

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Add Items to
Your Favorites List

The purpose of this job aid is to show how to add items to your favorites list in Guided Buying.

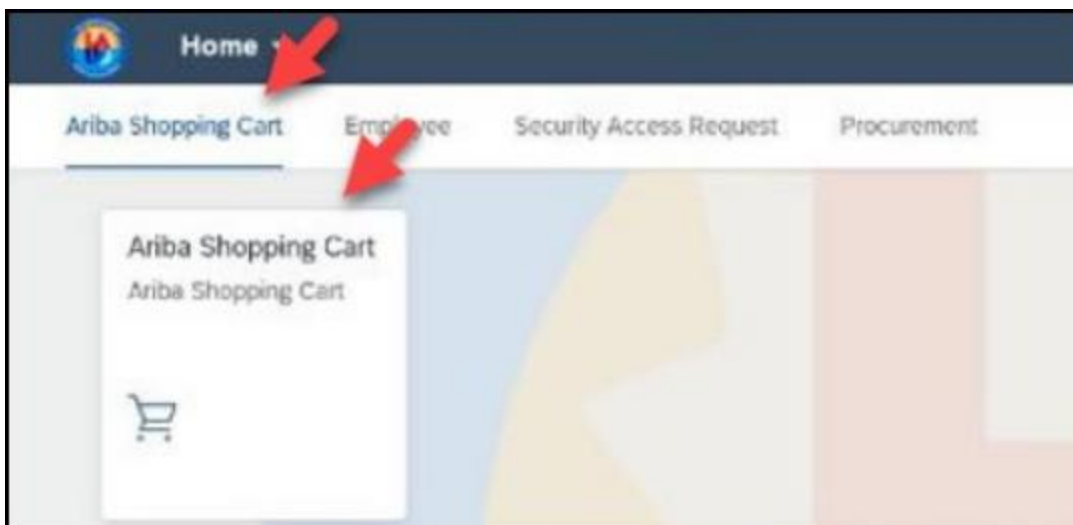
1

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



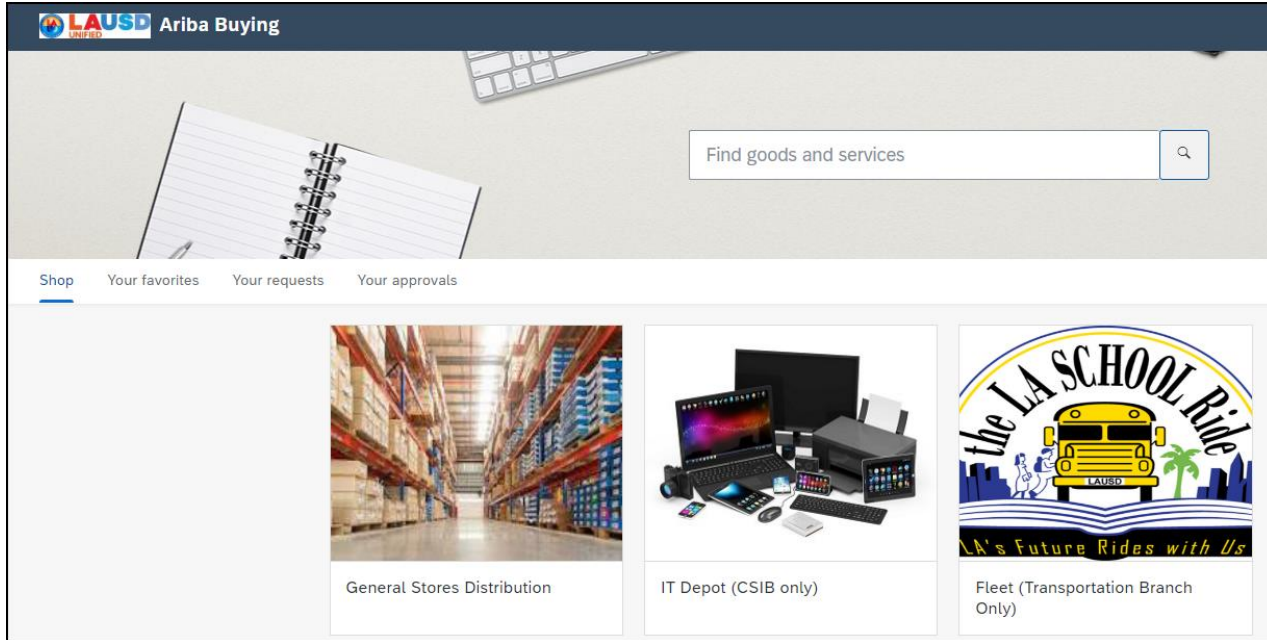
2

Click on the "Ariba Shopping Cart" tile.



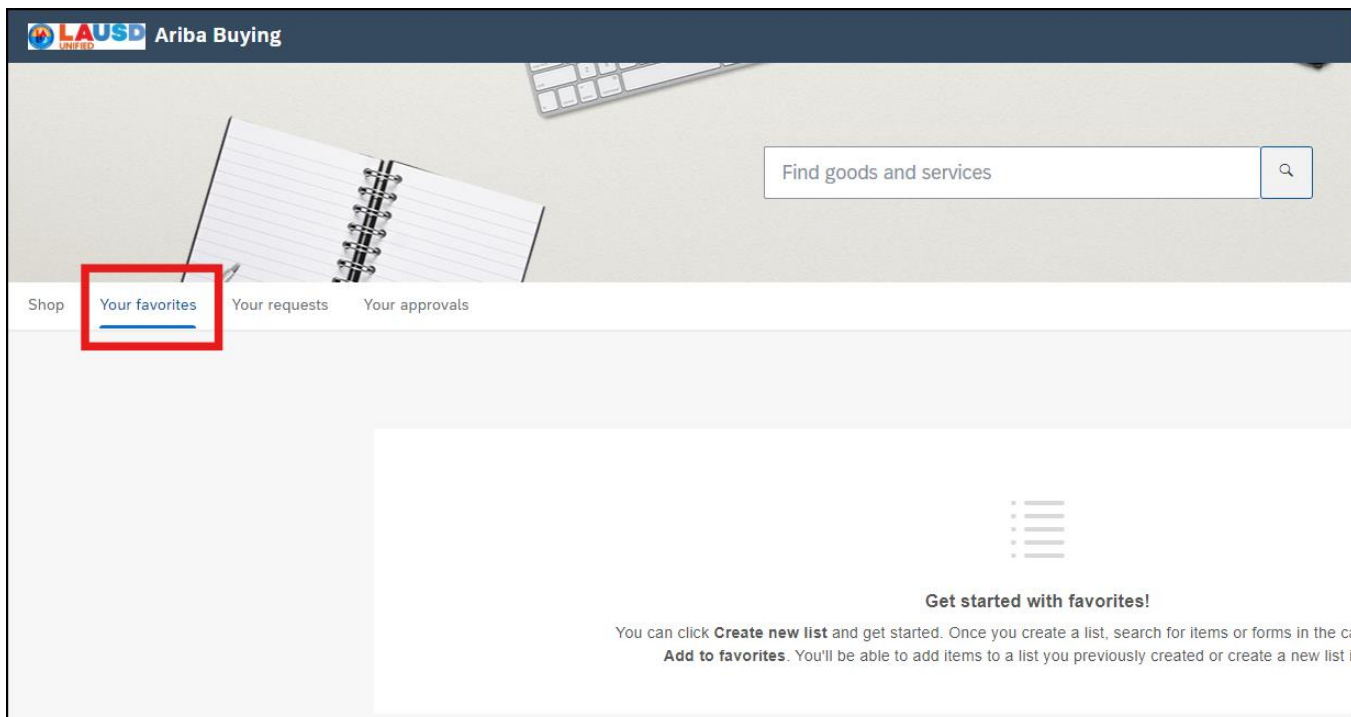
3

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



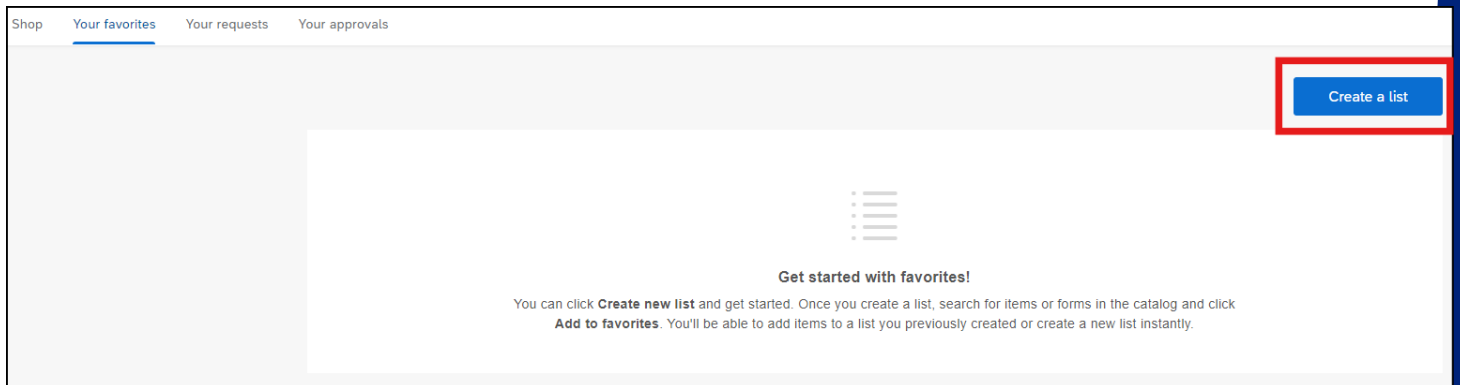
4

Click **"Your favorites"**.



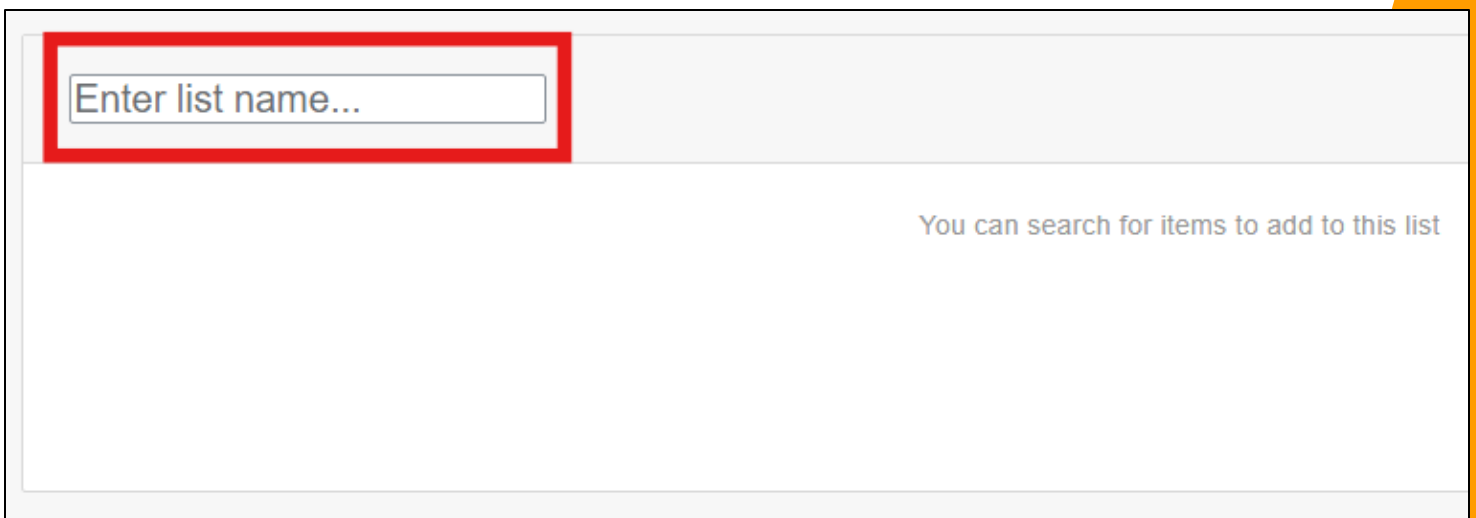
5

Click **“Create a List”**.



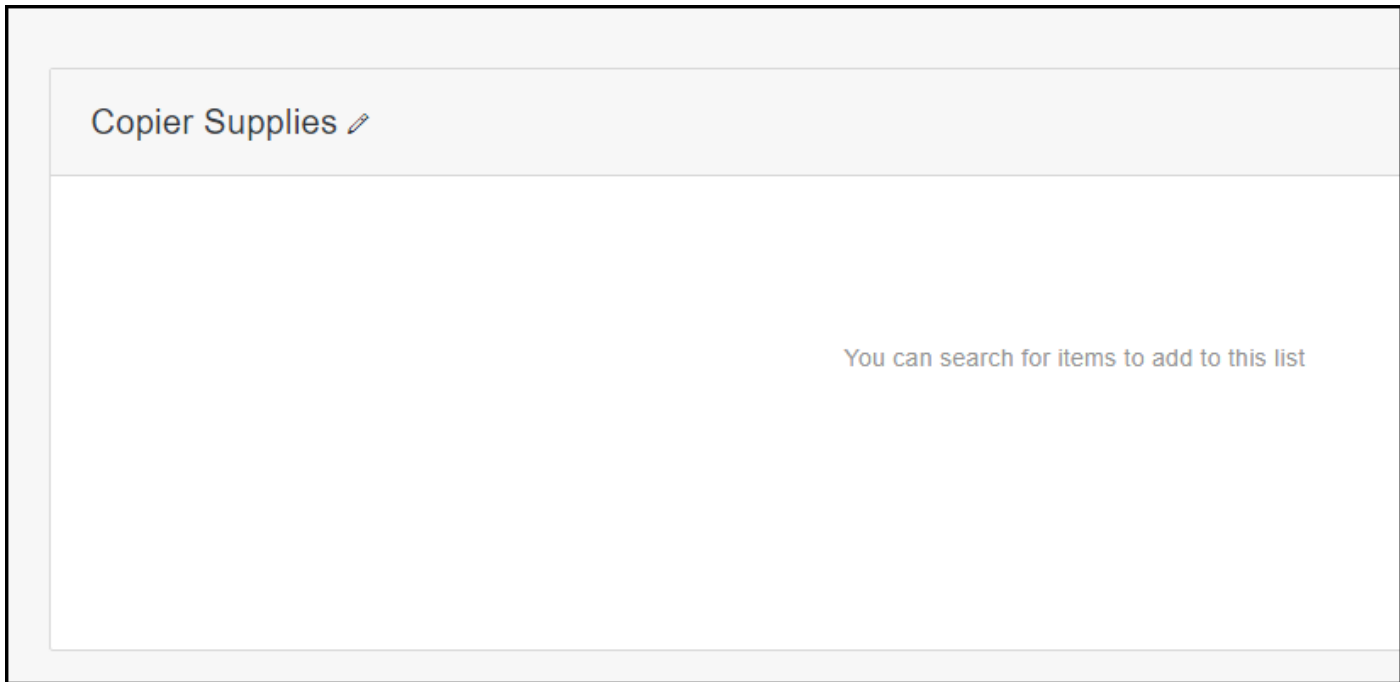
6

Enter a list name



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In this example, we will use Copier Supplies. After entering in the list name, click outside the box.



The screenshot shows a web interface for creating a list. At the top, there is a header bar with the text "Copier Supplies" followed by a small pencil icon. Below this header is a large, empty white rectangular area. In the center of this area, there is a light gray text prompt that reads "You can search for items to add to this list".

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To add favorite items, click on one of the Catalogs. You cannot add items to your favorite list if they do not have a **static pricelist**. For example, you cannot add Amazon items to the favorites list because prices change from time to time. You also **cannot** add Non-Catalog items to your favorites list.

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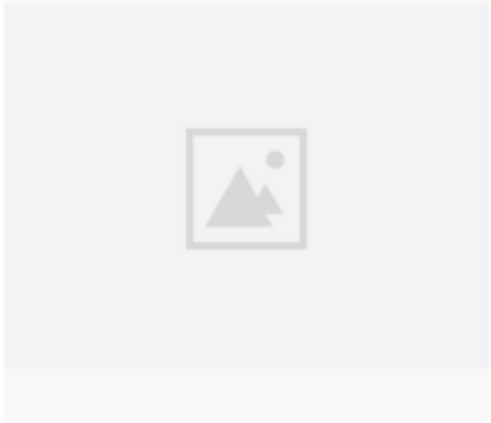
In this example, we will use the items from the General Stores (Warehouse). Click on the General Stores Catalog.



General Stores (Warehouse)

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Search for an item and click on the item to view more information.

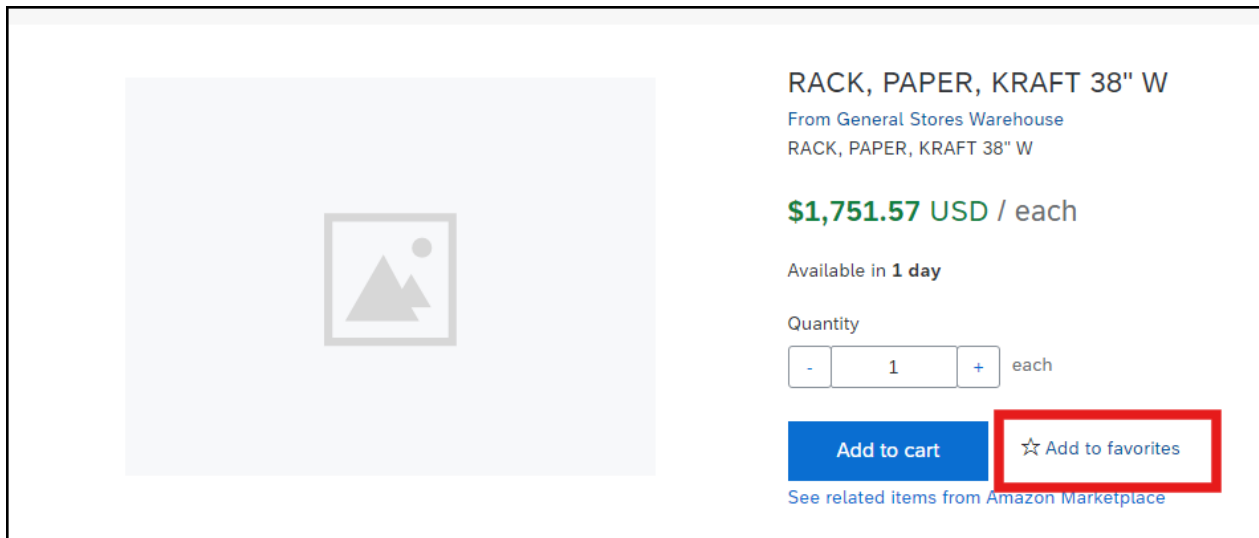


RACK, PAPER, KRAFT 38" W
General Stores Warehouse
Supplier Part #: 4208898012
\$1,751.57 USD / 1.0 each
Available in 1 day(s)

Add to cart

11

Click **Add to favorites**.



RACK, PAPER, KRAFT 38" W
From General Stores Warehouse
RACK, PAPER, KRAFT 38" W

\$1,751.57 USD / each

Available in **1 day**

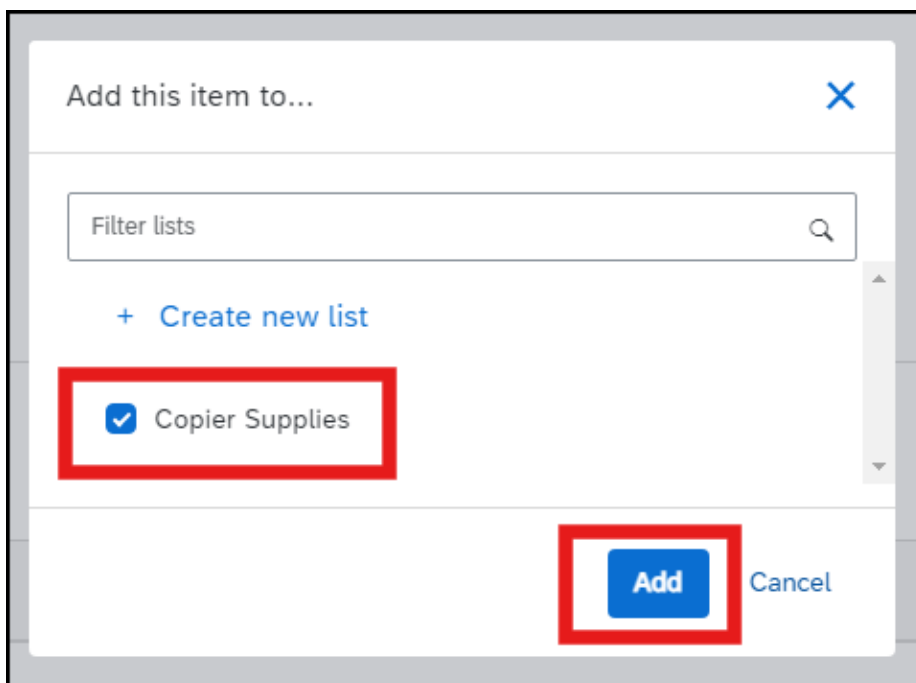
Quantity
- 1 + each

Add to cart **☆ Add to favorites**

[See related items from Amazon Marketplace](#)

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In this example, we are adding this item to the Copier Supplies list. Check the box for **Copier Supplies** → **Add**. You can also create a new list here.



Add this item to... ✕

Filter lists 🔍

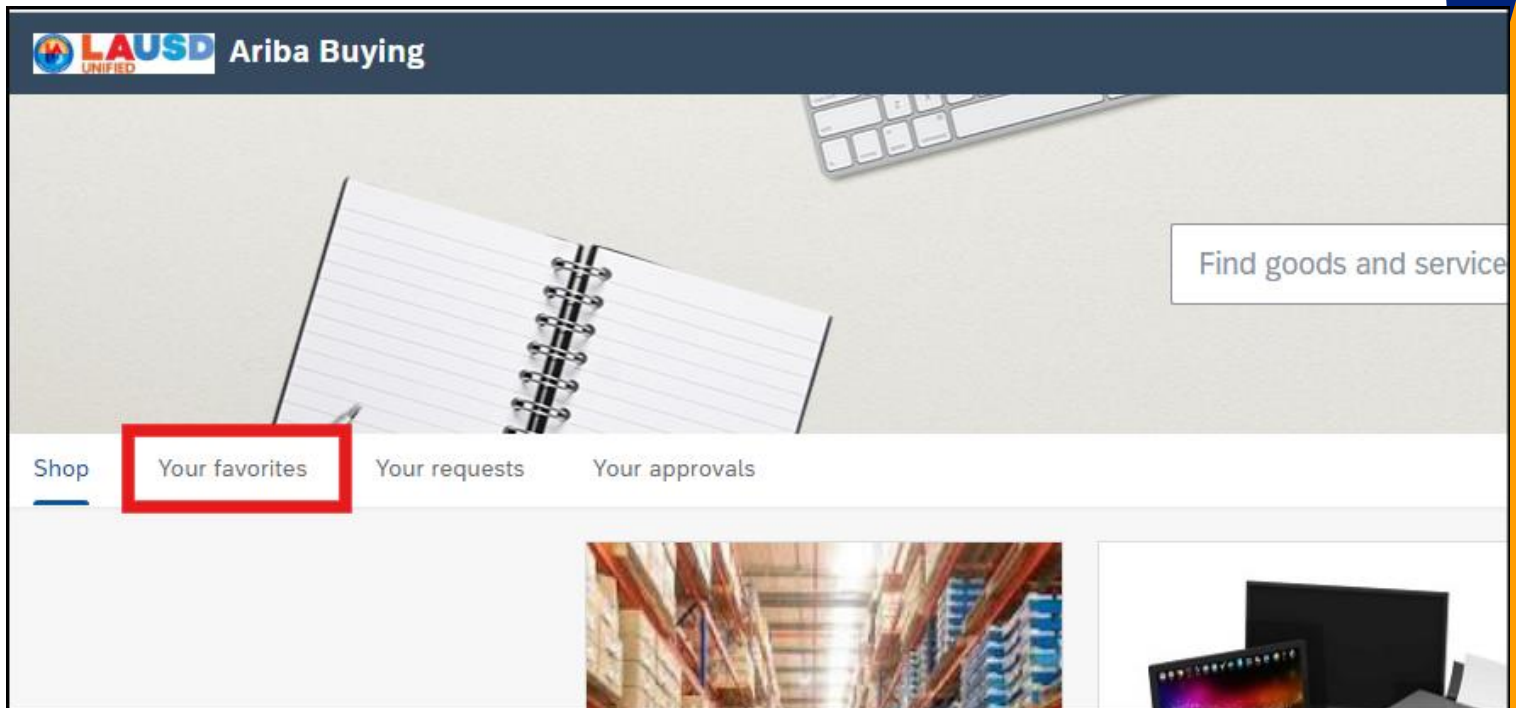
+ Create new list

Copier Supplies

Add Cancel


You can look at the items on Your favorites by going to the Guided Buying Homepage by clicking on the LAUSD logo.


Then click **Your favorites**. Your favorites will be displayed there.



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To add the items from your favorites list to the shopping cart, enter the quantity, then click **“Add to cart”**.

Copier Supplies 



PAPER DRAWING 80LB
9X12" WHITE 500SHT
General Stores Warehouse
\$17.99 USD

- 1 + ream

Add to cart