

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Create a Non-Catalog
Request using Guided Buying
with LAUSD Requisition Forms

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

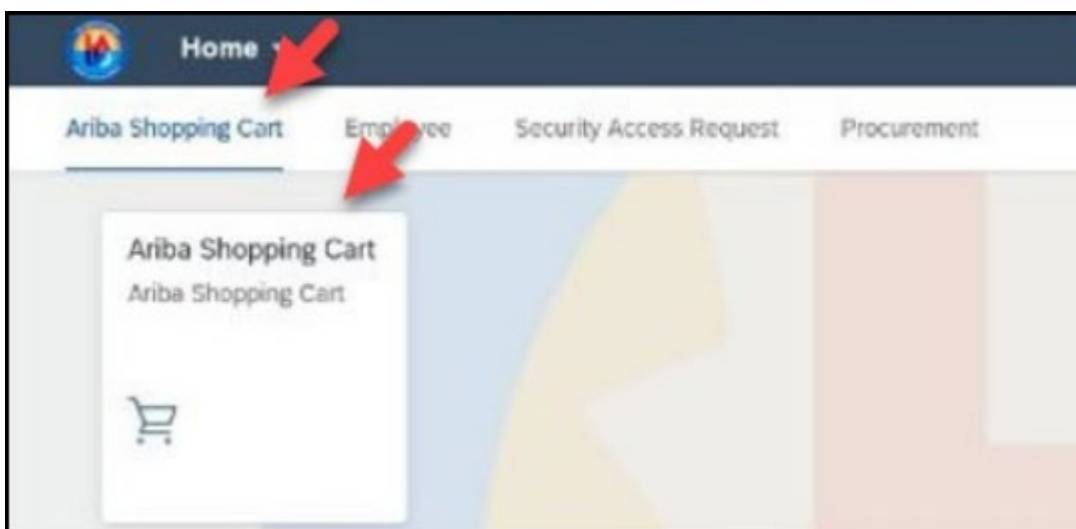
1

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



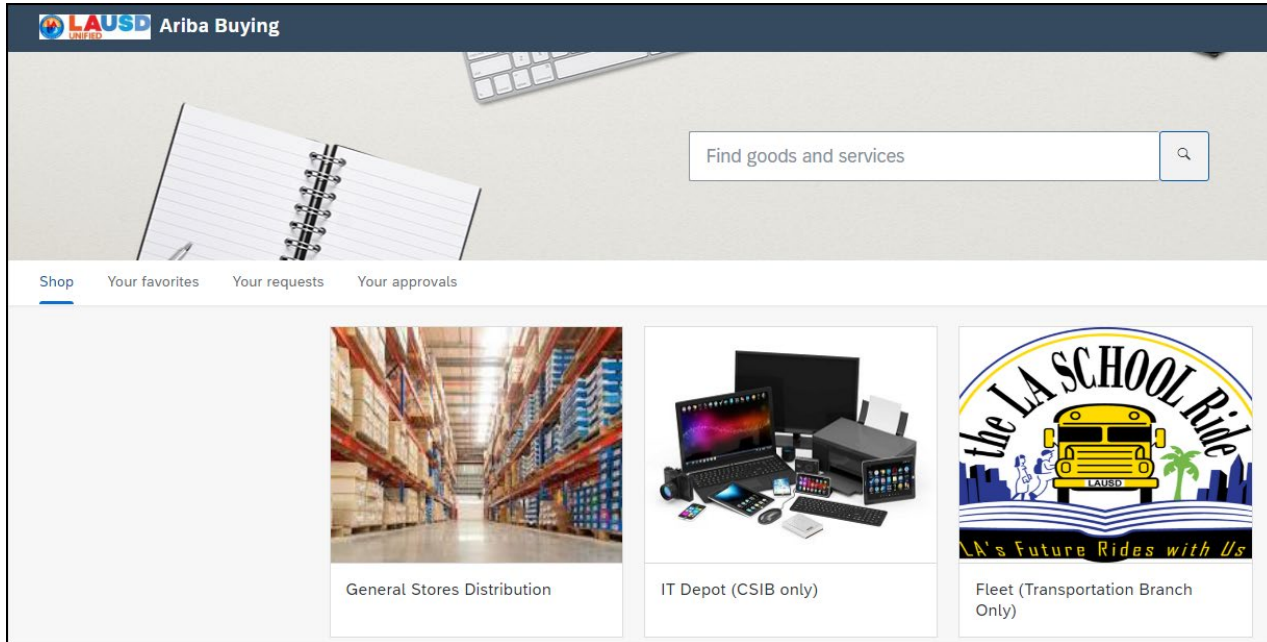
2

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



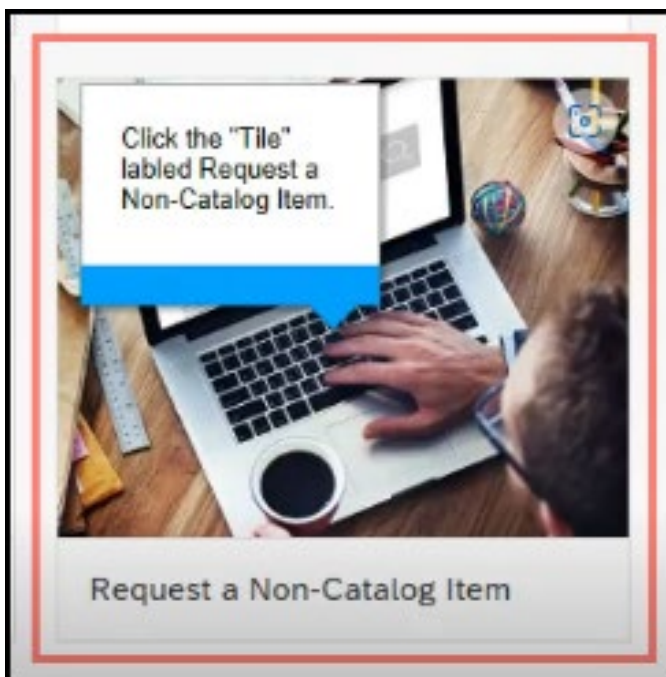
3

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



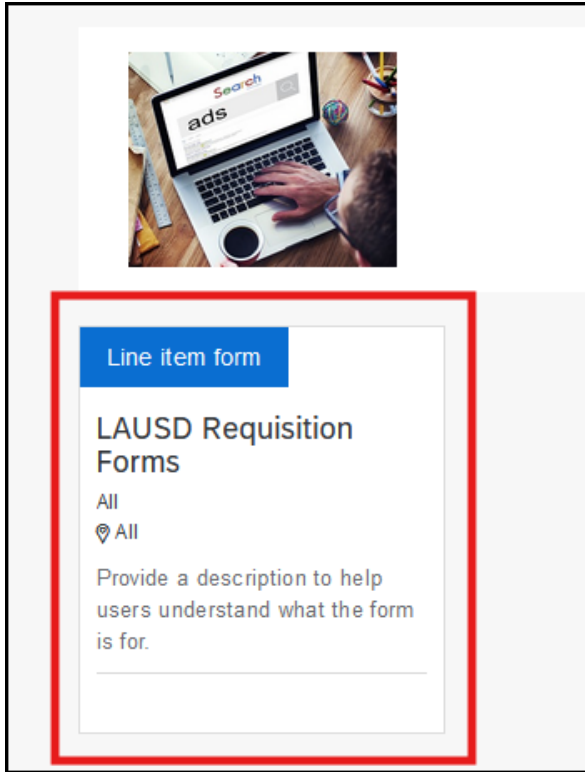
4

Click "**Request a Non-Catalog Item**".



5

Click "**LAUSD Requisition Forms**".



6

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

A screenshot of a web form titled 'LAUSD Requisition Forms'. The form contains two main input fields. The first field is labeled 'Product name *' and is highlighted with a red rectangular border. The second field is labeled 'Description *' and is located below the first field. The form is set against a light gray background.

7

Enter the product description in the **Description**.

Product name *

Description *

Quantity * Unit of measure *

8

Enter the **quantity**, **unit of measure** and **unit price**.

Quantity * Unit of measure *

- +

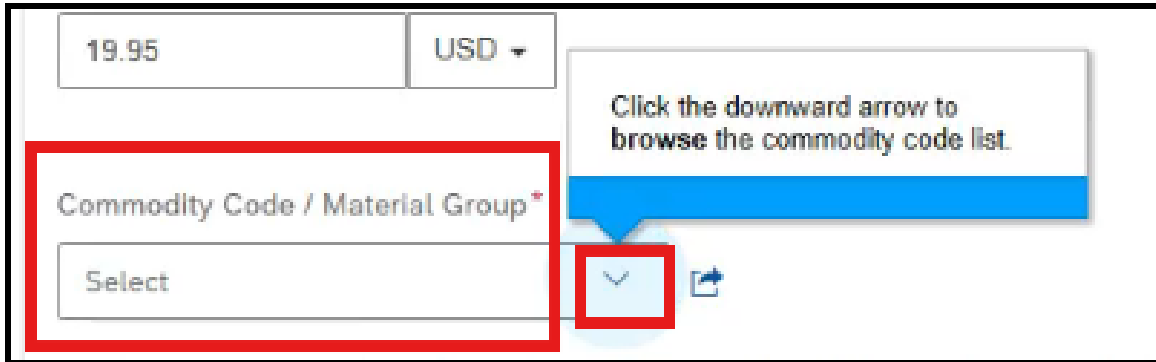
each

Unit price *

USD ▼

9

Enter the Commodity Code/Material Group. You can search by typing keywords or browse the entire list. Find the code that best matches your item.



19.95 USD

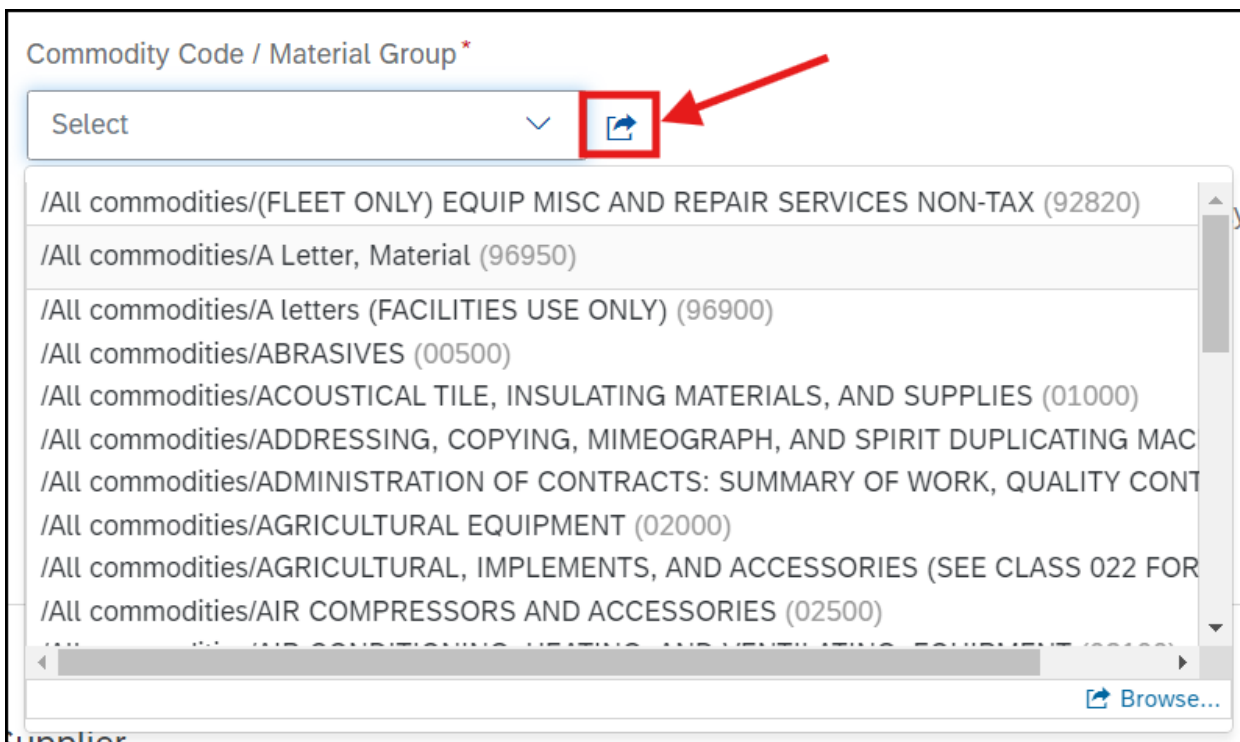
Commodity Code / Material Group*

Select

Click the downward arrow to browse the commodity code list.

10

You also have the option to expand the search by clicking on the icon.



Commodity Code / Material Group*

Select

/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)

Browse...

At this time, the Catering Form is the only form that can be submitted electronically. Please upload all other forms when submitting the Purchase Requisition.

Commodity Code / Material Group *

CATERING SERVICES - FOR ADVISORY COMMITTEES/SCHOOL SITE COUN x

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

Yes

(None)

Yes

No

y/Catering

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

No recommended suppliers

[View all suppliers](#)

15

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

Select a supplier						
<div> <input type="text" value="Search"/> 🔍 ↺ </div>						
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


If there are multiple vendors with the same name, contact Vendor Services Unit to verify the correct account. Choosing the wrong vendor may cause PO processing to fail.

<div> <input type="text" value="Search"/> 🔍 ↺ </div>						
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](#)

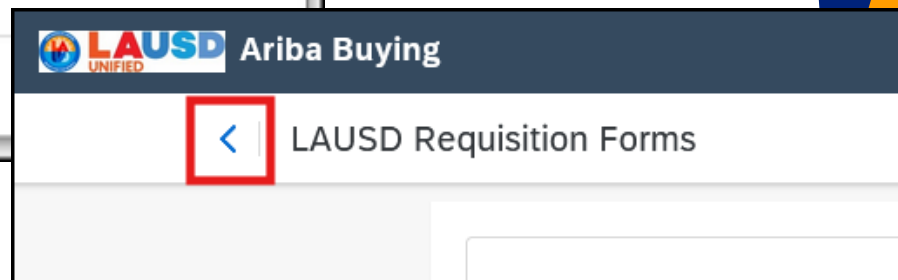
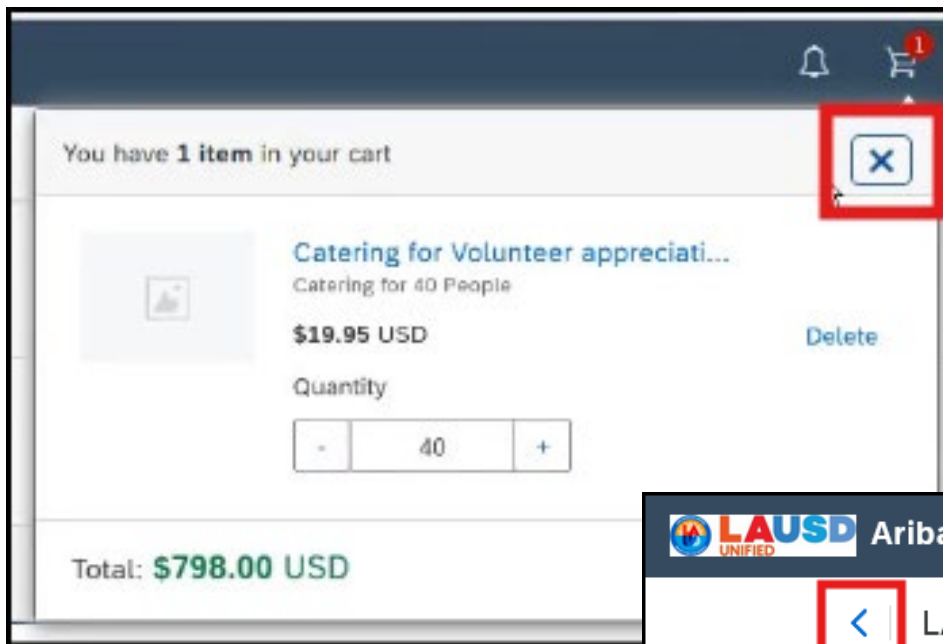


1000003807
MAINLINE INFORMATION
SYSTEMS
TALLAHASSEE,

✓ Selected

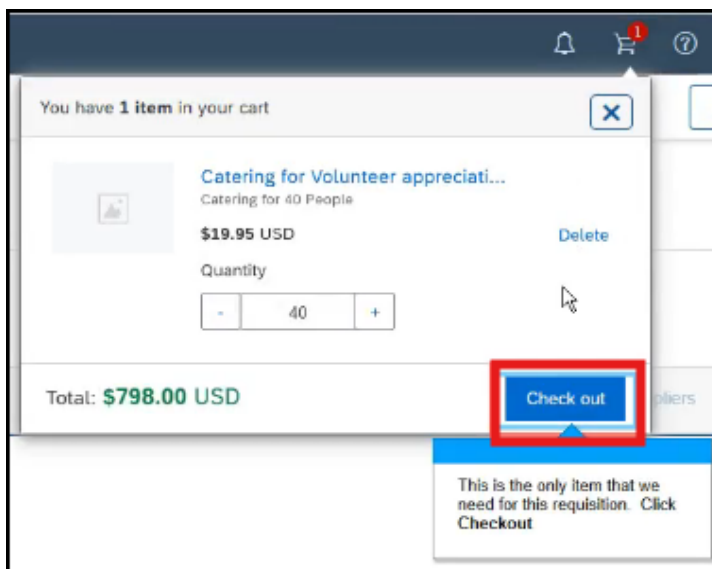
19

If more items are required, click the “X” button. Click the back arrow on the top left of the page, click on LAUSD Requisition Forms and repeat the steps.



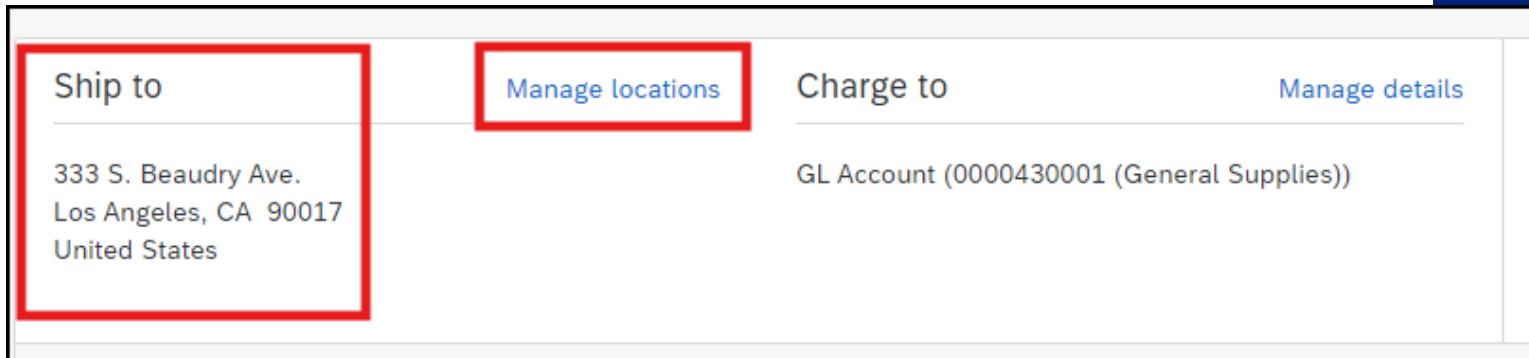
20

When completed, click “**Checkout**”.



21

The Ship to location defaults to your location set up in your profile. To update the address, click “**Manage locations**”.

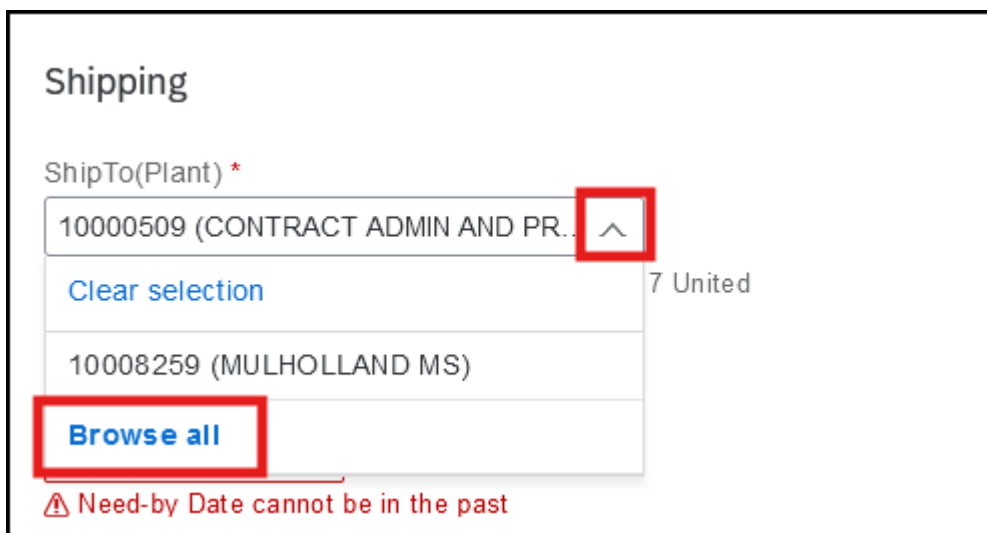


This screenshot shows a user profile section with two main areas: 'Ship to' and 'Charge to'. The 'Ship to' area, highlighted with a red box, displays the address: 333 S. Beaudry Ave., Los Angeles, CA 90017, United States. To its right, a blue link 'Manage locations' is also highlighted with a red box. The 'Charge to' area shows 'GL Account (0000430001 (General Supplies))' with a blue link 'Manage details' to its right.

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

22

Update your ShipTo(Plant) if needed. Click the down arrow and click **Browse all**.



This screenshot shows a 'Shipping' form. The 'ShipTo(Plant) *' field contains the text '10000509 (CONTRACT ADMIN AND PR.)' and has a dropdown arrow icon highlighted with a red box. Below the field, there is a 'Clear selection' link and a list of other plant options, including '10008259 (MULHOLLAND MS)'. At the bottom of the list, a blue link 'Browse all' is highlighted with a red box. A red warning message at the bottom states: '⚠ Need-by Date cannot be in the past'.

Shipping

ShipTo(Plant) *

10000509 (CONTRACT ADMIN AND PR.)

Clear selection

10008259 (MULHOLLAND MS)

Browse all

⚠ Need-by Date cannot be in the past

23

Enter your 4-digit location code and click search.

ShipTo(Plant)

ID ▾

Search for ShipTo(Plant)

Q

ID	Name	Street
10002754		TO BE DETERMINED
10009545	102ND STREET EEC	1925 E 102ND ST

24

Click **Choose**.

ID ▾

5857

Q

ID	Name	Street	City	State	Postal Code	Country
10005857	107TH ST EL	147 E 107TH ST	LOS ANGELES	CA	90003	US

Choose

Choose your Need-by-Date. Note that this is not a guaranteed delivery date.

September 2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36	01	02	03	04	05	06	07
37	08	09	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30	01	02	03	04	05
41	06	07	08	09	10	11	12

September 2, 2024

⚠ Need-by Date cannot be in the past

Click **Done**.

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) *
 10005857 (107TH ST EL) ▼
 147 E 107TH ST LOS ANGELES, CA 90003 United States

Deliver To *
 IKUMI NAKAMURA

Need-by Date ⓘ
 November 22, 20... 📅

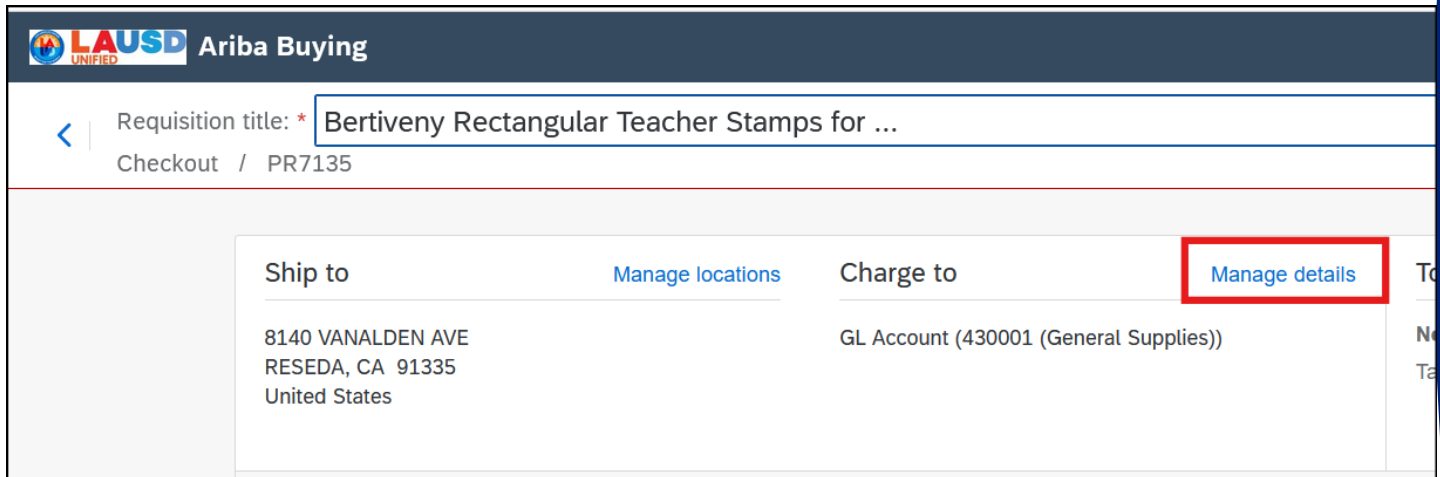
Purchase Group
 198 (Central Office) ▼

[Shipping items to different locations?](#)

Done

27

Click “**Manage details**” to update the funding information.



LAUSD UNIFIED Ariba Buying

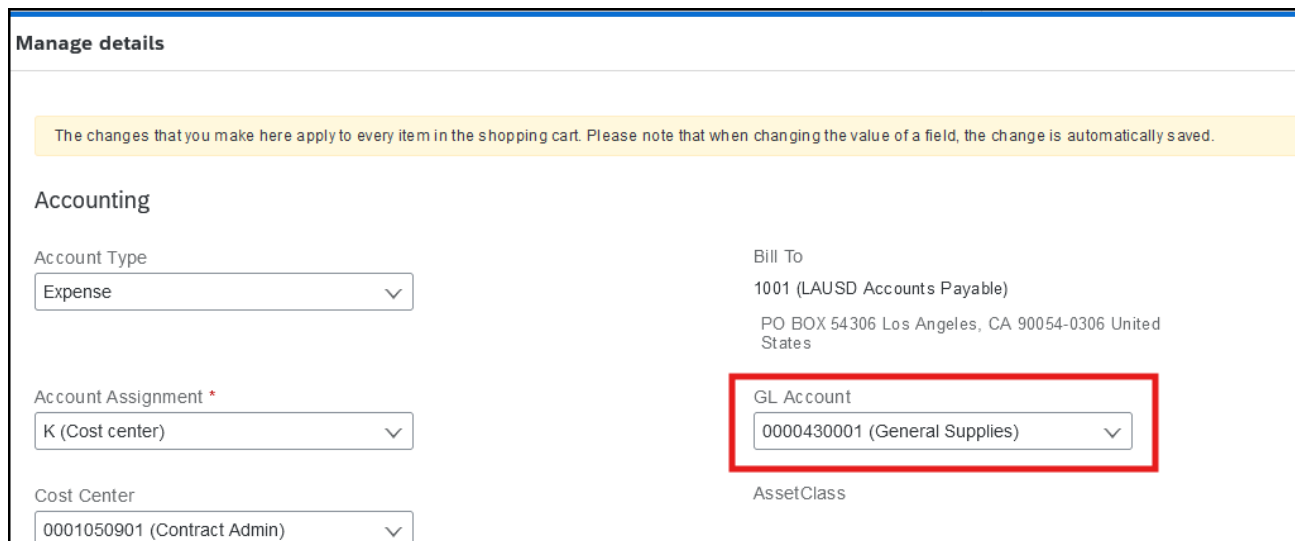
Requisition title: * Bertiveny Rectangular Teacher Stamps for ...

Checkout / PR7135

Ship to	Manage locations	Charge to	Manage details
8140 VANALDEN AVE RESEDA, CA 91335 United States		GL Account (430001 (General Supplies))	

28

Enter the GL Account. Click on the down arrow → **Browse all** to search for the GL Account.



Manage details

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.

Accounting

Account Type
Expense

Account Assignment *
K (Cost center)

Cost Center
0001050901 (Contract Admin)

Bill To
1001 (LAUSD Accounts Payable)
PO BOX 54306 Los Angeles, CA 90054-0306 United States

GL Account
0000430001 (General Supplies)

AssetClass

29

Search for the GL and click **Choose**.

GL Account ✕

General Ledger ▾

410040

🔍

General Ledger	Description
0000410040	State Textbooks - Elementary

Choose

30

Choose the correct “**Account Assignment**”.
In most cases, Account Assignment should be set to Cost Center.

Manage details

Account Assignment *

K (Cost center) ^

A (Asset)

K (Cost center)

P (Project)

Browse all

(no value) ▾

GL Account

0000430001 (General Supplies) ▾

AssetClass

Funds Center

(no value) ▾

⚠ Please select Funds Center

Commitment Item

(no value) ▾

Functional Area

(no value) ▾

⚠ Please select Functional Area

31

Ensure that Accounting Cost Center is correct. To update it, click the arrow symbol and click "**Browse all**".

Account Type <input type="text" value="Expense"/>	Bill To 1001 (LAUSD Accounts Payable) PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment * <input type="text" value="K (Cost center)"/>	GL Account <input type="text" value="0000430001 (General Supplies)"/>
Cost Center <input type="text" value="0001050901 (Contract Admin)"/>	AssetClass

32

Enter your 4-digit location code and click search. Click **Choose**.

Cost Center

Cost Center	Description	
0001321701	SIERRA PARK EL PKFLP	<input type="button" value="Choose"/>
0001521701	Animo Mae Jemison	<input type="button" value="Choose"/>
0001821701	LAWRENCE MS	<input type="button" value="Choose"/>
0001821702	Lawrence Gifted Mag	<input type="button" value="Choose"/>
0001821703	Lawrence Pio Sci Mag	<input type="button" value="Choose"/>

33

Choose the correct **Functional Area**.

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

34

Click on the arrow → **Browse all**.

Functional Area

1110-1000-13723 Chrtr Sch Categorical ...^

Clear selection

1110-1000-13723 Chrtr Sch Categorical...

0000-0000-00000 Not Applicable

Browse all

35

Search for the Functional Area then click **“Choose”**.

Functional Area

ID ▾ 1110-1000-13027 🔍

ID	Name
1110-1000-13027	1110-1000-13027 General Fund Sch Program

Choose

36

Click **“Done”**.

Commitment Item

(no value) ▾

Funded Program

(no value) ▾

FM Area

(no value) ▾

Program Code

13027

Functional Area

1110-1000-13027 General Fund Sch Progr... ▾

Grant

(no value) ▾

Division

RW


Changing accounting details for specific item(s)?

Done

To edit the commodity code, expand your line item and look for “**Line Item Form Details**”.

Items (1)

▼



Ipad Pro
(no value)

Quantity

- 1 +

Price

599 USD ▼

Net Amount

\$599.00 USD

Unit of Measure

each ▼

Gross Amount ⓘ

\$599.00 USD

Name

Ipad Pro

Description

Ipad Pro

Supplier Part Number

Vendor

No supplier selected ▼

Contact

(no value) ▼

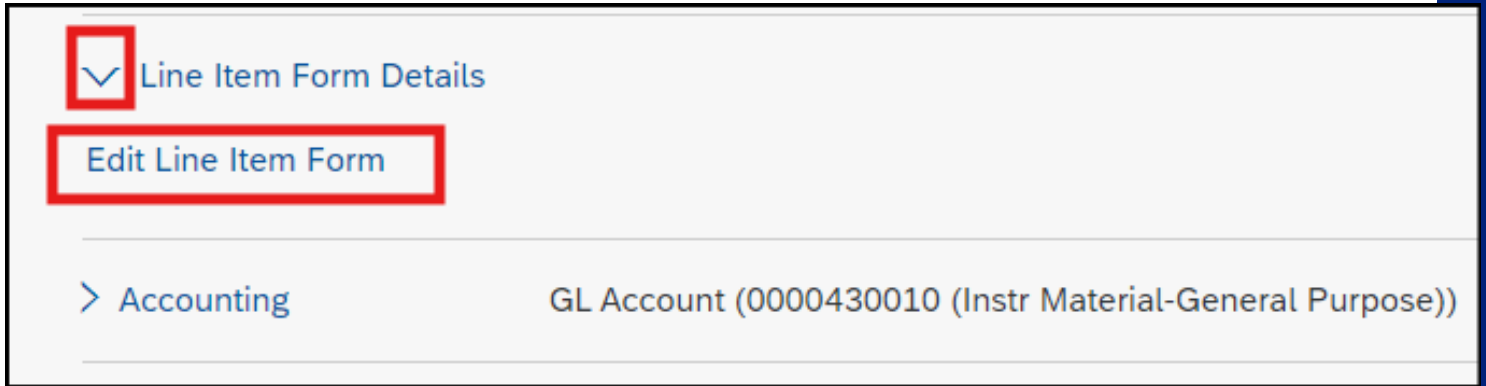
Supplier Part Auxiliary ID

▼ Line Item Form Details

Edit Line Item Form

38

Click “**Edit Line Item Form**”.



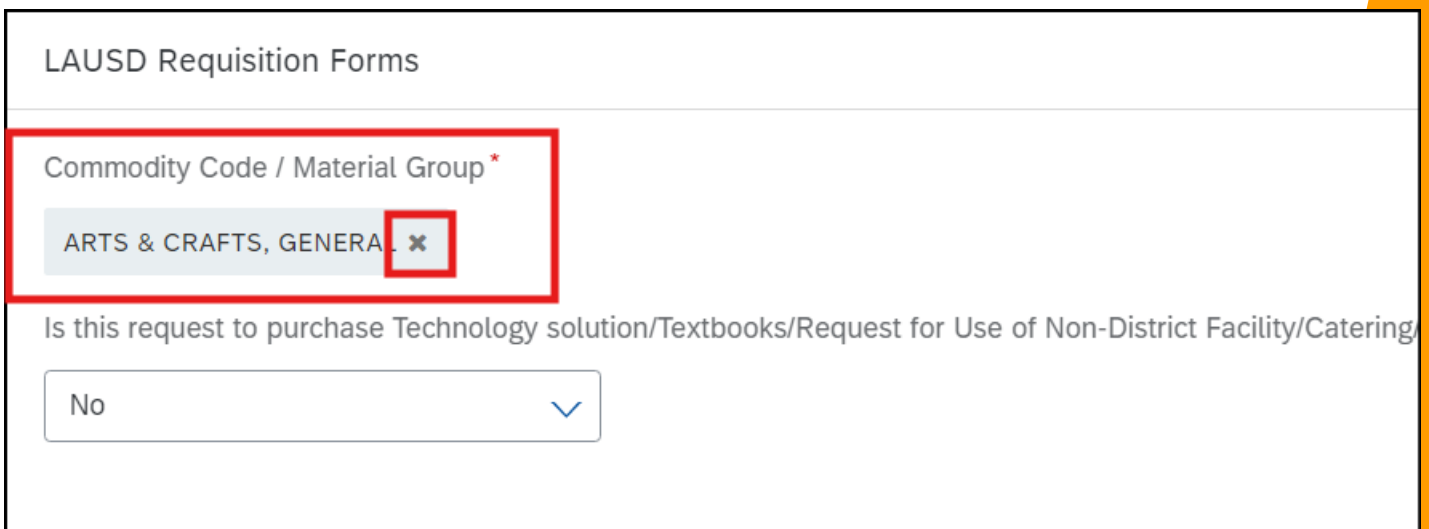
Line Item Form Details

Edit Line Item Form

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

39

Click “**X**” to delete the existing commodity code.



LAUSD Requisition Forms

Commodity Code / Material Group *

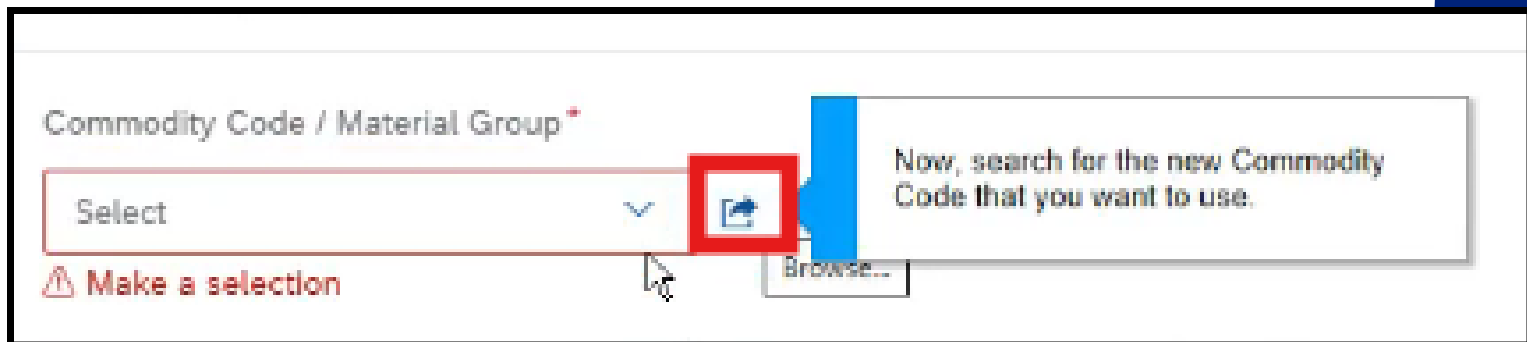
ARTS & CRAFTS, GENERAL X

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

No

40

Search for the new commodity code you want to use.



Commodity Code / Material Group *

Select

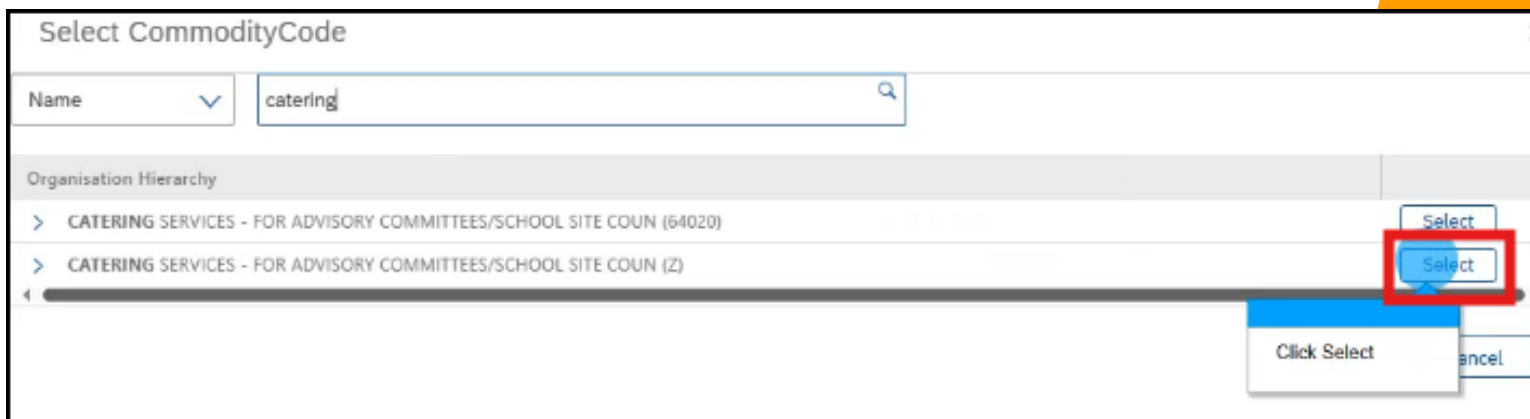
Now, search for the new Commodity Code that you want to use.

Browse...

Make a selection

41

Click **"Select"**.



Select CommodityCode

Name

catering

Organisation Hierarchy

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

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

Select

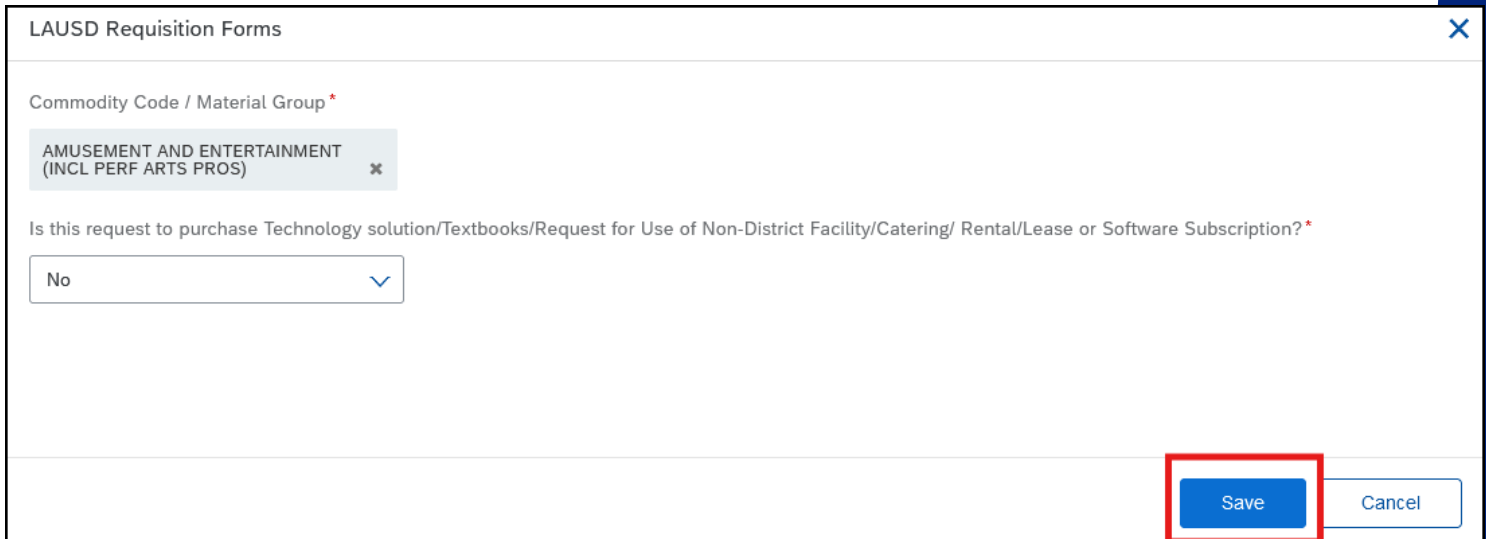
Select

Click Select

Cancel

42

Click **"Save"**.



LAUSD Requisition Forms

Commodity Code / Material Group *

AMUSEMENT AND ENTERTAINMENT (INCL PERF ARTS PROS) x

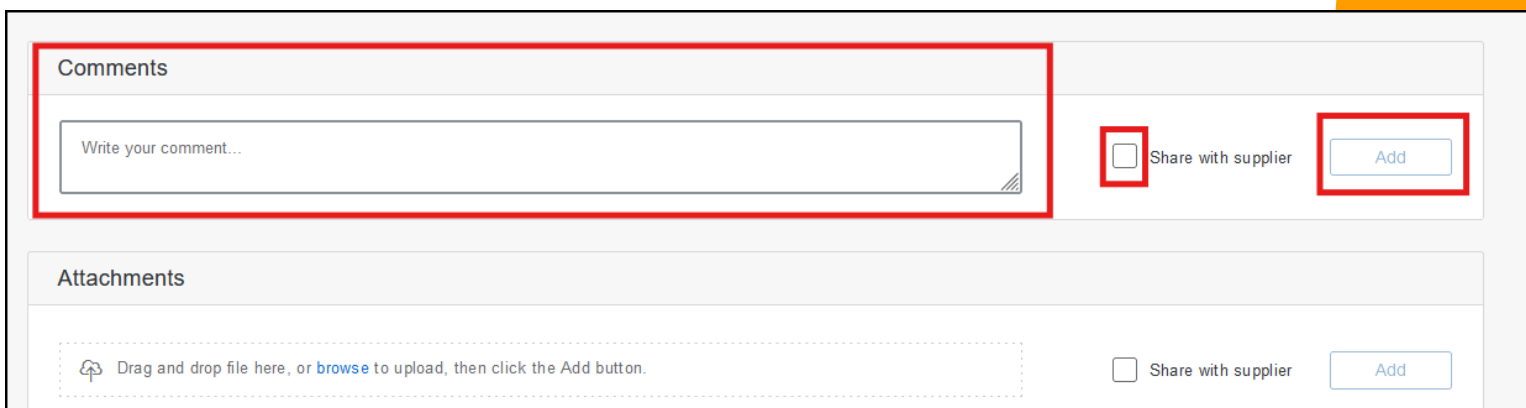
Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering/ Rental/Lease or Software Subscription? *

No v

Save Cancel

43

Scroll down ALL THE WAY down to the comments section. You want to make sure you are in the Header Comments field. Enter comment, check the box if you would like to share the comment with the vendor, then click **Add**.



Comments

Write your comment...

☐ Share with supplier Add

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

☐ Share with supplier Add

Locate the **Attachments** section at the bottom. Upload your required documents such as quote, COI, approved ifieldtrip, SPSA Plan, approval from Risk Management for onsite approval, etc.

You can drag your file into the box or click **browse all** to search the file in your computer. Check the box to share with the supplier.



The screenshot shows a software interface with a section titled "Attachments". Inside this section, there is a large dashed rectangular box for file uploads, a checkbox labeled "Share with supplier", and an "Add" button. Red rectangles are drawn around the upload box, the checkbox, and the "Add" button to highlight them.

Attachments

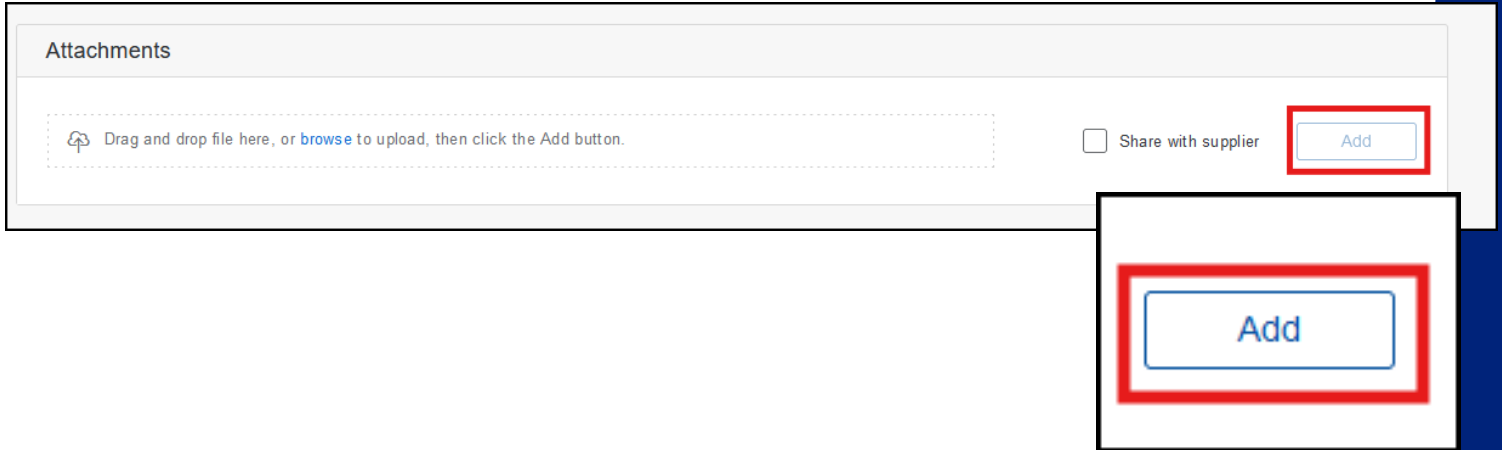
Drag and drop file here, or [browse](#) to upload, then click the Add button.

☐ Share with supplier

Add

45

Click **"Add"**.



The screenshot shows a web interface for attachments. At the top is a header bar labeled "Attachments". Below it is a dashed box containing the text: "Drag and drop file here, or [browse](#) to upload, then click the Add button." To the right of this box is a checkbox labeled "Share with supplier". Further right is a blue button with the text "Add", which is highlighted with a red rectangular border. Below this main section, there is a separate white box with a red border, containing a blue button with the text "Add", also highlighted with a red rectangular border.

46

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



47

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



48

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.

The screenshot shows the 'Add Approval Request' dialog box. At the top right is a close button (X). Below the title bar, there is a section for 'Add user or group as:'. This section contains two radio buttons: 'Approver' (which is selected) and 'Watcher'. A blue callout box points to the 'Watcher' radio button with the text 'Click Watcher'. Below this is a text input field labeled 'Reason:' with the placeholder text 'Provide a reason...'. Underneath is a section for 'Choose user or group:'. It includes a dropdown menu labeled 'Name' and a search input field labeled 'Search for Name' with a magnifying glass icon. At the bottom, there is a table with two columns: 'Name' and 'ID'. The first row of the table shows a user with the name 'BLESSING BATES' and ID 'AMARTINEZ004'. The user's profile picture is a blue circle with the letters 'BB'.

49

You have the option to enter 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, there's a table with two columns: 'Name' and 'ID'. The first row in the table shows a user profile for 'BLESSING BATES' with the email 'dummy5@ariba.com' and the ID 'AMARTINEZ004'.

50

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

This screenshot shows the same 'Add Approval Request' form. The 'Reason' field now contains the text 'FYI, this catering PR is for the volunteers'. Below the 'Reason' field, there's a section 'Choose user or group:' with a search input field. This search field is highlighted with a red rectangular box and contains the text 'Name' followed by a dropdown arrow and the word 'donna'. A tooltip points to this field with the text 'Search for the name of the person that you want to add.' The table below still shows the user 'BLESSING BATES' with ID 'AMARTINEZ004'.

51

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

Choose user or group:*

Name ▼ donna

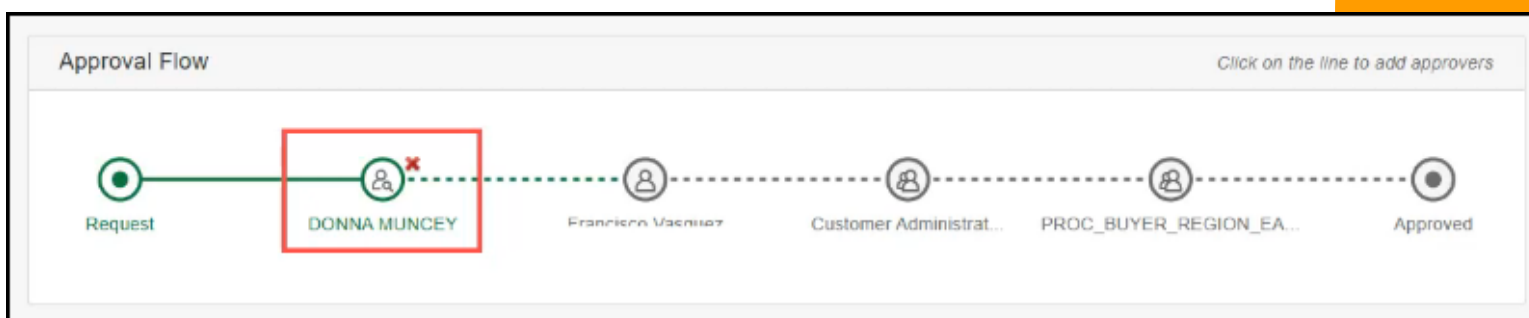
Name	ID
DP	
DONNA MUNCEY dummy8@ariba.com	JVERAYO

Click Add Add

Add Cancel

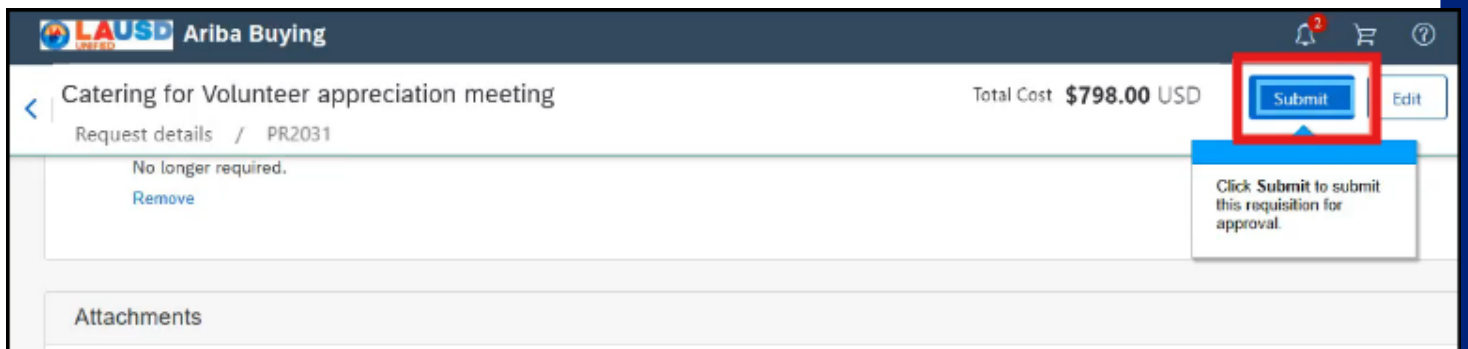
52

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.



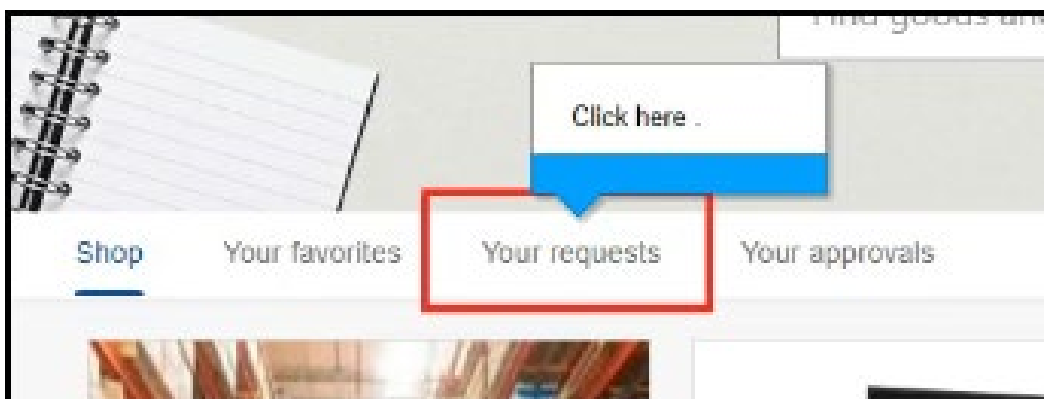
53

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



54

To check the status of the Purchase Requisition, click “**Your requests**” and search for your requisition .



This screen shows a requisition in each status.

