



Los Angeles Unified School District

Maximo 7.5 / Procurement Module

Non-Stock Material Requisition over \$25K (XPO) Guide

Revision Log	
Date	Change Description
7/9/18	Changed XPO Request for Quotation report name to Request for Quotation
9/12/19	Added language regarding the requirements for Will Call



DEFINITION

The Non-Stock Material Requisition over 25K (XPO) Guide is used to purchase materials not stocked in LAUSD Stores, not covered by Annual Contract, and totaling more than \$25,000.

1. LOGIN

The Requestor will perform this function.

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

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



The login screen features the Tivoli software and IBM logos at the top. The main heading is "Welcome to Maximo" next to a large 3D nut icon. Below this, there are input fields for "User Name:" (containing "danny.lu") and "Password:" (masked with dots). A "Sign In" button is positioned to the right of the password field. Below the button are links for "Forgot Password?" and "New User? Register Now". At the bottom, a copyright notice reads: "© Copyright IBM Corp. 2007-2012. All rights reserved. See product license for details."

START CENTER

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

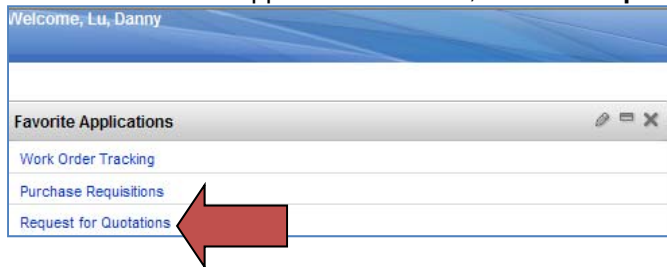


The Start Center dashboard includes a top navigation bar with links like "Home", "Go To", "Reports", "Start Center", "Profile", "Sign Out", and "Help". Below this is a toolbar with icons for "Change Content/Layout", "Display Settings", "Create New Template", "Modify Existing Template", and "Update Start Center". The main area is divided into two sections: "Favorite Applications" on the left and a "Bulletin Board" on the right. The "Favorite Applications" list includes: Work Order Tracking, Purchase Requisitions, Request for Quotations, Purchase Orders, Receiving, Preventive Maintenance, Assets, Labor Reporting, Job Plans, Assignment Sheet, Invoices, and Work Requests. The "Bulletin Board" section has a table with columns: Subject, Message, Post Date, Expiration Date, and Viewed. The table is currently empty, with a message stating "There are currently no bulletin board messages to view."



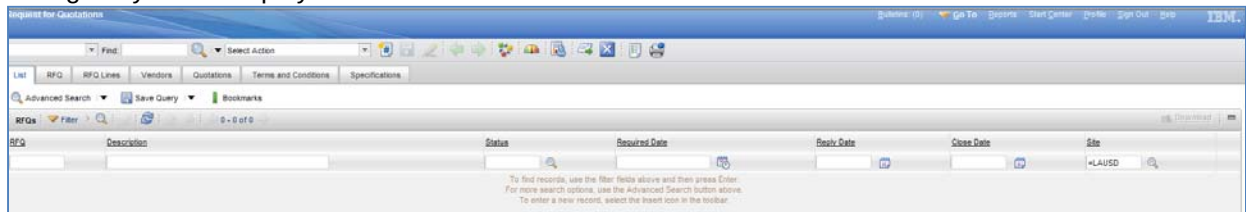
2. REQUEST FOR QUOTATION (RFQ)

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



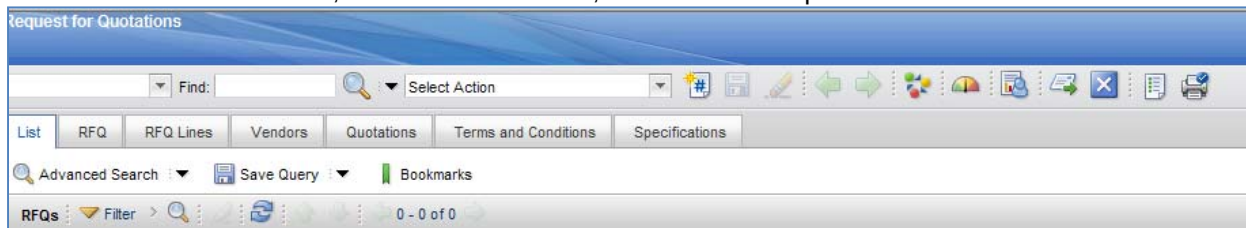
RFQ HOME

You will then be taken to the RFQ home screen; in this screen, you may search for any existing RFQ through any of the displayed fields.

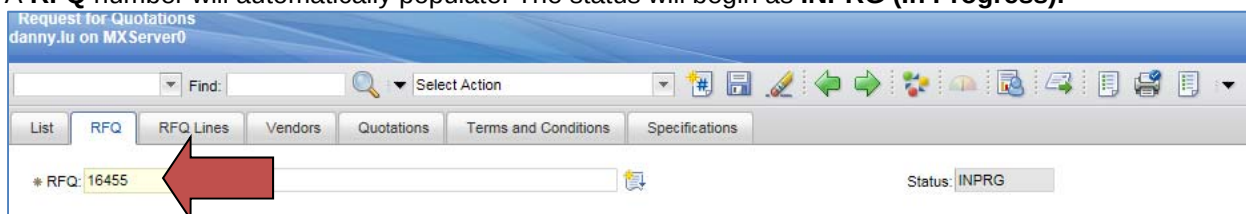


3. NEW RFQ

To initiate a new work order, click on the  icon, located on the top toolbar.



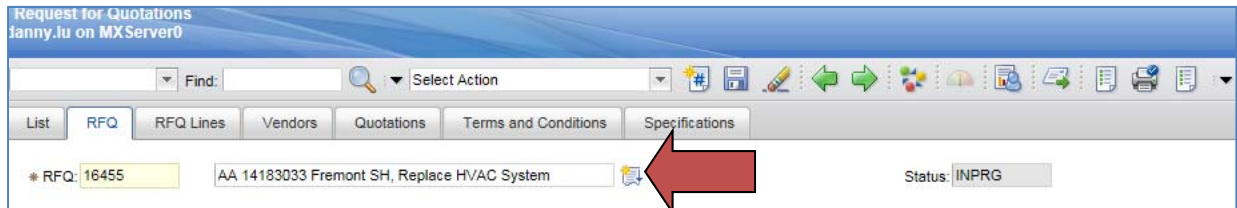
A **RFQ** number will automatically populate. The status will begin as **INPRG (In Progress)**.





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

Replace HVAC System). Optionally, click on the Long Description  icon to add any special instructions or additional information on the order.



Populate the following fields:

Requested By This field auto-populates with the login users' employee number, but can be changed as needed. Type the employee number of the XPO initiator

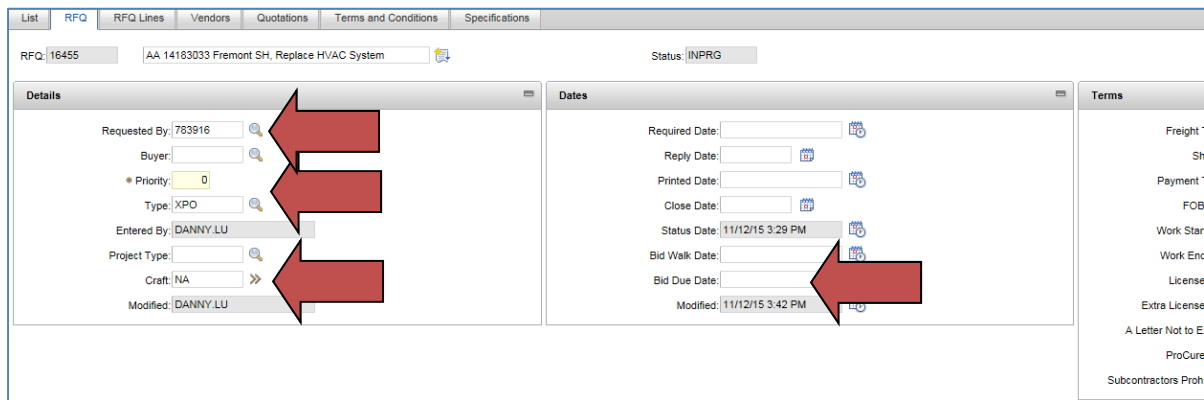
directly in the field or use the lookup  icon.

PO Type Type in "XPO"; you may also use the lookup  icon and select the type from the list.

Craft Enter the 2-letter Craft code of the lead discipline. You may also use the lookup  icon and select the code from the list.

Bid Due Date Enter the date in which you would like all bids received by

Attention Enter the employee number of the initiator.





- **Ship To a M&O Area:**
 - o 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: 1429 M&O MAINTENANCE NORTH 1

Address: 6651-B BALBOA BLVD

City: VAN NUYS

State/Province: CA

ZIP/Postal Code: 91406

Attention: 709044 Herweg, John Ethan

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

Ship To

* Ship To: 8768 MONROE HS

Address: 9229 HASKELL AVE

City: NORTH HILLS

State/Province: CA

ZIP/Postal Code: 91343

Attention: 709044 Herweg, John Ethan

- **Ship To - Will Call:**
 - o Enter WC in the **Ship To** field
 - o **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



Ship To

* Ship To: WC WILL CALL

Address:

City:

State/Province:

ZIP/Postal Code: 90017

Attention: 709044 Herweg, John Ethan

- **Bill To \ Reply To:**

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

Bill To

Reply To: 1429 M&O MAINTENANCE NORTH 1

Address: 6651-B BALBOA BLVD

City: VAN NUYS

State/Province: CA

ZIP/Postal Code: 91406

Attention: 709044 Herweg, John Ethan

Save the record, click on the  icon, located on the top toolbar.

4. CREATE RFQ LINE ITEMS

Click on the **RFQ Lines** tab.

Request for Quotations
fanny.lu on MXServer0

Find: Select Action

List RFQ RFQ Lines Quotations Terms and Conditions Specifications

* RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System Status: INPRG

Click on the **New Row** button.



Maximo 7.5 / Non-Stock Material Requisition over 25K (XPO) Guide

Request for Quotations
Janny Lu on MXServer0

Find: [] Select Action []

List RFQ RFQ Lines Vendors Quotations Terms and Conditions Specifications

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System Site: LAUSD Status: INPRG

RFQ Lines Filter 1 - 1 of 1

Line	Item	Description
1	0310543043	AIR CONDITIONING AND HEATING MULTI-ZONE SYSTEM

Line Item

* Line: 1 * Line Type: Item * Item: 0310543043

Manufacturer: Carrier Model: X123 Category: []

Enter the **Commodity Code** number in 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.

Request for Quotations
Janny Lu on MXServer0

Find: [] Select Action []

List RFQ RFQ Lines Vendors Quotations Terms and Conditions Specifications

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System Site: LAUSD

RFQ Lines Filter 1 - 1 of 1

Line	Item	Description
1	0310543043	AIR CONDITIONING AND HEATING MULTI-ZONE SYSTEM

Line Item

* Line: 1 * Line Type: Item * Item: 0310543043

Manufacturer: Carrier Model: X123 Category: []

Update the **Quantity**, **Order Unit** and enter the **Work Order** number.

Request for Quotations
Janny Lu on MXServer0

Find: [] Select Action []

List RFQ RFQ Lines Vendors Quotations Terms and Conditions Specifications

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System Site: LAUSD Status: INPRG

Quantity: 1.00 Order Unit: EA Issue Unit: [] Conversion Factor: 1.00

Commodity Group: 03100 Commodity Code: 0310543043 Remarks: []

Charge To

Storeroom: [] Work Order: 25258367 Location: S-13356 Asset: []

GL Debit Account: IO:808000063937

Related Records

Requisition: [] Requisition Line: [] PO: [] PO Line: [] Contract: []

Repeat steps if necessary. Save the record, click on the  icon, located on the top toolbar.

5. ENTER PROSPECTIVE VENDORS IN THE VENDORS TAB

Click On the **Vendors** tab.

Request for Quotations
Janny Lu on MXServer0

Find: [] Select Action []

List RFQ RFQ Lines Vendors Quotations Terms and Conditions Specifications

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System Site: LAUSD Status: INPRG



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Click on the **New Row** button.

Enter the **Maximo Vendor number** in the **Vendor** field. The vendor name will auto-populate along with the vendor detailed information. Update the **Contact, Phone, Fax, and Email** if necessary.

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

A **Select Value** window will appear. Type in the name of the vendor in the Description field and click enter. The list will refresh and return with a list of vendors that match the description. Click on the vendor name to select.

Note: You can only award a vendor that has a SAP Vendor #.



Select Value

Filter 1 - 7 of 7 Download

Company	Description	I	SAP Vendor#	Address	City	State/Province
	carrier					
103522-A	CARRIER TRANSCOLD OF SOUTHERN	V		CALIFORNIA 1015 S AZUSA AVE	CITY OF INDUSTRY	CA
103519	Carrier Of Southern Calif.	V		1650 S Victory Blvd.	Glendale	CA
103522	CARRIER TRANSCOLD OF SOUTHERN	V		CALIFORNIA 1015 S AZUSA AVE	CITY OF INDUSTRY	CA
135284	COPY CARRIERS			19110 S VERMONT AVE	GARDENA	CA
103517-A	CARRIER CORPORATION	V	1000002428	P O BOX 93844	CHICAGO	IL
103517-B	CARRIER CORPORATION			P O BOX 4808	SYRACUSE	NY
103517	CARRIER CORPORATION	V	1000004959	3050 ENTERPRISE ST.	BREA	CA

Cancel

Save the record, click on the  icon, located on the top toolbar.

If applicable, repeat steps to add the next vendor.

6. GENERATE XPO REQUEST FOR QUOTATION REPORT

Click on the **Select Action** drop down and select **Run Reports**.

Request for Quotations
lanny.lu on MXServer0

Find: Select Action

List RFQ RFQ Lines Vendors Quotations

RFQ: 20526 AA 14183033 Fremont SH, Rep

RFQ Lines Filter 1 - 1 of 1

Line	Item	Description
1	0310543043	...

Line Item

Change Status
View History
Copy PR Line Items to RFQ
Unit of Measure and Conversion
Attachment Library/Folders
Duplicate RFQ
Add to Bookmarks
Run Reports
Cognos Reporting

Search for the **Request for Quotation** report. Click on the report name.

Reports

Select a report from the list, or click Create Report to create an ad hoc report.

On Demand Reports Scheduling Status

Reports to Run Filter 1 - 1 of 1 Download

Description
Request for Quotation

Create Report Cancel



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

Request Page

Help Text

Parameters

Schedule

☒ Immediate
☐ At this Time
☐ Recurring

Email

To:
Subject:
Comments:

File Type:
☒ PDF
☐ XLS

Report Delivery Format:
☒ Email with a file attachment
☐ Email with a file URL

Submit

The **Request for Quotation** report will appear. Print and send this report to all prospective vendors.

 **Los Angeles Unified School District**

Existing Facilities Maintenance & Operations



REQUEST FOR QUOTATION
THIS IS NOT A PURCHASE ORDER
Please return your quotation using this sheet as the cover page

RFQ #: 20526 **Bid Due Date:** 1/11/18 **Date:** 1/5/18

Project Description: AA 14183033 Fremont SH, Replace HVAC System

Scope:

Quotation request for the following:

Line #	Quantity	Unit	Description
1	1	EA	AIR CONDITIONING AND HEATING MULTI-ZONE SYSTEM - 30 TONS

Items to be Ship To: 0640

Bidder Instructions: To submit a bid, please fax/email this document to the contact below.

Contact Name:

Contact Number:

Contact Email:

Address: 333 S BEAUDRY AVENUE, 22ND FLOOR, LOS ANGELES, CA 90017

Bidder Requirements: All vendors are required to accept MasterCard as payment.



7. ENTER BID AMOUNT AND AWARD VENDOR

Click on the **Quotations** tab.

Request for Quotations
danny.lu on MXServer0

Find: [] Select Action []

List RFQ RFQ Lines Vendors **Quotations** Conditions Specifications

* RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System Status: INPRG

Change status. Click on the change status  icon and select **Sent to Vendor (SENT)** and click on the **OK** button.

Request for Quotations
danny.lu on MXServer0

Find: [] Select Action []

List RFQ RFQ Lines Vendors **Quotations** Terms and Conditions Specifications

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System

Vendor Item

Vendors Filter 1 - 1 of 1

Vendor	Description
103517	CARRIER CORPORATION

Quotations for Vendor: Filter 0 - 0 of 0

Line Item Description Manufacturer

Change Status

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System

Status: INPRG In Progress (INPRG)

Memo: []

* New Status: []

* Status Date: []

Memo: []

Cancel (CANCEL)
Ready to Interface (INTREADY)
Ready to be Sent (READY)
Sent to the Vendor (SENT)

OK

Click on the **Vendor Name** who you wish to enter the bid amount for. Next Click on the **Select RFQ Lines** button under the **Quotations for Vendor** section.

Request for Quotations
danny.lu on MXServer0

Find: [] Select Action []

List RFQ RFQ Lines Vendors **Quotations** Terms and Conditions Specifications

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System Site: LAUSD Status: SENT

Vendor Item

Vendors Filter 1 - 1 of 1

Vendor	Description	Contact	Total Bid Amount	Phone	Fax	Awarded?
103517	CARRIER CORPORATION	RICKY THOMAS		800 942-1844	626 425-3048	

Quotations for Vendor: Filter 0 - 0 of 0

Line Item Description Manufacturer Quantity Order Unit Currency Unit Cost Base Currency Base Unit

No rows to display...

Select RFQ Lines Award All

A **Select RFQ Lines** window will appear. Click on the checkbox of the RFQ Line that the vendor submitted a bid for and click **OK**.

Select RFQ Lines

RFQ Lines: Filter 1 - 1 of 1

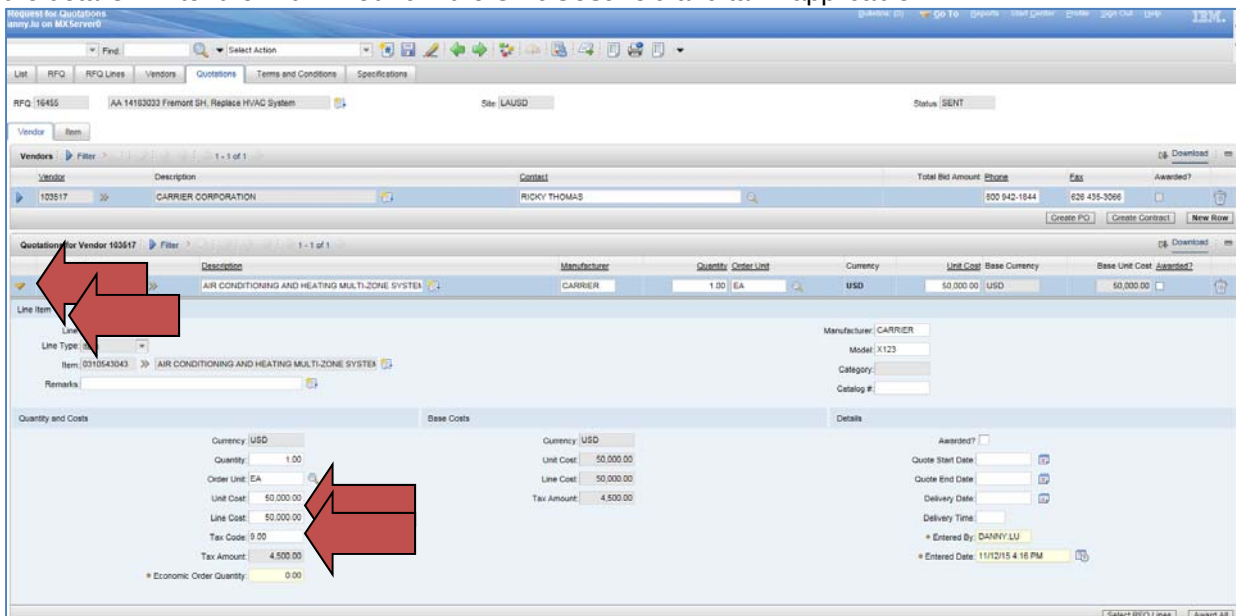
Line	Item	Description	Storeroom	Quantity	Order Unit	Conversion Factor	Location	GL Debit Account	Required Date
☒	1	0310543043 AIR CONDITIONING AND HEATING MULTI-ZONE SYSTEM		1.00	EA	1.00	S-13356	10:808000063	

OK



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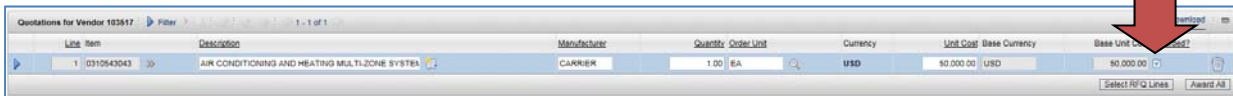
The line will now appear in the **Quotations for Vendor XXXX** field. click on the  icon to open the details. Enter the **Bid Amount** in the **Unit Cost** field and tax if applicable.



If applicable, repeat steps for each vendor. Save the record, click on the  icon, located on the top toolbar.

8. AWARD VENDOR

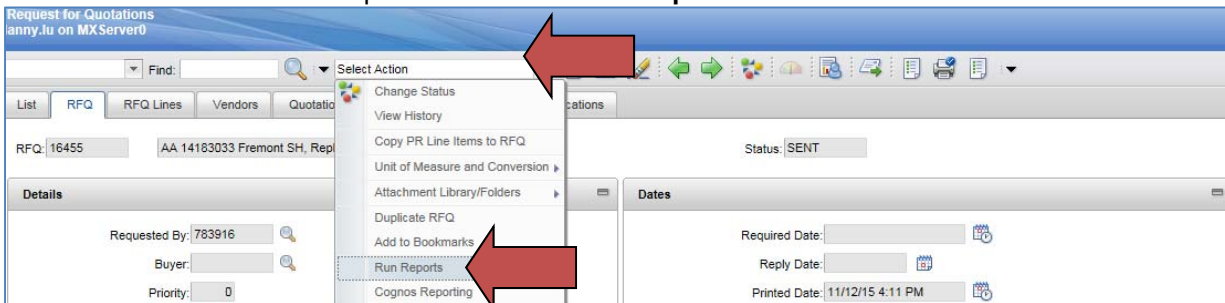
On the **Quotations for Vendor** record of the vendor you wish to award, check the **Awarded?** checkbox.



Save the record, click on the  icon, located on the top toolbar.

9. PRINT THE NON-STOCK MATERIAL REQUISITION (XPO) REPORT.

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





A new **Reports** window will appear. Click on the green arrow to find the **Non-Stock Material Requisition** report. Click on the report name.

Reports

Select a report from the list, or click Create Report to create an ad hoc report.

On Demand Reports Scheduling Status

Reports to Run Filter 25 - 36 of 38

Description

AB Letter 23 Fringe Benefit Statement

AB Letter 24 Encumbrance Pay (Attachment N)

AB Letter 25 Contractor Notice of Completion (Attachment I)

AB Letter 26 Enclosure Pick-Up

AB Letter 27 Contractor Performance Evaluation

AB Letter 28 - Confirmation of Contractor Bids

AB Letter 29 - Modification Memo

AB Letter 30 Subcontractor Listing

AB Letter 31 - Sole Source Justification Memo

Buyer Card Material Requisition

Maintenance Material Bid Form

Non-Stock Material Requisition

Create Report Cancel

A **Request Page** will appear. Enter the **RFQ number** and the appropriate responses for each field (if applicable). Click on the **Submit** button.



Maximo 7.5 / Non-Stock Material Requisition over 25K (XPO) Guide

The report will appear. Click on the printer icon to print the document

Los Angeles Unified School District
Existing Facilities Maintenance & Operations

NON-STOCK MATERIAL REQUISITION

RFQ #: 16455 Date: 11/16/15 Budget FY: 2016

Suggested Vendor:		Requestor Info:	
Vendor Code:	103517	Req Area:	REQ
Name:	CARRIER CORPORATION	Org Name:	MSO CENTRAL OFFICE
Address:	3050 ENTERPRISE ST.	Req Org:	0640
	BREA, CA. 92821	Phone:	213-241-0573
Phone:	800 342-1844	FAX:	213-241-0940
FAX:	626 435-3066	Comments:	
Attention:	ROCKY THOMAS		

The Preparer is responsible to signing the **Preparers** line. Preparer to obtain the **Regional Facilities Director (RFD)** in the **Approval** line.

Los Angeles Unified School District
Existing Facilities Maintenance & Operations

NON-STOCK MATERIAL REQUISITION

RFQ #: 16455 Date: 11/16/15 Budget FY: 2016

Approval		PREPARER'S Signature / Date	
	danny.lu		

Approval		RFD / DESIGNEE'S APPROVAL Signature / Date	

Comments / Justification:

Submit the signed **Non-Stock Material Requisition** report to **Clerical** for processing.

10. INTERFACE RFQ

The Clerical department will perform this function.

On the **Request for Quotation (RFQ)** record, Click on the change status icon and select **Ready to Interface (INTREADY)** and click on the **OK** button.

Request for Quotations
danny.lu on MX Server0

Find: Select Action

List RFQ RFQ Lines Vendors Quotations Terms and Conditions Specifications

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System Status: SENT

Details

Requested By: 783916
Buyer:
Priority: 0
Type: XPO
Entered By: DANNY.LU
Project Type:
Craft: NA
Modified: DANNY.LU

Dates

Change Status

RFQ: 16455 AA 14183033 Fremont SH, Replace HVAC System
Status: SENT Sent to the Vendor (SENT)

Memo:

* New Status: Ready to Inter
* Status Date:
Memo:

Cancel (CANC)
Approved to create PO (COMP)
In Progress (INPRG)
Ready to Interface (INTREADY)

OK



INTERFACE SCHEDULE AND STATUSES

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

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

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

Interface Rejected (INTREJECT) – The RFQ 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 RFQ rejected during the interface, the reason will be displayed on the RFQ tab.

Note: All XPO interfaces will reject because it is above \$25,000 and requires the review from procurement. The interface remark will provide you with one of the following:

- “Please change account assignment category to asset.”

If you get this message in the Interface Remark, submit the Non-Stock Material Requisition Report and supporting documents to our Financial Services Unit, Perla Yu at perla.yu@lausd.net. She will create a Shopping Cart number for you. Once you get the shopping cart number, please submit the Shopping Cart number, Non-Stock Material Requisition Report and supporting documents to Procurement, Hon Chan (hon.chan@lausd.net).

- “Shopping cart #1000378720 created for RFQ...”

If you get this message in the Interface Remark, please submit the Shopping Cart number, Non-Stock Material Requisition Report and supporting documents to Procurement, Hon Chan (hon.chan@lausd.net).

11. SUBMIT SUPPORTING DOCUMENTS TO FACILITIES CONTRACTS

The Requestor will perform this function.

Submit the supporting documents to Facilities Contracts to review.

Note: If the total awarded amount is above the Annual Adjusted To Bid Threshold for Contracts Awarded by School Districts (<http://www.cde.ca.gov/fg/ac/co/bidthreshold2017.asp>) which is currently at \$90,200; the requestor is also responsible for filling out the **Request for Procurement Action Form (RFPA)** <http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/98/RFPA.pdf>.

After review, Procurement will select the appropriate vendor and generate the Purchase Order. If Facilities Contracts selects the same vendor as the one you previously selected, the PO will automatically be generated in Maximo.

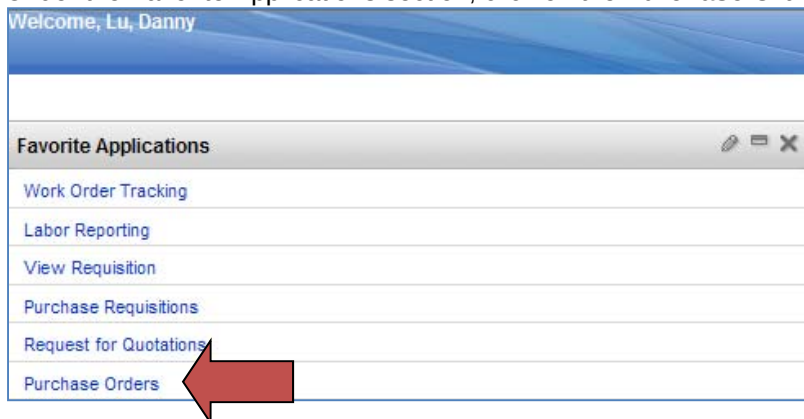


If the Facilities Contracts, selects a different vendor then the one that you approved. You will have to update the RFQ to reflect the correct vendor.

To update the RFQ to reflect a different vendor, change the status of the RFQ to **INPRG** and add a new Vendor row in the **Vendors** tab. Next, change the status to **SENT** and go to the **Quotations** tab to **unchecked** the previously awarded vendor's Awarded checkbox. Next, select the new vendor and click on the **Select RFQ Lines** button. Enter the bid awarded amount and check the **Awarded** checkbox button. Notify the Maximo team and they will create the PO in Maximo.

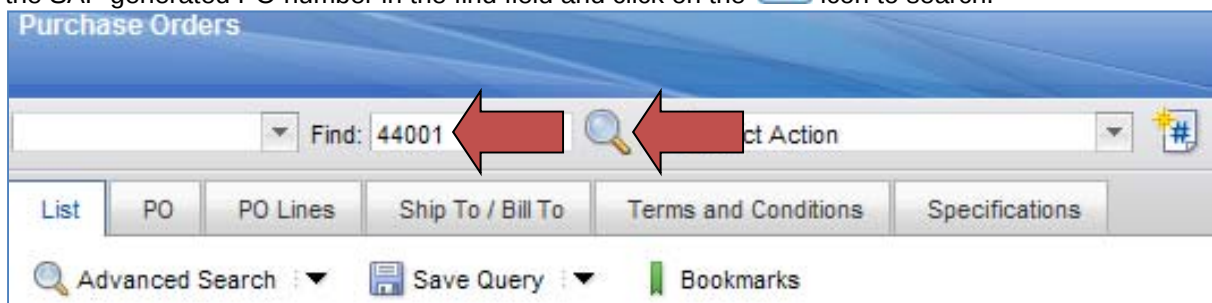
12. PRINT PURCHASE ORDER REPORT

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

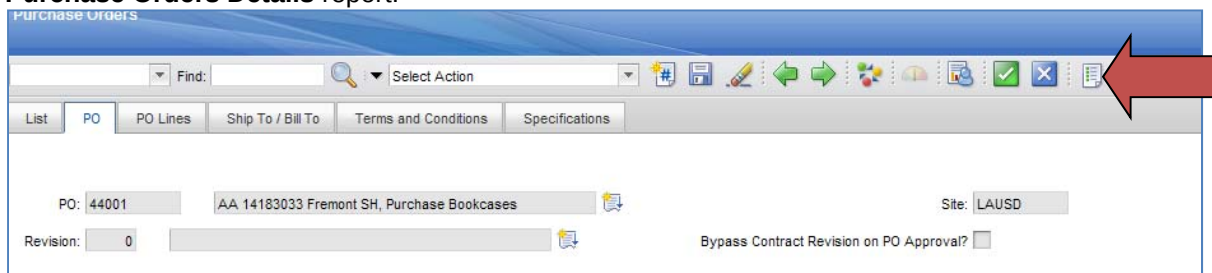


PURCHASE ORDERS HOME

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

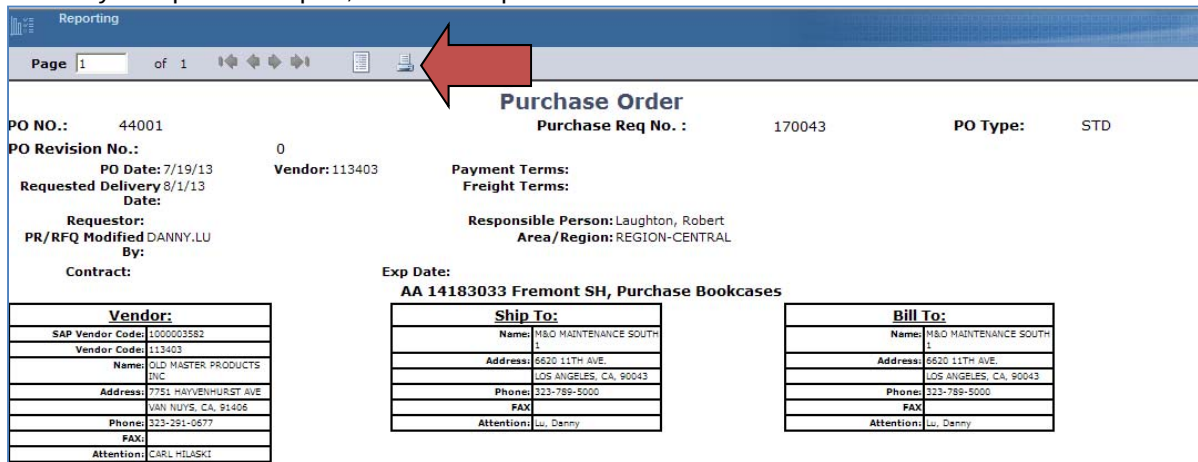


On the **Purchase Order** record, Click on the  icon located in the top tool bar to run the **Purchase Orders Details** report.





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



Reporting

Page 1 of 1

Purchase Order

PO NO.: 44001 Purchase Req No.: 170043 PO Type: STD

PO Revision No.: 0

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

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

Requestor: PR/RFQ Modified DANNY.LU Responsible Person: Laughton, Robert

By: Area/Region: REGION-CENTRAL

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

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

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

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

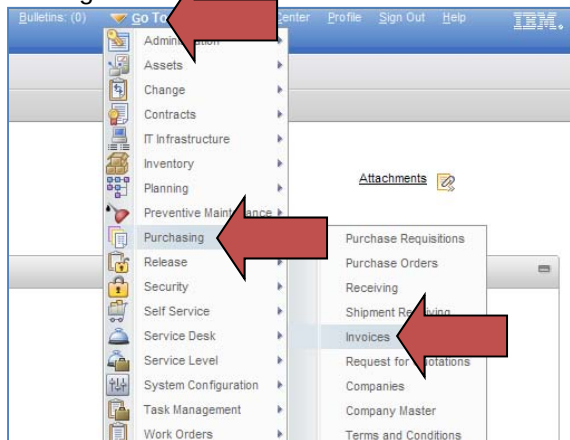
Clerical staff signs the **PO Details** report. Attach the signed **PR Report** with the **PO Report** and submit to **Requestor** for confirmation and filing.

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

13. CREATE MAXIMO INVOICE RECORD

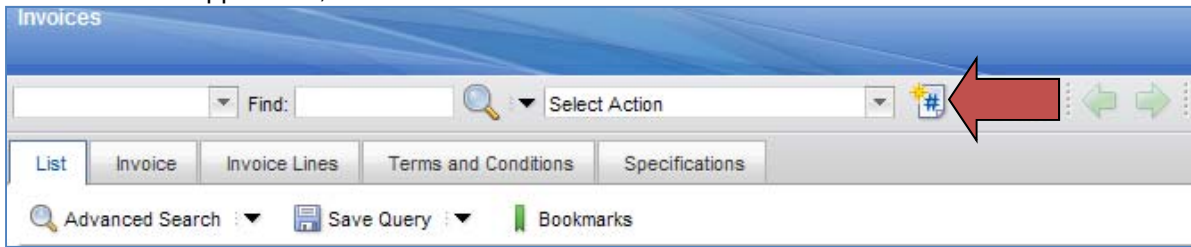
The Clerical department performs this function.

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

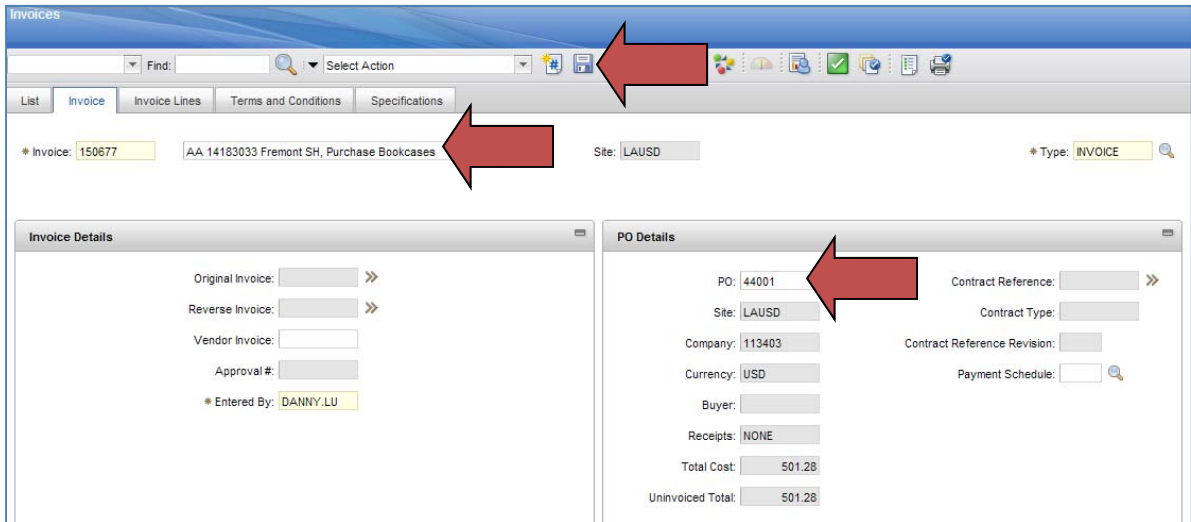




In the **Invoices** application, click on the  icon to create a new **Invoice record**.



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



Click on the floppy disk  icon to save.

14. ORDER RECEIVED, REQUESTOR RECEIVE LINE ITEM IN RECEIVING APPLICATION AND SUBMIT INVOICE/RECEIPT/PACKING LIST TO CLERICAL

The Requestor performs this function

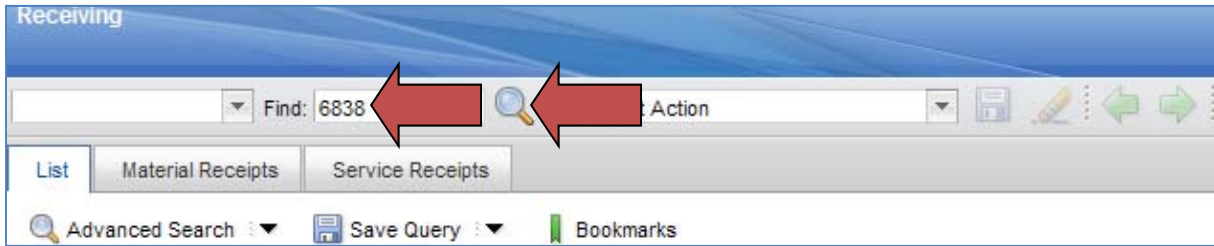
After receiving the item(s) from the vendor, requestor to receive item in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



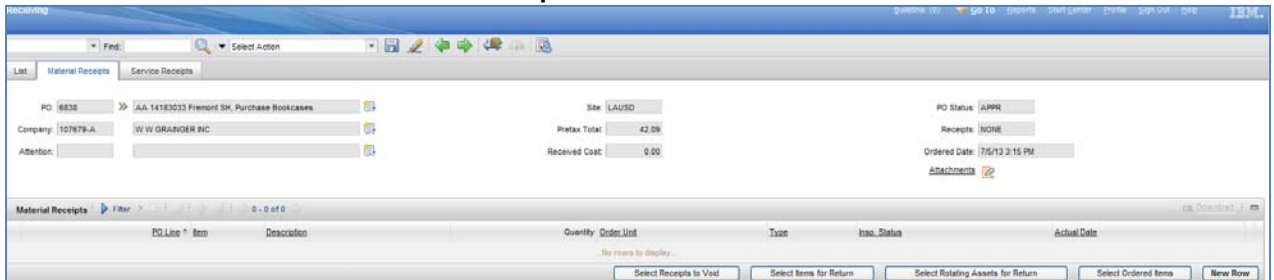


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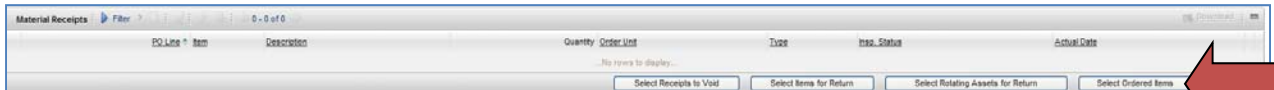
In the **Receiving** application, enter the **PO number** in the **Find** field and click on the  to search for the record.



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



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



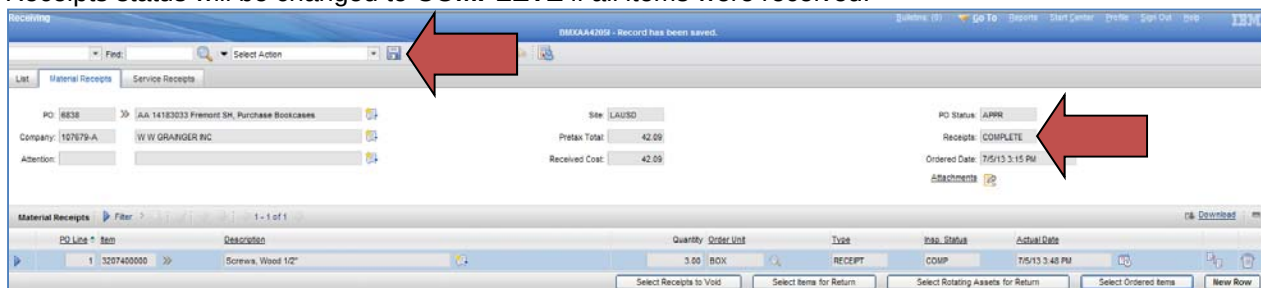
The **Select Ordered Items** window will appear. Check the checkbox on the lines that were received (verify the Quantity) and click on the **OK** button.





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You will be 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.



The screenshot shows the Maximo 7.5 interface. At the top, a message bar says "BMXAA4209 - Record has been saved." Below this, there's a search bar and a "Select Action" dropdown. A red arrow points to a floppy disk icon in the top bar. Below the search bar, there's a "Material Receipts" section. It shows details for a receipt, including PO: 8838, PO Status: APPR, Receipts: COMPLETE, and Ordered Date: 7/5/13 3:15 PM. Another red arrow points to the "Receipts: COMPLETE" status. Below this, there's a table with columns: PO Line, Item, Description, Quantity, Order Unit, Type, Receipt Status, and Actual Date. The table shows one line item: 1, 3207400000, Screws, Wood 1/2".

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

Purchase Order		
PO NO.: 4500155896	Purchase Req No. : 346548	PO Type (from PR or RFQ): PD
PO Revision No.: 0		
_____ Lu, Danny		7/10/15 Date
_____ Inspected By (Print Name / Signature / Title)		_____ Date
_____ Received By (Print Name / Signature / Title)		_____ Date
_____ Approved To Pay (Print Name / Signature / Title)		_____ Date

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.
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Purchase Order	
PO NO.: 4500155896	Purchase Req No. : 346548
PO Type (from PR or RFQ): PD	
PO Revision No.: 0	
Lu, Danny	7/10/15
Inspected By (Print Name / Signature / Title)	Date
Received By (Print Name / Signature / Title)	Date
Approved To Pay (Print Name / Signature / Title)	Date

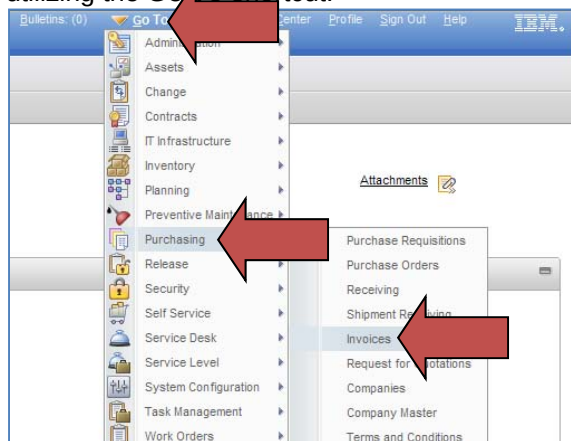
Note: The person receiving the item(s) cannot be the same person who generated the requisition.

Submit the **PO report, Purchase receipt(s), Packing Slip and Vendor Invoice** to **Clerical** to pay the vendor.

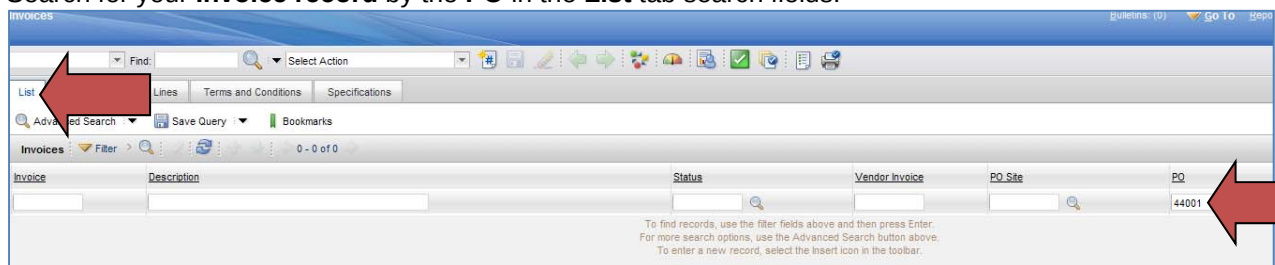
15. CHANGE MAXIMO INVOICE STATUS TO PAID AND SUBMIT INVOICE AND PO TO ACCOUNTS PAYABLE

The Clerical Department performs this function.

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



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





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

Invoice: 150677 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Type: INVOICE Status: ENTERED

Invoice Details

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

PO Details

PO: 44001 >> Contract Reference: >>
Site: LAUSD Contract Type:
Company: 113403 Contract Reference Revision:
Currency: USD Payment Schedule:
Buyer:
Receipts: NONE
Total Cost: 501.28
Uninvoiced Total: 0.00

Dates

Entered Date: 7/19/13 4:31 PM
Invoice Date: 8/1/13
* GL Posting Date: 7/19/13 4:31 PM
Due Date:
Paid Date:

Click on the floppy disk icon to save the record.

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

Invoice: 150677 AA 14183033 Fremont SH, Purchase Bookcases

Prefax Total: 0.00
Line Total: 0.00
Invoice Total: 0.00

Type: INVOICE
Status: ENTERED
Site: LAUSD

Invoice Lines: Filter > 0 - 0 of 0

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

Copy PO Lines

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

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

PO Lines Materials Services

PO Lines Filter > 1 - 4 of 4 Download

PO	Line	Item	Description	Quantity	Uninvoiced Quantity	Line Cost	Uninvoiced Cost	Site
☒	44001	1	9628600000 Shipping and Handling	5.00	5.00	100.00	100.00	LAUSD
☒	44001	2	3600500000 Wood Adhesive	2.00	2.00	259.90	259.90	LAUSD
☒	44001	3	3651000000 Floor Brush	1.00	1.00	32.76	32.76	LAUSD
☒	44001	4	4453000000 Staple Gun	1.00	1.00	65.00	65.00	LAUSD

OK



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

Line	Item	Description	PO	PO Site	Quantity	Unit Cost	Tax	Line Cost
1	902000000	Shipping and Handling	44001	LAUSD	5.00	20.00	8.75	100.00
2	360000000	Wood Adhesive	44001	LAUSD	2.00	129.95	25.34	259.90
3	305100000	Floor Brush	44001	LAUSD	1.00	32.76	3.19	32.76
4	445300000	Staple Gun	44001	LAUSD	1.00	65.00	6.34	65.00

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**.

Invoice: 150678 AA 14183033 Fremont SH, Purchase Bookcases

Status: ENTERED Invoice Entered (ENTERED)

Memo:

* New Status: Paid (PAID)

* Status Date: 7/19/13 4:40 PM

Memo:

Close PO? ☒

OK

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

Should you have any questions on this guide, please contact Mark Merrick (mark.merrick@lausd.net / 213-241-8620), or John Herweg (john.herweg@lausd.net / 213-241-1127).