This document gives vendors/suppliers guidance on completing the Small Business Enterprise (SBE) section and attaching support documentation through the Supplier Portal.

Effective October 2018, Los Angeles Unified School District (LAUSD) enhanced our Supplier Portal functionality to capture information from small business, microbusiness and disabled veteran-owned business vendors, with the added ability to certify eligible vendors.

In order to access the LAUSD Supplier Portal (https://vendors.lausd.net/irj/portal), you must provide the personalized User ID and Password you created. This would be the account with a User ID that begins with a ‘9’ followed by a maximum of 11 characters. (Example User ID: 9ZYXVEND)

The LAUSD Supplier Portal allows the following sections to be updated under Company Data:
- Company / Individual Details
- Payment Remittance Address
- Product Categories
- Small Business Enterprise
- Attachments
- Demographics

In the Small Business Enterprise (SBE) section, you can update the number of employees for your organization, as well as the average annual sales over the past three years:

We recognize that some businesses may have less than three years of operation. If this is the case, the number of employees can be updated, along with the number of weeks in business (no more than 156 weeks), and the total receipts for the period of operation.

Notice in the snapshot provided above that past certifications applied for are listed and show whether the certification was approved or rejected. Approved certifications show the LAUSD certification start and end dates. Certifications that have already been acted on (approved or rejected) are “display only”, meaning the information cannot be edited or deleted.

To apply for or provide your existing Small Business Enterprise, Microbusiness, and/or Disabled Veteran Business Enterprise certification(s), you must select the “Add Certification” button. Once you select “Add Certification” additional fields will become available.
Although LAUSD offers certification, we will continue to accept the following certifications from the “reciprocal” agencies listed below:

- Certification Type
  - SBE (Small Business Enterprise)
  - MIC (Microbusiness Enterprise)
  - DVB (Disabled Veteran Business Enterprise)

- Certifying Agency
  - CCC (County of Los Angeles Department of Business and Consumer Affairs)
  - CLA (City of Los Angeles)
  - DGS (State of California, Department of General Services)
  - LAU (Los Angeles Unified School District, SBE Program)
  - MTA (Metropolitan Transportation Authority)
  - MWD (Metropolitan Water District of Southern California)

- Certification Start Date
- Certification End Date
- NAICS Code

Please note that the only accepted certifying agency for Microbusiness and Disabled Veteran Business Enterprise certifications is State of California, Department of General Services (DGS). LAUSD does not certify for Microbusiness (MIC) or Disabled Veteran Business Enterprise (DVB).

Clicking on the following icon gives you the ability to see available options, select dates or search.

In the Certification Type field, clicking on the icon will show the following:
To select a Certification Type, either click on the white area of the type you are choosing or a) highlight the row of the type you are choosing and b) click “OK.”

To select a Certification Agency, click on the icon to see the available choices and select one:

If the Certification Type is for Microbusiness or Disabled Veteran Business Enterprise, the only option for Certifying Agency will be DGS.

The Certification Start Date and Certification End Date icon provides a calendar to select dates. Dates can be directly entered in MM/DD/YYYY format or by using the calendar feature. Your entries will be limited to a three-year period. If “LAU” is selected use today’s date for the certification start date and today’s date plus three years for the certification end date.
Certifications are determined by size standards matched to industries categorized by NAICS (North American Industry Classification System) Codes. The NAICS Code field also has the icon which will allow you to search for and select a NAICS code that corresponds with your product/service category. If the NAICS code is known, you may enter it directly; however, it must be a recognized code currently used by LAUSD. Please note, not all NAICS codes are available to select. You must find the best/closest match.

By default, the NAICS Codes are listed in ascending numerical order. There are also ways to search by clicking on “Show Search Criteria.”

Selecting “Show Search Criteria” allows you to search by NAICS Code, NAICS Description, NIGP Code and NIGP Description. NIGP is the National Institute of Government Purchasing; and, the codes are generally referred to as *product categories*. (LAUSD uses standard and customized NIGP codes that are mapped to corresponding NAICS codes.)

The examples provided below will show different ways to get results for **NAICS Code 238210, ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS**. Even though options are given to search by NIGP, please keep in mind that this search is focused on NAICS results relating to Small Business Enterprise, Microbusiness and Disabled Veteran Business Enterprise certification.
You may perform a simple search by entering the NAICS code (if it is already known) and clicking “Start Search.” Once results are received, select the result by clicking the white area of the row, or by highlighting the row and clicking “OK.”

Another option is to search by NAICS code description. Enter part of the description and click “Start Search.” Once results are received, select your result choice by clicking the white area of the row, or by highlighting the row and clicking “OK.”

As stated earlier, LAUSD uses product categories that are NIGP driven. You may search by NIGP codes or descriptions; however, your search will return NAICS results.
NIGP code 91438 is recognized as “Electrical” in LAUSD. Enter the NIGP code and click “Start Search.” Once results are received, select your result choice by clicking the white area of the row, or by highlighting the row and clicking “OK.”

Another option is to search by NIGP description. Knowing the NIGP description is “Electrical,” a portion of the word was entered. Click “Start Search” to yield results. Note that because this search was broad, more results were returned. Once results are received, select your result choice by clicking the white area of the row, or by highlighting the row and clicking “OK.”
More than one type of certification can be entered by a vendor/supplier. To do so, click the “Add Certification” button in order to provide all of the details. If there is a need to delete an entry made during this process, there is a “Delete” button. Simply click the button to remove the entry. Note: only entries made during your active session can be deleted. Past activity cannot be deleted.

In the above example, the vendor added two new certifications:

A) Due to a previous rejection, the vendor is applying for microbusiness certification again
B) The vendor is attempting to provide a certification for an SBE/NAICS combination that has an approved certification already in place.

Scenario A) is allowable. Scenario B) will generate an error:

The Cert. Types SBE and NAICS 238210 combination provided must have a certification start date that is later than the approved LAUSD Certification End Date of 07/02/2021 in SBE section.

When reapplying for certification, prior approval actions will trigger validations to ensure there is no duplication or overlap in the certifications being applied for.

The dates for Scenario B) have been corrected and the vendor is reapplying for certification for a new three-year period.

If you indicate an existing Small Business Enterprise, Microbusiness and/or Disabled Veteran Business Enterprise certification, you must attach proof of certification from one of the approved certifying agencies previously listed (e.g., County of LA, City of LA, DGS, etc.).

If you are applying for certification from LAUSD, you must enter the required information; however, there is no documentation to attach. By submitting your application to LAUSD, you are declaring under penalty of perjury that the stated information is true and correct.
In the Attachments area of the registration page, click the “Add Attachment” button.

A window will appear where you will identify the Document Type, File and File Name.

There are six document types to choose from:
- DVB (Reciprocal Agency DVB Certification)
- MIC (Reciprocal Agency MIC Certification)
- OTH (Other)
- SBE (Reciprocal Agency SBE Certification)
- W8 (W-8 Foreign Tax Payer ID & Certification)
- W9 (W-9 Tax Payer ID & Certification)
For each attachment you provide, you must select the appropriate document type.

Use the “Browse” button to identify and provide your attachment.
Name the file and click “Add.”

Repeat these steps to provide more attachments. The attachments will be listed on the page. If there is a need to delete any of the attachment entries, highlight the row that needs to be deleted, then click the “Delete” button. Confirm you want to delete the attachment by clicking “Yes.” Note: only attachments provided during your active session can be deleted. Past activity cannot be deleted.
Provided below is a fictitious example of a vendor who updated the Small Business Enterprise (SBE) section, reapplying for two certifications – Small Business Enterprise and Microbusiness – and completed the Attachments section.

Once all updates are complete, and attachments have been provided, click on the “Save” button at the top of the page. After completing all required information and clicking “Send,” a message will appear at the top of the screen stating that the information was changed successfully. You will receive an error message if changes are still needed.

LAUSD staff will be alerted when an SBE/DVB/MIC application has been submitted for consideration and processing.

Also, to facilitate timely certification renewals, system-generated email reminders will be sent to vendors and staff indicating the expiration of SBE/MIC/DVB certifications within 90, 60 and 30 days.