

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Approvers – Guided Buying
How to Approve or Deny a
Purchase Requisition.

The purpose of this job aid is to show how to approve a Purchase Requisition in Ariba Guided Buying.

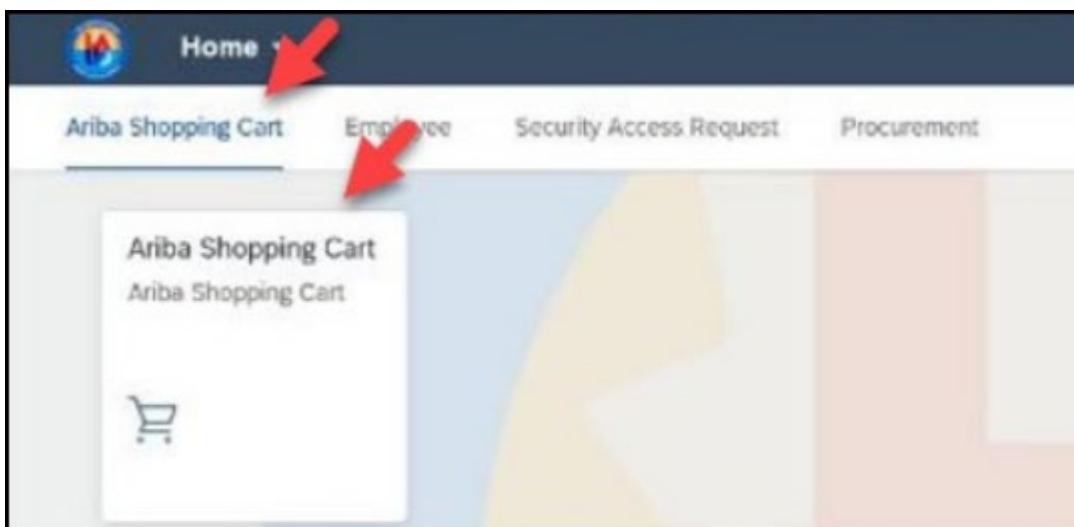
1

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



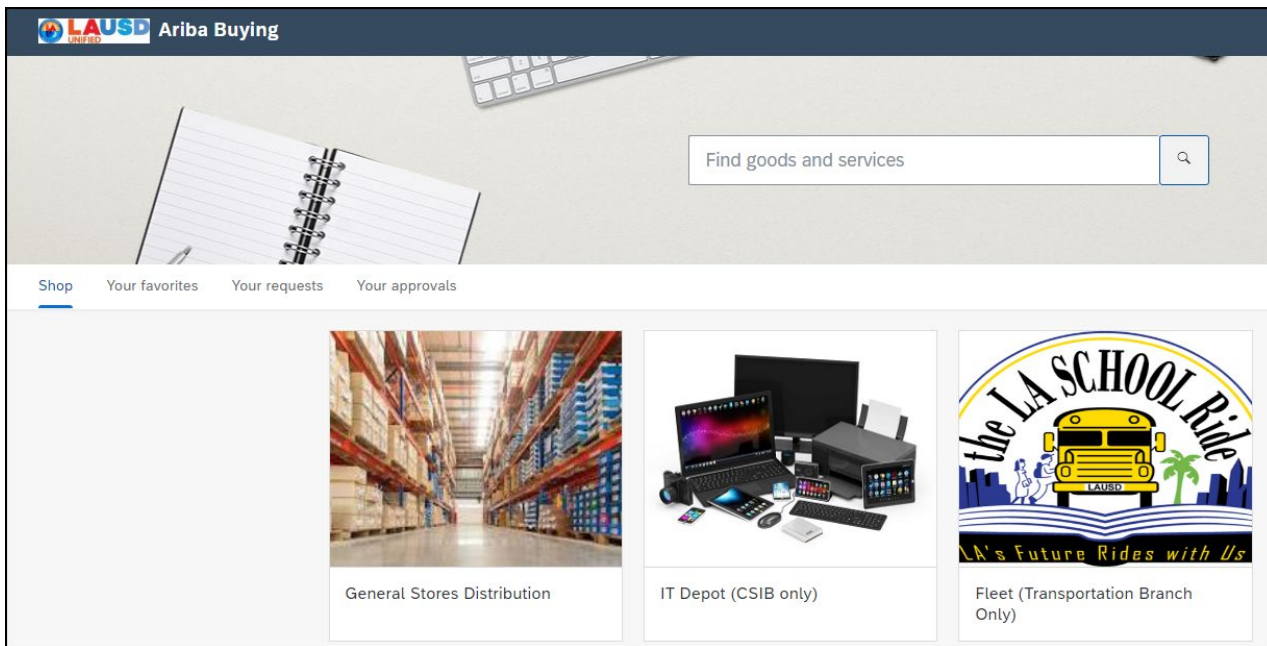
2

Click on the "Ariba Shopping Cart" tile.



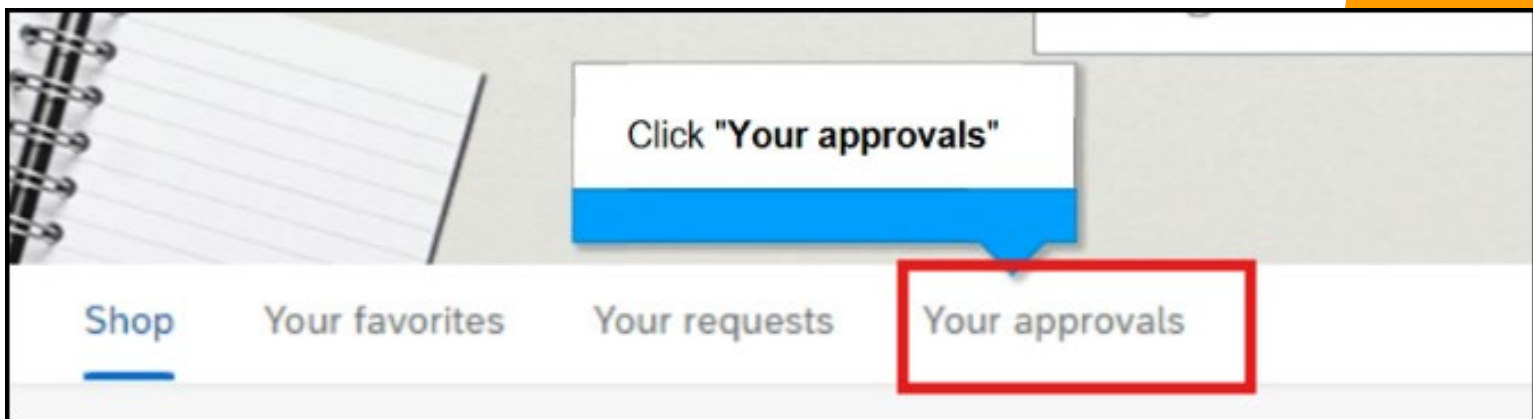
3

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



4

Click "Your approvals" to see all your assigned Purchase Requisitions for approval.



5

If you are an approver, you are expected to approve or deny a Purchase Requisition in three BUSINESS days. If you take longer than three BUSINESS days, you will receive an escalation warning by email to take action on the Purchase Requisition.

6

You have the ability to see all the line items, comments, and attachments. You also can “Approve” the Purchase Requisition on this page.

The screenshot displays the 'Your approvals' section of a system. At the top, there are navigation tabs: 'To approve (49)', 'To watch (0)', 'Recent approvals (23)', 'Custom forms (6)', and 'Other approvals (0)'. Below these are filter controls: 'Filter by' with a 'Type' dropdown and 'Last 3 months' dropdown, and a search box labeled 'Find a request'. The main content is a table of approval items:

Request ID / Description	Requested Date	Amount	Actions
IRINV879A-35 IRINV879A-35	Requested February 29, 2024	\$595.00 USD	See details
PR2829 Test PR Approval Ariba	Requested May 9, 2024	\$54.75 USD	Approve See details
PR2808 PENCIL SET PROJECTION 4/S	Requested May 9, 2024	\$17.88 USD	Approve See details

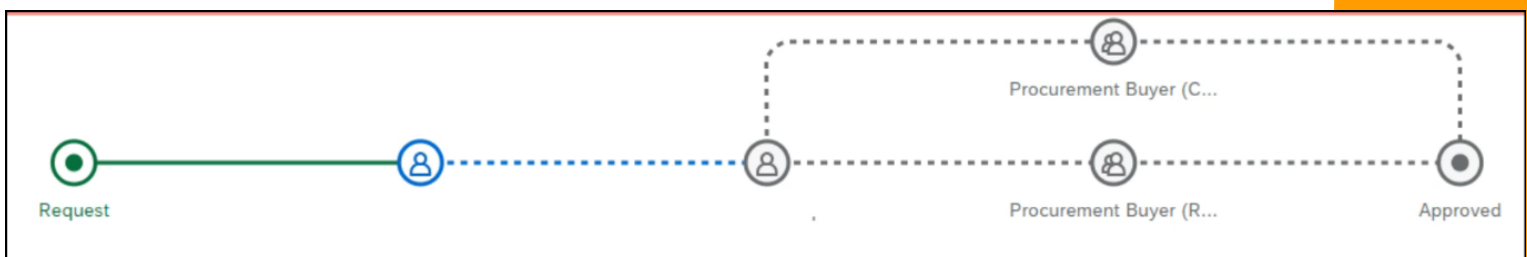
7

To view the Purchase Requisition, click “See details”.

The screenshot shows a list of purchase requisitions. The first row is partially visible with requisition ID IRINV879A-35 and a value of \$595.00 USD. The second row is fully visible, showing requisition ID PR2829, description 'Test PR Approval Ariba', requested on May 9, 2024, and a value of \$54.75 USD. This row has 'Approve' and 'See details' buttons. Two callout boxes with blue arrows point to the 'See details' buttons in both rows, containing the text: 'Locate the requisition that you want to view, and then click "See details"'. A red box highlights the 'See details' button in the second row.

8

You can check the approval workflow to check the previous approver(s) and where it will go next. As an approver, you have the ability to add an additional approver or watcher in the workflow.



9

If the requestor left a comment or attachments, you can find the information here. As an approver, you also have the ability to add comments or upload an attachment.

Comments

Write your comment...

Add

Attachments

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

Add

10

The header information displays the Ship to location, GL Account, Net amount, and Taxes.

Ship to 333 SOUTH BEAUDRY AVE. LOS ANGELES, CA 90017 United States	Charge to GL Account (0000430001 (General Supplies))	Total Cost \$54.75 USD Net Amount \$50.00 USD Taxes + \$4.75 USD
--	--	--

11

To view additional header information, click on “Show advanced options”.

Ship to 333 SOUTH BEAUDRY AVE. LOS ANGELES, CA 90017 United States	Charge to <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">To see additional header fields, Click Show advanced options.</div> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;">▼ Show advanced options</div>	Total Cost \$54.75 USD Net Amount \$50.00 USD Taxes + \$4.75 USD
--	---	--

12

Review the additional header information. Scroll down to see the line items.

Items (1)			
	Quantity	Price	Net Amount
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Click the right facing arrow to see the line item details.</div> <div style="display: flex; align-items: center;"><div style="border: 1px solid gray; padding: 5px; margin-right: 10px;">></div><div style="border: 1px solid gray; padding: 5px; margin-right: 10px;"></div><div>Test PR Approval Ariba 1000011015 (Namaste Wellness Enterprises)</div></div>	1	\$50.00 USD	\$50.00 USD
	Unit of Measure each		Gross Amount ⓘ \$54.75 USD

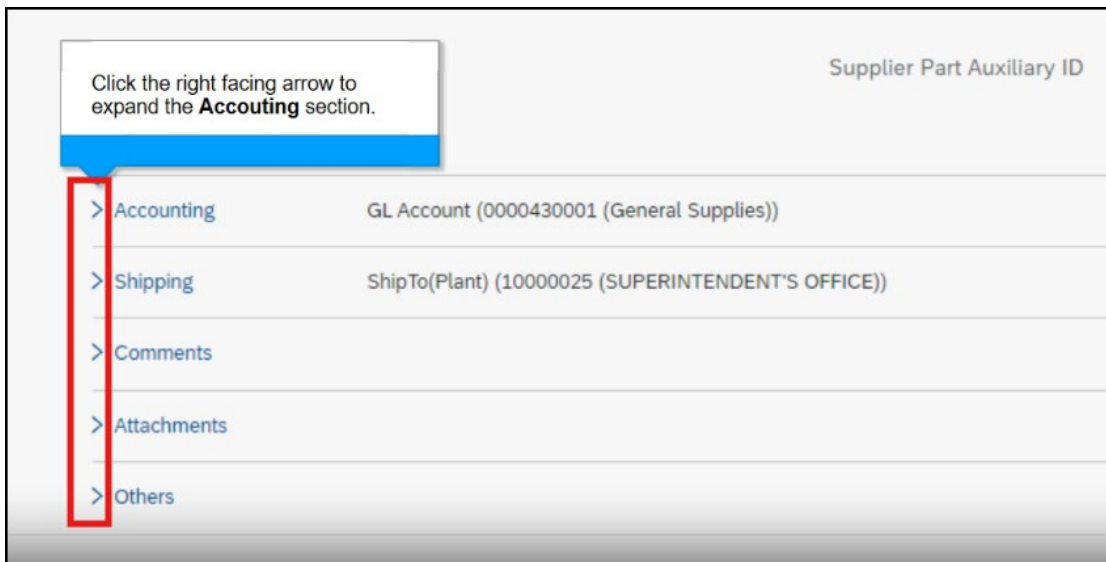
13

To view the item information such as accounting information for this line, ship to details, comments, attachments, and the material group details, click the right face arrow to expand.



14

Expand the different tabs to view each category for the line item.



15

After reviewing, click "Approve" or "Deny".



16

Comment box will display. If you denied the Purchase Requisition, you must leave a comment to explain why the Requisition was denied.

