

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Create an Asset
Purchase Requisition

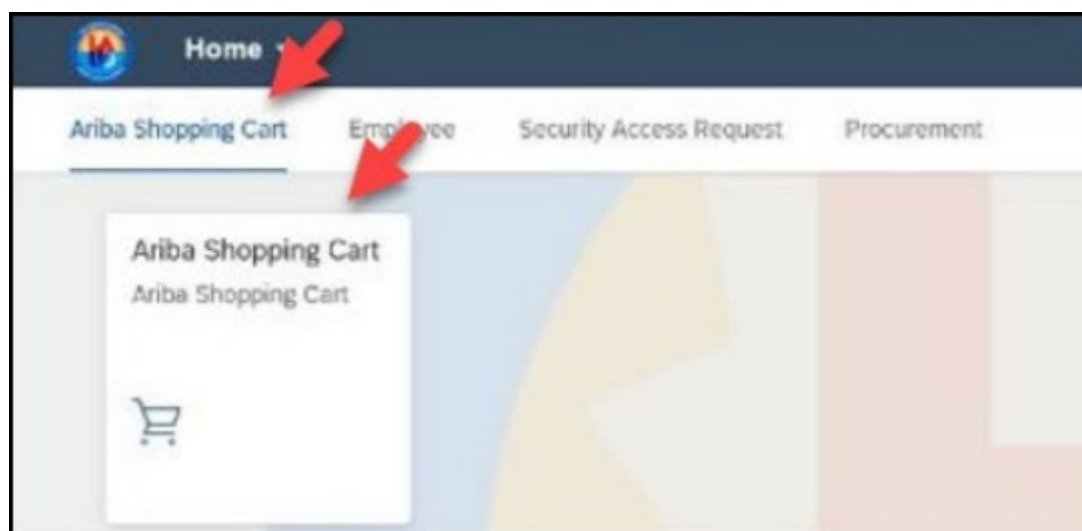
The purpose of this job aid is to show how to create an Asset Purchase Requisition in Ariba Guided Buying. Certain Commodity Codes/Material Groups have already been identified as potential capital equipment. If these Commodity Codes are selected and the unit cost is \$5000 (inclusive of tax) or more, the system will prompt users to change the account assignment to “Asset”.

1

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

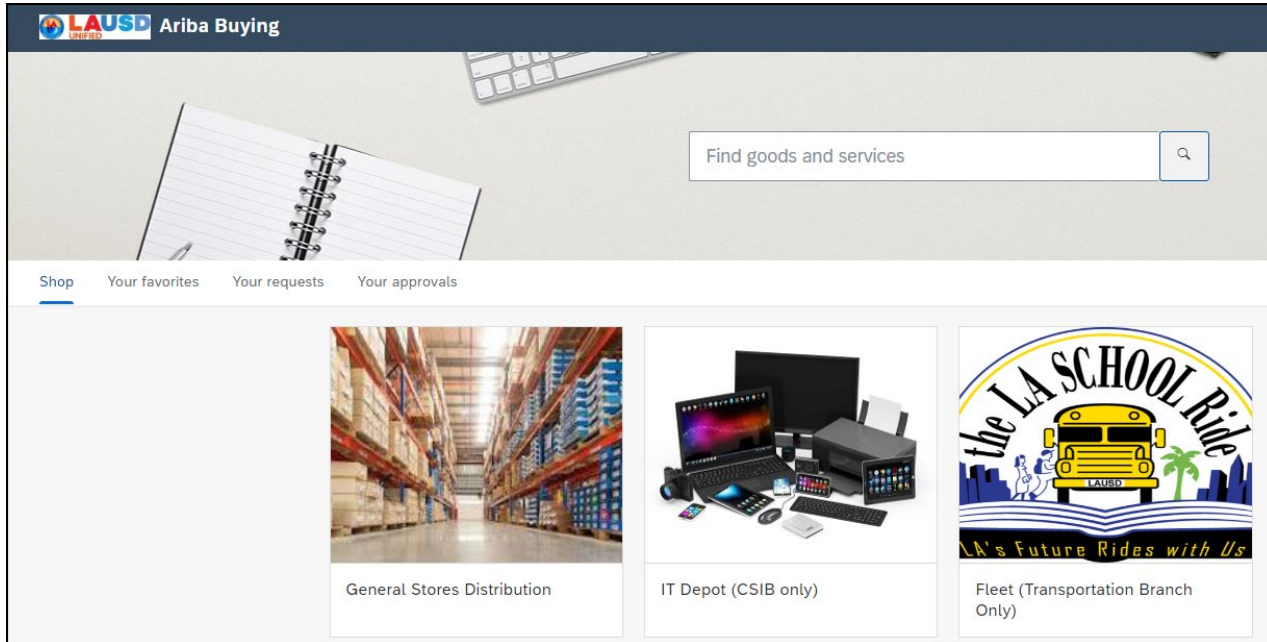
2

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



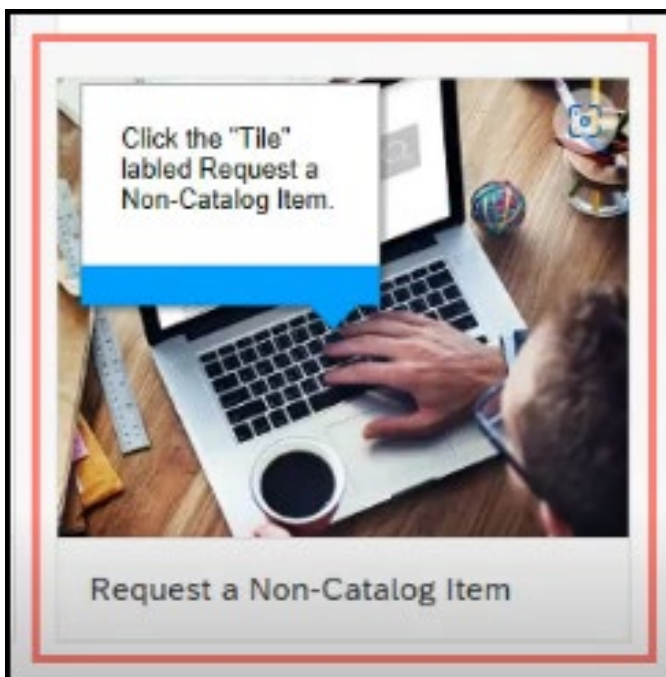
3

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



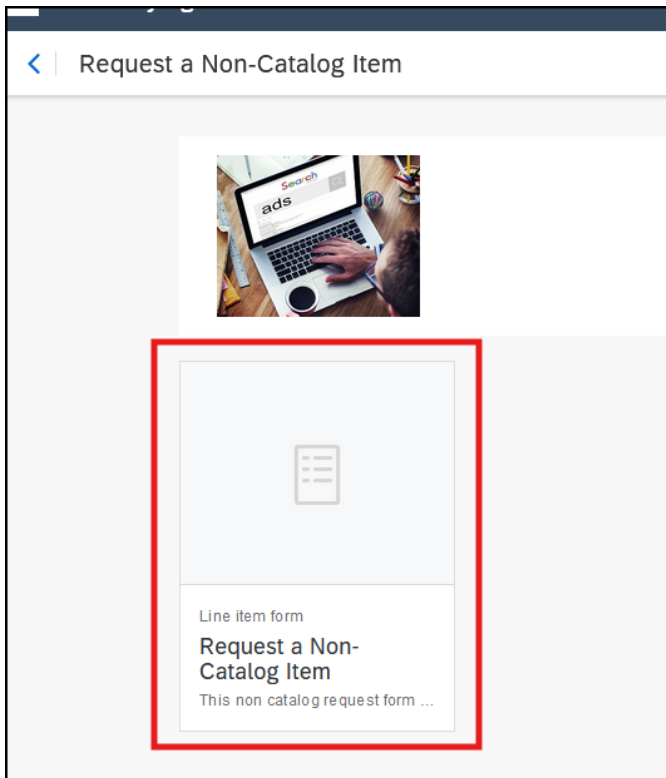
4

Click **“Request a Non-Catalog Item”**.



5

Click **“Request a Non-Catalog Item”**.



6

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

A screenshot of a form interface. The 'Product name' field is highlighted with a red rectangular box and contains the text 'Asset Testing'. Below it is a 'Description' field, which is currently empty. At the bottom of the form, there are labels for 'Quantity' and 'Unit of measure', both followed by an asterisk to indicate they are required fields.

7

Copy and paste the Product name into the Description.

Product name *

Description *

8

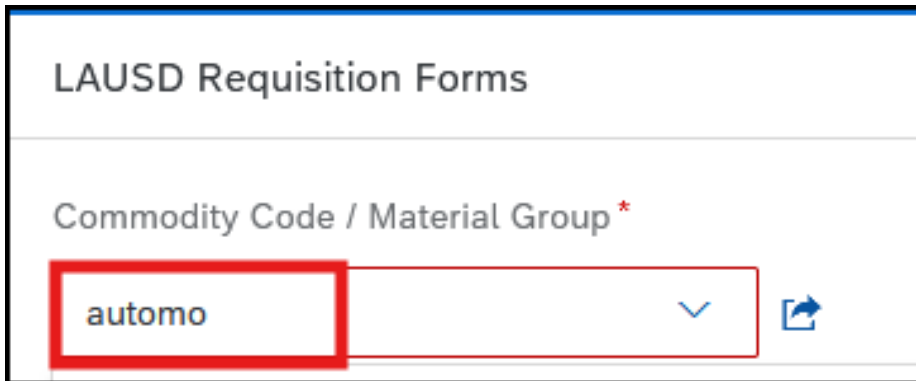
Enter the quantity, unit of measure and price.

Quantity * Unit of measure *

Unit price *

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.



LAUSD Requisition Forms

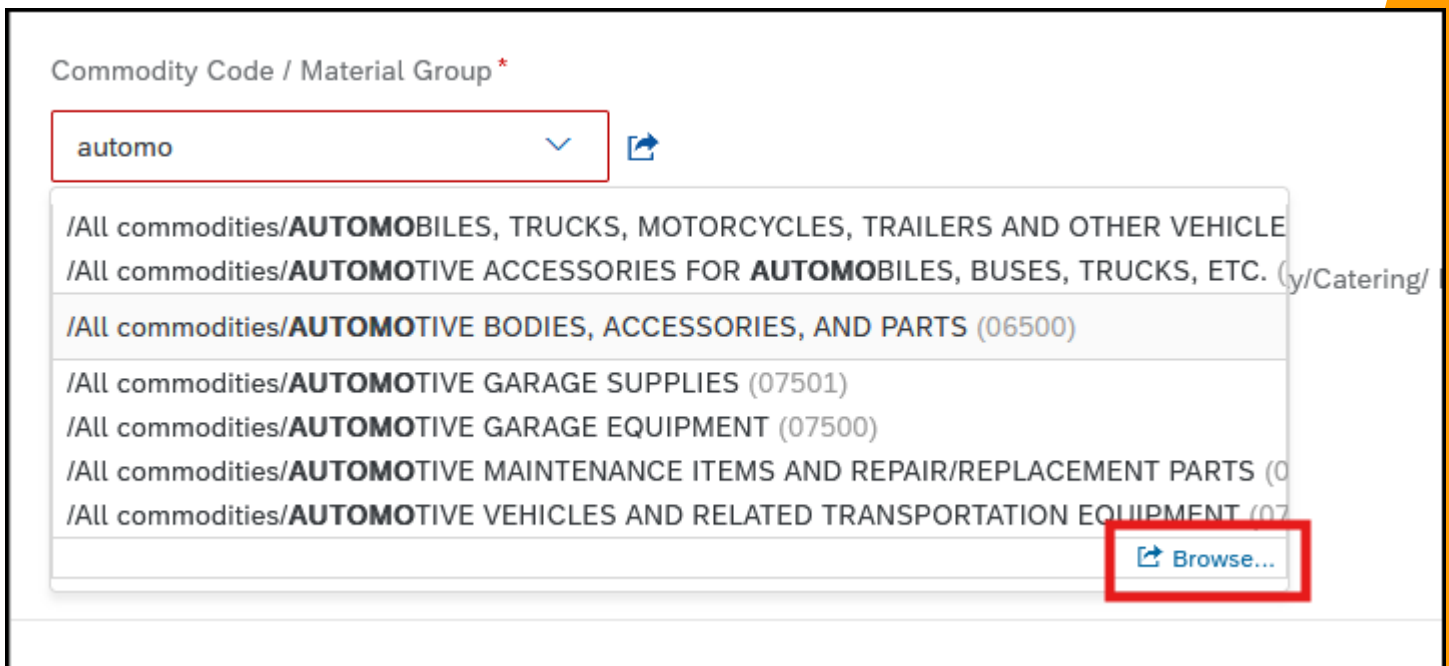
Commodity Code / Material Group *

automo

A screenshot of a web form titled "LAUSD Requisition Forms". Below the title is a label "Commodity Code / Material Group *". There is a text input field containing the text "automo". To the right of the input field is a blue downward-pointing chevron icon and a blue magnifying glass icon.

10

Or you can click on the search icon to expand the search.



Commodity Code / Material Group *

automo

/All commodities/**AUTOMOBILES**, TRUCKS, MOTORCYCLES, TRAILERS AND OTHER VEHICLE

/All commodities/**AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES**, BUSES, TRUCKS, ETC. (y/Catering/

/All commodities/**AUTOMOTIVE BODIES, ACCESSORIES, AND PARTS (06500)**

/All commodities/**AUTOMOTIVE GARAGE SUPPLIES (07501)**

/All commodities/**AUTOMOTIVE GARAGE EQUIPMENT (07500)**

/All commodities/**AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS (0**

/All commodities/**AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (07**

Browse...

A screenshot of the same web form as in the previous image, but with the search icon clicked. The input field now contains a dropdown menu with several search results. The results are truncated on the right side. At the bottom right of the dropdown menu, there is a blue magnifying glass icon and the text "Browse...".

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

12

Click **"Add to Cart"**.

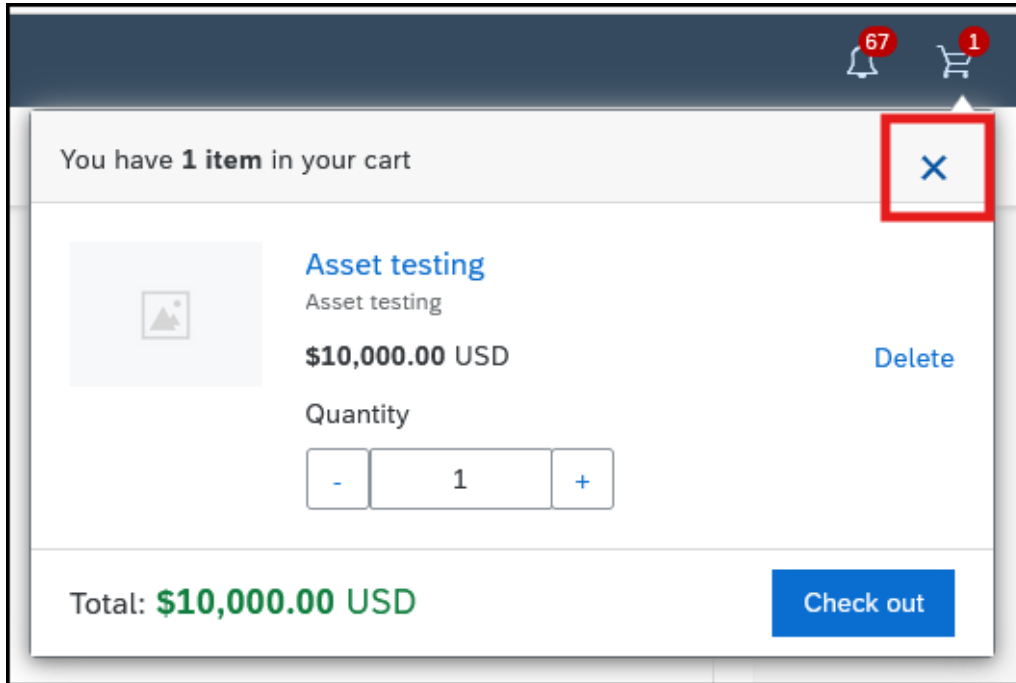
Request a Non-Catalog Item

Add to cart

Supplier

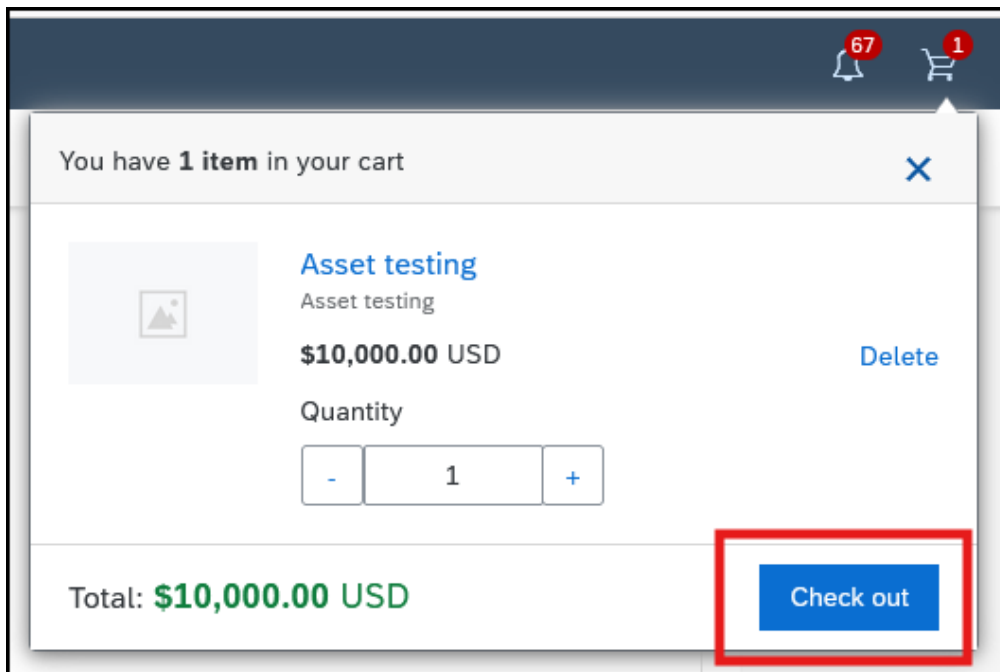
13

If more items are required, click the “X” button and repeat the process.



14

When completed, click “Checkout”.



15

Rename the PR.

LAUSD Ariba Buying
UNIFIED

< Requisition title: * Asset Testing
Checkout / PR7479

Ship to	Manage locations	Charge to	Manage details
4328 BELL AVE BELL, CA 90201 United States		GL Account (0000944021 (Fixed Assets Recon-... - 1 Item GL Account (0000430001 (General Supplies)- 1 Item	

[Show additional details](#)

16

Enter the **Need by Date**.

Manage locations

The changes that you make here apply to every item in the shopping cart. Please save.

Shipping


ShipTo(Plant) *
10008536 (BELL SH) [v](#)
4328 BELL AVE BELL, CA 90201 United States



Need-by Date [i](#)
September 5, 2024 [📅](#)

17

You will receive a warning.

Items (2)


 This item contains missing or incorrect information.



		KY - Test Asset 1000026028 (Thrilling Pursuits)	Quantity - 1 +	Price 10,000 USD	Net Amount \$10,000.00 USD
			Unit of Measure each		Gross Amount ⓘ \$10,950.00 USD
Name KY - Test Asset			Vendor 1000026028 (Thrilling Pursuits)		

18

Click the right-faced arrow.

Items (2)


 This item contains missing or incorrect information.



		KY - Test Asset 1000026028 (Thrilling Pursuits)	Quantity - 1 +	Price 10,000 USD	Net Amount \$10,000.00 USD
			Unit of Measure each		Gross Amount ⓘ \$10,950.00 USD
Name KY - Test Asset			Vendor 1000026028 (Thrilling Pursuits)		

19


Select Vendor.

Items (2)

 This item contains missing or incorrect information.


		KY - Test Asset 1000026028 (Thrilling Pursuits)	Quantity - 1 +	Price 10,000 USD	Net Amount \$10,000.00 USD
			Unit of Measure each		Gross Amount ⓘ \$10,950.00 USD



Name: KY - Test Asset

Vendor: 1000026028 (Thrilling Pursuits) 

20

Click on the right-arrow to expand the second line (if applicable).


 This item contains missing or incorrect information.


		Shipping 1000026028 (Thrilling Pursuits)	Quantity - 1 +	Price 750 USD	Net Amount \$750.00 USD
			Unit of Measure each		Gross Amount ⓘ \$750.00 USD

Name: Vendor:

21

Select the vendor.

 This item contains missing or incorrect information.

	Shipping 1000026028 (Thrilling Pursuits)	Quantity - 1 +	Price 750 USD	Net Amount \$750.00 USD
		Unit of Measure each		Gross Amount ⓘ \$750.00 USD

Name Shipping	Vendor 1000026028 (Thrilling Pursuits)
Description Shipping	Contact Margaret Anderson 2468 Ariba Boulevard Unit QR2-ITC2 Cambridge, MA 02138 United States

22

Scroll to the top. The Ship to location defaults to your school/work location. To update the address, click **“Manage locations”**.

Ship to	Manage locations	Charge to	Manage details
4328 BELL AVE BELL, CA 90201 United States		GL Account (0000944021 (Fixed Assets Recon... - 1 Item GL Account (0000430001 (General Supplies))- 1 Item	

Need by Date ⓘ Deliver To

23

Click on the down arrow → **Browse all** to change the ShipToPlant address.

Manage locations

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

Shipping

ShipTo(Plant) *

10008536 (BELL SH) ^

[Clear selection](#)

10008536 (BELL SH)

10000025 (SUPERINTENDENT'S OFFI...)

10008928 (WASHINGTON PREP SH)

[Browse all](#)

Deliver To *
SUPPCTRREQ04

Purchase Group
198 (Central Office)

24

Click **Done** when completed.

Manage locations

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

Shipping

ShipTo(Plant) *

10008536 (BELL SH) v

4328 BELL AVE BELL, CA 90201 United States

Deliver To *

SUPPCTRREQ04

Need-by Date ⓘ

September 5, 2024

Purchase Group

198 (Central Office) v

[Shipping items to different locations?](#)

Done

25

Click on “**Manage Details**” to enter the GL Account and Funding Information. This will change all the GL Account and Funding information for all line items.

Ship to	Manage locations	Charge to	Manage details
4328 BELL AVE BELL, CA 90201 United States		GL Account (0000944021 (Fixed Assets Recon-... - 1 Item GL Account (0000430001 (General Supplies))- 1 Item	
Show additional details			

26

Choose **A(Asset)** under Account Assignment.

Accounting	
Account Type Expense	Bill To 1001 (LAUSD Accounts Payable) PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment * A (Asset)	GL Account 0000944021 (Fixed Assets Recon-Vehicl...)
Asset Number 420000010018 (0000)	AssetClass 00944021

27

Choose a desired Asset Number. The Asset Number should say temp under description.

Manage details

Account Assignment *	GL Account
A (Asset) ▼	0000944021 (Fixed Assets Recon-Vehicl... ▼)
Asset Number	AssetClass
420000010018 (0000) ^	00944021
Clear selection	Funds Center
400000011997 (0000)	0001853601 BELL SH ▼
350000009959 (0000)	Functional Area
420000009969 (0000)	0000-2100-13027 General Fund Sch Pro... ▼
460000028109 (0000)	Grant
Browse all	(no value) ▼
(no value) ▼	

28

Copy the Asset Class and enter it under GL Account. Click the down arrow and click "**Browse all**".

Manage details

Account type	1001 (LAUSD Accounts Payable)
Expense ▼	PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment *	GL Account
A (Asset) ▼	0000944021 (Fixed Assets Recon-Vehicl... ▼)
Asset Number	AssetClass
420000010018 (0000) ▼	00944021

29

Choose the **Funds Center** and **Functional Area**. Select the Funds Center with the leading zeros.

Asset Number	AssetClass
420000010018 (0000) ▼	00944021
Fund	Funds Center
(no value) ▼	0001853601 BELL SH ▼
Commitment Item	Functional Area
(no value) ▼	0000-2100-13027 General Fund Sch Pro... ▼
Funded Program	Grant
(no value) ▼	(no value) ▼

30

Click **“Done”**.

Commitment Item	Functional Area
(no value) ▼	1110-1000-13027 General Fund Sch Progr... ▼
Funded Program	Grant
(no value) ▼	(no value) ▼
FM Area	Division
(no value) ▼	RW
Program Code	
13027	

Changing accounting details for specific item(s)?

Done

31

The warning sign should disappear.

LAUSD Ariba Buying

Requisition title: * Asset Testing Total Cost \$11,700.00 USD Submit Save and exit

Checkout / PR7479

Items (2)

Quantity	Price	Net Amount
- 1 +	10,000 USD	\$10,000.00 USD

Unit of Measure: each

Gross Amount: \$10,950.00 USD

Name: KY - Test Asset Vendor: 1000026028 (Thrilling Pursuits)

Description: KY - Test Asset Contact: Margaret Anderson
2468 Ariba Boulevard Unit QR2-ITC2 Cambridge, MA 02138 United States

Supplier Part Number: Prius Prime Supplier Part Auxiliary ID:

> Line Item Form Details

32

Click **Submit**.

LAUSD Ariba Buying

Requisition title: * Asset Testing Total Cost \$11,700.00 USD **Submit** Save and exit

Checkout / PR7479

Items (2)

Quantity	Price	Net Amount
- 1 +	10,000 USD	\$10,000.00 USD

KY - Test Asset