

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Add Multiple Lines to a Requisition

The purpose of this job aid is to show how to add multiple lines to a Purchase Requisition in Guided Buying.

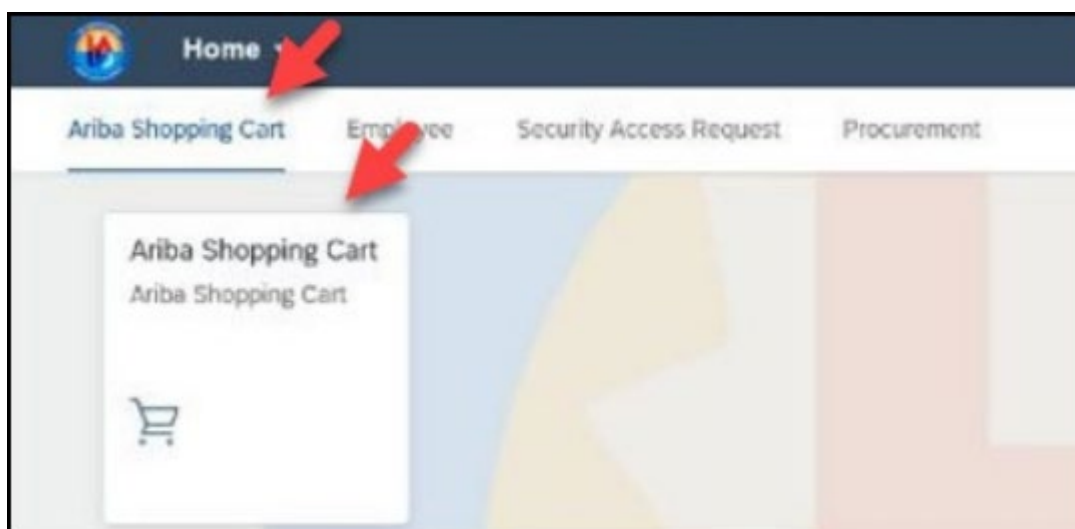
1

To access Ariba Guided Buying, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



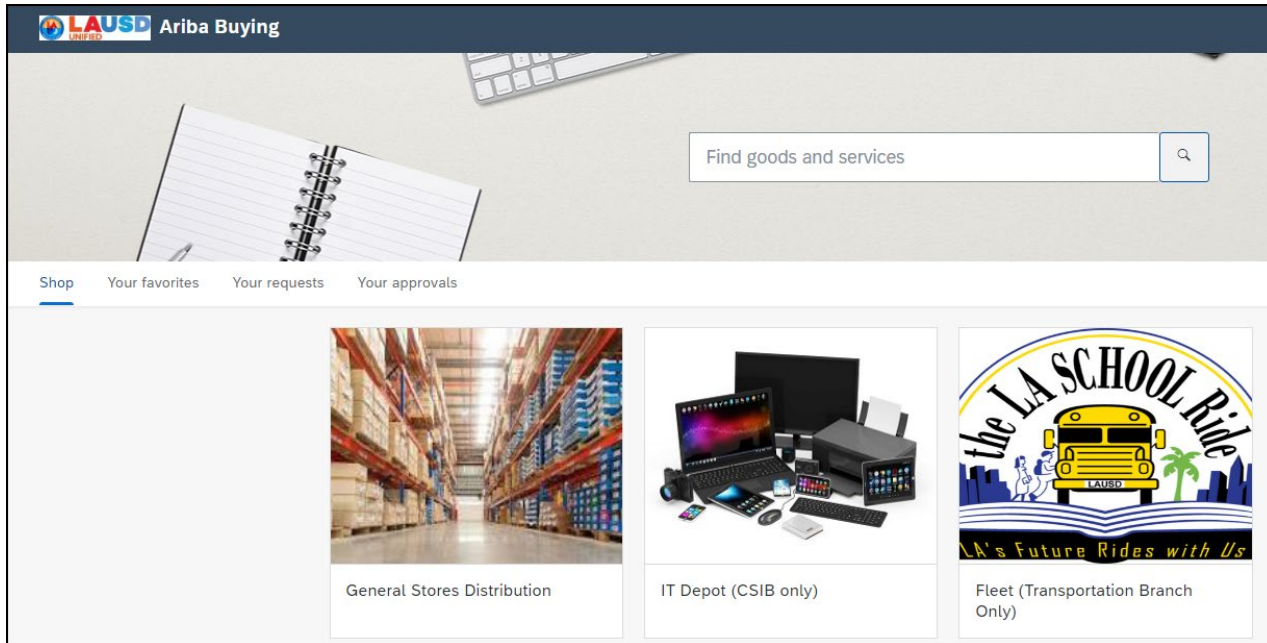
2

Click on the "Ariba Shopping Cart" tile.



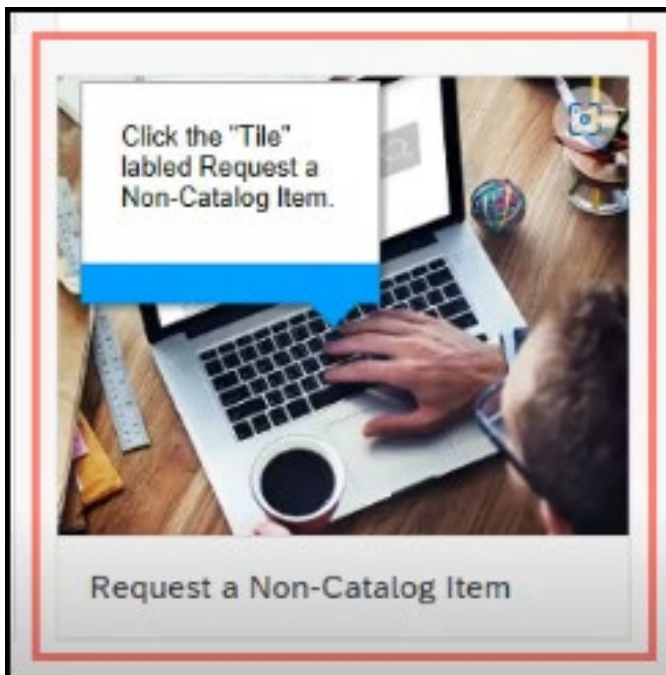
3

You will be directed to the Ariba Guided Buying home page.



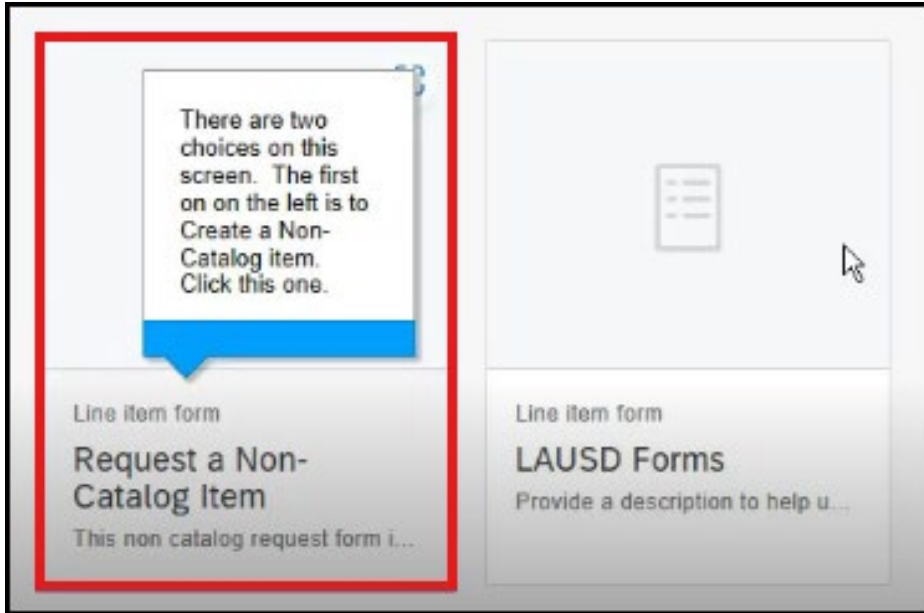
4

Click "Request a Non-Catalog Item".



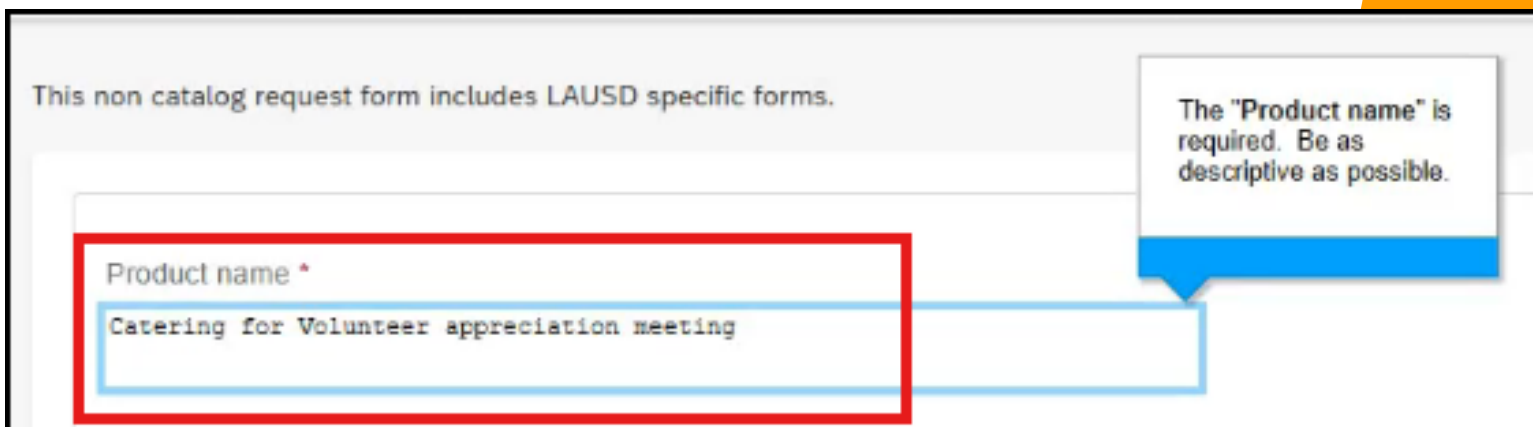
5

Click "Request a Non-Catalog Item".



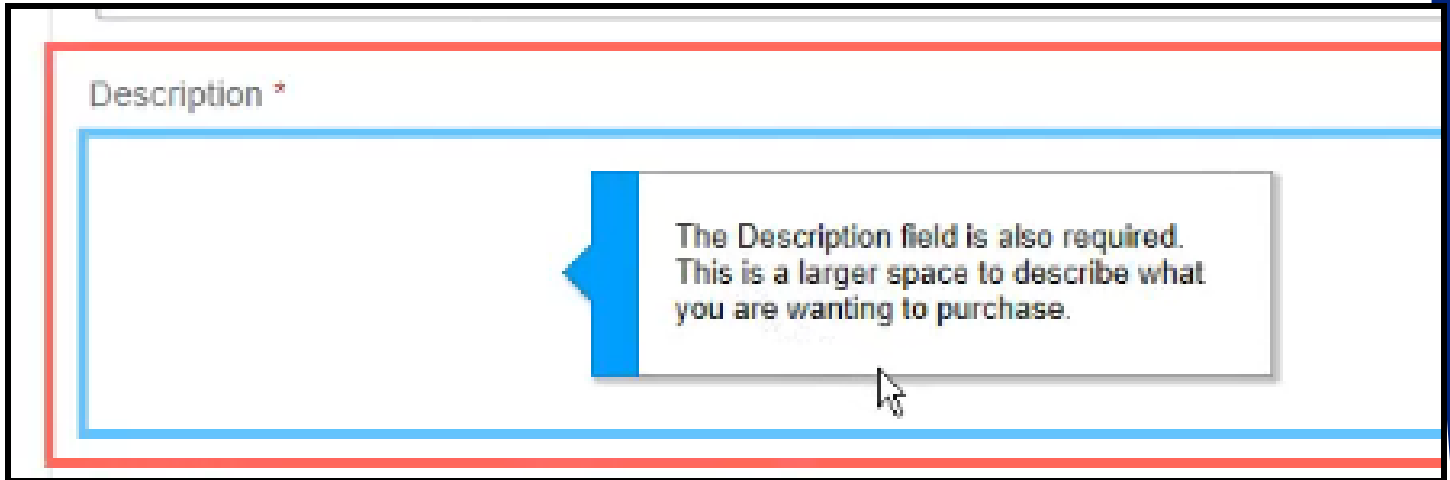
6

In the Product name field, type in the item description.



7

Copy and paste the Product name into the Description.



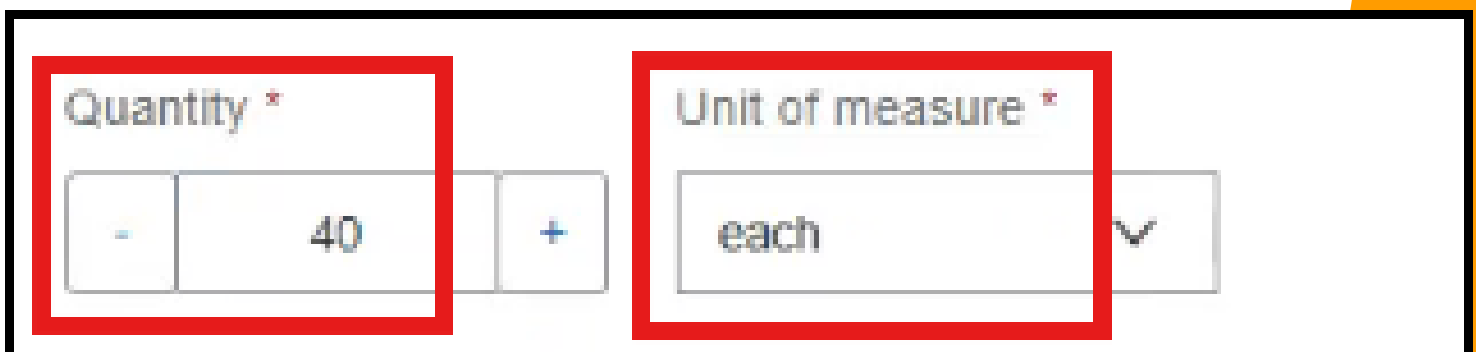
Description *

The Description field is also required. This is a larger space to describe what you are wanting to purchase.

A screenshot of a web form showing a 'Description' field. The field is outlined with a red border. A blue callout box with a white background and a blue arrow pointing left is positioned over the field. The callout box contains the text: 'The Description field is also required. This is a larger space to describe what you are wanting to purchase.' A mouse cursor is visible at the bottom right of the callout box.

8

Enter the quantity and unit of measure. The unit price will auto-populate.



Quantity *

Unit of measure *

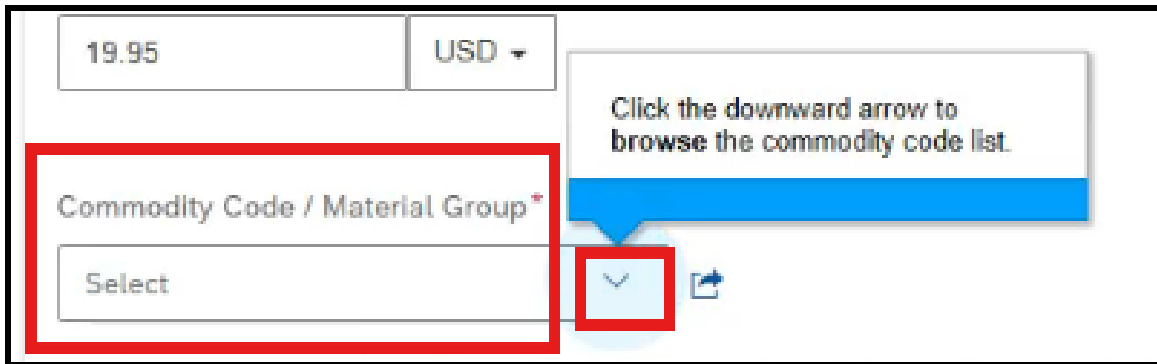
- 40 +

each

A screenshot of a web form showing two input fields. The 'Quantity' field is on the left, with a red border around it. It contains a minus sign, the number '40', and a plus sign. The 'Unit of measure' field is on the right, also with a red border around it. It contains the text 'each' and a dropdown arrow. The fields are separated by a plus sign.

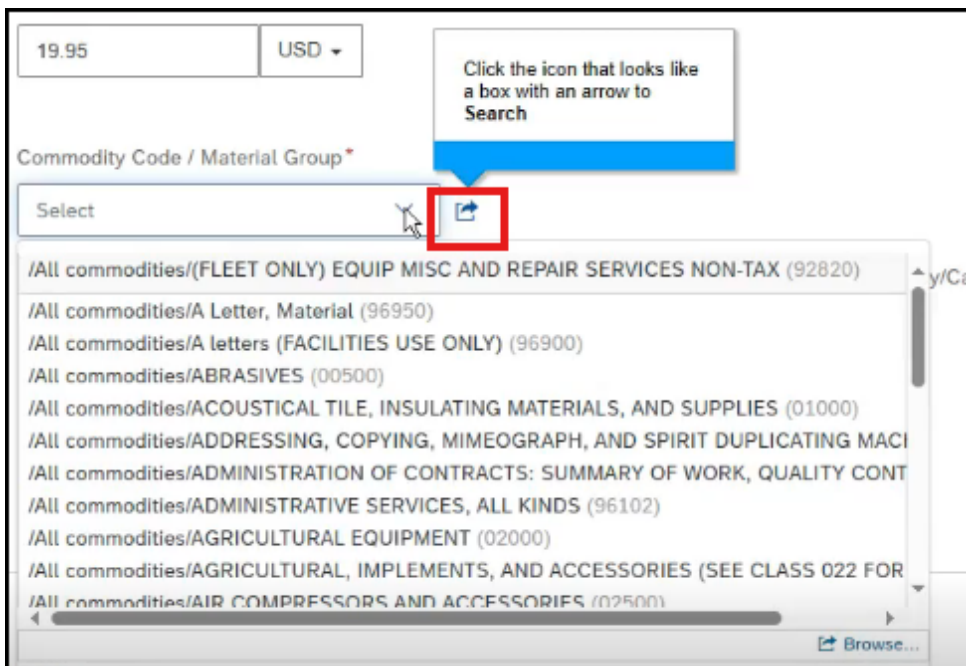
9

Enter the Commodity Code/Material Group. You have the option to search by typing keywords. Search for the Commodity Code that best fits the item.



10

Click on the search icon to expand the search.



11

Choose no if the item is NOT for technology, textbooks, catering, or software.



Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering/ Rental/Lease or Software Subscription?*

Choose one

(None)

Yes

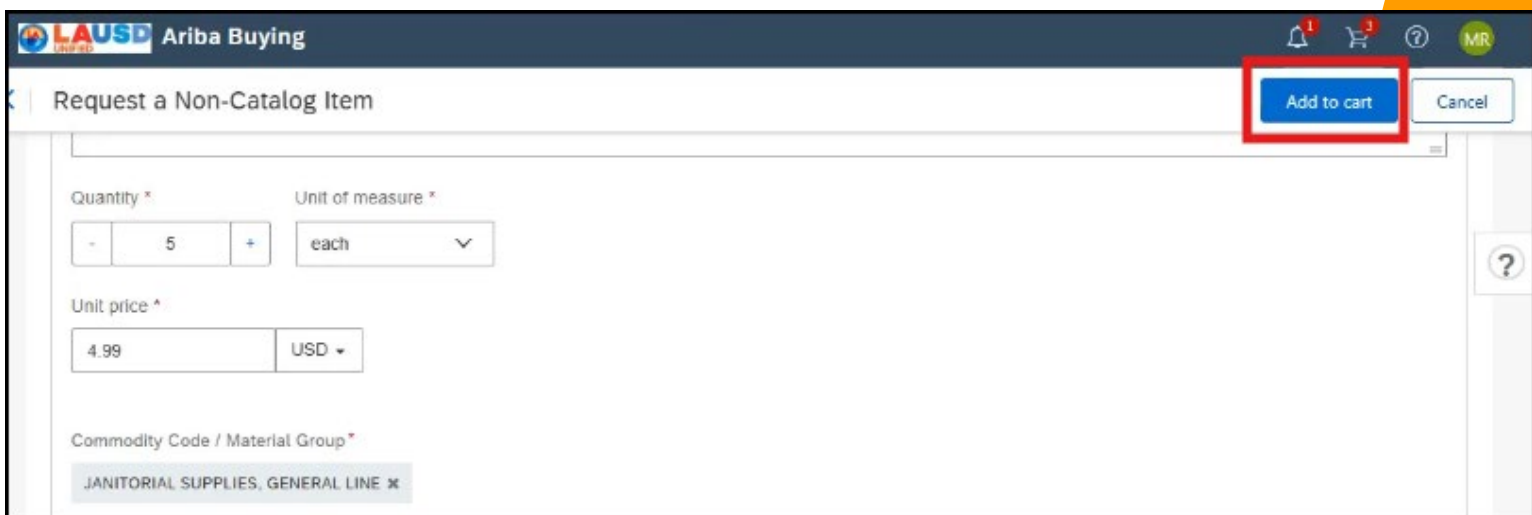
No

Click No.

A red rectangular box highlights the dropdown menu area. A blue arrow points to the 'No' option, and a text box labeled 'Click No.' is positioned next to it.

12

Click "Add to cart".



LAUSD Ariba Buying

Request a Non-Catalog Item

Add to cart Cancel

Quantity * 5 Unit of measure * each

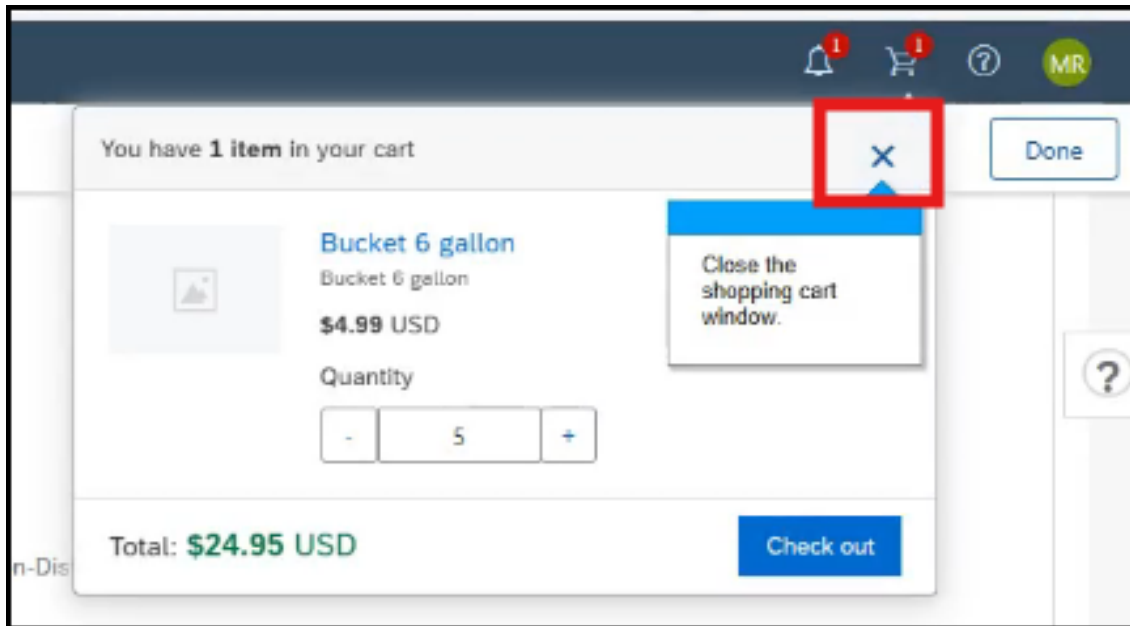
Unit price ^ 4.99 USD

Commodity Code / Material Group *
JANITORIAL SUPPLIES, GENERAL LINE x

The 'Add to cart' button is highlighted with a red rectangular box. The interface includes a header with the LAUSD logo and 'Ariba Buying' text, a title bar for the 'Request a Non-Catalog Item' form, and various input fields for quantity, unit of measure, unit price, and commodity code.

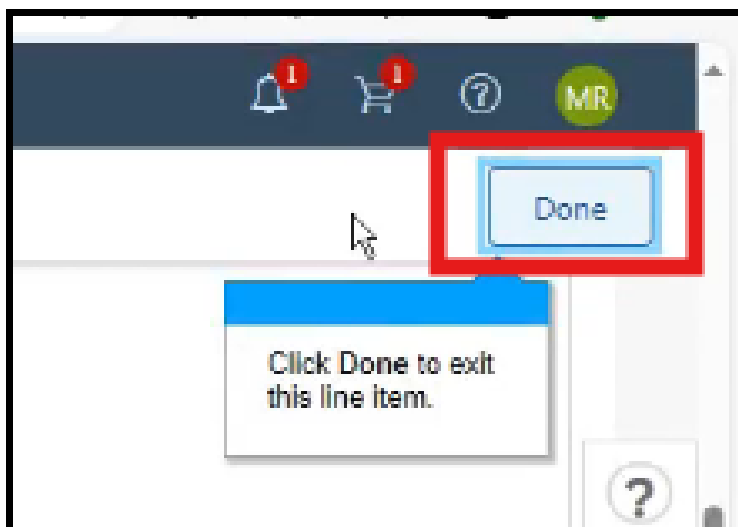
13

To add another line, click "X". "



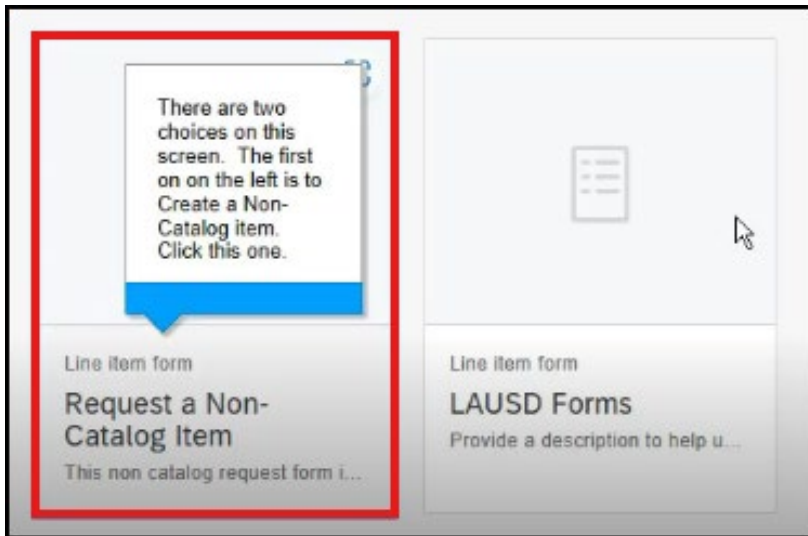
14

Click "Done".



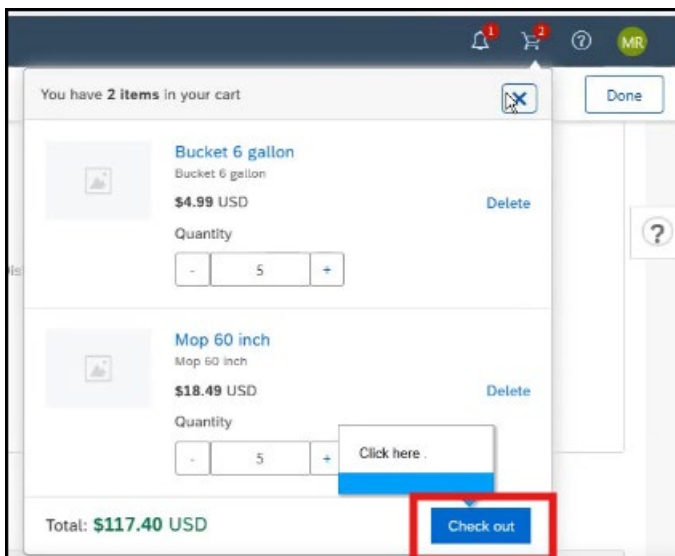
15

Request a Non-Catalog Item” and fill out the required fields. Repeat this step until completed.



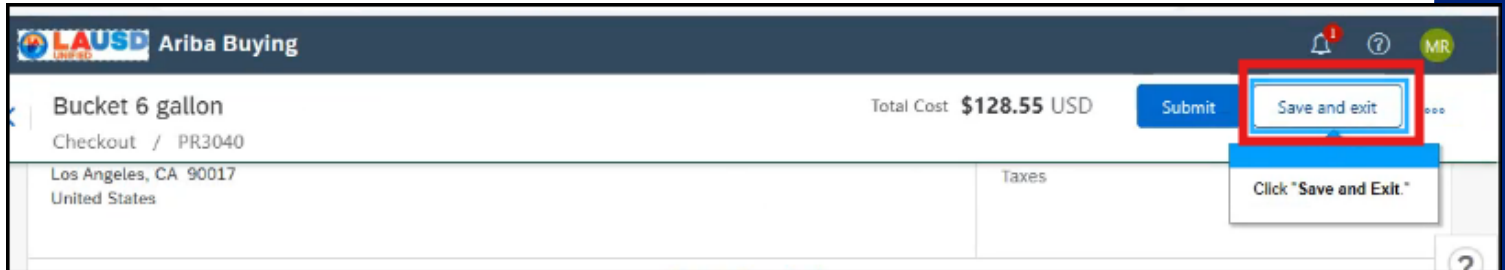
16

If you need to save and come back to it later, click “Checkout”.



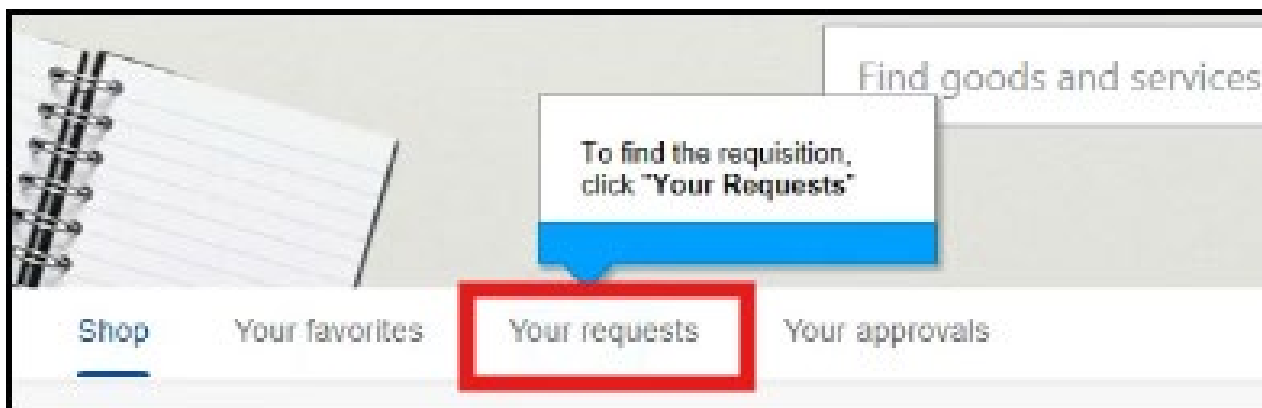
17

Click "Save and Exit".



18

To complete the Purchase Requisition, click "Your requests".



19

In the recent requests, you can search for any requests created in the last three months. Click on the requisition you want to complete.

Recently updated within 3 months			
Requisitions View all			
	Cleaning Supplies for Room 4512 PR3040 Date requested: May 13, 2024	Status COMPOSING	Last updated 0 days ago Amount \$128.55 USD
	testing PR1853 Date requested: April 10, 2024	Status SUBMITTED	Last updated 0 days ago Amount \$2,500.00 USD
	BAG, BALL, LARGE 32"X36" PR2929 Date requested: May 10, 2024	Status SUBMITTED	Last updated 0 days ago Amount \$11.99 USD

20

Click "Edit".

Cleaning Supplies for Room 4512
Request details / PR3040

Submit Edit ...

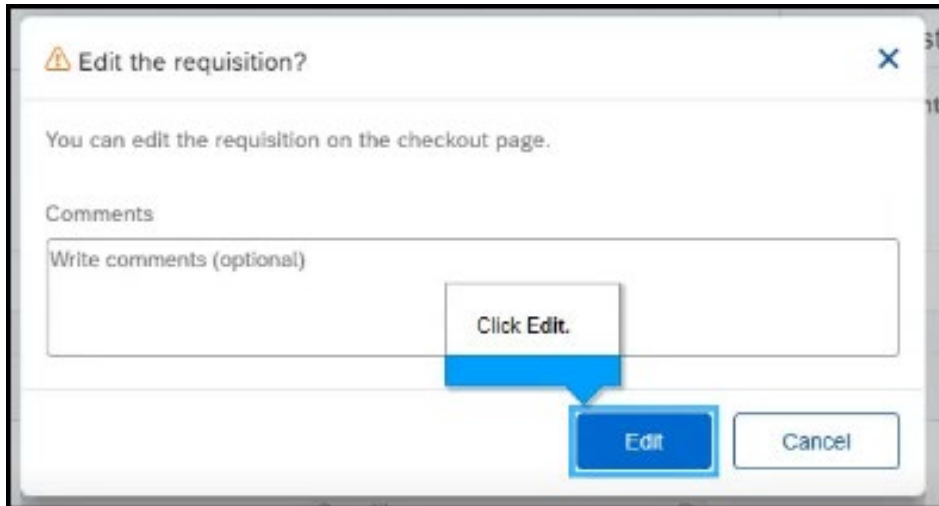
Click Edit.

Composing

Ship to	Charge to	Total Cost	\$128.55 USD
333 S. Beaudry Ave. Los Angeles, CA 90017 United States	GL Account (0000430001 (General Supplies))	Net Amount	\$117.40 USD
		Taxes	+ \$11.15 USD

21

You have the option to add a comment to describe why you are editing this requisition. Then, click “Edit”.

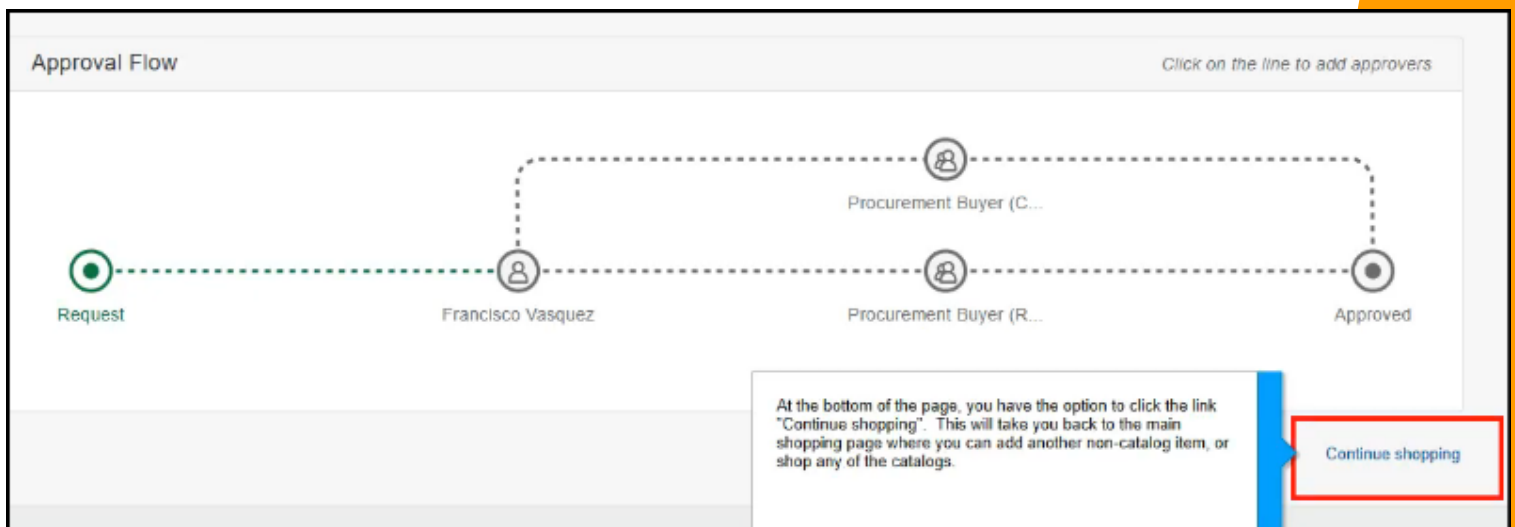


The screenshot shows a dialog box titled "Edit the requisition?". It contains the following elements:

- A warning icon and the title "Edit the requisition?".
- A close button (X) in the top right corner.
- A message: "You can edit the requisition on the checkout page."
- A section labeled "Comments" with a text input field containing the placeholder "Write comments (optional)".
- A blue callout box pointing to the "Edit" button with the text "Click Edit."
- Two buttons at the bottom: "Edit" (highlighted in blue) and "Cancel".

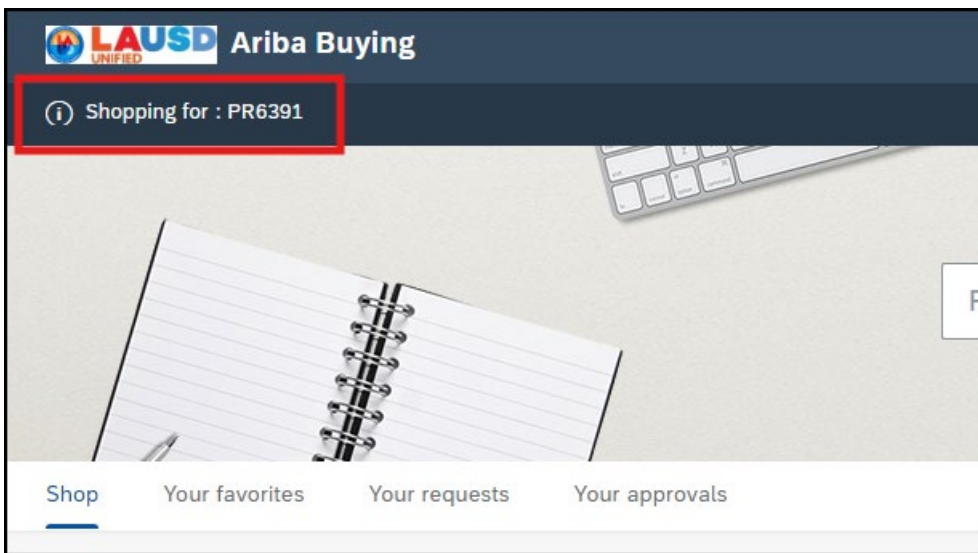
22

To another line, scroll to the bottom of the page and click “Continue shopping”.



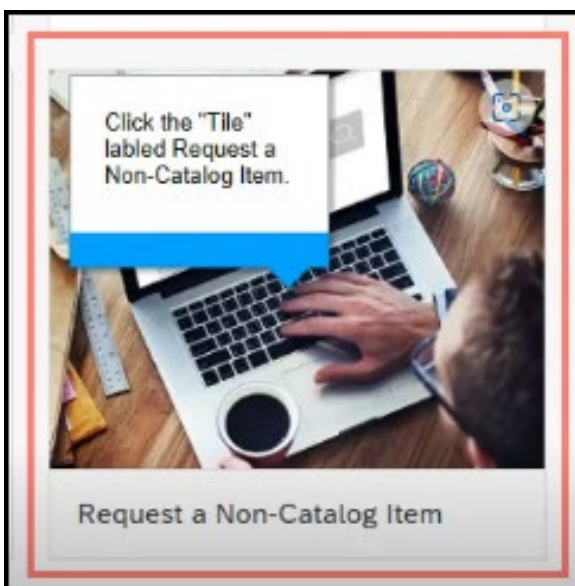
23

You will be directed to the Guided Buying Homepage. On the top left, you will see that you are shopping for a specific Purchase Requisition.



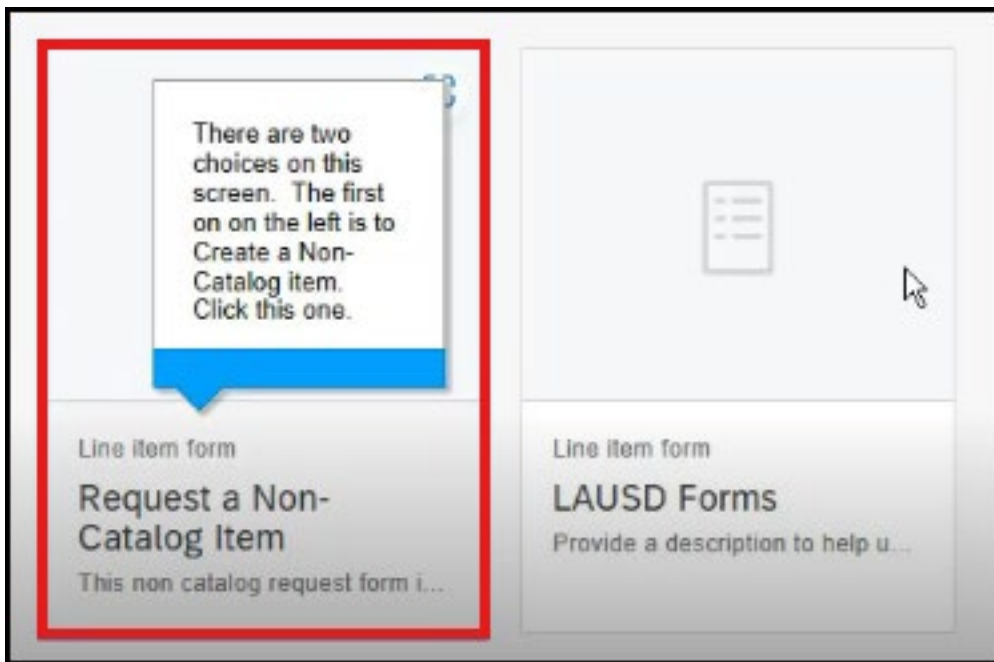
24

Click "Request a Non-Catalog Item".



25

Request a Non-Catalog Item” and fill out the required fields. Repeat this step until completed.



LAUSD
UNIFIED