

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Cancel a
Purchase Order in
"Ordered" Status
**(NON-WAREHOUSE
ORDERS ONLY)**

The purpose of this job aid is to show how to cancel a Purchase Order in “Ordered” status. This only applies to Non-Warehouse orders.

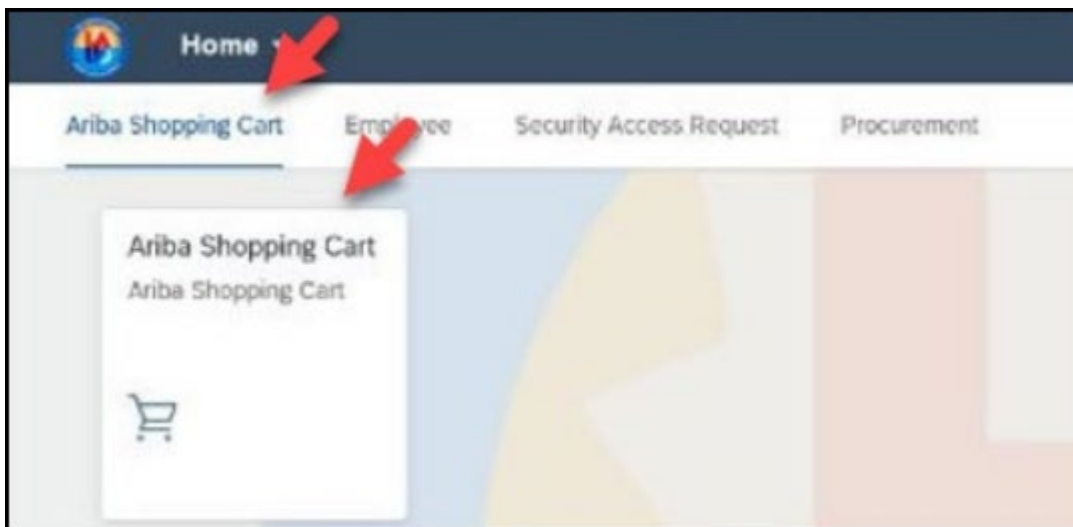
1

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



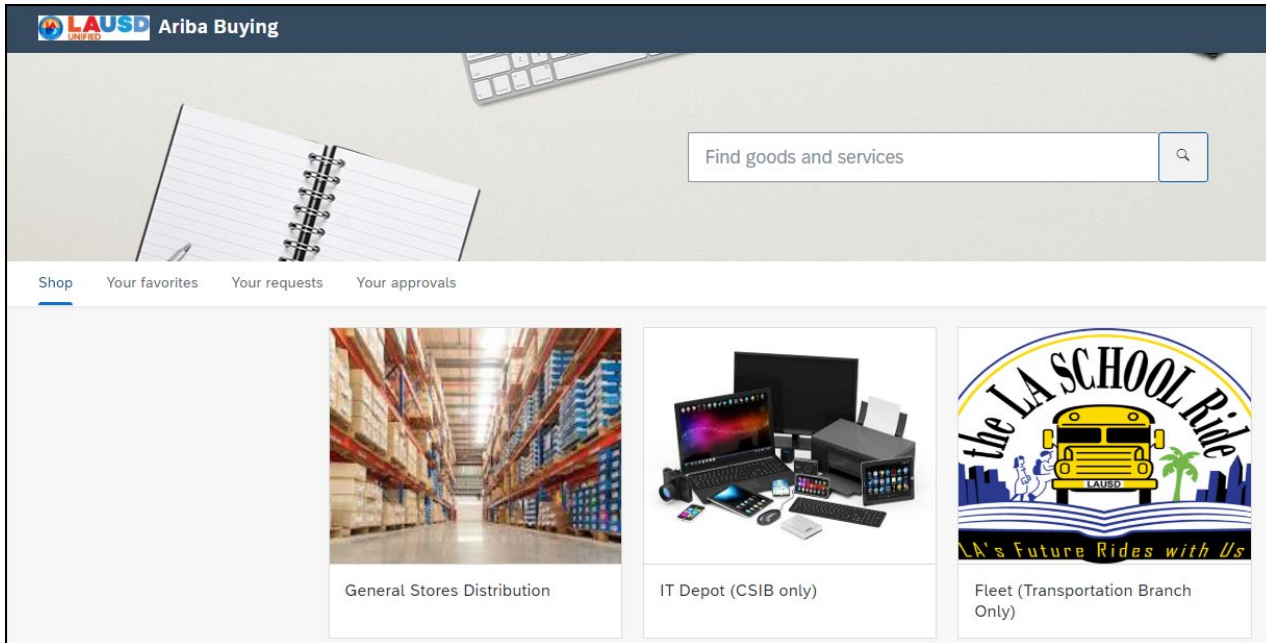
2

1. Click on the “Ariba Shopping Cart” tile.



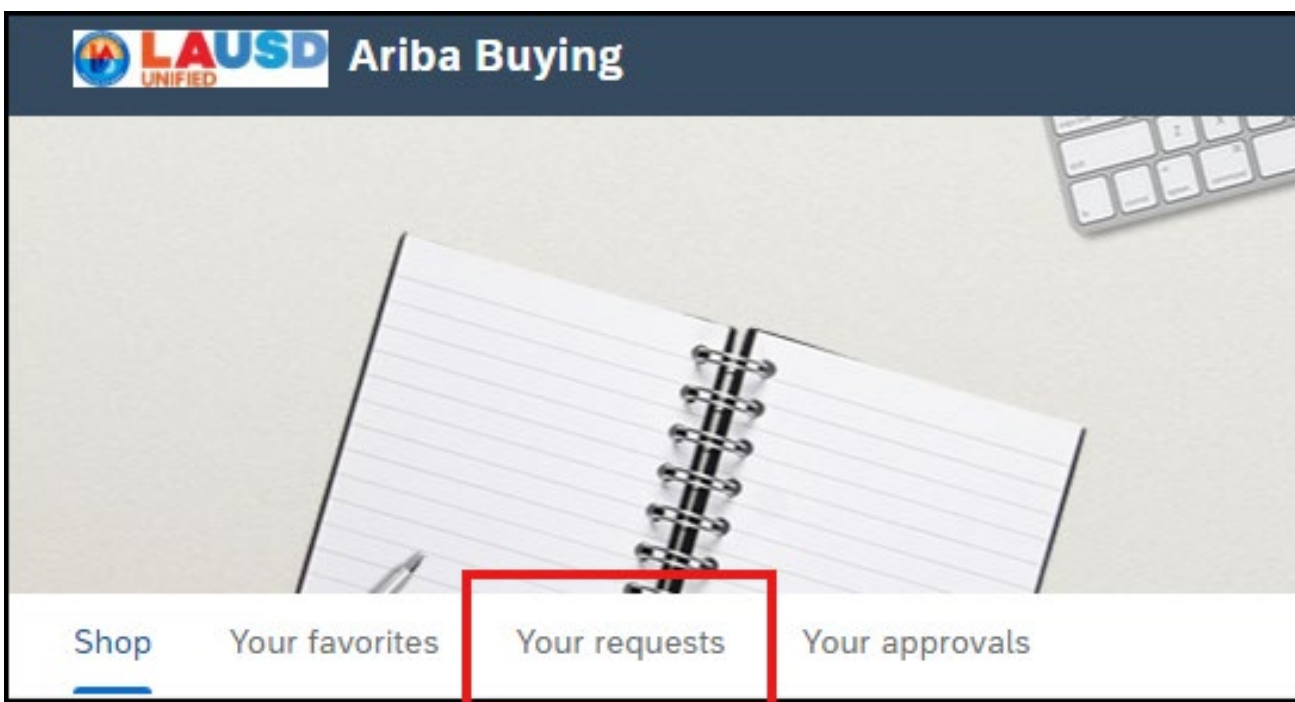
3

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



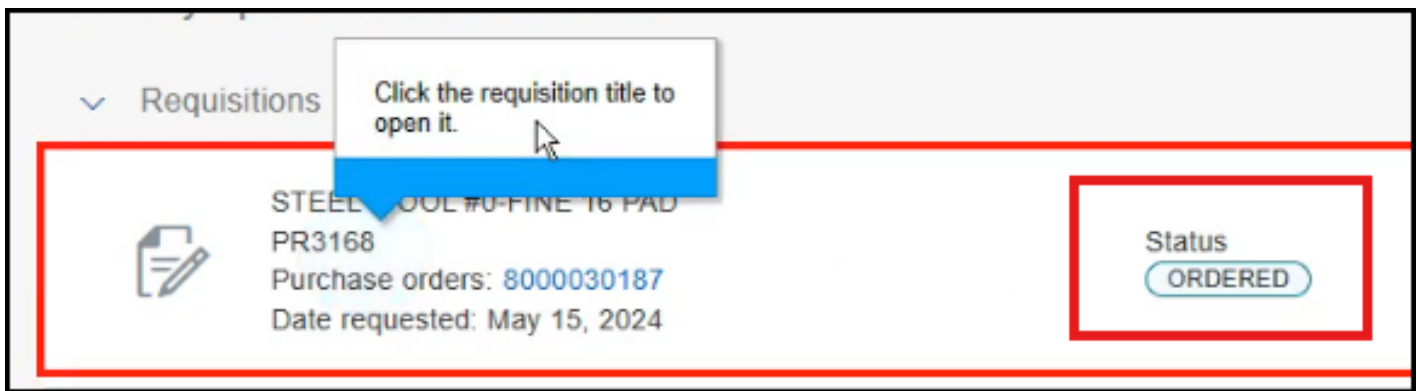
4

Click "Your requests" to view all requisitions.



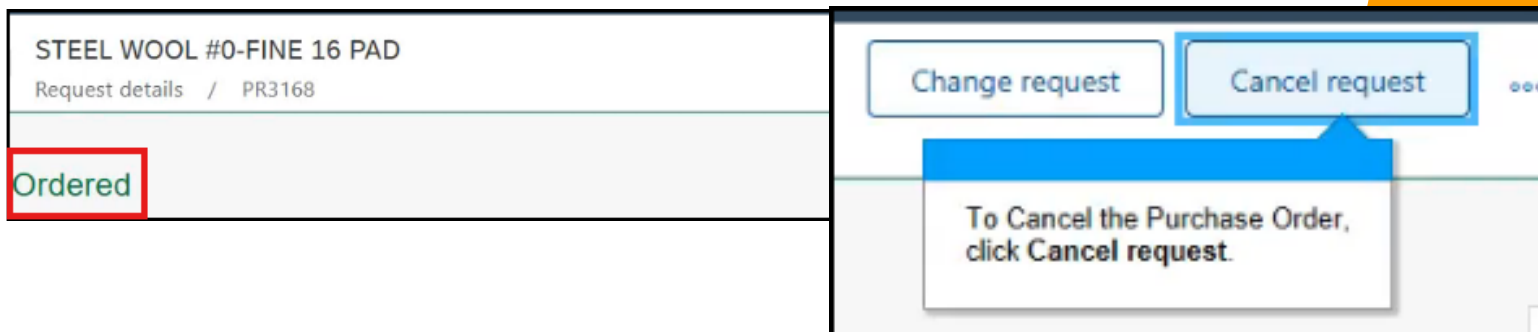
5

The requisition status is "Ordered". Click on the requisition title to open it. "Ordered" status means that the requisition has been fully approved and the Purchase Order was sent to the vendor.



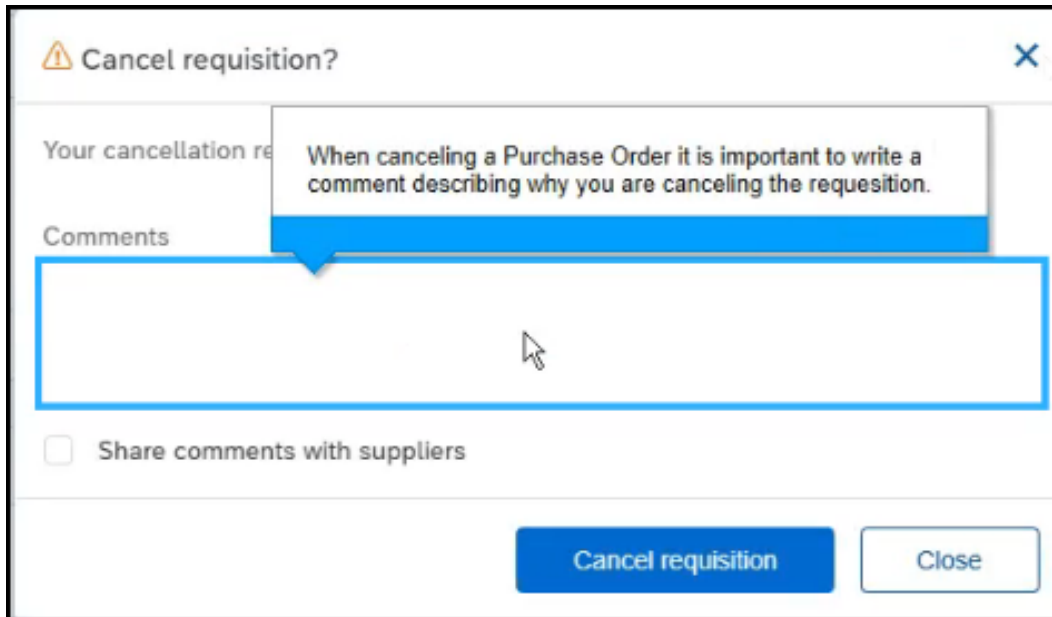
6

To cancel this order, click "Cancel request"



7

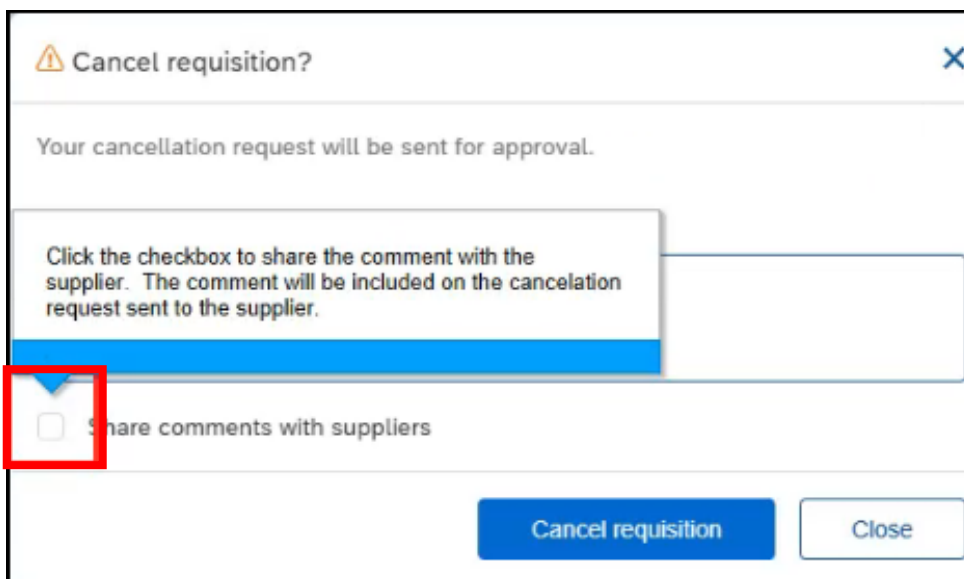
You must enter a comment describing why are canceling the Purchase Order.



The screenshot shows a dialog box titled "Cancel requisition?". At the top left is a warning icon and the title. At the top right is a close button (X). Below the title, there is a message: "Your cancellation request will be sent for approval." Below this is a text input field for "Comments". A blue callout box points to this field with the text: "When canceling a Purchase Order it is important to write a comment describing why you are canceling the requisition." Below the input field is a checkbox labeled "Share comments with suppliers". At the bottom of the dialog are two buttons: "Cancel requisition" (in blue) and "Close" (in white with a blue border).

8

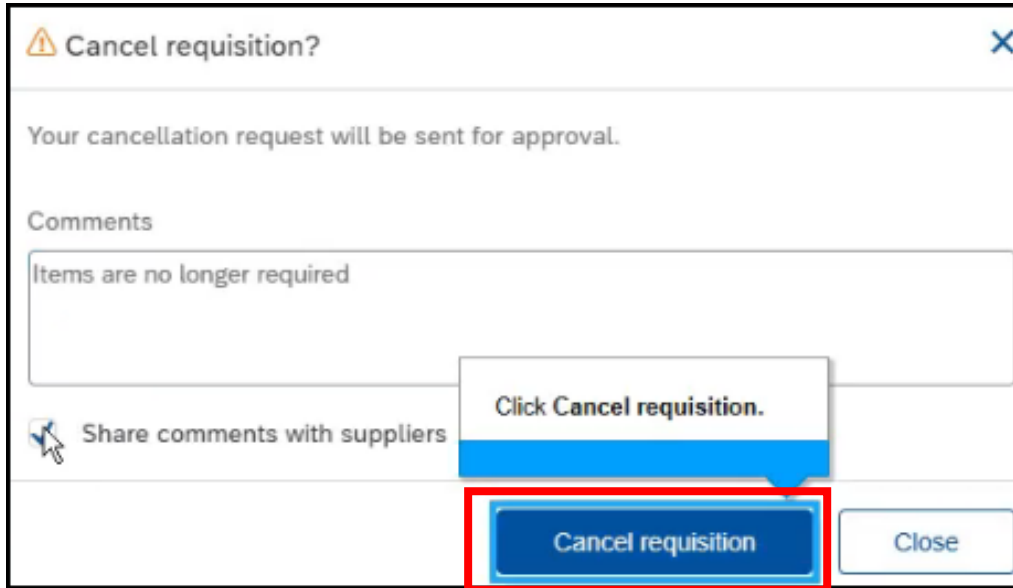
Check "Share comments with suppliers". The comment will be included in the cancellation request sent to the vendor.



This screenshot is similar to the previous one, but the "Share comments with suppliers" checkbox is now checked. A red box highlights the checkbox. A blue callout box points to the checkbox with the text: "Click the checkbox to share the comment with the supplier. The comment will be included on the cancellation request sent to the supplier." The rest of the dialog box, including the "Cancel requisition" and "Close" buttons, remains the same.

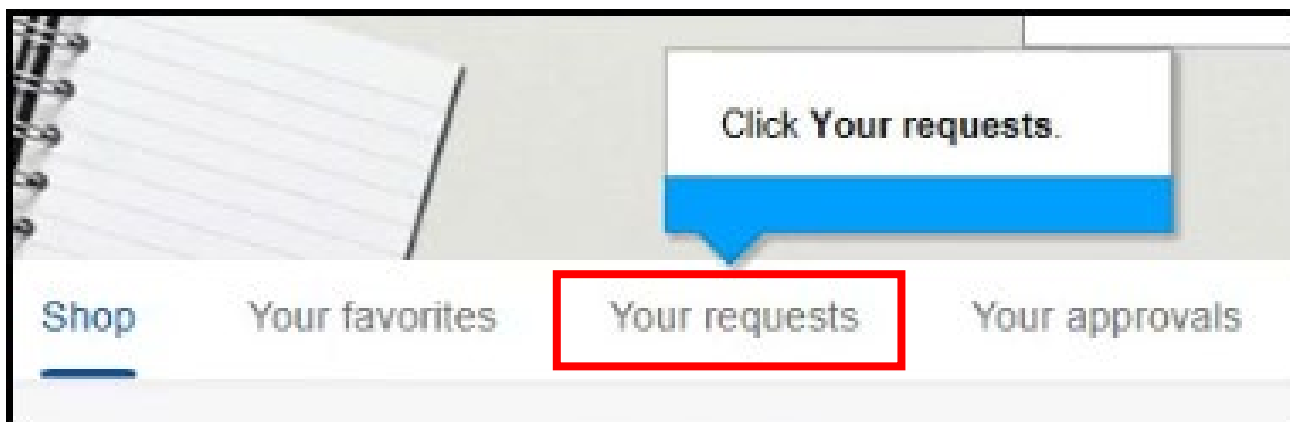
9

Click "Cancel requisition".



10

To check the status of the canceled purchase order, click "Your requests".



11

Notice that the status shows “Approved”.
Click the requisition title to open the request.

Recently updated within 3 months

Requisitions

Click the requisition title to open it.

STEEL WOOL #0-FINE 16 PAD
PR3168-V2
Date requested: May 15, 2024

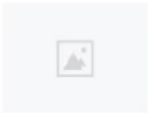
Status
APPROVED

12

Notice that the status of the order states
“Canceled”. No further action is required.

Canceled

Canceled Items (1)

	Quantity	Price	Net Amount
 STEEL WOOL #0-FINE 16 PAD	101	\$5.99 USD	\$604.99 USD
	Unit of Measure each		Gross Amount ⓘ \$662.46 USD