LAUSD UNIFIED

SAP Ariba

PROCUREMENT SERVICES DIVISION

End-USER Training

Guided Buying
How to Create a Good Receipt
Using All Receive Functionality

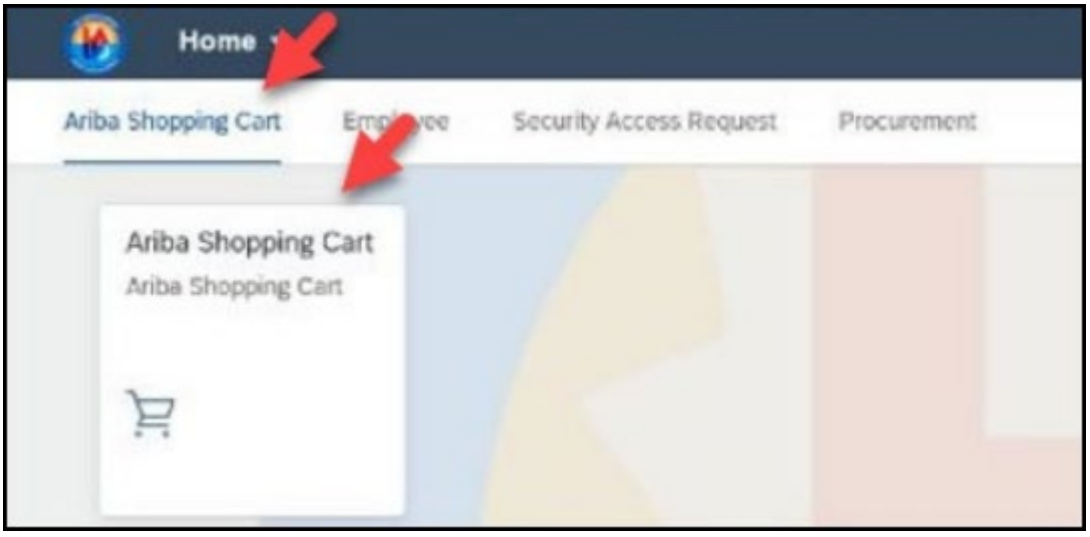
The purpose of this job aid is to show how to create a good receipt in Ariba Guided Buying when all items are received.

1

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

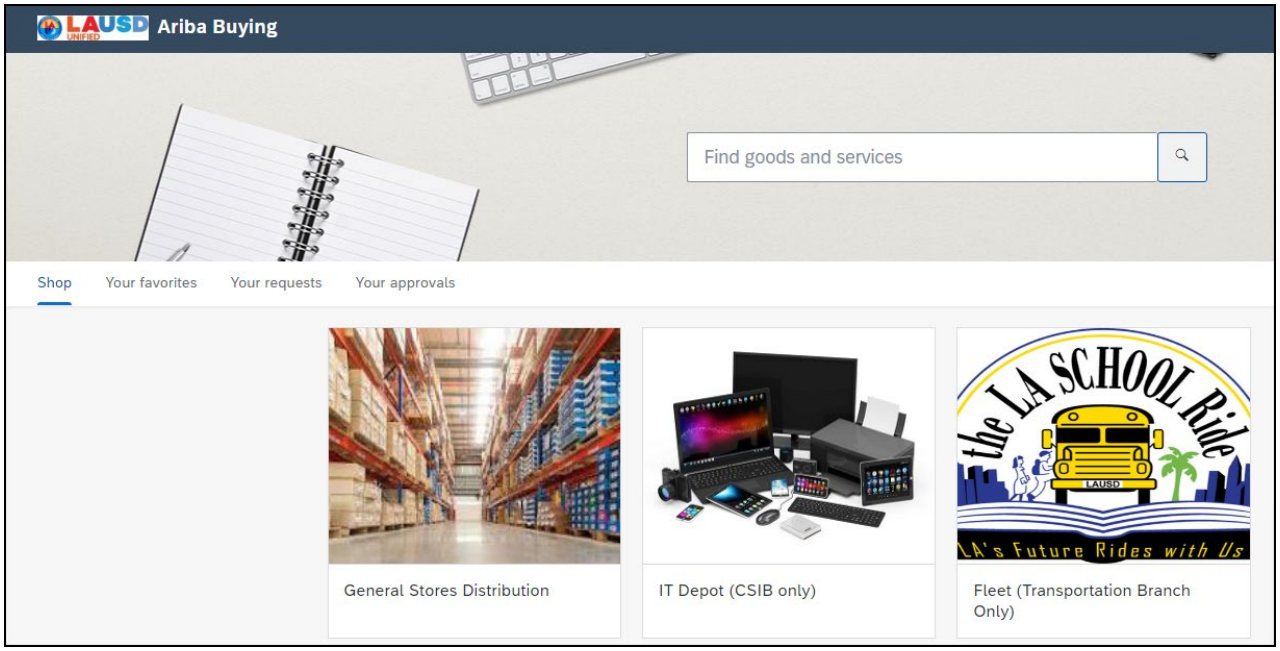
2

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



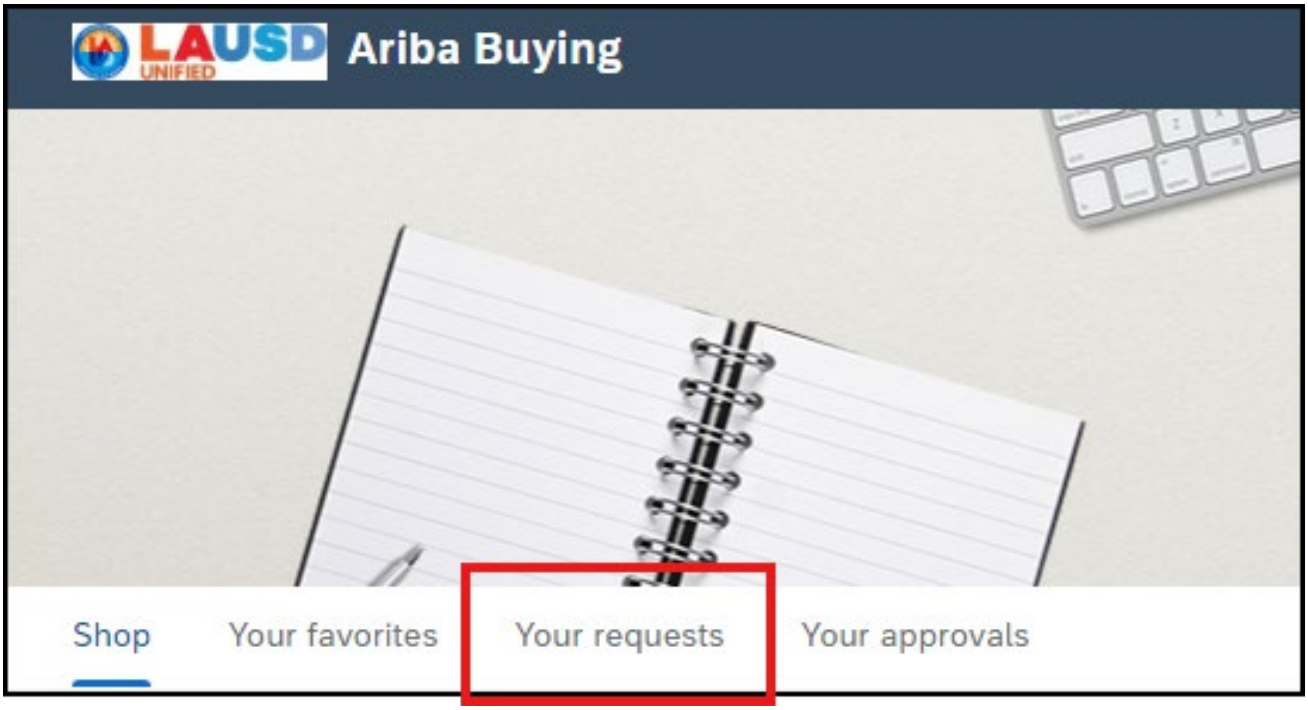
3

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



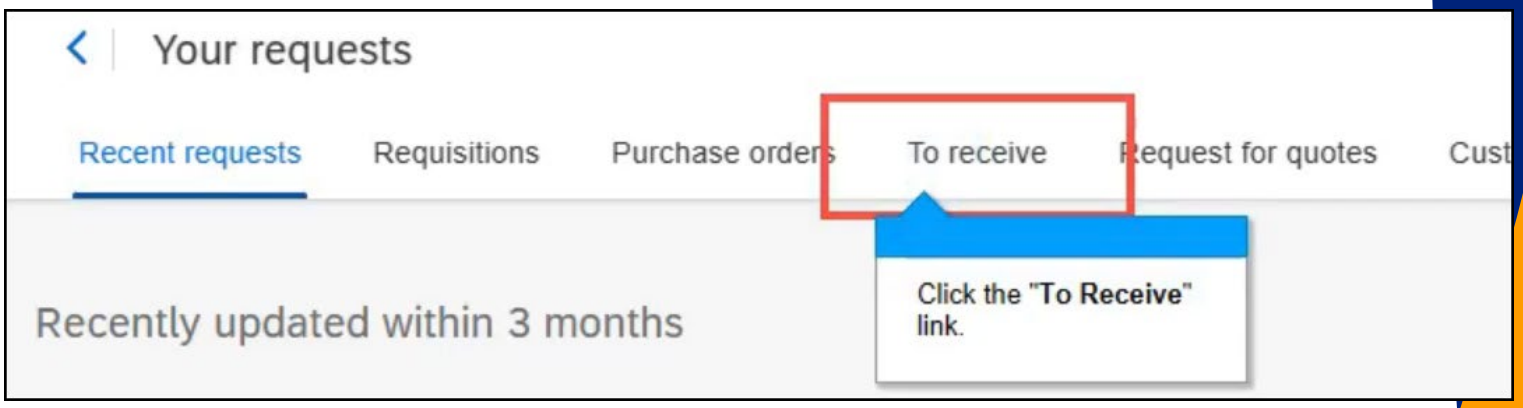
4

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.



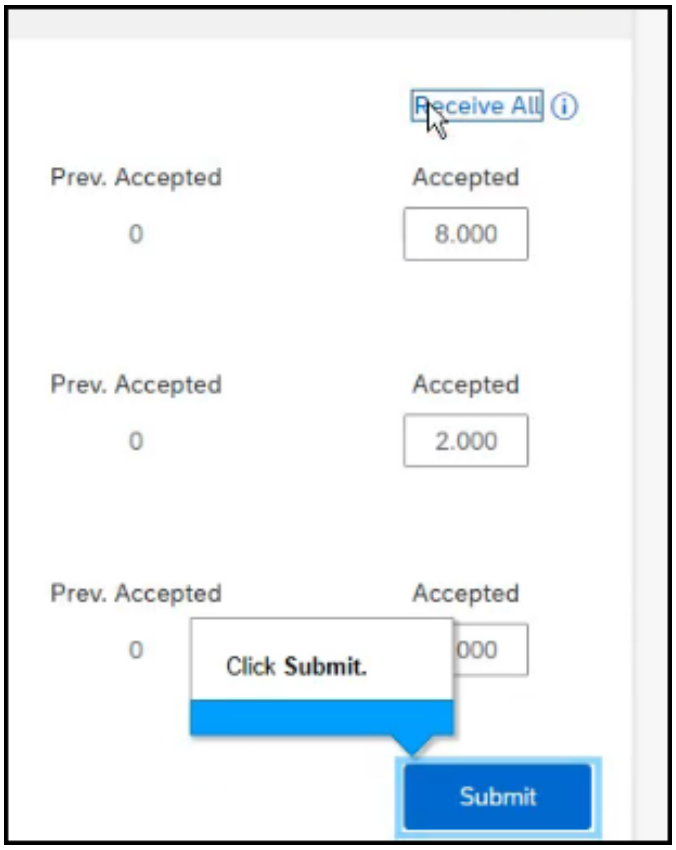
6

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.

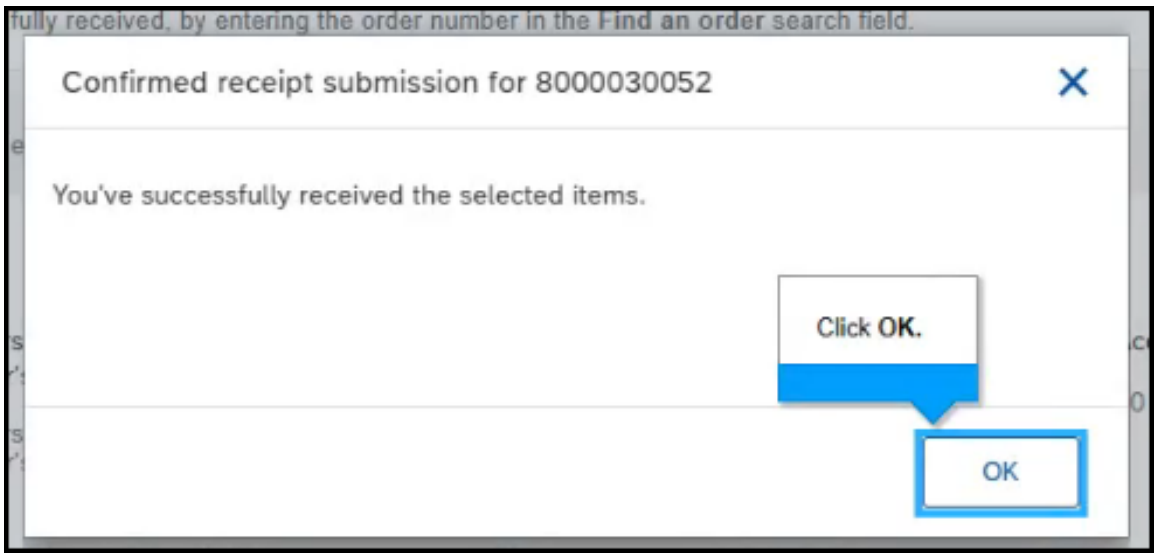
7

Click “Submit”.



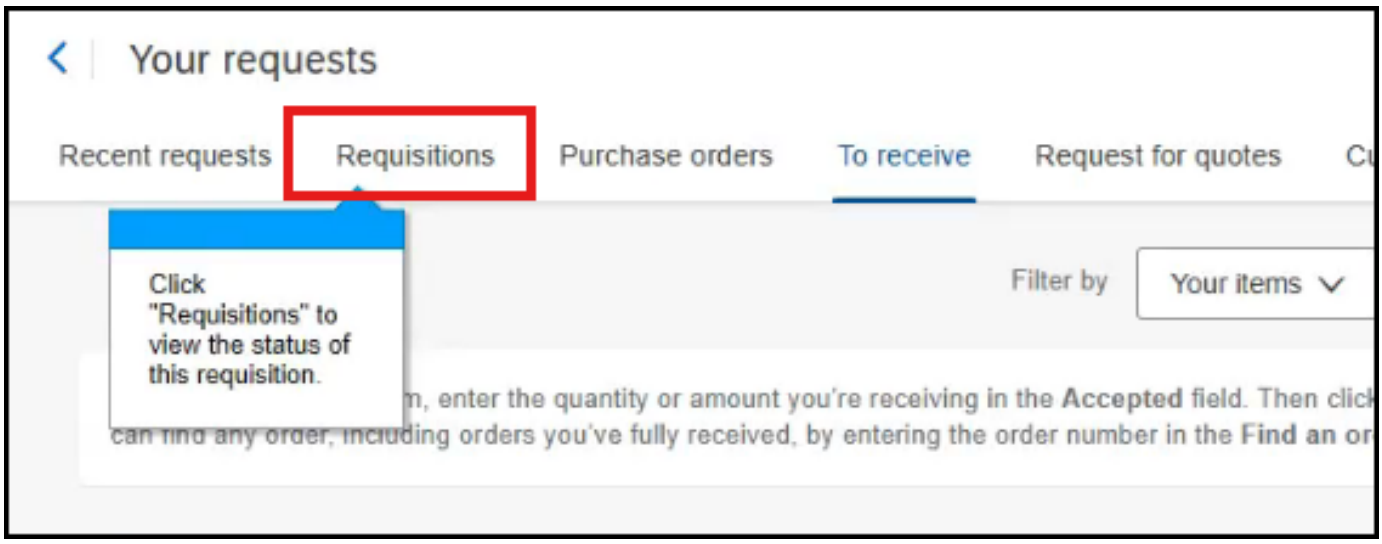
8

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



9

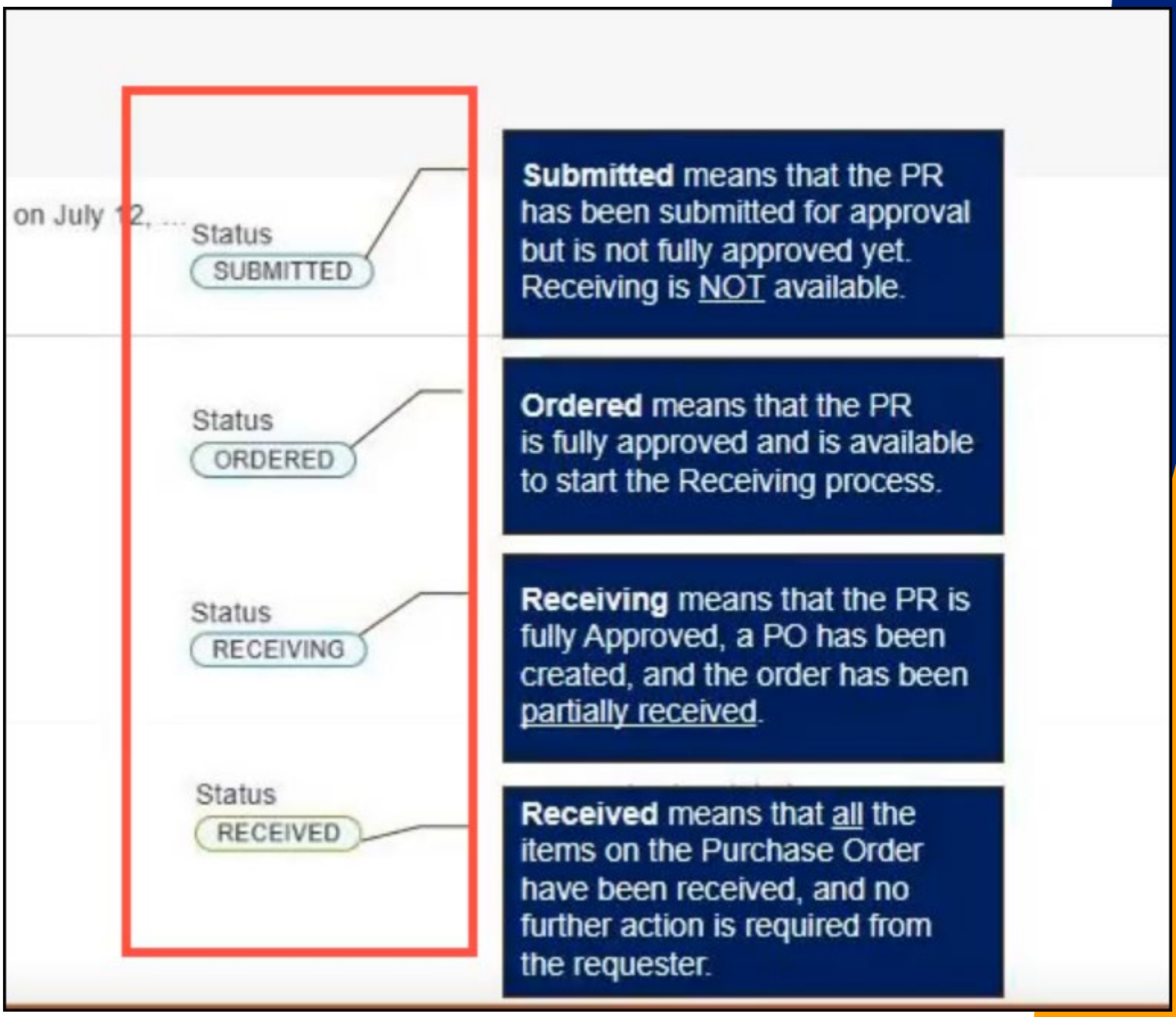
To view the status, click “Requisitions”.



10

Notice that the status now shows “Received”.

Explanation of Each Status



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