

# SAP Ariba

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

*Guided Buying*

How to Copy a Line Item in  
Purchase Requisition in  
Guided Buying

# The purpose of this job aid is to show how to copy a line item in Guided Buying.

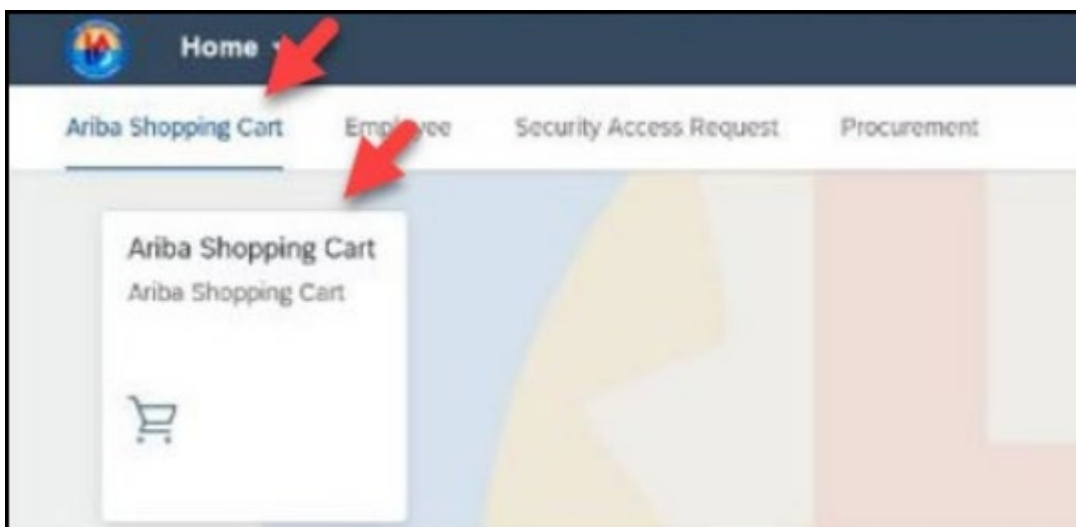
1

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



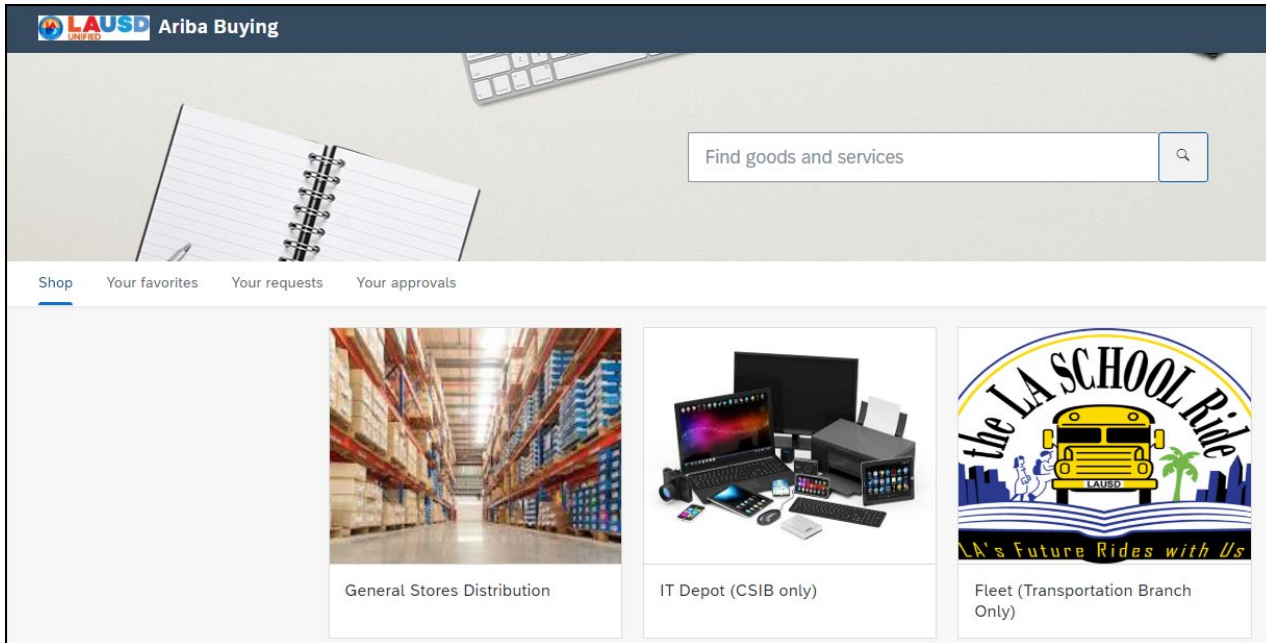
2

Click on the "Ariba Shopping Cart" tile.



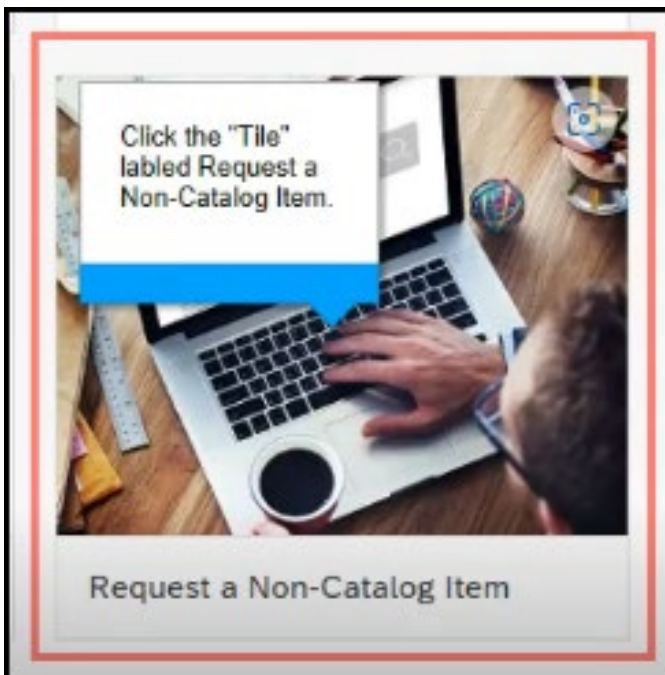
3

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



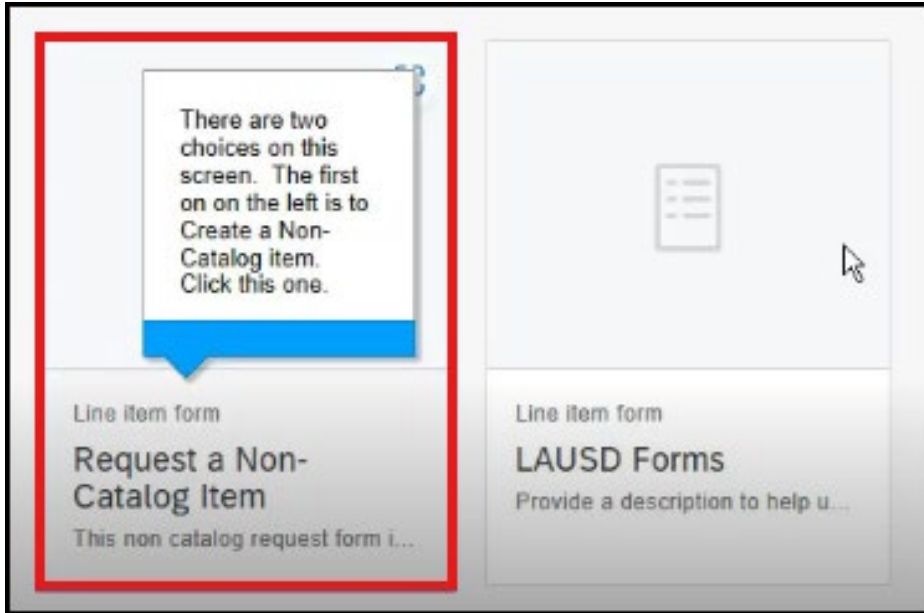
4

Click "Request a Non-Catalog Item".



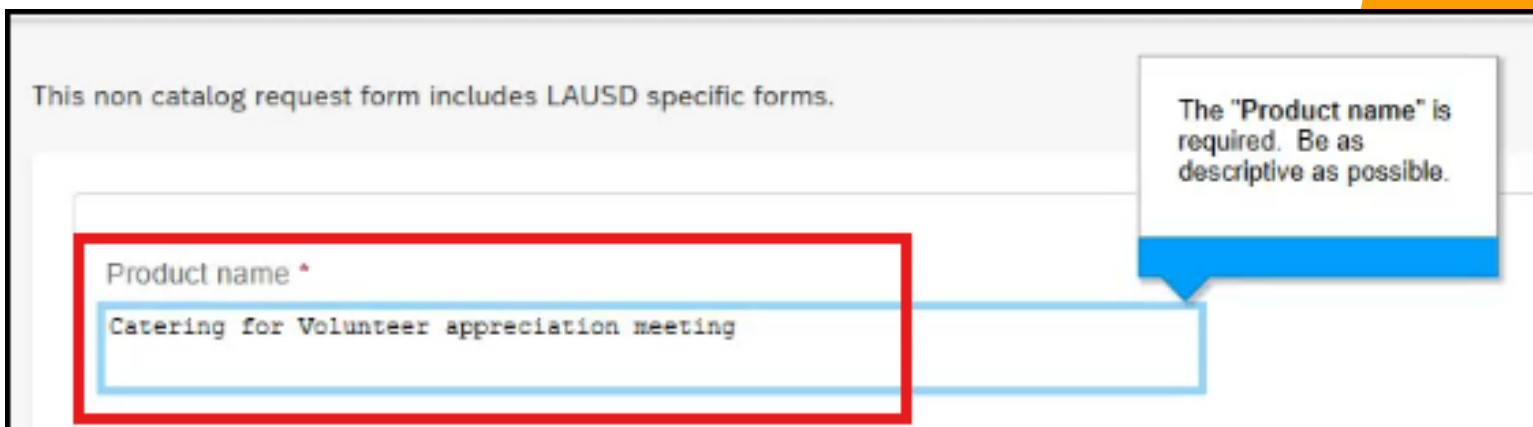
5

Click "Request a Non-Catalog Item".



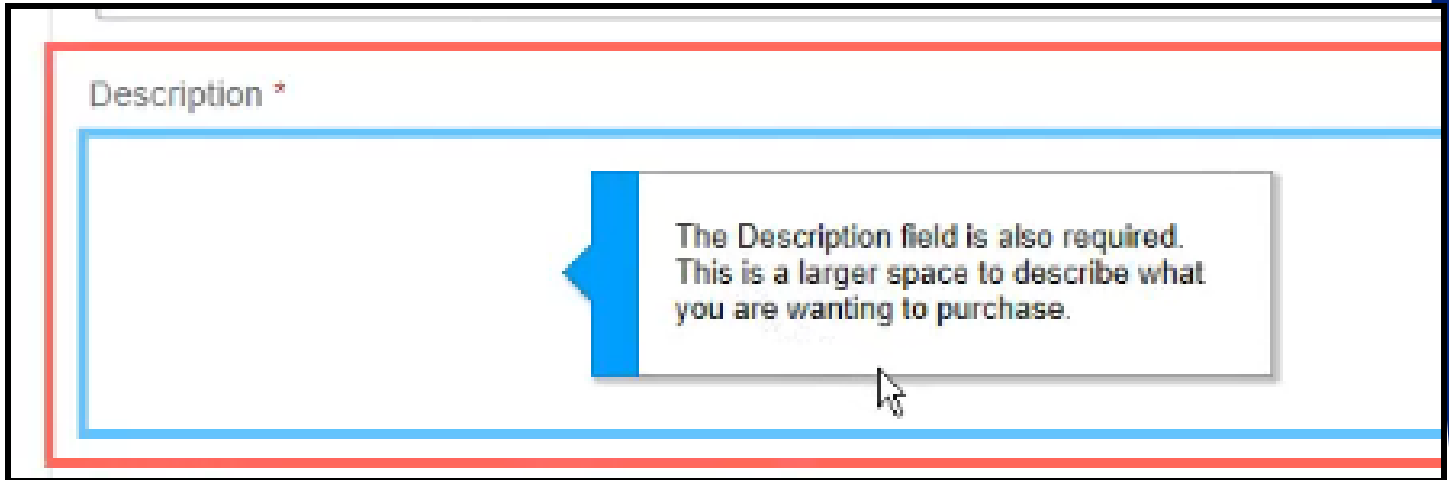
6

In the Product name field, type in the item description.



7

Copy and paste the Product name into the Description.



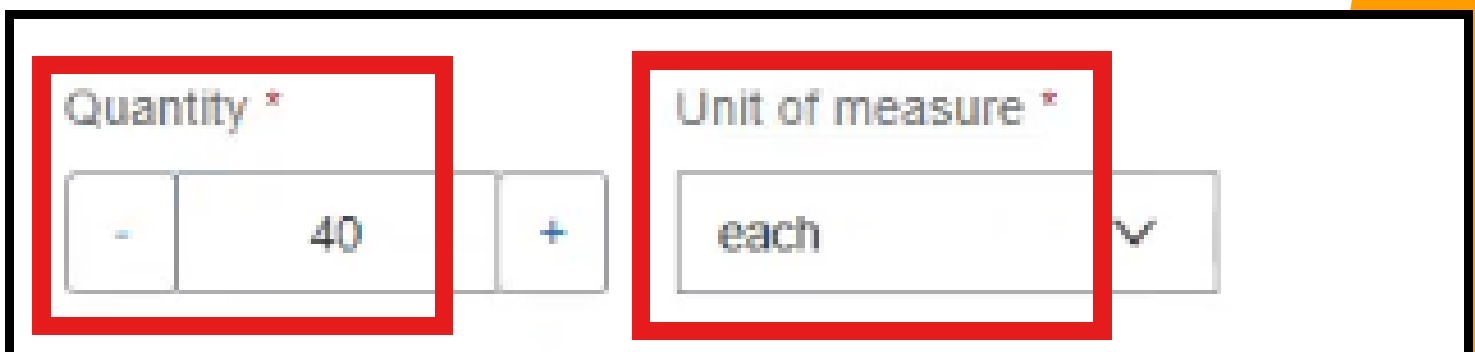
Description \*

The Description field is also required. This is a larger space to describe what you are wanting to purchase.

A screenshot of a web form showing a 'Description' field. The field is outlined with a red border. A blue callout box with a white background and a blue arrow points to the field. The callout box contains the text: 'The Description field is also required. This is a larger space to describe what you are wanting to purchase.' A mouse cursor is visible over the callout box.

8

Enter the quantity and unit of measure. The unit price will auto-populate.



Quantity \*

Unit of measure \*

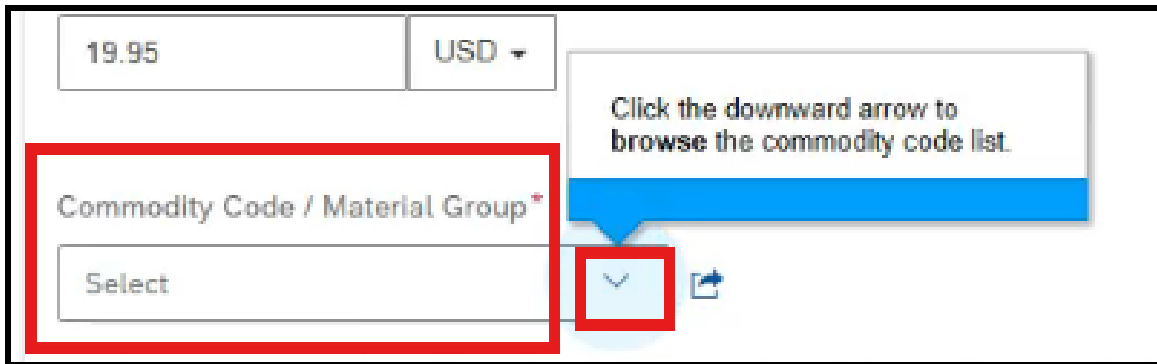
- 40 +

each

A screenshot of a web form showing two input fields. The first field is labeled 'Quantity \*' and contains the number '40'. The second field is labeled 'Unit of measure \*' and contains the text 'each'. Both fields are highlighted with a red border. The 'Quantity' field has a minus sign on the left and a plus sign on the right. The 'Unit of measure' field has a dropdown arrow on the right.

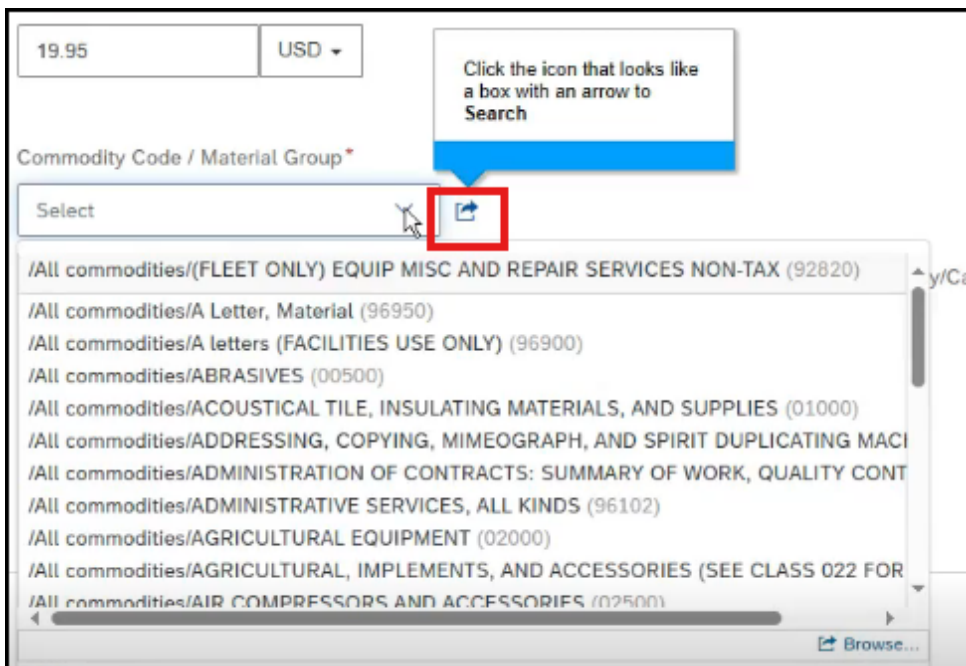
9

Enter the Commodity Code/Material Group. You have the option to search by typing keywords. Search for the Commodity Code that best fits the item.



10

Click on the search icon to expand the search.



11

Choose no if the item is NOT for technology, textbooks, catering, or software.



Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering/ Rental/Lease or Software Subscription?\*

Choose one

(None)

Yes

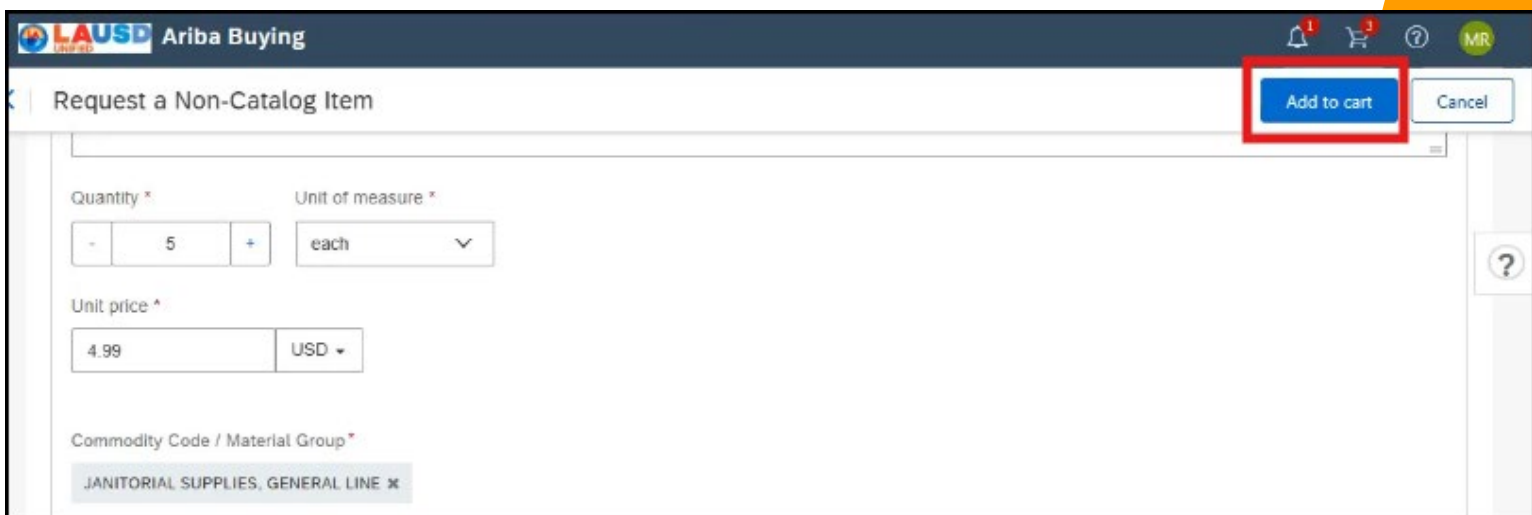
No

Click No.

A red rectangular box highlights the dropdown menu area. A blue arrow points to the 'No' option, which is accompanied by a tooltip that says 'Click No.'

12

Click "Add to cart".



LAUSD Ariba Buying

Request a Non-Catalog Item

Add to cart Cancel

Quantity \* 5 Unit of measure \* each

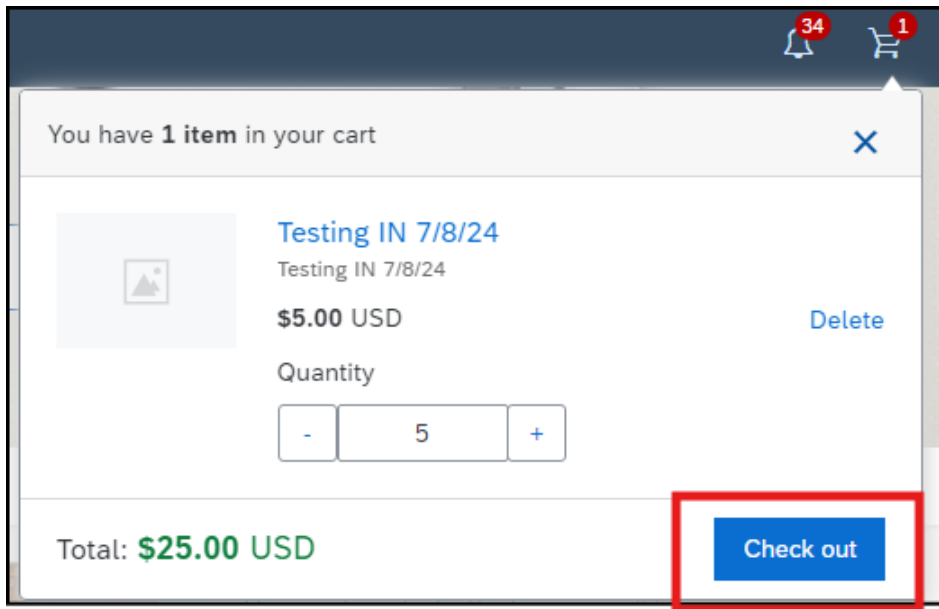
Unit price ^ 4.99 USD

Commodity Code / Material Group \*  
JANITORIAL SUPPLIES, GENERAL LINE x

A red rectangular box highlights the 'Add to cart' button in the top right corner of the form.

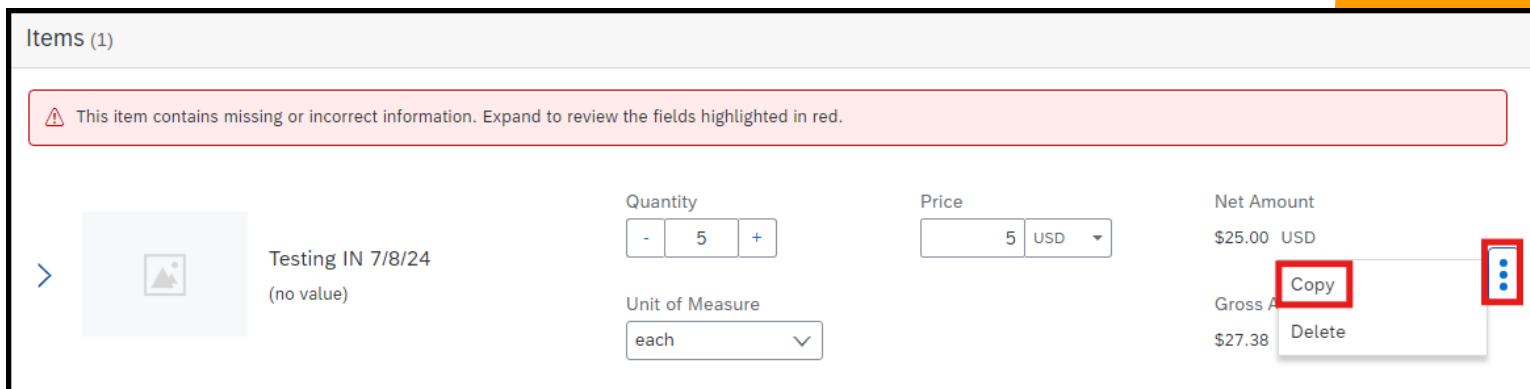
# 13

To copy a line, click “Check out”.



# 14

Scroll down to the Item section. Click on the 3 dots to the right. Click “Copy”. Enter the Funds center, Functional Area, and Need-by-date PRIOR to copying the line if the line items use the same information.








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The line item has been copied.

Items (2)

 This item contains missing or incorrect information. Expand to review the fields highlighted in red.

	Testing IN 7/8/24 (no value)	Quantity - 5 +	Price 5 USD	Net Amount \$25.00 USD
		Unit of Measure each		Gross Amount ⓘ \$27.38 USD


 This item contains missing or incorrect information. Expand to review the fields highlighted in red.



	Testing IN 7/8/24 (no value)	Quantity - 5 +	Price 5 USD	Net Amount \$25.00 USD
		Unit of Measure each		Gross Amount ⓘ \$27.38 USD

16

Click the right-facing arrow of the line item.

Items (2)

 This item contains missing or incorrect information. Expand to review the fields highlighted in red.

	Testing IN 7/8/24 (no value)	Quantity - 5 +	Price 5 USD	Net Amount \$25.00 USD
		Unit of Measure each		Gross Amount ⓘ \$27.38 USD

# 17

Scroll down. Edit the edit line details to reflect the new item you want to purchase. When copying a line item, you must update the line item information (name, description, commodity code, quantity, price, supplier part number).

The screenshot shows a purchase order line item form. The top section contains a summary of the line item: "Testing IN 7/8/24 (no value)". The Quantity is 5, Price is 5 USD, and Unit of Measure is each. The Net Amount is \$25.00 USD and the Gross Amount is \$27.38 USD. The bottom section contains the item details: Name (Testing IN 7/8/24), Description (Testing IN 7/8/24), Supplier Part Number, Vendor (No supplier selected), Contact (no value), and Supplier Part Auxiliary ID. Red boxes highlight the Quantity, Price, Unit of Measure, Name, Description, and Supplier Part Number fields.

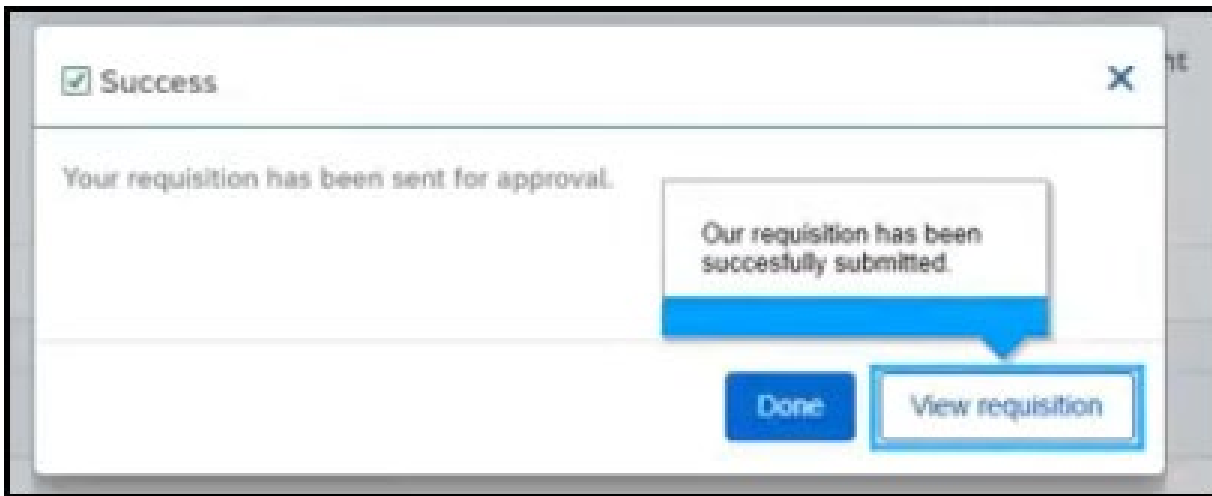
# 18

If everything is correct, click "Submit".

The screenshot shows the Ariba Buying interface. The header displays the LAUSD logo and "Ariba Buying". The main content area shows the checkout screen for "Cleaning Supplies for Room 4512" with a Total Cost of \$128.55 USD. The "Submit" button is highlighted in a red box. Other buttons include "Save and exit" and a menu icon. The bottom section shows "Items (2)".

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You will receive a message that the requisition was successfully submitted.



**LAUSD**  
**UNIFIED**