



## Procurement Project Notification Letter

Dear Valued LAUSD Supplier,

We are pleased to announce a new initiative to streamline our procurement and accounts payable processes. If you are not the correct recipient or have questions, please contact the LAUSD Vendor Services Unit at [SupplierEnablement@lausd.net](mailto:SupplierEnablement@lausd.net).

LAUSD is partnering with **SAP** to fulfill our vision of moving away from paper and manually transmitted documents.

### What does this mean for you?

Conducting business on SAP Business Network will be required and your purchase orders (PO), invoices and other documents will soon be transmitted using this platform. One of the reasons we selected SAP was that it brings our suppliers many benefits such as real-time PO delivery, use of online catalogs, invoice automation, and potential new business opportunities on SAP Business Network.

As an important step, if you have not yet completed your initial Ariba registration with LAUSD please do so before continuing. Please look through your email and junk folder for the email that was sent to you titled **“Invitation: Register to become a supplier with Los Angeles Unified School District (LAUSD)”**.

### Additional Information:

- **Is there a cost associated with this initiative?**  
Suppliers new to SAP Business Network generally start transacting on the network for free. However, based on the volume of transactions you have on the network (across all customer relationships) you may be eligible for fees. Any potential fees may be offset by the many benefits of the network mentioned prior. To learn more please visit [SAP Business Network Subscriptions and Pricing](#).
- **When will this take effect?**  
In the coming weeks, SAP will send you important communications and instructions for joining SAP Business Network. This includes establishing a trading relationship with LAUSD on the network and properly configuring your SAP Business Network account. We appreciate your prompt action within 5 business days on all communications and requests regarding this initiative. We are targeting a cutover date on July 1, 2024.
- **How can you learn more about the LAUSD and SAP partnership?**  
You can learn more about SAP and the specific details about this initiative by registering for a web-based supplier summit. Attendance is highly encouraged as you will have the opportunity to participate in a live Q&A with experts from both SAP and LAUSD.

Summit Title	Date	Time	Registration
LAUSD Supplier Summit	Monday, April 29, 2024	9:00 AM – 10:00 AM PDT	<a href="#">Register Here</a>

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities.

For more information about this project and FAQs please visit our project webpage at [Phase 2 Ariba](#).

Kind Regards,

LAUSD Vendor Services Unit

SupplierEnablement@lausd.net

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