

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Add an Attachment
and/or Comment to Purchase
Requisition

The purpose of this job aid is to show how to add an attachment and/or comment to your Purchase Requisition

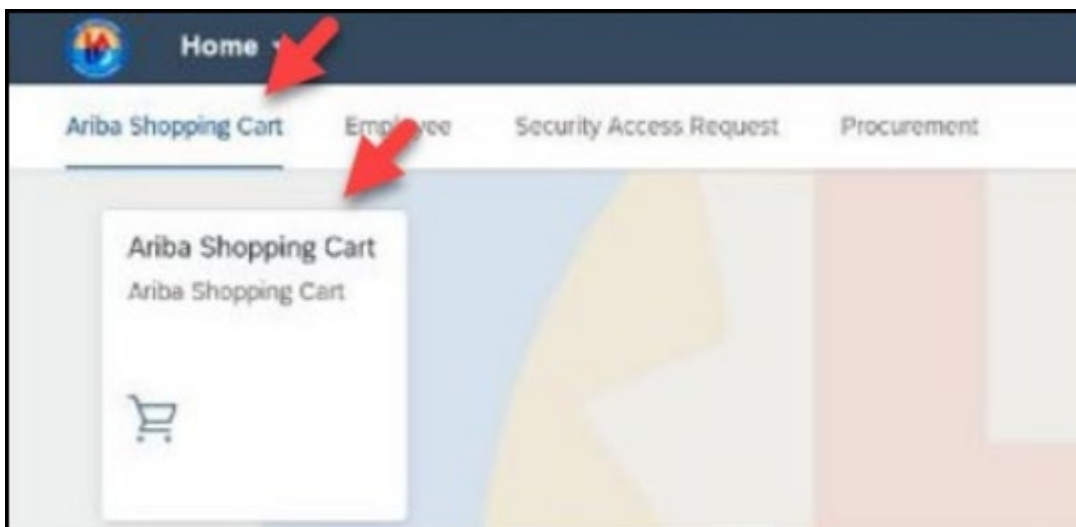
1

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



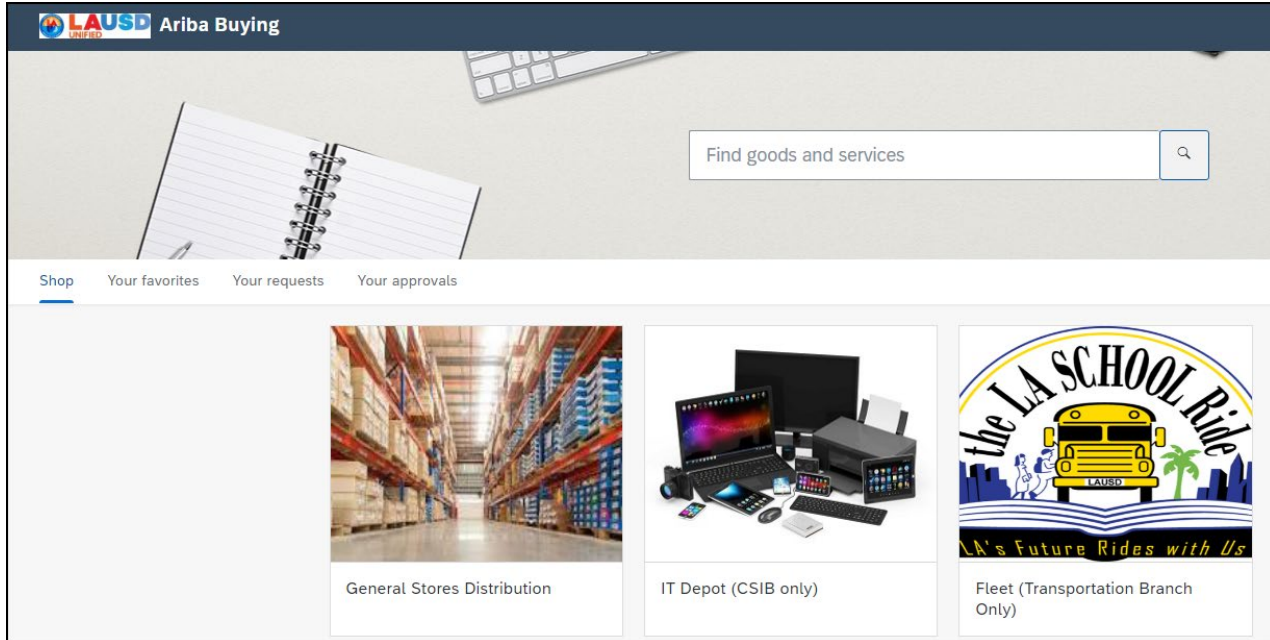
2

Click on the **"Ariba Shopping Cart"** tile.



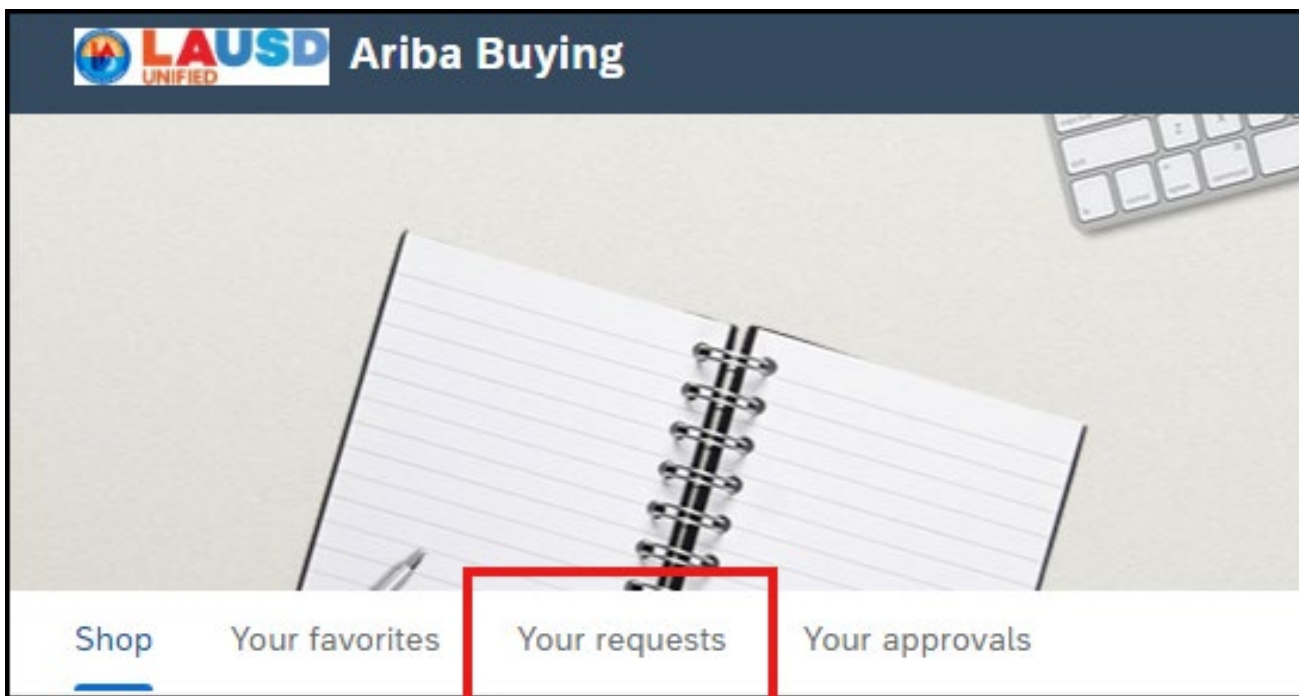
3

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



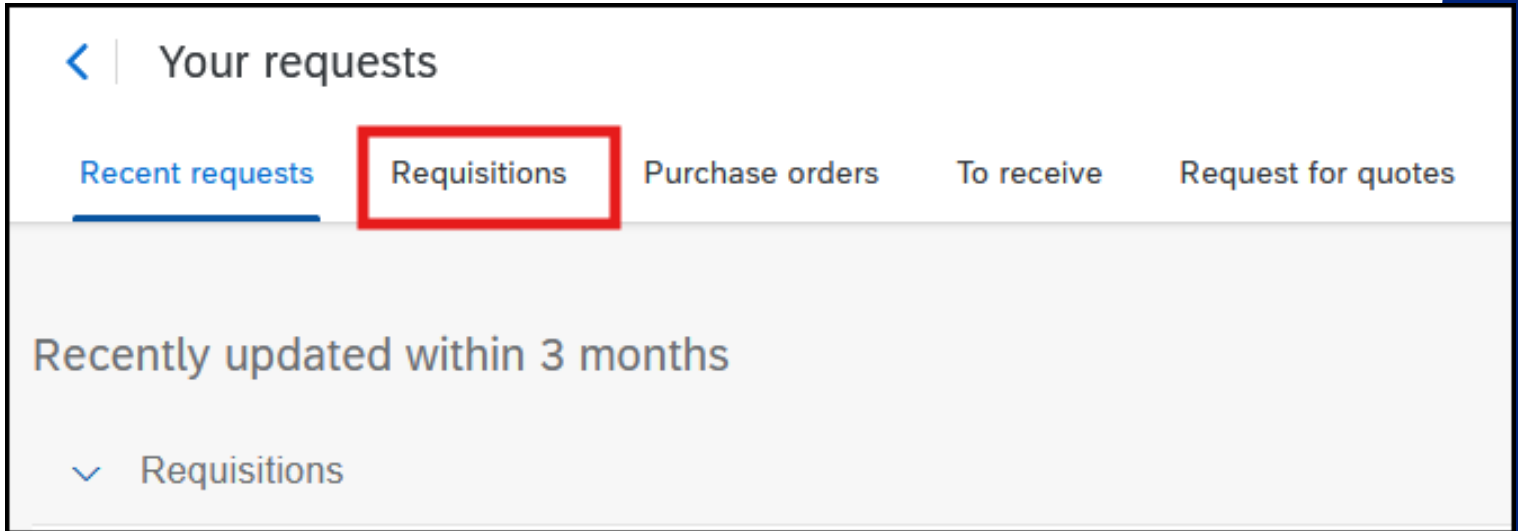
4

Click **"Your requests"** to view all requisitions.



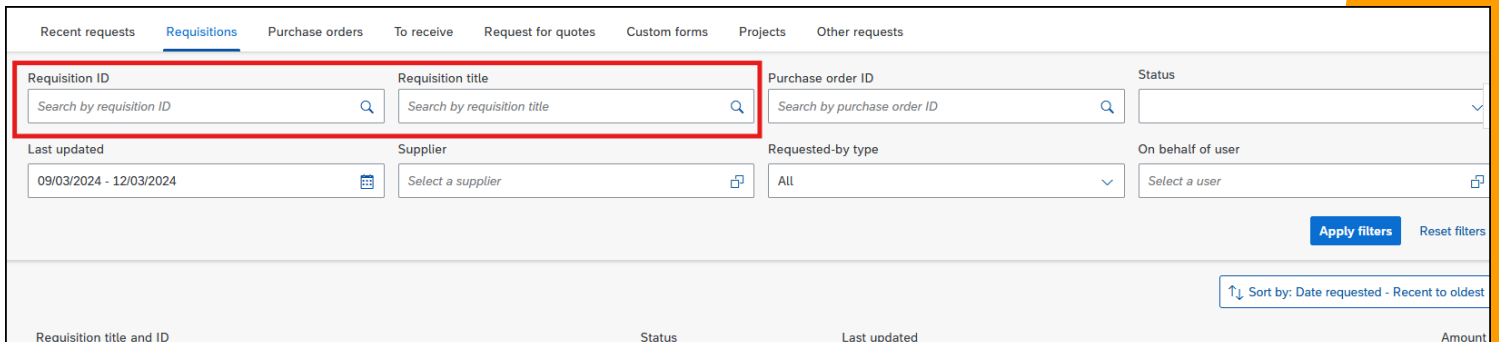
5

Click **“Requisitions”**.



6

Search using **Requisition ID** or **Requisition Title**.



7

Click on the requisition title to open it.

Recently updated

Requisitions

Click the **title** of the Requisition to open it.

STEEL WOOL #0-FINE 16 PAD
PR1996
Date requested: April 16, 2024

Status
COMPOSING

8

Click **“Edit”** to edit the requisition. If you don't see the **“Edit”** button, click **“Withdraw”** first.

LAUSD Ariba Buying

STEEL WOOL #0-FINE 16 PAD
Request details / PR1996

Submit Edit

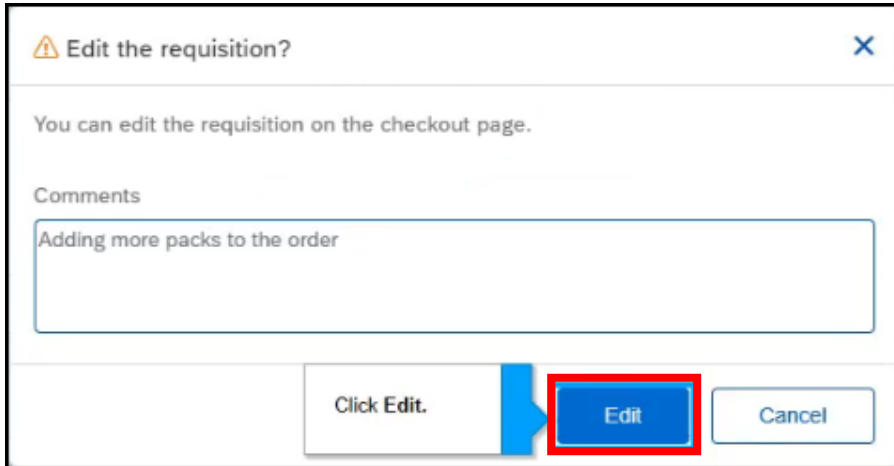
Click Edit.

Composing

Ship to	Charge to	Total Cost	\$1.31 USD
333 S. Beaudry Ave. Los Angeles, CA 90017 United States	GL Account (0000430001 (General Supplies))	Net Amount	\$1.31 USD

9

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



⚠ Edit the requisition? ×

You can edit the requisition on the checkout page.

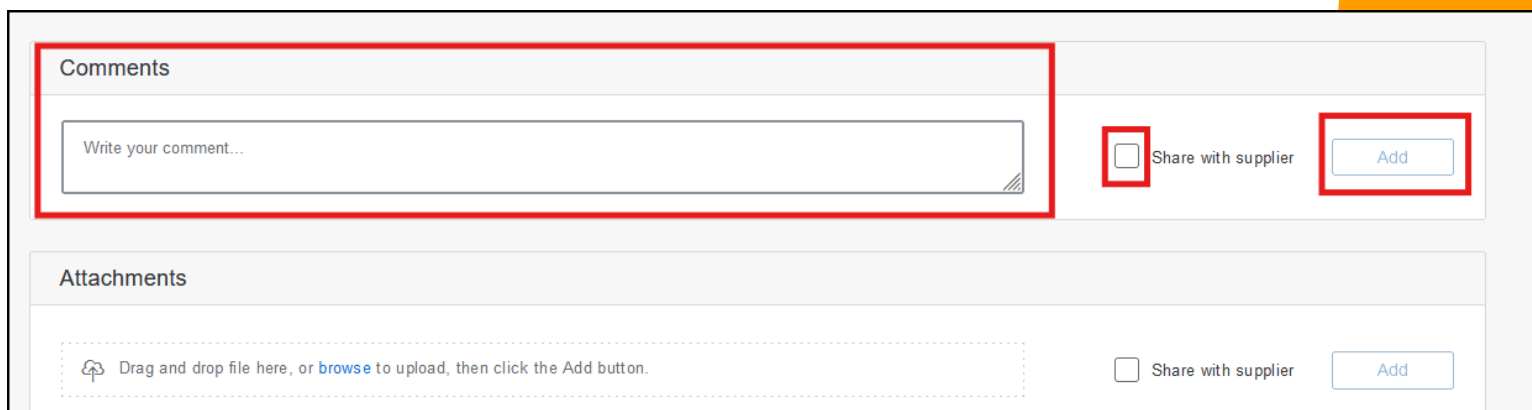
Comments

Adding more packs to the order

Click Edit. **Edit** Cancel

10

Scroll down ALL THE WAY down to the comments section. Make sure you are in the Header Comments field. Enter comment, check **“Share with supplier”** if you would like to share the comment with the vendor, then click **Add**.



Comments

Write your comment...

Share with supplier **Add**

Attachments

📎 Drag and drop file here, or [browse](#) to upload, then click the Add button.

Share with supplier **Add**

Scroll down to the **Attachments** section. Make sure you are in the Header Attachments section. Upload your required documents such as quote, COI, approved ifieldtrip, SPSA Plan, approval from Risk Management for onsite approval, etc.

You can drag your file into the box or click **browse all** to search the file in your computer. Check "**Share with supplier**" to share the document(s) with the supplier, then click "**Add**".

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Share with supplier

Add

