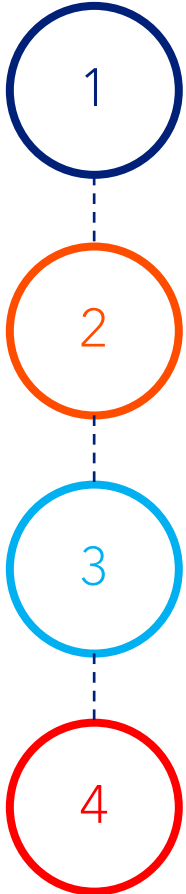


LAUSD VENDOR REGISTRATION



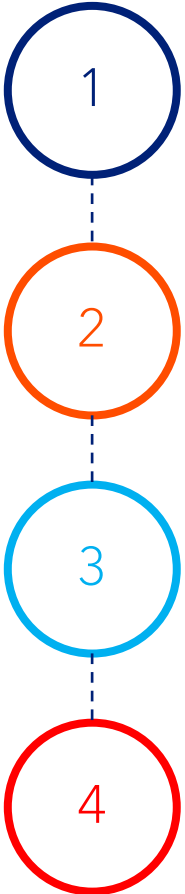
EXISTING LAUSD VENDORS

1 Check your email for an Invitation sent from Ariba Network between Oct. 2023 and Feb. 2024

2 Follow the personalized link and instructions in the email

3 Link your existing Ariba Network account to your existing LAUSD vendor number or create a new Ariba Account and link to LAUSD

4 If you didn't receive an email contact LAUSD Vendor Services at PSG-VSU@lausd.net or 562-654-9404



NEW LAUSD VENDORS

1 Complete New Supplier Registration Request Form at <https://lausd.sourcing3.ariba.com/ad/selfRegistration>

2 Act on Ariba's email to complete the required questionnaire, upload W-9 and submit responses

3 Receive email confirmation with Ariba Network ID(ANID)

4 Contact LAUSD Vendor Services at PSG-VSU@lausd.net or 562-654-9404 for your new LAUSD vendor number

