

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

P2P Core

How to Assign Purchase
Requisitions to Regional Queue
for Queue Managers

The purpose of this job aid is to show how to assign purchase requisitions to regional queue for queue managers.

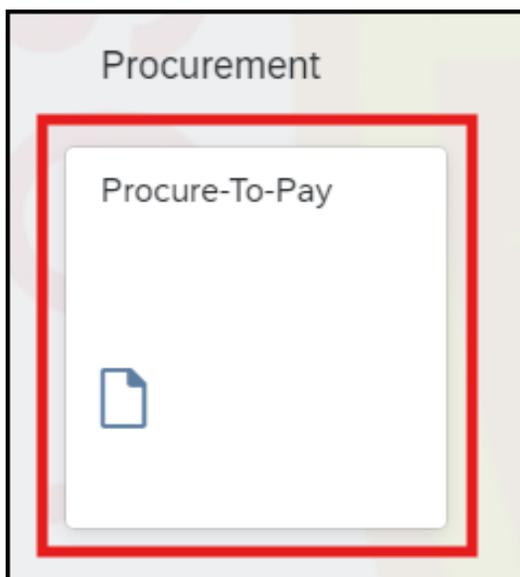
1

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



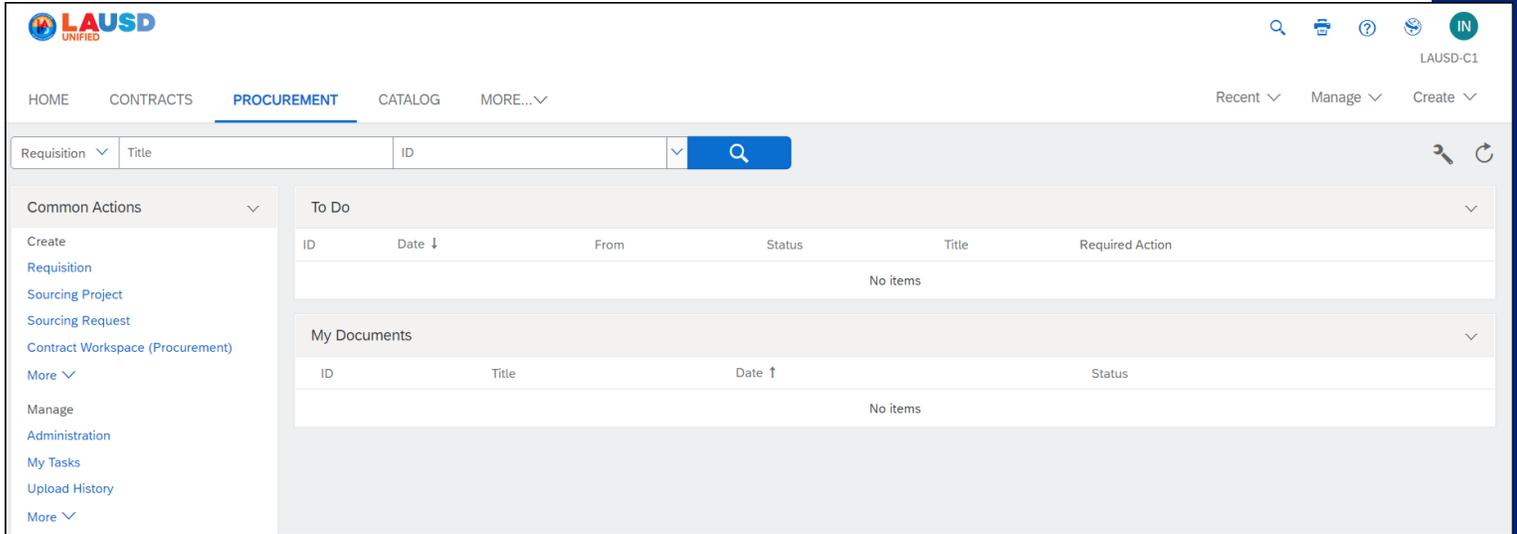
2

Click on the **“Procure to Pay”** tile.



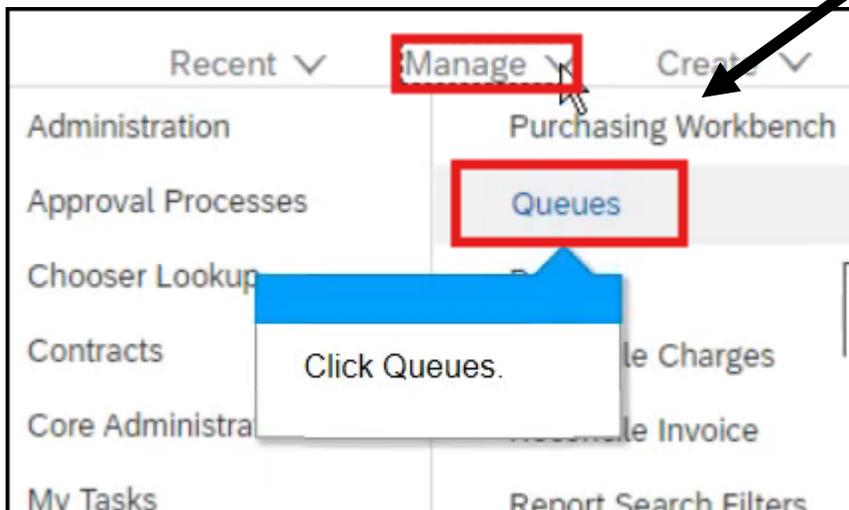
3

You will be directed to the Ariba P2P page.



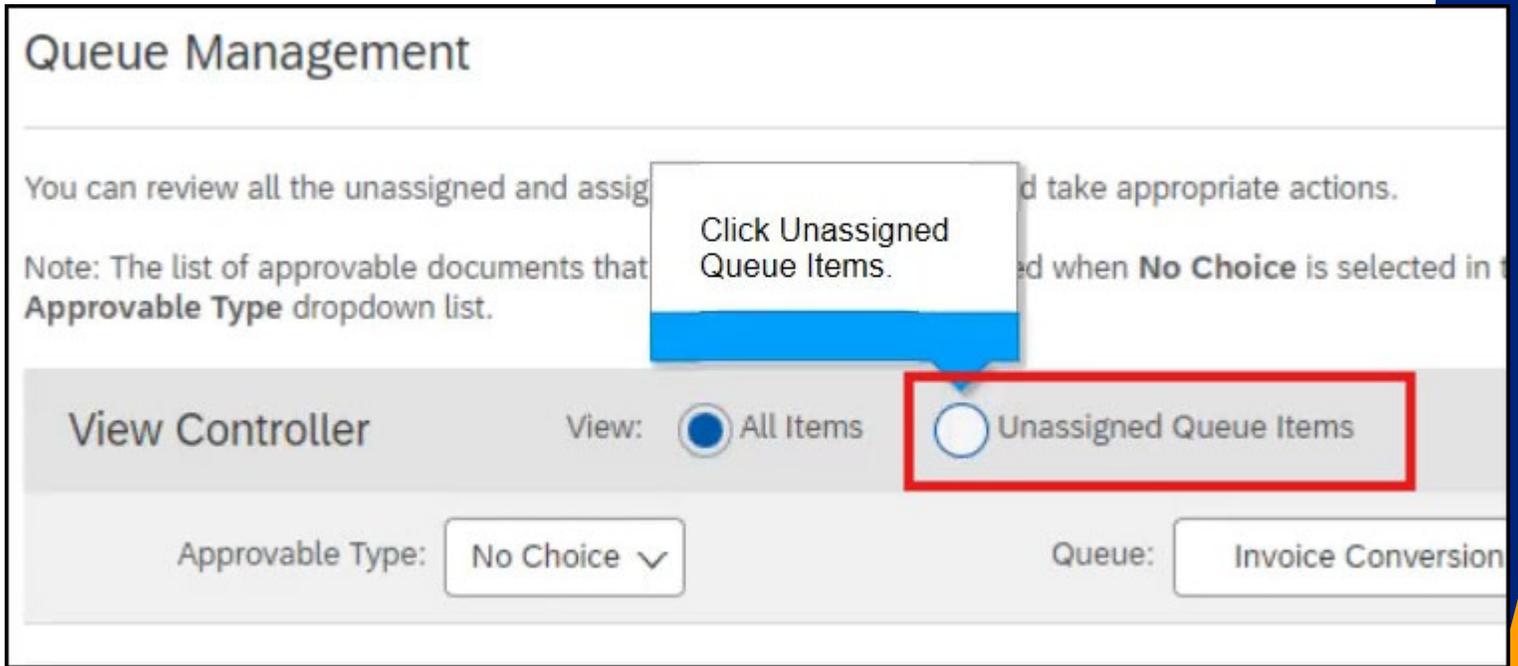
4

Click **Manage** → **Queues**.



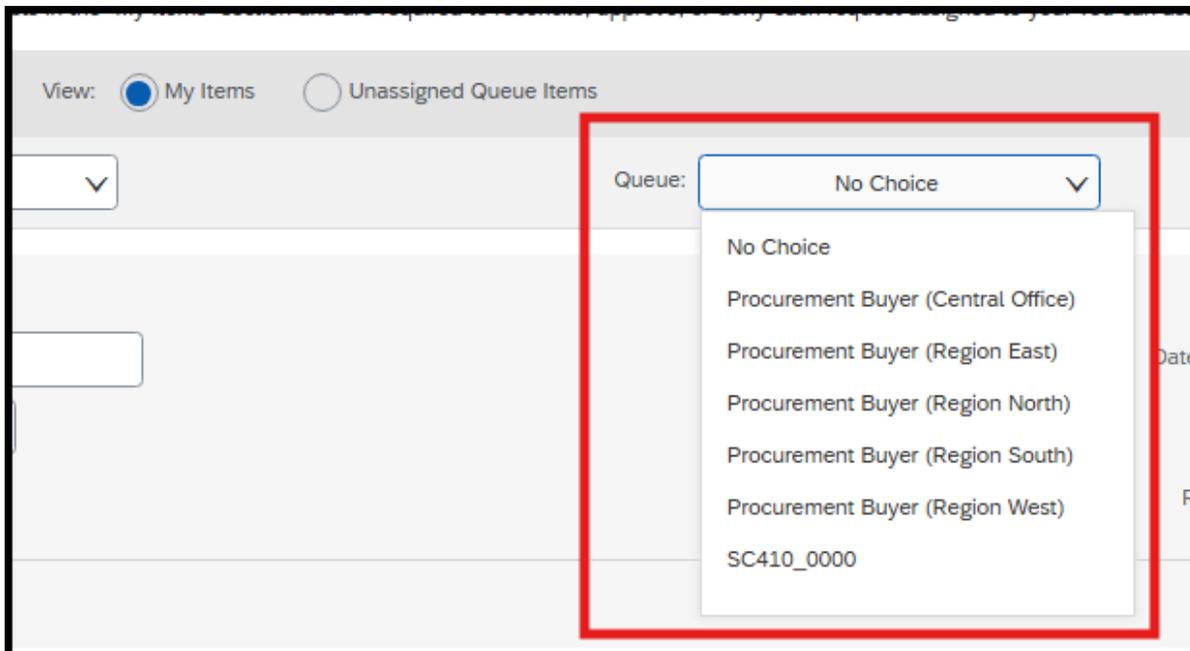
5

Click **Unassigned Queue Items**.



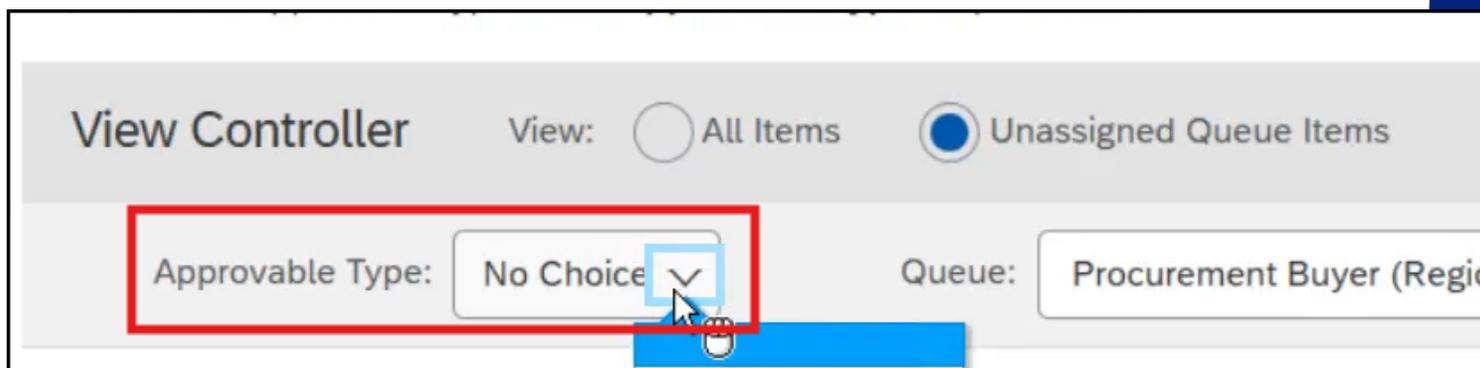
6

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



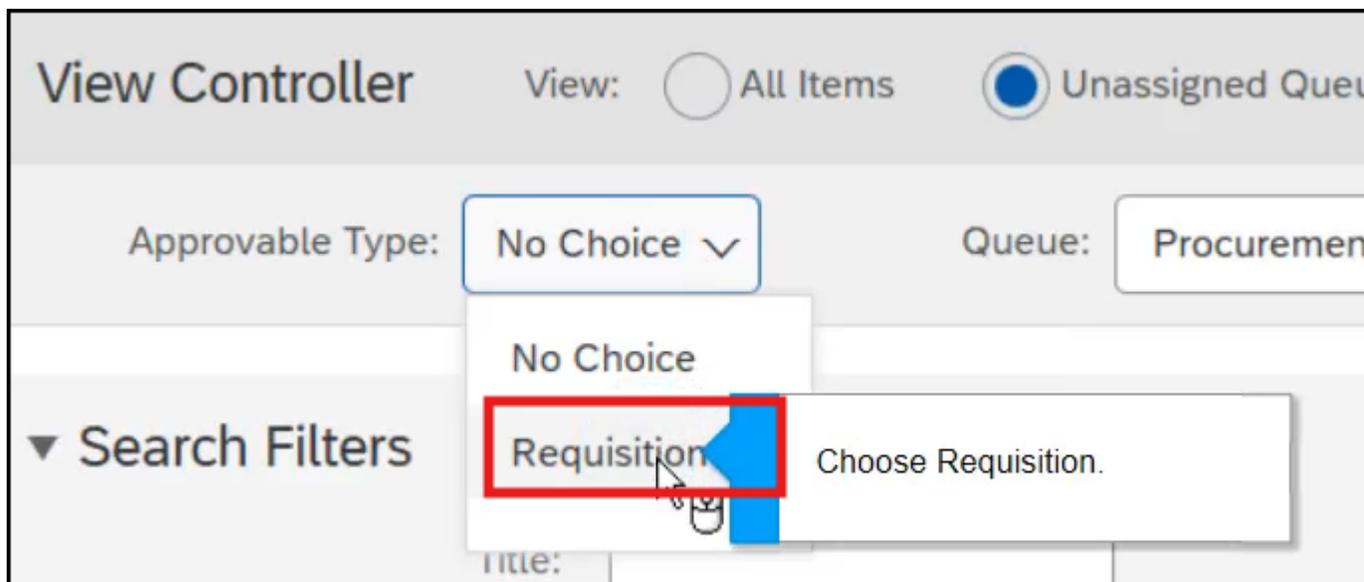
7

Click the down arrow to expand the **Approvable Type**.



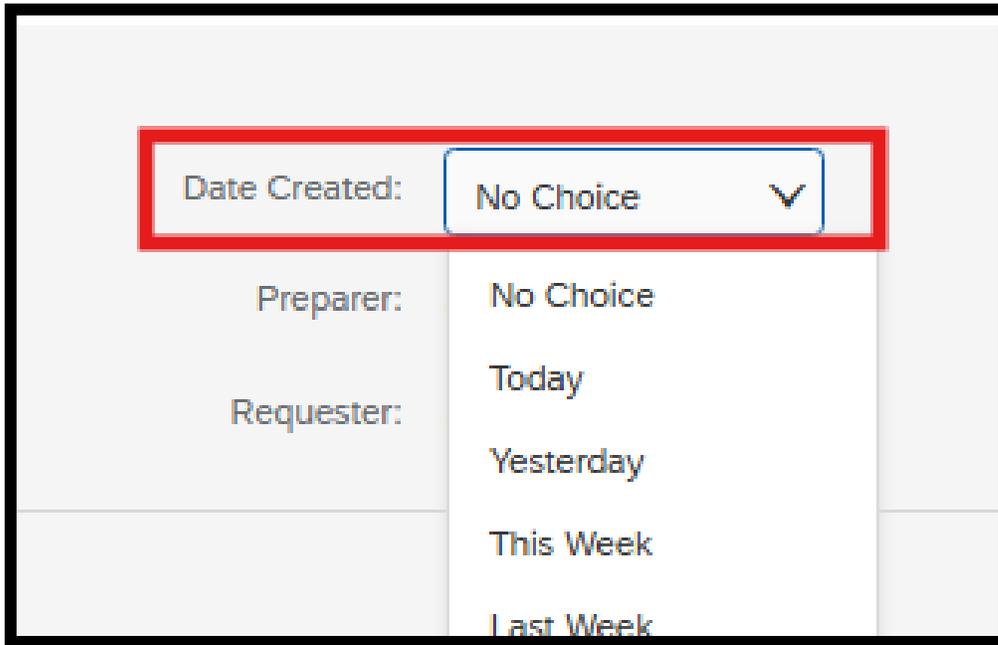
8

Choose **Requisition**.



9

Change the Date Created to “**No Choice**” to see all requisitions.



A screenshot of a search filter interface. A red rectangular box highlights the 'Date Created' dropdown menu, which is currently set to 'No Choice'. Below the dropdown, a list of options is visible: 'Preparer: No Choice', 'Requester: Today', 'Yesterday', 'This Week', and 'Last Week'.

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Click **Search**.



A screenshot of a search filter interface. The 'Date Created' dropdown is set to 'No Choice'. Below it are two more dropdowns: 'Preparer: (select a value) [select]' and 'Requester: (select a value) [select]'. In the bottom right corner, there are two buttons: 'Search' and 'Reset'. The 'Search' button is highlighted with a red rectangular box.

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Search for requisitions that need to be assigned. Click on the Purchase Requisition ID# to view details.

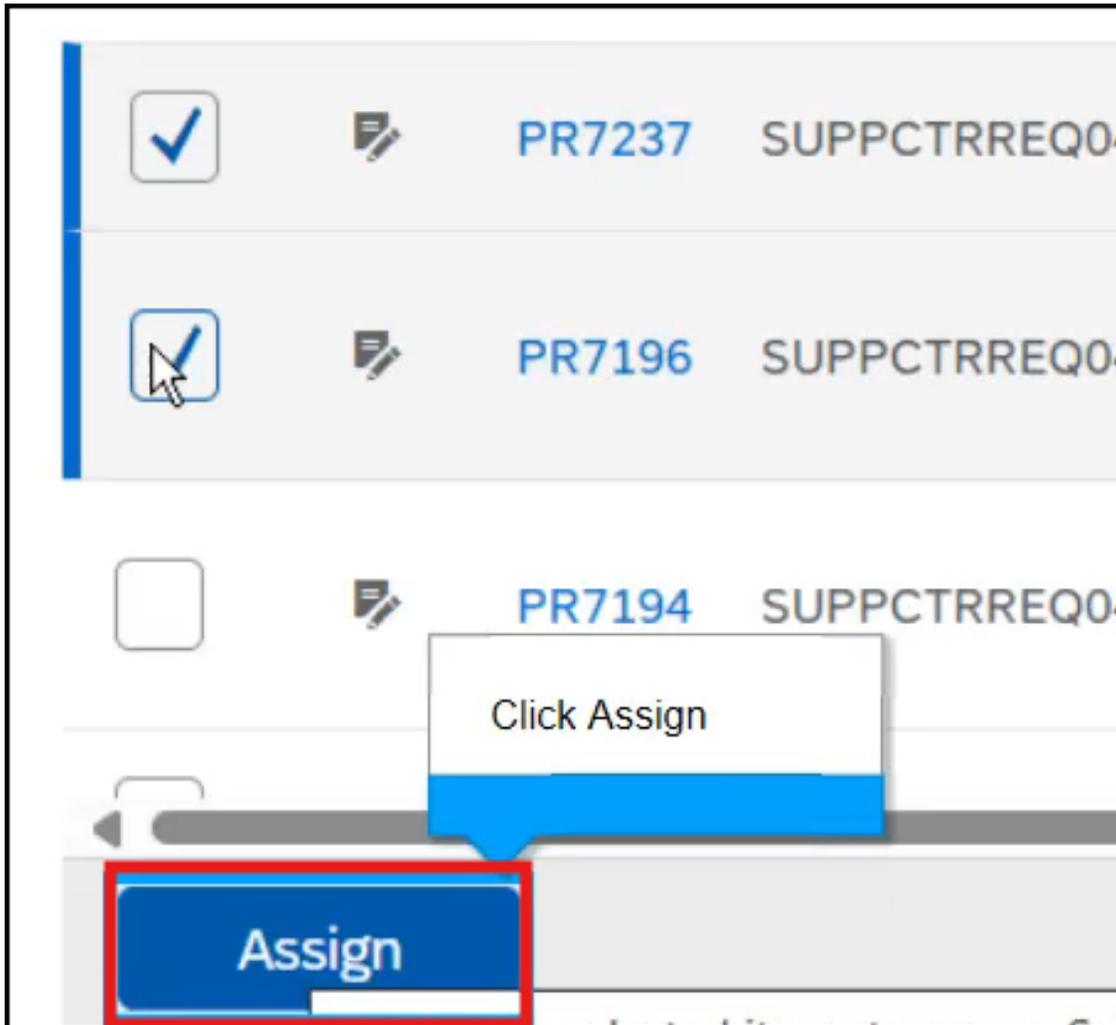
Type	ID	Requester	Date Submitted ↓	Date Created	Title
	PR64379	LENG LY	4 Dec 2024	3 Dec 2024	ITS0044GS-1203
	PR64855	SADIE CORONA	4 Dec 2024	4 Dec 2024	Performance
	PR64836	RUBY GOLD	4 Dec 2024	4 Dec 2024	STRONG SHOUL
	PR59996	BERTHA SANCHEZ	4 Dec 2024	18 Nov 2024	KIDSPACE BROO
	PR63985	CRISTINA GARCIA AGUILAR	4 Dec 2024	2 Dec 2024	SAFE PASSAGE,

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Choose the Purchase Requisitions you want to assign. You can select multiple Purchase Requisitions to assign to a Buyer.

Type	ID	Requester	Date Submitted ↓	Date Created
<input type="checkbox"/>	PR63985	CRISTINA GARCIA AGUILAR	4 Dec 2024	2 Dec 2024
<input checked="" type="checkbox"/>	PR64593	CHERE PRICE	3 Dec 2024	3 Dec 2024
<input type="checkbox"/>	PR64332	STEPHANIE GUERRERO NORIEGA	3 Dec 2024	3 Dec 2024
<input checked="" type="checkbox"/>	PR64561	LATANYA WILLIAMS	3 Dec 2024	3 Dec 2024
<input checked="" type="checkbox"/>	PR63169	MICHELLE SMITH	3 Dec 2024	26 Nov 2024
<input type="checkbox"/>	PR59053	BRENDA SIMENTIEL	3 Dec 2024	15 Nov 2024

Click **Assign**.



Search the Buyer you want to assign the PR to. You can see the number of items assigned to each buyer .

Select User

Name Search

Name ↑	Assigned Items	ID	
ABASS MASSALAY	1	AMASSALAY001	Select
Aizaz Shariff	0	ashariff@phoenixteam.com	Select
Anu Kumar Kato	0	ta@phoenixteam.com	Select
Evangeline Gonzalez	1	es@lausd.net	Select
ine	0	ine@lausd.net	Select
LDBUYER03	2	LDBUYER03@LAUSD.NET	Select
LDBUYER04	6	LDBUYER04@LAUSD.NET	Select
Ryan Allshouse	4	allshouse@phoenixteam.com	Select
Surendra Gona	0	gona@phoenixteam.com	Select
Test Siva	0	SKONDUBHATLA90	Select
Zeeshan Faisal	0	zeeshan	Select

Click here .

Locate the Buyer then click **Select**.

Select User

Name Search

Name ↑	Assigned Items	ID	
ABASS MASSALAY	1	AMASSALAY001	Select
Aizaz Shariff	0	ashariff@phoenixteam.com	Select
Arun Kumar Kota	0	akota@phoenixteam.com	Select
les	1	zales@lausd.net	Select
	0	e@lausd.net	Select
LDBUYER03	2	LDBUYER03@LAUSD.NET	Select
LDBUYER04	6	LDBUYER04@LAUSD.NET	Select
Ryan Allshouse	4	rallshouse@phoenixteam.com	Select
Surendra Gona	0	sgona@phoenixteam.com	Select

Click here .

Message will indicate that Purchase Requisitions have been assigned.

list, select the approvable type in the Approvable Type dropdown list.

✓ 3 items have been assigned to Ryan Allshouse.

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To reassign a Purchase Requisition to a different buyer, go to the appropriate Queue then click **All Items**.

The screenshot shows a 'View Controller' interface. On the left, it says 'View Controller'. To the right, there are two radio buttons under the label 'View:'. The first radio button is selected and labeled 'All Items', and the second is labeled 'Unassigned Queue Items'. Below this, there are two dropdown menus. The first is labeled 'Approvable Type:' and has 'No Choice' selected. The second is labeled 'Queue:' and has 'Procurement Buyer (Region West)' selected. Red boxes highlight the 'All Items' radio button and the 'Queue:' dropdown menu.

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You have the option to search by the PR ID, Date Created, Date Submitted, Requester, or Title of the PR. Click **Search**.

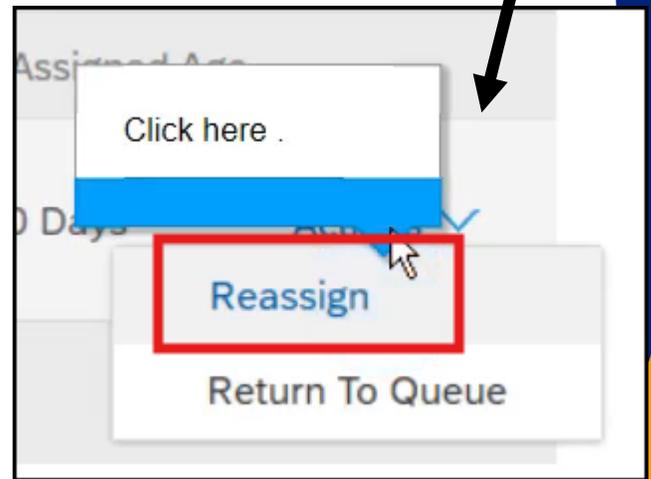
The screenshot shows a 'Search Filters' interface. On the left, there are two input fields labeled 'Title:' and 'ID:'. Below these is a dropdown menu labeled 'Approved By:' with '(select a value) [select]' next to it. On the right, there are three dropdown menus labeled 'Date Created:', 'Date Submitted:', and 'Requester:'. Each of these dropdown menus has 'No Choice' selected. Below these dropdowns is another dropdown menu labeled 'Requester:' with '(select a value) [select]' next to it. At the bottom right, there are two buttons: 'Search' and 'Reset'. Red boxes highlight the 'Title:' and 'ID:' input fields, the three dropdown menus on the right, and the 'Search' button.

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Choose the Purchase Requisition, then click **Actions** → **Reassign**.

To Do Found 1 item

<input checked="" type="checkbox"/>	Type	ID ↓	Requester	Assigned To	Date Submitted	Status	Title	Total	Assi	Click here .
<input checked="" type="checkbox"/>		PR8585	Max Rebo	Ryan Allshouse	1 Nov 2024	Submitted	Ariba training classes at LAUSD - 50 classes @ \$500 - Ryan Corp project ABC123	\$29,000.00 USD	0 Days	Actions ▾



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Search for the buyer's name, then click **Select**.

Ryan Allshouse	1	rallshouse@phoenixteam.com	Select
Surendra Gona	0	sgona@phoenixteam.com	Select
Test Siva	0	SKONDUBHATLA90	Select
Zeeshan Faisal	0	zeeshan	Select

Click **Select** to the right of the buyer's name.

Done

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Message will indicate that the Purchase Requestion was reassigned.



PR8585 has been assigned to Zeeshan Faisal .

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To return a Purchase Requisition back into the Region Queue, click on **All Items**. Ensure you are in the correct Queue.

View Controller

View:



All Items



Unassigned Queue Items

Approvable Type:

No Choice ▾

Queue:

Procurement Buyer (Region West) ▾

23

You have the option to search by the PR ID, Date Created, Date Submitted, Requester, or Title of the PR. Click **Search**.

▼ Search Filters Search Options ▾

Title:

ID:

Approved By: (select a value) [select ▾]

Date Created: No Choice ▾

Date Submitted: No Choice ▾

Requester: (select a value) [select ▾]

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Locate your Purchase Requisition, click on the box, then click **Return to Queue**.

To Do Found 1

<input checked="" type="checkbox"/>	Type	ID ↓	Requester	Assigned To	Date Submitted	Status
<input checked="" type="checkbox"/>		PR8585	Max Rebo	Ryan Allshouse	1 Nov 2024	Submitted