LAUSD UNIFIED

SAP Ariba

PROCUREMENT SERVICES DIVISION

End-USER Training

P2P Core

How to Access Queue Management for Buyers

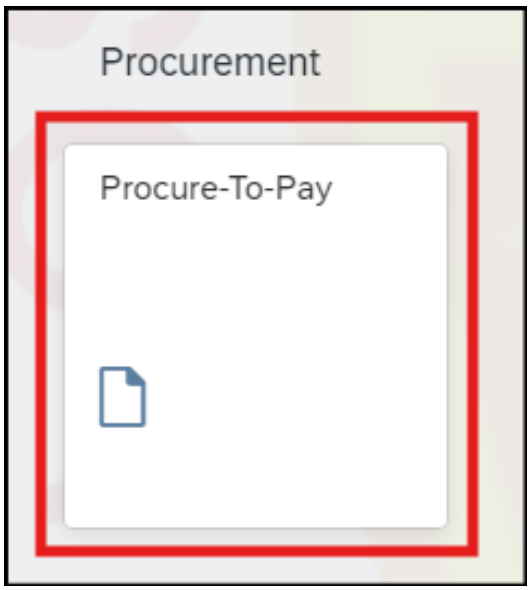
The purpose of this job aid is to show how to access queue management for Buyers.

1

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

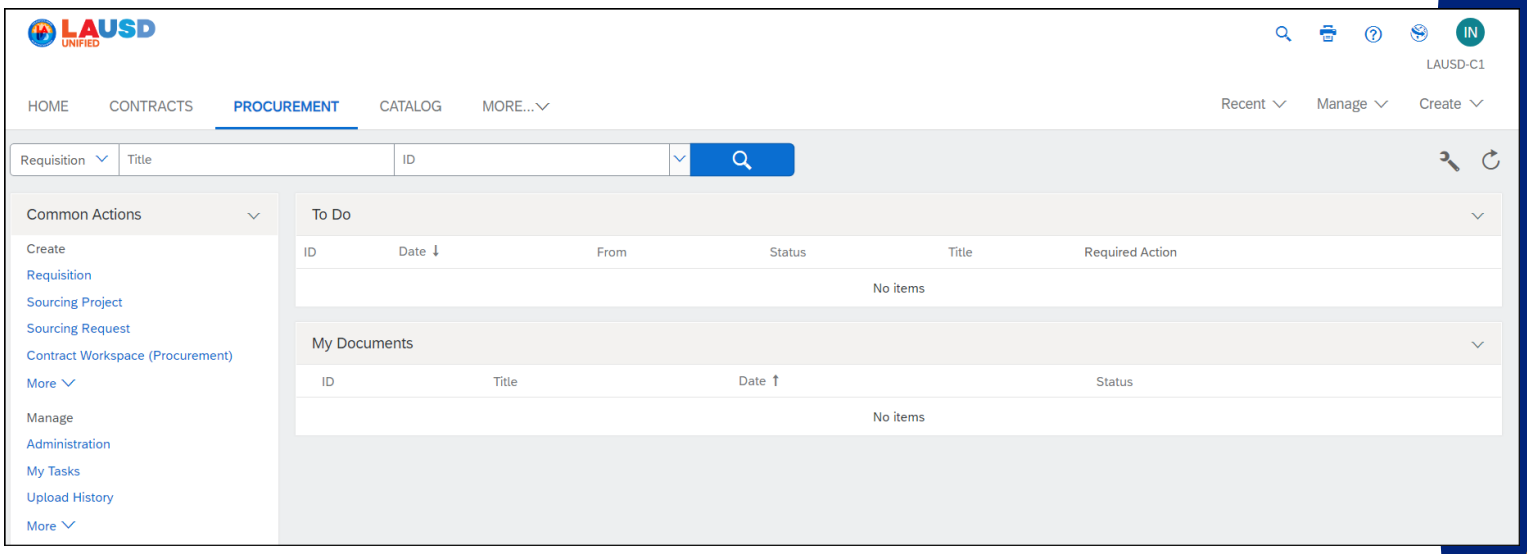
2

Click on the "**Procure to Pay**" tile.



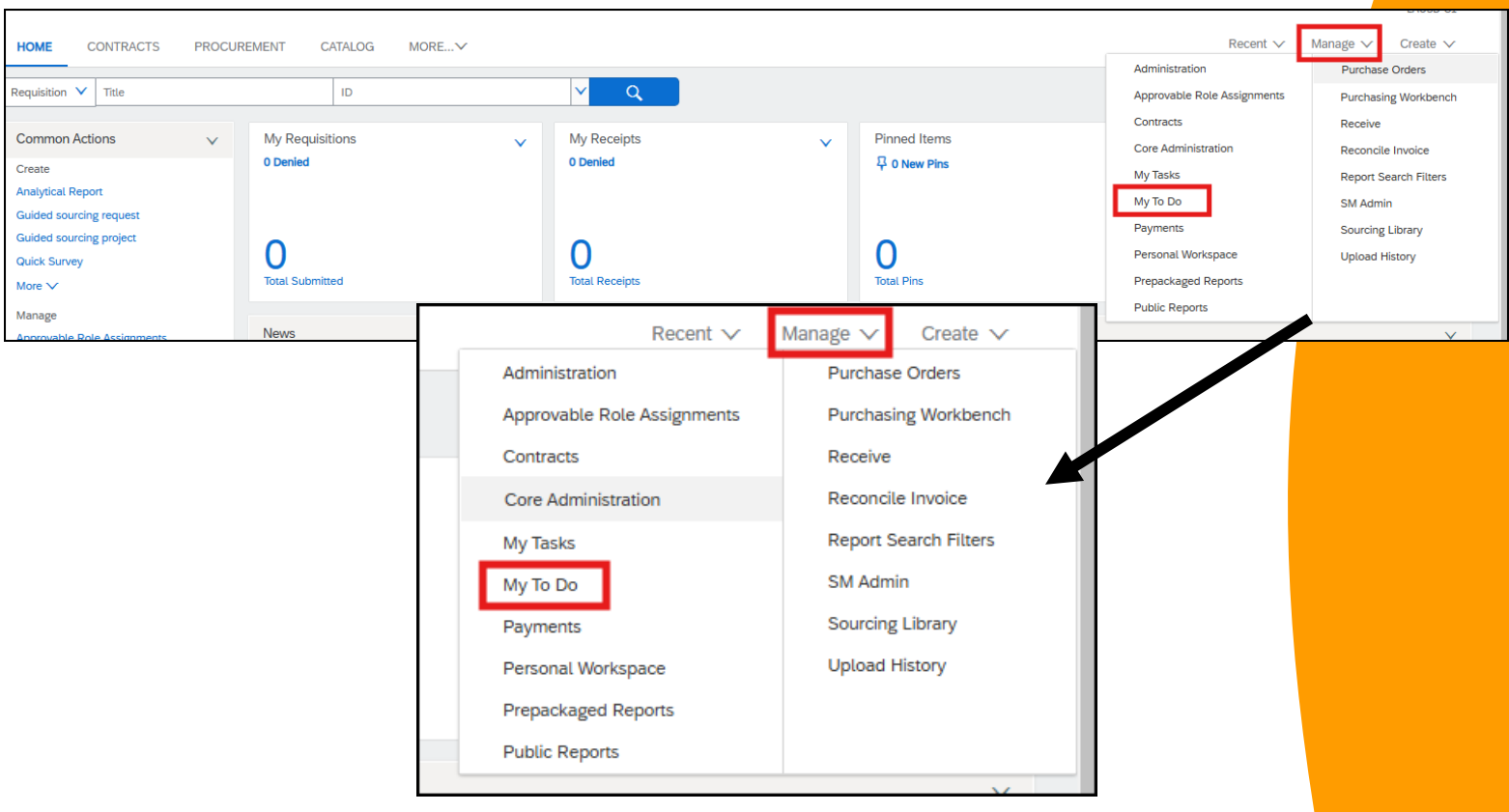
3

You will be directed to the Ariba P2P page.



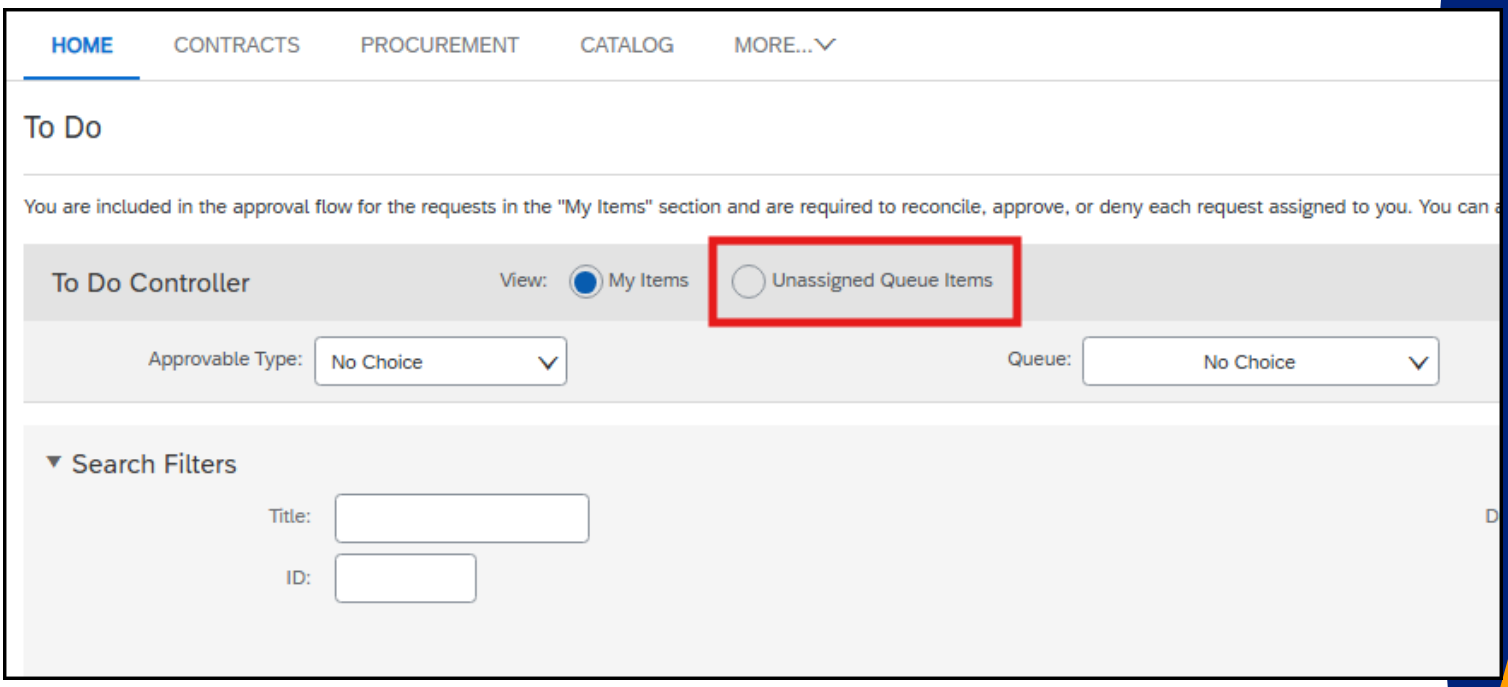
4

Click **Manage → My To Do**.



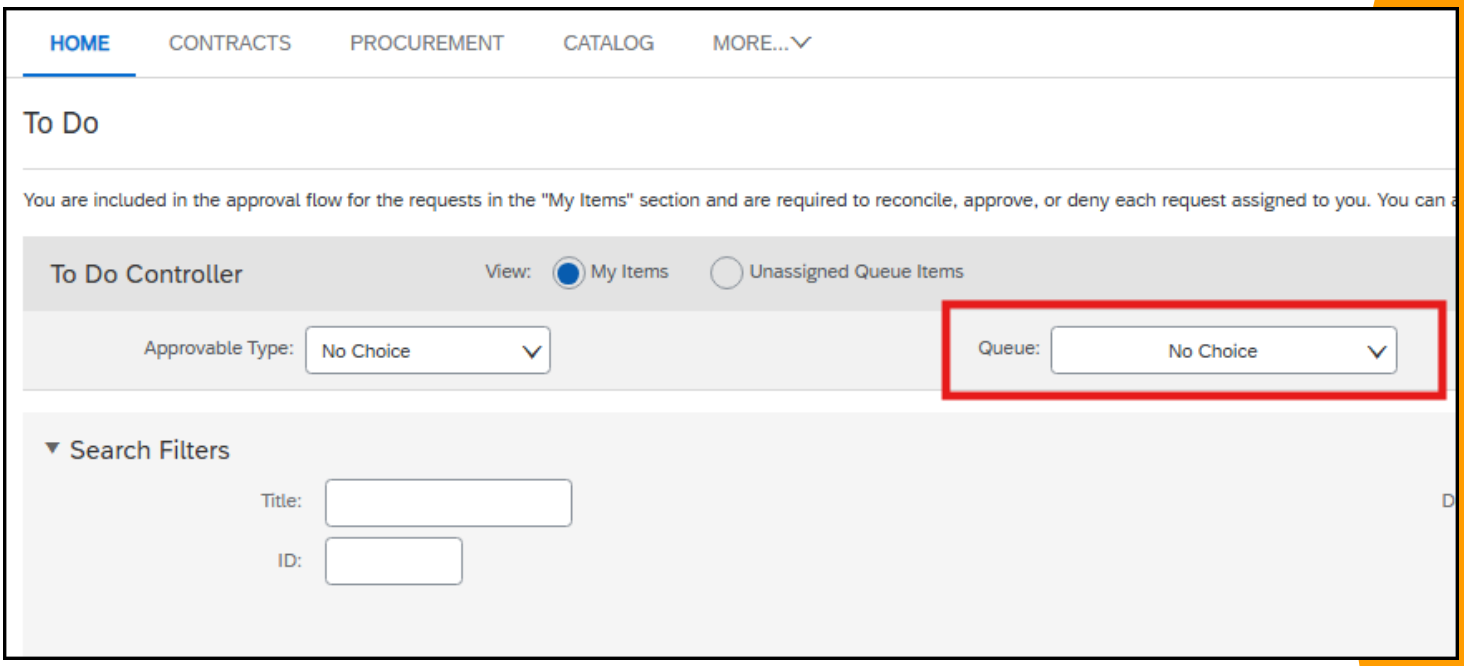
5

Click **Unassigned Queue Items**.



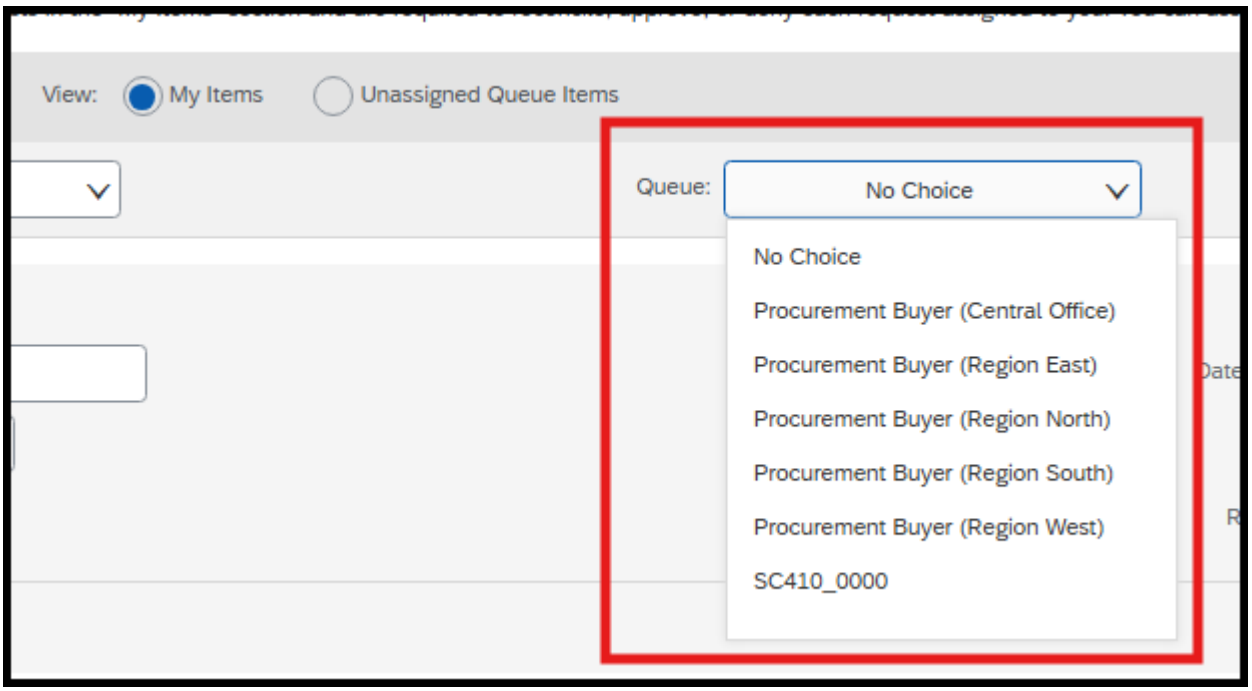
6

Click the down arrow to expand the **Queue** option.



7

Click your Region. Each Region has its own assigned Purchase Requisitions.

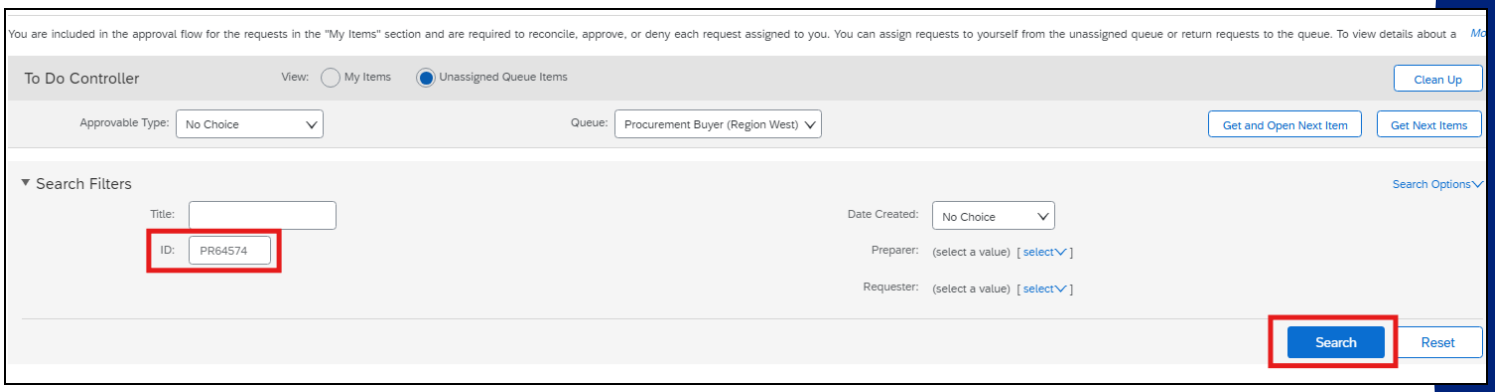


8

You have the option to search by the Purchase Requisition ID.

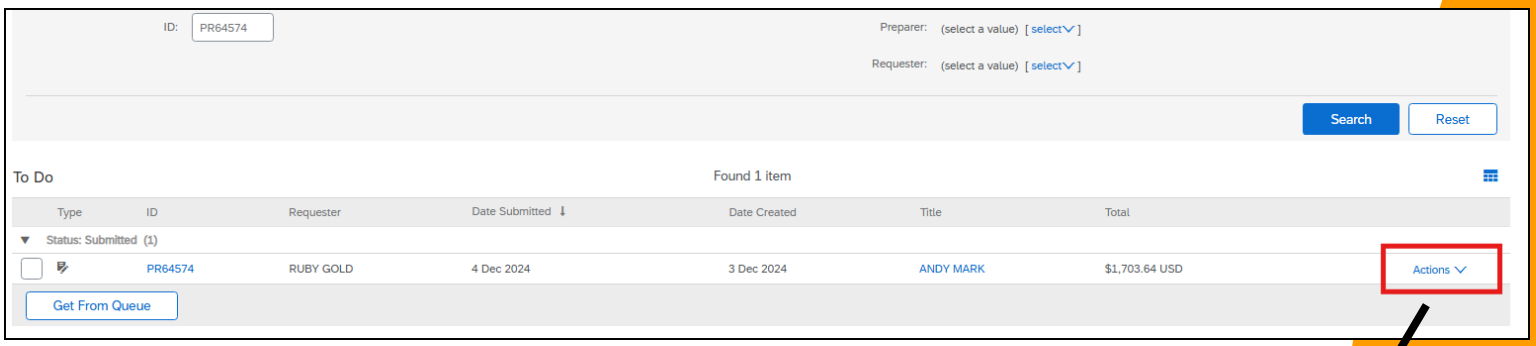
9

Enter the Purchase Requisition ID# then click **Search**.



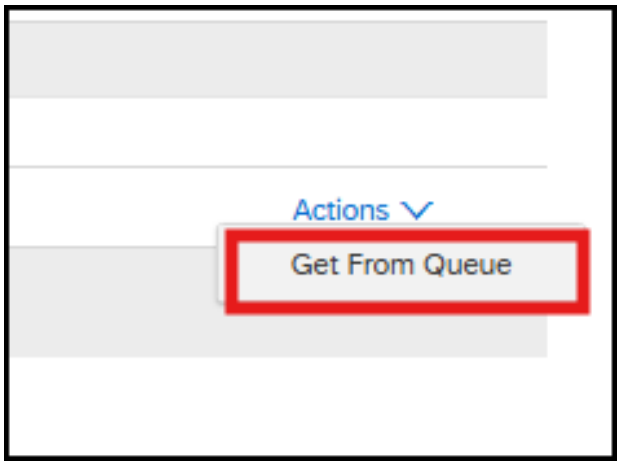
10

Click **Actions**.



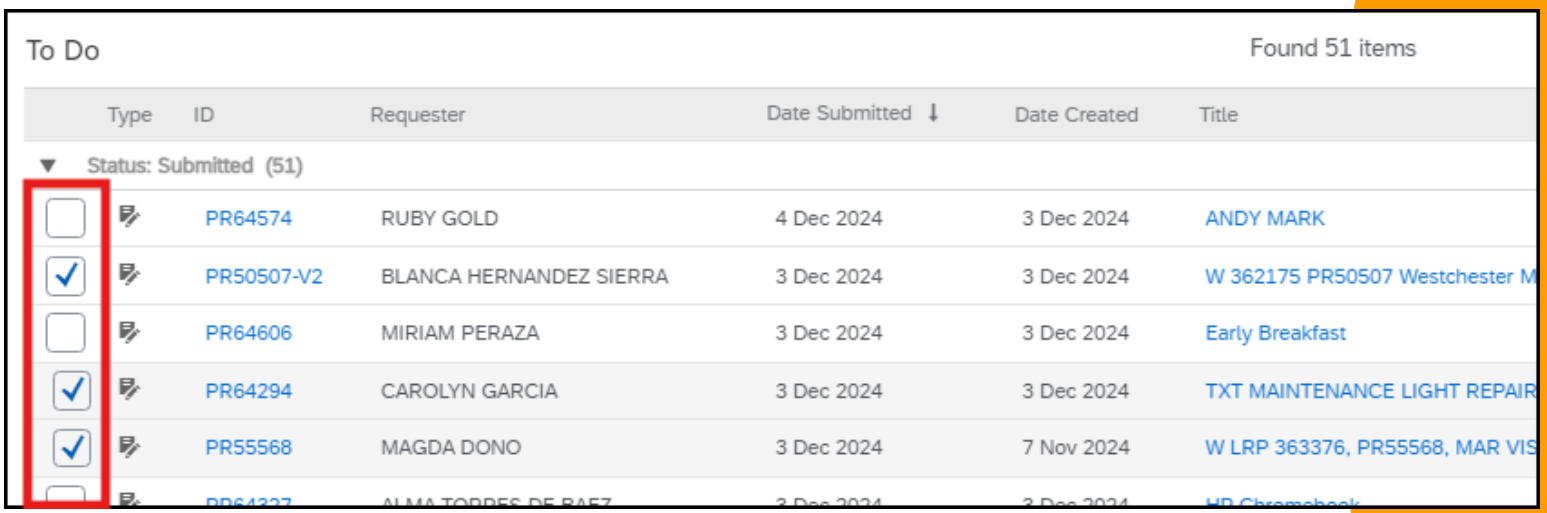
11

Click **Get From Queue**. Message will indicate that the Purchase Requisition has been assigned to you.



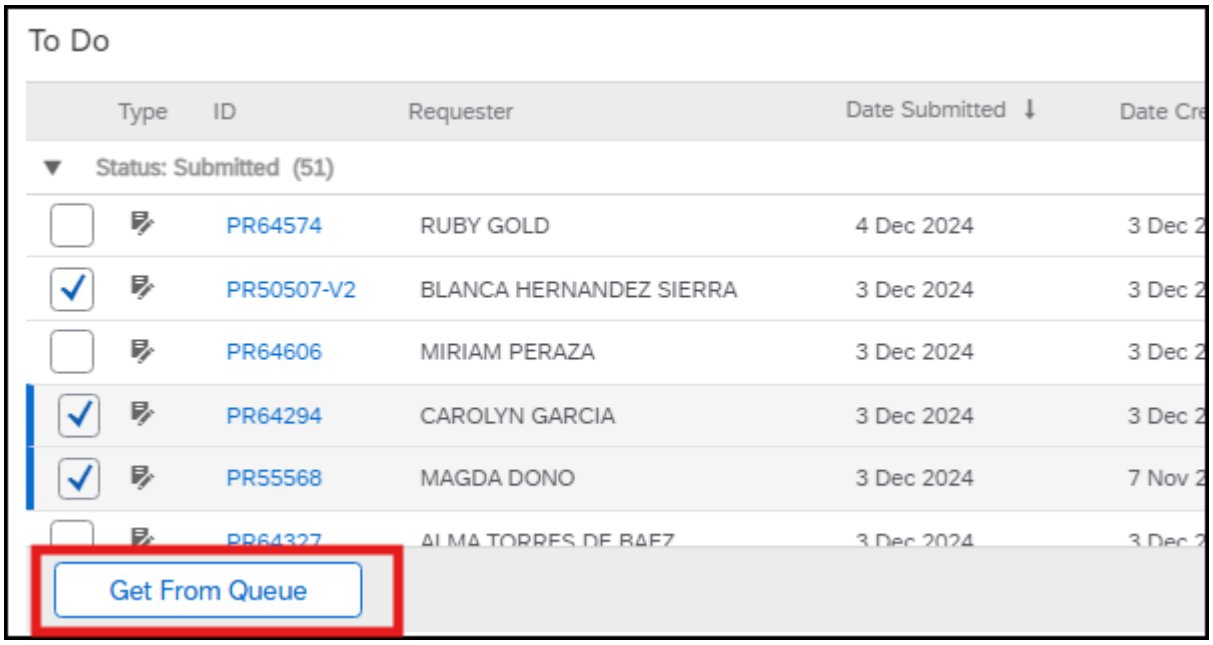
12

You also have the option to check multiple Purchase Requisitions by checking the boxes.



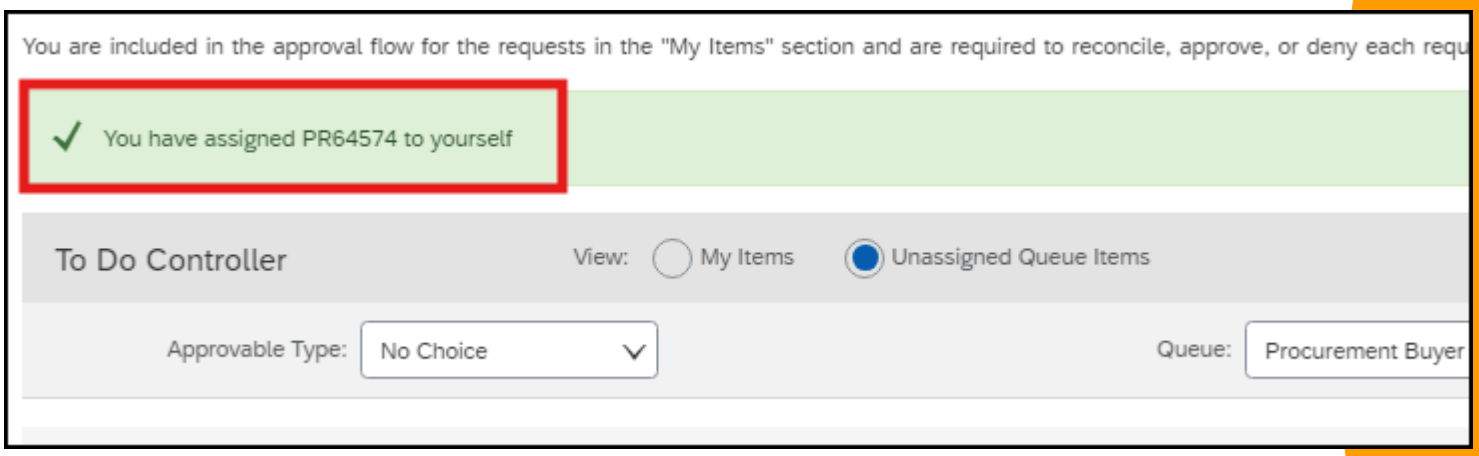
13

Click **Get From Queue.**



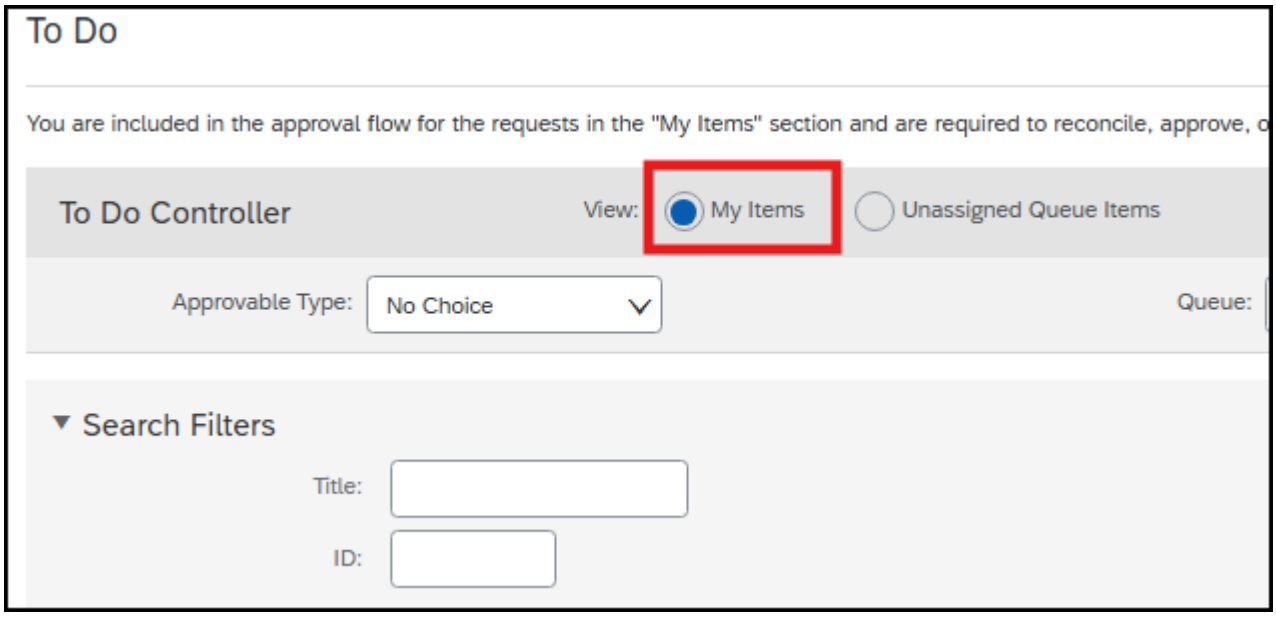
14

Message will indicate that you have assigned the PR to yourself.



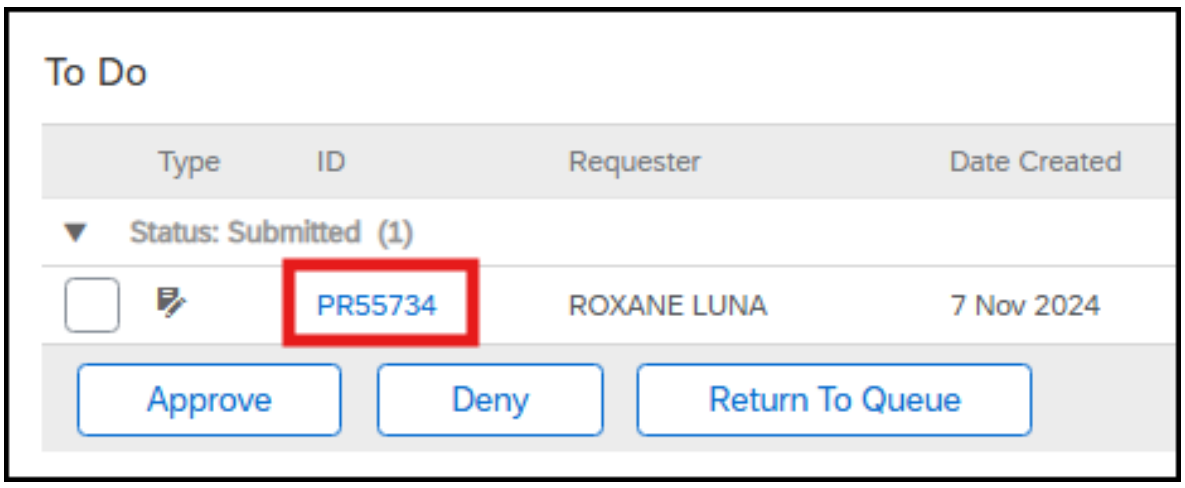
15

Switch back from unassigned queue to your items by choosing “**My Items**”.



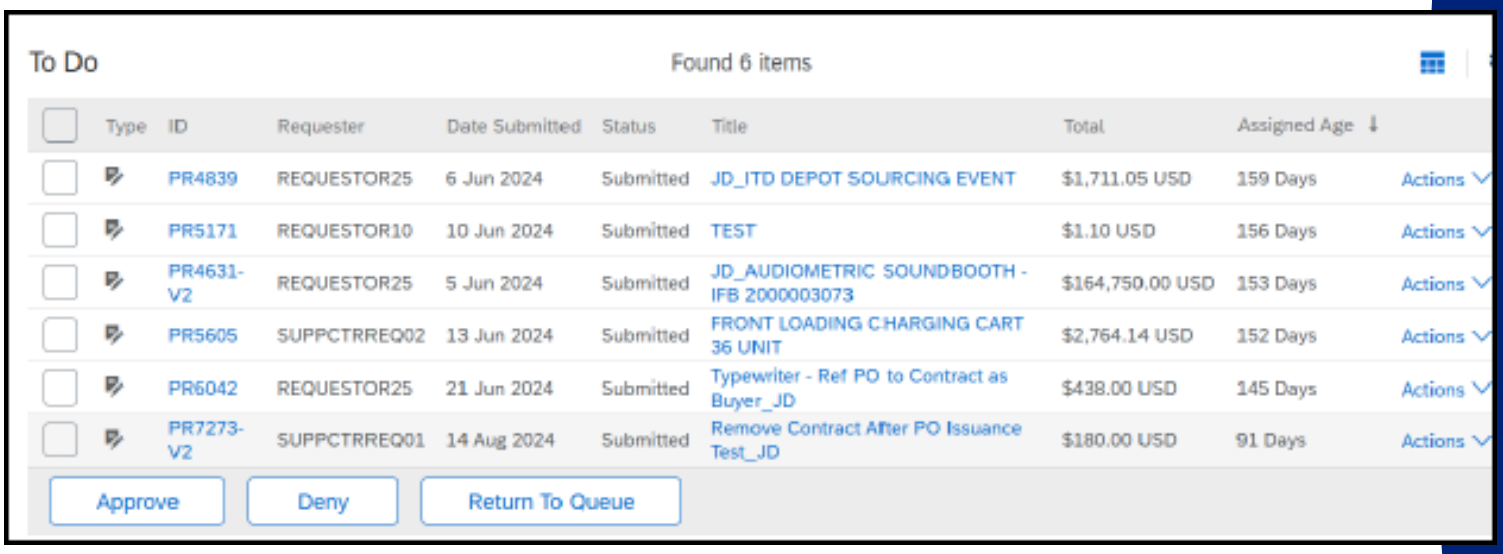
16

Click on the PR# to review and approve/deny.



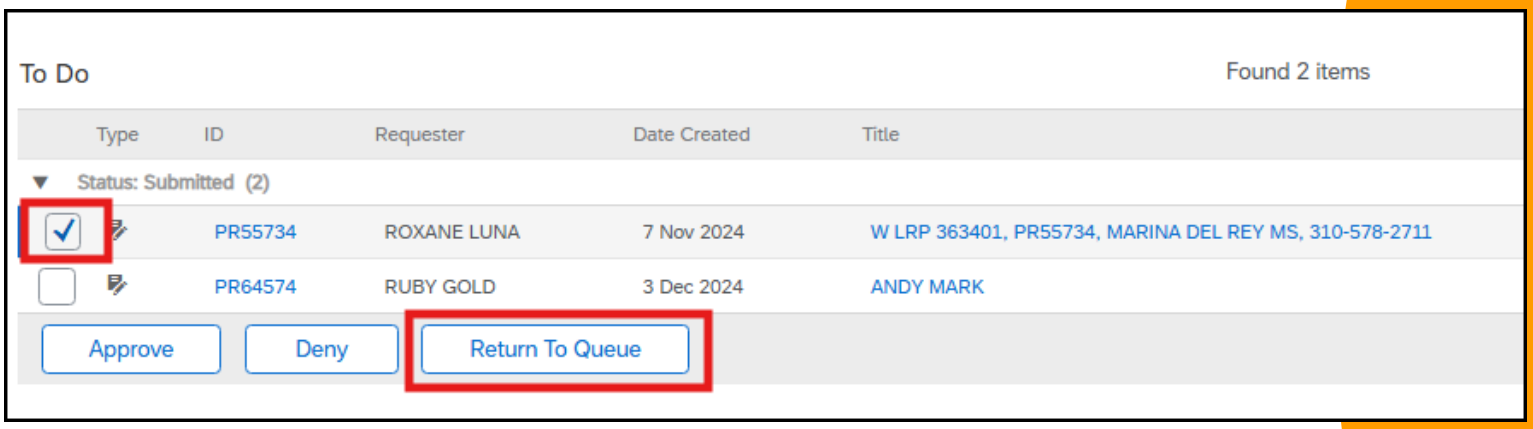
17

Scroll down to view requisitions assigned to you.



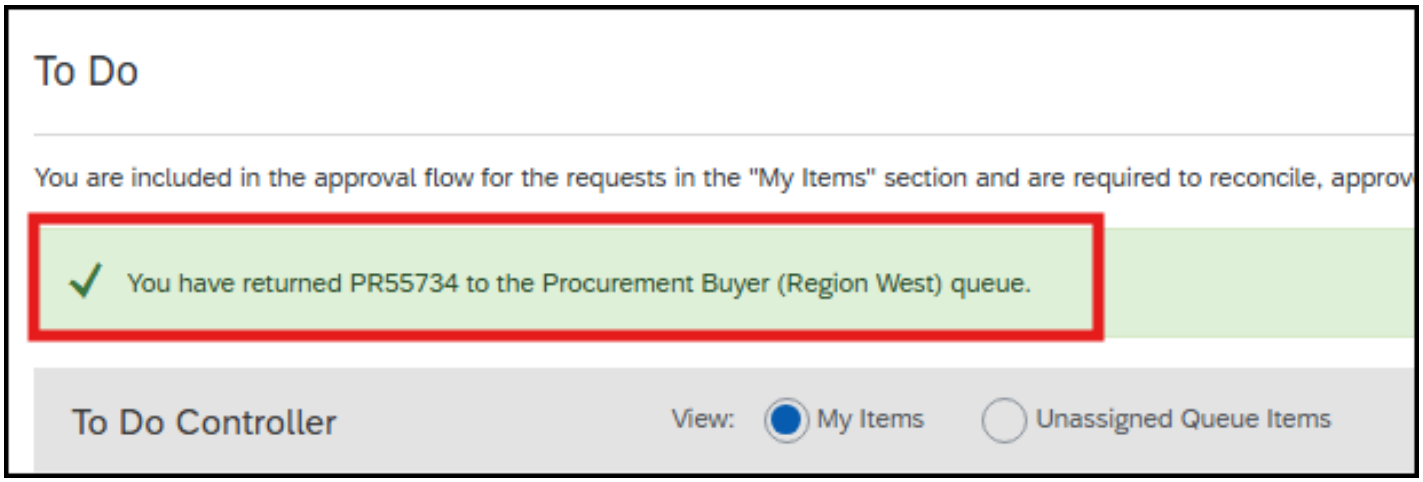
18

To return a Purchase Requisition back into the Region Queue, choose the PR (in My Items) → click **Return to Queue**.



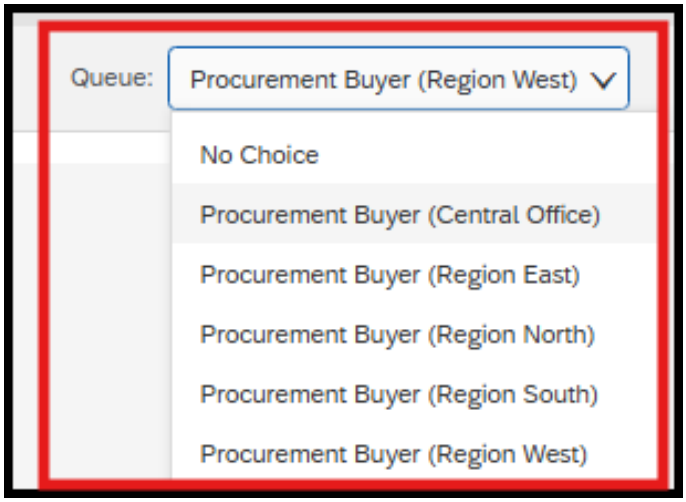
19

Message will indicate that the Purchase Requisition was returned to the queue.



20

If you are overseeing multiple Regions, ensure that you are in the correct Queue.



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