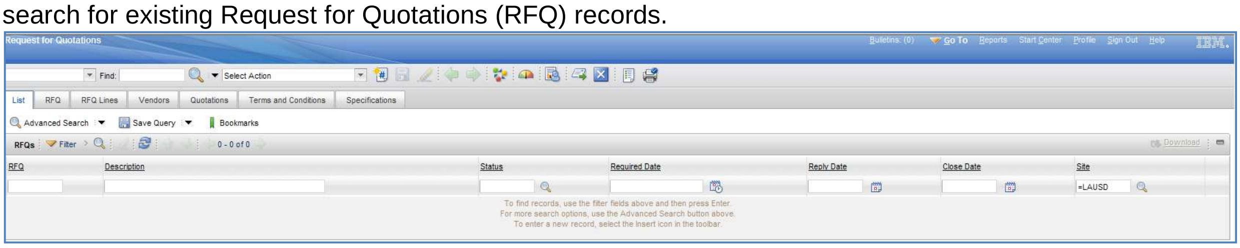


Under the Favorite Applications section, click on the **Request for Quotations** application.



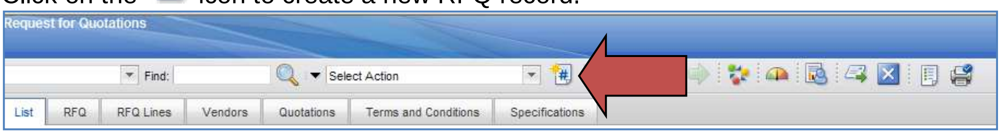
REQUEST FOR QUOTATIONS HOME

You will then be taken to the Request for Quotations home screen; in this screen, where you can search for existing Request for Quotations (RFQ) records.

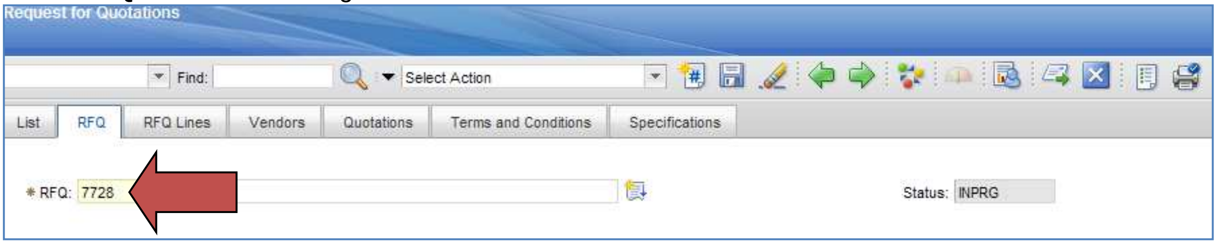


NEW REQUEST FOR QUOTATIONS RECORD

Click on the  icon to create a new RFQ record.



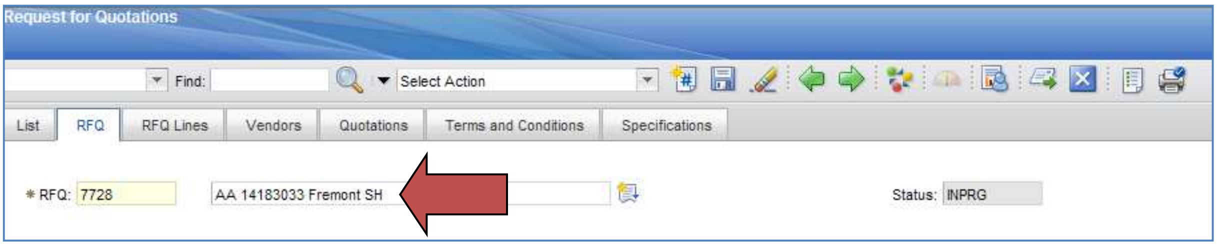
A new **RFQ** number will auto generate.



In the **Description** field, use the following naming convention: 2 Letter Craft Code (space) Work Order Number (space) School Site (i.e., AA 14183033 Fremont SH).

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., AA 14183033 Fremont SH, Replace Doors).

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:

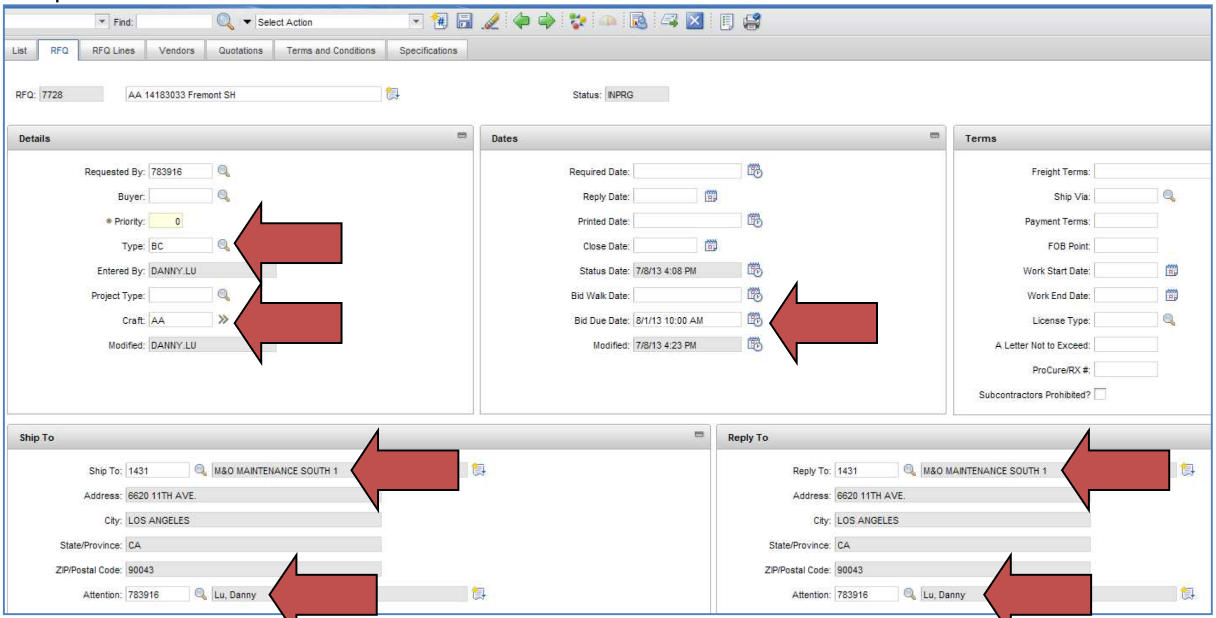
Type Type **BC** or click on the **magnifying glass** icon next to the **PO Type** field and select **BC (Buyer Card)**.

Craft Enter the **two-letter Craft Code** of the craft responsible for the **BC**.

Bid Due Type the **Date** and **Time** that **Quotes** (or Bids) must be received by. You may use the **Calendar** icon next to the **Bid Due Date** field to select a **Date**.

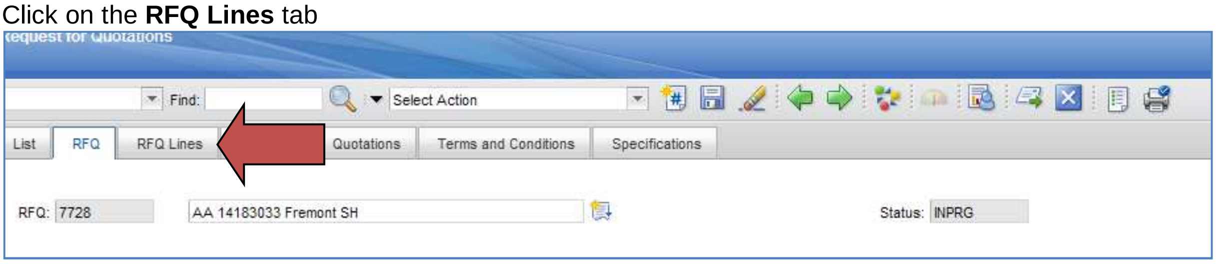
Ship To/Reply To Enter your M&O Area's section code in the **Ship To** and **Reply To** field. Enter the requestor's employee number in the **Attention** field.

Sample screen shot

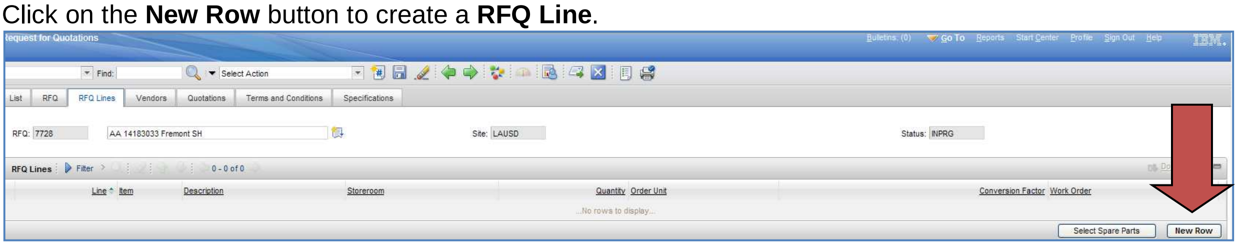


2. CREATE THE RFQ LINES

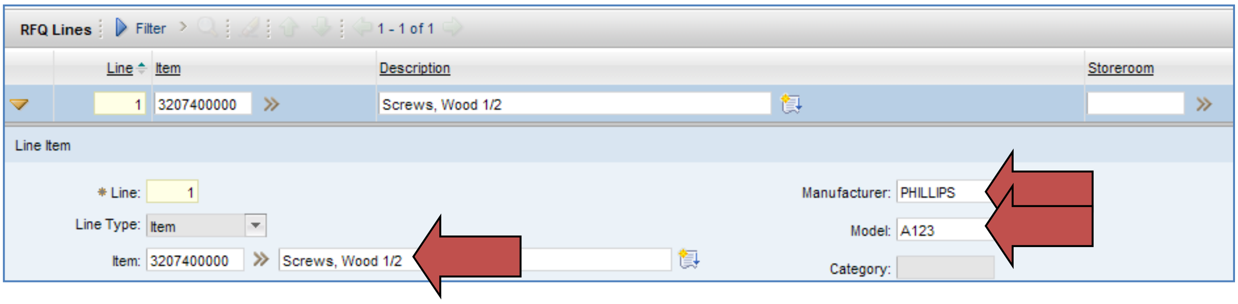
Click on the **RFQ Lines** tab



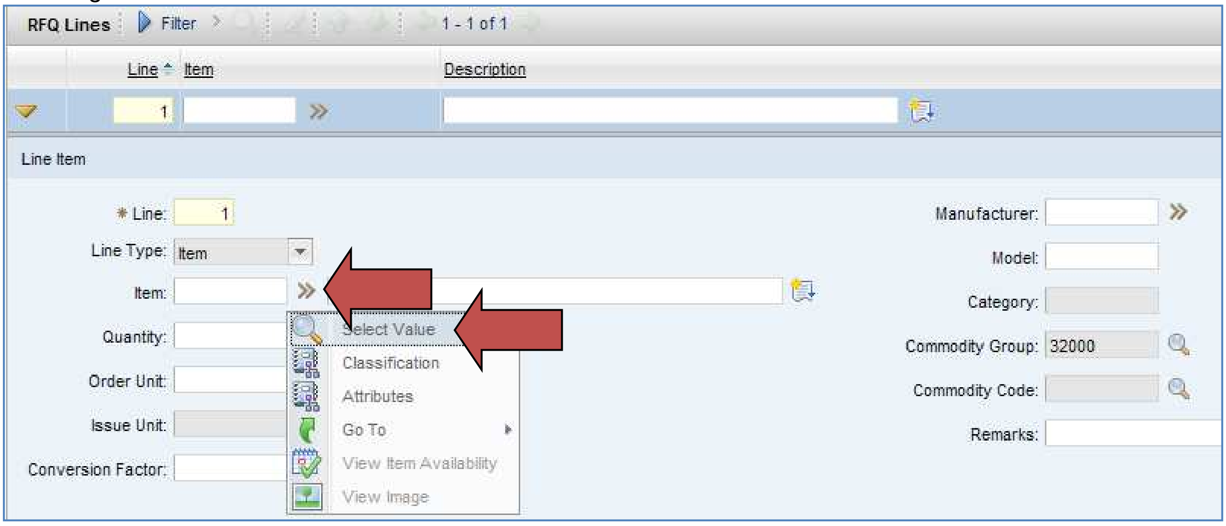
Click on the **New Row** button to create a **RFQ Line**.



Enter the **Commodity Code** number in the **Item** field. Overtype the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field to better describe the item.

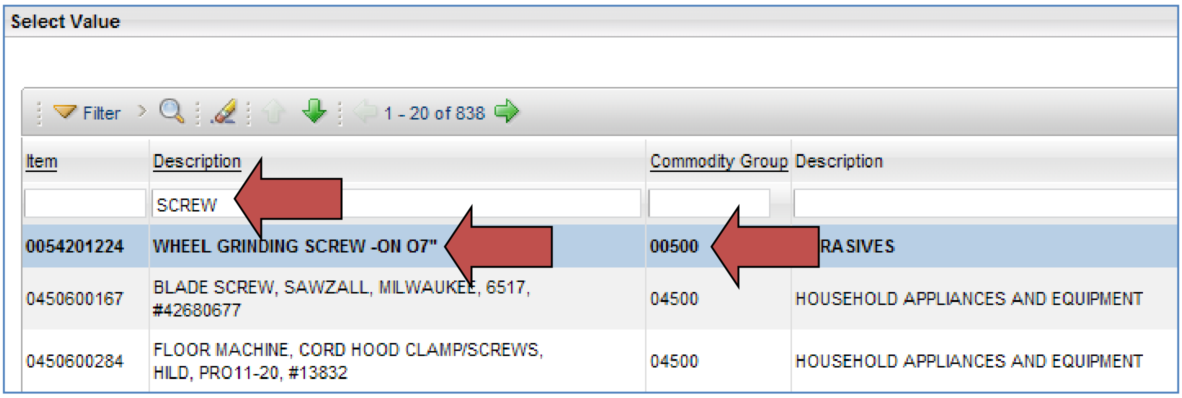


If you do not know the **Commodity Code** number, you may search for it by clicking on the  icon to the right of the Item field and click on **Select Value**.

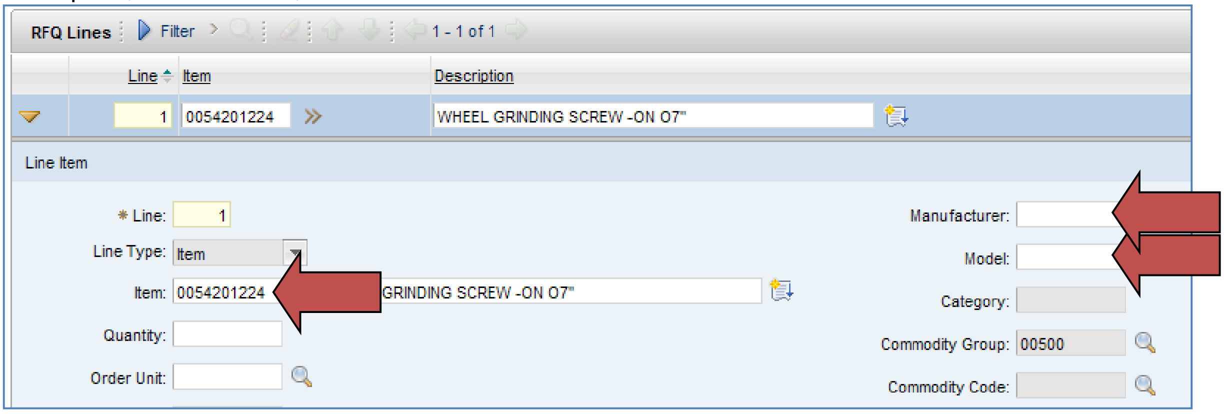


A new window will appear with a list of Items in Maximo. In this window, you may search for your item by the Description column. To select an Item number, click on the **Item Number** of the **Description**.

Note: The Item number you select must have a Commodity Group in order for the purchase to be reconciled in SAP.

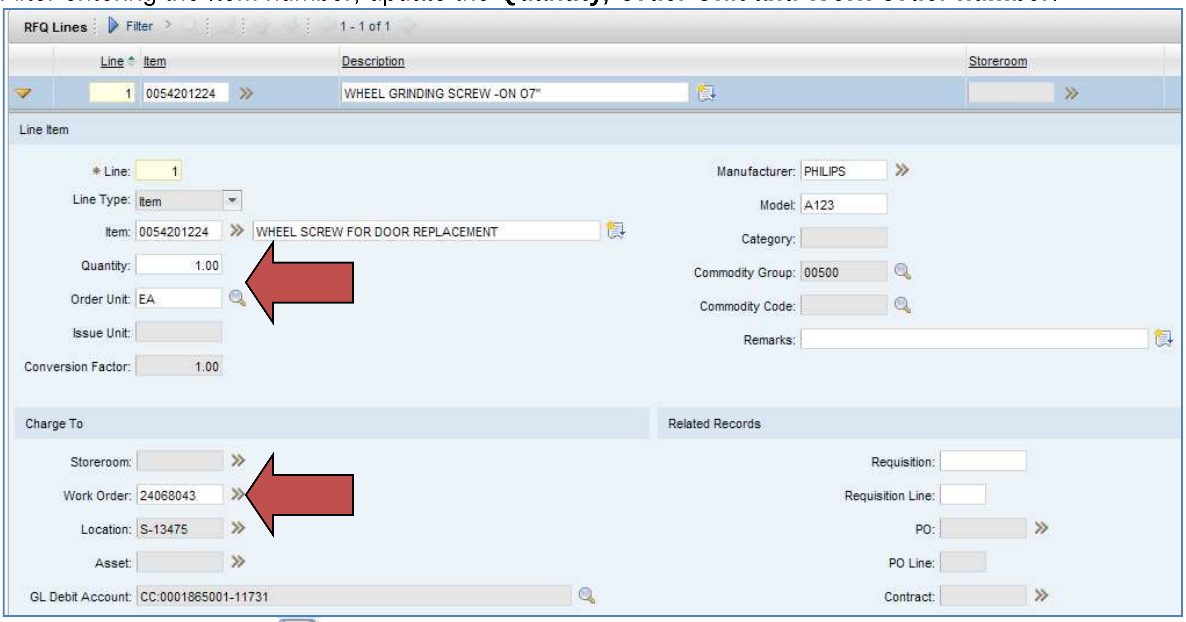


After you click on the **item number** or the **Description**, the Item Number will be returned to your **item** field. Overtype the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field to better describe the item.



UPDATE THE QUANTITY AND WORK ORDER NUMBER

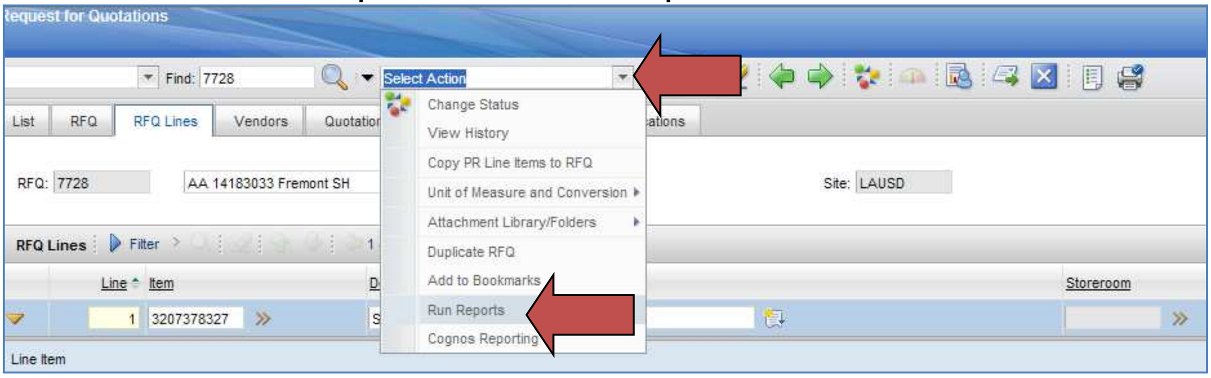
After entering the Item number, update the **Quantity, Order Unit and Work Order number**.



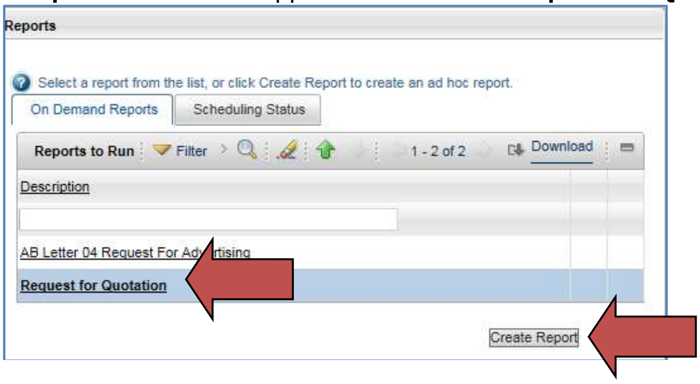
Click on the floppy disk  icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

3. PRINT AND DISTRIBUTE THE REQUEST FOR QUOTATION FORM TO PROSPECTIVE VENDORS

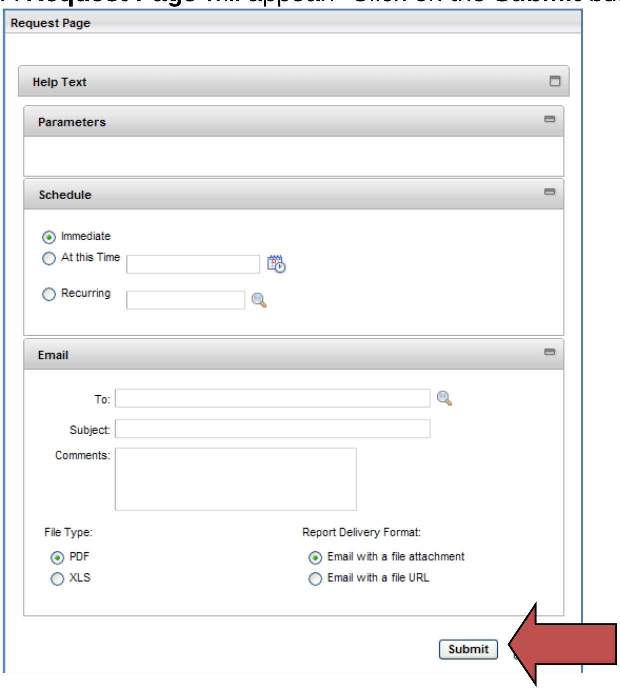
Click on the **Select Action dropdown** and select **Run Reports.**



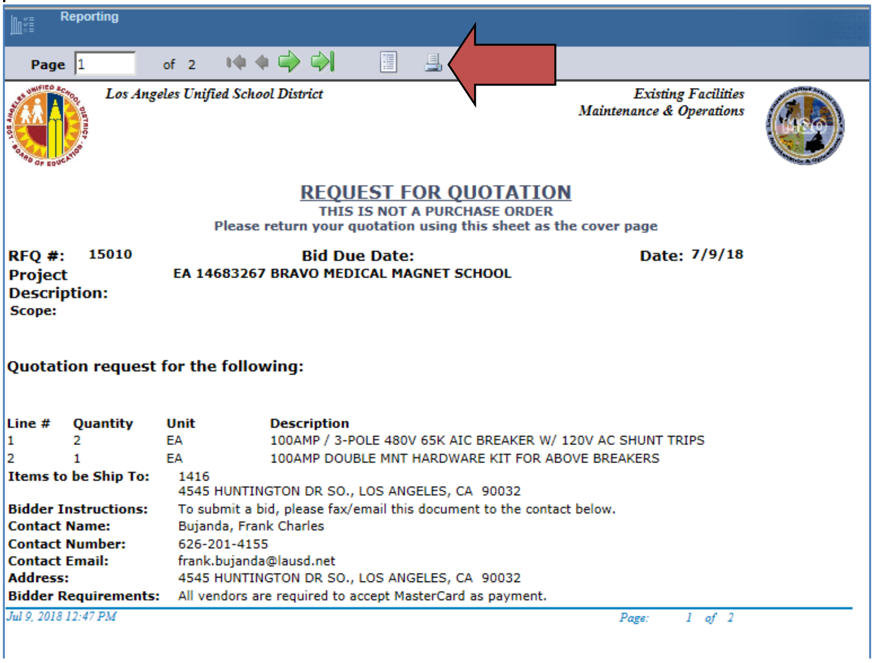
A **Reports** window will appear. Click on the **Request for Quotation Form** report.



A **Request Page** will appear. Click on the **Submit** button.



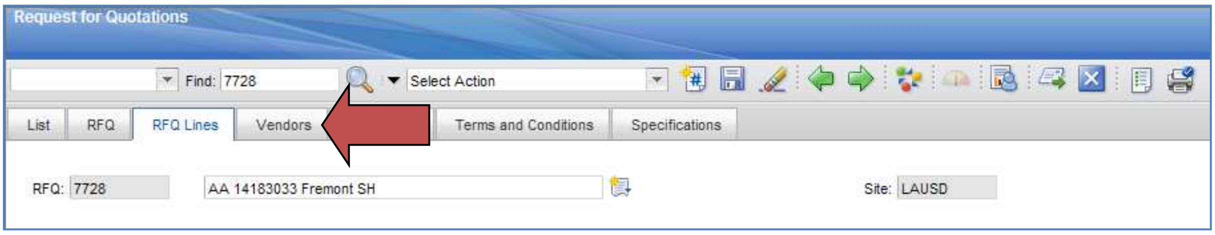
A new **BIRT Report Viewer** window will appear. Review the report and click on the printer icon to print the document.



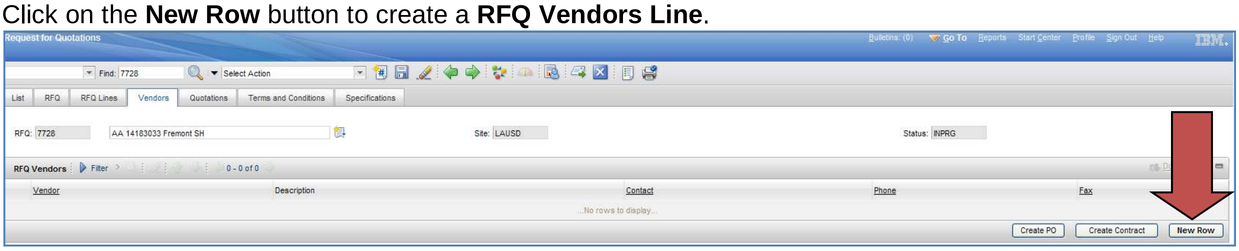
Submit **Request for Quotation Form** to a minimum of prospective vendors.

4. ENTER PROSPECTIVE VENDORS IN THE RFQ, VENDORS TAB

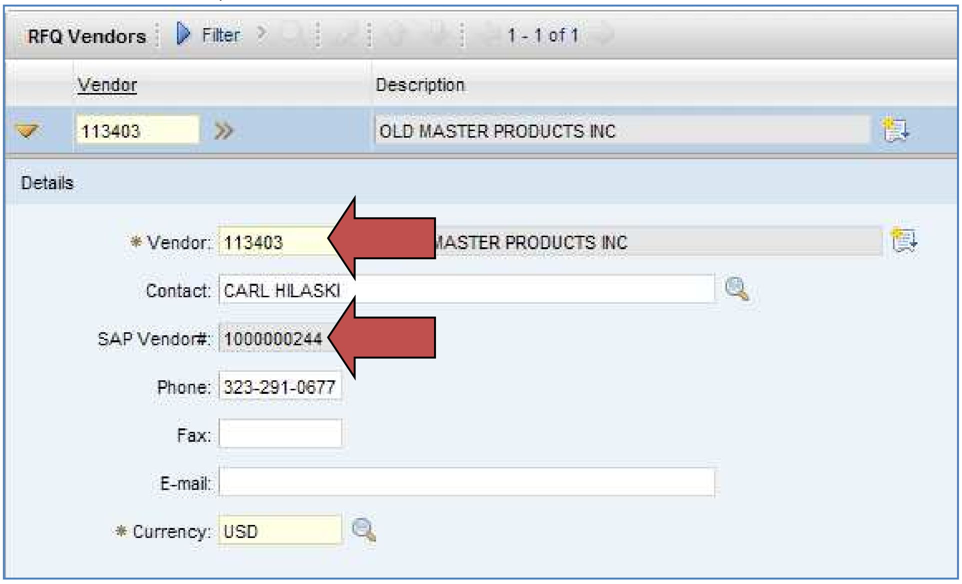
Click on the **Vendors** tab.



Click on the **New Row** button to create a **RFQ Vendors Line**.

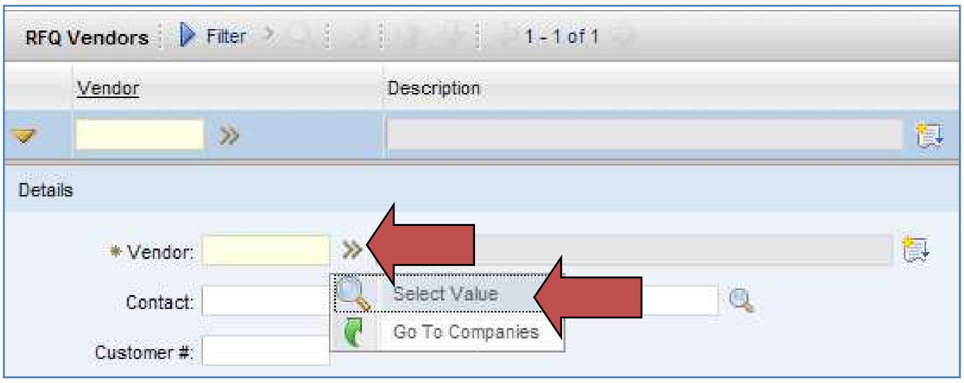


In the **Details** view, enter the ***Vendor Number** in the **Vendor** field.

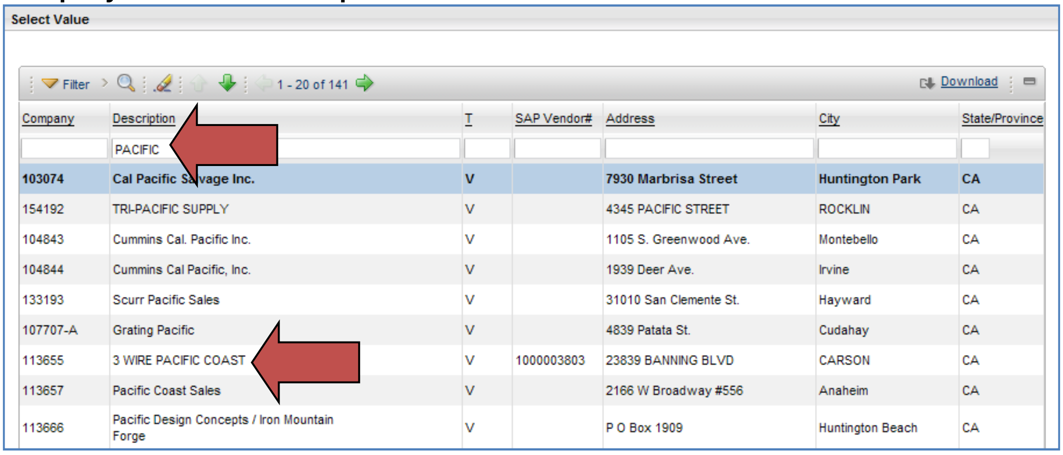


Note: The Vendor Number is typically the old IFS Vendor Number, however in some cases; it may be the new SAP Vendor Number. It is important that your Vendor has a SAP Vendor Number; a buyer card purchase can only be reconciled against vendors who have a SAP Vendor #.

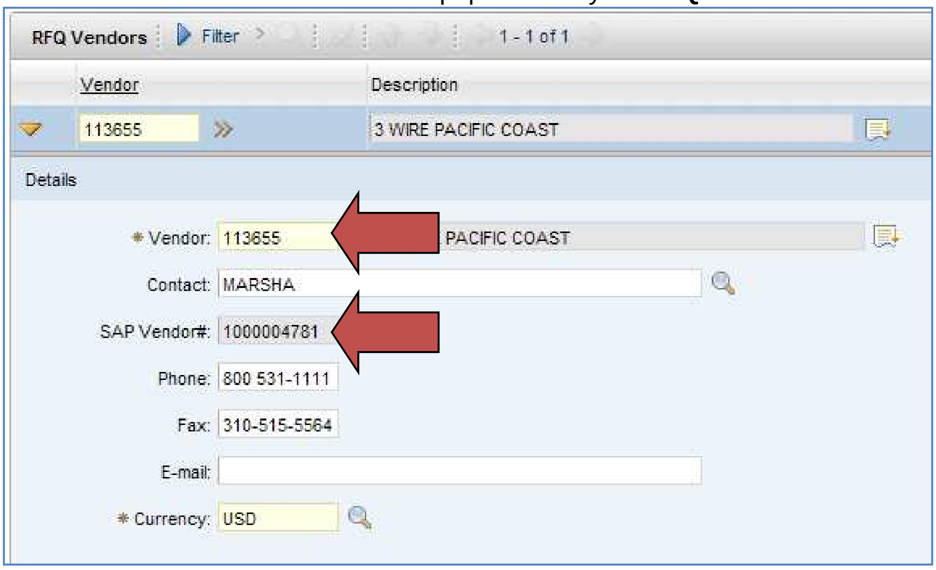
If you do not know the **Vendor** number, you may search for it by clicking on the » icon to the right of the vendor field and click on **Select Value**.



A **Select Value** list of vendors will appear. You may search for a vendor by the **Description, SAP Vendor# or Address**. Type in any value and hit enter to search. To select the vendor, click on the **Company number** or **Description**.



The select **Vendor** information will be populated in your **RFQ Vendors** line.



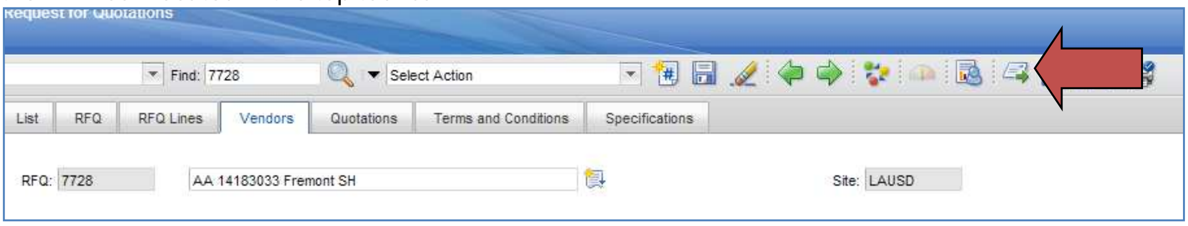
Click on the floppy disk icon to save. If you have additional Vendors, click on the **New Row** button and repeat steps.

Note: If you cannot identify the vendor from the list, you may contact the M&O IT and Analysis Unit (Danny.lu@lausd.net or John.herweg@lausd.net) and request a **Temporary Vendor Number**. Temporary Vendors may bid on jobs; however a contract cannot **not** be Awarded to a Temporary Vendor.

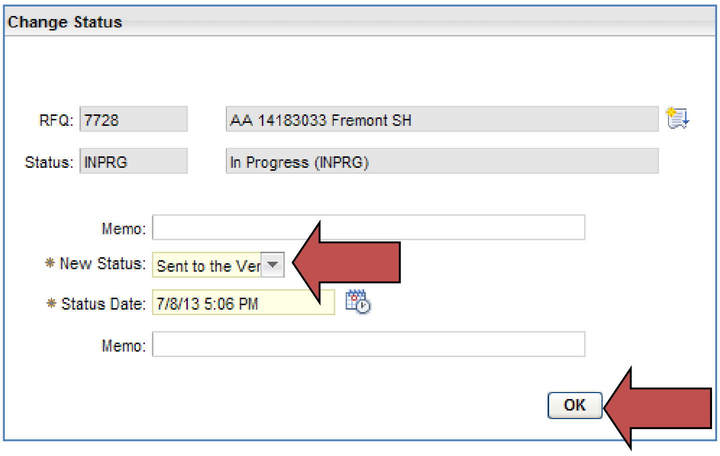
If a Temporary Vendor is the lowest bidder, to award the vendor you must have them register for a permanent SAP Vendor number and contact the M&O IT and Analysis Unit to create the permanent vendor number in Maximo. Update the vendor number in the RFQ and award.

5. CHANGE RFQ STATUS TO SENT AND ENTER VENDOR QUOTES IN QUOTATIONS TAB

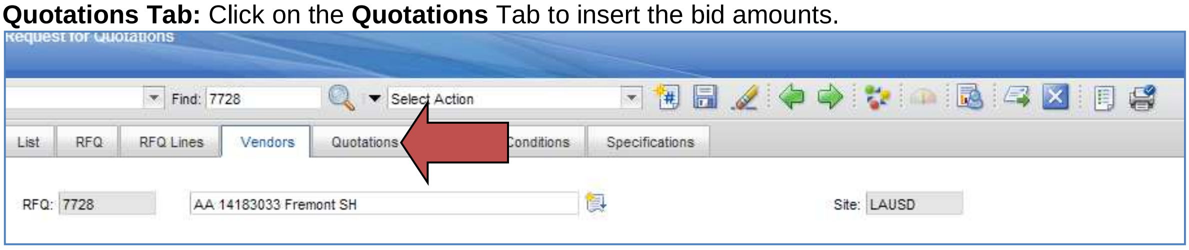
On the **Request for Quotations** record, change the status to **SENT TO VENDOR (SENT).** Click on the icon located in the top tool bar.



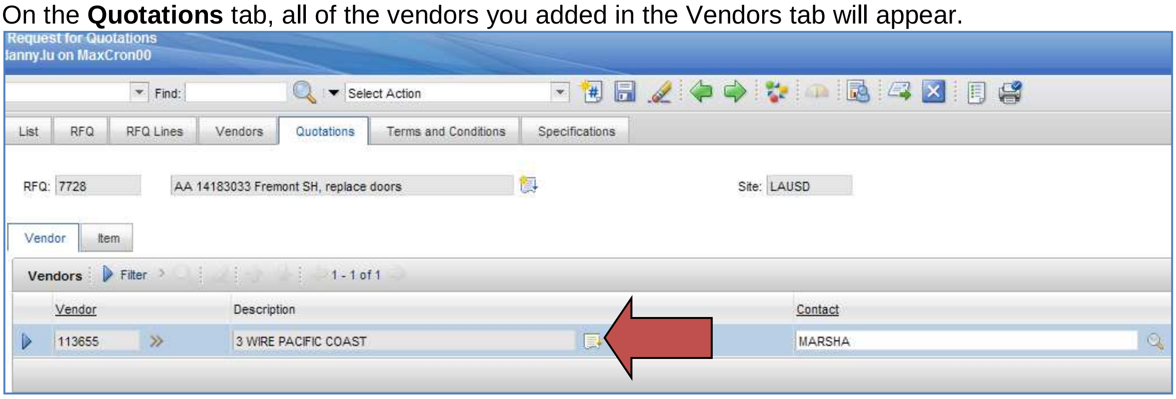
A **Change Status** window will appear. Make sure the New **Status is Sent to Vendor (SENT).** Click **OK**.



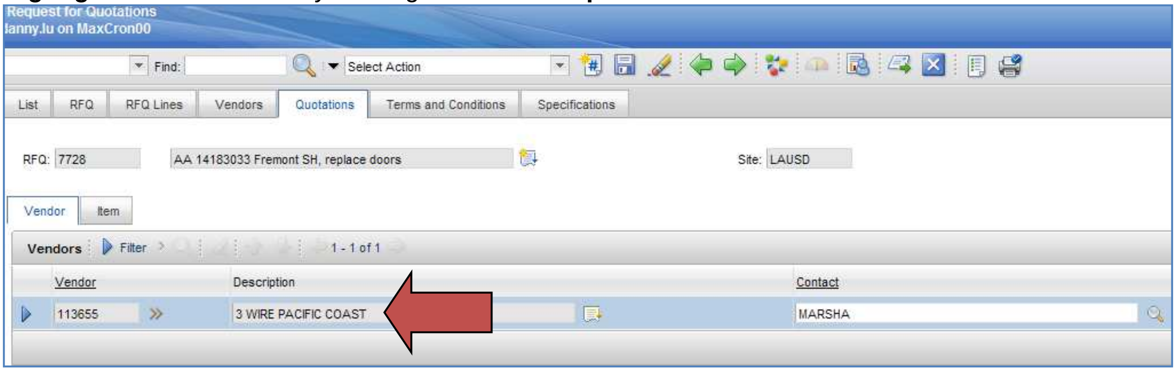
Quotations Tab: Click on the **Quotations** Tab to insert the bid amounts.



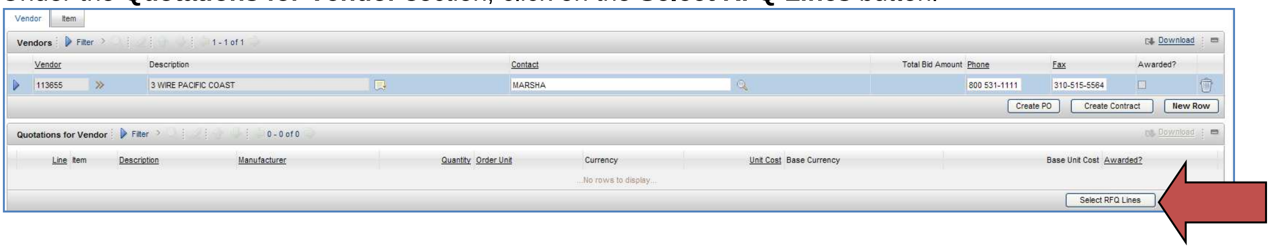
On the **Quotations** tab, all of the vendors you added in the Vendors tab will appear.



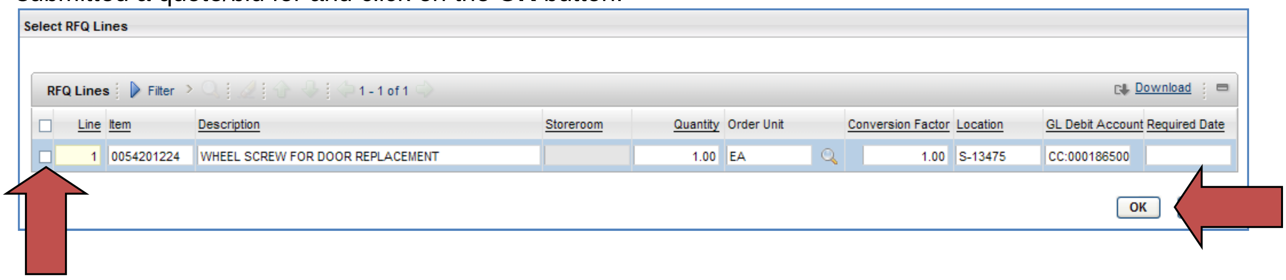
Highlight the vendor row by clicking on the **Description**. The color of the row will turn blue.



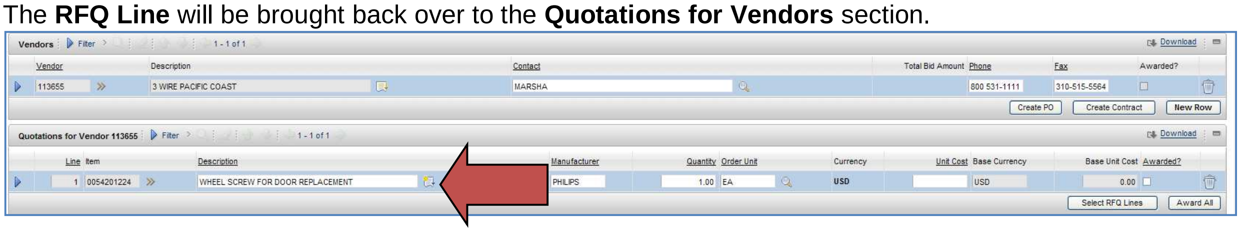
Under the **Quotations for Vendor** section, click on the **Select RFQ Lines** button.



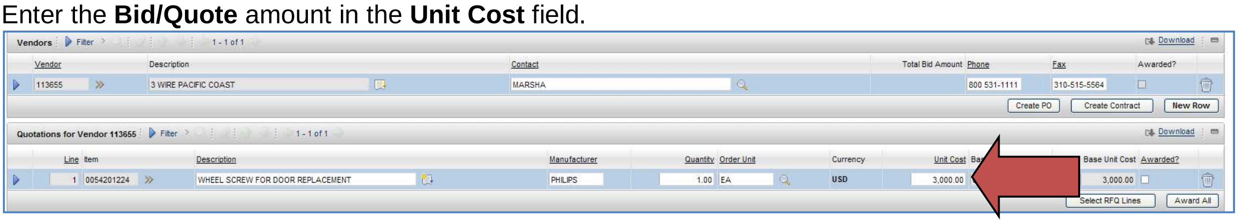
A **Select RFQ Lines** window will appear. Click on the **checkbox** for the line(s) that the vendor submitted a quote/bid for and click on the **OK** button.



The **RFQ Line** will be brought back over to the **Quotations for Vendors** section.



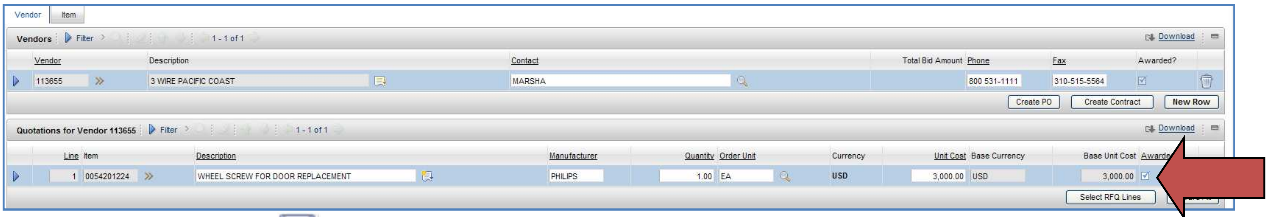
Enter the **Bid/Quote** amount in the **Unit Cost** field.



Click on the floppy disk  icon to save. If you have additional Vendors, repeat steps by highlighting the vendor row and clicking on the **New Row** button in the **Quotations for Vendor** section.

6. SELECT THE PREFERRED VENDOR TO AWARD

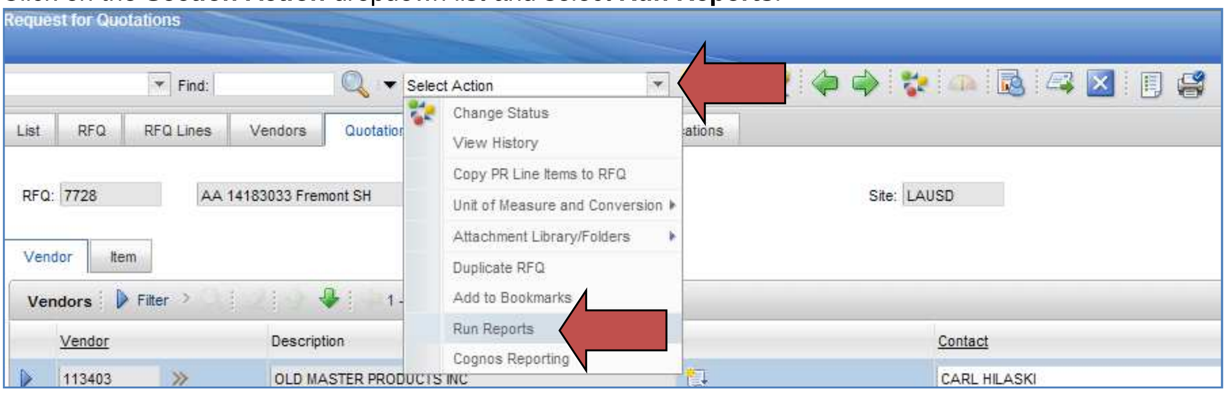
In the **Quotations** tab, highlight the **Vendors row** you wish to award. Under the **Quotations for Vendor** section, check the **Awarded?** checkbox.



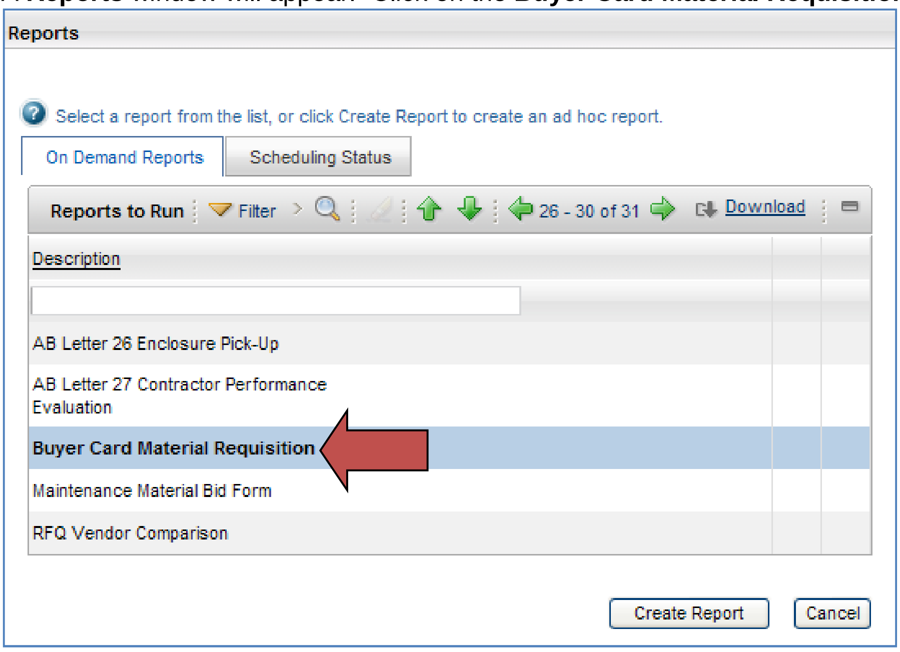
Click on the floppy disk icon to save.

7. PRINT THE BUYER CARD MATERIAL REQUISITION REPORT

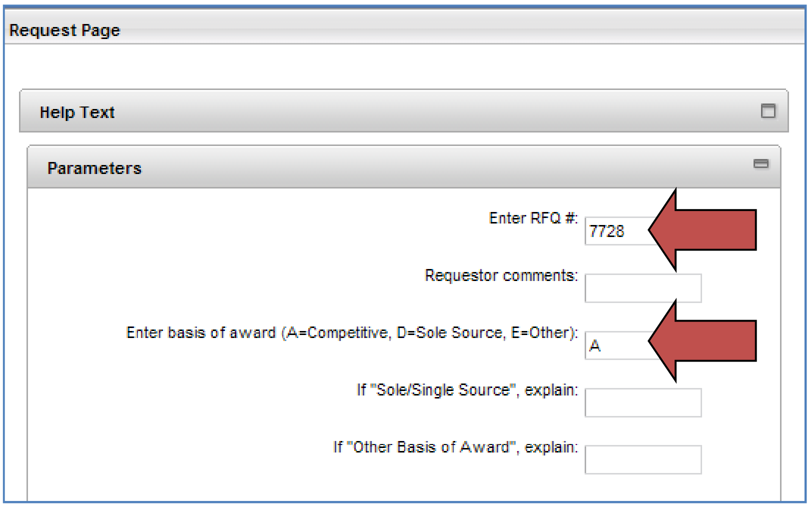
Click on the **Section Action** dropdown list and select **Run Reports**.



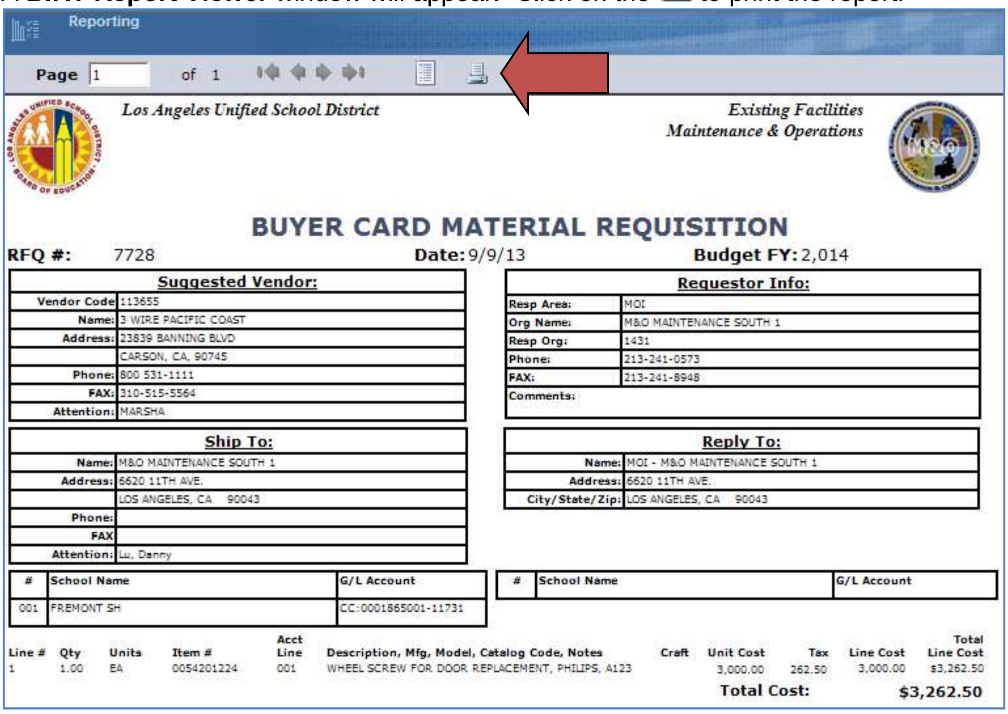
A **Reports** window will appear. Click on the **Buyer Card Material Requisition** report.



Request Page window will appear. Fill in the RFQ # and basis of award fields. Click on the **Submit** button.



A **BIRT Report Viewer** window will appear. Click on the to print the report.



Reporting

Page 1 of 1

Los Angeles Unified School District

Existing Facilities
Maintenance & Operations

BUYER CARD MATERIAL REQUISITION

RFQ #: 7728 **Date:** 9/9/13 **Budget FY:** 2,014

Suggested Vendor:	
Vendor Code	113655
Name:	3 WIRE PACIFIC COAST
Address:	23839 BANNING BLVD
	CARSON, CA, 90745
Phone:	800 531-1111
FAX:	310-515-5564
Attention:	MARSHA

Requestor Info:	
Resp Area:	MOI
Org Name:	M&O MAINTENANCE SOUTH 1
Resp Org:	1431
Phone:	213-241-0573
FAX:	213-241-8948
Comments:	

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

Reply To:	
Name:	MOI - M&O MAINTENANCE SOUTH 1
Address:	6620 11TH AVE.
City/State/Zip:	LOS ANGELES, CA 90043

#	School Name	G/L Account
001	FREMONT SH	CC:0001865001-11731

#	School Name	G/L Account

Line #	Qty	Units	Item #	Acct Line	Description, Mfg, Model, Catalog Code, Notes	Craft	Unit Cost	Tax	Line Cost	Total Line Cost
1	1.00	EA	0054201224	001	WHEEL SCREW FOR DOOR REPLACEMENT, PHILIPS, A123		3,000.00	262.50	3,000.00	$3,262.50

Total Cost: **$3,262.50**

The Requestor is responsible for signing the Requestor line. Requestor to obtain the required signature in the **Approved By** field. The **Approved By** signature is determined by the Dollar amount of the requisition. **Approver** must verify that the vendor quote and Quotation lines match prior to approving the requisition.

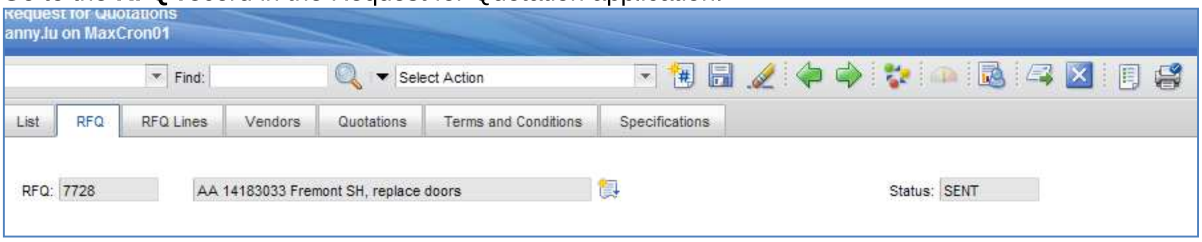
CPM signs Requisitions for up to $25,000, **AFSD** for $25,001-$50,000, **RFD** for $50,001-$100,000, and **Deputy Director** for over $100,000.

Submit the signed **Buyer Card Material Requisition** report to **Buyer Card Holder** for processing.

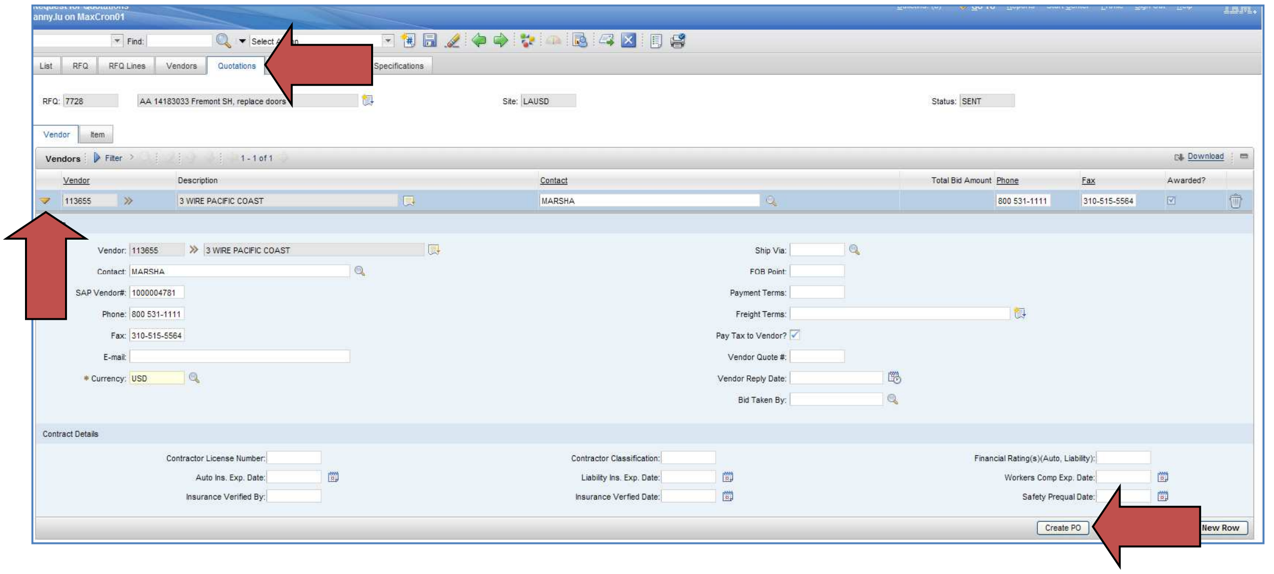
8. CREATE PURCHASE ORDER

The Buyer Card holder will perform these functions.

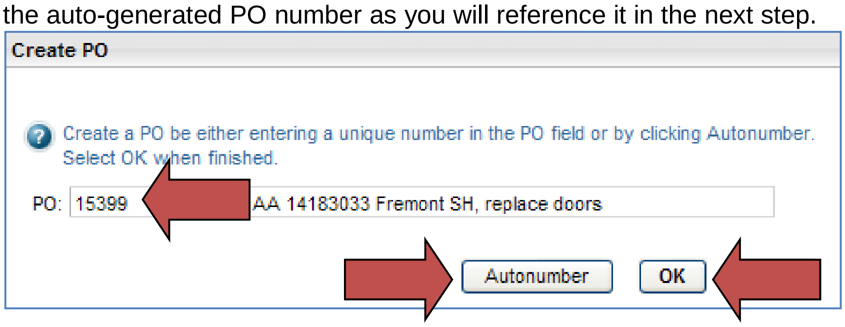
Go to the **RFQ r**ecord in the Request for Quotation application.



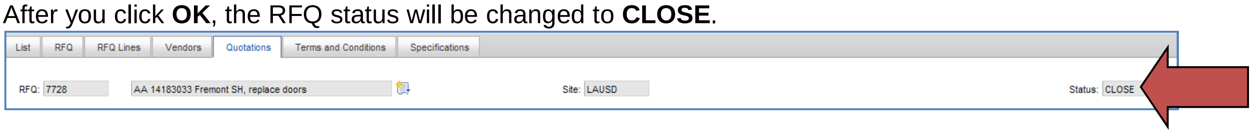
Click on the **Quotations** tab, click on the of vendor that is awarded and click on the **Create PO** button.



A **Create PO** window will appear. Click on the **Autonumber** button and click **OK**. Please write down the auto-generated PO number as you will reference it in the next step.

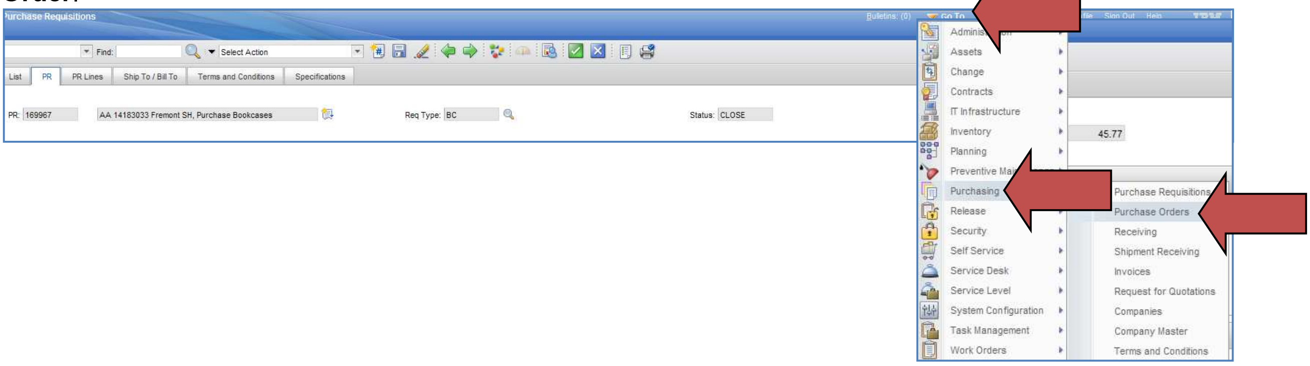


After you click **OK**, the RFQ status will be changed to **CLOSE**.

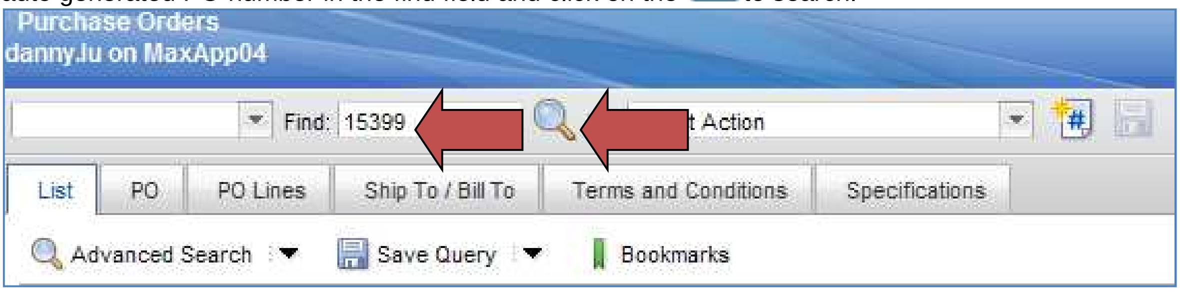


APPROVE PO

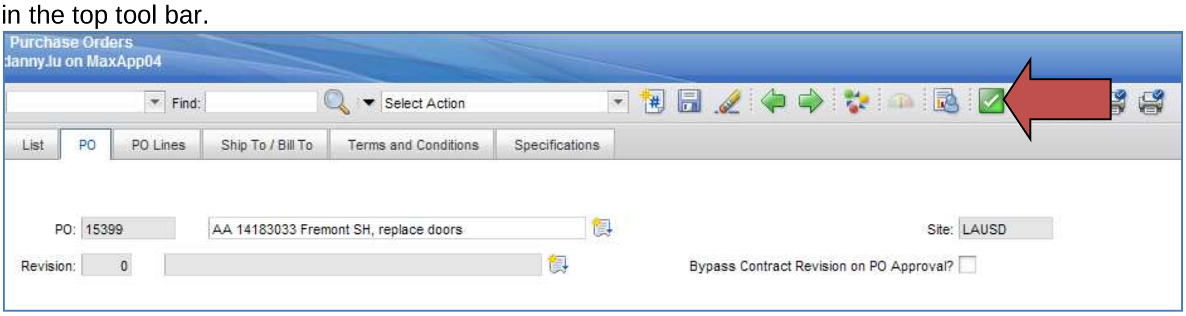
Click on the **Go To** button, hover your mouse over the **Procurement** module and select **Purchase Order**.



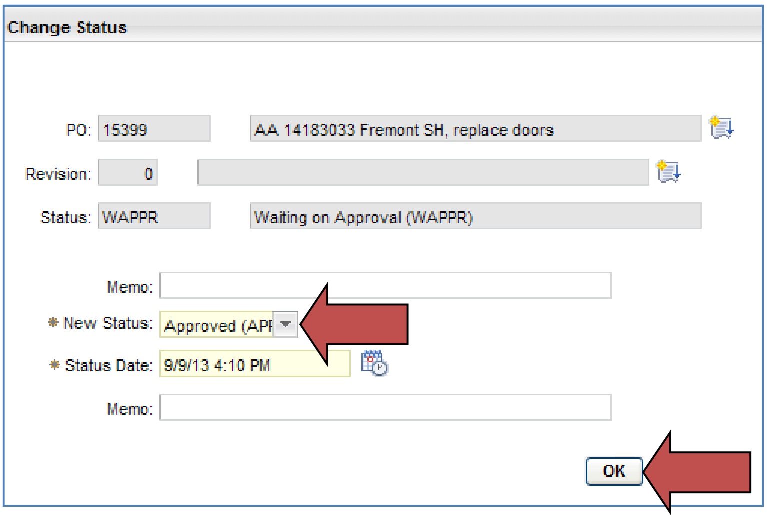
You will be taken to the **Purchase Order** application. Search for your Purchase Order by entering the auto generated PO number in the find field and click on the  to search.



On the **Purchase Order** record, change the status to **APPR (Approve).** Click on the  icon located in the top tool bar.



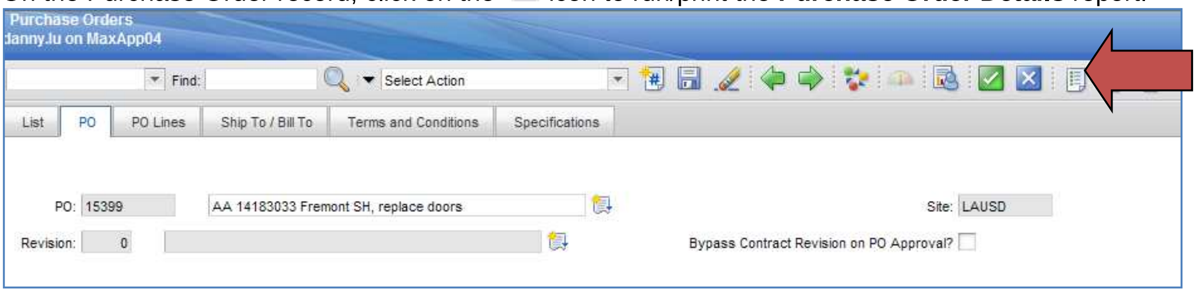
The **Change Status** window will appear with **Approved** selected as the **New Status**. Click on the **OK** button.



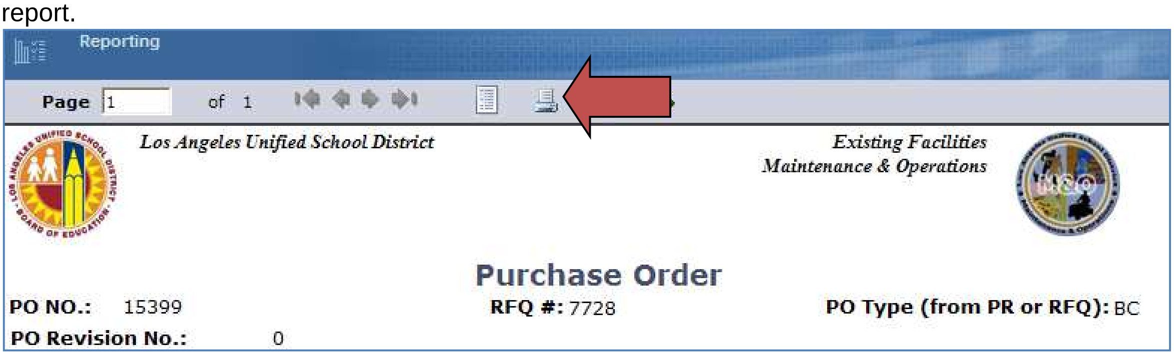
9. PRINT PURCHASE ORDER DETAILS REPORT AND PLACE ORDER WITH VENDOR

The Buyer Card holder performs this function.

On the Purchase Order record, click on the icon to run/print the **Purchase Order Details** report.



A new **BIRT Report Viewer** window will appear with the report. Click on the icon to print the report.



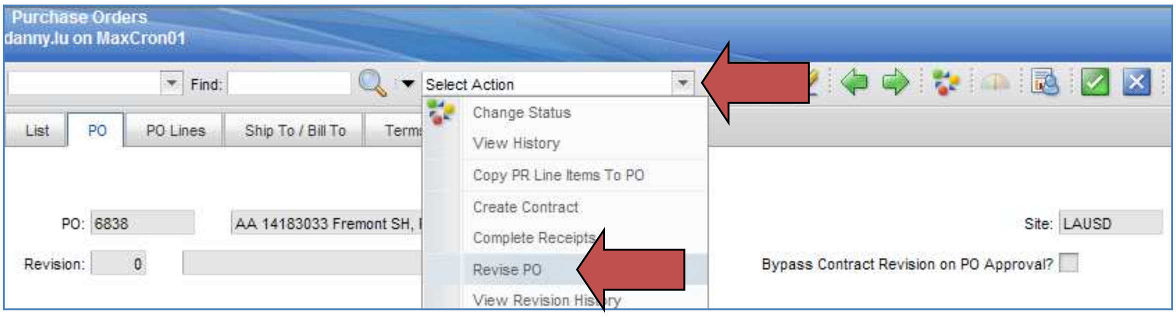
Buyer Card Holder signs the **PO Details** report. Attach the signed **PR Report** with the **PO Report** and submit to **Requestor** for confirmation and filing.

Buyer Card Holder to submit a copy of the **PO Details** report or provide the **PO Number** to Vendor to initiate purchase.

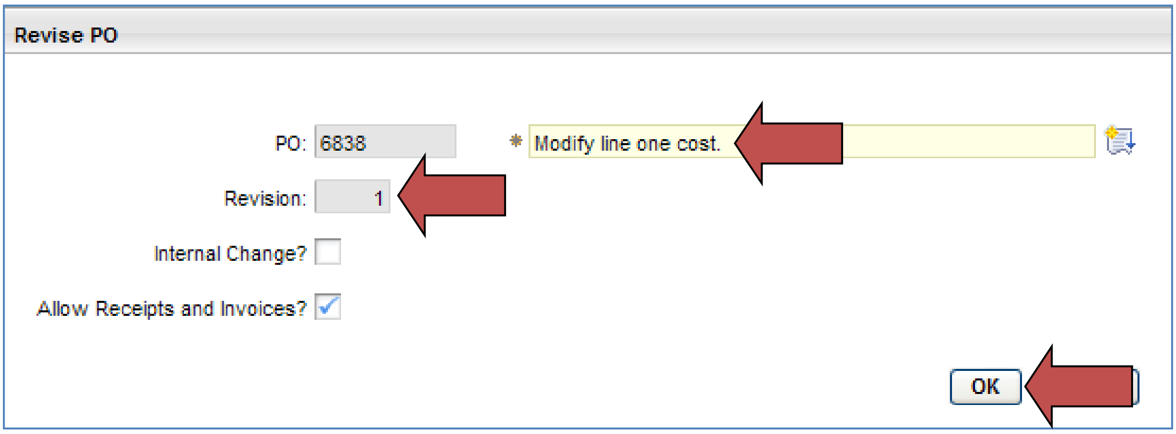
10. OPTIONAL: MODIFY PURCHASE ORDER

The Requestor performs this function

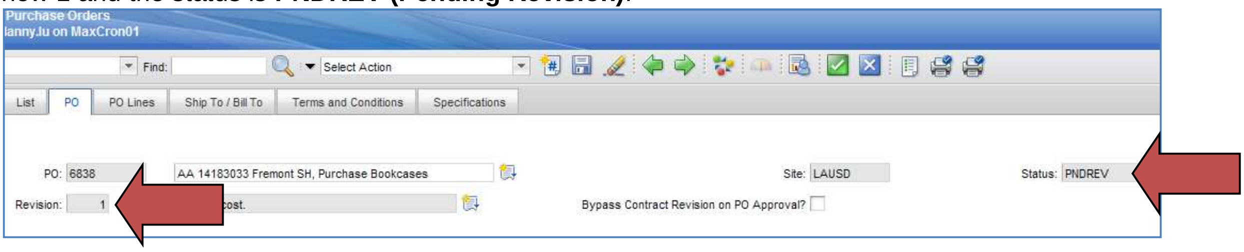
To modify a Buyer Card Purchase Order, On the PO record, click on **the Select Action** dropdown and select **Revise PO**.



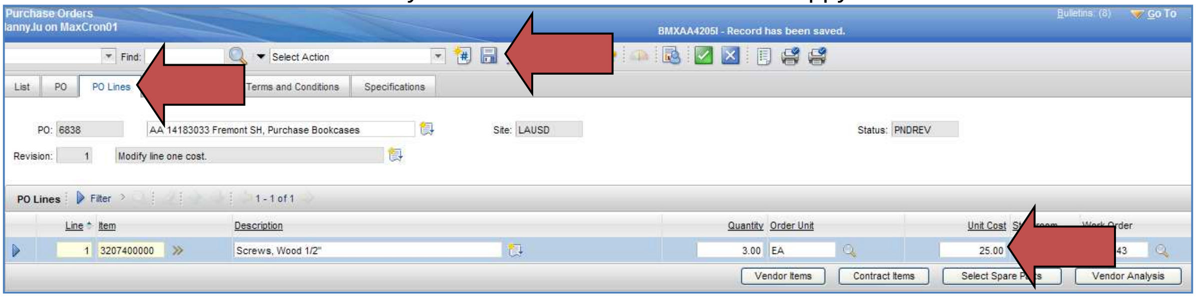
A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. Notice that the Revision number is now 1. Click **OK** when done.



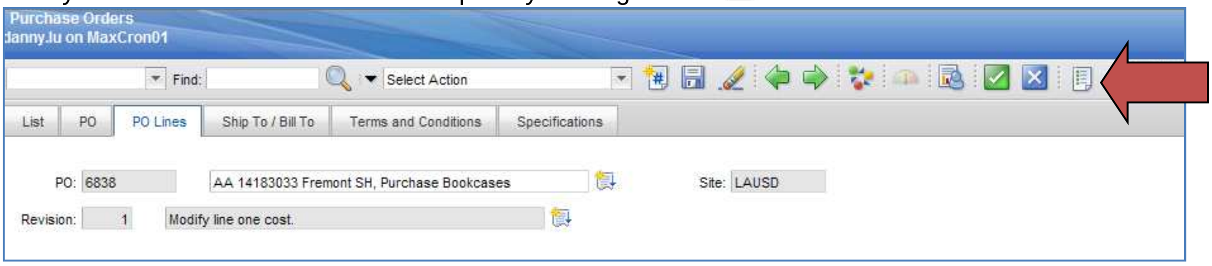
After you click **OK**, you will be taken to your revised **PO record**. Noticed that the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.



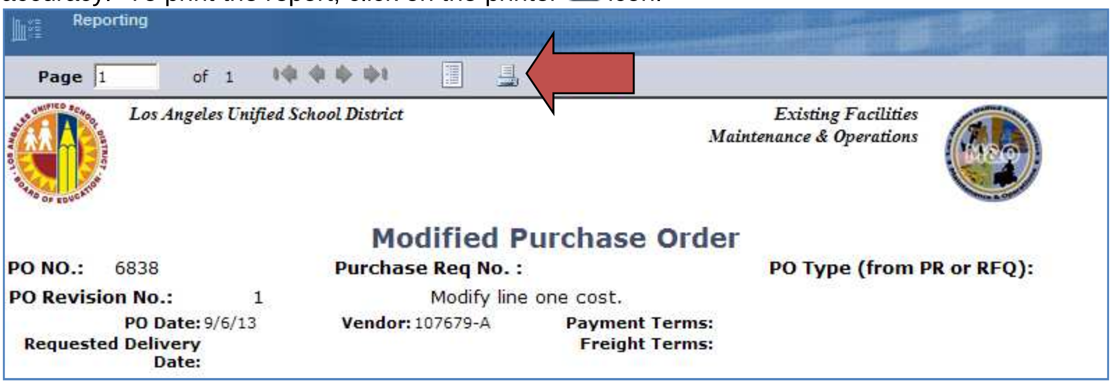
Click on the **PO Lines** tab to make your modifications. Click on the floppy disk icon to save.



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.



The Requestor 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.

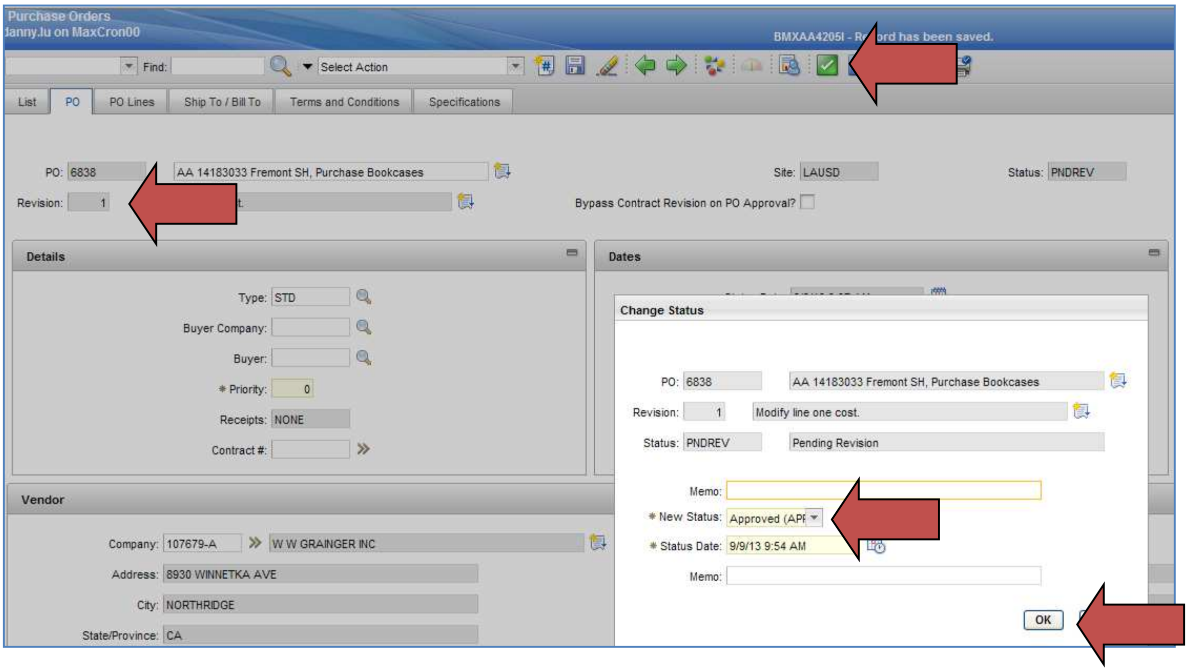
CPM signs Requisitions for up to $25,000, **AFSD** for $25,001-$50,000, **RFD** for $50,001-$100,000, and **Deputy Director** for over $100,000.

Submit the signed **Modified PO** report to **Buyer Card Holder** for processing.

The Buyer Card holder performs this function.

Go to the **Revised PO** record in the Purchase Order application and change the status to **APPR (Approve)**.

Note: Make sure you are on the **Revision 1** PO. If you are not, click on the **List** tab and select the revision 1 PO.

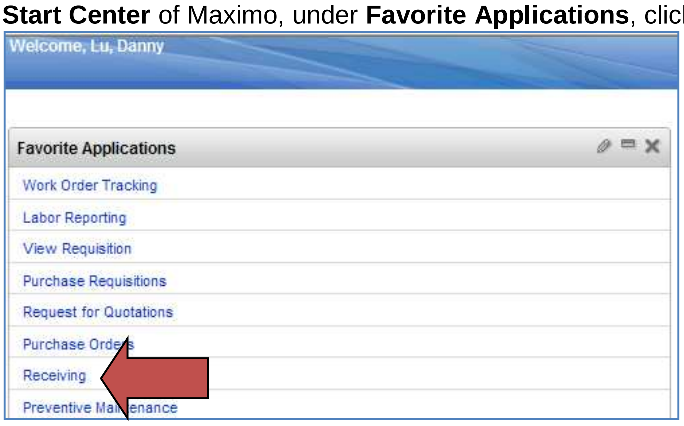


Contact vendor and place the order per the **Modified Purchase Order**. Submit **Modified Purchase Order** report back to the requestor for filing/holding until Invoice.

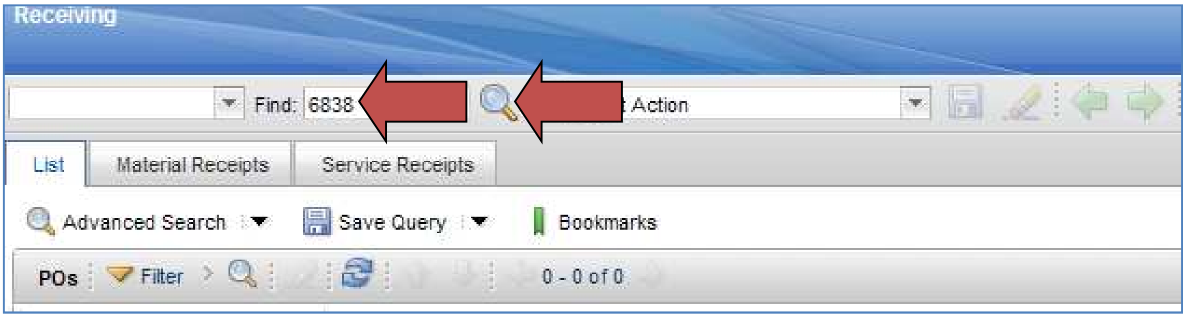
12. ORDER/INVOICE RECEIVED, REQUESTOR TO RECEIVE LINE ITEM IN RECEIVING APPLICATION AND SUBMIT RECEIPT/PACKING LIST AND INVOICE TO BUYER CARD HOLDER

The Requestor performs this function

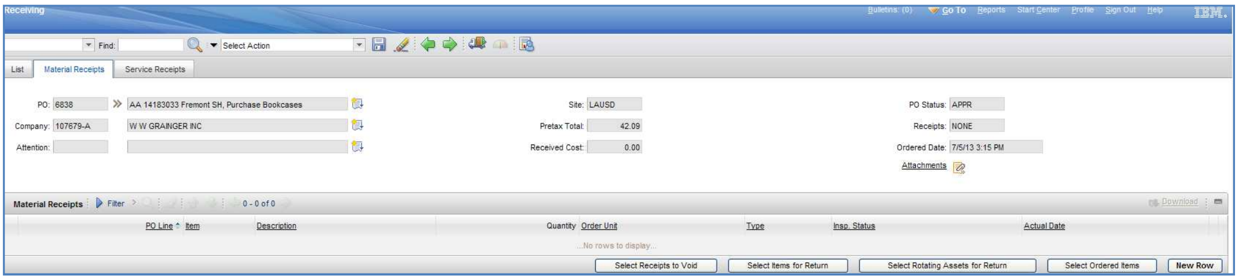
After receiving the item(s) and Invoice from the vendor, Requestor to receive item in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



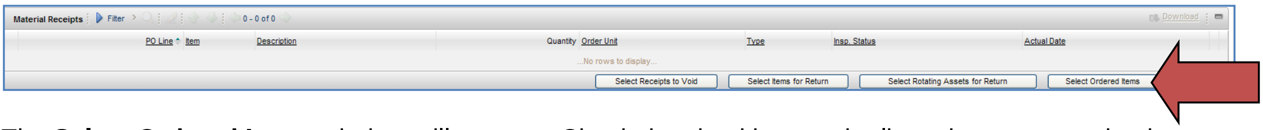
In the **Receiving** application, enter **PO number** found on the **Purchase Order report** in the **Find** field and click on the  to search for the record.



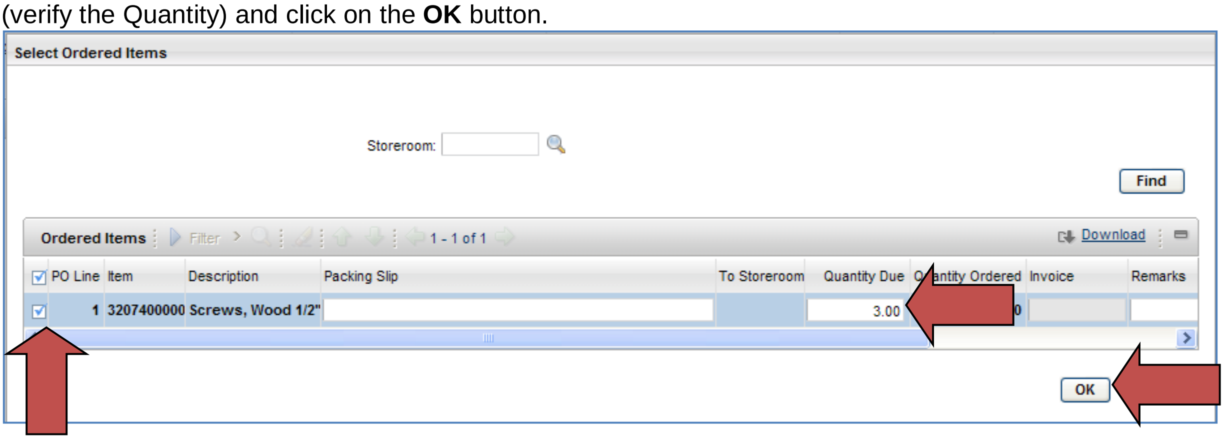
You will then be taken to the **Materials Receipt** tab of the record. **Note:** Make sure you are on the correct PO (if there are revisions). If you are not, click on the **List** tab and select the correct revised PO.



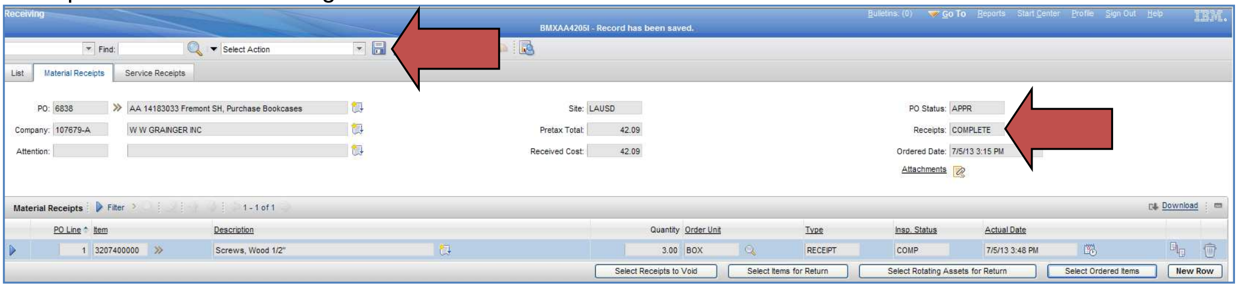
Click on the **Select Order Items** button.



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. Click on the floppy disk icon to save the record. The Receipts status will be changed to **COMPLETE** if all items were received.



Requestor to obtain **Inspected By, Received By** and **Approved to Pay** signatures on the **PO Report**.

Inspected By	The act of examining goods that have been delivered to determine conformance to what was ordered via the purchase order. • Verify that what was ordered conforms to purchase document (purchase order, statement of work, specifications, attachments, etc…) • Verify the quantity ordered against the quantity shipped or delivered. • Inspect for damage or breakage. • Verify that the unit of measurement count is correct. o Example 1: If the unit of measurement on the purchase order is 200 square feet of playground matting, measure actual installed matting square footage. o Example 2: If the unit of measurement on the purchase order is one dozen, count 12 in the unit package. • Verify that delivery documentation (packing slip, certifications, etc.) is acceptable. • Verify that packaging integrity is preserved (no leakage, damages, etc.). • If needed, take photo of goods/services for confirmation of inspection.
Received By	The act of taking possession of goods in order to stage them for inspection or place them into inventory.
Approved to Pay	The act of verifying that all purchase documents are in place and accurate (vendor quote, purchase requisition, purchase order, invoice) and may proceed to invoice payment.

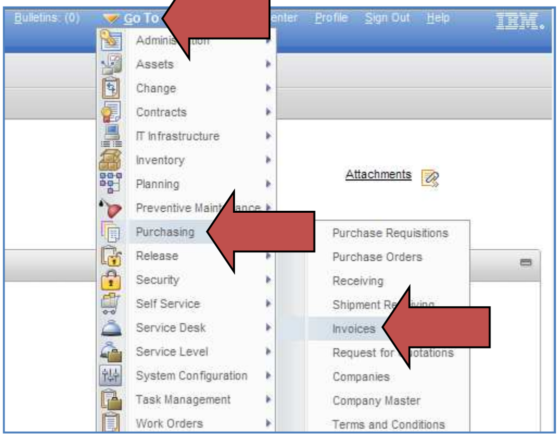
Note: The person receiving the item(s) cannot be the same person who generated the requisition.

Submit the **PO report, Purchase receipt(s), Packing Slip and Vendor Invoice** to **Buyer Card Holder** to complete the invoice record and reconcile the purchase in SAP.

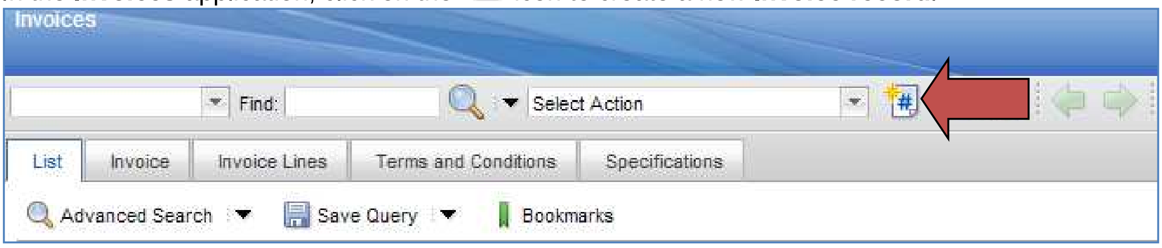
13. CREATE MAXIMO INVOICE RECORD, CHANGE MAXIMO INVOICE STATUS TO PAID

The Buyer Card holder performs this function.

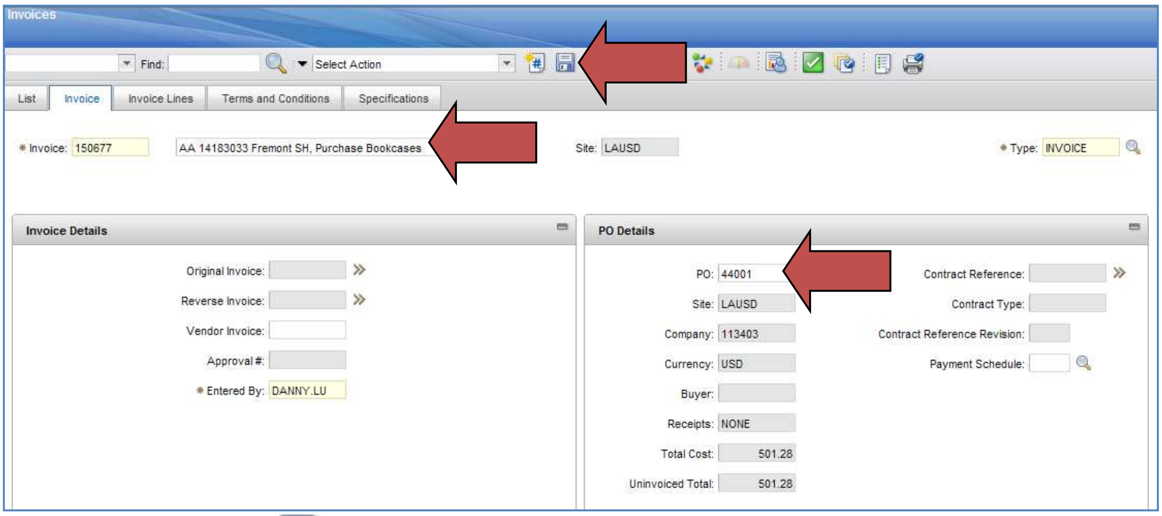
Go to the **Invoice** application by either through the **Start Center Favorite Applications** list or utilizing the **Go To** shortcut.



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

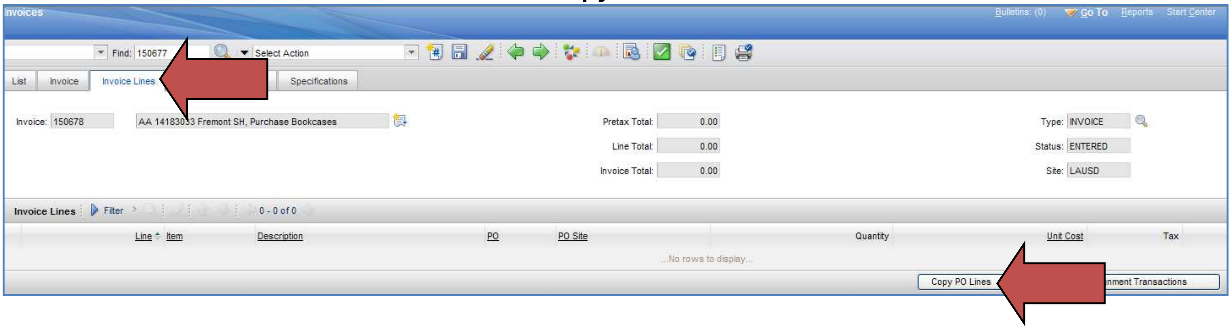


A new Invoice number will auto-populate. Type in the same **PO description** in the description box. Enter the **PO number** in the **PO** field.

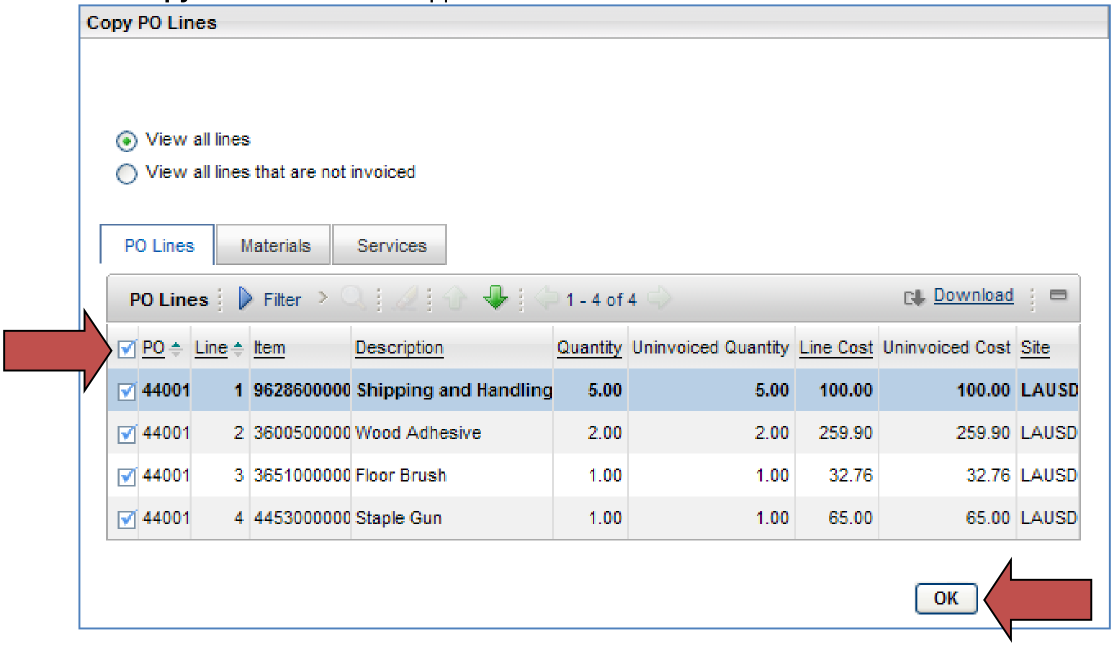


Click on the floppy disk icon to save.

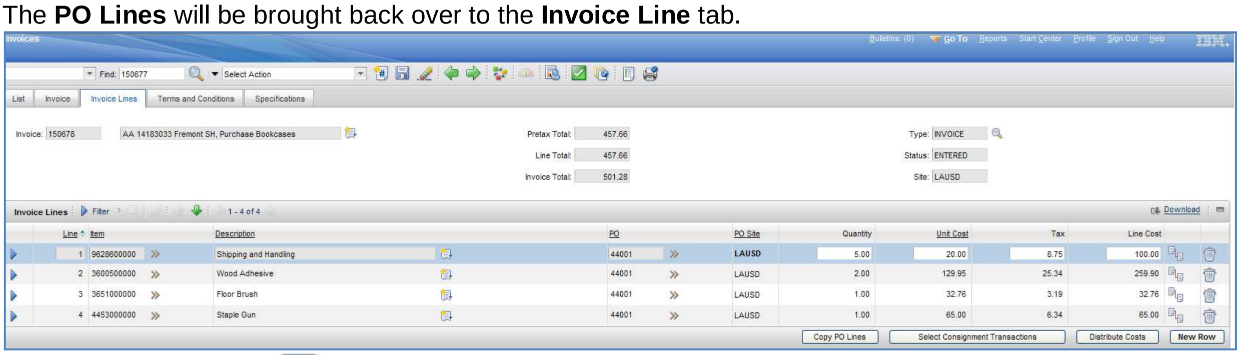
Click on the **Invoice Lines** tab and click on the **Copy PO Lines** button.



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

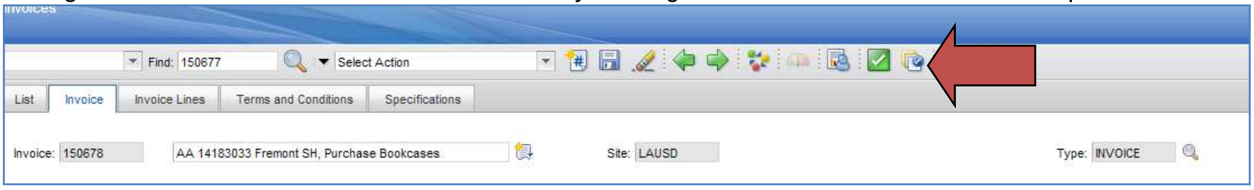


The **PO Lines** will be brought back over to the **Invoice Line** tab.

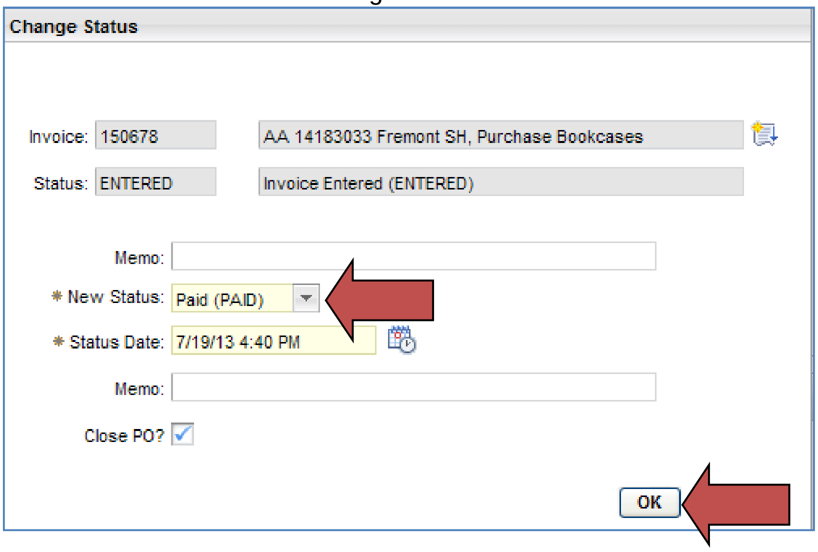


Click on the floppy disk icon to save the record.

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**.



14. RECONCILE PURCHASE IN SAP

The Buyer Card holder performs this function.

Reconcile the purchase in SAP. SAP reconciliation instructions can be downloaded from http://www.laschools.org/new-site/mo/awms under Procurement, titled, **"Buyer Card Reconcile Process (SAP)."**