

Los Angeles City College Administrative Services "How To" Book	Purchasing	VII
		C-6
How Do I Look-Up an Existing Vendor Number or Name by utilizing Business Warehouse (BW)?		

A. Brief Description

These procedures are established to assist Department heads, Accounting, Administrative and Budget staff in looking up vendor numbers in Business Warehouse (BW).

B. How To

1. A User ID and a Password are required from any employee in order to access the Business Warehouse (BW).
2. If an employee already has a SAP User ID and Password, the same User ID and Password can be used to access Business Warehouse (BW).
3. If the employee does not have a SAP User ID and Password, the supervisor should fill out a SAP User Authorization Request Form for approval from the District. The form can be obtained from the college website at <http://adminsvcslacitycollege.edu/forms2/forms.htm> (e-mail Login Name and Password are required)
4. The form must first be approved by the employee's supervisor, the Divisional Vice President and finally the Vice President of Administration and then submitted to the IT Department for submission to the District. (E-mail approval is acceptable)
5. Once approval is made by the District, the employee will be able to access either SAP or BW with the assigned User ID and Password.
6. To access BW, start Internet Explorer from any employee office computer (not computers that are located in the laboratory). Login to <https://portal.laccd.edu/irj/portal> and hit **enter**.
7. First time Users may first read the First Time User's Screen for assistance to log into the system.
8. The Welcome LACCD Portal appears requesting for your User ID and Password
9. Enter the User ID. The User ID begins with **P00 + the six digit employee number**.
10. For employees hired after July 1, 2005, the User ID is **P0 + the seven digit employee number**.
11. Enter the assigned Password. If forgotten or a First Time User, contact the IT Department Help Desk at X2049 for assistance.
12. The IT Department will assign a temporary Password for First Time Users or any employee with a forgotten Password. For employees with a temporary Password, the system will immediately prompt the user to change the temporary Password upon

access. The new Password may be any Password that the employee can remember and it must be at least six digits long or at most eight digits long.

13. The employee must remember that the new Password expires after ninety days and the system will prompt the User to change the Password after ninety days.
14. If an employee has any problem with the system, contact the IT Helpdesk or the District Office at **213-891-2117**.
15. After login in to BW, select Report and then BW Reporting-HR+,Time.
16. Next, select **Financial Reports**.
17. Next, select **f26, the vendor Info screen**.
18. Next, select the button at the right of the **vendor cell** or **box**.
19. Click on the **button** and the list of the **first twenty-five vendors' names and numbers** will appear in alphabetical sequence.
20. Select the **tab** at the bottom, **The Next 25 Values**, for the next 25 vendors' names and numbers if the vendor in search of does not appear on the list or screen.
21. Continue to move back and forward by selecting **The Next 25 Values** or **The Previous 25 Values** until the name you are looking for appears.
22. After you have found the vendor, look on the right side of the **vendor name** for the **vendor number**.