



Los Angeles Unified School District

Maximo 7.5 / Procurement

Professional Services Agreement Task Order (TO) Guide



DEFINITION

Professional Services Agreement: A Professional Services Agreement is a contract between a vendor/contractor and LAUSD to provide a specific service. The contract contains the following:

- Scope of Services
- Fee and Payment Schedule
- Terms and Conditions
- Contractor's and Consultant's Code of Conduct
- Insurance Requirements

The term of the contract is typically one year with options for renewal. The contract also contains a *shall not exceed amount* for each term.

To request services through a Professional Services Agreement, the requestor must issue a Task Order – Notice to Proceed (NTP) prior to receiving service. The **Task Order (TO) Guide** provides step-by-step instructions on how to initiate a Task Order-Notice to Proceed, Request Work and Invoice/Payment Processing in Maximo and with Facilities Contracts.

Revision Log	
Date	Change Description
6/6/18	Updated Facilities Contracts (FC)/Procurement Services Contracts.

**PREREQUISITE**

1. Select a firm under contract to provide service through a Task Order (TO) and request a proposal(s)/quote for your specific scope. The request for proposal should include a Detailed Scope of Service to complete the Task and the proposed date(s) of services or number of days to complete the Task Order. A list of available Professional Services Agreements can be found in M&O's website at: <http://mo.laschools.org/fis/existing-facilities/m-and-o/contracts/>
2. Send an email to Procurement Services / Facilities Contracts (FC) requesting interest in utilizing services through a Task Order Agreement. Send email to one of the following:

Professional & Technical Service Task Orders		
Name	Email	Vendor name beginning with
Jenny Trieu	jenny.trieu@lausd.net	A-E
Cimone Watson	cimone.watson@lausd.net	F-L
David Burns	david.burns@lausd.net	M-S
Yesenia Herrera	yxh4810@lausd.net	T-Z
cc: Julie Woessner (julie.woessner@lausd.net)		

Architectural & Engineering Task Orders		
Name	Email	Vendor name beginning with
Sook Shim	sook.shim@lausd.net	A-F
Xochitl Navarro	xochitl.navarro@lausd.net	G-L
Ling Lee	ling.lee@lausd.net	M-S
Charlotte Barney	charlotte.barney@lausd.net	T-Z
cc: Christy Guzman (christy.guzman@lausd.net)		

Provide all three with the vendors Agreement number and the Dollar Amount you need for the contract. FC will provide you with a sequential Task Order Number and the reconciliation values that will be used on the *Task Order - Notice to Proceed* document.

Note: If the total cost of the Task Order Amount is at or above \$25,000, the Contractor is required to provide a Performance Bond.



3. CREATE PURCHASE ORDER

LOGIN

The requestor performs this function.

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

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. Below them is a large hexagonal graphic. To the right of the graphic are two input fields: 'User Name:' with the text 'danny.lu' and 'Password:' with masked characters. A 'Sign In' button is located at the bottom right of the form.

START CENTER

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

The Start Center dashboard has a blue header with the user's name 'Welcome, Lu, Danny'. Below the header is a 'Favorite Applications' section with a list of links: Work Order Tracking, Purchase Requisitions, Request for Quotations, Purchase Orders, Receiving, Preventive Maintenance, Assets, Labor Reporting, Job Plans, Assignment Sheet, Invoices, and Work Requests. To the right is a 'Bulletin Board' section with a table that has columns for 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.'

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

This is a close-up of the 'Favorite Applications' list. The list contains the following items: Work Order Tracking, Labor Reporting, View Requisition, Purchase Requisitions, Request for Quotations, and Purchase Orders. A large red arrow points to the 'Purchase Requisitions' link.



PURCHASE REQUISITION HOME

You will then be taken to the Purchase Requisition home screen.

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: FSD TO#, M&O Area, 2 Letter Craft Code, School Name, and the Description of Work. (e.g. **FSD TO#001, C3, ZO, Taft HS, Roof Repair**).

Fill in the following fields:

PR Type Type **TO** or click on the **magnifying glass**  icon next to the **PO Type** field and select **TO (Task Order)**.

Priority Enter a **Priority Number** for your Purchase Requisition (3 being Standard and 5 being Urgent)

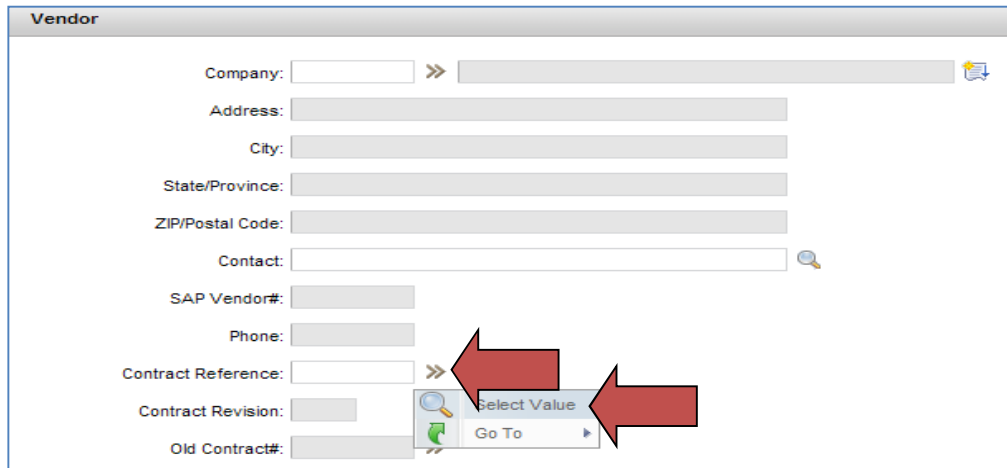


Requested By The **Requested By** field will auto-populate based on your Maximo login. If you would like to change the requestor, type in the employee number of the new requestor or use the magnifying glass  icon to select from a list.
NOTE: The employee listed as the **Requested By** field will receive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

Contract Reference Enter the **Contract Reference** (Agreement Number) To search for the **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#:

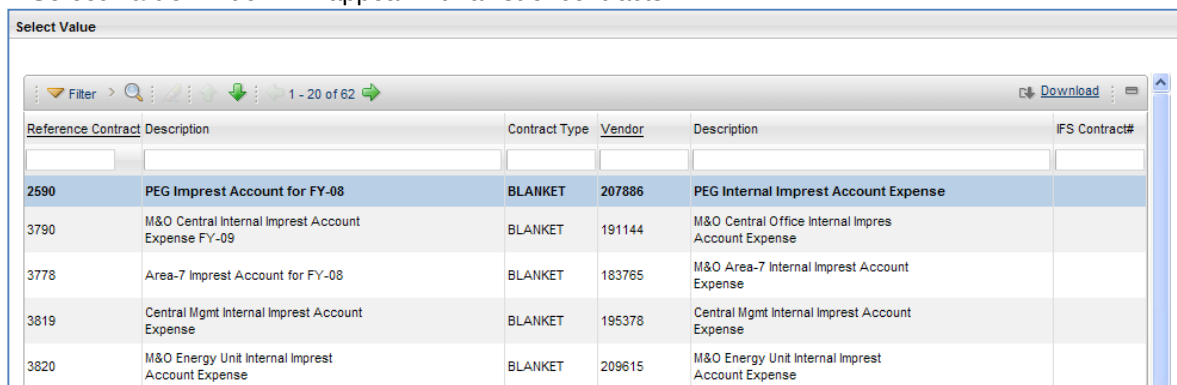
Phone:

Contract Reference: >>  **Select Value**  **Go To**

Contract Revision:

Old Contract#:

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



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 Impres 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. ACTION), click enter when ready. To select the value, click on the contract number.

Select Value

Reference Contract	Contract Description	Contract Type	Vendor	Vendor Description	End Date	IFS Contract#
				ACTION		
1029	ON-CALL OVERHEAD COILING DOOR, GRILLE, AND SLAT SERVICES	BLNKPURCH	100373	ACTION DOOR REPAIR CORP	9/30/14	
4400002231	0006 Overhead Coiling Doors	BLNKPURCH	100373	ACTION DOOR REPAIR CORP	9/30/14	

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: 100373 >> ACTION DOOR REPAIR CORP

Address: 5420 MALABAR STREET

City: HUNTINGTON PARK

State/Province: CA

ZIP/Postal Code: 90255

Contact: ANN

SAP Vendor#: 1000007254

Phone: 323-583-1026

Contract Reference: 4400002231 >> 9/30/14

Contract Revision: 0

Old Contract#:



Sample screen shot

Purchase Requisitions
anny.lu on MaxApp04

Find: [] Select Action []

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

* PR: 314497 Task Order 001, C3, ZO, Roof Repair Req Type: TO

Details

* Priority: 3

Requested By: 783916 Lu, Danny

Supervisor: 724260 Laughton, Robert

Dates

Status Date: 3/5/14 10:57 AM

Requested Date: 3/5/14 10:57 AM

Required Date: 5/1/14 12:00 AM

Vendor

Company: 100373 ACTION DOOR REPAIR CORP

Address: 5420 MALABAR STREET

City: HUNTINGTON PARK

State/Province: CA

ZIP/Postal Code: 90255

Contact: ANN

SAP Vendor#: 1000007254

Phone: 323-583-1026

Contract Reference: 4400002231 9/30/14

Contract Revision: 0

Old Contract#: []

To save, click on the floppy disk

4. CREATE PR LINE ITEMS

Click on the **PR Lines** tab

Purchase Requisitions
danny.lu on MaxApp04

Find: [] Select Action []

List PR PR Lines Bill To Terms and Conditions Specifications

* PR: 314497 Task Order 001, C3, ZO, Roof Repair

Click on the **Contract Items** button to select the appropriate item number.

Download []

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

Vendor Items Select Spare Parts Contract Items contracts New Row



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

Contract Items

Contract	Item	Description	Commodity Group	Commodity Code	Manufacturer	Quantity
☒	4400002231	9610000000	Overhead Coiling Door/Grille/Slat Serv	96100		1.00

OK

A new row will be created for each Item number you selected.

PR Lines

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
1	9610000000	Overhead Coiling Door/Grille/Slat Serv	1.00	EA	10,000.00		24582934	10,000.00	9.00

Enter the **Total Amount** of the Task Order in the **Quantity** field and **1** for the **Unit Cost** and insert the **Work Order** number. For example, if the Task Order is for \$10,000. Enter 10,000 in the Quantity field and 1 in the Unit Cost field.

Quantity and Costs

Quantity: 10,000.00

* Order Unit: EA

Issue Unit:

Conversion Factor: 1.00

Unit Cost: 1.00

* Line Cost: 10,000.00

Reservation Type: AUTOMATIC

Tax Code:

* Tax: 0.00

Loaded Cost: 10,000.00

Contract Reference:

Contract Reference Revision:

Contract Line Reference:

LineID for Contract Item:

Charge To

Storeroom:

Work Order: 24582934

WO Status: APPR

Location: S-13475

Asset:

GL Debit Account: CC:0001865001-11

PR Contract #:

PR Contract Rev:

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

5. ENTER SHIP TO/BILL TO INFORMATION

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

Purchase Requisitions

anny.lu on MaxApp04

Find: Select Action

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

* PR: 314497 Task Order 001, C3, Z0, Roof Repair Site: LAUSD



Enter your M&O Area's section code in the **Ship To** and **Bill To** field. Enter the requestor's employee number in the **Attention** field.

The screenshot shows two side-by-side form panels. The left panel is titled 'Ship To' and the right panel is titled 'Bill To'. Both panels contain fields for 'Ship To' (1393), 'Address' (1240 S NAOMI AVE), 'City' (LOS ANGELES), 'State/Province' (CA), 'ZIP/Postal Code' (90021), and 'Attention' (783916). Red arrows point to the 'Ship To' and 'Bill To' fields, and another red arrow points to the 'Attention' field.

Click on the floppy disk  icon to save.

6. PRINT THE PURCHASE REQUISITION REPORT

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

The screenshot shows the 'Purchase Requisition Report' window. The title bar says 'Purchase Requisitions danny.lu on MaxApp04'. The toolbar contains a 'Find' field, a 'Select Action' dropdown, and several icons. A red arrow points to the printer icon. Below the toolbar, there are tabs for 'List', 'PR', 'PR Lines', 'Ship To / Bill To', 'Terms and Conditions', and 'Specifications'. The 'PR' tab is selected, showing 'PR: 314497' and 'Task Order 001, C3, ZO, Roof Repair'. The 'Req Type' is 'TO'.

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

The screenshot shows the 'BIRT Report Viewer' window. The title bar says 'Reporting'. The toolbar contains a 'Page' field (1 of 1), a 'Find' field, and several icons. A red arrow points to the printer icon. The report content includes the Los Angeles Unified School District logo, the title 'Purchase Requisition', and the following information:

PR NO.: 314497	PR Type: TO	PR Issue Date: 03/05/14 10:57 AM
Requested Delivery Date: 5/1/14	Payment Terms:	Freight Terms:
Requestor: Lu, Danny	Responsible Person: Laughton, Robert	
PR Modified By: DANNY.LU	Area/Region: M&O CENTRAL	
Contract: 4400002231	Exp Date: 9/30/14	
Task Order 001, C3, ZO, Roof Repair		

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.

CPM signs Requisitions for up to \$25,000, **AFSD** for \$25,001-\$50,000 and **RFD** for \$50,001+. If amount is above Bid Threshold (\$90,200), please notify the M&O Deputy Director.

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

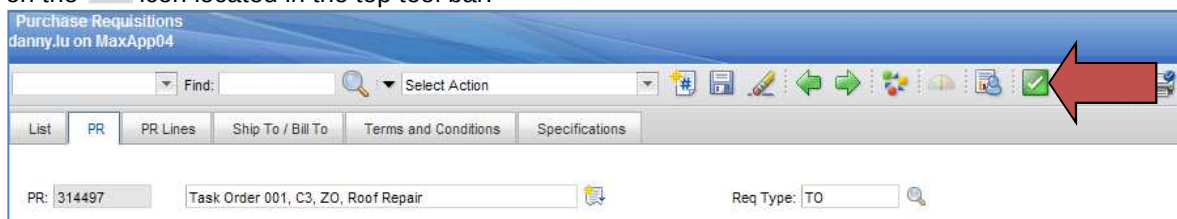


7. CREATE PURCHASE ORDER

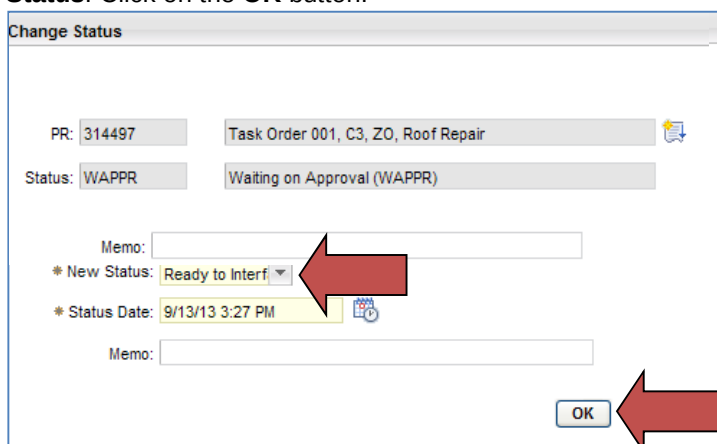
The Clerical department performs this function.

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).

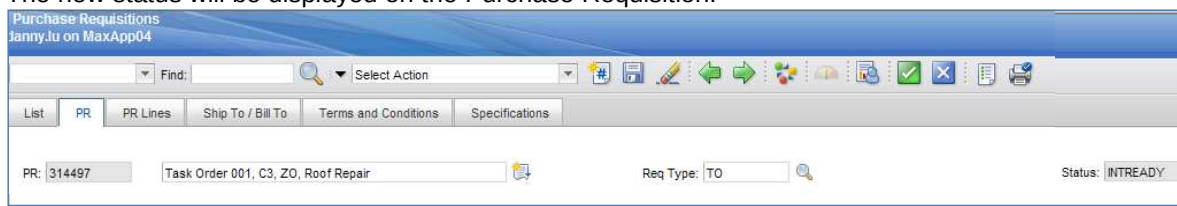
On the **Purchase Requisition** record, change the status to **Ready to Interface (INTREADY)**. Click on the  icon located in the top tool bar.



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.

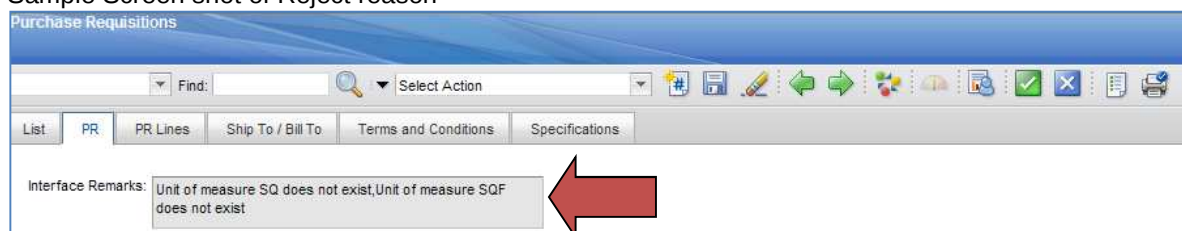
Ready to Interface (INTREADY) – This status marks the PR to interface to SAP. If your PR is in this status, you can still change the status back to **WAPPR** if you need to make changes to the PR.



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



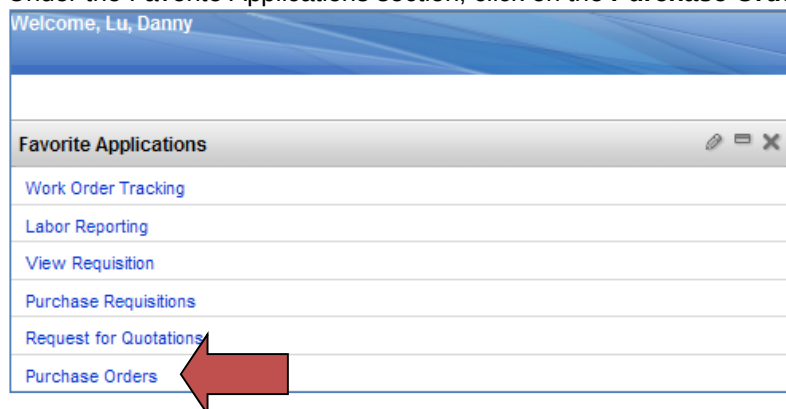
CLOSE – The PR completed its interface and the Purchase Order number was successful.

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.

8. PRINT PURCHASE ORDER REPORT

The Clerical department performs this function.

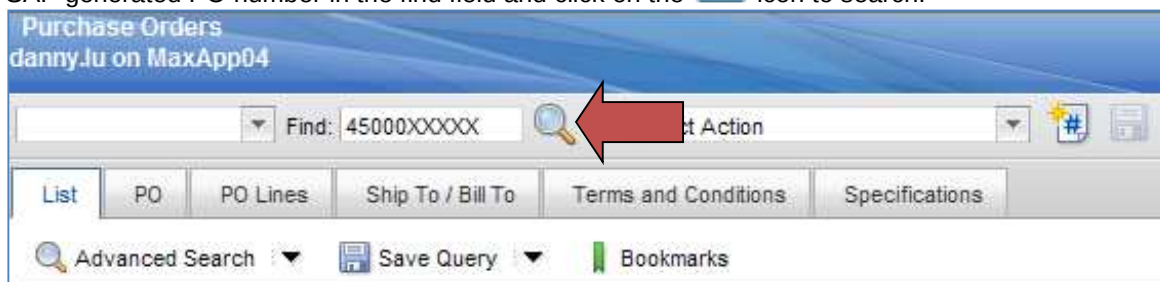
Under the Favorite Applications section, click on the **Purchase Order** application.



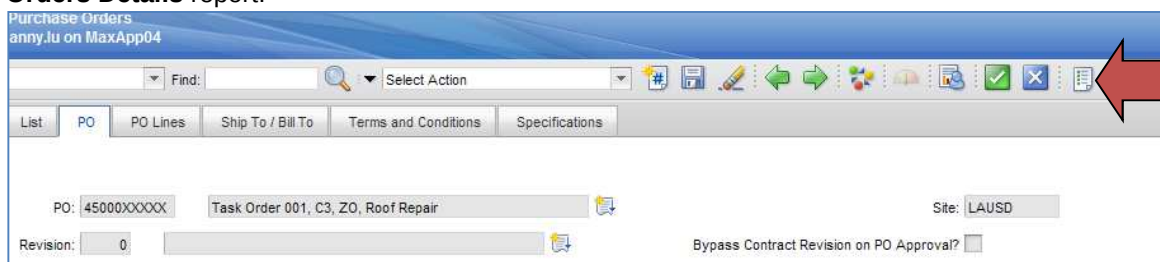


PURCHASE ORDERS HOME

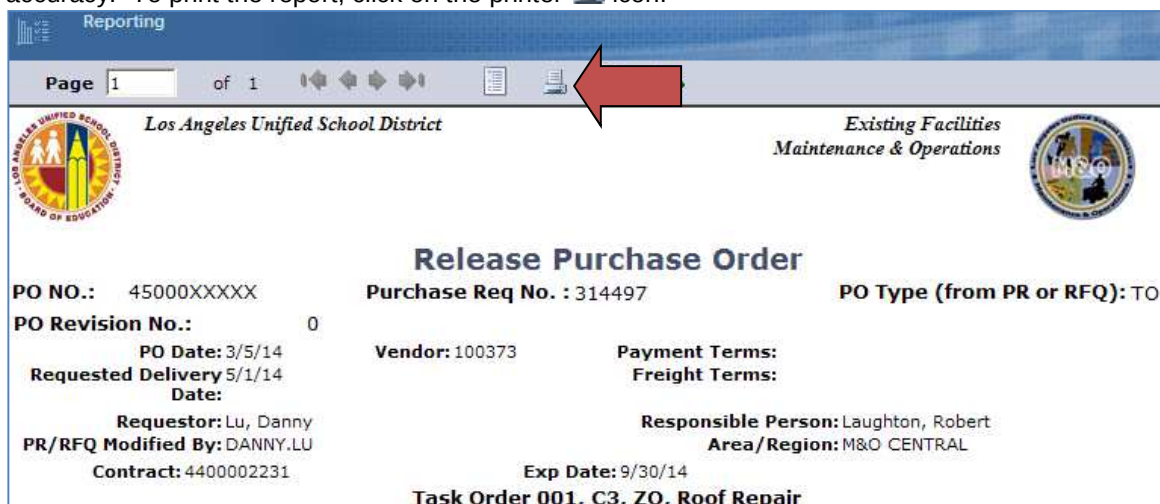
You will be taken to the **Purchase Order** application. Search for your Purchase Order by entering the SAP generated PO number in the find field and click on the  icon to search.



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.

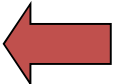


9. COMPLETE TASK ORDER-NOTICE TO PROCEED DOCUMENT

The requestor performs this function.

Obtain a copy of the *Task Order – Notice to Proceed* template (can be download at:
<http://www.laschools.org/new-site/mo/awms>

Fill out the fields in yellow.

Los Angeles Unified School District Procurement Services Division				
AUSTIN BEUTNER Superintendent		JANICE SAWYER Interim Business Manager Office of the Business Manager SUNG YON LEE Interim Chief Procurement Officer JUDITH REECE Deputy Chief Procurement Officer, Facilities		
TASK ORDER – NOTICE TO PROCEED				
Company Name – VENDOR#		Date		
Address				
City, State Zip				
Notice to Proceed – Services being performed (BRIEF)				
Agreement No / Contract No.	Purchase Order No.	Project No.	School(s)	Task Order No.
0000000 / 0000000000		x	x	000
In accordance with the Agreement for Services – Include scope of services (DETAILED)				
Prior to work please contact Department Name, i.e. Maintenance & Operations S1-Electrical Department at (000) 000-0000 or (000) 000-0000 for scheduling and access to the school site.				
Project Completion Dates: All work authorized pursuant to this Notice to Proceed shall be completed by Month day, year.				
REQUESTOR				
AUTHORIZED SIGNATURE: _____				
NAME: _____				
TITLE: _____		DATE: _____		
CONSULTANT				
_____ Firm / Vendor Name		shall provide the above services according to the dates and fees of this Task Order.		
AUTHORIZED SIGNATURE: _____				
TITLE: _____		DATE: _____		
FACILITIES CONTRACTS				
AUTHORIZED SIGNATURE: _____				
NAME: _____				
TITLE: _____		DATE: _____		
cc: Scanned to web				
NOTE: EMAIL FINAL INVOICE TO FACILITIES CONTRACTS FOR RECONCILIATION OF PURCHASE ORDER (PO) BEFORE SUBMITTING TO ACCOUNTS PAYABLE FOR FINALIZATION				
Task Order – NTP, revised 05.17.2018				
Page 2 of 2				



Obtain the **Regional Facilities Director (RFD)** signature in the Requestor's Authorized Signature section. Scan and send a copy of the Task Order Notice to Proceed to the Contractor for signature.

After the Contractor has signed and returned the TO-NTP, scan and email the TO-NTP to Facilities Contracts (FC).

FC will provide the final authorized signature for the Task Order and scan a complete copy and distribute to the requestor, who will forward to the Contractor. The Contractor can start when he/she receives the final copy of the TO-NTP with all signatures.

10. ISSUE WORK TO CONTRACTOR

The requestor performs this function

Go to the **Work Order** record in the **Work Order Application** that you wish to issue to the Contractor.

Work Order Tracking
anny.lu on MaxApp06

OPEN S/C Find: Select Action

List Work Order Plans WO Details Assignments Related Records Actuals Safety Plan Log Failu

Class: WORKORDER

Work Order: 24058655 * exterior light out "roof"@room 21

* Cost Center: 0001347901 DORRIS PLACE EL

Enter the **Purchase Order** number in the **Task Order PO** field in the **Job Details** section.

Job Details

PM: 10140 >> Failure Class: ELECTRIC >>

Job Plan: 10002 >> Problem Code: >

Task Order PO: 4500130273 >> Task Order#: 014

Service Contract: >>

Click on the floppy disk  icon to save the record.

OPTIONAL: If you would like to provide additional instructions to the vendor or include a 'Not to Exceed Amount,' please insert this information in the long description.



When done, print the **Work Order Details** report and submit to the Contractor

Work Order Tracking
annyJu on MaxApp06

OPEN S/C Find: Select Action

List Work Order Plans WO Details Assignments Related Records Actuals Safety Plan Log Failure Reporting Specifications

Class: WORKORDER Parent WO: >>

Work Order: 24058655 * exterior light out "roof"@room 21 * Work Type: CM

Los Angeles Unified School District Existing Facilities Maintenance & Operations

WORK ORDER DETAILS REPORT

W.O. # 24058655 exterior light out "roof"@room 21

Job #:

Work Order Details			
Requestor Name:	david cruz	Requestor Title:	Reported Date: 8/23/13
Respond By Date:	9/22/13	Status:	W.O. Priority: 3
Work Type:	CM	Parent W.O. #:	
Agency ID:	20131017928	Agency Name:	Agency Date:

Comments
Service Request: exterior light out "roof" Location Details: room 21 Contact Name: david cruz Contact E-Mail: dxc9562@lausd.net Contact Phone: 5626398461
See attached image

11. MODIFY TASK ORDER/PURCHASE ORDER (IF APPLICABLE)

The requestor performs this function

If the original task order amount needs to be changed due to unforeseen conditions, you will need to inform Facilities Contracts (FC) of the new amount as well as modify the purchase order in Maximo.

PREREQUISITE

Submit an email to FC and provide them with the Agreement Number, Task Order Number and the New Amount.

If the amount is a **reduction**, FC will take note of the new lower amount. No additional information will be sent to FC.



If the amount is an **increase**, FC will provide you with a **Task Order Amendment Number** (e.g. 001.01) and a new set of **Reconciliation Values** and require you to re-submit a new **Task Order Notice to Proceed** document.

You can **only** modify the **Description, Quantity, Unit Cost, Tax Rate, Work Order Number, or Delete a line/row** on 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/Task Order** and submit a new **Purchase Requisition/Task Order-NTP**.

To change the **Description, Quantity, Unit Cost, Tax Rate, Work Order Number, or Delete a line/row**, 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 Maximo Purchase Orders application interface. The 'Select Action' dropdown menu is open, and the 'Revise PO' option is highlighted. A red arrow points to this option. The background shows the 'PO' record for PO: 45000ABCDE, with a revision of 0. The 'Site' is set to LAUSD.

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' window. The PO number is 45000ABCDE, and the Revision is 1. The justification text is 'Increase Task Order amount due to unforeseen conditions'. A red arrow points to this text. The 'Internal Change?' checkbox is unchecked, and the 'Allow Receipts and Invoices?' checkbox is checked. The 'OK' button is visible at the bottom right, with a red arrow pointing to it.

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 Maximo Purchase Orders application interface after the revision. The PO number is 45000ABCDE, and the Revision is 1. The status is PNDREV. A red arrow points to the status. The justification text 'Increase Task Order amount due to unforeseen conditions' is still visible. The 'Site' is set to LAUSD.



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

The screenshot shows the 'Purchase Orders' window in Maximo. The 'PO Lines' tab is selected. A red arrow points to the 'PO Lines' tab. Another red arrow points to the floppy disk icon in the toolbar. The PO number is 45000ABCDE, and the description is 'FSD TO#001, C3, ZO, Taft HS, Roof Repair'. The site is LAUSD, and the status is PNDREV. The PO Lines table shows one line item: Line 1, Item 961000000, Description 'Overhead Colling Door/Grille/Slat Serv', Quantity 1.00, Order Unit EA, Unit Cost 15,000.00.

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

The screenshot shows the 'Purchase Orders' window in Maximo. The 'PO Lines' tab is selected. A red arrow points to the printer icon in the toolbar. The PO number is 45000ABCDE, and the description is 'FSD TO#001, C3, ZO, Taft HS, Roof Repair'. The site is LAUSD, and the status is PNDREV. The PO Lines table shows one line item: Line 1, Item 961000000, Description 'Overhead Colling Door/Grille/Slat Serv', Quantity 1.00, Order Unit EA, Unit Cost 15,000.00.

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 screenshot shows the 'Reporting' window in BIRT. The 'Modified Purchase Order' report is displayed. A red arrow points to the printer icon in the toolbar. The report includes the following information:

- PO NO.: 45000ABCDE
- Purchase Req No.: 316714
- PO Type (from PR or RFQ): BC
- PO Revision No.: 1
- Increase Task Order amount due to unforeseen conditions
- PO Date: 6/4/14
- Vendor: 100373
- Payment Terms:
- Requested Delivery Date:
- Freight Terms:
- Requestor: Lu, Danny
- Responsible Person: Laughton, Robert
- PR/RFQ Modified By: DANNY.LU
- Area/Region: M&O BRANCH
- Contract: 4400002231
- Exp Date: 9/30/14
- FSD TO#001, C3, ZO, Taft HS, Roof Repair

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.

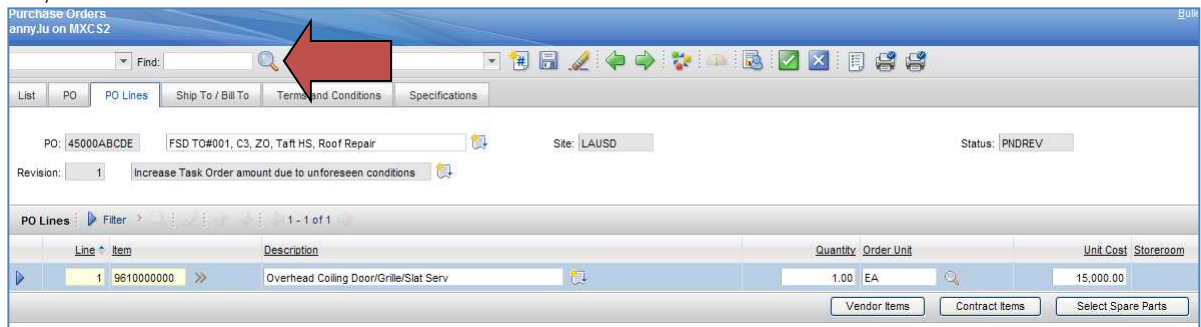
CPM signs Requisitions for up to \$25,000, **AFSD** for \$25,001-\$50,000 and **RFD** for \$50,001+. If amount is above Bid Threshold (\$90,200), please notify the M&O Deputy Director.

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**.



Purchase Orders
anny.lu on MXCS2

Find: [Search Field] [Magnifying Glass Icon]

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

PO: 45000ABCDE FSD TO#001, C3, ZO, Taft HS, Roof Repair Site: LAUSD Status: PNDREV

Revision: 1 Increase Task Order amount due to unforeseen conditions

PO Lines: Filter 1 - 1 of 1

Line	Item	Description	Quantity	Order Unit	Unit Cost	Storeroom
1	9610000000	Overhead Ceiling Door/Grille/Slat Serv	1.00	EA	15,000.00	

Vendor Items Contract Items Select Spare Parts

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



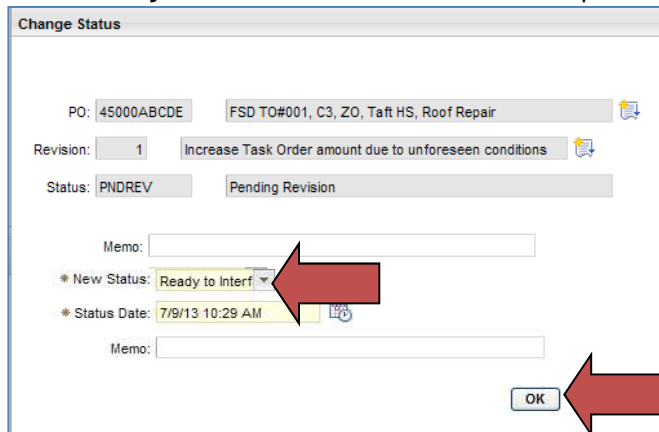
Purchase Orders
anny.lu on MXCS2

Find: [Search Field] Select Action [Change Status Icon]

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

PO: 45000ABCDE FSD TO#001, C3, ZO, Taft HS, Roof Repair Site: LAUSD Status: PNDREV

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



Change Status

PO: 45000ABCDE FSD TO#001, C3, ZO, Taft HS, Roof Repair

Revision: 1 Increase Task Order amount due to unforeseen conditions

Status: PNDREV Pending Revision

Memo: [Text Field]

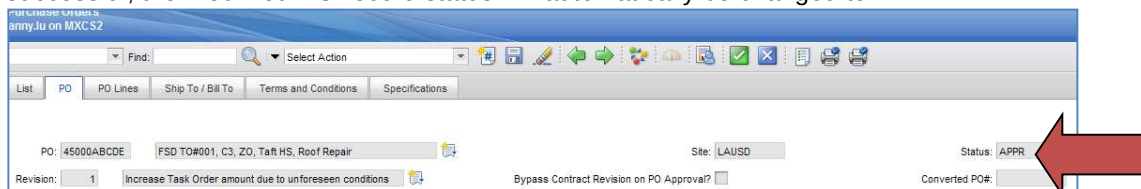
* New Status: Ready to Interf [Dropdown Menu]

* Status Date: 7/9/13 10:29 AM [Calendar Icon]

Memo: [Text Field]

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**.



Purchase Orders
anny.lu on MXCS2

Find: [Search Field] Select Action [Change Status Icon]

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

PO: 45000ABCDE FSD TO#001, C3, ZO, Taft HS, Roof Repair Site: LAUSD Status: APPR

Revision: 1 Increase Task Order amount due to unforeseen conditions Bypass Contract Revision on PO Approval? [Checkbox] Converted PO#: [Text Field]

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



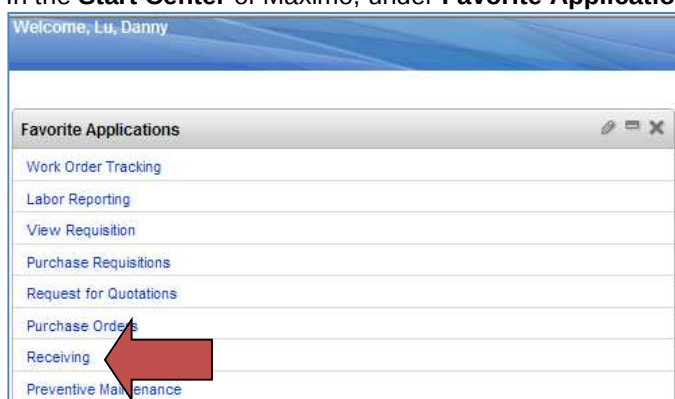
If the modification was an **increase**, re-submit a new **Task Order Notice to Proceed** document per **Step 9** of this process.

12. TASK ORDER COMPLETE, REQUESTOR TO COMPLETE WORK ORDER AND RECEIVE LINE ITEM IN RECEIVING APPLICATION AND SUBMIT INVOICE LIST TO CLERICAL

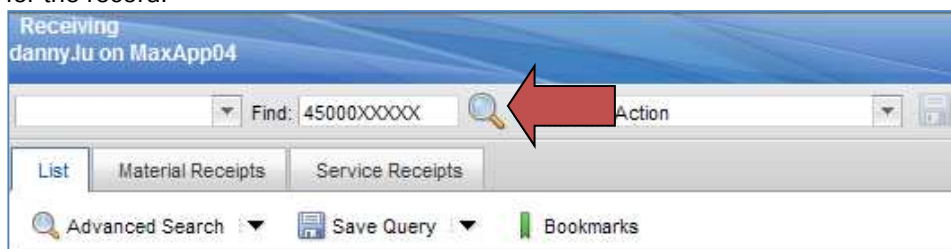
The requestor performs this function

After receiving the services from the Contractor, change the status of the Work Order(s) to **Complete (COMP)** and receive PO item in Maximo. Next, receive the items in the **Receiving** application.

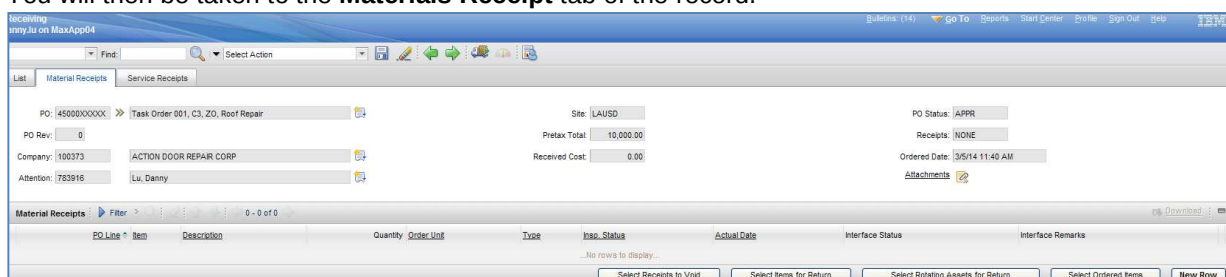
In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.



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.





Maximo 7.5 / Professional Services Agreement Task Order (TO) Guide

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.

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.

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.



Note: Only **Managers/Directors** can sign off on the **Approved to Pay** signature line; in addition, the signatory cannot be the same individual who signed off on the Purchase Requisition.

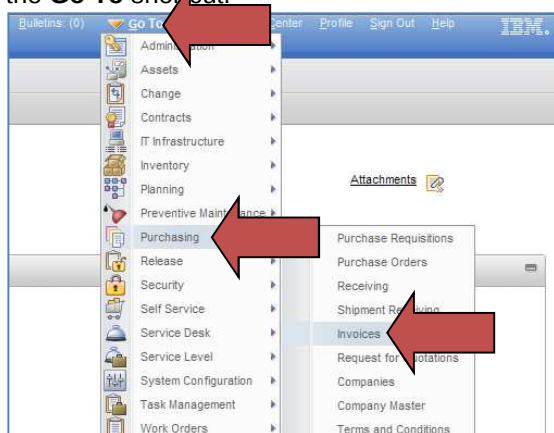
Submit a copy of the following to Clerical:

- **Task Order-NTP Form** (w/ all amendments (if applicable))
- **Signed PO Details Report**
- **Vendor Invoice**

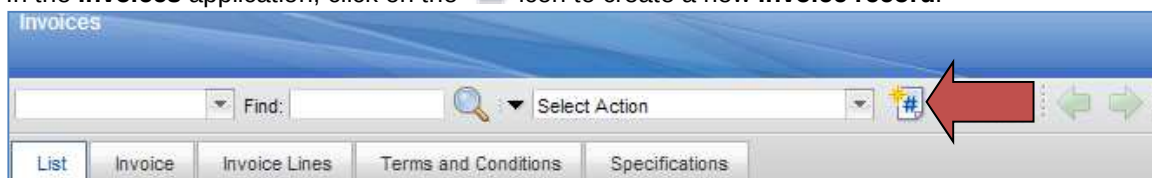
13. CREATE MAXIMO INVOICE RECORD

The Clerical department performs this function.

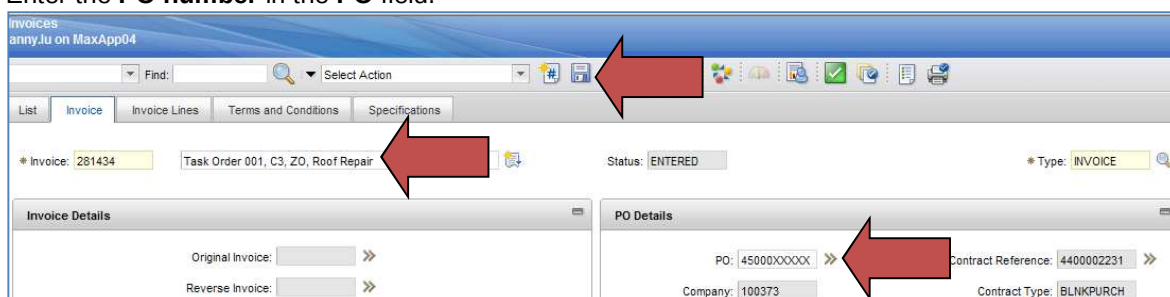
Go to the **Invoice** application by either through the **Start Center Favorite Applications** list, or utilizing the **Go To** shortcut.



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.



Fill in the **Vendor Invoice number** and **Invoice Received Date** in the appropriate fields.

Click on the floppy disk  icon to save.



Maximo 7.5 / Professional Services Agreement Task Order (TO) Guide

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

Find: 150677 Select Action

Invoice: 150678 AA 14183033 Fremont SH, Purchase Bookcases

Pretax 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 - 1 of 1 Download

PO	Line	Item	Description	Quantity	Uninvoiced Quantity	Line Cost	Uninvoiced Cost	Site
☒	45000XXXX	1	961000000 Overhead Coiling Door/Grille/Slat Serv	1.00	1.00	10,000.00	10,000.00	LAUSD

OK

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

Find: Select Action

Invoice: 281434 Task Order 001, C3, Z0, Roof Repair

Pretax Total: 10,000.00
Line Total: 10,000.00
Invoice Total: 10,900.00

Type: INVOICE
Status: ENTERED
Site: LAUSD

Invoice Lines Filter 1 - 1 of 1 Download

Line	Item	Description	PO	PO Site	Quantity	Unit Cost	Tax	Line Cost
1	961000000	Overhead Coiling Door/Grille/Slat Serv	45000XXXX	LAUSD	1.00	10,000.00	900.00	10,000.00

Copy PO Lines Select Consignment Transactions Distribute Costs New Row

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.

Find: Select Action

Invoice: 281434 Task Order 001, C3, Z0, Roof Repair

Status: ENTERED Type: INVOICE

BMXAA4205I - Record has been saved.



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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**.

Change Status

Invoice: 281434 Task Order 001, C3, ZO, Roof Repair

Status: ENTERED Invoice Entered (ENTERED)

Memo:

* New Status: Paid (PAID)

* Status Date: 3/5/14 12:16 PM

Memo:

Close PO? ☒

OK

Submit a copy of the following to Accounts Payable:

- **Task Order-NTP Form** (w/ all amendments (if applicable))
- **Signed PO Details Report**
- **Vendor Invoice**

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), or John Herweg (john.herweg@lausd.net / 213-241-1127).