



LAUSD
UNIFIED

Doing Business with LAUSD

Presented by:

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Procurement Services Department

Session 8

Invoicing and Payments



DOING BUSINESS ******* *with* **LAUSD**

Schedule

Sessions are hosted via Zoom from 10:00AM - 12:00 PM

02/18/26 SESSION 1 INTRODUCTION TO PUBLIC PROCUREMENT	02/25/26 SESSION 2 VENDOR REGISTRATION AND ELIGIBILITY	03/04/26 SESSION 3 FINDING OPPORTUNITIES	03/11/26 SESSION 4 UNDERSTANDING SOLICITATIONS	03/18/26 SESSION 5 SUBMITTING BIDS AND PROPOSALS
03/25/26 SESSION 6 ETHICS AND COMPLIANCE	04/01/26 SESSION 7 CONTRACT AWARD AND MANAGEMENT	04/08/26 SESSION 8 INVOICING AND PAYMENT	04/15/26 SESSION 9 BUILDING LONG- TERM RELATIONSHIPS	04/22/26 SESSION 10 RESOURCES AND SUPPORT

PURCHASE ORDER

INVOICE

VS



Purchase Orders

What is a Purchase Order?

A Purchase Order (PO) is a legally binding document *sent from a buyer to a seller* detailing specific goods or services to be purchased, including quantities, prices, and delivery dates.

Work should not begin without an approved Purchase Order!

Purchase Orders

Key Purposes of a Purchase Order

- *Legally Binding Agreement*
- *Clear Procurement Tracking*
- *Streamlined Purchasing & Budgeting*
- *Invoice Matching*
- *Dispute Resolution*



Vendor Name
Vendor Address
United States
Phone: 213-555-0000
Bill To
LAUSD Accounts Payable
PO BOX 54308
Los Angeles, CA 90054-0308
United States

Ordered By: LAUSD Employee Name

Deliver To: School Name

CONTRACT ID CXXXX

Terms and Conditions
DELIVERY REQUIREMENTS AND LOCATIONS:
Invoicing Terms And Conditions of Purchase

Delivery Instructions:

Delivery Addresses are listed at the Purchase Order line level and may have multiple delivery addresses based on LAUSD needs and requirements. Please ensure careful attention is paid towards the purchase order lines prior to processing.

To Los Angeles Unified School District Existing Suppliers:

The Los Angeles Unified School District is moving its procurement to payables processes to SAP Business Network and an invitation from the Ariba Network to update your LAUSD profile was sent out to the email address on file between October and February 2024. If you have not received an invitation, please email Vendor Services at psg-vs@lausd.net or call (562)654-9404. If you received a purchase order(s) prior to the transition to the Ariba Network, please continue to submit your invoice in PDF format to LAUSD's centralized Accounts Payable invoice email address invoices@lausd.net

To All Suppliers:

Insurance Requirements:

Vendors must adhere to LAUSD insurance requirements for all contracts and purchase orders. The insurance requirements can be found here: <https://achieve.lausd.net/Page/6714>. Please forward proof of insurance to the contract sponsor or purchase order issuer.

Fingerprinting Requirements:

Vendors must adhere to LAUSD fingerprinting requirements for all contracts and purchase orders. The fingerprinting requirements can be found here: <https://achieve.lausd.net/Page/2793>. Please forward proof of fingerprinting compliance/DOJ clearance to the contract sponsor or purchase order issuer.

Purchase Order Terms:

By accepting this Purchase Order, Vendor agrees to all Terms and Conditions at <http://achieve.lausd.net/page/13580>

For Purchase Orders issued against LAUSD contracts, please refer to Terms and Conditions contained within associated contracts.

Purchase Order 800000XXXX
Date Created Thu, 15 Aug, 2024
Issued Date Thu, 15 Aug, 2024

Line Item Details (2 Line Items)

No.	Description	Quantity	Unit of Measure	Price	Amount	Need-by Date	Taxes	Discount	Charges
1	Membership Cards	25,000	each	\$1.00 USD	\$25,000.00 USD	Mon, 19 Aug, 2024	\$0.00 USD		

ShipTo(Plant)
DIVISION OF INSTRUCTION

United States
Phone: +1 213-241-0000
Full Description Membership cards

Supplier Part Number

Line Item Text
Important Delivery Information Please delivery before
06/30 /2026
SupplierID 100000XXXX

Material Number Export
Material PO Text

No.	Description	Quantity	Unit of Measure	Price	Amount	Need-by Date	Taxes	Discount	Charges
2	Membership Cards	75,000.00	each	\$1.00 USD	\$75,000.00 USD	Mon, 19 Aug, 2024	\$0.00 USD		

ShipTo(Plant)
DIVISION OF INSTRUCTION

United States
Phone: +1 213-241-0000
Full Description Membership Cards

Supplier Part Number

Line Item Text
Important Delivery Information Please delivery before
06/30 /2026
SupplierID 100000XXXX

Material Number Export
Material PO Text

Net Amount	\$100,000.00 USD
Taxes	\$0.00 USD
Gross Amount	\$100,000.00 USD

Attachments
Comments

Payment Terms Vendor - Net 45 Days

Goods Receipts

What is a Goods Receipt?

A **Goods Receipt (GR)** is entered into Ariba to document completed orders or services. The school or office that issued the purchase order must generate a GR to verify that goods/services were received. This will ensure timely payment to the vendor.

- *100% services rendered = full GR*
- *Partial services rendered = partial GR*

Invoice Requirements

What is an Invoice?

An invoice is an itemized, formal document **sent by a seller to a buyer** to request payment for goods or services rendered. It details costs, quantities, and payment terms. It serves as a legal record of debt, documenting a transaction for accounting and tax purposes.

**Common synonyms include a “bill” or “statement.”*

Invoice Requirements

Invoices must include:

- ✓ Vendor name and address
- ✓ Unique invoice number
- ✓ Invoice date
- ✓ PO number
- ✓ Description of goods/services
- ✓ Quantity and pricing
- ✓ Total amount due

**Incomplete invoices will be rejected or delayed*

Invoice Requirements

What factors lead to delay of payment?

- Goods receipt has not been created
- Incomplete or incorrect invoice
- Missing documentation
- Goods/services that were not approved

If the Goods Receipt has been created, the standard timeline for payment = Net 45 days from receipt of accepted invoice.

Invoice Requirements

Payment Process Flow:

- Purchase order is issued
- Vendor provides goods/services
- School/office confirms receipt by issuing GR
- Vendor submits invoice
- LAUSD reviews invoice for accuracy; accept or reject
- Approval routing
- Payment issued

Invoice Requirements

Key Takeaways

- ✓ Always work from an approved PO
- ✓ Submit complete and accurate invoices
- ✓ Understand payment timelines
- ✓ Use electronic systems effectively
- ✓ Proactively prevent delays

Thank you!