

Purchase Order Instructions

Principals and other responsible staff should contact the representatives of the selected firm(s) to obtain information on content, scheduling, instructors and pricing. For answers to questions on prices or services please contact the Procurement Services Division at (213) 241-3087 and ask to speak with a Contract Analyst.

Shopping carts should reference the Vendor # and the Contract # that are listed below. The SAP Product Category for Instructional Licenses is 78575, Professional Development is 96102. Any questions about this process should be directed to the Shopping Cart Support Center at (562) 654-9009.

Step by Step

1. Contact a vendor that offers services of interest to you. Obtain quote, scope of services and delivery schedule. If services will extend over weeks or months also include an invoicing schedule.
2. Create a shopping cart:
 - a) Reference
 - Vendor # (enter in "Preferred Vendor" field)
 - Contract # (enter in the "Sources of Supply" tab. If an error message is received at this point contact the Shopping Cart Support Center)
 - b) Attach quotation, scope of work and invoicing schedule (if necessary)
3. Submit for approval in the SAP system.

Share a single purchase order option:

In the event that the vendor accepts a shared single purchase order for a pricing option separate account lines are used for the SAP shopping cart. The Shopping Cart Support Center can assist with multi-school quotes. The school or office that is the "requestor" (there can only be one) would be responsible for issuing the goods receipt.

Approved Vendors:

ApexLearning

Vendor# 1000003186 Contract # 4400004863

Contact: Gary Patten: gary.patten@apexlearning.com 310 430-4786

Edgenuity Contact:

Vendor # 1000000059 Contract # 4400004864

Contact : Dr. Lisa Bliss lisa.bliss@edgenuity.com 213 268-8626