

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Create a Non-Catalog
Request using Guided Buying

The purpose of this job aid is to show how to create a Non-Catalog Requisition in Guided Buying. Non-Catalog Requisitions are vendors without a catalog and non-warehouse purchases.

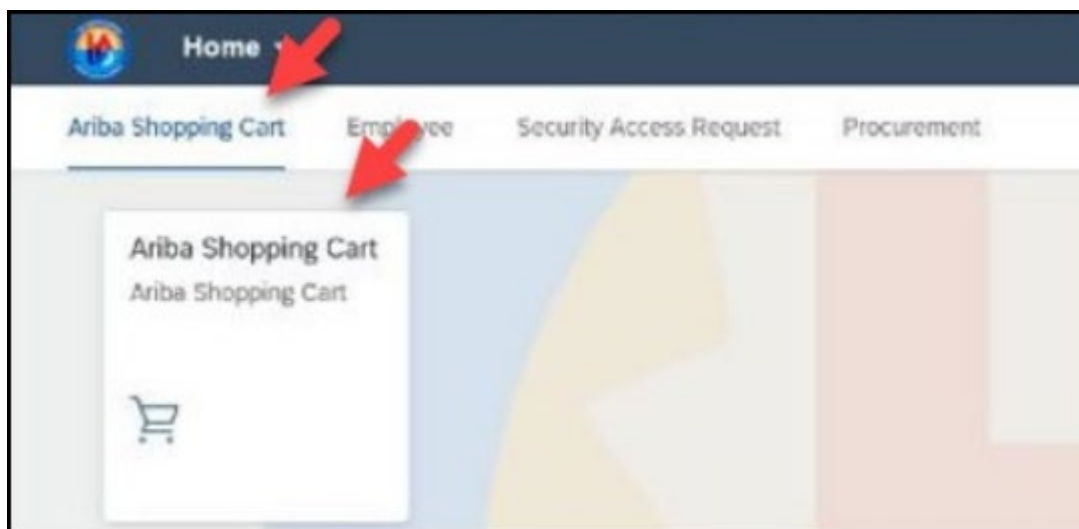
1

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



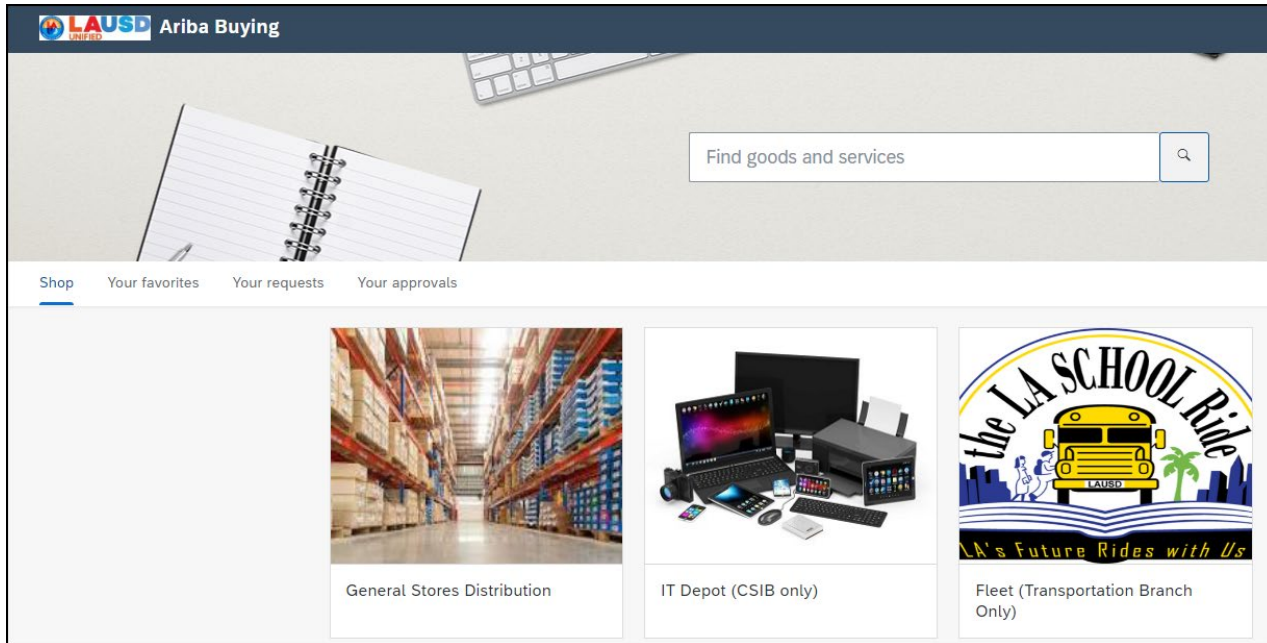
2

Click on the "Ariba Shopping Cart" tile.



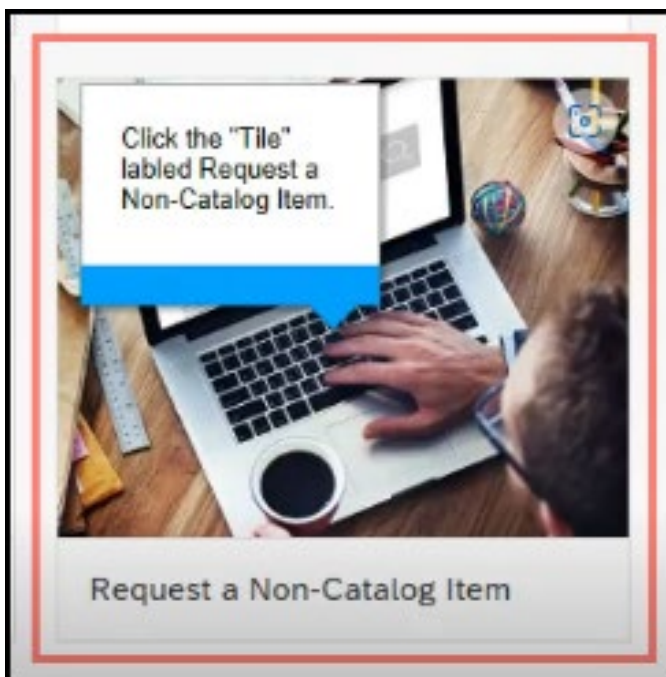
3

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



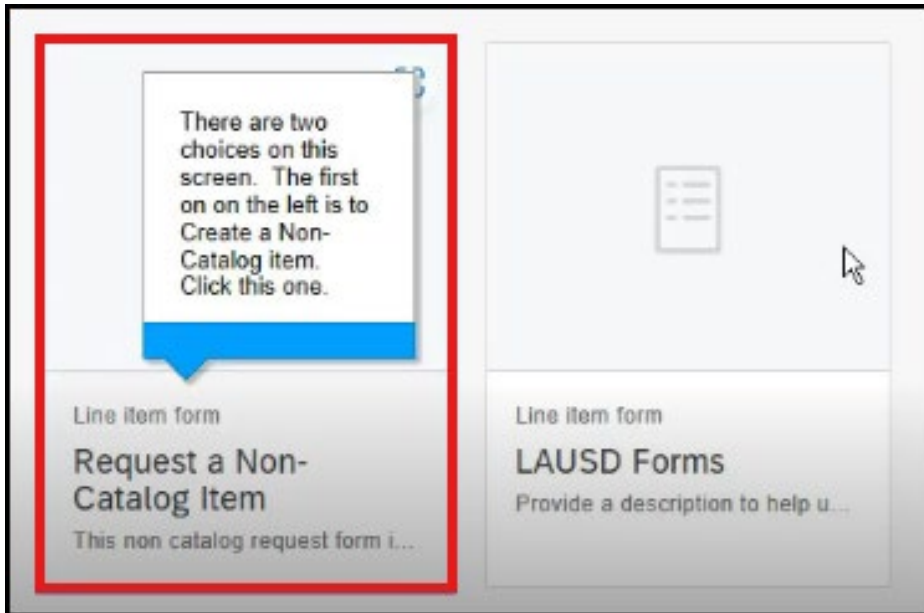
4

Click "Request a Non-Catalog Item".



5

Click “Request a Non-Catalog Item”.



6

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

This non catalog request form includes LAUSD specific forms.

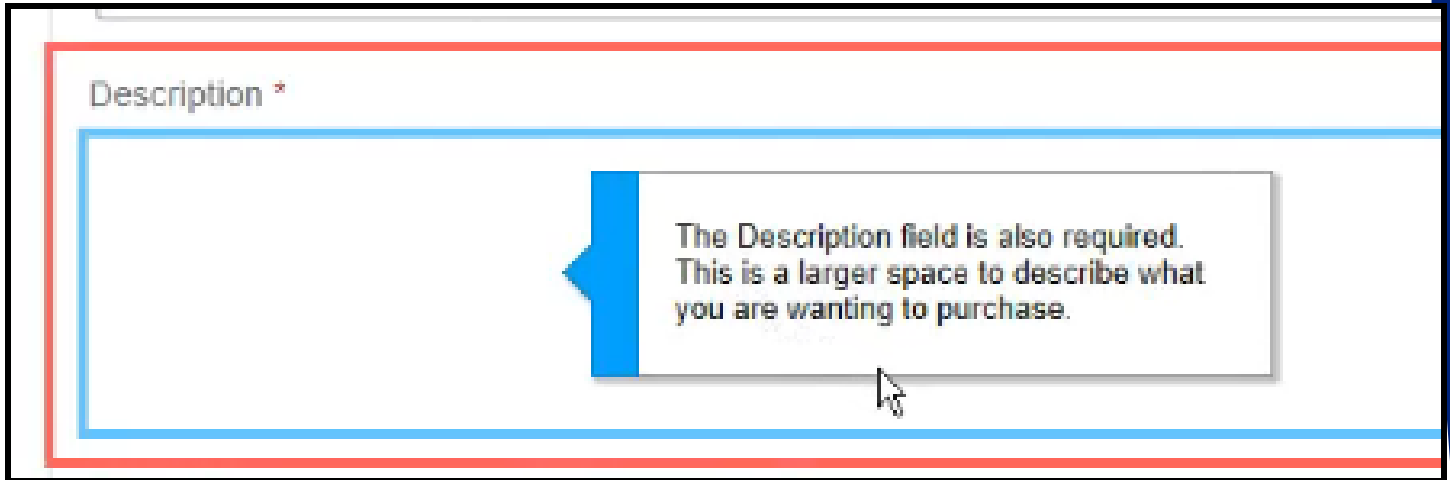
The "Product name" is required. Be as descriptive as possible.

Product name *

Catering for Volunteer appreciation meeting

7

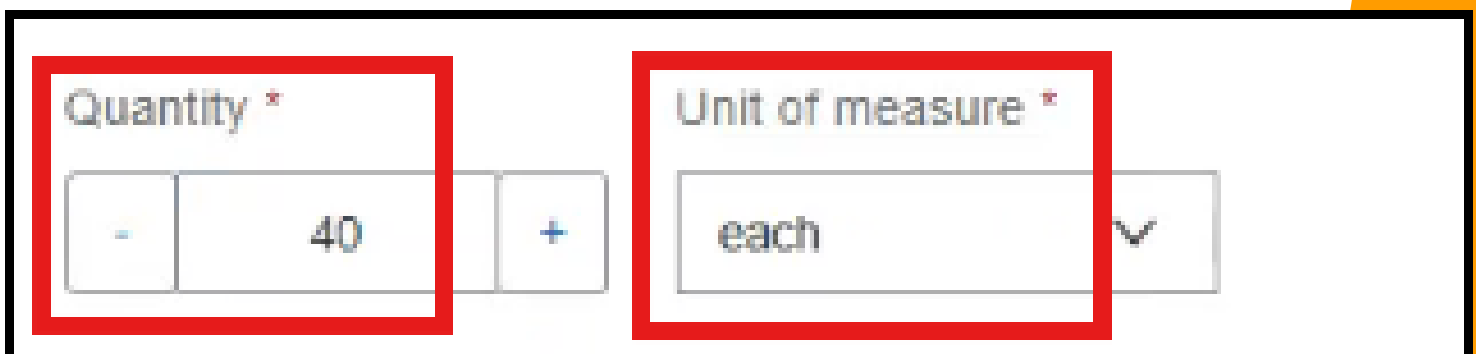
Copy and paste the Product name into the Description.



The screenshot shows a form with a 'Description' field, which is a large text area. The field is outlined with a red border. A blue arrow points to the field, and a message box contains the text: 'The Description field is also required. This is a larger space to describe what you are wanting to purchase.'

8

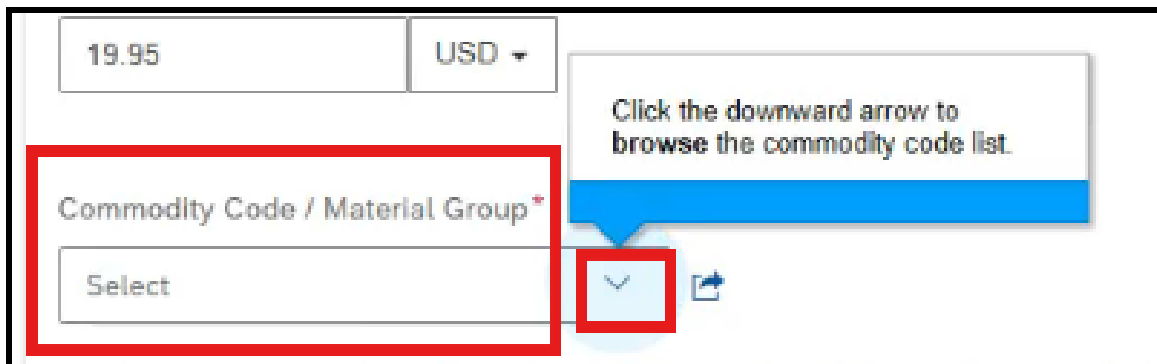
Enter the quantity and unit of measure. The unit price will auto-populate.



The screenshot shows two input fields side-by-side. The first field is labeled 'Quantity' and contains the value '40'. The second field is labeled 'Unit of measure' and contains the value 'each'. Both fields are outlined with a red border.

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.



19.95 USD ▾

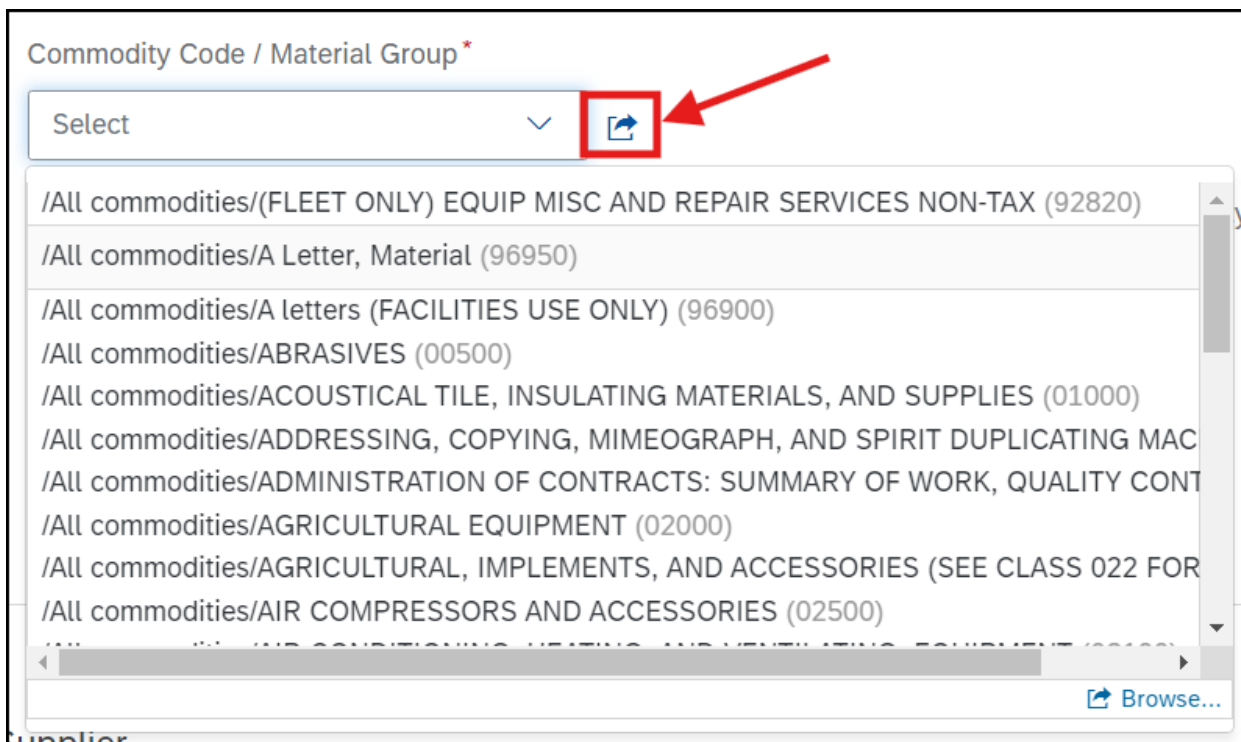
Commodity Code / Material Group*

Select ▾

Click the downward arrow to browse the commodity code list.

10

Click on the search icon to expand the search.



Commodity Code / Material Group*

Select ▾

Search

- /All commodities/(FLEET ONLY) EQUIP MISC AND REPAIR SERVICES NON-TAX (92820)
- /All commodities/A Letter, Material (96950)
- /All commodities/A letters (FACILITIES USE ONLY) (96900)
- /All commodities/ABRASIVES (00500)
- /All commodities/ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES (01000)
- /All commodities/ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MAC
- /All commodities/ADMINISTRATION OF CONTRACTS: SUMMARY OF WORK, QUALITY CONT
- /All commodities/AGRICULTURAL EQUIPMENT (02000)
- /All commodities/AGRICULTURAL, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR
- /All commodities/AIR COMPRESSORS AND ACCESSORIES (02500)
- /All commodities/AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT (02600)

Supplier

Browse...

11

Choose yes if the item is for technology, textbooks, catering, or software.

Commodity Code / Material Group *

CATERING SERVICES - FOR ADVISORY COMMITTEES/SCHOOL SITE COUN ✕

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

No

(None)

Yes

No

12

Choose the appropriate category.

Yes

Please check all applicable forms

☐ Purchase of Technology Solution

☐ TextBooks

☐ Request for Use of Non-District Facility/Catering

GASB 87 ⓘ

☐ Rental/Lease

GASB 96 ⓘ

☐ Software Subscription

13

Read the answer carefully and answer the questions.

Rationale for Use of Non-District Facility: (Please explain reason for event and specify type of training.) *

Please explain what attempts have been made to hold event at a District Facility: (What type of negotiations.) *

List of Required Equipment (e.g. microphone, podium) *

EVENT OR CONFERENCE INFORMATION *

☐ Rental Facility

☐ Catering

☐ Vendor/Hotel Agreement

14

To select your vendor, click “View all suppliers”.

Supplier

Recommended supplier



[View all suppliers](#)

No recommended suppliers

15

Search for the supplier/vendor by the name, city, street, state, etc.



Select a supplier

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State
1000000550	Warehouse			14130 L ALONDRA BLVD	SANTA FE SPRINGS	CA
1000000558	IT Depot Internal			PO Box 80204	Los Angeles	CA
1000002409	APPLE INC.			12545 RIATA VISTA CIRCLE MS 578-RO	AUSTIN	
1000003807	MAINLINE INFORMATION SYSTEMS			1700 SUMMIT LAKE DRIVE	TALLAHASSEE	
1000004373	AREY-JONES EDUCATIONAL SOLUTIONS			1055 6TH AVENUE #101	SAN DIEGO	
1000004441	CDW Government, Inc.			230 N Milwaukee Avenue	Vernon Hills	

16

Click the name of the supplier.





Supplier ID	Supplier name	Preferred	Diversity	Street	City	State
1000000550	Warehouse			14130 L ALONDRA BLVD	SANTA FE SPRINGS	CA
1000000558	IT Depot Internal			PO Box 80204	Los Angeles	CA
1000002409	APPLE INC.			12545 RIATA VISTA CIRCLE MS 578-RO	AUSTIN	
1000003807	MAINLINE INFORMATION SYSTEMS			1700 SUMMIT LAKE DRIVE	TALLAHASSEE	
1000004373	AREY-JONES EDUCATIONAL SOLUTIONS			1055 6TH AVENUE #101	SAN DIEGO	

17

Click "Select".

1000002409	APPLE INC.	12545 RIATA VISTA CIRCLE MS 578-RO	AUSTIN
1000003807	MAINLINE INFORMATION SYSTEMS	1700 SUMMIT LAKE DRIVE	TALLAHASSEE
1000004373	AREY-JONES EDUCATIONAL SOLUTIONS	1055 6TH AVENUE #101	SAN DIEGO
1000004441	CDW Government, Inc.	230 N Milwaukee Avenue	Vernon Hills
1000005407	AMAZON CAPITAL SERVICES INC.	PO BOX 81207	SEATTLE WA

 Your search results exceed the limit. Change the search criteria to narrow your results.

[Select](#) [Cancel](#)

18


Click "Add to Cart".

Request a Non-Catalog Item

[Add to cart](#)

Supplier

Chosen supplier [View all suppliers](#)

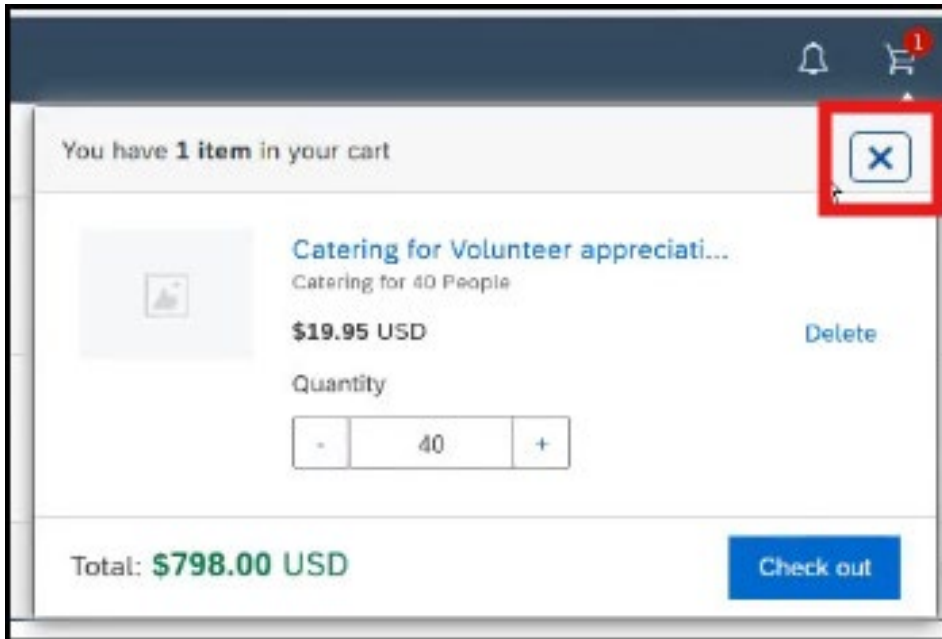


1000003807
MAINLINE INFORMATION
SYSTEMS
TALLAHASSEE,

✓ Selected

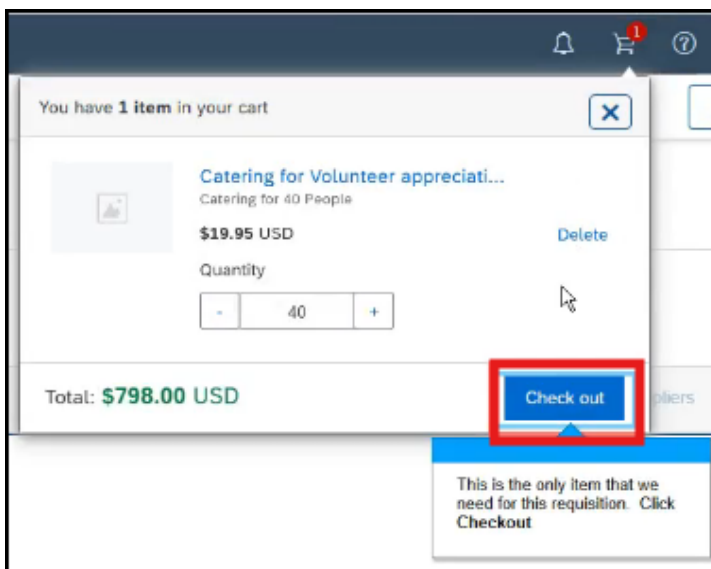
19

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



20

When completed, click “Checkout”.



21

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
333 S. Beaudry Ave. Los Angeles, CA 90017 United States		GL Account (0000430001 (General Supplies))	

22

Click on “Manage Details” to enter the GL Account and Funding Information.

Ship to	Manage locations	Charge to	Manage details
333 S. Beaudry Ave. Los Angeles, CA 90017 United States		GL Account (0000430001 (General Supplies))	

23

Choose the correct "Account Assignment".

Manage details

Account Assignment *	GL Account
K (Cost center) ^	0000430001 (General Supplies) v
A (Asset)	AssetClass
K (Cost center)	
P (Project)	Funds Center
Browse all	(no value) v
(no value) v	⚠ Please select Funds Center
Commitment Item	Functional Area
(no value) v	(no value) v
	⚠ Please select Functional Area

24

Enter the correct FUNDING Cost Center.

Account Assignment *	GL Account
K (Cost center) v	0000430001 (General Supplies) ^
Cost Center	Clear selection
0001505501 (MAGNOLIA EL) v	0000430010 (Instr Material-General Pur...
Fund	0000430001 (General Supplies)
(no value) v	0000430003 (Maintenance/Operations-S...
	Browse all

25

Enter the GL Account. Click the down arrow and click “Browse all”.

Account Type Expense	Bill To 1001 (LAUSD Accounts Payable) PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment * K (Cost center)	GL Account 0000430010 (Instr Material-General Purp... Clear selection 0000430010 (Instr Material-General Pur... 0000430001 (General Supplies) 0000430003 (Maintenance/Operations-S... Browse all
Cost Center 0001505501 (MAGNOLIA EL)	
Fund (no value)	

26

You have the option to search by Description or GL number. Click “Choose”.

GL Account		
General Ledger	Search for GL Account	
General Ledger		
Description	Description	
0000410001	Textbooks	Choose
0000410010	Textbooks - General Purpose	Choose

27

Enter the Funds Center. Choose the arrow symbol and click “Browse all”.

Cost Center	AssetClass
0001505501 (MAGNOLIA EL) ▼	
Fund	Funds Center
(no value) ▼	1505501 MAGNOLIA EL ▲
Commitment Item	Clear selection
(no value) ▼	1505501 MAGNOLIA EL
Funded Program	1000006 TEST1
(no value) ▼	1052501 BSD-Gen Stores Whse
	Browse all

28

Search the Funds center by code or name.

Funds Center		
ID ▼	Search for Funds Center	🔍
ID	Name	
Name		
09999993	09999993 ORAR PROG TEST1	Choose
1000001	1000001 TEST1	Choose

Find the correct Funds center. Click “Choose”. This should match the Cost Center.

Funds Center

ID ▾ Search for Funds Center 🔍

ID	Name	
09999993	09999993 ORAR PROG TEST1	Choose
1000001	1000001 TEST1	Choose

Account Assignment *
K (Cost center) ▾


GL Account
0000430010 (Instr Material-General Purpo... ▾

Cost Center
0001505501 (MAGNOLIA EL) ▾

AssetClass

Fund
(no value) ▾

Funds Center
1505501 MAGNOLIA EL ▾



30

Choose the correct Functional Area.

Fund (no value) ▼	Funds Center 1000006 TEST1 ▼
Commitment Item (no value) ▼	Functional Area (no value) ▼ ⚠ Please select Functional Area

31

Click "Done".

Commitment Item (no value) ▼	Functional Area 1110-1000-13027 General Fund Sch Progr... ▼
Funded Program (no value) ▼	Grant (no value) ▼
FM Area (no value) ▼	Division RW
Program Code 13027	
Changing accounting details for specific item(s)?	
Done	

32

Enter Need-by-Date. Click the calendar icon and choose a date 2 weeks from the order date.

Need-by Date ⓘ

Use the arrows to find the date.

April 2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	31	01	02	03	04	05	06
15	07	08	09	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30	01	02	03	04
19	05	06	07	08	09	10	11

(no value) ▼

33

Enter the GL Account. Click the down arrow and click "Browse all". You have the option to search by Description or GL number. Click "Choose".

GL Account

(no value) ▼

Clear selection

0000430001 (General Supplies)

0000761601 (General Fund To Cafeteri...)

0000110091 (test)

Browse all

To search for a GL, click Browse all

GL Account

Description ▼ food

Find the result that fits the best, and click Choose.

General Ledger	Description
0000470001	Food
0000470002	Food - Inventory Scrapping
0000470004	Food - Inventory Scrapping - Supplies

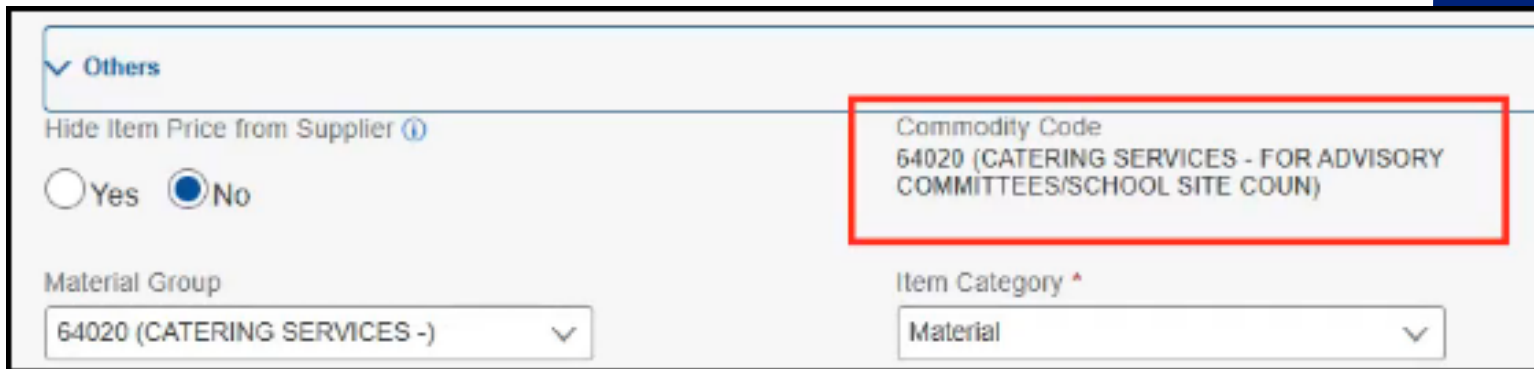
Choose

Choose

Choose

34

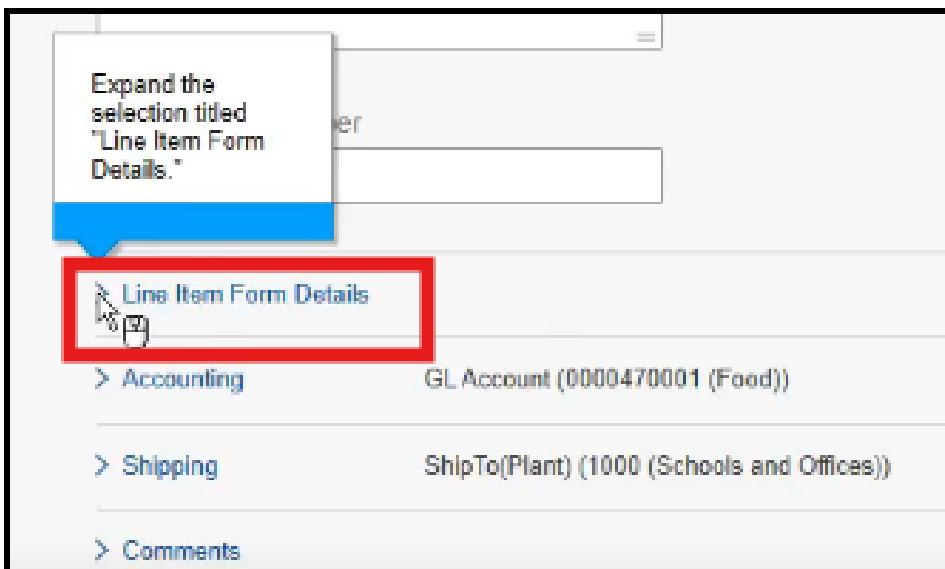
Commodity code will default from the line item commodity code selection.



A screenshot of a web form. At the top left, there is a dropdown menu with 'Others' selected. Below it is a section titled 'Hide Item Price from Supplier' with a help icon and two radio buttons: 'Yes' (unselected) and 'No' (selected). To the right of this section, a red rectangular box highlights the 'Commodity Code' field, which contains the text '64020 (CATERING SERVICES - FOR ADVISORY COMMITTEES/SCHOOL SITE COUN)'. Below the 'Hide Item Price' section is a 'Material Group' dropdown menu with '64020 (CATERING SERVICES -)' selected. To the right of this is an 'Item Category' dropdown menu with 'Material' selected.

35

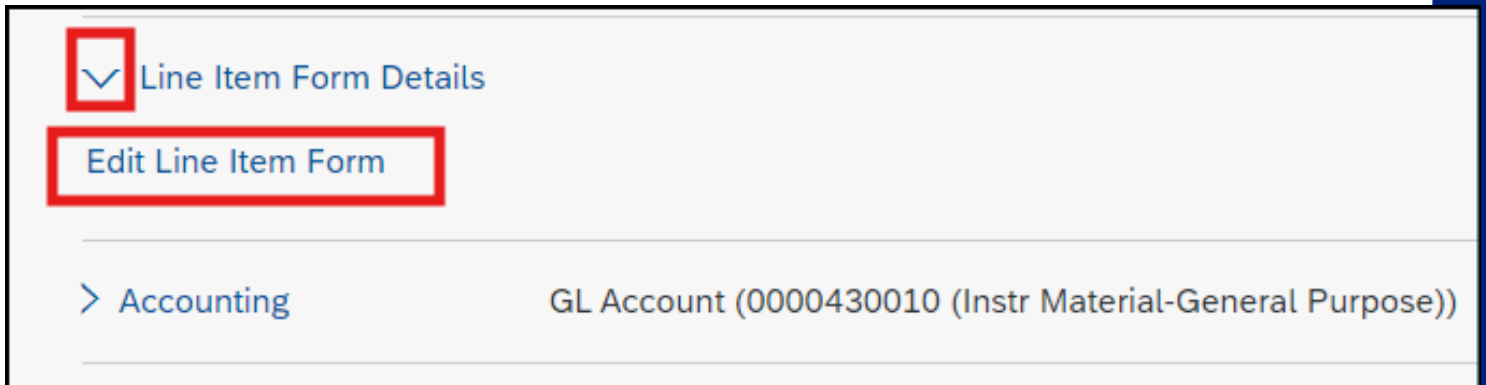
To edit the commodity code, scroll up. Expand “Line Item Form Details”.



A screenshot of a web form. A blue callout box with a pointer indicates to 'Expand the selection titled "Line Item Form Details."'. Below this, a red rectangular box highlights the 'Line Item Form Details' section, which is currently collapsed. Below this section, there are three expandable sections: 'Accounting' with the value 'GL Account (0000470001 (Food))', 'Shipping' with the value 'ShipTo(Plant) (1000 (Schools and Offices))', and 'Comments'.

36

Click “Edit Line Item Form”.



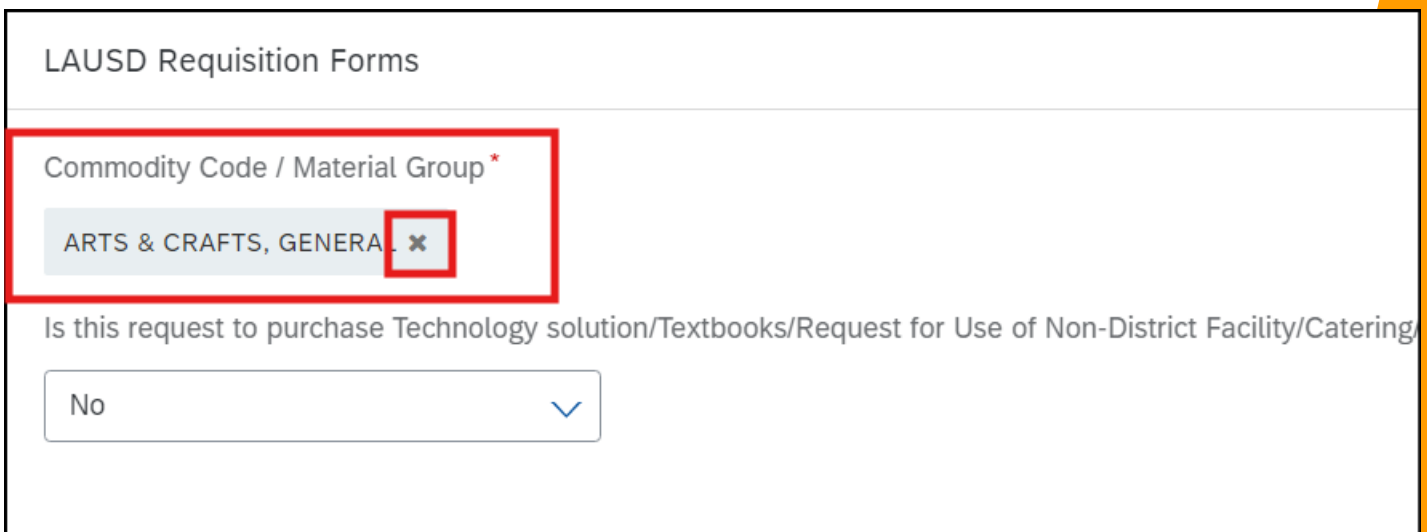
Line Item Form Details

Edit Line Item Form

> Accounting GL Account (0000430010 (Instr Material-General Purpose))

37

Click “X” to delete the existing commodity code.



LAUSD Requisition Forms

Commodity Code / Material Group *

ARTS & CRAFTS, GENERAL X

Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering

No

38

Search for the new commodity code you want to use.



Commodity Code / Material Group *

Select

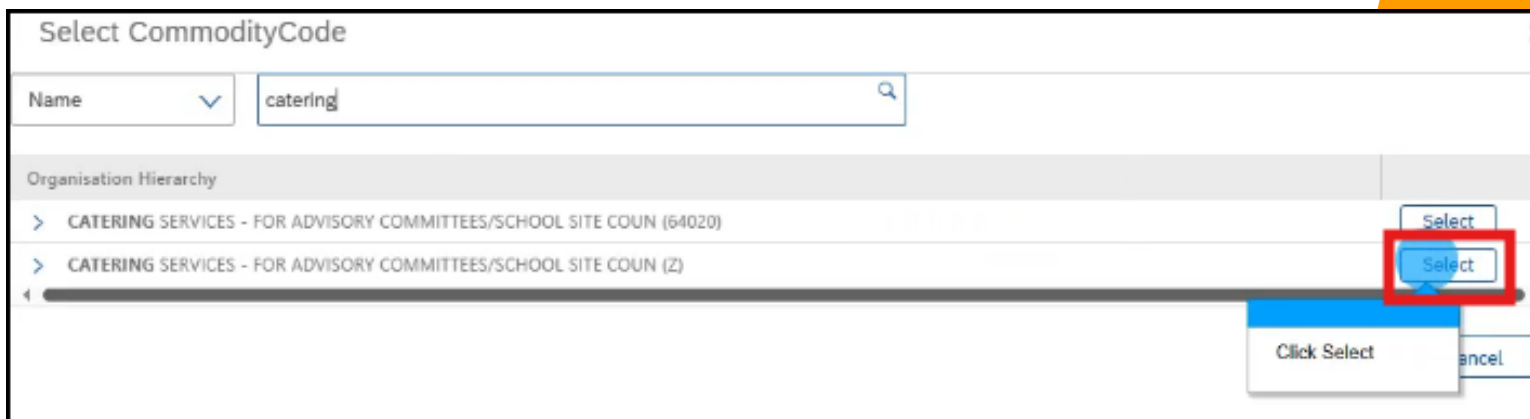
⚠ Make a selection

Browse...

Now, search for the new Commodity Code that you want to use.

39

Click "Select".



Select CommodityCode

Name

Organisation Hierarchy

- > CATERING SERVICES - FOR ADVISORY COMMITTEES/SCHOOL SITE COUN (64020)
- > CATERING SERVICES - FOR ADVISORY COMMITTEES/SCHOOL SITE COUN (Z)

Select

Select

Click Select

Cancel

Click "Save".

CATERING SERVICES - FOR ADVISORY COMMITTEES/SCHOOL SITE COUN ✕

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

Yes ▾

Please check all applicable forms

- ☐ Purchase of Technology Solution
- ☐ TextBooks
- ☒ Request for Use of Non-District Facility/Catering

GASB 87 ⓘ

- ☐ Rental/Lease

GASB 96 ⓘ

- ☐ Software Subscription

Note: All the input fields character limit is 999 in all the forms.

This form is a required part of the procurement process when a school/division/department requests to purchase a technology solution.

REQUEST FOR USE OF NON-DISTRICT FACILITY/CATERING

Click Save.

Save Cancel

Scroll down to the "Comments" section and expand to type in the comments. If the comment is only intended for LAUSD employees, keep the box unchecked. If you would like to share the information with the vendor, check the box.

er appreciation meeting

Total Cost \$798.00 USD

Submit Save and exit

> Shipping ShipTo(Plant) (1000 (\$

Comments

See attached list for dietary [restrictions](#)

If the comment is intended for internal LAUSD folks, leave this box unchecked. If the comment is intended for the supplier, click the check box titled "Share with supplier"

☐ Share with supplier

Add

42

Click “Add”.

> Shipping ShipTo(Plant) (1000 (Schools and Offices))

▼ Comments

See attached list for dietary [restrictions](#)

☐ Share with supplier

Add

You must click **Add** to add the comment to your requisition.

43

Expand “Attachments”. You can drag and drop the files or browse your files to upload. To share the document with the Vendor, click “Share with Supplier”.

See attached list for dietary restrictions

[Remove](#)

▼ Attachments

Drag and drop file here, or to upload, then click the Add button.

Dietary Restrictions for Catering Event.docx

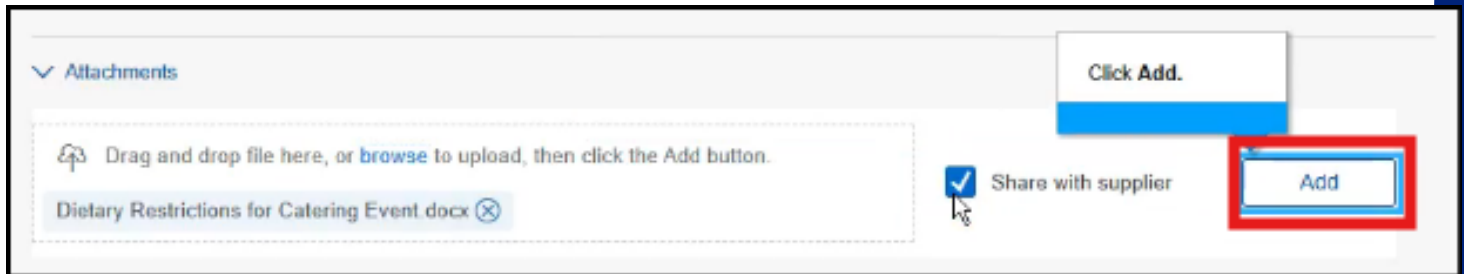
☐ Share with supplier

Add

Again, if the attachment should be shared with the supplier, check the box. If the attachment is for internal folks only, then leave the box unchecked.

44

Click “Add”.



The screenshot shows a software interface with a section titled "Attachments". Below the title is a dashed box containing the text "Drag and drop file here, or [browse](#) to upload, then click the Add button." Below this text is a file name "Dietary Restrictions for Catering Event.docx" with a close icon. To the right of the dashed box is a checkbox labeled "Share with supplier" which is checked. Further right is a blue button labeled "Click Add." and a red-bordered button labeled "Add".

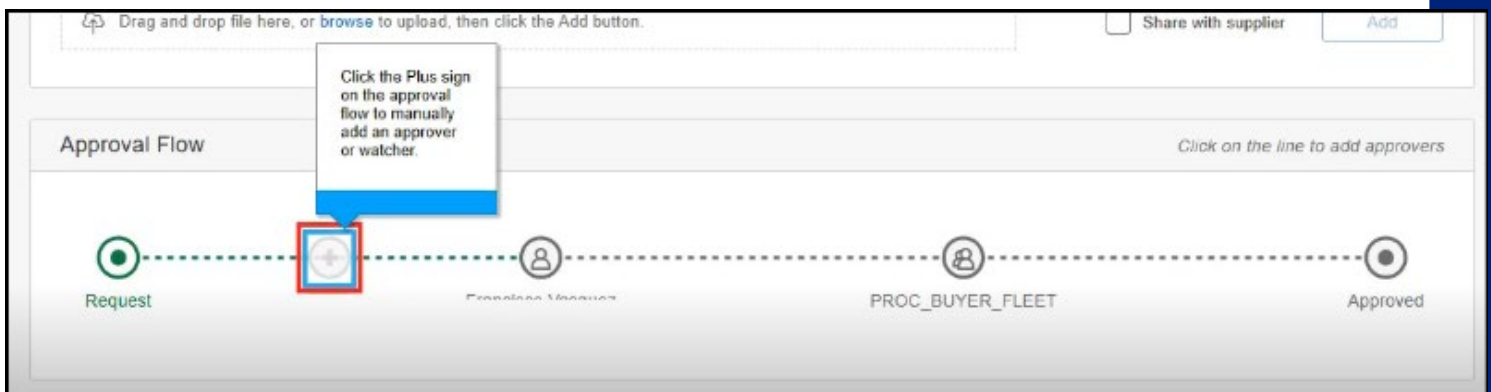
45

Scroll down to the approval workflow. For more information about the approving individual, click on the icon above the person's name.



46

You can add a “watcher” or another “approver” to the workflow. Choose where you would like to add the individual. Click the plus sign.



47

Choose if you would like to add an “Approver” or “Watcher”. Approver must take action by approving or rejecting the Purchase Requisition. Watcher does not need to take action.

Add Approval Request

Add user or group as: ☒ Approver ☐ Watcher

Reason:

Choose user or group:


Name

Name	ID
<input type="radio"/> BB BLESSING BATES	AMARTINEZ004

47

Add a reason as to why you are adding the Approver or Watcher.


The screenshot shows the 'Add Approval Request' form. At the top, there's a title 'Add Approval Request'. Below it, a section 'Add user or group as:' has two radio buttons: 'Approver' (unselected) and 'Watcher' (selected). Below this, a 'Reason:' label is followed by a text input field, which is highlighted with a red rectangular box. A tooltip points to this field with the text 'Add a Reason as to why you are adding the Approver or Watcher.' Below the form, a table lists users. The first row shows a user with a circular profile picture containing 'BB', the name 'BLESSING BATES', the email 'dummy5@ariba.com', and the ID 'AMARTINEZ004'.

Name	ID
 BLESSING BATES dummy5@ariba.com	AMARTINEZ004

48

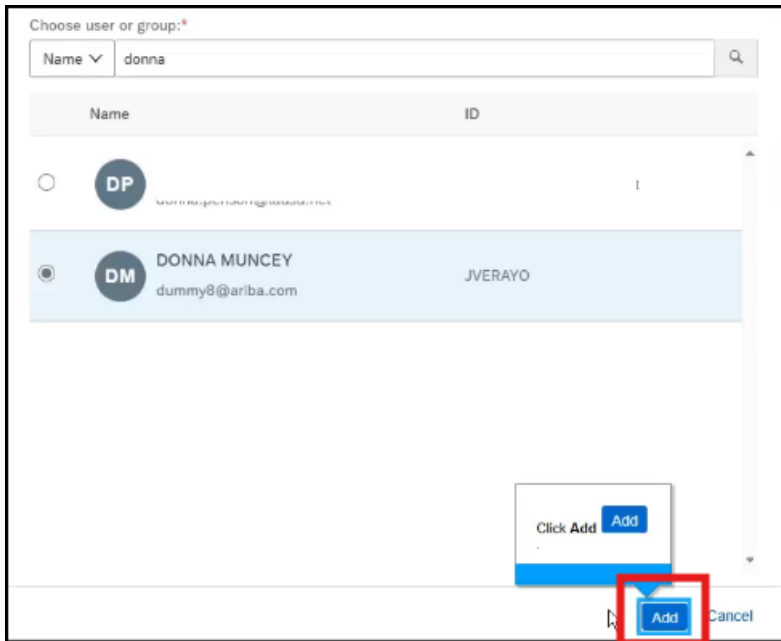
You can search for a user by their first name, last name, or birthdate. Enter the information and hit "Enter" or click "Search".

The screenshot shows the 'Add Approval Request' form. At the top, there's a title 'Add Approval Request' with a close button (X) on the right. Below it, a section 'Add user or group as:' has two radio buttons: 'Approver' (unselected) and 'Watcher' (selected). Below this, a 'Reason:' label is followed by a text input field containing the text 'FYI, this catering PR is for the volunteers'. Below the form, a section 'Choose user or group:' has a dropdown menu labeled 'Name' with 'donna' selected. This dropdown is highlighted with a red rectangular box. A tooltip points to this dropdown with the text 'Search for the name of the person that you want to add.' Below the form, a table lists users. The first row shows a user with a circular profile picture containing 'BB', the name 'BLESSING BATES', the email 'dummy5@ariba.com', and the ID 'AMARTINEZ004'.

Name	ID
 BLESSING BATES dummy5@ariba.com	AMARTINEZ004

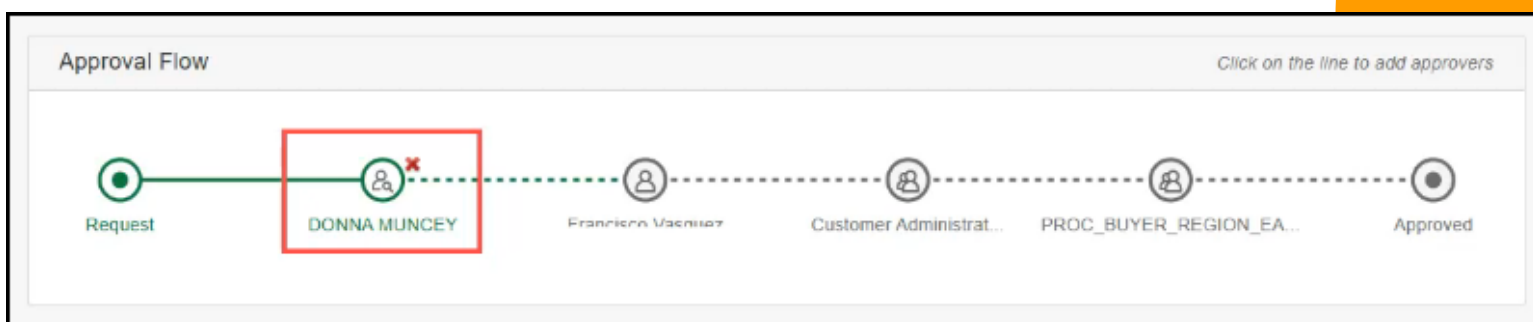
49

Click the radiator button of the user, then click "Add".



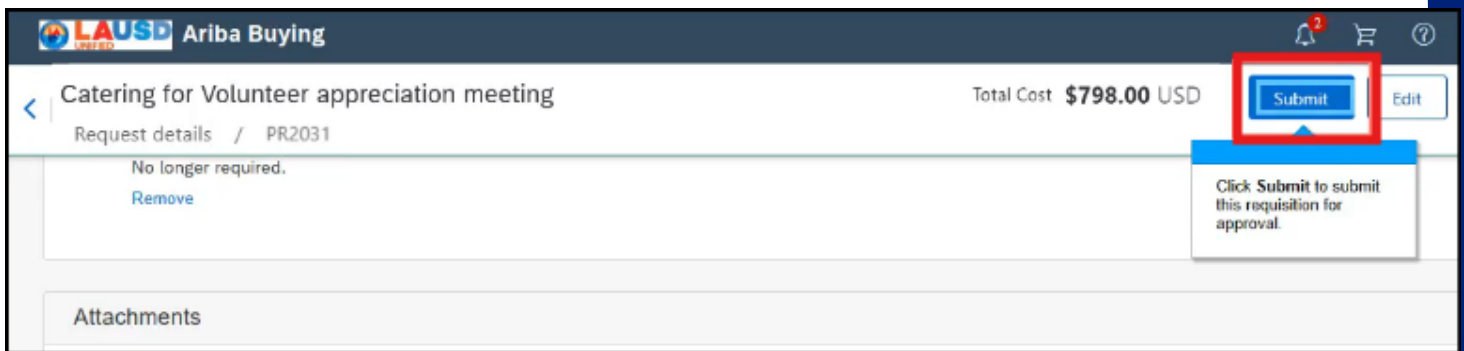
50

Notice that the icon is different from the other approvers. The icon indicates that the person is a watcher and is not an approver. Notice the red X next to the user, this indicates that we can delete this user if needed.



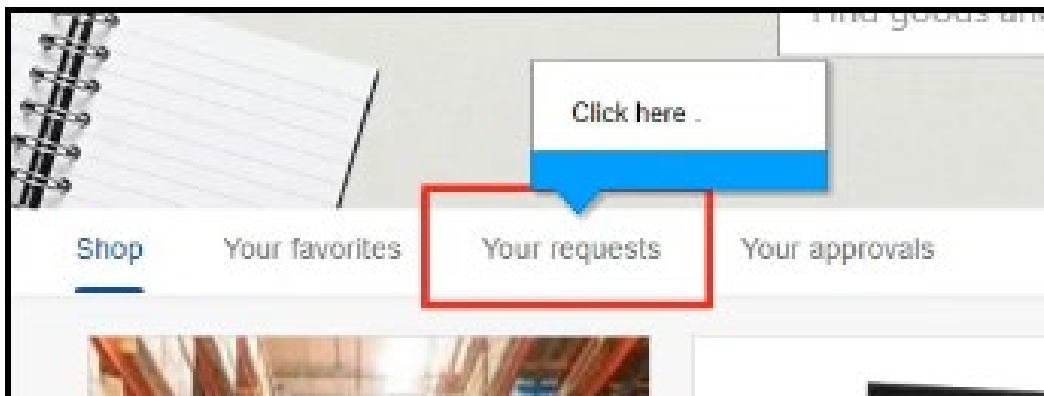
51

Click “Submit”. After you submit the Purchase Requisition for approval, notifications will be sent to each approver as it is their turn to approve.



52

To check the status of the Purchase Requisition, click “Your requests”.



This screen shows a requisition in each status.

