



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



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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.

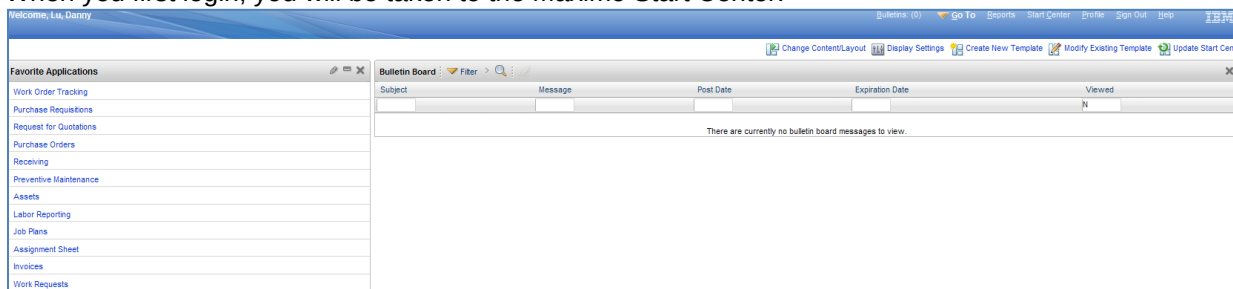
The screenshot shows the login interface for LAUSD Maximo 7.6. At the top, there are logos for 'Tivoli. software' and 'IBM.'. The main heading is 'LAUSD Maximo 7.6'. On the left is the LAUSD logo, which is a circular seal with the text 'LOS ANGELES UNIFIED SCHOOL DISTRICT' and 'STUDENTS AT THE CENTER'. To the right of the logo are two input fields: 'User Name:' with the text 'john.herweg' and 'Password:' with a masked password '.....'. Below these fields is a 'Sign In' button. At the bottom, a copyright notice reads: '© Copyright IBM Corp. 2007-2020. All rights reserved. See product license for details.'



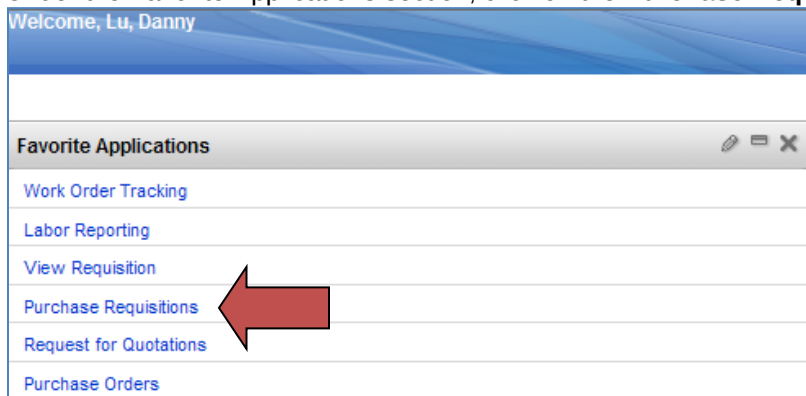
3. CREATE PURCHASE REQUISITION

START CENTER

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

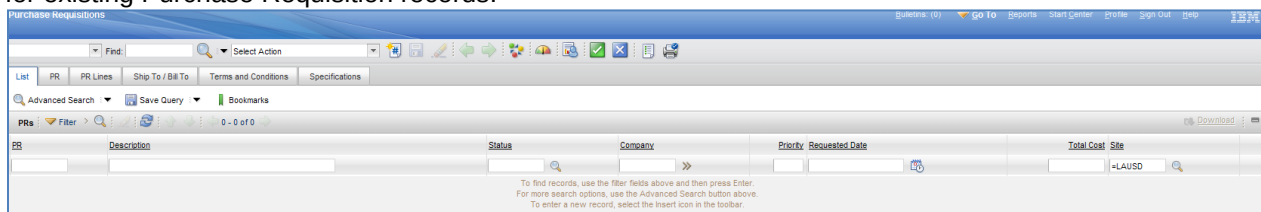


Under the Favorite Applications section, click on the **Purchase Requisition** application.



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.



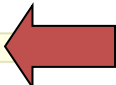
A new **Purchase Requisition** number will auto generate.



Purchase Requisitions
danny.lu on MaxCron00

Find: Select Action

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

* PR: 303727  Req Type:

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).

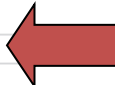
If you would like to add an additional comment to the Description field, separate the additional comment from the naming convention by a comma, and type your additional comment directly into the Description field (i.e., AA 14183033 Fremont SH, Replace Doors).

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.

Purchase Requisitions
danny.lu on MaxCron00

Find: Select Action

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

* PR: 303727 AA 24068043 Fremont SH, Replace Doors  Req Type:

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**.



Vendor

Company: >>

Address:

City:

State/Province:

ZIP/Postal Code:

Contact:

SAP Vendor#:

Phone:

Contract Reference: >>

Contract Revision:

Old Contract#:

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

Select Value

Filter > 1 - 20 of 62

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

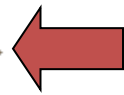
Select Value

Filter > 1 - 1 of 1

Reference Contract	Description	Contract Type	Vendor	Description	IFS Contract#
4400000734	HERTZ	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.



Vendor	
Company:	189408-9 >> HERTZ EQUIPMENT RENTAL CORP 
Address:	3040 E MIRALOMA AVE
City:	ANAHEIM
State/Province:	CA
ZIP/Postal Code:	92806
Contact:	JOSHUA HIGGINS 
SAP Vendor#:	1000000347
Phone:	714-666-3116
Contract Reference:	4400000734 >> 
Contract Revision:	0
Old Contract#:	>>

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



Maximo 7.6 / Task Order Purchase (TO-PO) Guide

Purchase Requisitions
john.herweg on MaxInt00

Find: [] Select Action []

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

* PR: 511255 AA 14183033 Fremont SH, Replace Doors Req Type: TO-PO Status: WAPPR

Details

* Priority: 0
Requested By: 709044 Herweg, John Ethan
Supervisor: 658946 Cortez, Elmer
* Area/Office: CENTRAL M&O Central

Dates

Status Date: 6/5/20 11:00 AM
Requested Date: 6/5/20 11:00 AM
Required Date: 6/19/20 11:01 AM

Vendor

Company: 1000018580 PRIME PAINTING CONTRACTORS, INC.
Address: 17033 GLEDHILL STREET
City: NORTHRIDGE
State/Province: CA
ZIP/Postal Code: 91325
Contact: []
SAP Vendor#: 1000018580
Phone: 818-833-8866
Contract Reference: 4400007990 1/31/23
Contract Revision: 0
Old Contract#: 2080005

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.

Purchase Contracts

Query [] Find Contract [] Select Action []

List View Contract Properties Contract Lines Terms and Conditions

Contract: 4400007887 PS MO TO #2080003 Waterproof & Coat Svcs Type: BLNKPURCH
Revision: 0

Terms and Conditions

Sequence	Term	Description
10	DEPT_CS	Usage Limited to the CS Department
20	MAX_96700	Maximum PO value allowed is \$96,700
30	NO_BOND_FI	Bond funding cannot be used for TO-PO



5. CREATE PR LINE ITEMS

Click on the **PR Lines** tab

Purchase Requisitions
danny.ju on MaxCron01

Find: [] Select Action: []

List PR **PR Lines** To Terms and Conditions Specifications

PR: 303727 AA 24068043 Fremont SH, Replace Doors 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.

Default Table Data

Work Order: 24068043 >> Asset: >>

Location: >> Storeroom: >>

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.

Download

Unit Cost	Storeroom	Work Order	Line Cost
-----------	-----------	------------	-----------

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



Maximo 7.6 / Task Order Purchase (TO-PO) Guide

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

Contract Items

Filter > 31 - 40 of 40

☐ 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

OK Cancel

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**.

PR Lines 1 - 3 of 3

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost
3	0051400000	Abrasives, Coated Cloth, Fiber, Sandpaper	1.00		0.95		14183033	0.95
2	3651000000	Brushes and Pads, Floor Machine Type	1.00		32.76		14183033	32.76
1	3600500000	Adhesive, Cement and Mastic	1.00		129.95		14183033	129.95

Vendor Items Select Spare Parts Contract Items View Contracts New Row

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

Quantity and Costs

Quantity: 1.00
Order Unit: EA
Issue Unit:
Conversion Factor: 1.00
Unit Cost: 15.00
* Line Cost: 15.00

Tax Code: 9.00
* Tax: 1.35
Loaded Cost: 16.35
Contract Reference:
Contract Reference Revision:

Charge To

Storeroom: >>>
Work Order: 14183033 >>>
Location: S-13475 >>>
Asset: >>>
GL Debit Account: CC:0001865001-10520
Reservation Type: AUTOMATIC

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

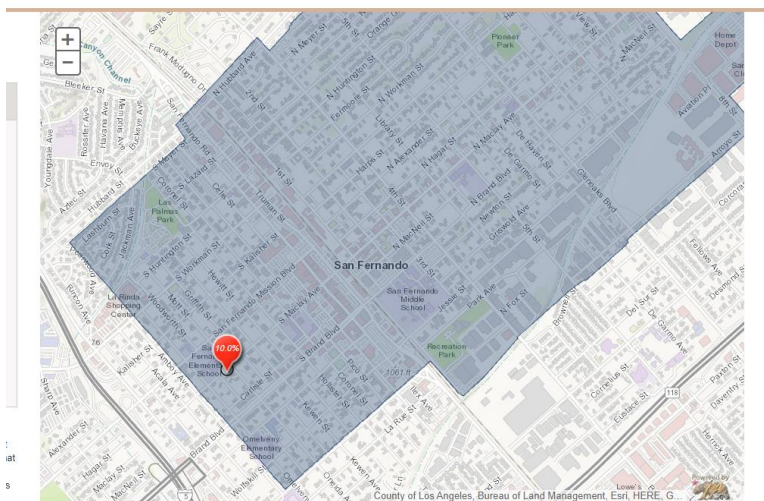
Click on the floppy disk icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

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/>

Find a Sales and Use Tax Rate



6. ENTER SHIP TO/BILL TO INFORMATION

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

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



- **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: 1429 M&O MAINTENANCE NORTH

Address: 6651-B BALBOA BLVD

City: VAN NUYS

State/Province: CA

ZIP/Postal Code: 91406

Attention: 709044 Herweg, John Etha

- **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.

Purchase Requisitions
danny.ju on MaxCron01

Find: Select Action

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

PR: 303727 AA 24068043 Fremont SH, Replace Doors Site: LAUSD



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:

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

Ship To:

Name: FREMONT HS

Address: 7676 S SAN PEDRO ST LOS ANGELES, CA, 90003

Phone: 213-241-1127

FAX

Attention: Herweg, John Ethan

Bill To / Invoice To:

INVOICES@LAUSD.NET

cc: elmer.cortez@lausd.net

#	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 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
	\$50,001 - \$100,000
	Over \$100,000

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.

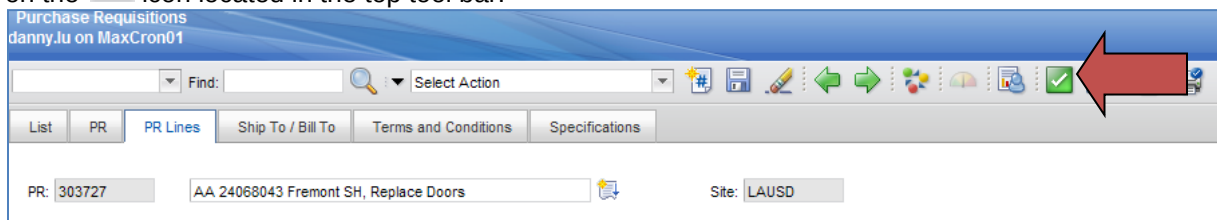
8. CREATE PURCHASE ORDER

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.



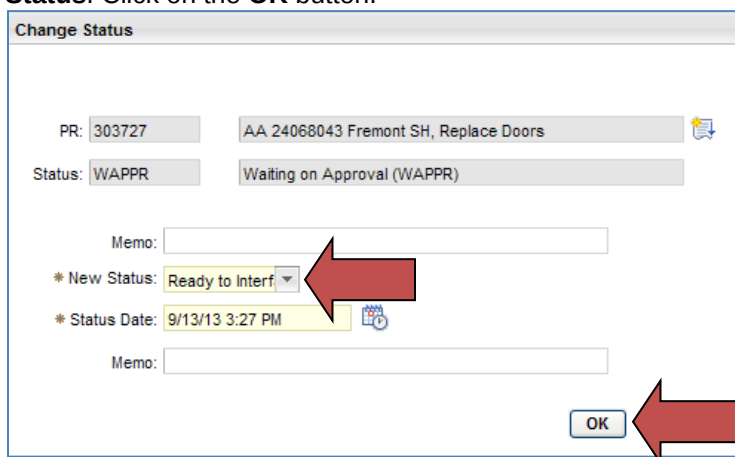
Purchase Requisitions
danny.ju on MaxCron01

Find: [] Select Action []

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

PR: 303727 AA 24068043 Fremont SH, Replace Doors Site: LAUSD

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



Change Status

PR: 303727 AA 24068043 Fremont SH, Replace Doors

Status: WAPPR Waiting on Approval (WAPPR)

Memo: []

* New Status: Ready to Interf

* Status Date: 9/13/13 3:27 PM

Memo: []

OK

The new status will be displayed on the Purchase Requisition.



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

PR: 511301 ZO 14183033 Fremont SH, Repair Roof Leak Site: LAUSD Status: INTREADY

PR Lines Filter > 1 - 2 of 2

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.

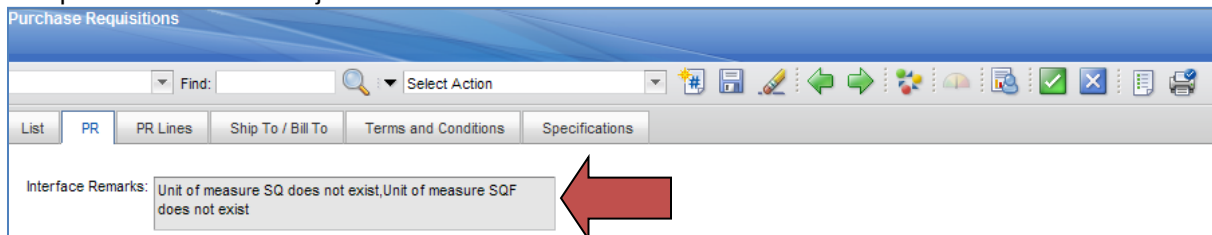
Ready to Interface (INTREADY) – This status marks the PR to interface to SAP. If your PR is in this status, you can still change the status back to **WAPPR** if you need to make changes to the PR.

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

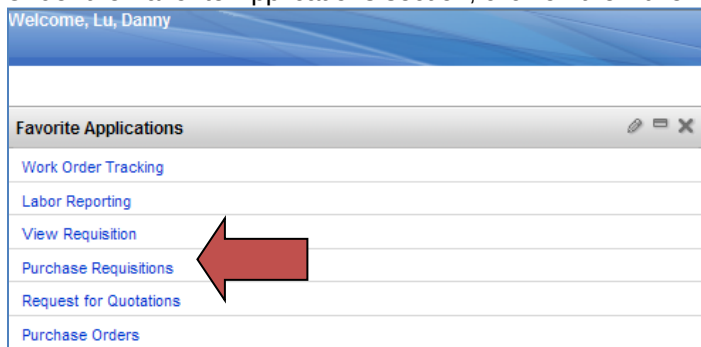


CLOSE – The PR completed its interface and the Purchase Order number was successful.

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.



Purchase Orders

Find: 44001 Select Action

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

Advanced Search Save Query Bookmarks

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

Purchase Orders

Find: Select Action

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

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD

Revision: 0 Bypass Contract Revision on PO Approval? ☐

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

Purchase Req No. : 170043 PO Type: STD

PO NO.: 44001 PO Revision No.: 0

PO Date: 7/19/13 Vendor: 113403

Requested Delivery Date: 8/1/13

Requestor: PR/RFQ Modified DANNY.LU By:

Contract: AA 14183033 Fremont SH, Purchase Bookcases

Payment Terms: Responsible Person: Laughton, Robert

Freight Terms: Area/Region: REGION-CENTRAL

Exp Date:

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 HILASKI

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.

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**.

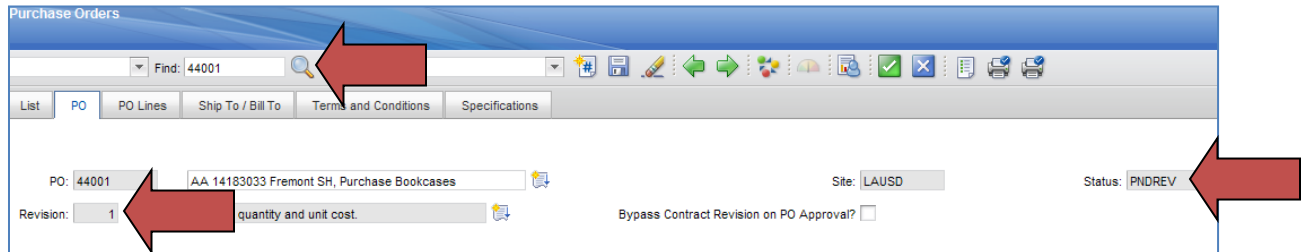
A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. You will also notice that the Revision number is now 1. Click **OK** when done.

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.



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

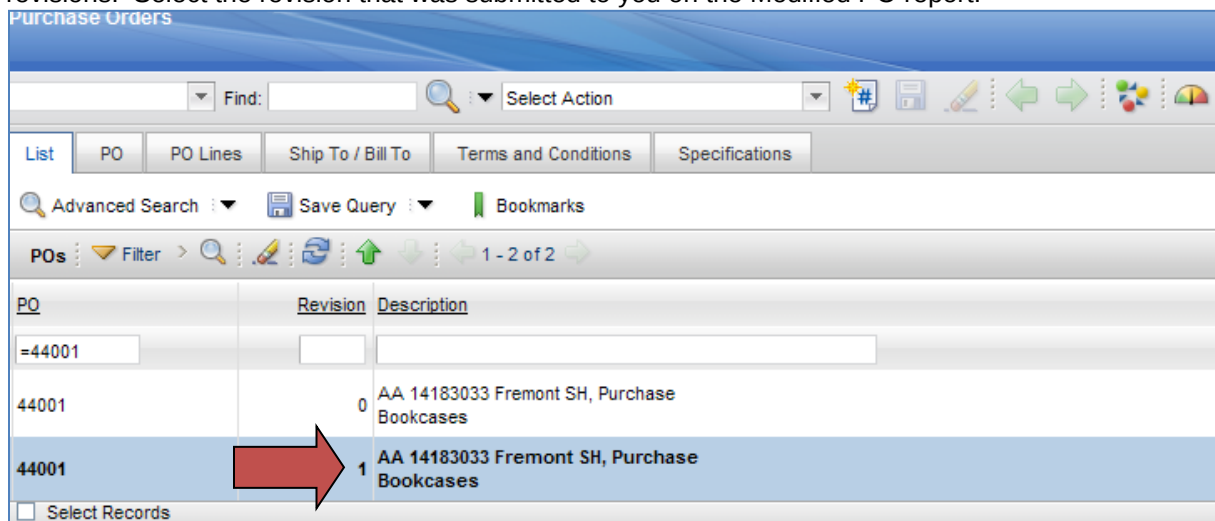
Find: 44001

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

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 quantity and unit cost. Bypass Contract Revision on PO Approval? ☐

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

Find: Select Action

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

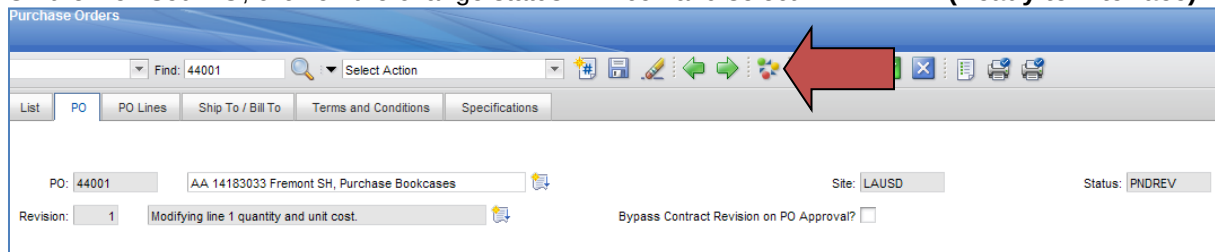
Advanced Search Save Query Bookmarks

POs Filter 1 - 2 of 2

PO	Revision	Description
=44001		
44001	0	AA 14183033 Fremont SH, Purchase Bookcases
44001	1	AA 14183033 Fremont SH, Purchase Bookcases

Select Records

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



Purchase Orders

Find: 44001 Select Action

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

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 Modifying line 1 quantity and unit cost. Bypass Contract Revision on PO Approval? ☐



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

The 'Change Status' dialog box shows the following information:

- PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases
- Revision: 1 Modifying line 1 quantity and unit cost.
- Status: PNDREV Pending Revision
- Memo: (empty)
- * New Status: Ready to Interf (highlighted with a red arrow)
- * Status Date: 7/9/13 10:29 AM
- Memo: (empty)
- OK button (highlighted with a red arrow)

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**.

The 'Purchase Orders' screen shows the following information:

- Find: (empty) Select Action: (empty)
- PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases
- Site: LAUSD
- Status: APPR (highlighted with a red arrow)
- Revision: 1 Modifying line 1 quantity and unit cost.
- Bypass Contract Revision on PO Approval? (checkbox)

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).