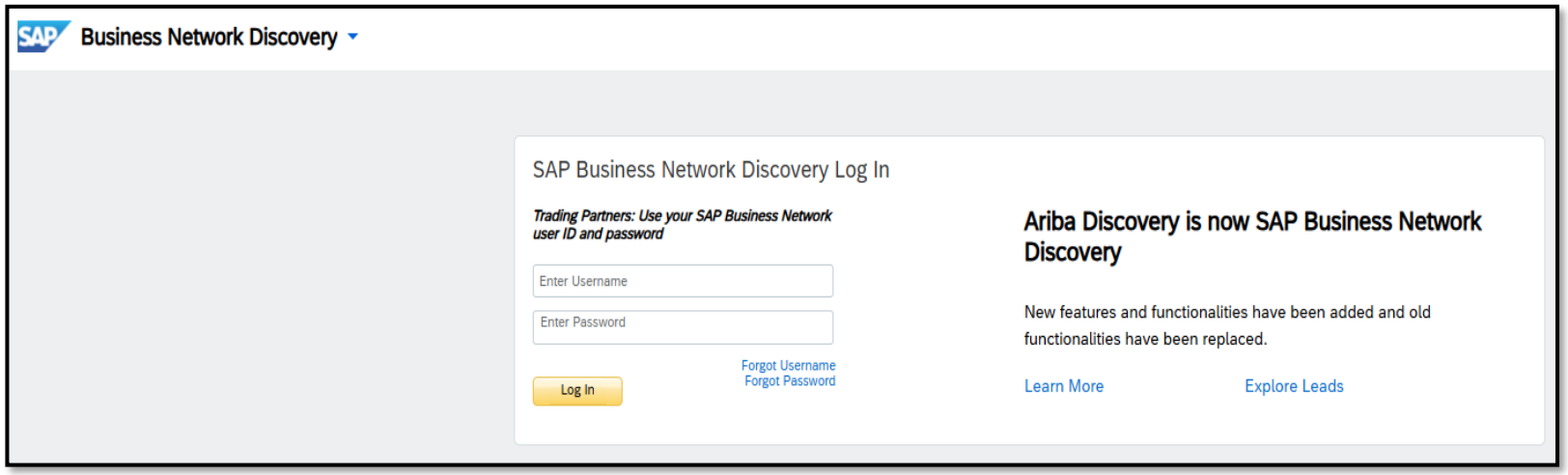
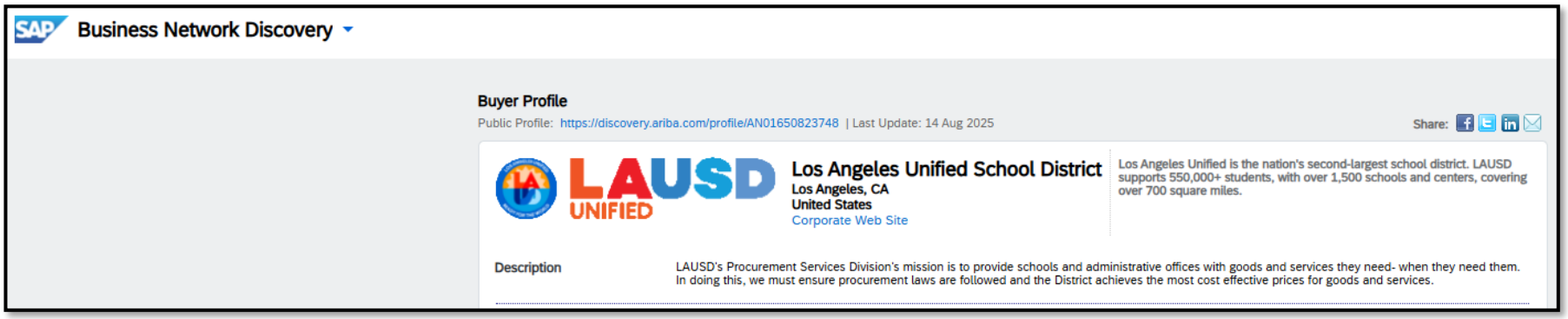
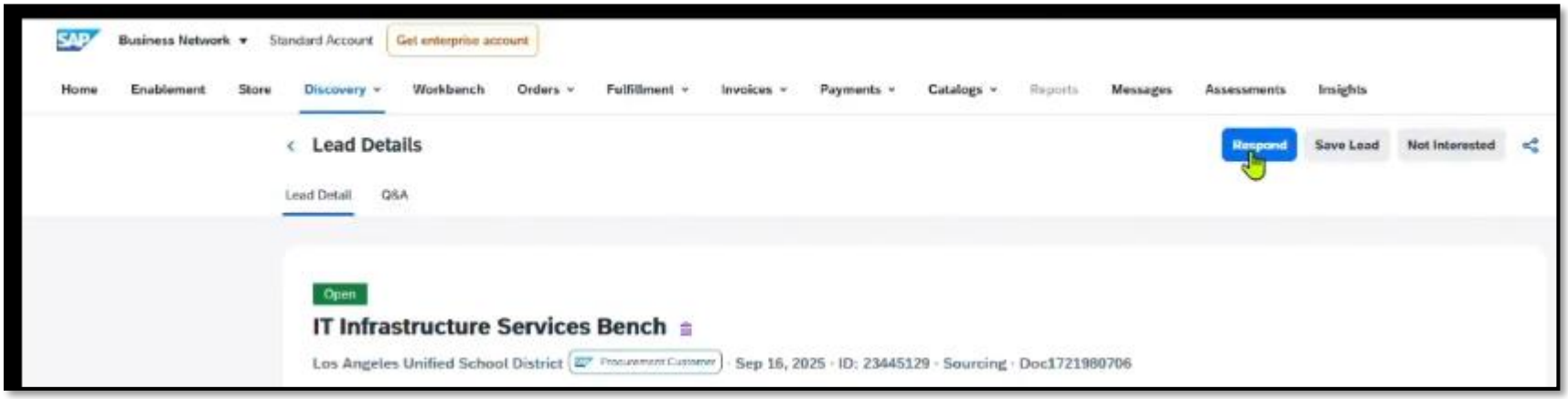
Firms intending to respond to a solicitation must register at the **Ariba Business Network Discovery** website (https://discovery.ariba.com ) and create a profile.



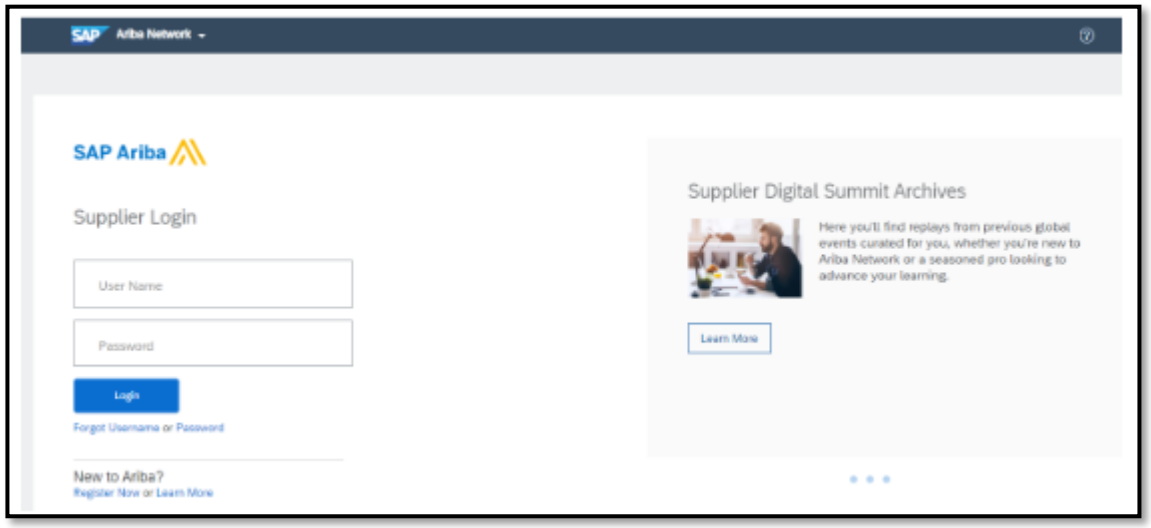

Once registered, go to Los Angeles Unified School District **Public Discovery Profile** (https://service.ariba.com/Discovery.aw/ad/profile?key=AN01650823748) home page and search for the solicitation by title.



After clicking on the solicitation, the simplest way to access documents is by clicking on blue "Respond" button located in the upper right-hand corner:



**NOTE:** There is a separate login used to access the LAUSD Supplier Portal to maintain and access vendor profiles (this is a ten-digit number starting with a "1") required to do business with the district.




- For assistance with **registration in Ariba and/or LAUSD Supplier Portal**, please contact the district's **Vendor Services**

  LAUSD Vendor Services - Ariba Registration
  Email: psg-vsu@lausd.net
  Phone: 562-654-9404

- For assistance with the software **Ariba Business Network**, contact **Ariba support**:

  https://support.ariba.com/help

**Additional Resources:**

**A virtual drop-in session has been scheduled every Tuesday and Thursday from 11 am to 12 pm to provide a walkthrough on how to respond to LAUSD solicitations in the Ariba Business (Supplier) Network.** You are welcome to attend this drop-in session, and no RSVP is necessary:

| |
|---|
| Tuesdays, 11:00am – 12:00pm (PST) Click Here to Join |
| Thursdays, 11:00am – 12:00pm (PST) Click Here to Join |

**Site Resources:**

Getting Started with Ariba

LAUSD Supplier Information Portal (ariba.com)