



Los Angeles Unified School District
Maximo 7.6 / Procurement
Annual Contract Purchase (PG) Guide



DEFINITION

The **Annual Contract Purchase (PG) Guide** is a method to purchase goods, commodities, general services or professional services that are in a Vendor's annual contract with the District, as the sole supplier of the deliverables. You may view the list of current M&O Annual Contracts at <http://mo.laschools.org/fis/existing-facilities/m-and-o/contracts/>

LOGIN

The requestor performs this function.

To login to Maximo 7.6, please go to <http://awms.lausd.net/maximo>.

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

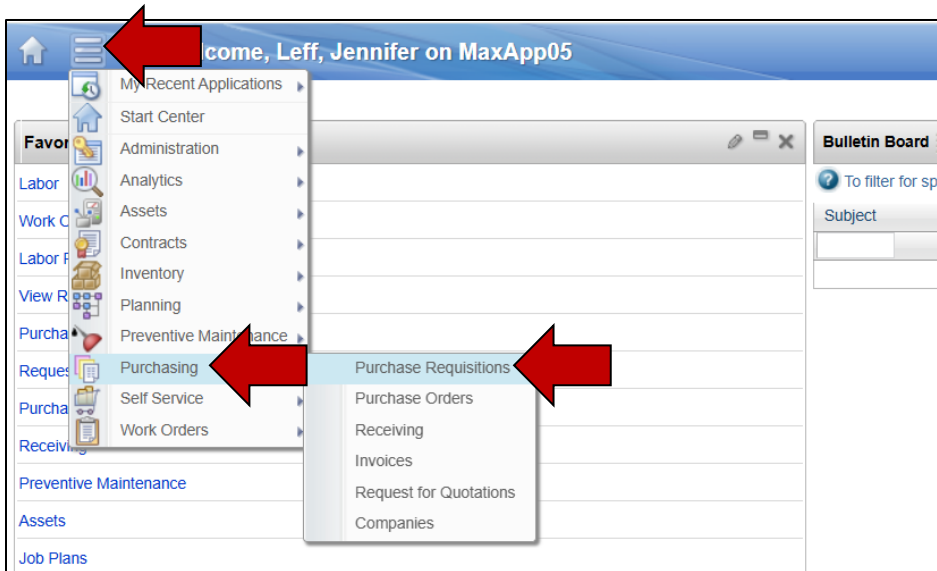
1. CREATE PURCHASE REQUISITION

START CENTER

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

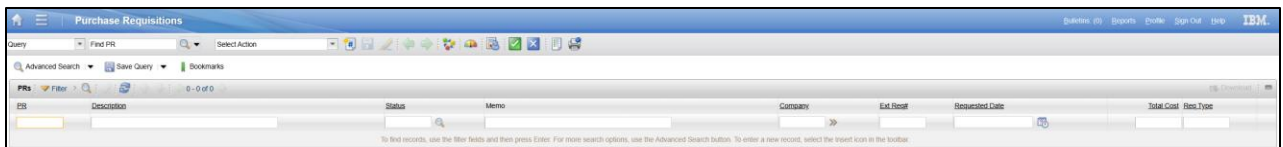


Under the **Favorite Applications** section, or hamburger menu, **Purchasing** click on the **Purchase Requisition** application.



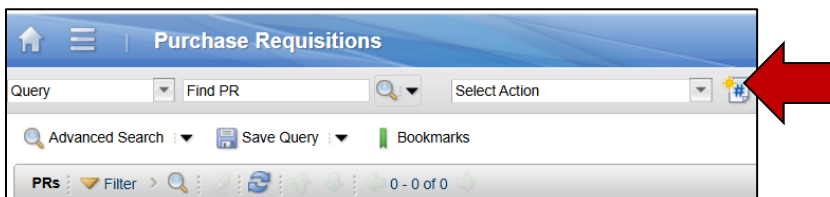
PURCHASE REQUISITION HOME

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.

The screenshot shows the 'Purchase Requisitions' interface. The 'PR' tab is active. The 'PR' field contains the value '745359'. A red arrow points to this field. The 'Req Type' field is empty.

In the **Description** field, use the following naming convention: 2 Letter Craft Code (space) Work Order Number (space) School Site (i.e., TQST-SS 37192617 RFK).

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., TQST-SS 37192617 RFK, (WATERLINE) BULK POOL CHEMICALS).

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.

The screenshot shows the 'Purchase Requisitions' interface. The 'PR' tab is active. The 'Description' field contains the value 'TQST-SS 37192617 RFK,(WATERLINE) BULK POOL CHEM'. A red arrow points to this field. Another red arrow points to the 'Long Description' icon.

Fill in the following fields:

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

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

Enter the **Contract Reference** (aka Ariba Contract #). To search for the correct **Contract Reference** number, click on the  icon to the right of the **Contract Reference** field and click **Select Value**.



A **Select Value** window will appear with a list of contracts.

Select Value						
Filter > 1 - 20 of 175						
Reference Contract	Contract Description	Contract Type	Vendor	Vendor Description	End Date	IFS Contract#
1838	AREA N1- PETTY CASH BLANKET	BLANKET	154096A	Area N1 Internal Imprest Account		
C7007	(CW29958) 2480014-4400012093 Aquatec Construction, Inc	BLNKPURCH	1000024690	AQUATEC CONSTRUCTION INC	12/1/25	
C9326	(CW44497) Crane Services	BLNKPURCH	1000013443	The Crane Guys, LLC	6/15/28	
C3912	(4400013370) PS MO TOPO 2480050 R24045 SYNTHETIC TURF	BLNKPURCH	1000028291	Valley Precision Grading, Inc.	9/1/27	4400013370
C7565	(CW32119) Johnson Controls Inc.-January 2025-IFB 2000003820-Inspection and Service of York Chillers-	BLNKPURCH	109666	JOHNSON CONTROL INC	1/28/28	
C8505	(CW37438) 2580010 C8505 Suttles Plumbing and Mechanical Corp	BLNKPURCH	1000003485	SUTTLES PLUMBING & MECHANICAL CORPORATION	4/1/28	
C8503	(CW37433) 2580008 C8503 Suttles Plumbing and Mechanical Corporation Bond Funded	BLNKPURCH	1000003485	SUTTLES PLUMBING & MECHANICAL CORPORATION	4/1/28	
C8502	(CW37430) 2580007-C8502 Immediate Fire Protection, Inc. (Bond Funded)	BLNKPURCH	1000022037	IMMEDIATE FIRE PROTECTION INC	4/1/28	
C8504	(CW37435) 2580009-C8504 Immediate Fire Protection, Inc. (General Funds)	BLNKPURCH	1000022037	IMMEDIATE FIRE PROTECTION INC	4/1/28	
C2592	(4400012481) B2C MO TOPO 2480046 Elevator Central \$1M	BLNKPURCH	1000026461	Total Access Elevator	3/1/27	
C7725	(CW33409) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Chapman Coast Roof	BLNKPURCH	1000028126	Chapman Coast Roof Co., Inc.	2/29/28	
C7724	(CW33401) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Best Contracting Inc	BLNKPURCH	117520	BEST CONTRACTING SERVICES INC.	2/29/28	
C7735	(CW33496) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Best Contracting	BLNKPURCH	117520	BEST CONTRACTING SERVICES INC.	2/29/28	
C7726	(CW33413) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Danny Letner Inc	BLNKPURCH	110742	LETNER ROOFING CO ST	2/29/28	
C7736	(CW33499) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE - Chapman Coast	BLNKPURCH	1000028126	Chapman Coast Roof Co., Inc.	2/29/28	
C7737	(CW33502) PSF MO TO 25012 ROOF WATERPROOF DISTRICTWIDE Danny Letner	BLNKPURCH	110742	LETNER ROOFING CO ST	2/29/28	
C9278	(CW43934) W. W. Grainger	BLNKPURCH	1000001811	WW GRAINGER, INC.	5/15/27	
C536	(4400011104) Portable AC Heat Pumps-35 Tons	BLNKPURCH	1000022260	RESOURCEPROS UNLIMITED LLC	3/1/26	4400011104
C762	(4400012976) HEATING AND AIR CONDITIONING FILTERS	BLNKPURCH	1000011547	AMERICAN AIR FILTER COMPANY, INC. AAF INTERNATIONAL	6/18/27	4400012976
C2292	(4400010119) B2C PS MO TO 2290030 R21023 ASB LEAD MHM	BLNKPURCH	157660	ACC ENVIRONMENT CONSULTANTS	3/1/26	4400010119
Cancel						

You may search for the **Contract Reference** number by any of the fields on the top. We recommend that you search by the name of the vendor under **Descriptions** (e.g. WATERLINE), click enter when ready. To select the value, click on the contract number.

Select Value						
Filter > 1 - 2 of 2						
Reference Contract	Contract Description	Contract Type	Vendor	Vendor Description	End Date	IFS Contract#
				WATERLINE		
C236	00011883) Bulk Chemicals for Swimming Pools	BLNKPURCH	156478	WATERLINE TECHNOLOGIES INC	10/1/26	4400011883
C1084	(4400011909) Swimming Pool Maintenance Supplies 13	BLNKPURCH	156478	WATERLINE TECHNOLOGIES INC	10/1/26	4400011909
Cancel						



After you selected a **Contract Reference** number, the value will be brought over to your PR; in addition, the company information will be populated.

Vendor

Company: 156478 >> WATERLINE TECHNOLOGIES INC

Address: 620 NORTH SANTIAGO STREET

City: SANTA ANA

State/Province: CA

ZIP/Postal Code: 92701

Contact:

SAP Vendor#: 1000006486

Phone: 714-564-9100

Contract Reference: C236 >> 10/1/26

Contract Revision: 0

Old Contract#: 4400011883

To save, click on the floppy disk .

Sample screenshot

Purchase Requisitions

Query: Find PR Select Action

PR: 745359 * TQST-SS 37192617 RFK, (WATERLINE) BULK POOL CHEI Status: WAPPR Total Cost: 0.00 Attachments

Details

Priority: 3

Requested By: 1195259 Leff, Jennifer

Supervisor: 658946 Cortez, Elmer

Area/Office: CENTRAL M&O Central

Dates

Status Date: 10/6/25 1:39 PM

Requested Date: 10/6/25 1:39 PM

Required Date: 11/6/25 1:39 PM

Ext Ref # (Anba Req#):

Costs

Total Tax: 0.00

Pretax Total: 0.00

Total Cost: 0.00

Total Base Cost: 0.00

Vendor

Company: 156478 >> WATERLINE TECHNOLOGIES INC

Address: 620 NORTH SANTIAGO STREET

City: SANTA ANA

State/Province: CA

ZIP/Postal Code: 92701

Contact:

SAP Vendor#: 1000006486

Phone: 714-564-9100

Contract Reference: C236 >> 10/1/26

Contract Revision: 0

Old Contract#: 4400011883

Internal? ☐

Storeroom:

Storeroom Site:

Freight Terms:

Payment Terms:

Ship Via:

FOB Point:

Pay Tax to Vendor? ☒

Pay on Receipt? ☐

Inspection Required? ☐

No Vendor? ☐

To save, click on the floppy disk .



2. CREATE PR LINE ITEMS

Click on the **PR Lines** tab

Purchase Requisitions

Query Find PR Select Action

List View PR **PR Lines** Bill To Terms and Conditions Log Specifications

PR: 745359 * TQST-SS 37192617 RFK, (WATERLINE) BULK POOL CHEM Site: LAUSD

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

Purchase Requisitions

Query Find PR Select Action

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

PR: 745359 * TQST-SS 37192617 RFK, (WATERLINE) BULK POOL CHEM Site: LAUSD Status: WAPPR Total Cost: 0.00

PR Lines Filter 0 - 0 of 0

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
There are no rows to display.									

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

Default Table Data

Work Order: 37192617 Asset: Requested By: GL Debit Account: Location: Storeroom:

There are two ways to add lines to your PR.

OPTION 1: Contract Items button. If you click on the **Contract Items** button, a new window will appear with a value list of all items in the contract.

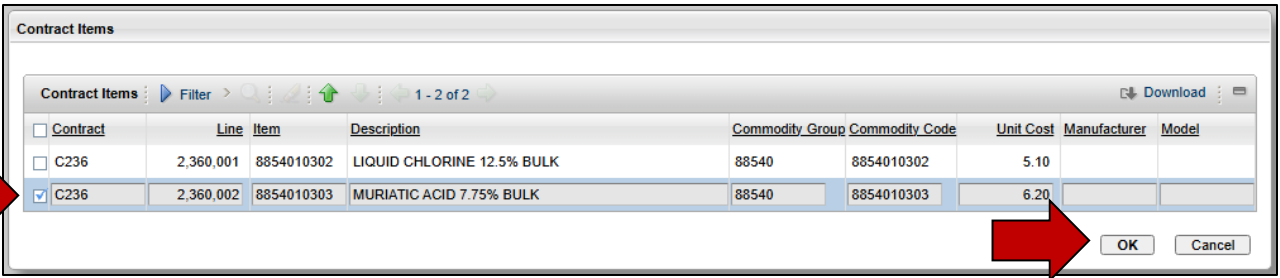
PR Lines Filter 0 - 0 of 0

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
There are no rows to display.									

Vendor Items Select Spare Parts **Contract Items** Costs View Contracts New Row



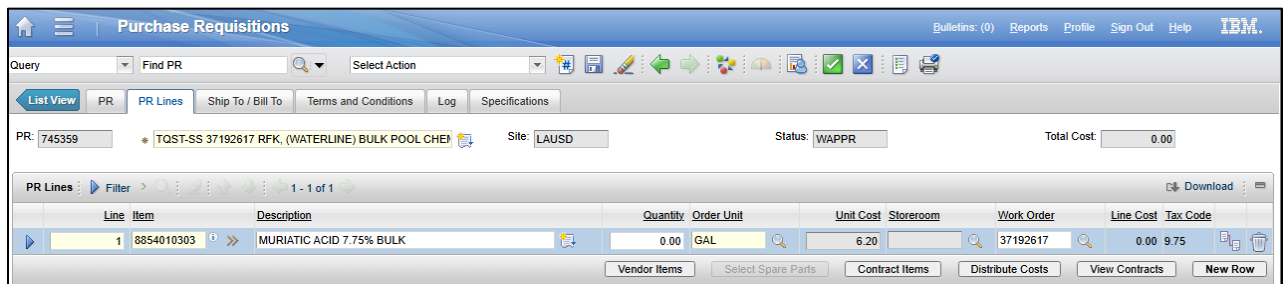
Check the Item numbers checkboxes you wish to bring over as **PR Lines**. Click on the **OK** button when done.



The 'Contract Items' dialog box shows a table with columns: Contract, Line, Item, Description, Commodity Group, Commodity Code, Unit Cost, Manufacturer, and Model. Two rows are visible, both with the 'Contract' checkbox checked. A red arrow points to the first row, and another red arrow points to the 'OK' button.

Contract	Line	Item	Description	Commodity Group	Commodity Code	Unit Cost	Manufacturer	Model	
☒	C236	2,360,001	8854010302	LIQUID CHLORINE 12.5% BULK	88540	8854010302	5.10		
☒	C236	2,360,002	8854010303	MURIATIC ACID 7.75% BULK	88540	8854010303	6.20		

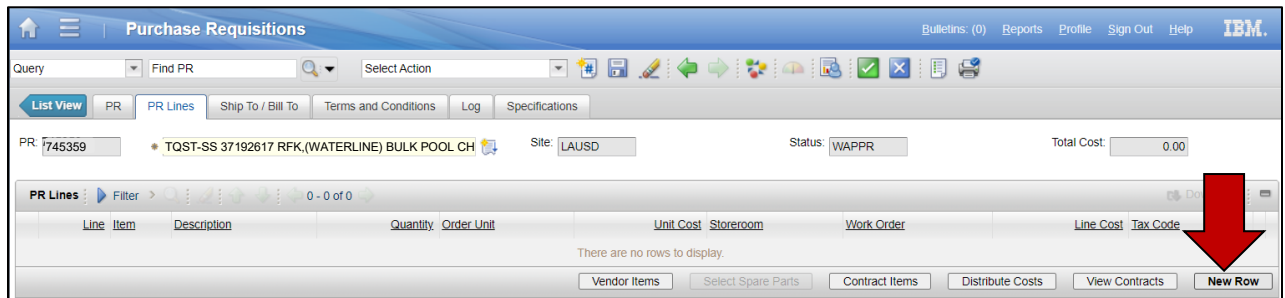
A new row will be created for each Item number you selected. Here you can modify the **Description**, **Quantity**, **Order Unit**, and **Unit Cost** (if applicable) to match the contract.



The 'Purchase Requisitions' screen shows the 'PR Lines' tab. The table has columns: Line, Item, Description, Quantity, Order Unit, Unit Cost, Storeroom, Work Order, Line Cost, and Tax Code. One row is visible with Line 1, Item 8854010303, and Description MURIATIC ACID 7.75% BULK. A red arrow points to the 'New Row' button at the bottom right.

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
1	8854010303	MURIATIC ACID 7.75% BULK	0.00	GAL	6.20		37192617	0.00	9.75

OPTION 2: New Row button. If you click on the **New Row** button, a new row will be created.



The 'Purchase Requisitions' screen shows the 'PR Lines' tab. The table is empty, and the text 'There are no rows to display.' is shown. A red arrow points to the 'New Row' button at the bottom right.

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
------	------	-------------	----------	------------	-----------	-----------	------------	-----------	----------



Enter the **Commodity Code** number that is part of the Annual Contract in the **Item** field. Overtpe the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field(s) (if applicable) to better describe the item.

The screenshot shows the 'Purchase Requisitions' interface in Maximo. The top navigation bar includes 'Bullets: (0)', 'Reports', 'Profile', 'Sign Out', and 'Help'. The main header shows 'PR: 745359' and 'Status: WAPPR'. The 'PR Lines' section displays a table with one line item: '1 8854010303 MURIATIC ACID 7.75% BULK'. Below the table, the 'Line Item' details are shown, including 'Item: 8854010303', 'Description: MURIATIC ACID 7.75% BULK', 'Manufacturer: >>', 'Model: >>', 'Category: STK', 'Catalog #: 8854010303', 'Commodity Group: 88540', and 'Commodity Code: 8854010303'. A red arrow points to the 'Item' field. The 'Quantity and Costs' section shows 'Quantity: 1.00', 'Unit Cost: 6.20', and 'Line Cost: 0.00'. The 'Charge To' section shows 'Work Order: 37192617' and 'Location: S-13899'. The 'Related Records' section shows 'Requisition: >>', 'PO: >>', 'Contract: >>', and 'Contract Type: >>'. The 'Details' section shows 'Entered By: C.SANLUIS', 'Entered Date: 10/6/25 1:57 PM', 'Requested By: 1145951', 'Required Date: 11/6/25', and 'Vendor Date: >>'. The bottom of the interface has buttons for 'Vendor Items', 'Select Spare Parts', 'Contract Items', 'Distribute Costs', 'View Contracts', and 'New Row'.

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**.

The screenshot shows a close-up of the 'Line Item' details in the Maximo Purchase Requisitions interface. The 'Item' field is highlighted, and a dropdown menu is open, showing options: 'Select Value', 'Classification', 'Attributes', 'Go To', 'View Item Availability', and 'View Image'. A red arrow points to the 'Select Value' option. The 'Line Type' is set to 'Item' and the 'PR Line #' is '2'. The 'Remarks' field is empty.



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 Ariba.

Item	Description	Commodity Group	Description	Commodity Code	Cost Element	Tax Exempt?
	muriatic					
8857800000	pH Control Chemicals: Caustic Soda, Lime, Muriatic Acid, Quicklime, Soda Ash, et	88500	WATER AND WASTEWATER TREATING CHEMICALS		430003	☐
8854010303	MURIATIC ACID 7.75% BULK	88540	CHLORINATING AND OXIDIZING AGENTS: BROMOHYDANTOINS, CHLOROIS	8854010303	430003	☐

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

Line Item

* Item: 8854010303 >> MURIATIC ACID 7.75% BULK

* Line Type: Item

* PR Line #: 2

Remarks:

Manufacturer: >>

Model: >>

Category: STK

Catalog #: 8854010303

Commodity Group: 88540

Commodity Code: 8854010303

Receipt Required? ☒

Inspection Required? ☐

Issue on Receipt? ☒

Charge to Store? ☐

Distributed? ☐

Tax Exempt? ☐

Copy to RFQ? ☐

Quantity and Costs

Quantity: 1.00

Tax Code: 9.75

Order Unit: GAL

Tax: 0.00

Issue Unit: >>

Loaded Cost: 0.00

Conversion Factor: 1.00

Unit Cost: 6.20

Contract Reference: C236

Line Cost: 0.00

Contract Reference Revision: 0

Contract Line Reference: 2,360,002

* LineID for Contract Item: 208,765,936 >> 8854010303

Charge To

Storeroom: >>

Work Order: 37192617 >> SWIMMING POOL CHEMICALS

WO Status: INPRG

Location: S-13899 >>

Asset: >>

GL Debit Account: IO:307321874201

PR Contract #: C236

PR Contract Rev: 0

Related Records

Requisition: >>

Requisition Line: >>

RFQ: >>

RFQ Line: >>

PO: >>

PO Line: >>

Contract: >>

Contract Line: >>

Contract Type: >>

Details

* Entered By: C.SANLUIS

* Entered Date: 10/6/25 1:58 PM

Requested By: 1145951 >> San Luis, Joy

Required Date: 11/6/25

Vendor Date: >>

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



Update the **Quantity, Order Unit, Unit Cost, and Work Order** number if necessary.

Quantity and Costs

Quantity: 20,000.00
Order Unit: GAL
Issue Unit:
Conversion Factor: 1.00
Unit Cost: 6.20
Line Cost: 124,000.00

Tax Code: 9.75
Tax: 12,090.00
Loaded Cost: 136,090.00
Contract Reference: C236
Contract Reference Revision: 0
Contract Line Reference: 2,360,002
LineID for Contract Item: 208,765,936 >> 8854010303

Charge To

Storeroom:
Work Order: 37192617 >> SWIMMING POOL CHEMICALS
WO Status: INPRG
Location: S-13899
Asset:
GL Debit Account: IO:307321874201
PR Contract #: C236
PR Contract Rev: 0

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

3. ENTER SHIP TO/BILL TO INFORMATION

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

Purchase Requisitions

Query Find PR Select Action

List View PR PR Lines **Ship To / Bill To** and Conditions Log Specifications

PR: 745359 * TQST-SS 37192617 RFK, (WATERLINE) BULK POOL CHEM Site: LAUSD

- **Ship To a M&O Area:**
 - Select / enter your M&O Area's section code in the **Ship To** field. Enter the requestor's employee number in the **Attention** field.

Ship To

* Ship To: 0640 M&O CENTRAL OFFICE
Address: 333 S BEAUDRY AVENUE, 22ND FLOOR
City: LOS ANGELES
State/Province: CA
ZIP/Postal Code: 90017
Attention: 1195259 Leff, Jennifer



- **Ship To a School:**
 - Select / enter the school's section code in the **Ship To** field.

Ship To

* Ship To: 8742 ROBERT F. KENNEDY COMMUNITY OF SCHOOLS

Address: 3201 W. 8TH ST

City: LOS ANGELES

State/Province: CA

ZIP/Postal Code: 90005

Attention: 1195259 Leff, Jennifer

- **Ship To - Will Call:**
 - Enter WC in the **Ship To** field
 - **Requirements for Will Call:**
 - Will Call can be used for emergencies only
 - Only an AFSD can approve a Will Call requisition
 - The person who picks up the material must print their name and sign the packing / pick-up slip They must also take a picture of the material using a District issued device
 - Material must be installed / used within 48 hours +/- after it is picked up and a photo must be taken of the installed material and attached to the work order

Bill To

* Bill To: WC WILL CALL

Address:

City:

State/Province:

ZIP/Postal Code:

Attention: 1195259 Leff, Jennifer



- **Bill To:**
 - Select / enter your M&O Area's section code in the **Bill To** field. Enter the requestor's employee number in the **Attention** field.

Bill To

Bill To: 0640 M&O CENTRAL OFFICE

Address: 333 S BEAUDRY AVENUE, 22ND FLOOR

City: LOS ANGELES

State/Province: CA

ZIP/Postal Code: 90017

Attention: 1195259 Leff, Jennifer

- **Issues:**
 - If the section is missing or has incorrect information, please contact the Maximo group

Click on the floppy disk  icon to save.

4. PRINT THE PURCHASE REQUISITION REPORT

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

Purchase Requisitions

Query Find PR Select Action

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

Bulletins: (0)



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

Reporting

Page 1 of 1

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Purchase Requisition

PR NO.: 745359 PR Type: PG PR Issue Date: 10/06/25 01:39 PM

Requested Delivery Date: 11/6/25 Payment Terms: Freight Terms:

Requestor: Leff, Jennifer Responsible Person: Cortez, Elmer
PR Modified By: San Luis, Joy PR Area/Region: CENTRAL

Contract: C236 Exp Date: 10/1/26 Remaining Capacity: \$1,181,734.00

TQST-SS 37192617 RFK, (WATERLINE) BULK POOL CHEMICALS

Vendor: SAP Vendor: 1000006486 Maximo Vendor: 156478 Name: WATERLINE TECHNOLOGIES INC Address: 620 NORTH SANTIAGO STREET SANTA ANA, CA, 92701 Phone: 714-564-9100 FAX: 714-564-9700 Attention:		Ship To: Name: ROBERT F. KENNEDY COMMUNITY OF SCHOOLS Address: 3201 W. 8TH ST LOS ANGELES, CA, 90005 Phone: FAX: Attention: Leff, Jennifer		Bill To / Invoice To: INVOICES@LAUSD.NET cc: jennifer.leff@lausd.net	
---	--	---	--	---	--

#	School Name	GL Account / Work Order #
001	CENTRAL LA LEA (INA)	10:307321874201 OTM 37192617

#	Qty	Units	Item # / Commodity Group	Acct Line	G/L Account / School Name	Description, Mfg, Model, Catalog Code, Notes	Cr	Unit Cost	Tax Code	Line Cost	Total Line Cost
2	20000	GAL	8854010303 88540	001	10:307321874201 CENTRAL LA LEA (INA)	MURIATIC ACID 7.75% BULK, 8854010303		6.20	12,090.00	124,000.00	136,090.00

Cost Center: 0001874201 Cost Element: 430003 Fund: Functional Area:

Total Line Cost (before tax): \$124,000.00
Total Tax: \$12,090.00
Total Shipping & Handling: \$0.00
PR Total Cost: \$136,090.00

P.R. Approvals:

Requestor:	Print Name	Signature	Title	Date
Approved By:	Leff, Jennifer		ADMINISTRATIVE ANALYST	10/6/25
P.O.				

Approved By Signature Requirement

Total Cost:	Signature Requirement
\$0 - \$150,000	Area Facilities Services Director
\$150,001 - \$250,000	Regional Facilities Director
\$250,001 - \$500,000	Deputy Director
Over \$500,000	Director of Maintenance and Operations

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

AFSD	\$0 - \$150,000
RDF	\$150,001 - \$250,000
Deputy Director	\$250,001 - \$500,000
Director	\$500,001+

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

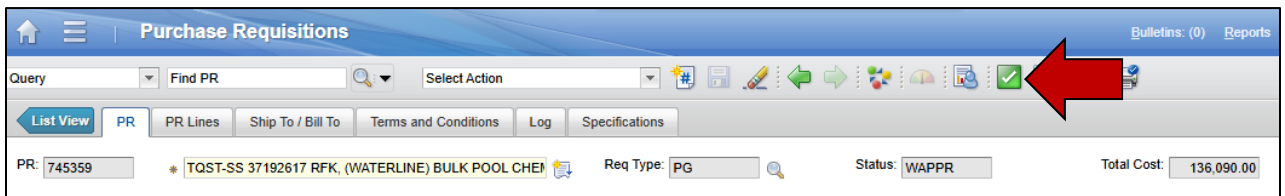


5. CREATE PURCHASE ORDER

The Clerical department performs this function.

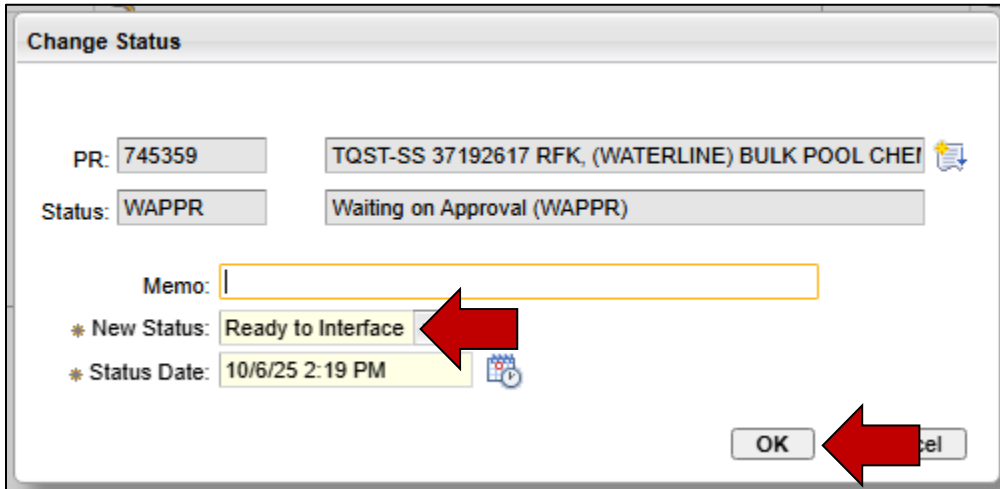
Review the **Purchase Requisition** report that was submitted to you by the Requestor. Sign on the **P.O. Line** on the report after reviewing/checking the document for accuracy and completeness (e.g. Ariba Vendor Code appears, Work Order has G/L Account line). Attach the **Purchase Requisition Details Report** and submitted documentation to the PR. See the Document Upload Guide for steps on how to name and upload files.

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



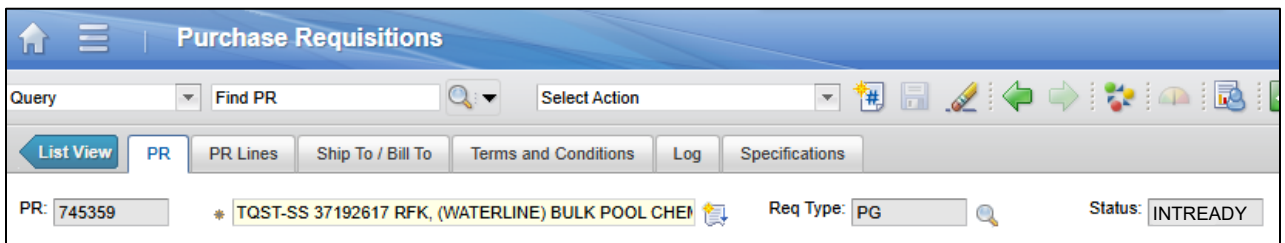
The screenshot shows the 'Purchase Requisitions' interface. The top toolbar contains several icons, including a checkmark icon highlighted by a red arrow. Below the toolbar, the 'PR' field is set to '745359', and the 'Status' is 'WAPPR'. The 'Total Cost' is '136,090.00'.

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



The 'Change Status' window is displayed. The 'PR' field is '745359' and the 'Status' is 'WAPPR'. The 'New Status' is 'Ready to Interface' and the 'Status Date' is '10/6/25 2:19 PM'. The 'OK' button is highlighted with a red arrow.

The new status will be displayed on the Purchase Requisition.



The screenshot shows the 'Purchase Requisitions' interface after the status change. The 'Status' field now displays 'INTREADY'.



INTERFACE SCHEDULE AND STATUSES

Maximo will interface the Purchase Requisition information into Ariba 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 Ariba. 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.

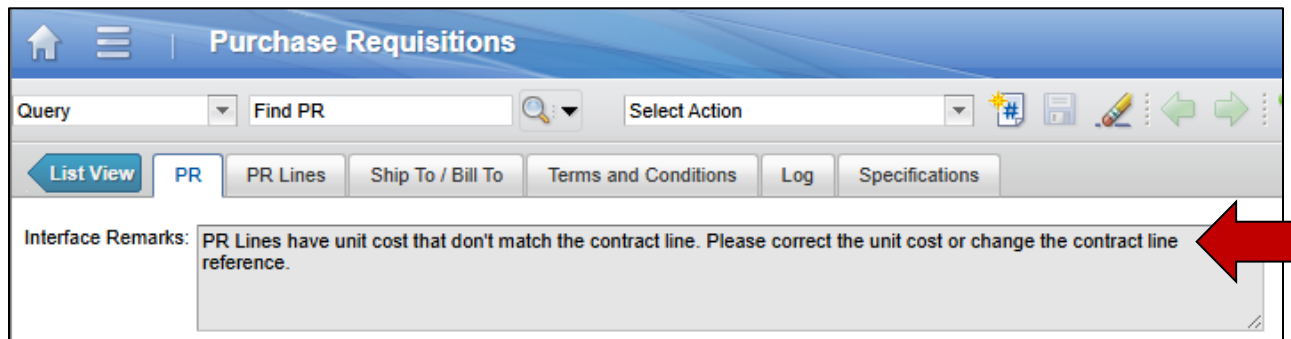
Interface in Session (INTSESSION) – The PR is changed to the **INTSESSION** status when it is in the process of interfacing with Ariba. When the PR is in the **INTSESSION** status, you cannot make any changes to the PR.

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 was rejected during the interface, the reason will be displayed on the PR tab.

Sample screenshot of **Reject** reason



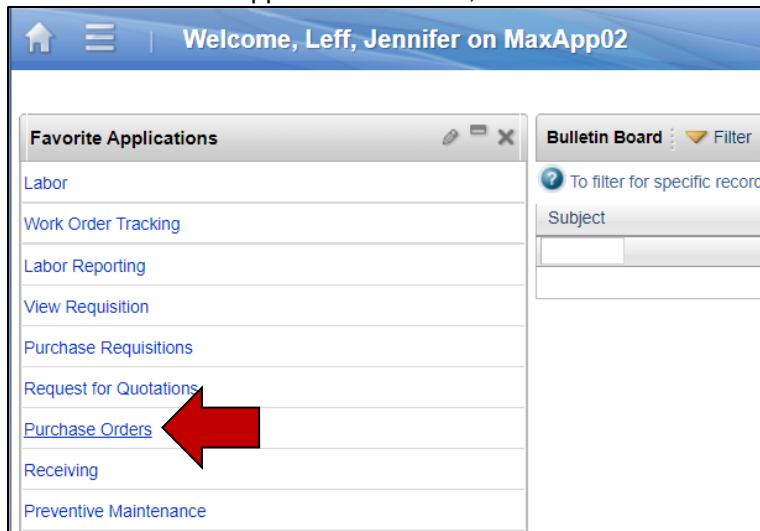
CLOSE – The PR completed its interface and the Purchase Order number was successful.

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.



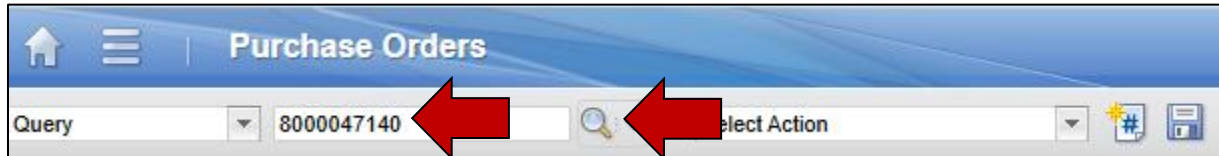
6. PRINT PURCHASE ORDER REPORT

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

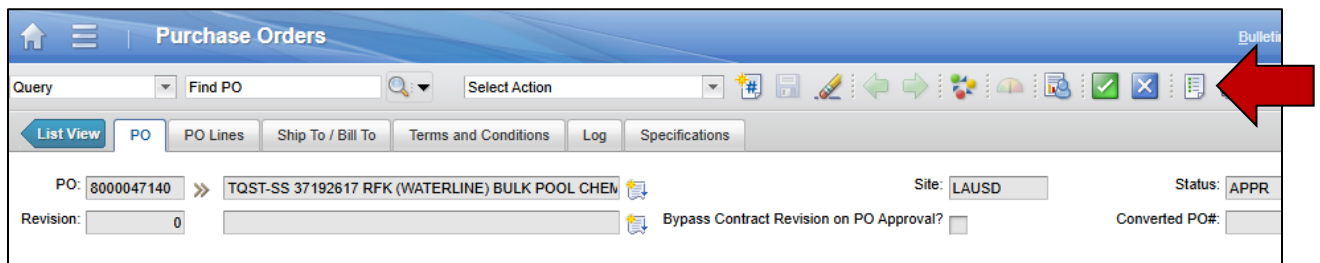


PURCHASE ORDERS HOME

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



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





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

Reporting											
Page 1	of 1										
 Los Angeles Unified School District											
 Existing Facilities Maintenance & Operations											
Purchase Order											
PO NO.: 8000047140	Purchase Req No. : 715399	PO Type (from PR or RFQ): PG									
PO Revision No.: 0											
ARIBA PO NUMBER(S): 8000047140											
PO Date: 2/6/25 Requested Delivery Date:	Vendor: 156478	Payment Terms: Freight Terms:									
Requestor: Leff, Jennifer PR/RFQ Modified By: Maxadmin		Responsible Person: Murillo, Max A. PO Area/Region: TU									
Contract: C236	Exp Date: 10/1/26	Contract Capacity: \$7,452,000.00									
TQST-SS 37192617 RFK (WATERLINE) BULK POOL CHEMICALS											
Vendor: SAP Vendor: 1000006486 Maximo Vendor: 156478 Name: WATERLINE TECHNOLOGIES INC Address: 620 NORTH SANTIAGO STREET SANTA ANA, CA, 92701 Phone: 714-564-9100 FAX: 714-564-9700 Attention:	Ship To: Name: ROBERT F. KENNEDY COMMUNITY OF SCHOOLS Address: 3201 W. 8TH ST LOS ANGELES, CA, 90005 Phone: FAX: Attention: Leff, Jennifer	Bill To / Invoice To: INVOICES@LAUSD.NET cc: e.venturayancor@lausd.net									
<table border="1"> <thead> <tr> <th>#</th> <th>School Name</th> <th>GL Account / Work Order #</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>CENTRAL LA LEA (INA)</td> <td>IO:307321874201 OTM 37192617</td> </tr> </tbody> </table>	#	School Name	GL Account / Work Order #	001	CENTRAL LA LEA (INA)	IO:307321874201 OTM 37192617	<table border="1"> <thead> <tr> <th>#</th> <th>School Name</th> <th>GL Account / Work Order #</th> </tr> </thead> <tbody> </tbody> </table>	#	School Name	GL Account / Work Order #	
#	School Name	GL Account / Work Order #									
001	CENTRAL LA LEA (INA)	IO:307321874201 OTM 37192617									
#	School Name	GL Account / Work Order #									

Clerical staff signs the **PO Details** report. Attach the signed **PR Report** with the **PO Report** and submit to **Requestor** for confirmation and filing.

Requestor 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 requestor performs this function.

Modifications are **ONLY** available for the **Description, Quantity, and Unit Cost** (if applicable) of a Purchase Order. You cannot change any other information. To modify the associated **Work Order**, you must delete the PO Line you wish to change and add a new one. If you need to modify any other information, you will have to **CANCEL** the **Purchase Order** and submit a new **Purchase Requisition**.

Note: Return or void any goods receipts entered, prior to beginning a modification.



To change the **Description, Quantity, and Unit Cost** (if applicable) 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**.

The screenshot shows the 'Purchase Orders' application interface. At the top, there is a 'Query' section with a 'Find PO' button. Below this, there are tabs for 'List View', 'PO', 'PO Lines', 'Ship To / Bill To', and 'Terms and Conditions'. The 'PO' tab is selected. In the center, there is a form with 'PO: 8000047140' and 'Revision: 0'. To the right of the PO number, there is a 'Select Action' dropdown menu. The dropdown menu is open, showing options: 'Change Status', 'View History', 'Create Contract', 'Revise PO' (highlighted), 'View Revision History', and 'View Related Records'. Red arrows point to the 'Select Action' dropdown and the 'Revise PO' option.

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.

The screenshot shows the 'Revise PO' dialog box. It has a title bar 'Revise PO'. Inside, there is a form with 'PO: 8000047140' and 'Revision: 1'. To the right of the PO number, there is a text field with the justification 'Quantity Correction'. Below the PO number, there are two checkboxes: 'Internal Change?' (unchecked) and 'Allow Receipts and Invoices?' (checked). At the bottom right, there are 'OK' and 'Cancel' buttons. Red arrows point to the 'Quantity Correction' text field, the 'Revision: 1' field, and the 'OK' button.

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)**.

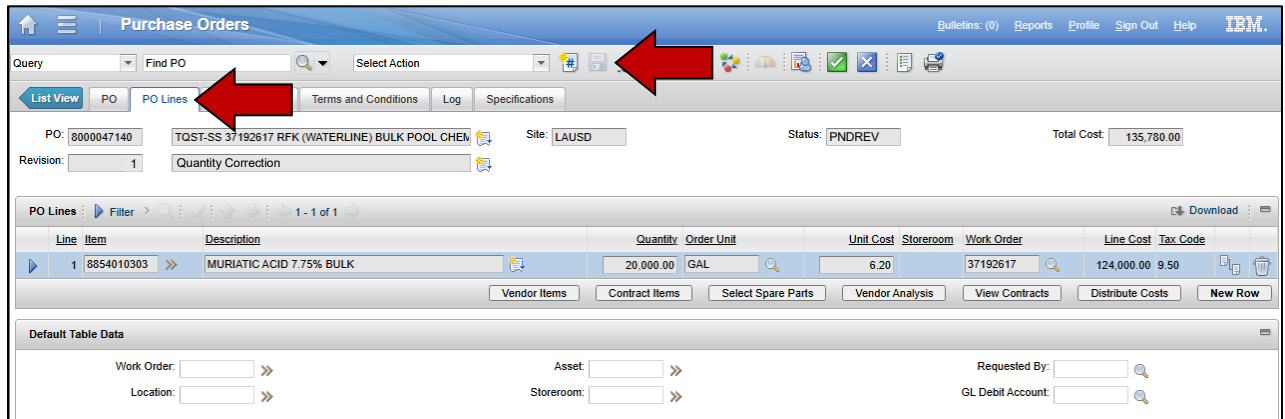
The screenshot shows the 'Purchase Orders' application interface after the revision. The 'PO' tab is selected. In the center, there is a form with 'PO: 8000047140' and 'Revision: 1'. To the right of the PO number, there is a text field with the justification 'Quantity Correction'. Below the PO number, there is a checkbox 'Bypass Contract Revision on PO Approval?' (unchecked). To the right of the PO number, there is a 'Site' field with 'LAUSD'. At the bottom right, there is a 'Status' field with 'PNDREV' and a 'Converted PO#' field. Red arrows point to the 'Quantity Correction' text field, the 'Status: PNDREV' field, and the 'Bypass Contract Revision on PO Approval?' checkbox.



Maximo 7.6 / Annual Contract Purchase (PG) Guide



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



Purchase Orders

Query: Find PO Select Action

PO: 8000047140 TQST-SS 37192617 RFK (WATERLINE) BULK POOL CHEM Site: LAUSD Status: PNDREV Total Cost: 135,780.00

Revision: 1 Quantity Correction

PO Lines: Filter 1 - 1 of 1

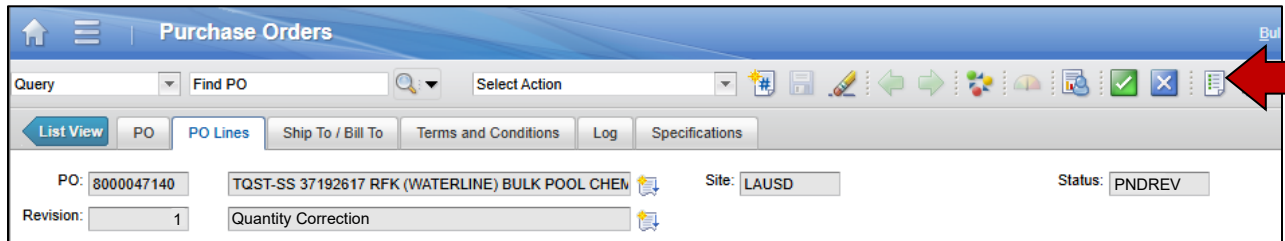
Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
1	8854010303	MURIATIC ACID 7.75% BULK	20,000.00	GAL	6.20		37192617	124,000.00	9.50

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

Default Table Data

Work Order: Asset: Requested By: Location: Storeroom: GL Debit Account:

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



Purchase Orders

Query: Find PO Select Action

PO: 8000047140 TQST-SS 37192617 RFK (WATERLINE) BULK POOL CHEM Site: LAUSD Status: PNDREV

Revision: 1 Quantity Correction

PO Lines: Filter 1 - 1 of 1

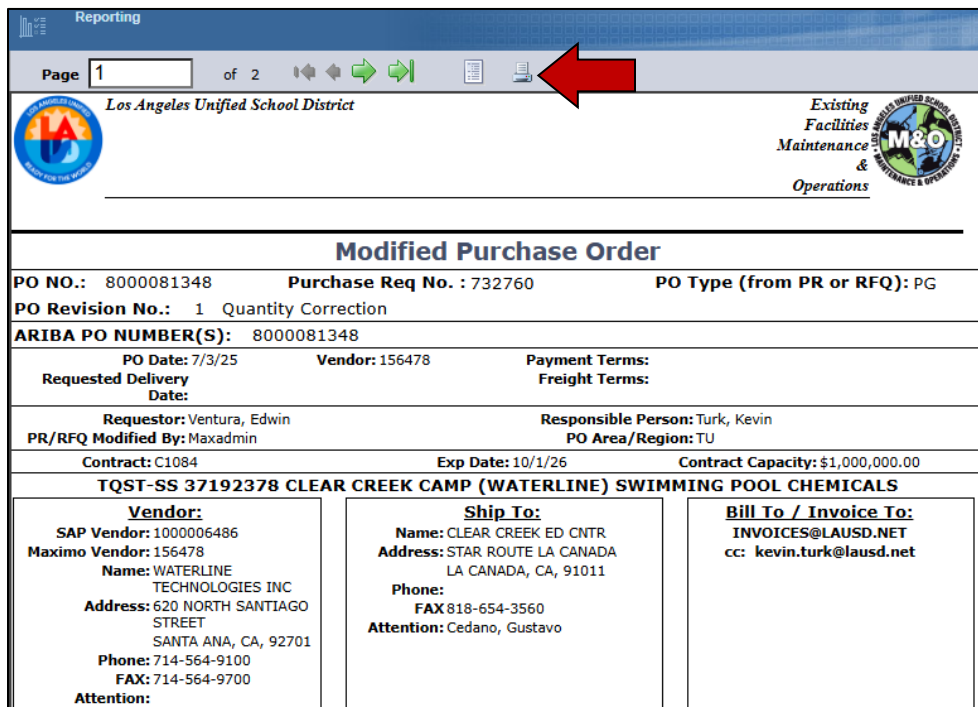
Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
1	8854010303	MURIATIC ACID 7.75% BULK	20,000.00	GAL	6.20		37192617	124,000.00	9.50

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

Default Table Data

Work Order: Asset: Requested By: Location: Storeroom: GL Debit Account:

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



Reporting

Page 1 of 2

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Modified Purchase Order

PO NO.: 8000081348 Purchase Req No.: 732760 PO Type (from PR or RFQ): PG

PO Revision No.: 1 Quantity Correction

ARIBA PO NUMBER(S): 8000081348

PO Date: 7/3/25 Vendor: 156478 Payment Terms: Requested Delivery Date: Freight Terms:

Requestor: Ventura, Edwin Responsible Person: Turk, Kevin PR/RFQ Modified By: Maxadmin PO Area/Region: TU

Contract: C1084 Exp Date: 10/1/26 Contract Capacity: \$1,000,000.00

TQST-SS 37192378 CLEAR CREEK CAMP (WATERLINE) SWIMMING POOL CHEMICALS

Vendor: SAP Vendor: 1000006486 Maximo Vendor: 156478 Name: WATERLINE TECHNOLOGIES INC Address: 620 NORTH SANTIAGO STREET SANTA ANA, CA, 92701 Phone: 714-564-9100 FAX: 714-564-9700 Attention:	Ship To: Name: CLEAR CREEK ED CNTR Address: STAR ROUTE LA CANADA LA CANADA, CA, 91011 Phone: FAX 818-654-3560 Attention: Cedano, Gustavo	Bill To / Invoice To: INVOICES@LAUSD.NET cc: kevin.turk@lausd.net
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The Requestor is responsible for signing the **Modified PO** report. The Requestor is to obtain the required signature on the **Approved to Modify** line. The **Approved to Modify** signature is determined by the Dollar amount of the requisition.

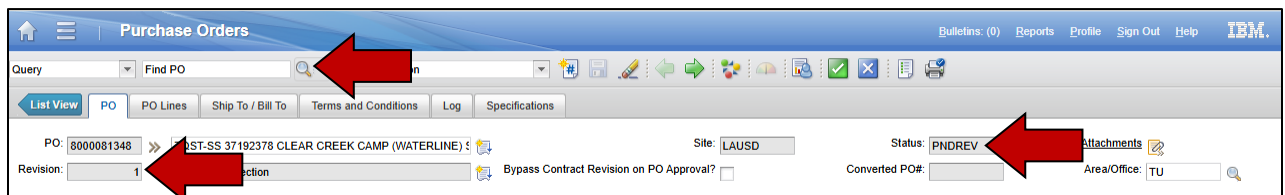
AFSD	\$0 - \$150,000
RDF	\$150,001 - \$250,000
Deputy Director	\$250,001 - \$500,000
Director	\$500,001+

Requested By: San Luis, Joy	10/2/25
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

This Purchase Order is VOID if signature does not appear. By accepting this Purchase Order, Vendor agrees to all Terms and Conditions at <https://www.lausd.org/Page/19828>. For Purchase Orders issued against LAUSD contracts, please refer to Terms and Conditions contained within associated contracts.

The Clerical department performs this function.

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



Purchase Orders

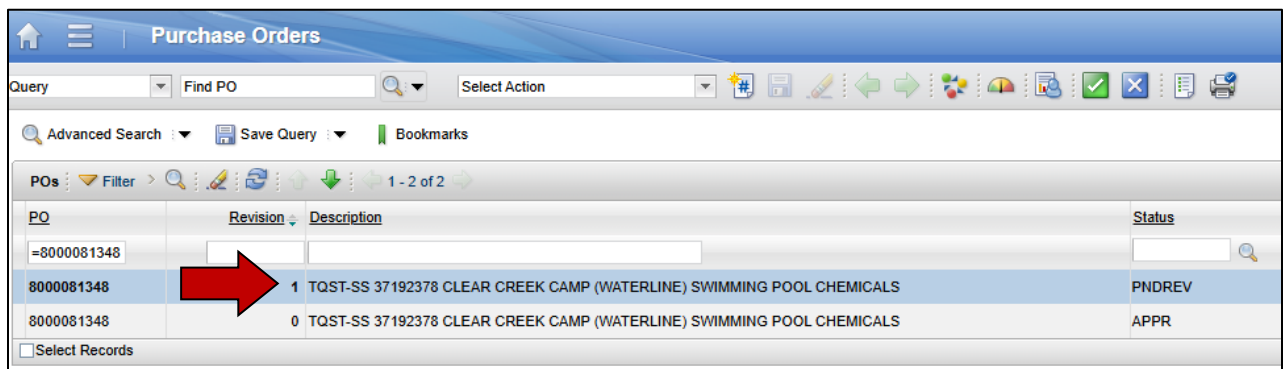
Query Find PO

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

PO: 8000081348 >> TQST-SS 37192378 CLEAR CREEK CAMP (WATERLINE) Site: LAUSD Status: PNDREV Attachments

Revision: 1 Section Bypass Contract Revision on PO Approval? Converted PO#: Area/Office: TU

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



Purchase Orders

Query Find PO Select Action

Advanced Search Save Query Bookmarks

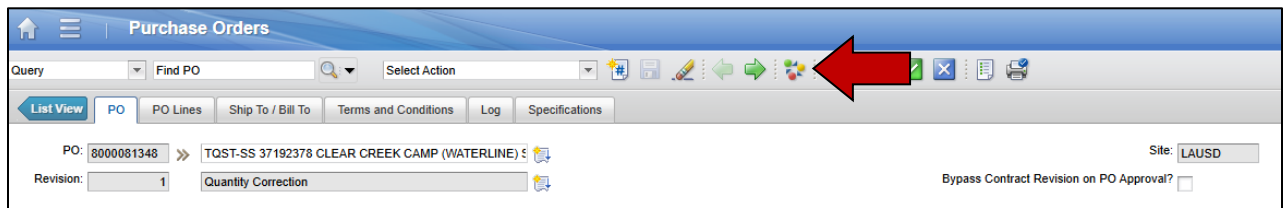
POs Filter 1 - 2 of 2

PO	Revision	Description	Status
8000081348	1	TQST-SS 37192378 CLEAR CREEK CAMP (WATERLINE) SWIMMING POOL CHEMICALS	PNDREV
8000081348	0	TQST-SS 37192378 CLEAR CREEK CAMP (WATERLINE) SWIMMING POOL CHEMICALS	APPR

Select Records



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



Purchase Orders

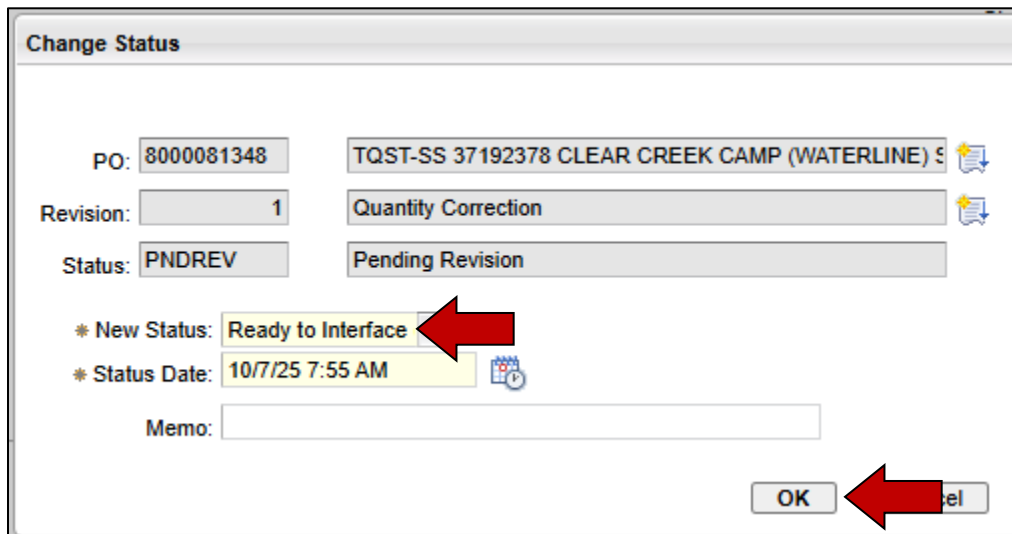
Query Find PO Select Action

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

PO: 8000081348 TQST-SS 37192378 CLEAR CREEK CAMP (WATERLINE) S Site: LAUSD

Revision: 1 Quantity Correction Bypass Contract Revision on PO Approval? ☐

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



Change Status

PO: 8000081348 TQST-SS 37192378 CLEAR CREEK CAMP (WATERLINE) S

Revision: 1 Quantity Correction

Status: PNDREV Pending Revision

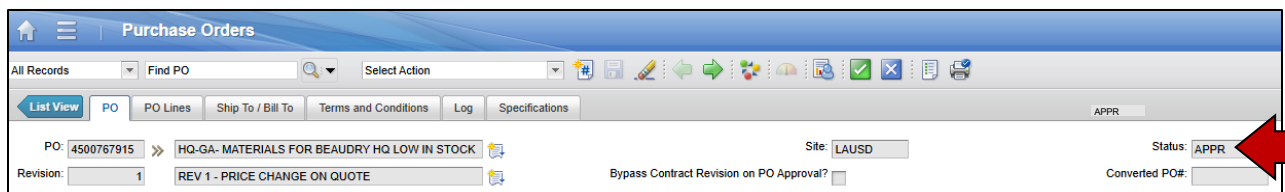
* New Status: Ready to Interface

* Status Date: 10/7/25 7:55 AM

Memo:

OK Cancel

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**.



Purchase Orders

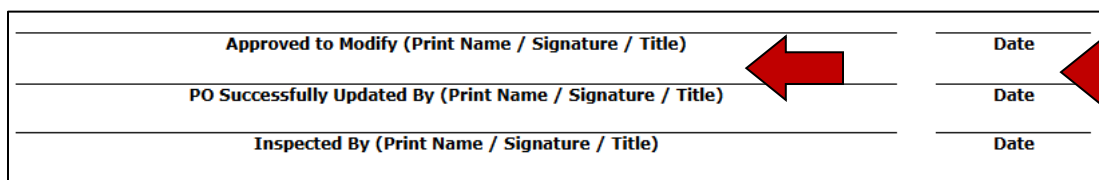
All Records Find PO Select Action

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

PO: 4500767915 HQ-GA- MATERIALS FOR BEAUDRY HQ LOW IN STOCK Site: LAUSD Status: APPR

Revision: 1 REV 1 - PRICE CHANGE ON QUOTE Bypass Contract Revision on PO Approval? ☐ Converted PO#:

After the status is changed to **APPR**, sign the PO Succsesfully Updated By line, and submit the **Modified PO** report back to the **Requestor**.



Approved to Modify (Print Name / Signature / Title)	Date
PO Successfully Updated By (Print Name / Signature / Title)	Date
Inspected By (Print Name / Signature / Title)	Date

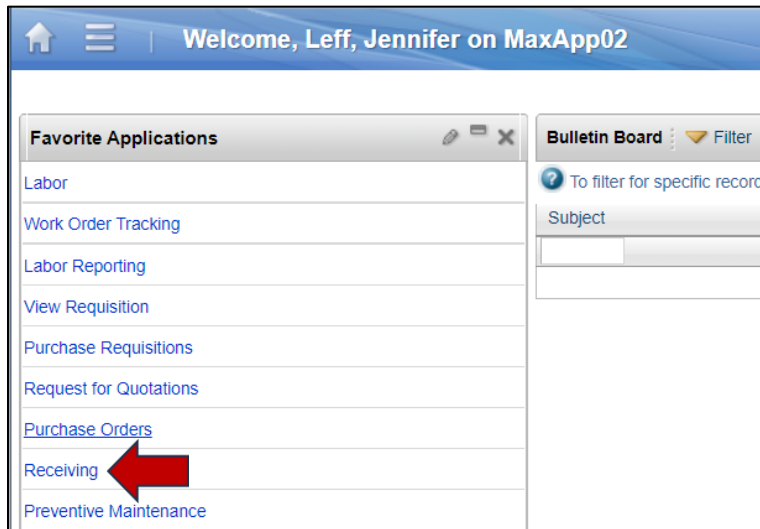
Requestor to submit a copy of the **Modified PO** report to **Vendor**.



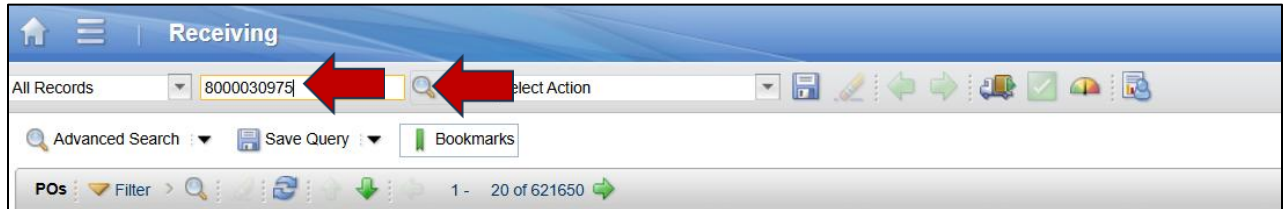
8. RECEIVING ORDER

The Receiver performs this function

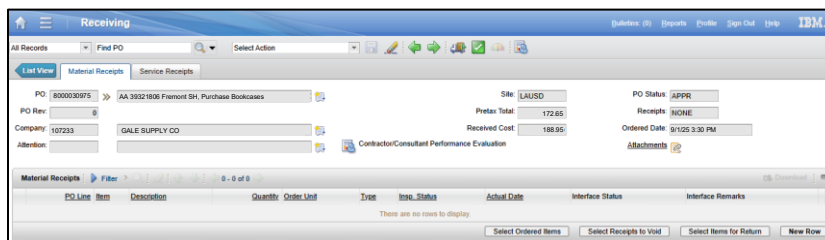
After receiving the item(s) from the vendor, the **Receiver** will create the **Goods Receipts** in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



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 Ordered Items** button.

The screenshot shows the 'Receiving' interface with the 'Material Receipts' tab selected. The top section contains fields for PO number (8000030975), Site (LAUSD), PO Status (APPR), and other details. The bottom section has a table with columns: PO Line, Item, Description, Quantity, Order Unit, Type, Insp. Status, Actual Date, Interface Status, and Interface Remarks. A red arrow points to the 'Select Ordered Items' button located below the table.

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

The 'Select Ordered Items' window is displayed. It has a 'Storeroom' field at the top. Below is a table with columns: PO Line, Item, Description, Packing Slip, To Storeroom, Quantity Due, Quantity Ordered, Invoice, and Remarks. The first four rows are checked. A red arrow points to the first row. Another red arrow points to the 'OK' button at the bottom right.

You will be taken back to the previous screen. Click on the floppy disk icon to save the record. The **Receipt Inspection Status** will be changed to **WINSP** and is ready for approval. The **Receipts** status will remain as **NONE** until approved by clerical.

The screenshot shows the 'Receiving' interface after saving. The 'Material Receipts' tab is still active. The table now shows two rows. The first row, 'DRAWER, CTR 21x22', has an 'Insp. Status' of 'WINSP' and an 'Actual Date' of '10/2/25 1:30 PM'. The second row, 'PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAP', has an 'Insp. Status' of 'WINSP' and an 'Actual Date' of '10/2/25 1:30 PM'. A red arrow points to the floppy disk icon in the top right corner of the interface.

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.

10/2/25	
PO Successfully Created By: San Luis, Joy	Date
Inspected By (Print Name / Signature / Title)	Date
Received By (Print Name / Signature / Title)	Date
Approved To Pay (Print Name / Signature / Title)	Date
This Purchase Order is VOID if signature does not appear. By accepting this Purchase Order, Vendor agrees to all Terms and Conditions at https://www.lausd.org/Page/19828. For Purchase Orders issued against LAUSD contracts, please refer to Terms and Conditions contained within associated contracts.	

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 **Clerical** to conduct the PO closure process.

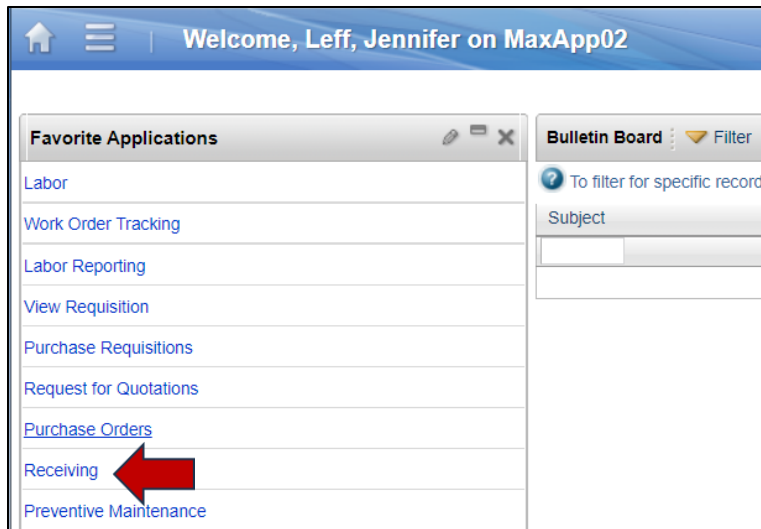
9. APPROVING RECEIVER

The Clerical Department performs this function.

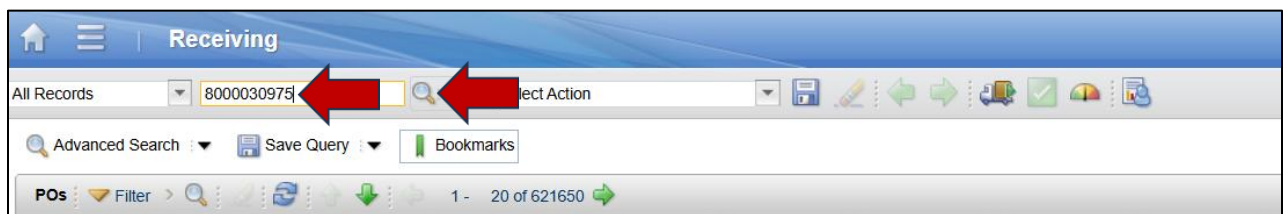
Review and attach the **Approved to Pay PO** packet to the PO. Follow the Document Upload Guide for best practices when uploading.



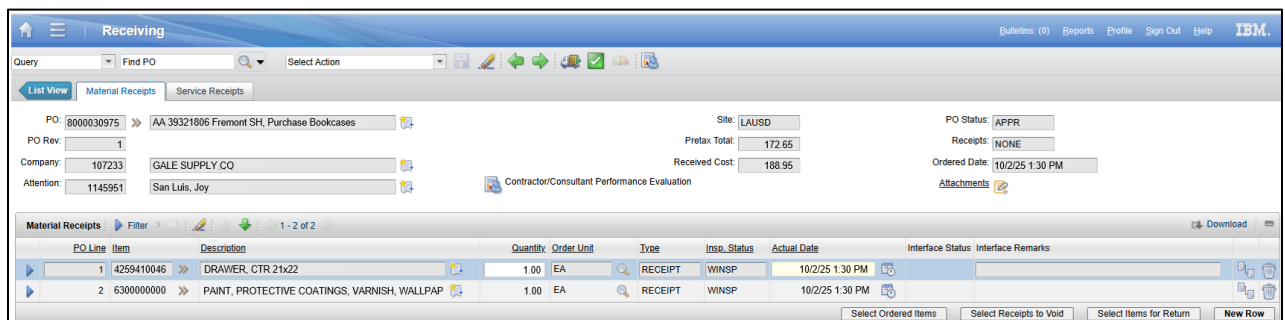
Go to the Receiving application, through either your favorite application list on the start center or by clicking on the **Hamburger Menu**, **Purchasing**, followed by **Receiving**.



In the **Receiving** application, enter the PO Number in the Find field, then click on the  icon, to search for the record.



This will take you to the **Materials Receipt** tab of the record. Here, you should see the Received lines with a **WINSP Inspection Status**. With our end goal of paying the invoices, we first need to approve the **Goods Receipts**.





Go to **Select Action**, **Approve Receipts**.

Query Find PO Select Action

List View Material Receipts Service Receipts

PO: 8000030975 AA 39321806 Fremont S
PO Rev: 1
Company: 107233 GALE SUPPLY CO
Attention: 1145951 Joy, San Luis

Material Receipts: Filter 1 - 2 of 2

PO Line	Item	Description
1	4259410046	DRAWER, CTR 21x22
2	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAP

Select the checkboxes of the items received, then click **OK**.

Change Inspection Status

Material Receipts Service Receipts

Material Receipts: Filter 1 - 2 of 2

PO Line	Item	Description	Inspected Qty	Approved Quantity
1	4259410046	DRAWER, CTR 21x22	1.00	1.00
2	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAP	1.00	1.00

OK

The receipt's status will change to **COMPLETE**, and **Inspection Status** to **COMP**. This will create a line where under **Type**, the field will say **TRANSFER**.

Query Find PO Select Action

List View Material Receipts Service Receipts

PO: 8000030975 AA 39321806 Fremont SH, Purchase Bookcases Site: LAUSD
PO Rev: 1 Pretax Total: 172.65
Company: 107233 GALE SUPPLY CO Received Cost: 188.95
Attention: 1145951 San Luis, Joy Contractor/Consultant Performance Evaluation

PO Status: APPR Receipts: COMPLETE Ordered Date: 10/2/25 1:30 PM Attachments

Material Receipts: Filter 1 - 2 of 2

PO Line	Item	Description	Quantity	Order Unit	Type	Inso. Status	Actual Date	Interface Status	Interface Remarks
1	4259410046	DRAWER, CTR 21x22	1.00	EA	RECEIPT	COMP	10/2/25 1:30 PM		
2	6300000000	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAP	1.00	EA	RECEIPT	COMP	10/2/25 1:30 PM		
1	4259410046	DRAWER, CTR 21x22	1.00	EA	TRANSFER	COMP	10/2/25 1:30 PM		

Should you have any questions on this guide, please contact the Maximo Team at maximoteam@laschools.org.



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