

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Create a Good Receipt
Using All Receive Functionality

The purpose of this job aid is to show how to create a good receipt in Ariba Guided Buying when all items are received.

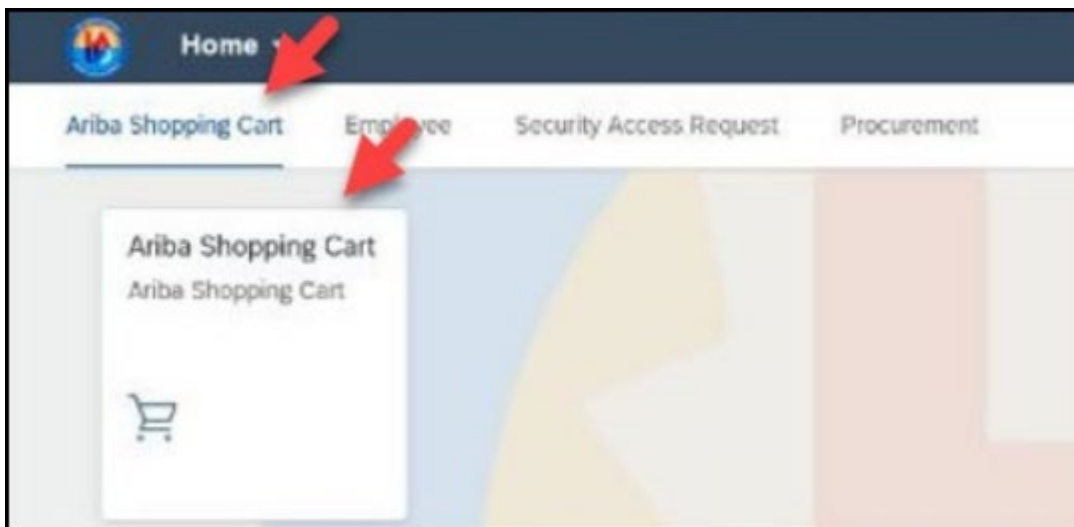
1

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



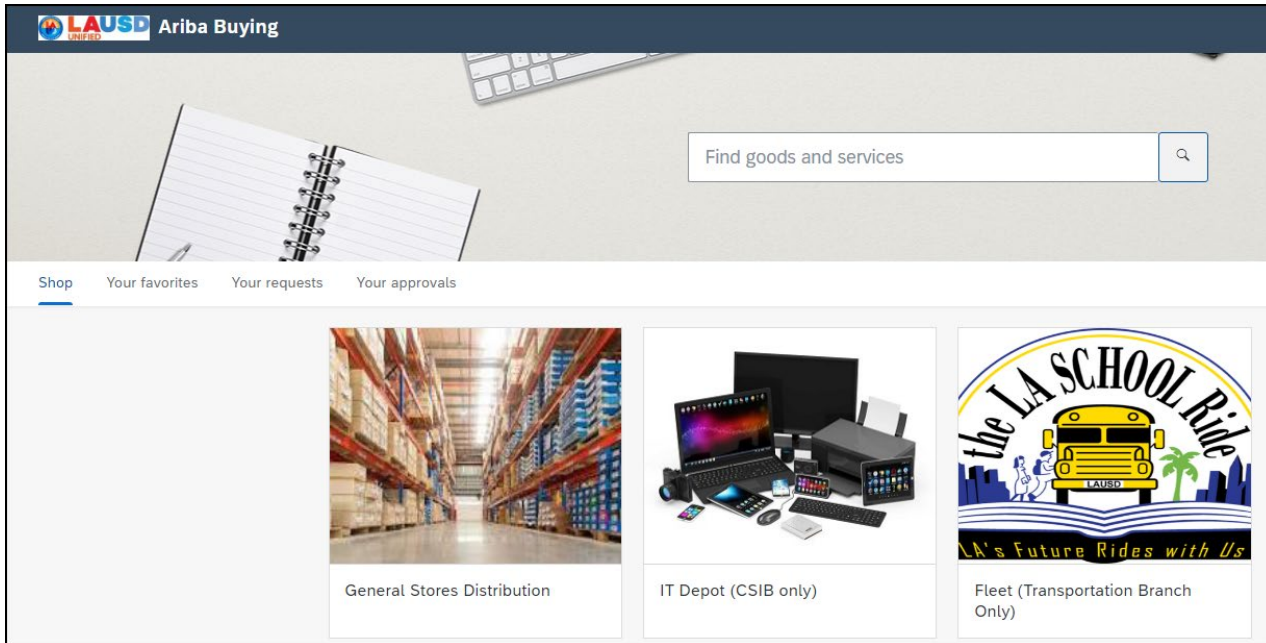
2

1. Click on the "Ariba Shopping Cart" tile.



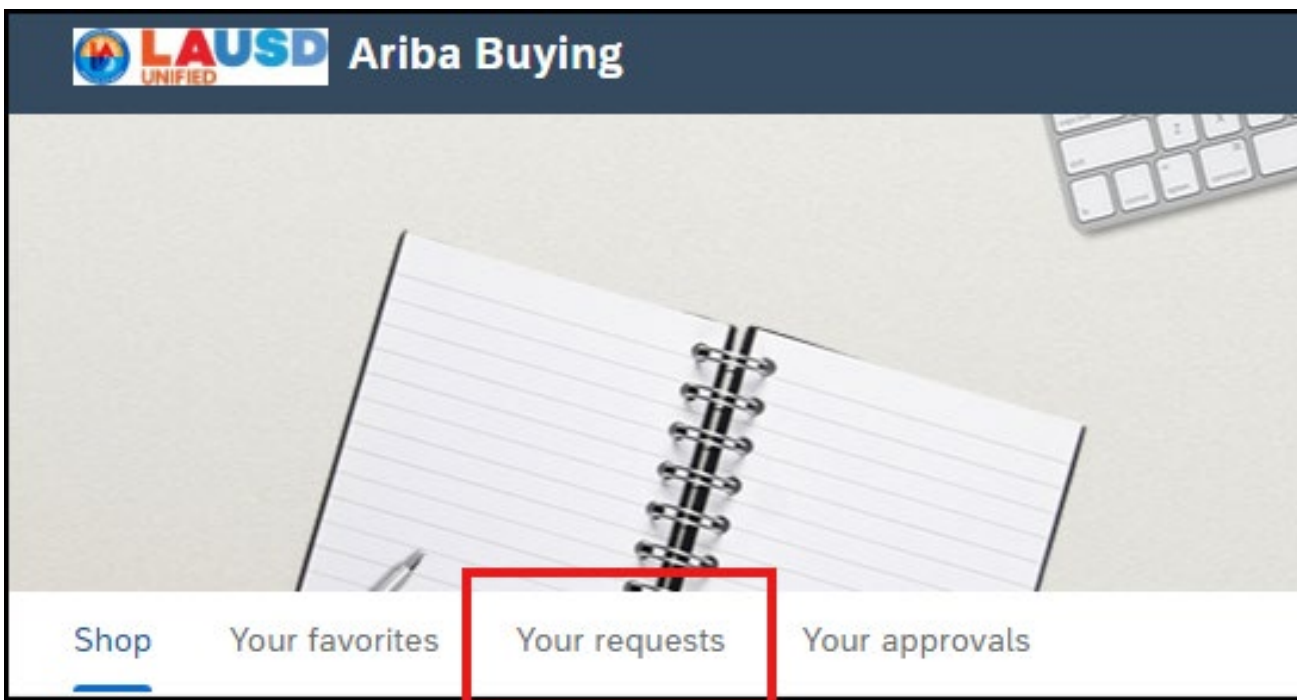
3

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



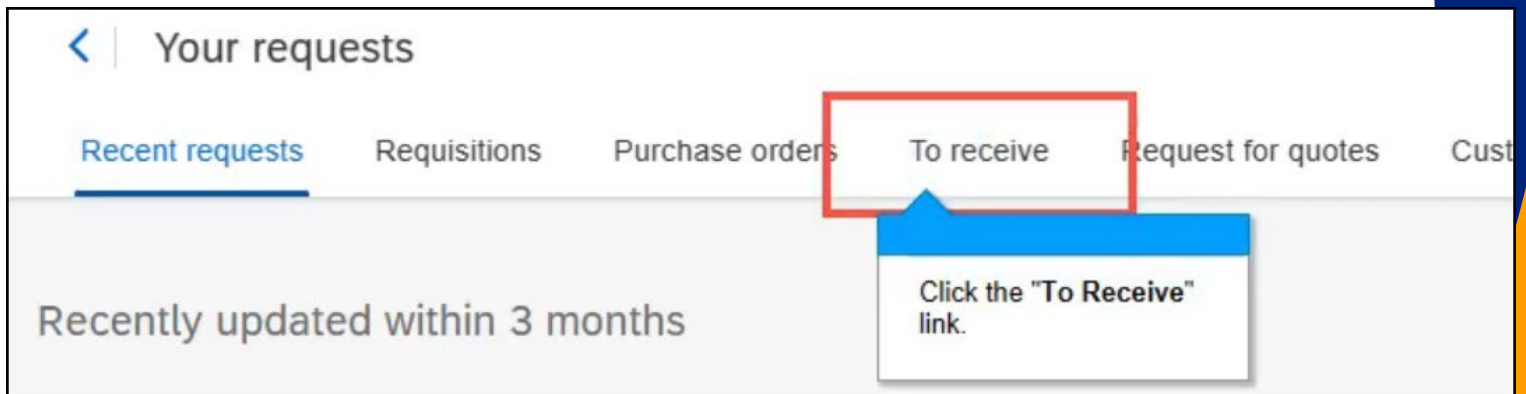
4

Click "Your requests" to view all requisitions.



5

Click "To receive". This will show all orders ready for receiving. The requisition must be in "Ordered" or "Receiving" status.



6

Look for the Purchase Order that is ready to receive. Before creating the Good Receipts, verify the order's quantity and condition.

Click "Receive All" if all items are received in good condition. The quantity field will auto-populate.

Items you've fully received, by entering the order number in the Find an order search field.

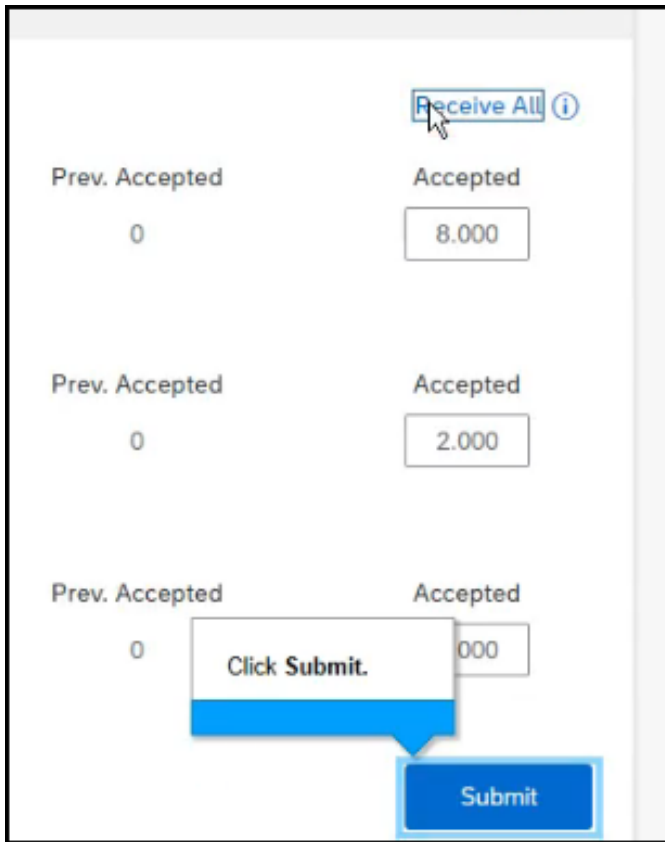
Supplier: Cosmic Manifestation Material

	No.	Quantity	Prev. Accepted	Accepted
8 Chairs Part number 12345 for teacher's lounge area	1	8	0	<input type="text" value="8.000"/>
8 Chairs Part number 12345 for teacher's lounge area				
2 tables Part number 2345 for teacher's lounge	2	2	0	<input type="text" value="2.000"/>
2 tables Part number 2345 for teacher's lounge				
Coffee machine Part number 34567 for teacher's lounge	3	1	0	<input type="text" value="1.000"/>
Coffee machine Part number 34567 for teacher's lounge				

[Receive All](#) ⓘ

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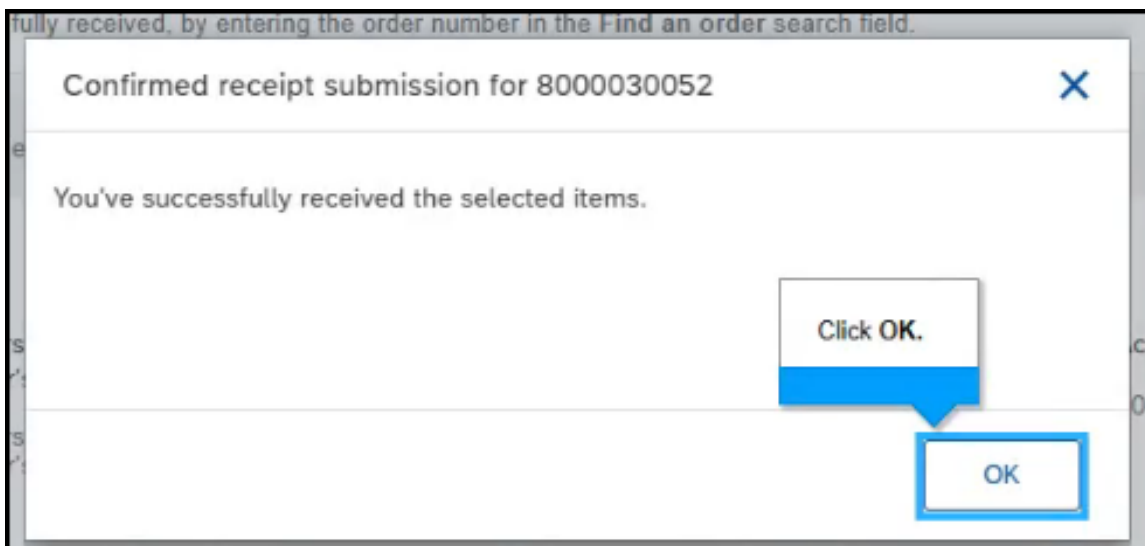
Click "Submit".



The screenshot shows a receipt submission interface. At the top right, there is a "Receive All" button with an information icon. Below this, there are three rows of receipt data. Each row has a "Prev. Accepted" field with the value "0" and an "Accepted" field with a value (8.000, 2.000, and 000 respectively). A blue callout box with the text "Click Submit." points to a blue "Submit" button at the bottom right of the interface.

8

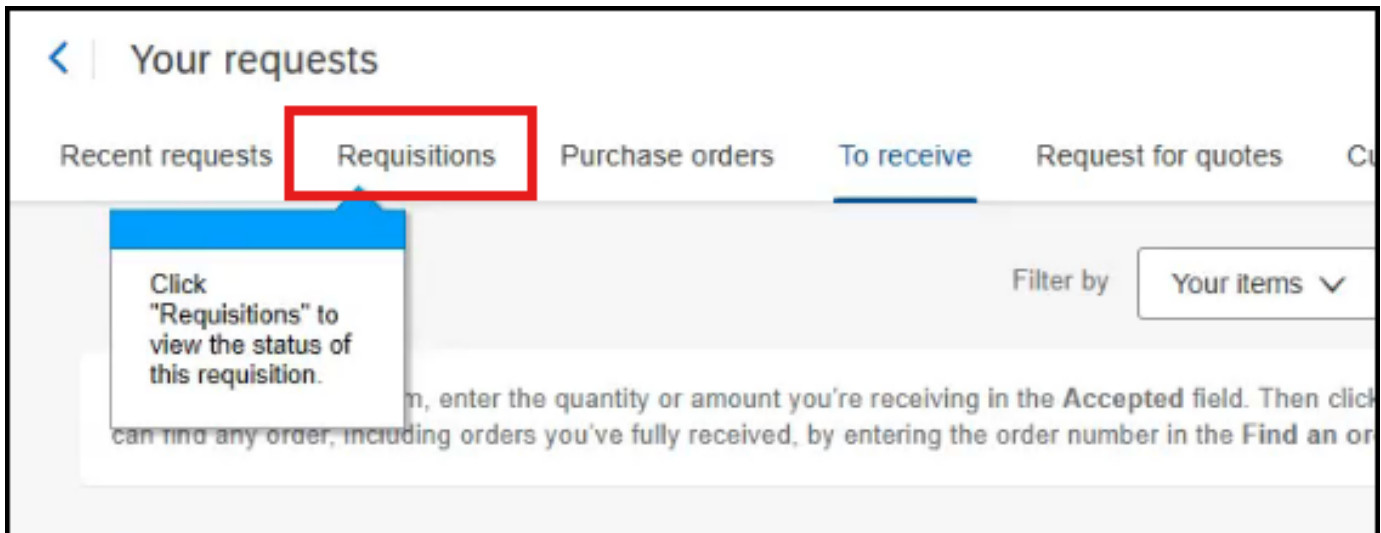
You will receive a notification that the receipt is confirmed. Click "OK".



The screenshot shows a confirmation notification dialog box. The title bar reads "Confirmed receipt submission for 8000030052". The main text says "You've successfully received the selected items." At the bottom right, there is a blue callout box with the text "Click OK." pointing to a blue "OK" button.

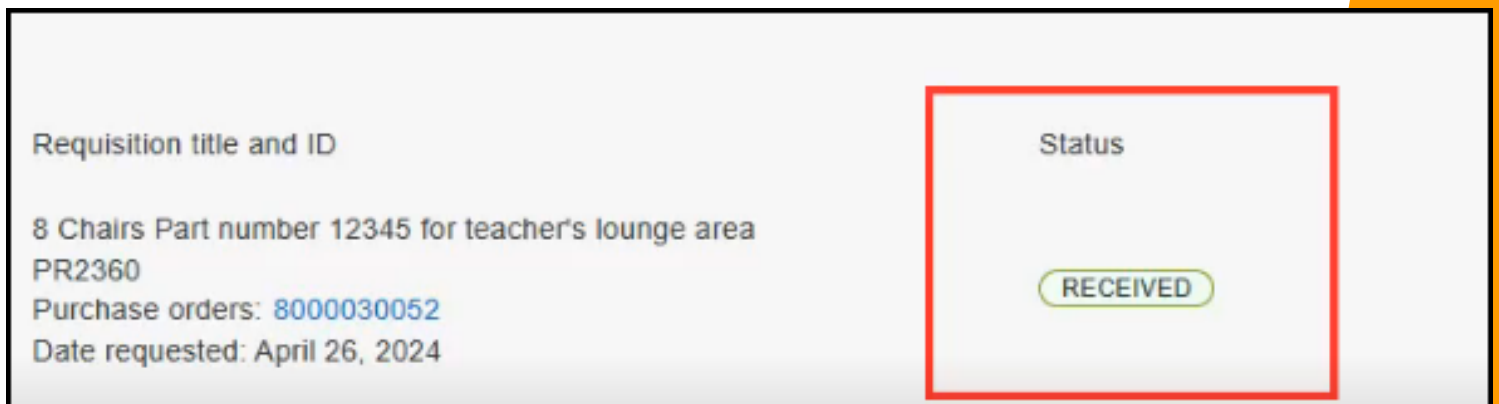
9

To view the status, click "Requisitions".



10

Notice that the status now shows "Received".



Explanation of Each Status

