Post Date: 7/6/2023

Los Angeles Unified School District

Maximo 7.6 / Procurement

PICO Warehouse Purchasing Guide

Contents

DEFINITION

On November 13, 2012, Board of Education adopted *Buy and Use LAUSD First* Resolution. This Resolution requires all schools and offices to purchase daily supplies and materials from the District Warehouse Catalog. For more information, click HERE to view MEM-6326.0, *LAUSD General Stores Distribution Purchase Policy*, dated, July 21, 2014. You may also click HERE to view the entire *Buy and Use LAUSD First* Board Resolution.

Pico Warehouse Purchasing Guide details step by step instructions on how to process purchases for materials available from LAUSD General Stores Warehouse, located in Pico Rivera.

PREREQUISITE

An item needs to be created in the Item Master application first before it can be purchased. If an item cannot be located in the Item Master application, please contact the Maximo team.

For Storeroom purchases, item first needs to be added to Storeroom Inventory.

Click HERE for guide on How to add an item.

LOGIN

The requestor performs this function.

To login to Maximo 7.6, please go to https://awms.lausd.net/maximo/

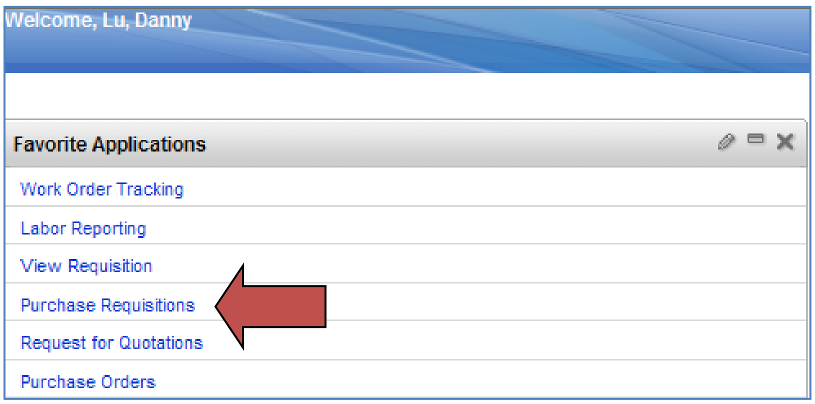
Enter your **Single sign-on** username and password and click on the **Sign In** button.

1. CREATE PURCHASE REQUISITION

START CENTER

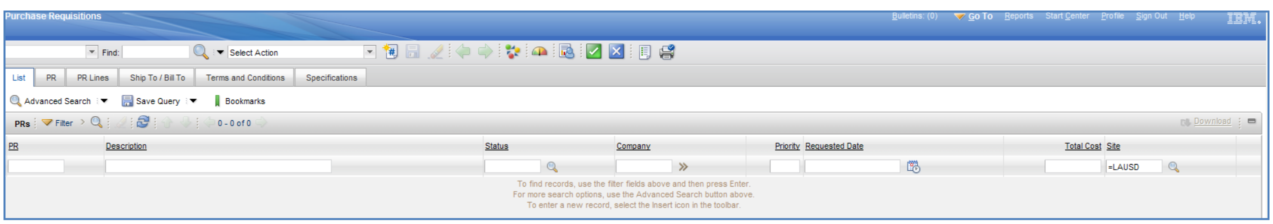
After logging in, the **Maximo Start Center** page will be displayed.

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



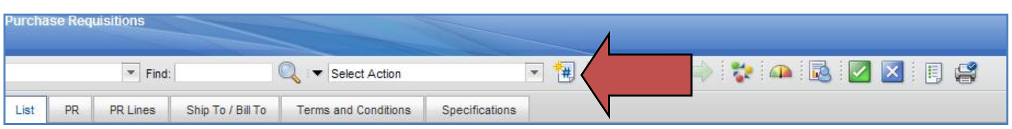
PURCHASE REQUISITION HOME

The Purchase Requisition home screen will be displayed. Existing Purchase Requisition records may be searched from this screen.

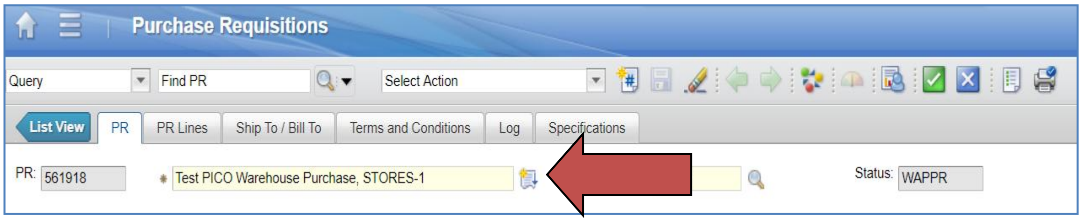


NEW PURCHASE REQUISITION

Click on the icon to create a new Purchase Requisition.



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



In the **Description** field, type in description.

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.

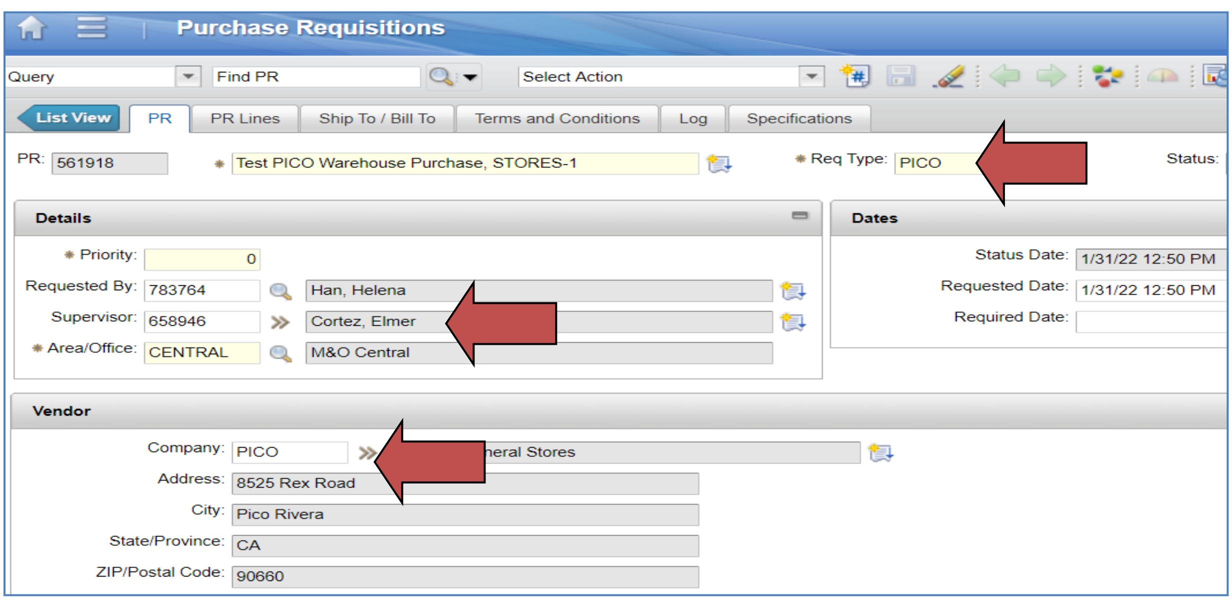
Fill in the following fields:

PR Type Type **PICO** or click on the **magnifying glass**  icon next to the **Req Type** field and select **PICO (PICO Warehouse)**.

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

Company Company information will auto populate.

Sample screen shot:

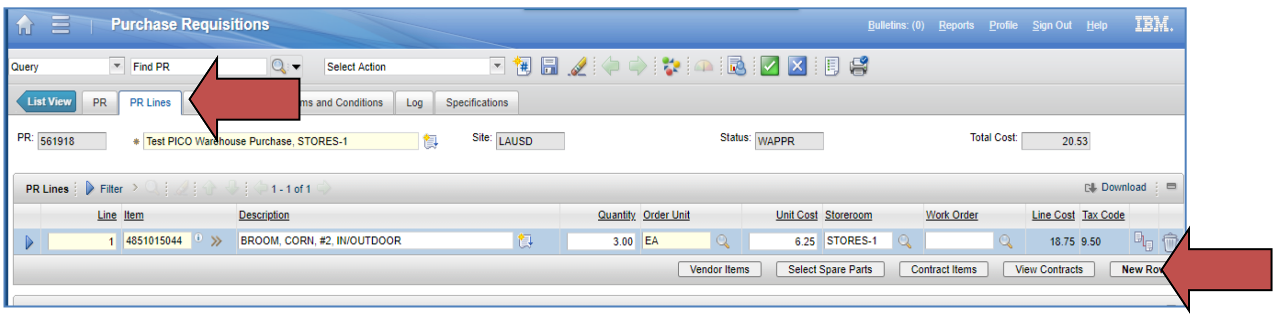


To save, click on the floppy disk . Look for the message at the top of the screen, "**Record has been saved.**"

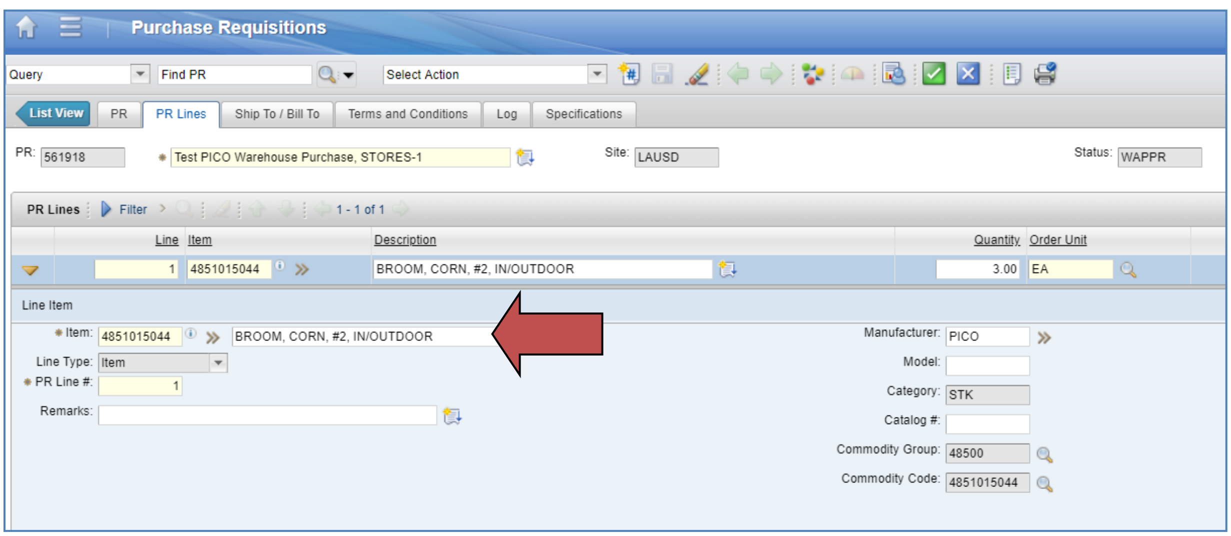
2. CREATE PR LINE ITEMS

Click on the **PR Lines** tab.

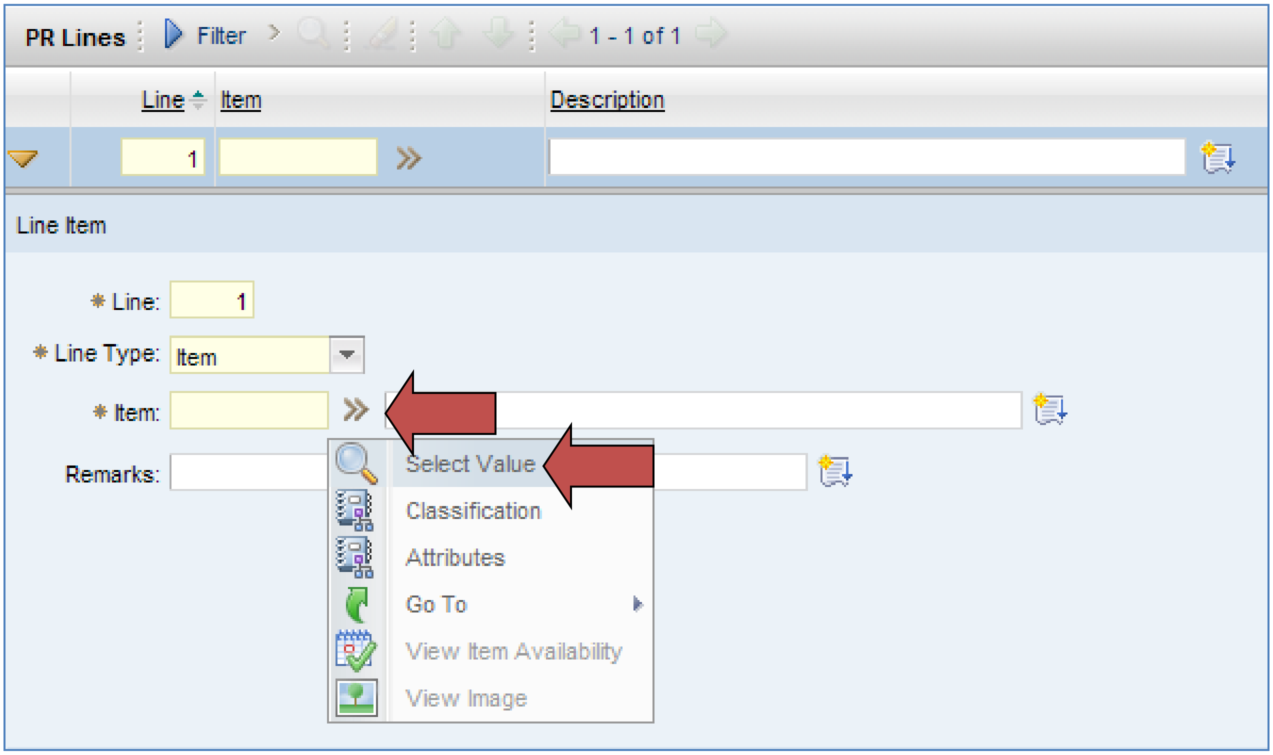
Click on the **New Row** button to create a **PR Line**.



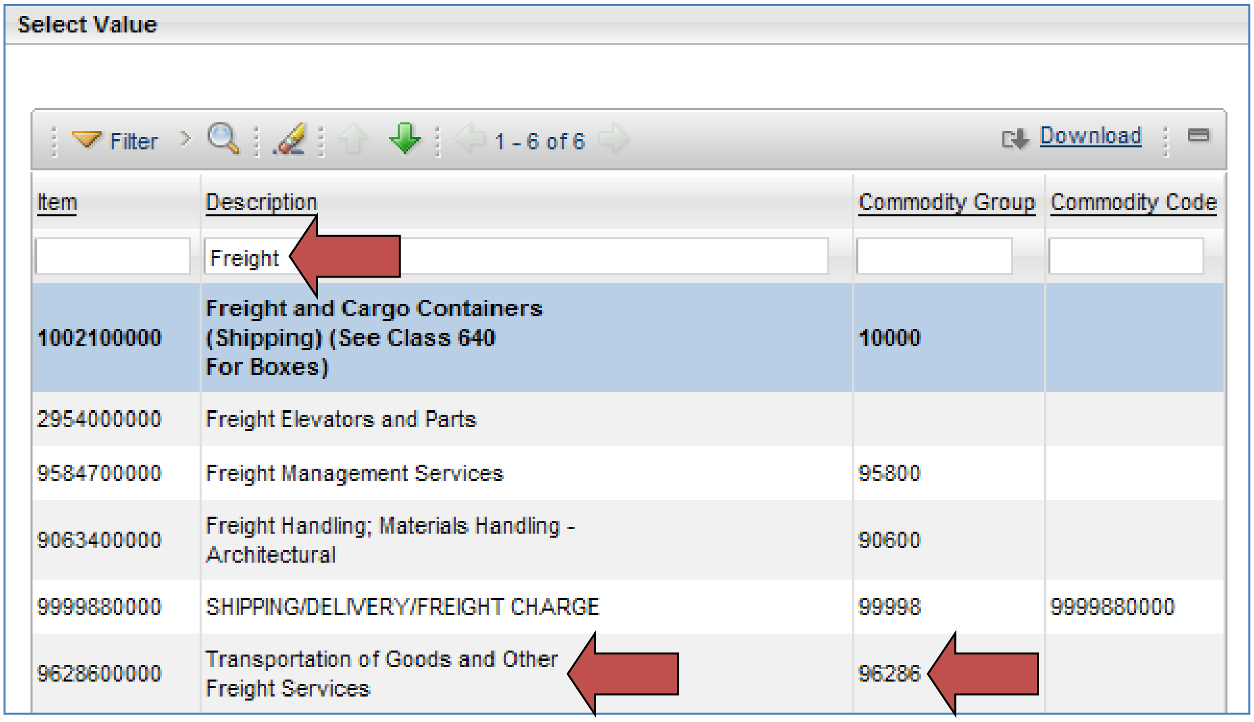
Enter the **Commodity Code** number in the **Item** field. Overtype the defaulted description to better describe the item.



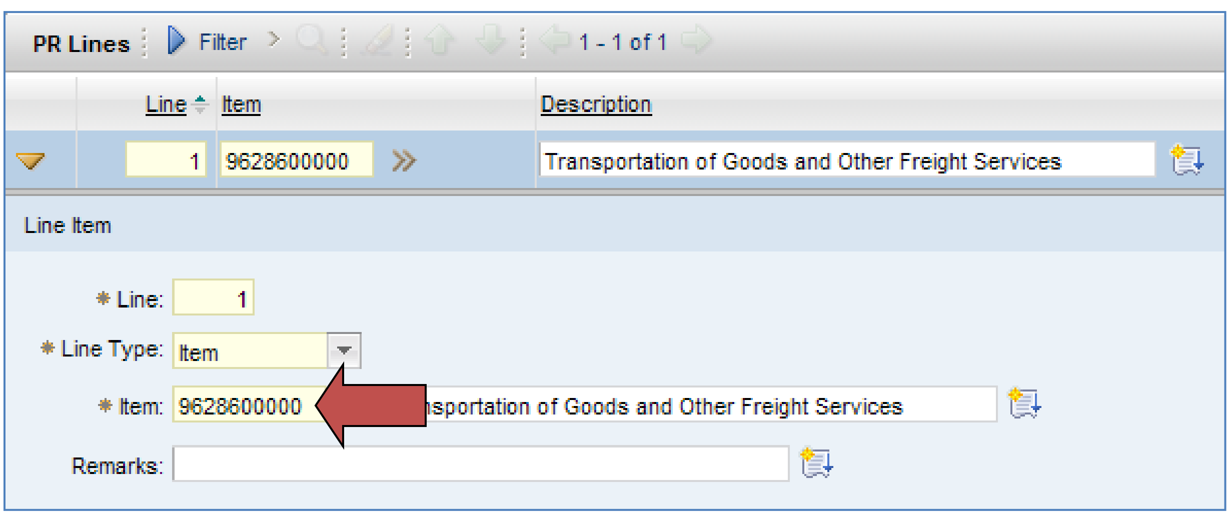
If the **Commodity Code** number is not known, it can be found by clicking on the  icon to the right of the Item field. Click on **Select Value**.



A new window will appear with a list of Items in Maximo. In this window, items may be searched using the **Description** column. To select an Item number, click on the **Item Number** or the **Description**. Items may also be searched using the General Stores Catalog: https://storescatalog.lausd.net/

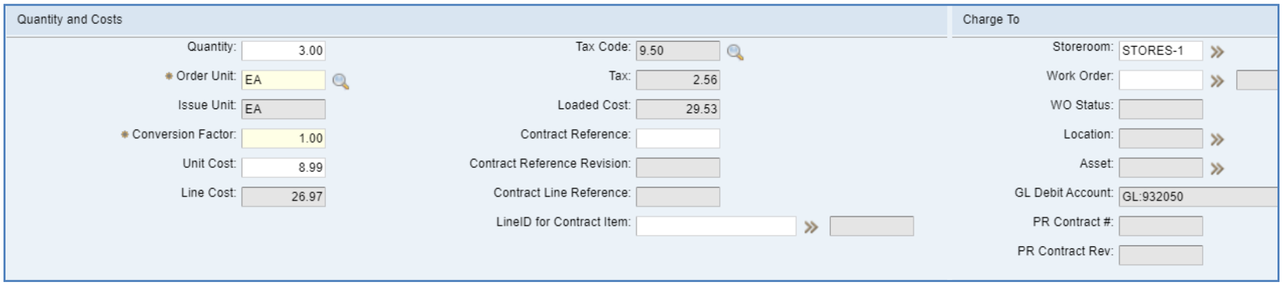


After selecting the **Item Number** or the **Description**, the Item Number will be returned to the **Item** field. Overtype the defaulted description to better describe the item.



UPDATE

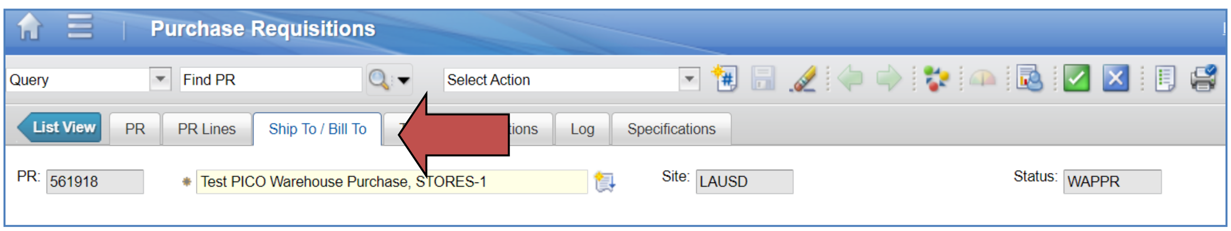
After entering the Item number, update the **Quantity, Unit Cost, and Work Order Number <u>OR</u> Storeroom Name.**



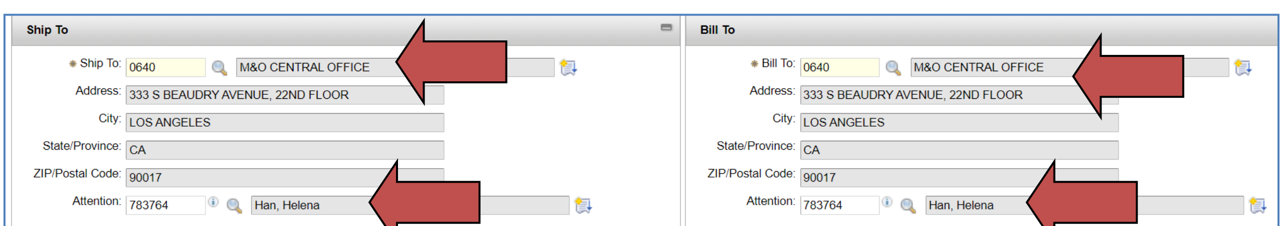
Click on the floppy disk  icon to save. If there are additional lines, click on the **New Row** button and repeat steps.

3. ENTER SHIP TO/BILL TO INFORMATION

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



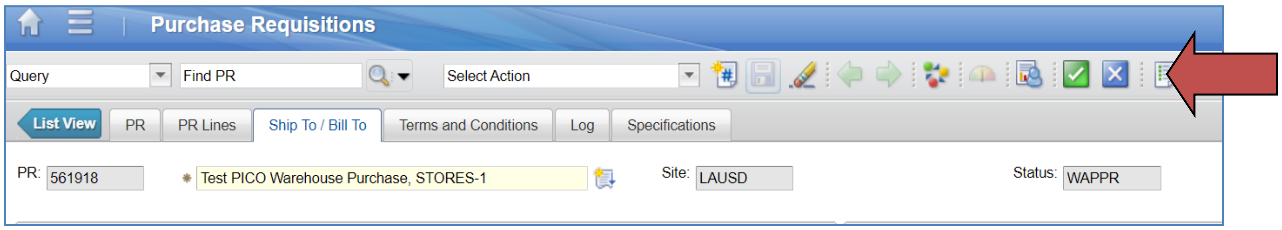
Enter the M&O Area's section code in the **Ship To** and **Bill To** field. Enter the requestor's employee number in the **Attention** field.



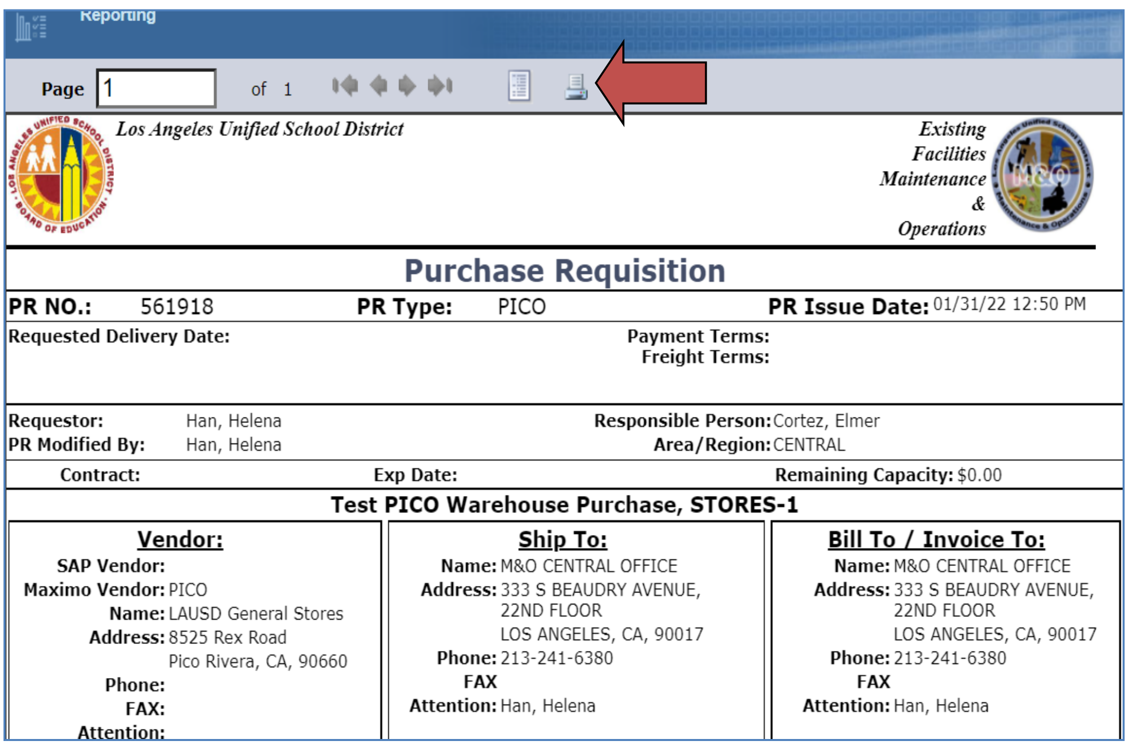
Click on the floppy disk  icon to save.

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.



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.

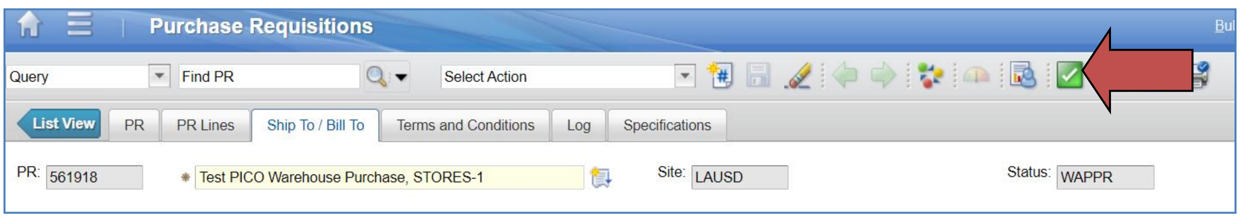
AFSD signs Requisitions for up to 75,000, **RFD** for $75,001-$150,000, and **Deputy Director** for over $150,000.

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

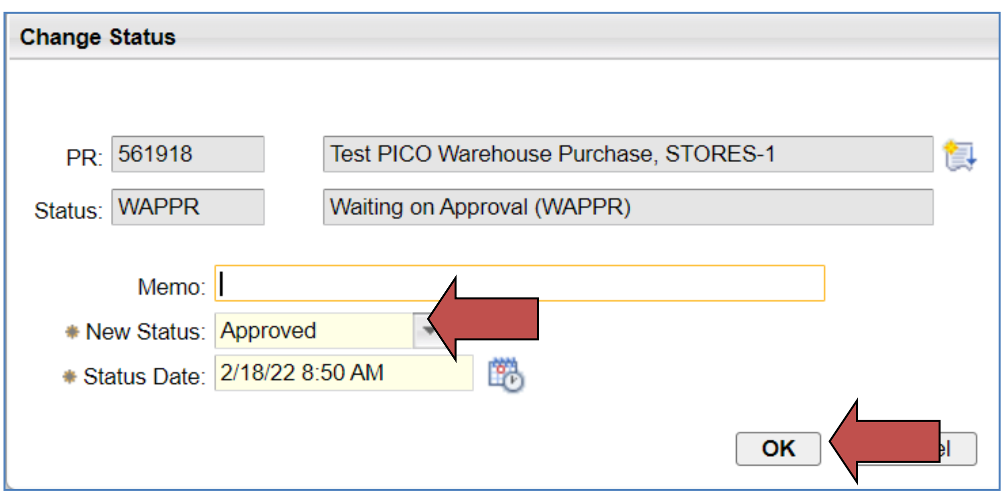
5. APPROVE PURCHASE REQUISITION

Clerical 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.

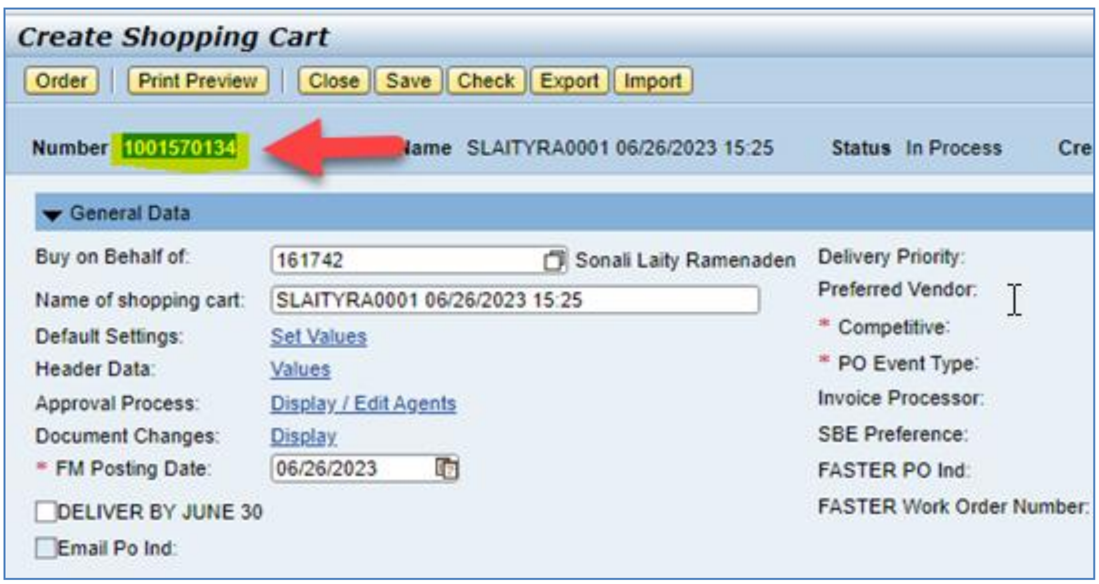


6. SUBMIT SAP REQUEST

Clerical performs this function.

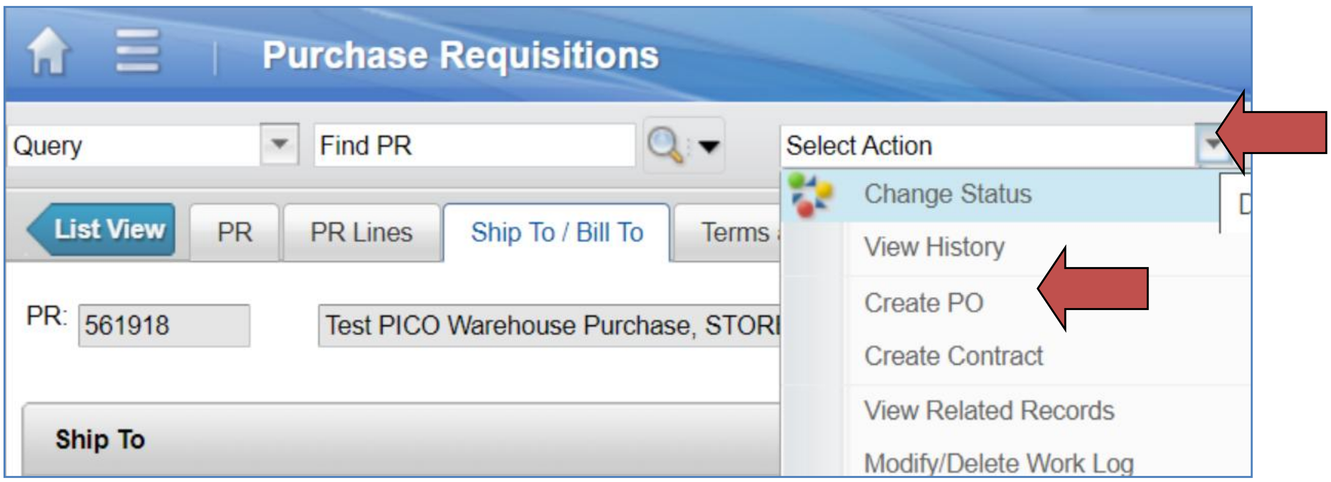
Using information on approved **Purchase Requisition**, create **Shopping Cart** in SAP. Click HERE for instructions. Once **Shopping Cart** is approved, request is sent to PICO warehouse for processing.

Make note of **Shopping Cart** number.



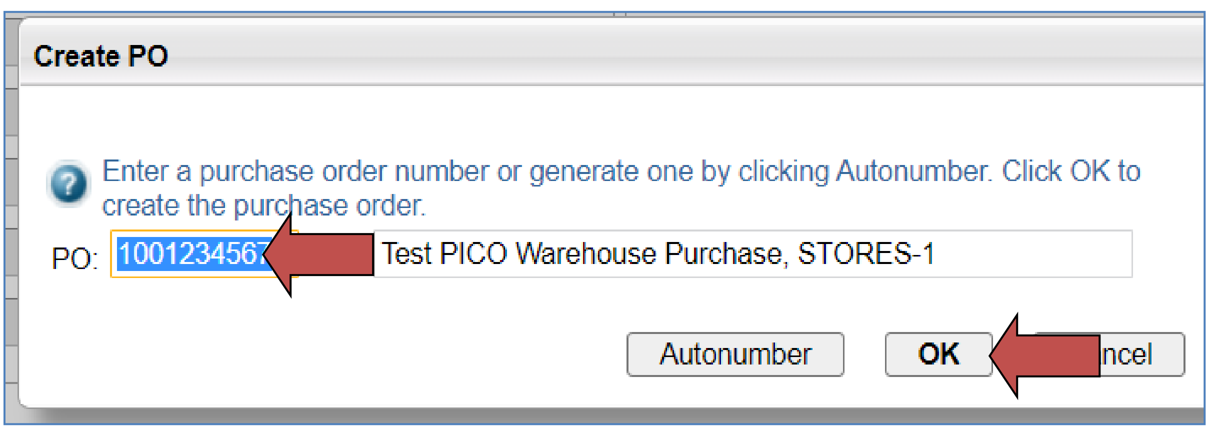
7. CREATE PURCHASE ORDER IN MAXIMO

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

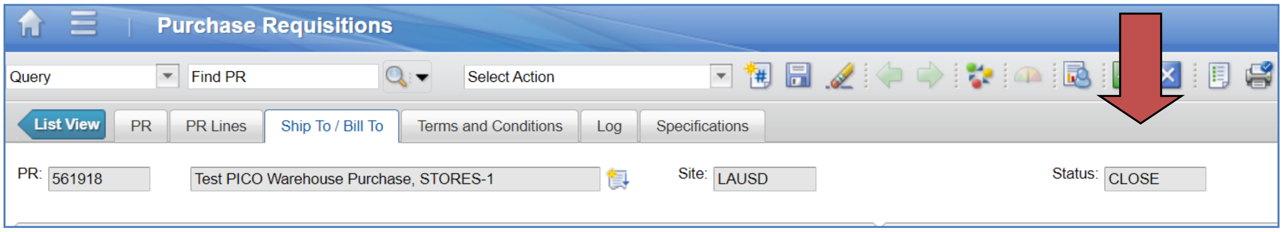


The **Create PO** window will appear. Enter **Shopping Cart** number generated from SAP.

Click on the **OK** button.



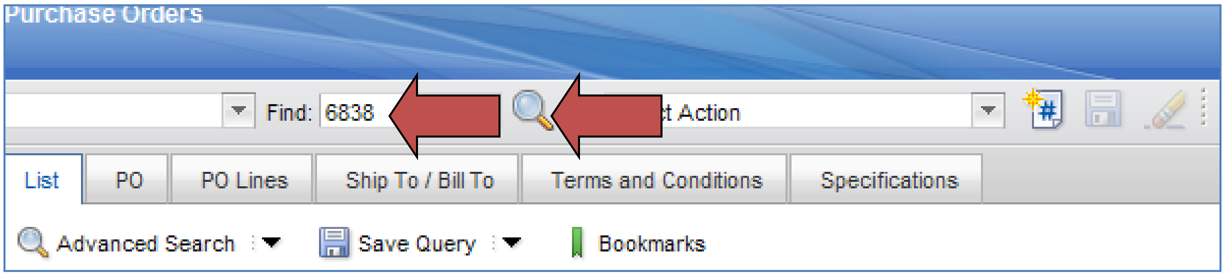
The Purchase Requisition status will automatically be changed to **CLOSE**.



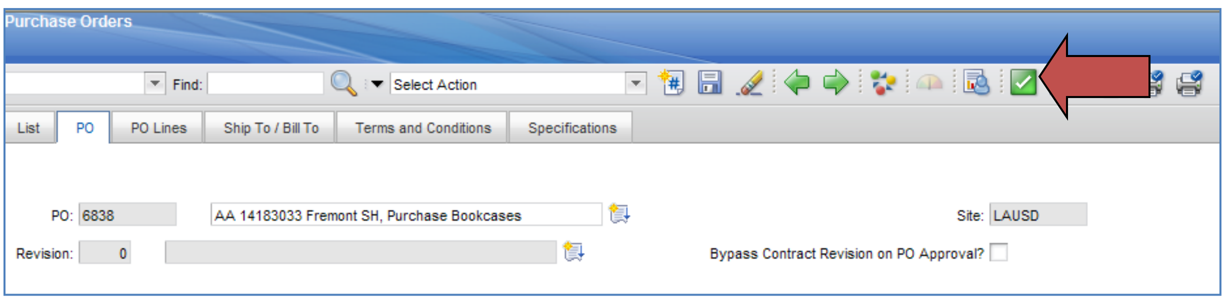
APPROVE PO

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

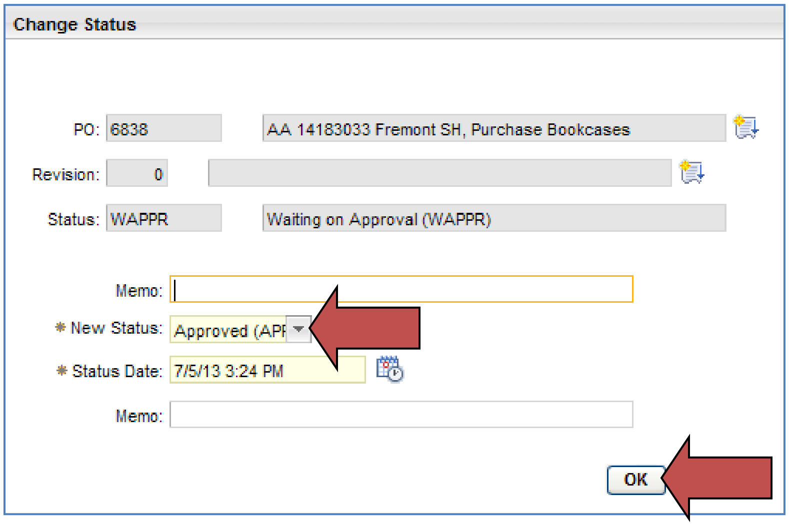
The **Purchase Order** application will be displayed. Search for the Purchase Order by entering the Shopping Cart number in the find field and click on the  to search.



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



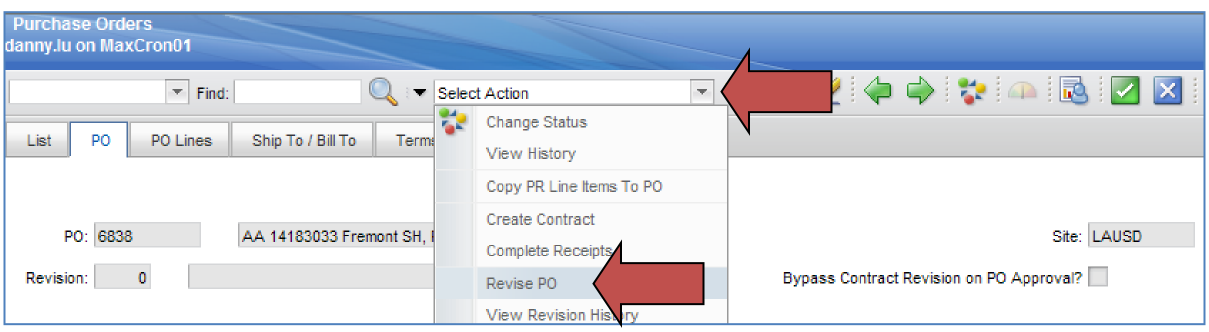
The **Change Status** window will appear with **Approved** selected as the **New Status**. Click on the **OK** button.



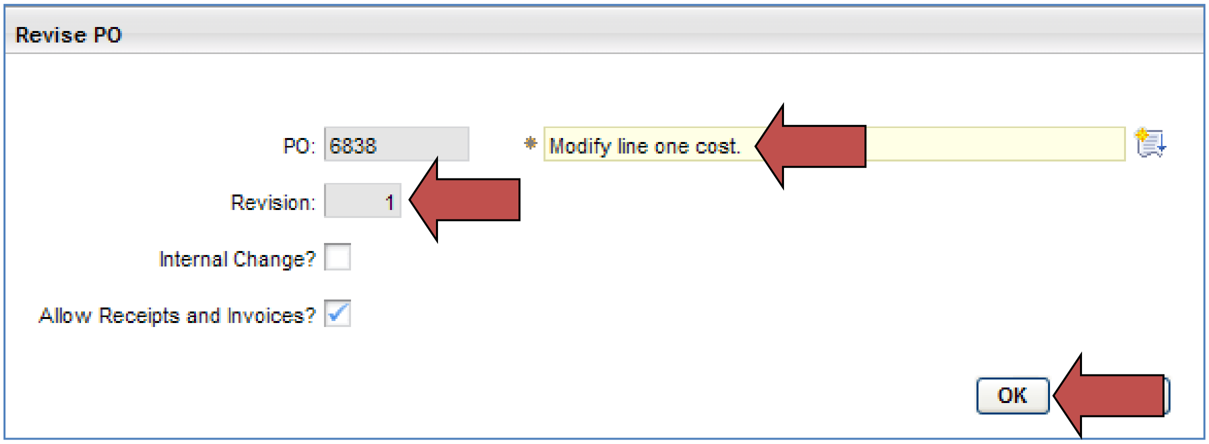
8. OPTIONAL: MODIFY PURCHASE ORDER

The Requestor performs this function

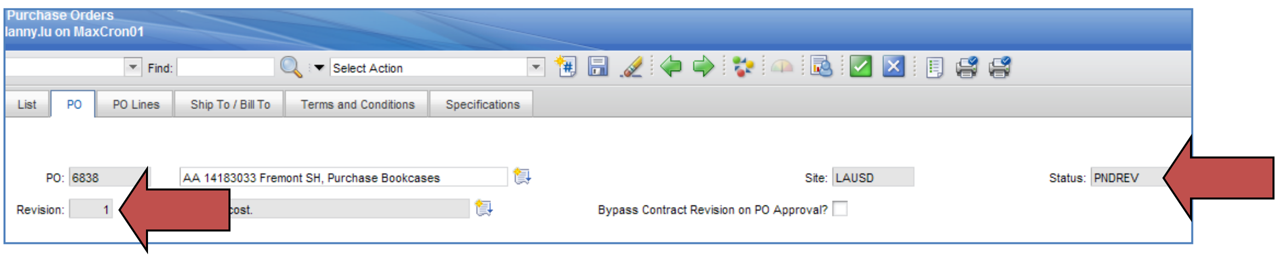
To modify Purchase Order, On the PO record, click on **the Select Action** dropdown and select **Revise PO**.



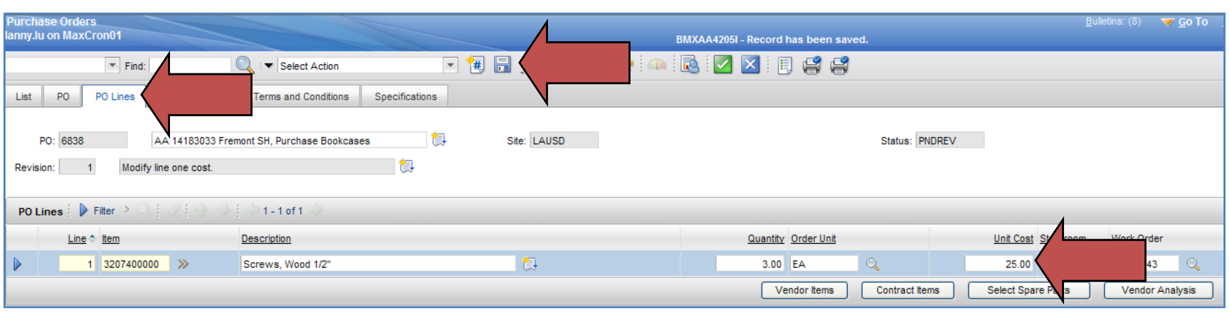
A **Revise PO** window will appear. To the right of the PO number, type in the justification for the modification. Notice that the Revision number is now 1. Click **OK** when done.



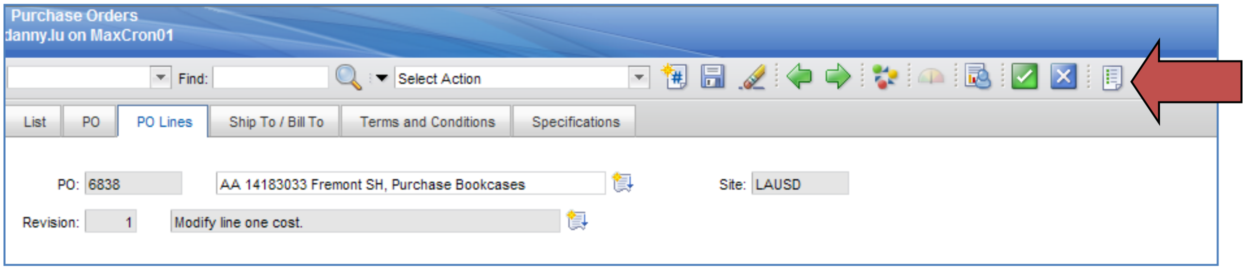
After clicking **OK**, the revised **PO record** will appear. Noticed that the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.



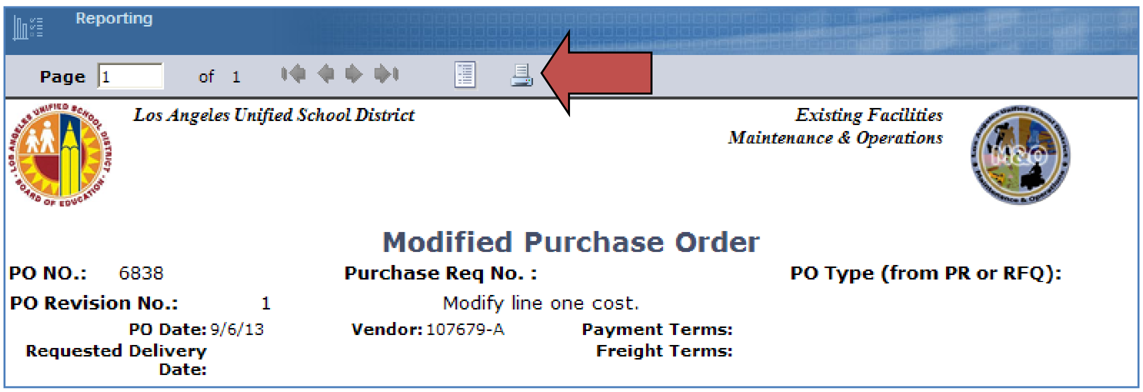
Click on the **PO Lines** tab to make modifications. Click on the floppy disk icon to save.



Print the **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.

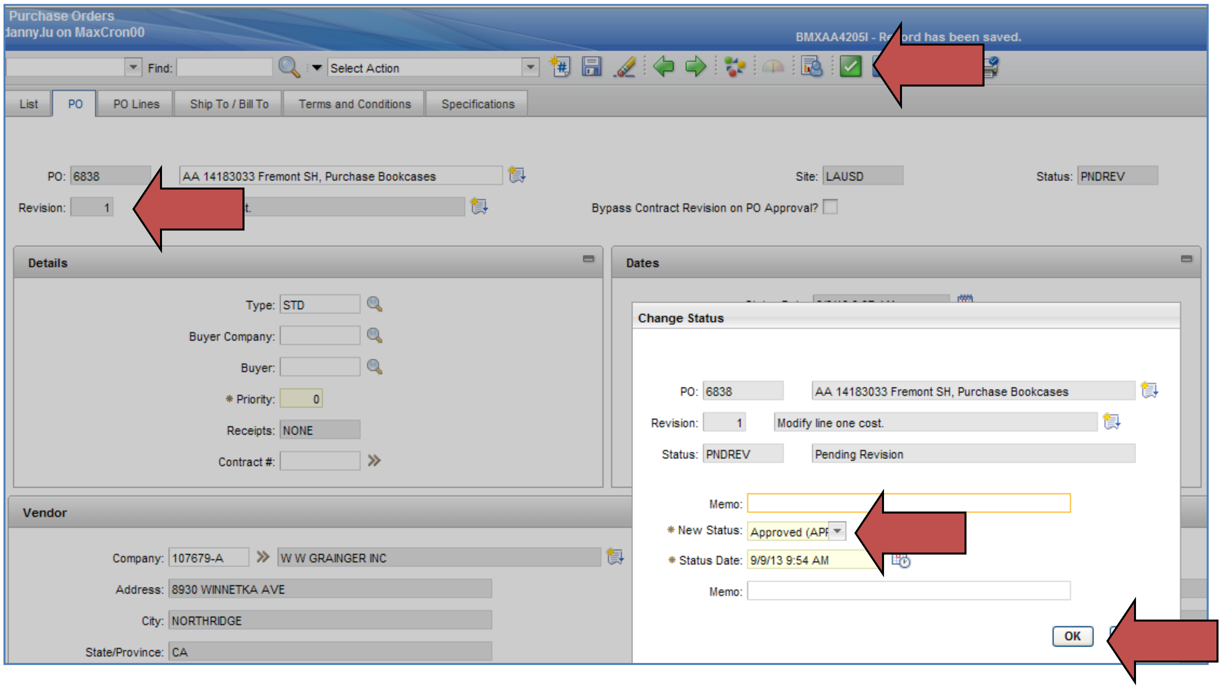
AFSD signs Requisitions for up to $75,000, **RFD** for $75,001-$150,000, and **Deputy Director** for over $150,000.

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

APPROVE PO

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

Note: Ensure that **Revision 1** PO is displayed. If not, click on the **List** tab and select the revision 1 PO.



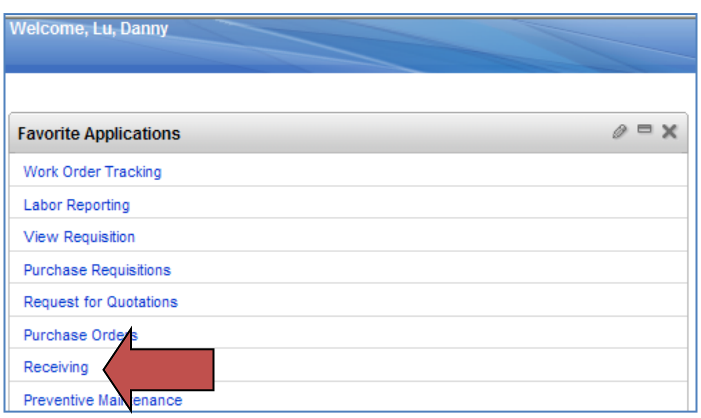
Clerical to submit an **ORDER ADJUSTMENT FORM**, per the **Modified Purchase Order**. Click HERE for form and follow the instructions.

Submit **Modified Purchase Order** report back to the requestor for filing/holding.

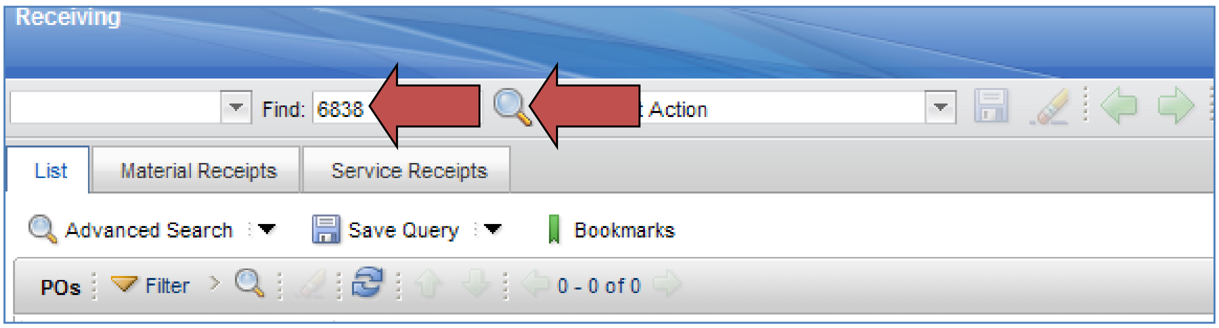
9. RECEIVE LINE ITEM IN RECEIVING APPLICATION

The Requestor performs this function

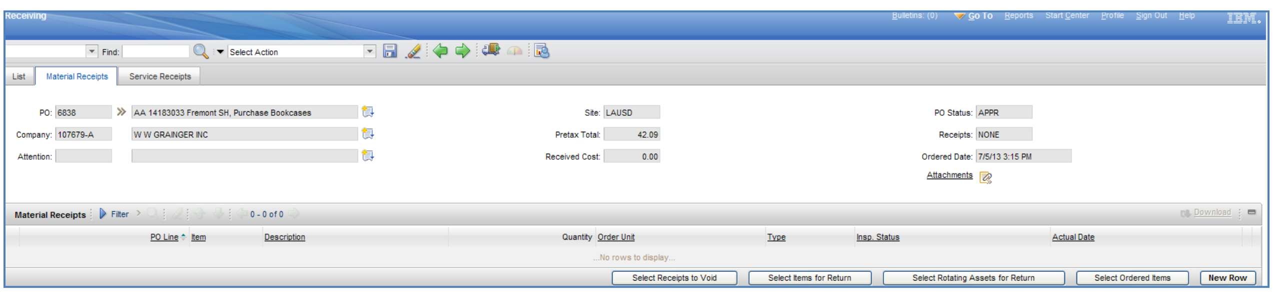
After receiving the item(s), Requestor to receive item in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



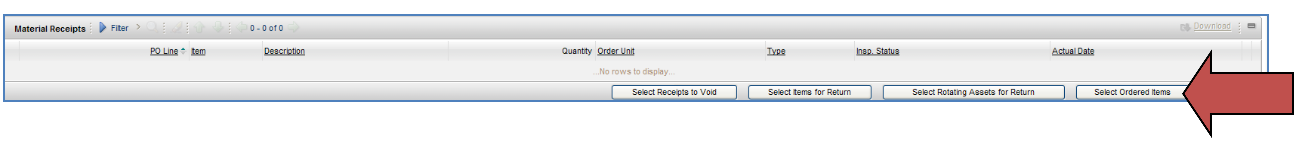
In the **Receiving** application, enter **PO number** found on the **Purchase Order report** in the **Find** field and click on the  to search for the record.



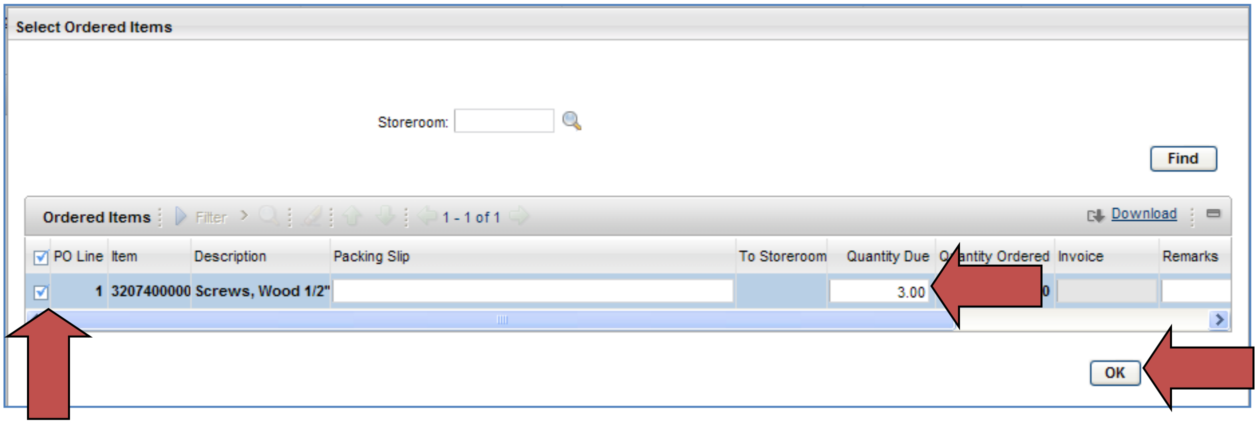
The **Materials Receipt** tab of the record will appear. **Note:** Ensure that the correct PO (if there are revisions) is displayed. If not, click on the **List** tab and select the correct revised PO.



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



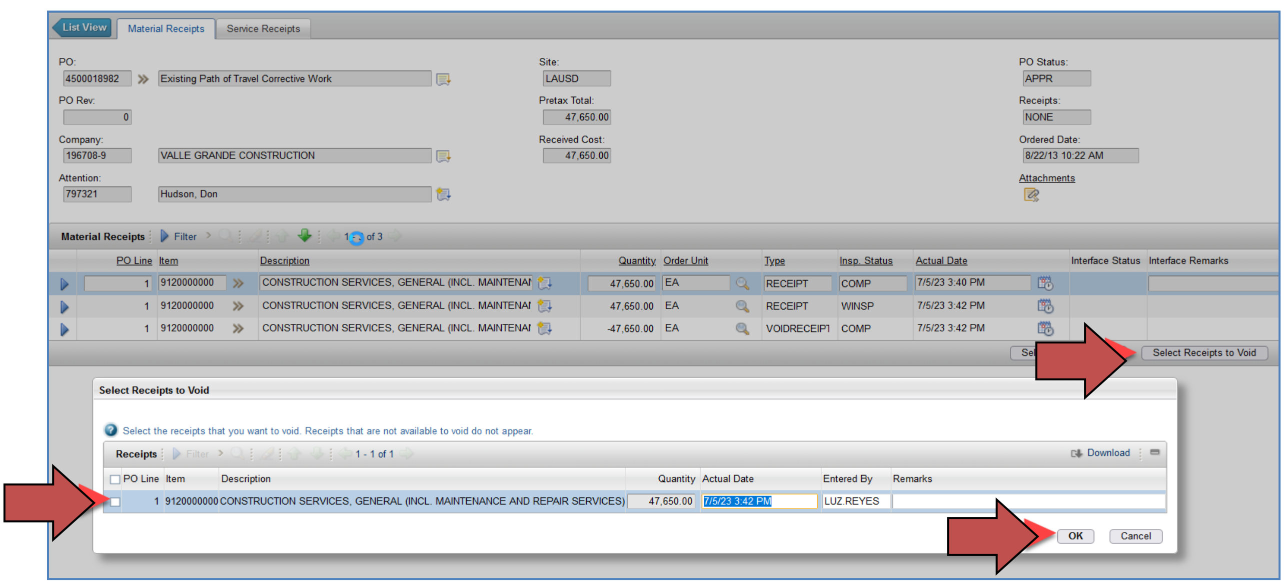
The **Select Ordered Items** window will appear. Mark the checkbox on the lines that were received (verify the Quantity) and click on the **OK** button.



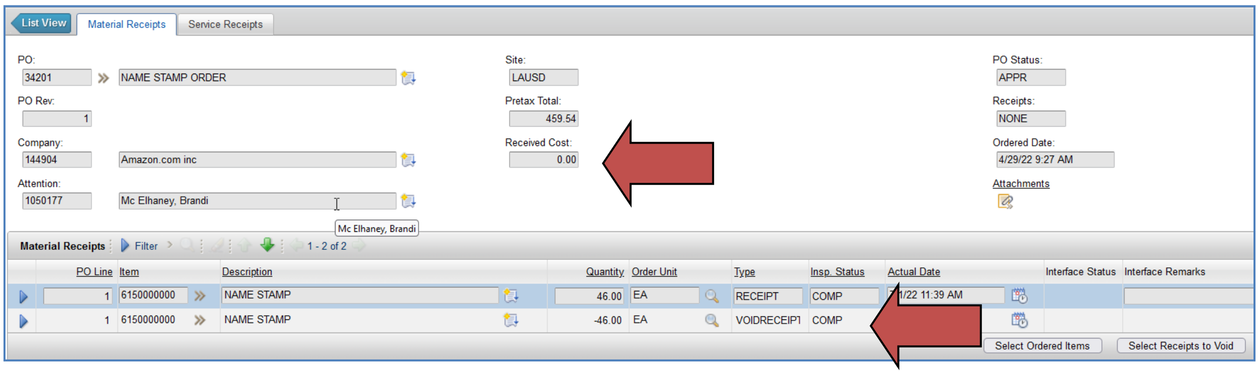
The previous screen will be displayed. Click on the floppy disk icon to save the record. The Receipts status will be in **WINSP** status.

10. VOIDING UNAPPROVED RECEIPTS

Unapproved receipts can be voided/removed by selecting the "Select Receipts to Void" button and choosing the line/s to be voided. Ensure the PO version is in **APPR** status. The receiving application will default to the latest version. The PO versions can be navigated by using the green navigational arrows at the top of the page or by selecting the list view tab.



Click on the floppy disk  icon to save the record. The void receipt/s are automatically approved. When an unapproved receipt is voided, the original receipt will also automatically be approved in the process. The received cost will be updated to reflect the revised amount received.



11. OBTAIN SIGNATURES AND SUBMIT PO PACKAGE TO CLERICAL

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.
	  ○ 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.

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.

Requested By: Reyes, Luz (Leah)	7/5/23 Date
Approved to Modify (Print Name / Signature / Title)	Date
PO Successfully Updated By (Print Name / Signature / Title)	Date
Inspected By (Print Name / Signature / Title)	Date
Received By (Print Name / Signature / Title)	Date
Approved To Pay (Print Name / Signature / Title)	Date

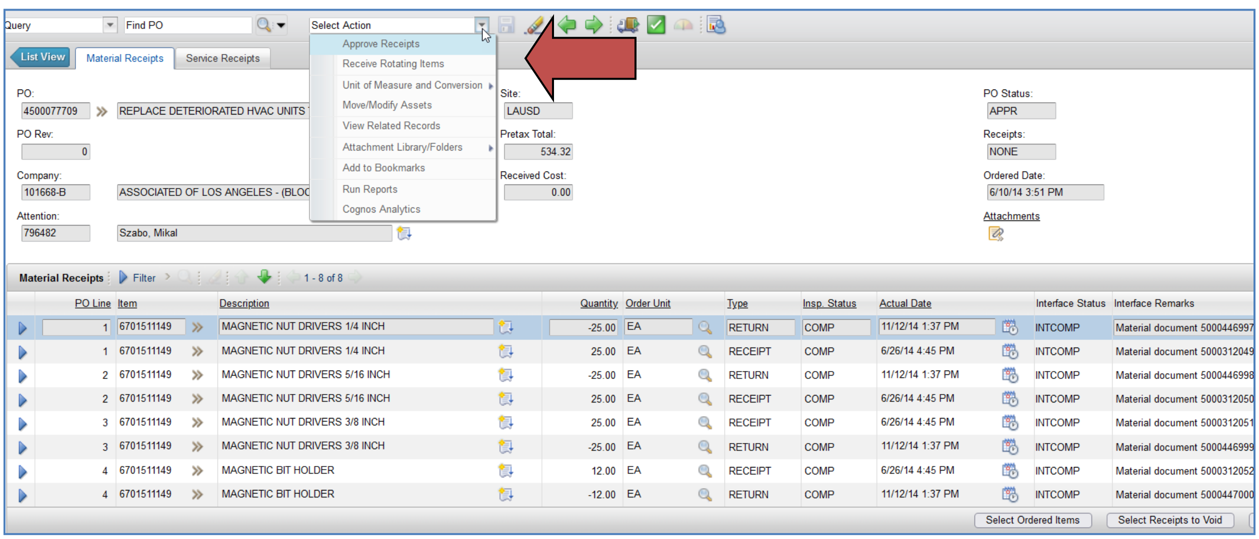
Note: The person receiving the item(s) cannot be the same person who generated the requisition.

Submit the **PO report, Purchase receipt(s), Packing Slip** to **Clerical** to approve the receipts and process the PO for payment.

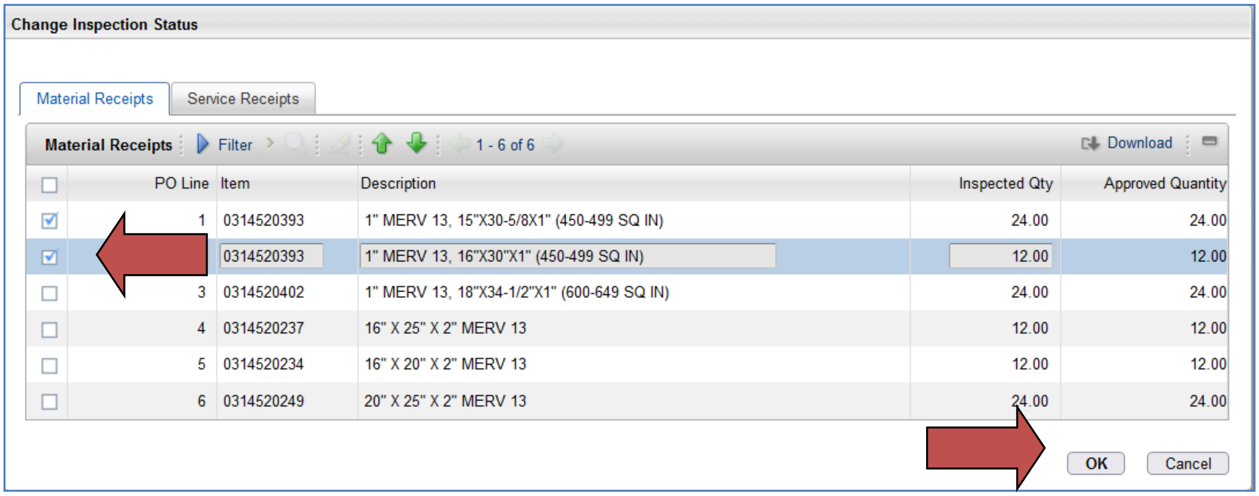
12. APPROVING THE UNAPPROVED RECEIPTS

Clerical performs this function

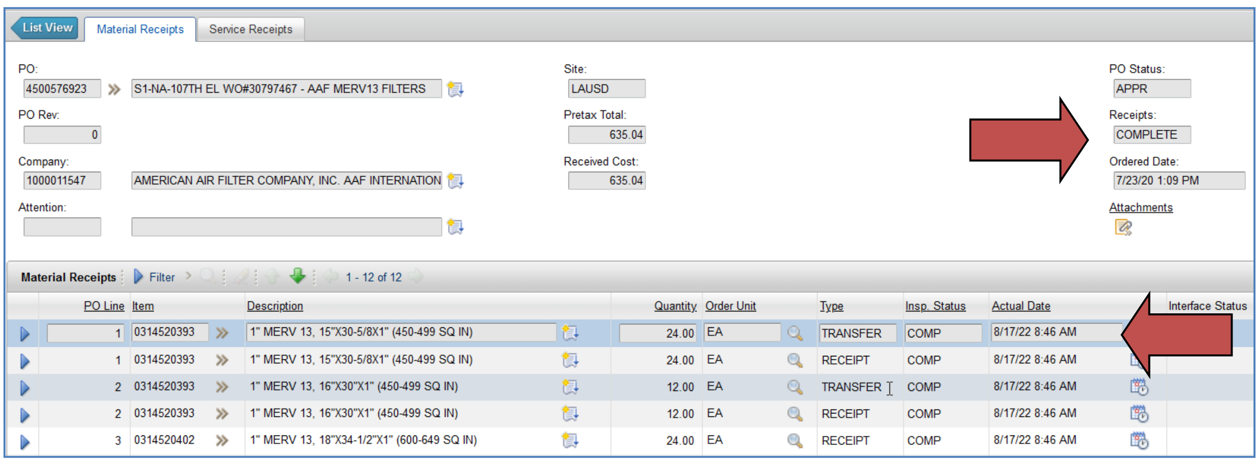
Navigate to the Receiving application and search for the PO. Select the "**Approve Receipts**" from the **Select Action** dropdown.



A window will appear with the unapproved receipt/s in **WINSP** status. Check the receipt lines that match quantities and the PO line numbers from the signed PO report. Select **OK** to complete the approval action.



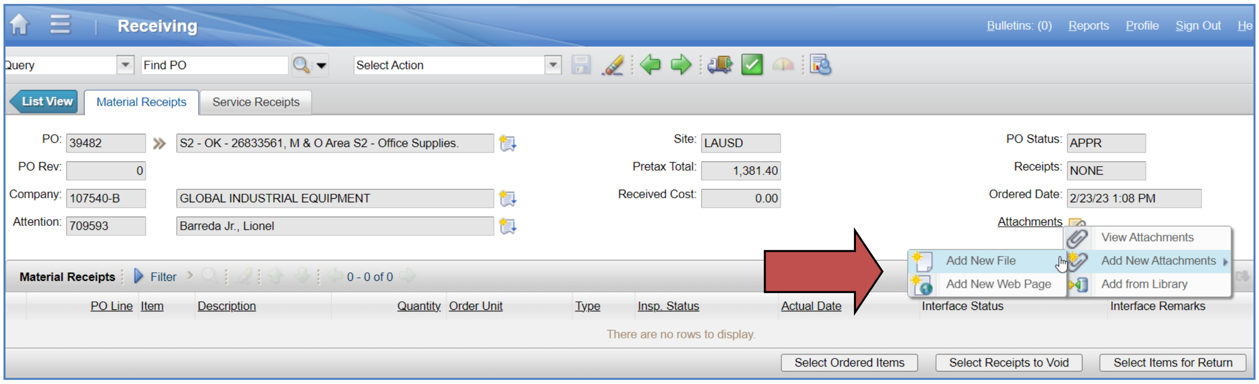
The system will create the **TRANSFER** type lines and change the Insp status to **COMP**. This action will also update the receipts status.



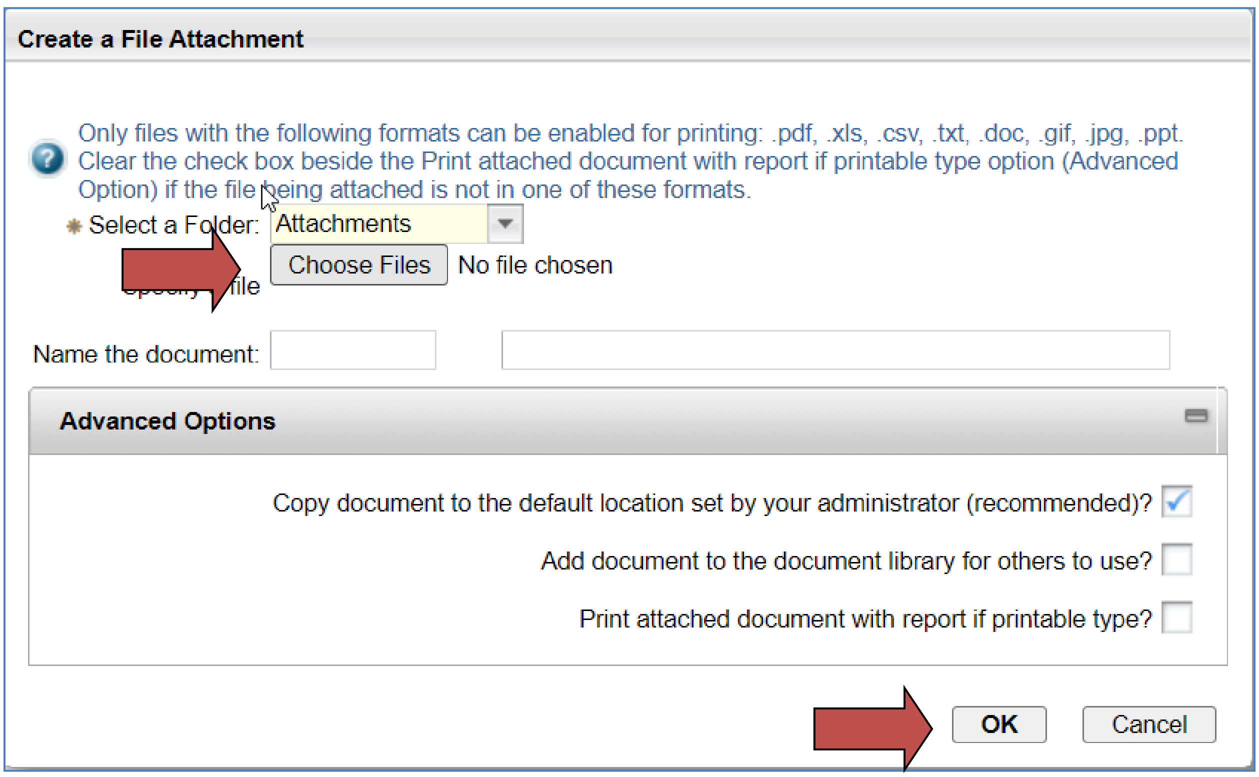
13. ATTACHING THE PURCHASE ORDER PACKAGE TO THE PO APPLICATION

Clerical performs this function

Select the attachment icon for the “Add New Attachment \ Add New File”



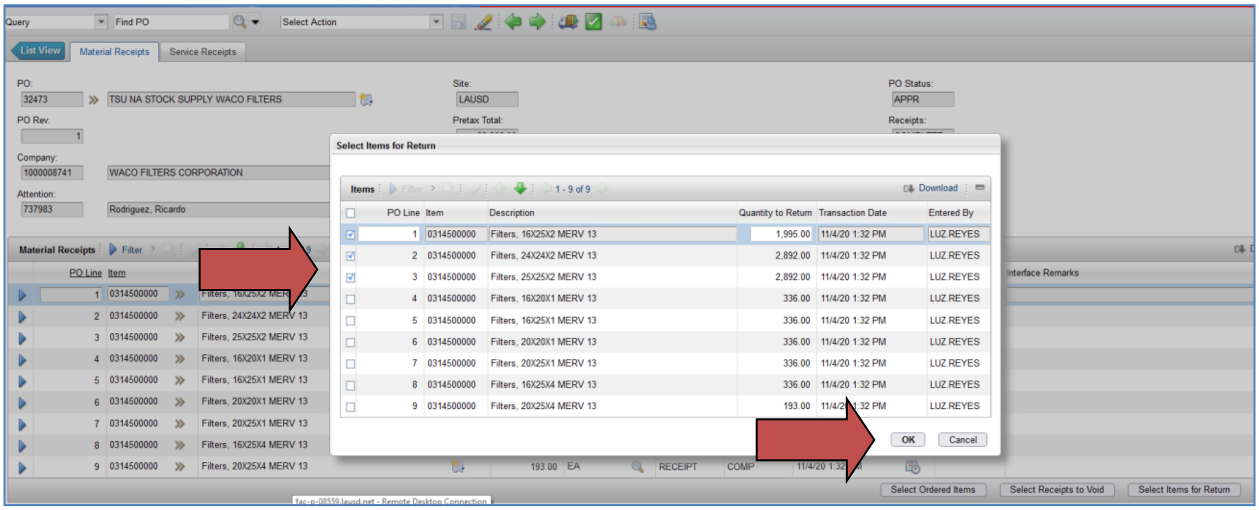
Select the “Choose Files” button and navigate to the file to be attached and then choose the **OK** button.

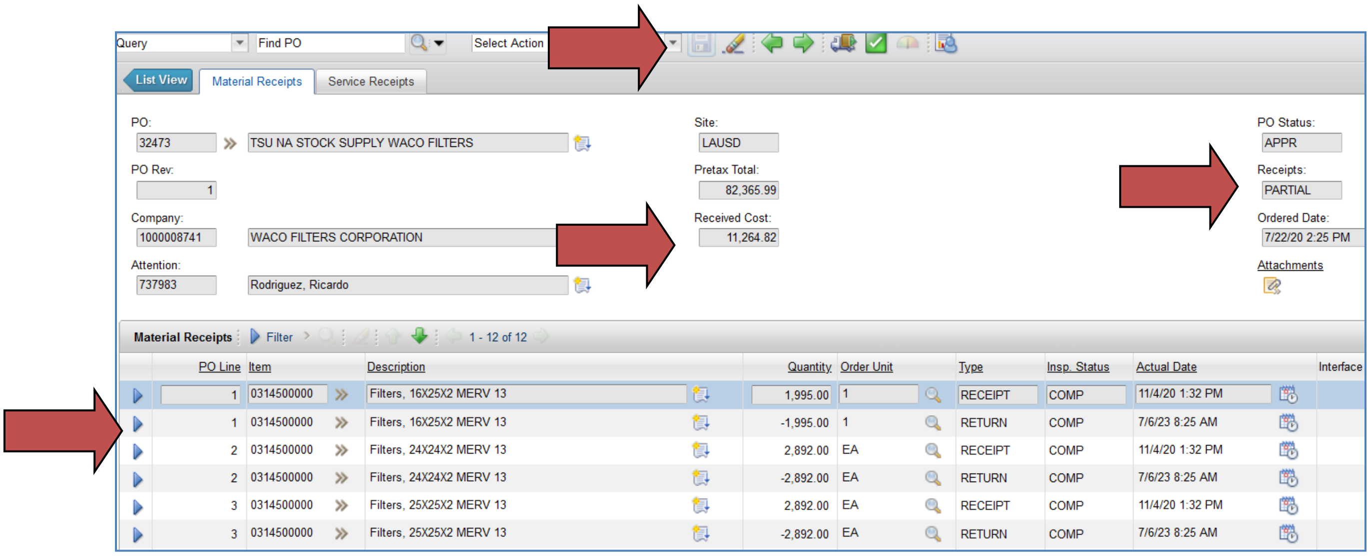


14. RETURNING APPROVED RECEIPTS

Approved receipts can be returned by selecting the “Select Items to Return” button and choosing the line/s to be returned. Click the **OK** button on the window and click on the floppy disk icon to save the record. Ensure the PO version is in **APPR** status. The receiving application will default to the latest version. The PO versions can be navigated by using the green navigational arrows at the top of the page or by selecting the list view tab.

The return line/s will be created. The receipt status and received cost will also be updated based on the lines returned.





For any questions, please email John Herweg at John.Herweg@lausd.net or Mark Merrick at Mark.Merrick@lausd.net.