Post Date: 7/18/22

Los Angeles Unified School District

Maximo 7.6 / Procurement

Task Order Purchase Order (TO-PO) Guide

Revision Log	
Date	Change Description
7/18/22	Approvals
7/18/22	Internal controls added to the TO-PO contracts

Table of Contents

1. DEFINITION

The **Task Order Purchase (TO-PO) Guide** is a method to create a TO-PO for the procurement items from a Vendor's task order contract. You may view the list of current M&O Annual Contracts at http://mo.laschools.org/fis/existing-facilities/m-and-o/contracts/.

TO-PO contracts may include, but are not limited to, services, repairs, including maintenance, and construction paid for with moneys from the LAUSD general fund. Bond funds are not allowed to be used with a TO-PO.

The TO-PO is different from the traditional Task Order Purchase Task Order (TO) as it does not require a task order number, nor does it require a **Notice To Proceed (NTP)** to be sent to the vendor. The purchase order document generated against the TO-PO contract serves in place of an **NTP**

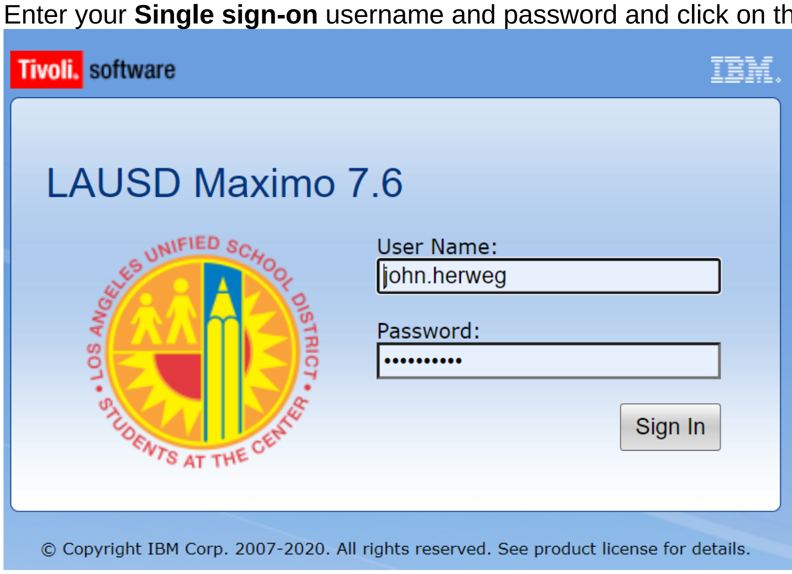
Please see **MAINTENANCE AND OPERATIONS PROCEDURE NO. G-M-45** for more information

2. LOGIN

The requestor performs this function.

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

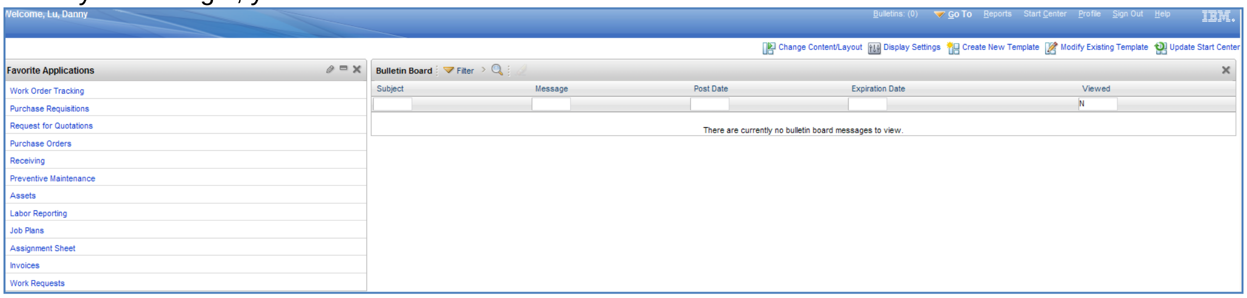
Enter your **Single sign-on** username and password and click on the **Sign In** button.



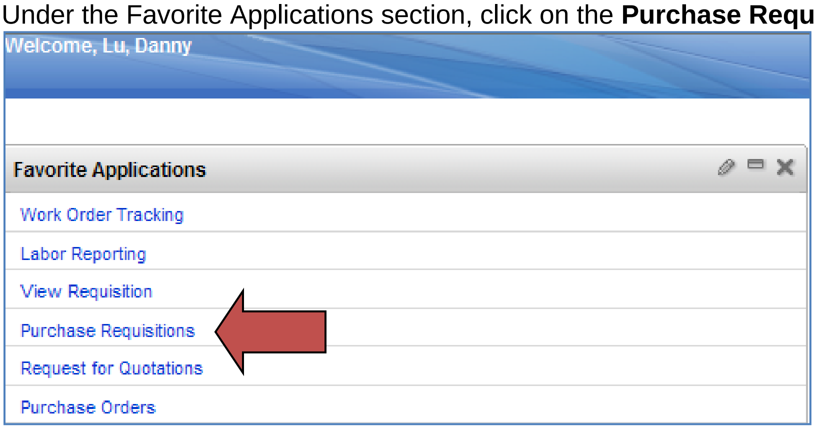
3. CREATE PURCHASE REQUISITION

START CENTER

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

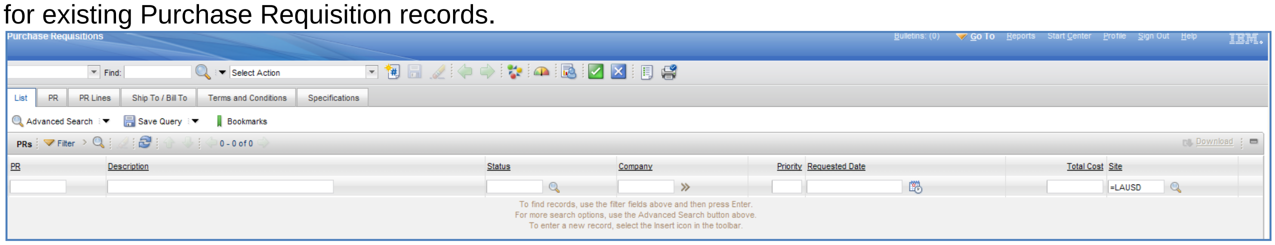


Under the Favorite Applications section, click on the **Purchase Requisition** application.



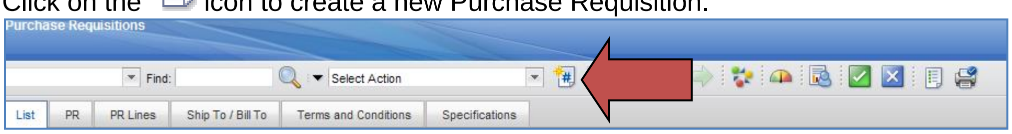
PURCHASE REQUISITION HOME

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

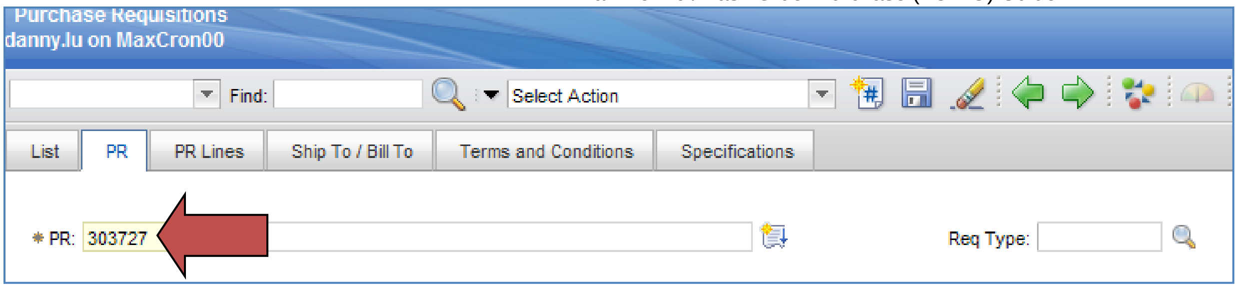


NEW PURCHASE REQUISITION

Click on the  icon to create a new Purchase Requisition.



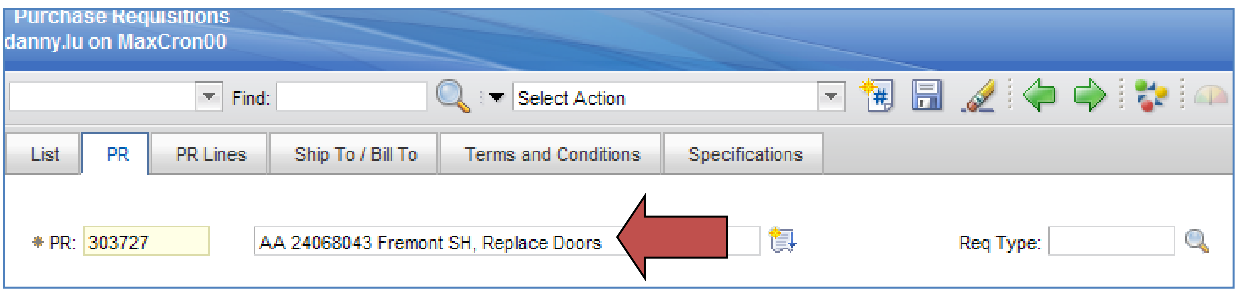
A new **Purchase Requisition** number will auto generate.



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

If you would like to add an additional comment to the Description field, separate the additional comment from the naming convention by a comma, and type your additional comment directly into the Description field (i.e., AA 14183033 Fremont SH, Replace Doors).

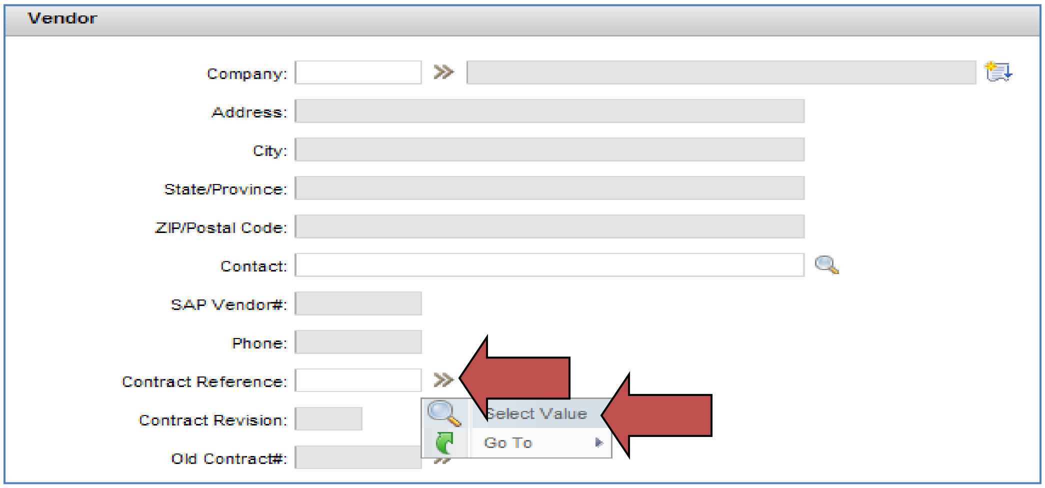
Click on the **Long Description** icon to add any special instructions for the PR. Type ‘**Special Instructions’** and all the text that follows will print in the Special Instructions section of the Quote Sheet.



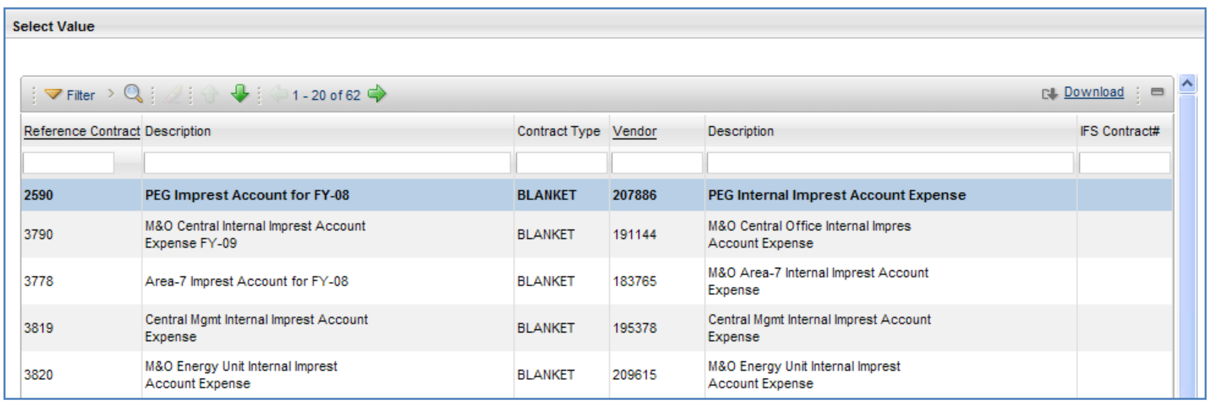
Fill in the following fields:

Contract Reference

Enter the **Contract Reference** (aka SAP 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**.



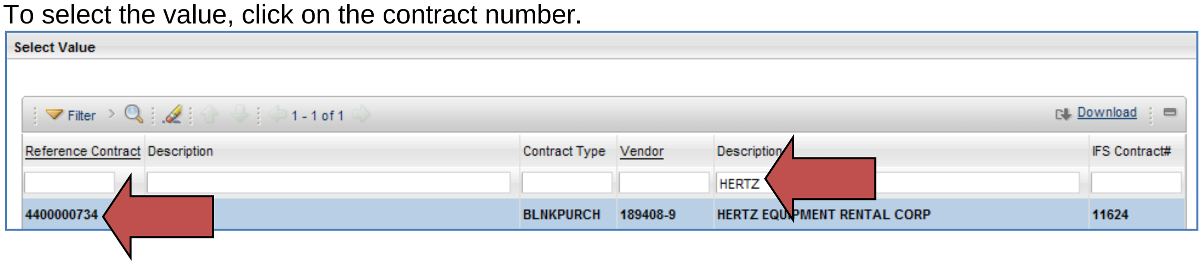
A **Select Value** window will appear with a list of contracts.


Select Value

Filter 1 - 20 of 62 Download

Reference Contract	Description	Contract Type	Vendor	Description	IFS Contract#
2590	PEG Impress Account for FY-08	BLANKET	207886	PEG Internal Impress Account Expense	
3790	M&O Central Internal Impress Account Expense FY-09	BLANKET	191144	M&O Central Office Internal Impres Account Expense	
3778	Area-7 Impress Account for FY-08	BLANKET	183765	M&O Area-7 Internal Impress Account Expense	
3819	Central Mgmt Internal Impress Account Expense	BLANKET	195378	Central Mgmt Internal Impress Account Expense	
3820	M&O Energy Unit Internal Impress Account Expense	BLANKET	209615	M&O Energy Unit Internal Impress Account Expense	

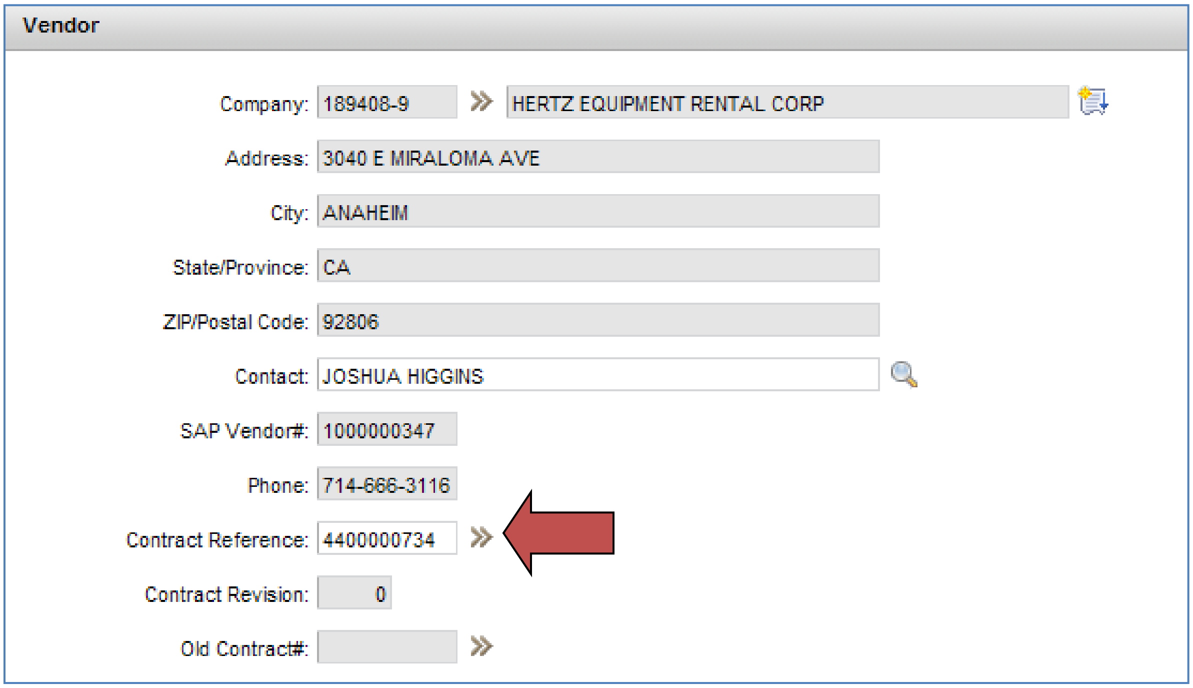
You may search for the **Contract Reference** number by any of the fields on the top. We recommend that you search by the name of the vendor under **Descriptions** (e.g. HERTZ), click enter when ready. To select the value, click on the contract number.


Select Value

Filter 1 - 1 of 1 Download

Reference Contract	Description	Contract Type	Vendor	Description	IFS Contract#
				HERTZ	
4400000734		BLNKPURCH	189408-9	HERTZ EQUIPMENT RENTAL CORP	11624

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



PR Type The PR Type **TO-PO** will automatically populate based on the contract selected.

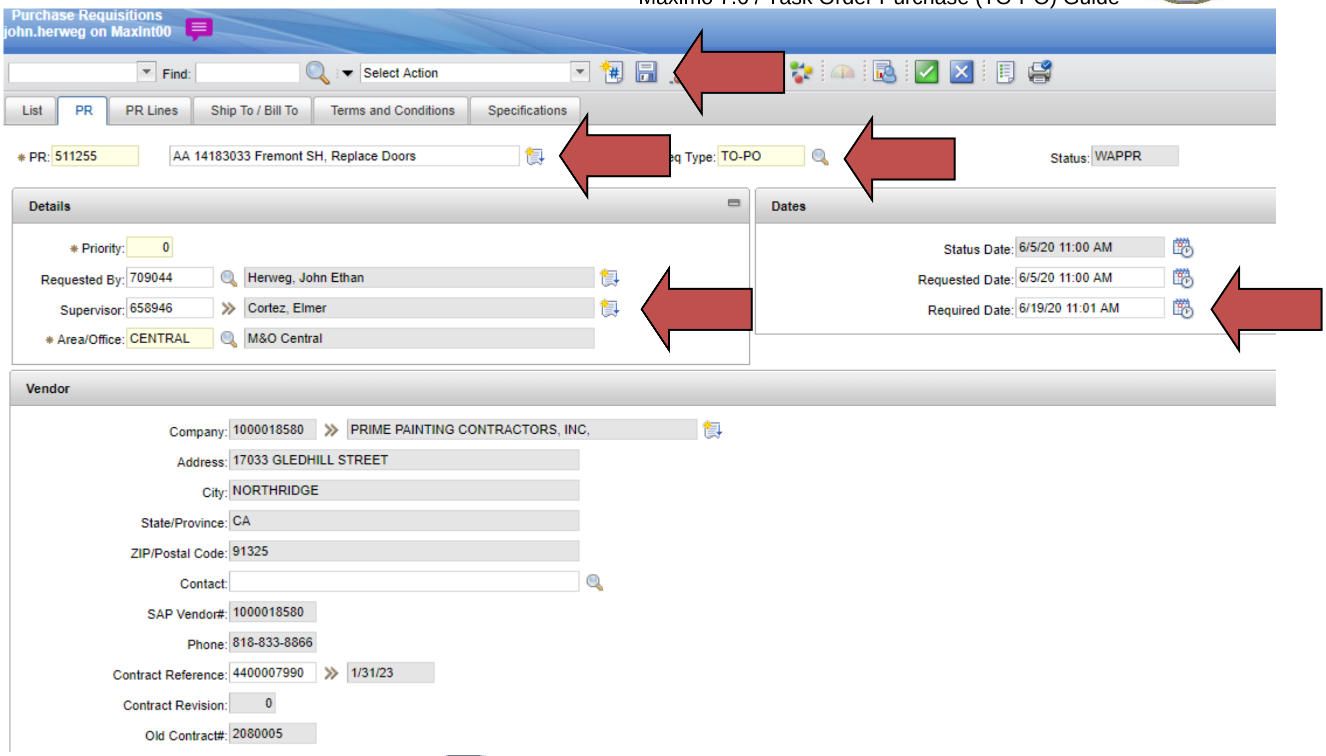
Requested By The **Requested By field** will auto-populate based on your Maximo login. If you would like to change the requestor, type in the employee number of the new requestor or use the magnifying glass icon to select from a list.
NOTE: The employee listed as the **Requested By** field will receive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

To save, click on the floppy disk .

Sample screen shot



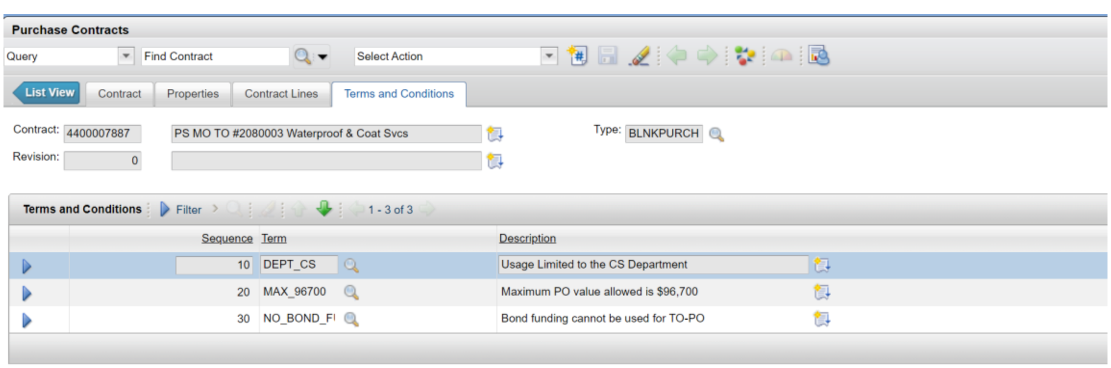
To save, click on the floppy disk .

4. RESTRICTIONS ON USAGE

Internal controls have been configured to limit the usage of the TO-PO contracts. The controls applied can include:

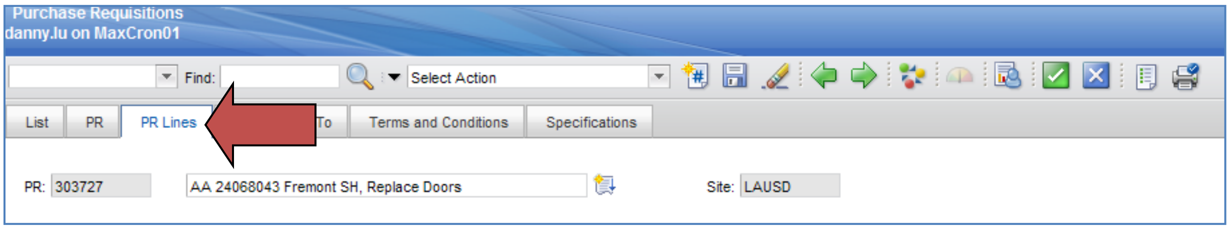
- Funding restrictions (Bond funds cannot be used)
- Dollar limitations
  - Each contract is configured with a dollar amount cap
- Department usage
  - The contract could be limited for a particular group for usage

The applied controls can be viewed on the "Term & Conditions" tab within the contract application in Maximo.

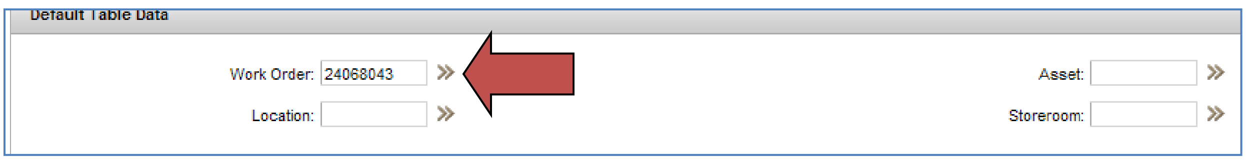


5. CREATE PR LINE ITEMS

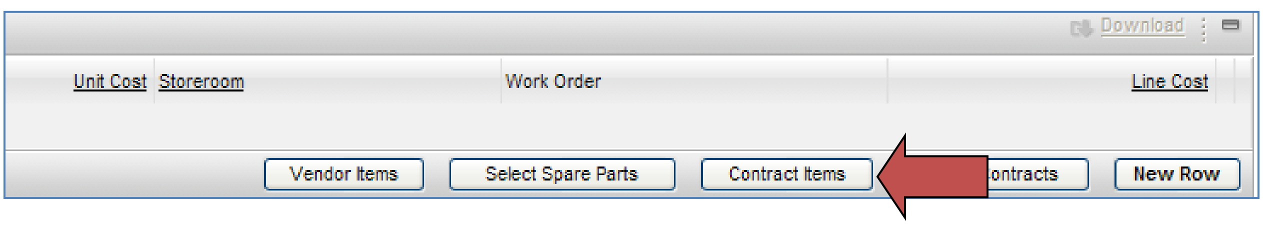
Click on the **PR Lines** tab



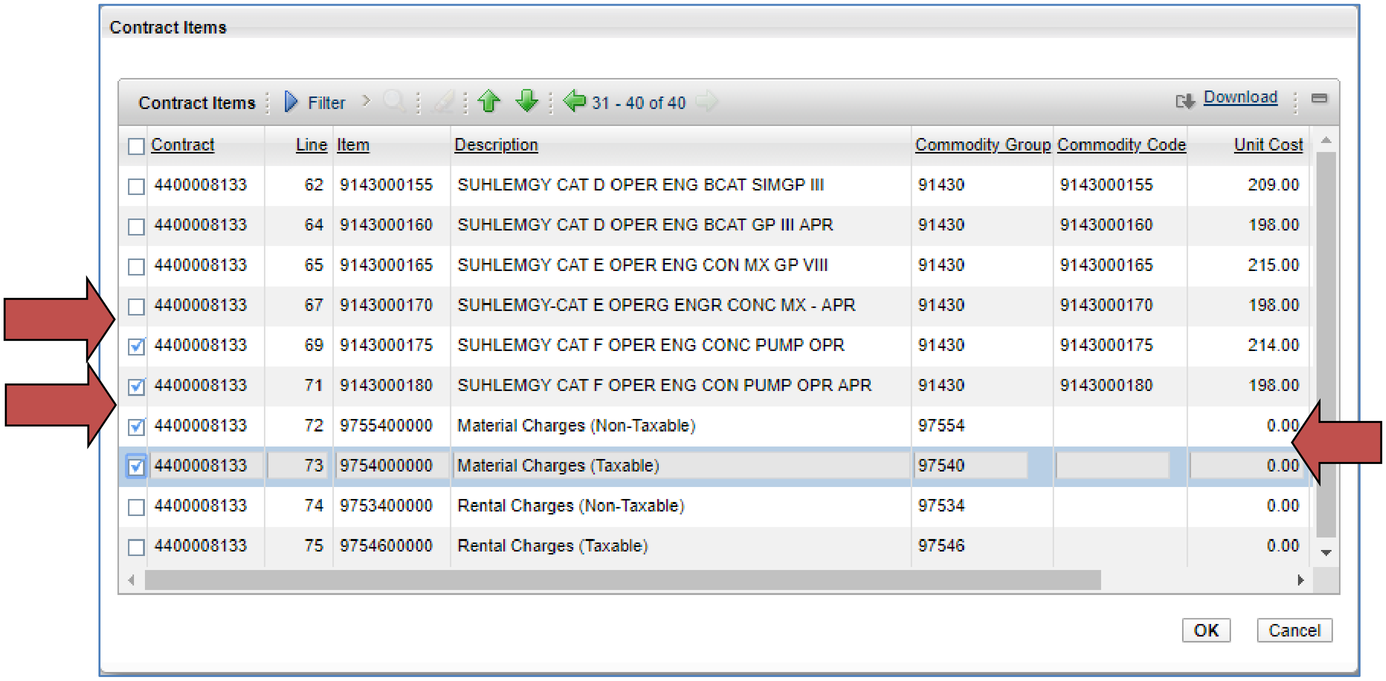
Prior to creating the PR Lines, under the **Default Table Data** section, you have an option to pre-fill the **Work Order** number. If pre-filled, all new rows will auto-populate with the Work Order number.



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.



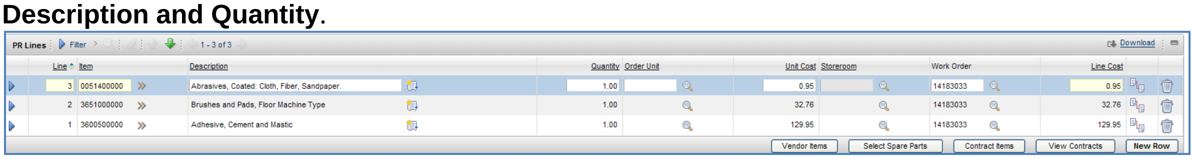
Check the Item numbers checkboxes you wish to bring over as **PR Lines**. Click on the **OK** button when done.



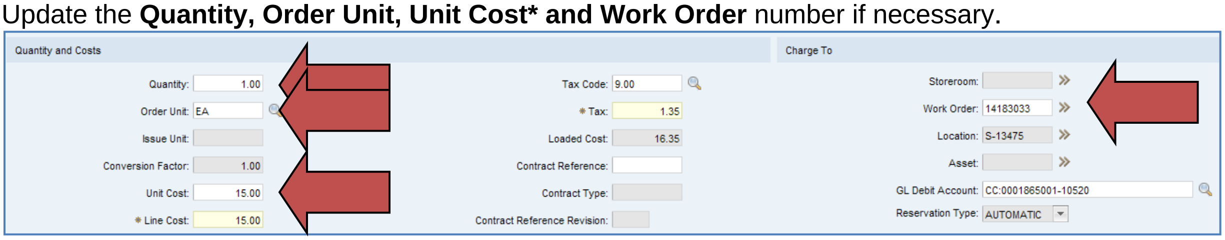
	Contract	Line	Item	Description	Commodity Group	Commodity Code	Unit Cost
☐	4400008133	62	9143000155	SUHLEMGY CAT D OPER ENG BCAT SIMGP III	91430	9143000155	209.00
☐	4400008133	64	9143000160	SUHLEMGY CAT D OPER ENG BCAT GP III APR	91430	9143000160	198.00
☐	4400008133	65	9143000165	SUHLEMGY CAT E OPER ENG CON MX GP VIII	91430	9143000165	215.00
☐	4400008133	67	9143000170	SUHLEMGY-CAT E OPERG ENGR CONC MX - APR	91430	9143000170	198.00
☑	4400008133	69	9143000175	SUHLEMGY CAT F OPER ENG CONC PUMP OPR	91430	9143000175	214.00
☑	4400008133	71	9143000180	SUHLEMGY CAT F OPER ENG CON PUMP OPR APR	91430	9143000180	198.00
☑	4400008133	72	9755400000	Material Charges (Non-Taxable)	97554		0.00
☑	4400008133	73	9754000000	Material Charges (Taxable)	97540		0.00
☐	4400008133	74	9753400000	Rental Charges (Non-Taxable)	97534		0.00
☐	4400008133	75	9754600000	Rental Charges (Taxable)	97546		0.00

If the Contract Lines has a fixed unit cost (value is greater than $0.00), then the unit cost cannot be modified. When the contract line has a unit cost of $0.00, the unit cost can be modified in the PR.

A new row will be created for each contract line you have selected. Here you can modify the **Description and Quantity**.



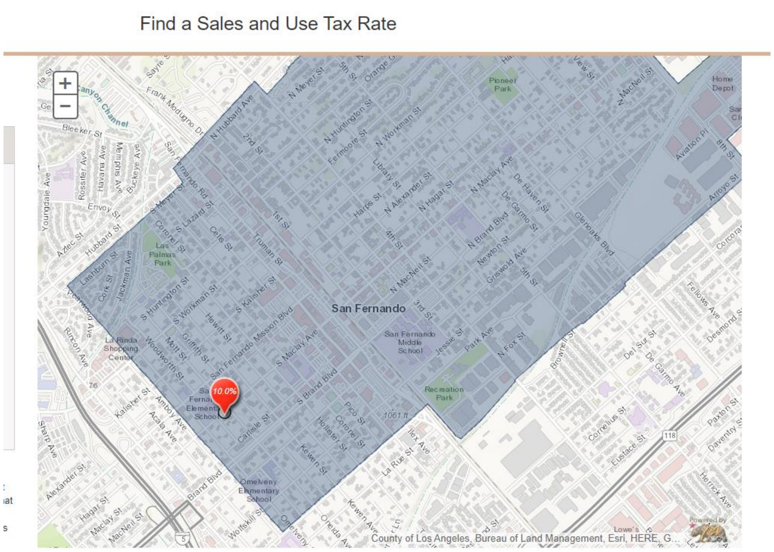
Update the **Quantity, Order Unit, Unit Cost* and Work Order** number if necessary.



*Unit cost can be modified for contract lines that do not have a fixed price

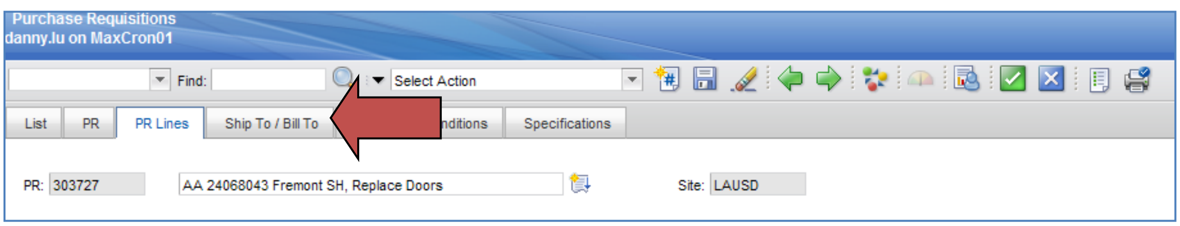
Click on the floppy disk icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

Taxes are not modifiable. Each item is configured to be tax exempt or taxable. Taxes are derived from the combination of the ship to address and the item number being taxable. The tax rate is based on the full address, not just the zip code. Taxes are locked in Maximo to ensure that we match with SAP. Tax data is not sent through the interface, taxes are derived in SAP based on the item number and delivery address. The CA state tax rate can be view / verified at the URL below https://gis.cdtfa.ca.gov/public/maps/TaxRates/

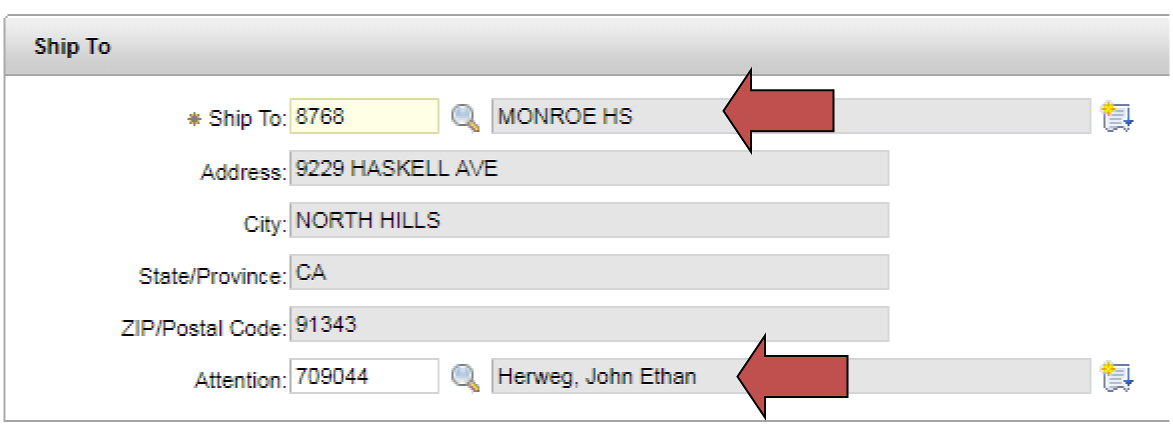


6. ENTER SHIP TO/BILL TO INFORMATION

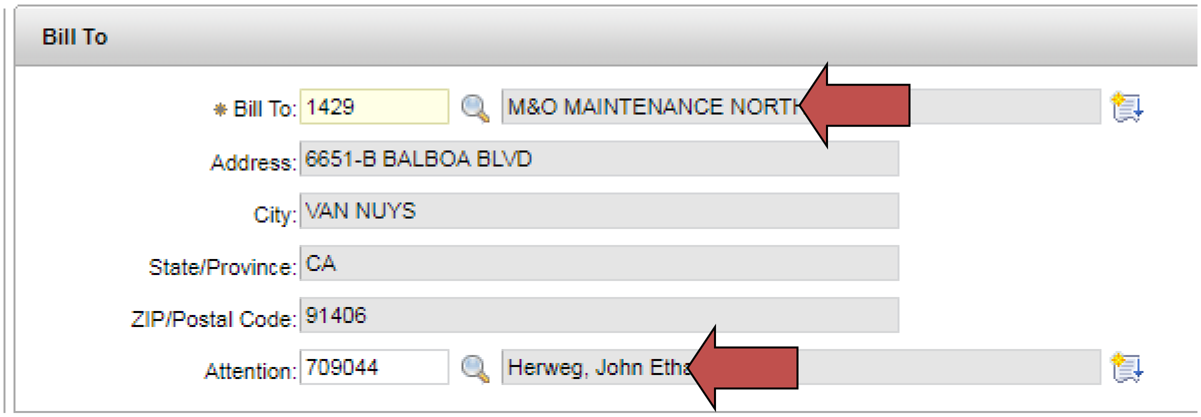
Click on the **Ship To/Bill To** tab.



- **<u>Ship To</u> a School**: (The location where the work is to be performed)
  - Select / enter the school's section code in the **Ship To** field.



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

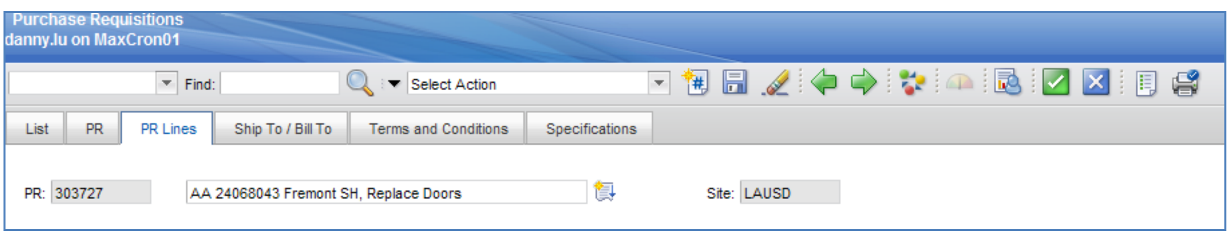


- **Issues:**
  - If the section is missing or has incorrect information, please contact the Maximo group

Click on the floppy disk icon to save.

7. PRINT THE PURCHASE REQUISITION REPORT

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



Los Angeles Unified School District — *Existing Facilities Maintenance & Operations*

Purchase Requisition

PR NO.: 511301 **PR Type:** TO-PO **PR Issue Date:** 06/05/20 01:45 PM

Requested Delivery Date: 6/17/20 **Payment Terms:** **Freight Terms:**

Requestor: Cortez, Elmer **Responsible Person:** Cortez, Elmer
PR Modified By: Herweg, John Ethan **PR Area/Region:** CS

Contract: 4400007887 **Exp Date:** 11/5/22 **Remaining Capacity:** $2,485,863.00

TOPO ZO 14183033 Fremont SH, Repair Roof Leak

Vendor:	**Ship To:**	**Bill To / Invoice To:**
SAP Vendor: 1000003612 **Maximo Vendor:** 117520 **Name:** BEST CONTRACTING SERVICES INC. **Address:** 19027 SOUTH HAMILTON AVENUE GARDENA, CA, 90248 **Phone:** 310-328-6969 **FAX:** 310-328-9176 **Attention:** SEAN TABAZADEH	**Name:** FREMONT HS **Address:** 7676 S SAN PEDRO ST LOS ANGELES, CA, 90003 **Phone:** 213-241-1127 **FAX** **Attention:** Herweg, John Ethan	**INVOICES@LAUSD.NET** cc: elmer.cortez@lausd.net

#	School Name	GL Account / Work Order #	#	School Name	GL Account / Work Order #
001	FAC MAINT & OPER-CENTRAL OFF	IO:220021146401 OTM 27497888			

#	Qty	Units	Item # / Commodity Group	Acct Line	G/L Account / School Name	Description, Mfg, Model, Catalog Code, Notes	Cr	Unit Cost	Tax Tax Code	Line Cost	Total Line Cost
1	1	EA	9613520045 96135	001	IO:220021146401 FAC MAINT & OPER-CENTRAL OFF	JOURNEYMAN REG HRLY RATE M-F 1- 8 HRS		95.00	0.00	95.00	95.00
2	1	EA	9752400000 97524	001	IO:220021146401 FAC MAINT & OPER-CENTRAL OFF	RENTAL/MISC CHARGES (TAXABLE)		100.00	9.50 9.50%	100.00	109.50

Total Line Cost (before tax):	**$195.00**
Total Tax:	**$9.50**
Total Shipping & Handling:	**$0.00**
PR Total Cost:	**$204.50**

P.R. Approvals:	**Print Name**	**Signature**	**Title**	**Date**
Requestor:	Cortez, Elmer		SENIOR TECHNICAL PROJECT MANAGER	7/18/22
Approved By:				
P.O.				

Approved By Signature Requirement		
Total Cost:	$0 - $50,000	Area Facilities Services Director
	$50,001 - $100,000	Regional Facilities Director
	Over $100,000	Deputy Director

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.

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

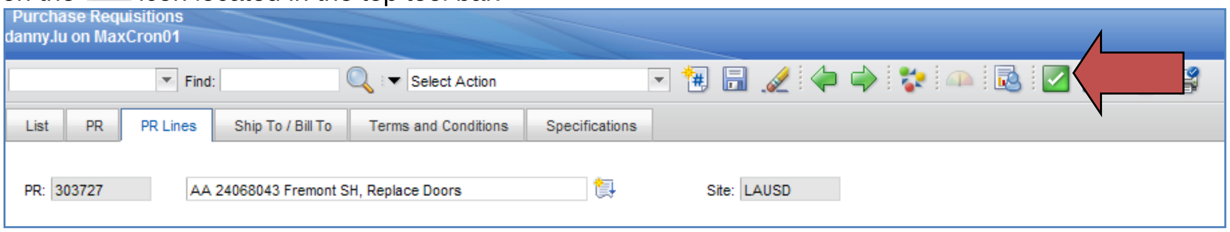
Submit the signed **Purchase Requisition** report to **Clerical** for processing.

8. CREATE PURCHASE ORDER

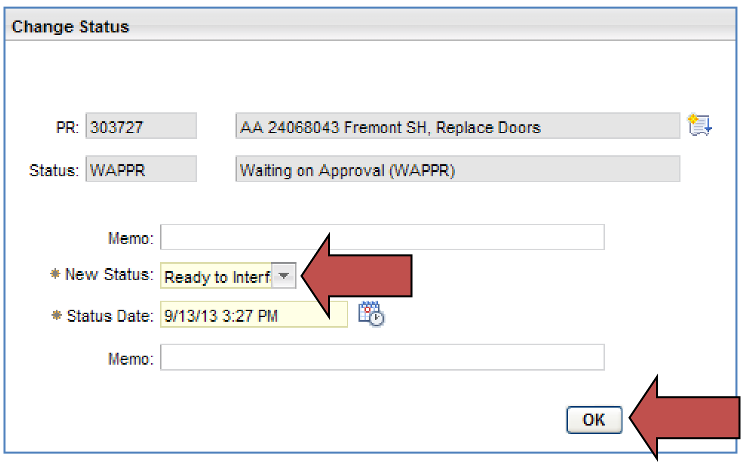
The Clerical department performs this function.

Review the **Purchase Requisition** report that was submitted to you by the Requestor. Sign the **P.O. Line** on the report after reviewing/checking the document for accuracy and completeness (e.g. SAP Vendor Code appears, Work Order has G/L Account line).

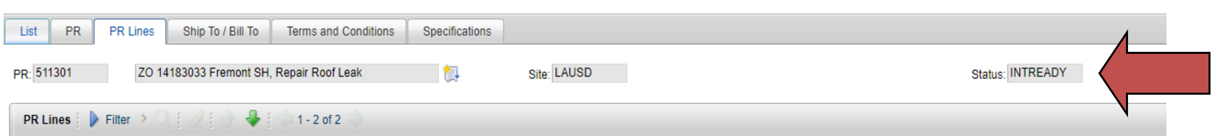
On the **Purchase Requisition** record, change the status to **Ready to Interface (INTREADY).** Click on the icon located in the top tool bar.



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



The new status will be displayed on the Purchase Requisition.



INTERFACE SCHEDULE AND STATUSES

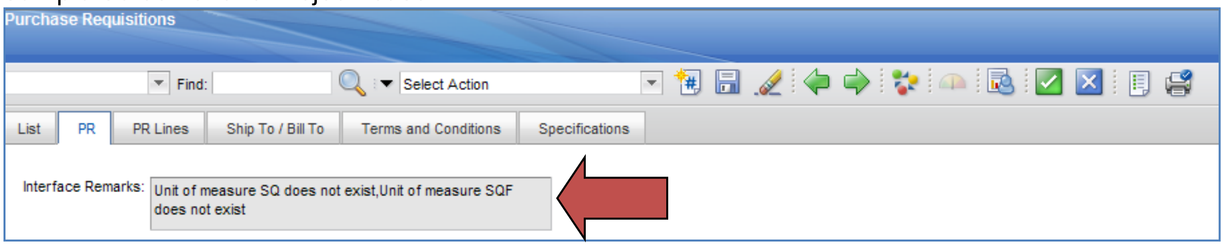
Maximo will interface the Purchase Requisition information into SAP Hourly to generate the PO. See below for the Interface status definitions and actions.

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

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

Interface Rejected (INTREJECT) – The PR completed its interface but was rejected due to any of the following reasons: Invalid Company, Invalid Funding, Invalid Commodity Code, Invalid Unit of Measure, etc… If your PR rejected during the interface, the reason will be displayed on the PR tab.

Sample Screen shot of Reject reason

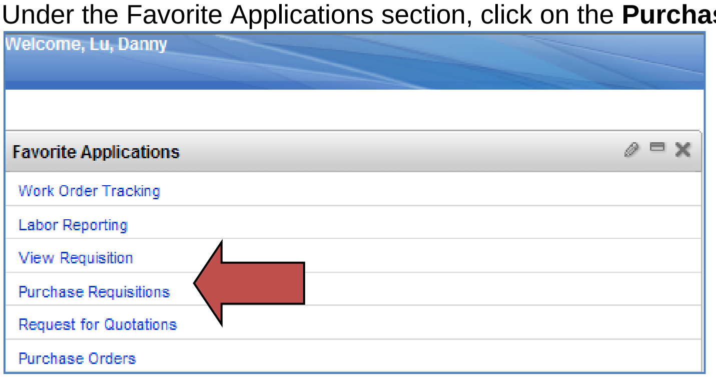


CLOSE – The PR completed its interface and the Purchase Order number was successful.

The **Requested By** employee and **Clerical** staff who changed the status of the PR to **Ready to Interface (INTREADY)** will receive an email should the interface Rejects or was Successful. If the **Purchase Order number** was created successfully, the **PO number** will appear on the email.

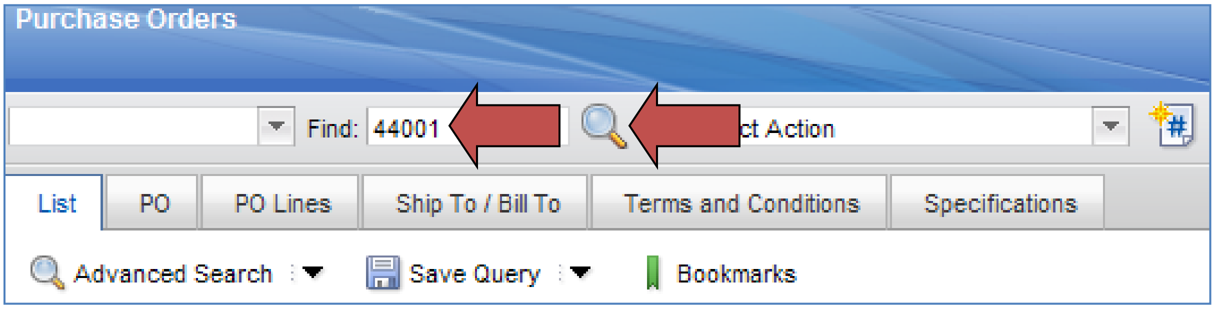
9. PRINT PURCHASE ORDER REPORT

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

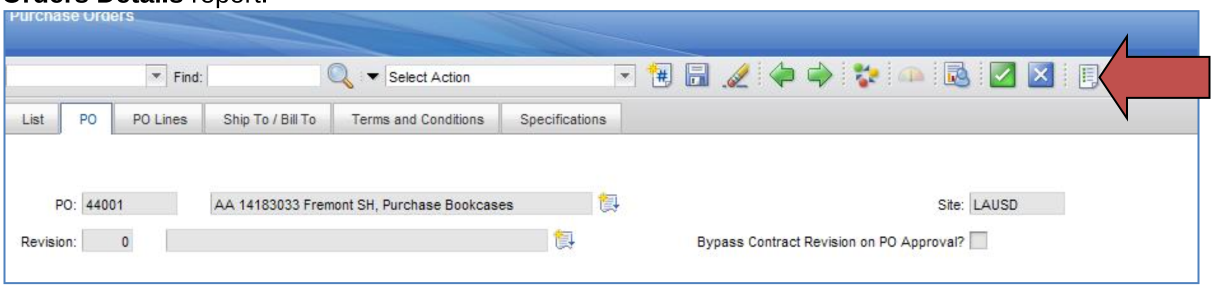


PURCHASE ORDERS HOME

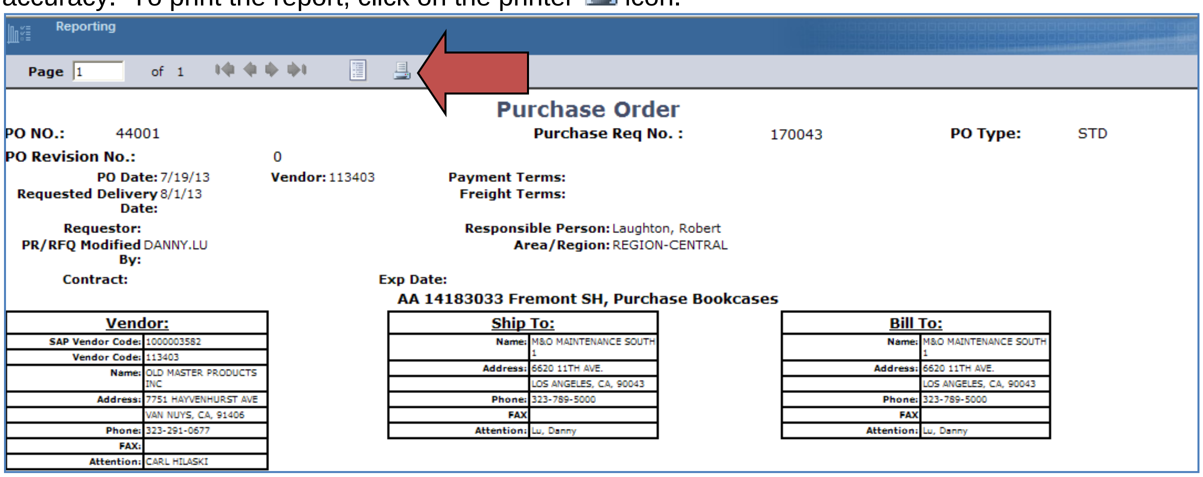
You will be taken to the **Purchase Order** application. Search for your Purchase Order by entering the SAP generated PO number in the find field and click on the icon to search.



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



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



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

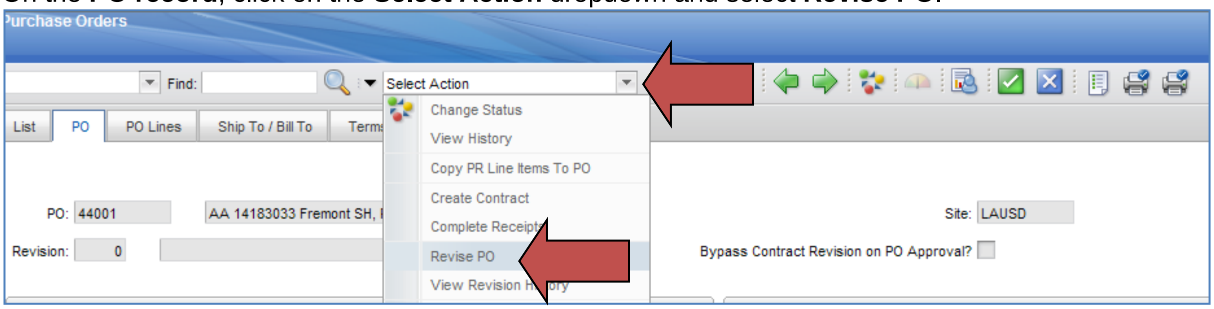
10. OPTIONAL: MODIFY PURCHASE ORDER

The requestor performs this function.

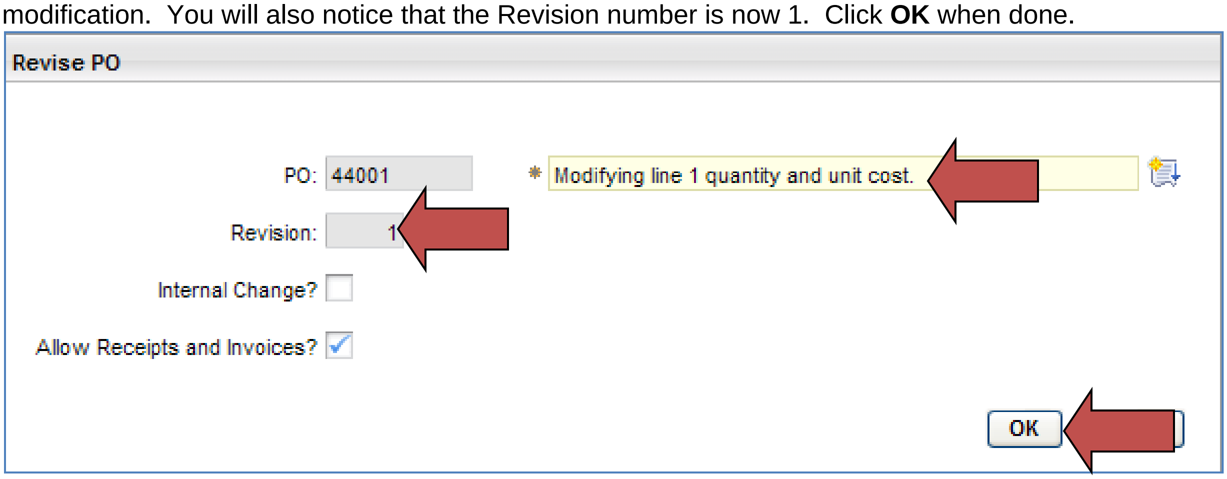
You can modify the **Description, Quantity, Unit Cost, Work Order, Add lines,** or **Remove lines** of a Purchase Order. You cannot change any other information. If you need to modify any other information, you will have to **CANCEL** the **Purchase Order** and submit a new **Purchase Requisition**.

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

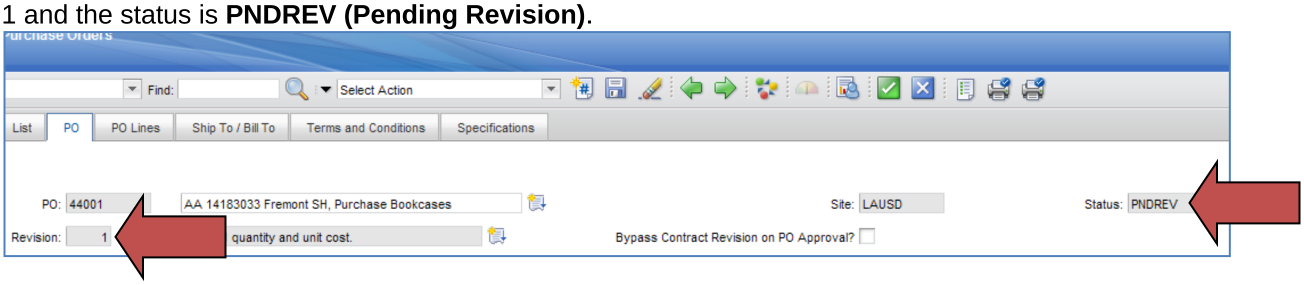
On the **PO record**, click on the **Select Action** dropdown and select **Revise PO**.



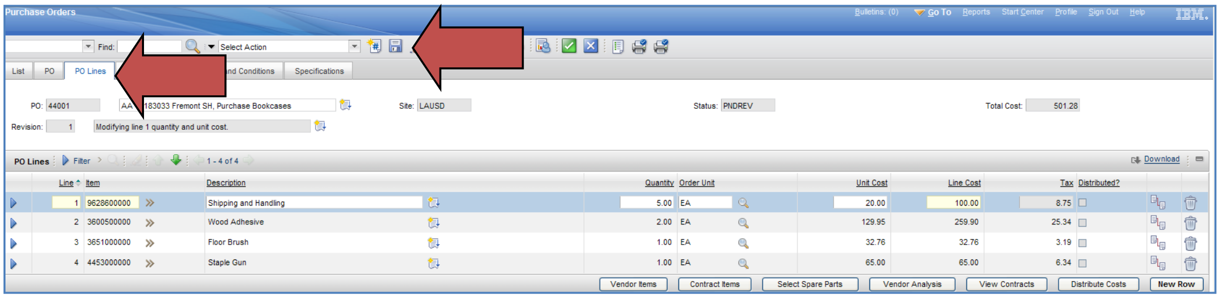
A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. You will also notice that the Revision number is now 1. Click **OK** when done.



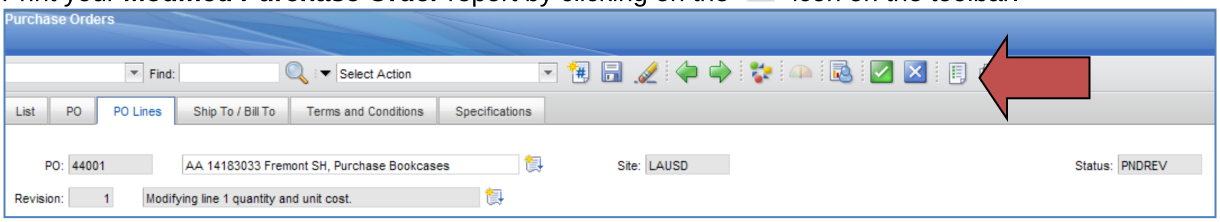
After you click **OK**, you will be taken to your revised **PO record**. Noticed the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.



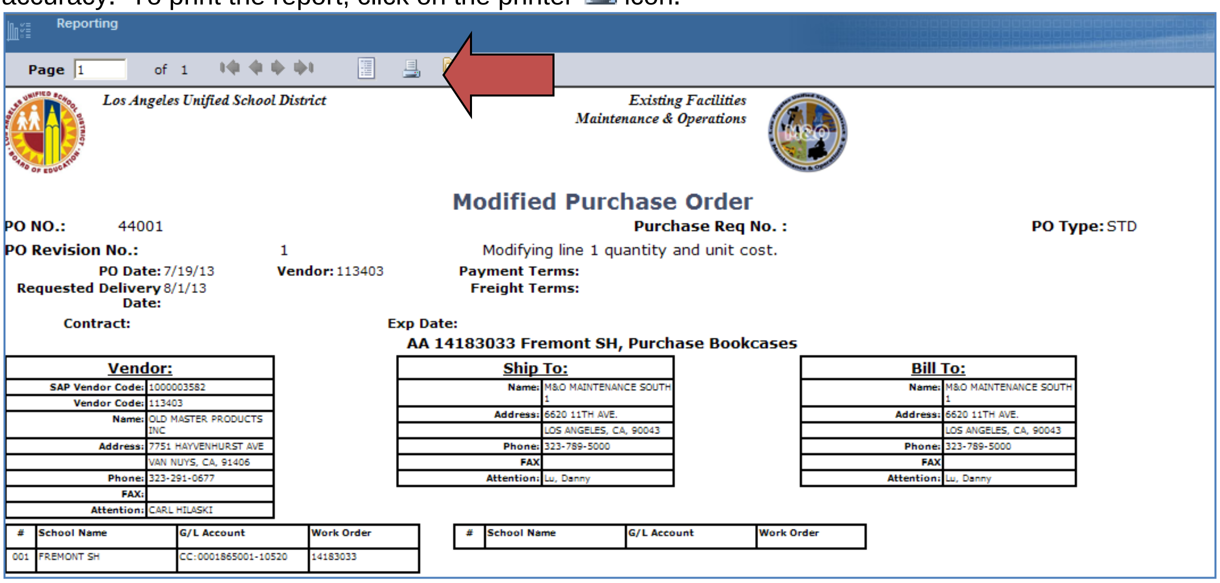
Click on the **PO Lines** tab to make your modifications. Click on the floppy disk icon to save.



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



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

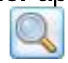


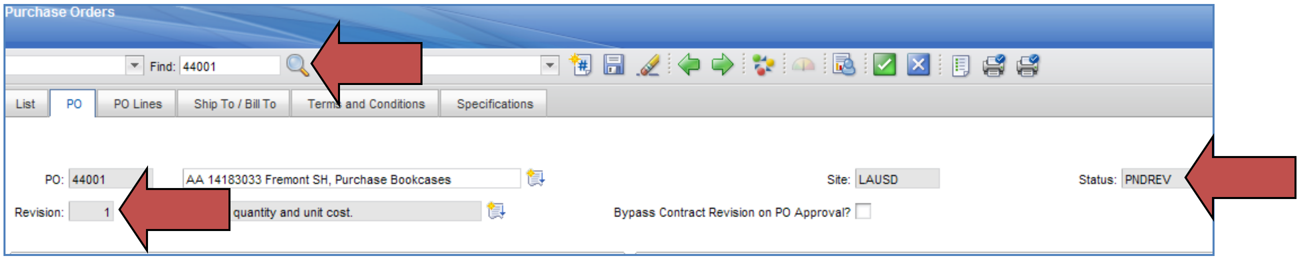
The Requestor is responsible for signing the **Modified PO** report. Requestor to obtain the required signature in the **Approved to Modify** line. The **Approved to Modify** signature is determined by the Dollar amount of the requisition.

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

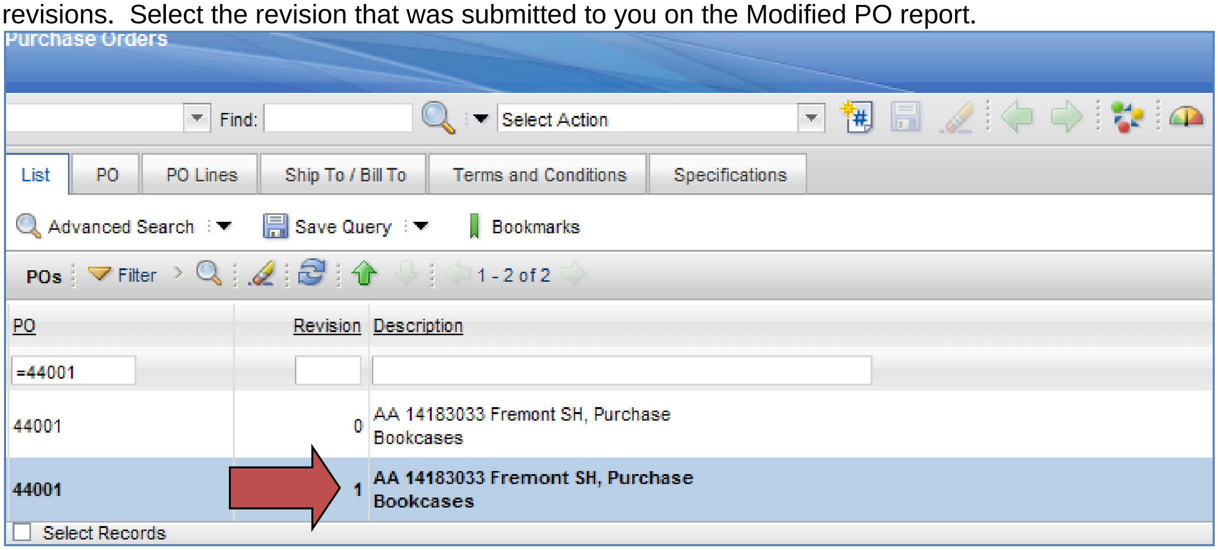
Submit the signed **Modified PO** report to **Clerical** for processing.

The Clerical department performs this function.

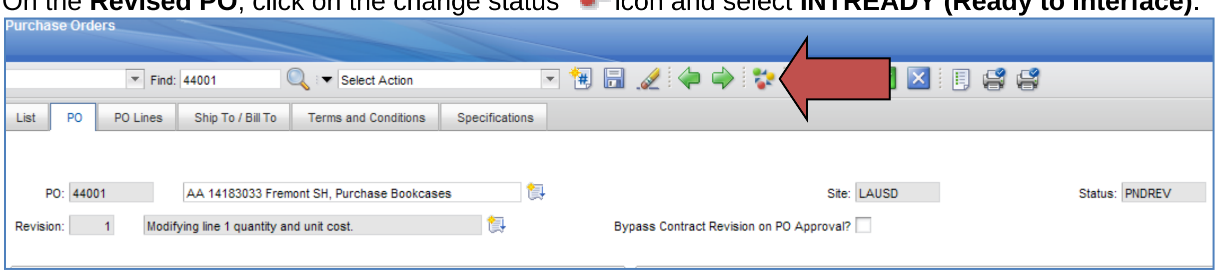
Go to the **Revised PO** record in the **Purchase Order** application. You may search for it by entering the **PO number** in the search field and click on the  icon. Make sure you are on the **Revised PO**; the status will also be in **PNDREV**.



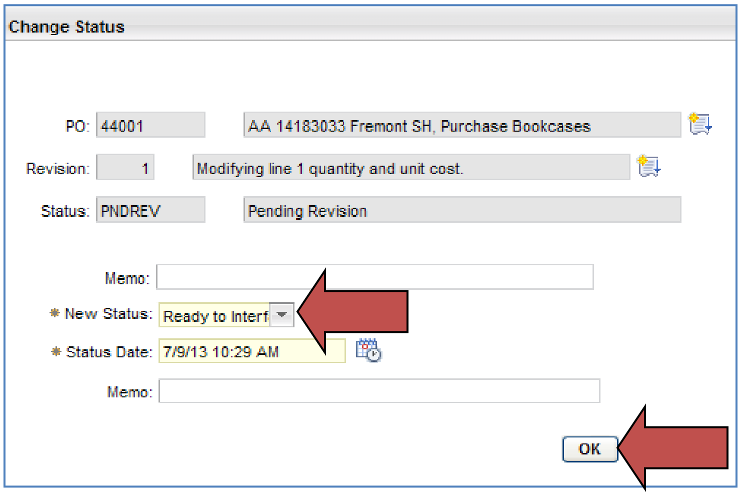
If you are not on your revised PO record, click on the **List** tab. The result set will display both PO revisions. Select the revision that was submitted to you on the Modified PO report.



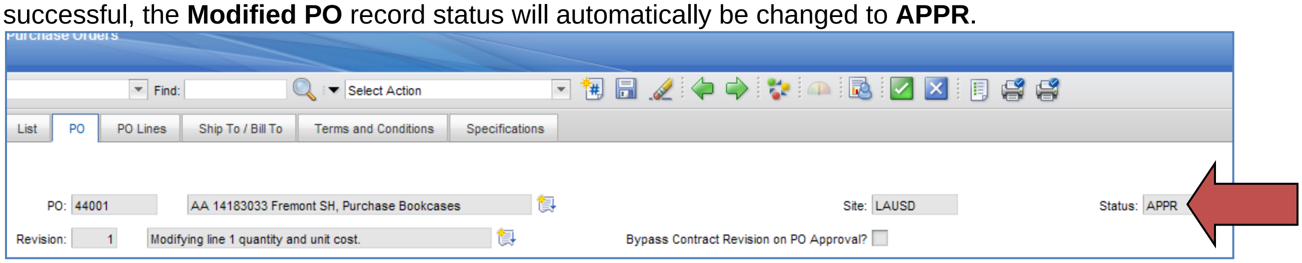
On the **Revised PO**, click on the change status  icon and select **INTREADY (Ready to Interface)**.



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



The **Modified PO** will interface through the same cycle as before with email notifications. If successful, the **Modified PO** record status will automatically be changed to **APPR**.



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

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

Should you have any questions on this guide, please contact Elmer Cortez (elmer.cortez@lausd.net) , Mark Merrick (mark.merrick@lausd.net) or John Herweg (john.herweg@lausd.net).