

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Create a Non-Catalog Request using Guided Buying without LAUSD Requisition Forms

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

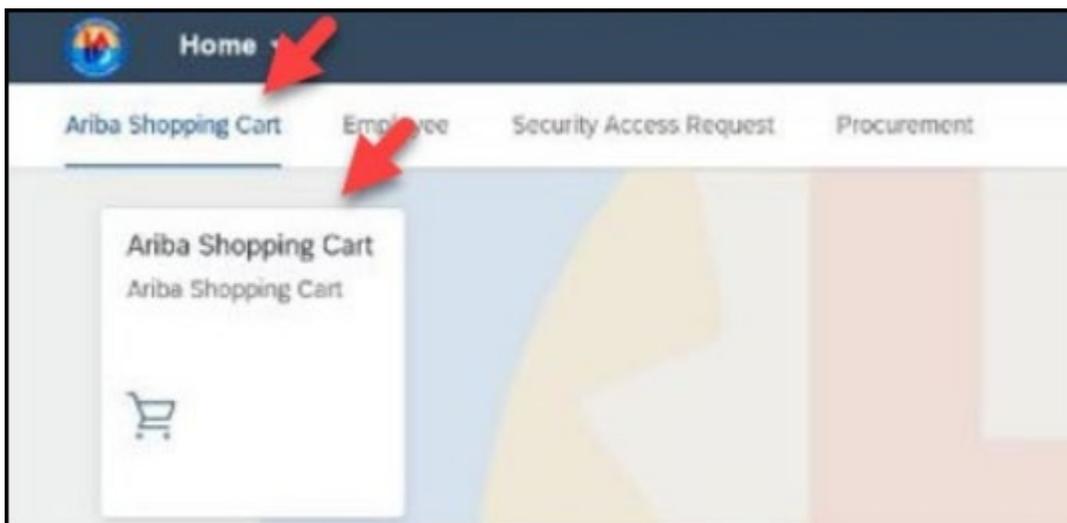
1

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



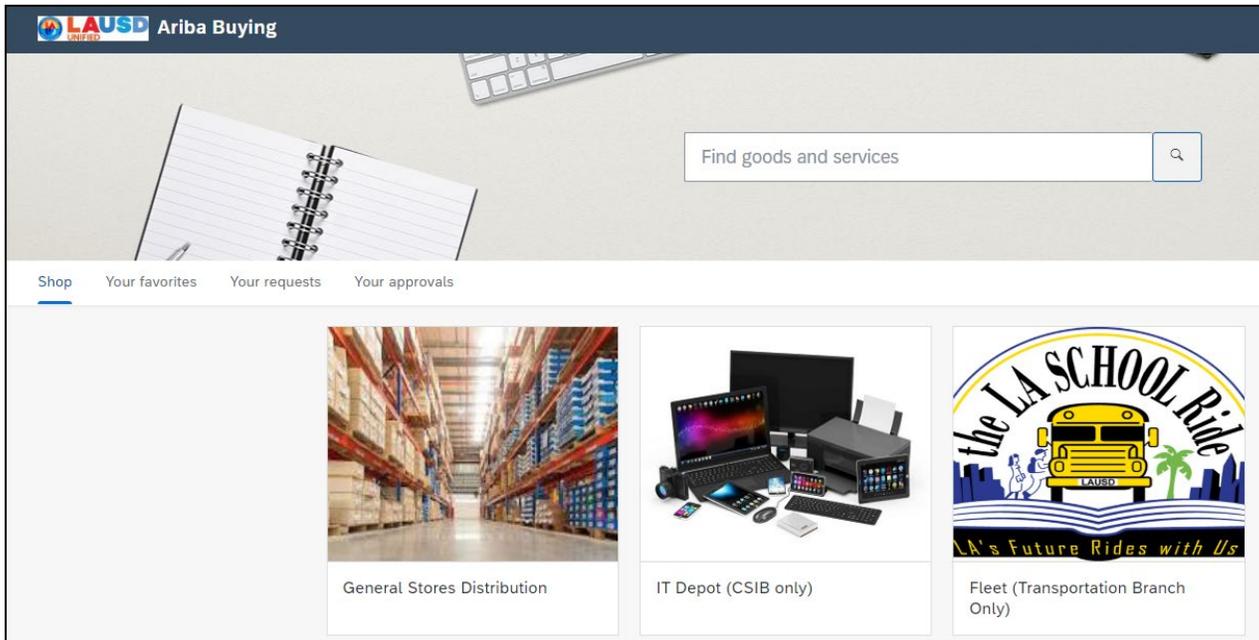
2

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



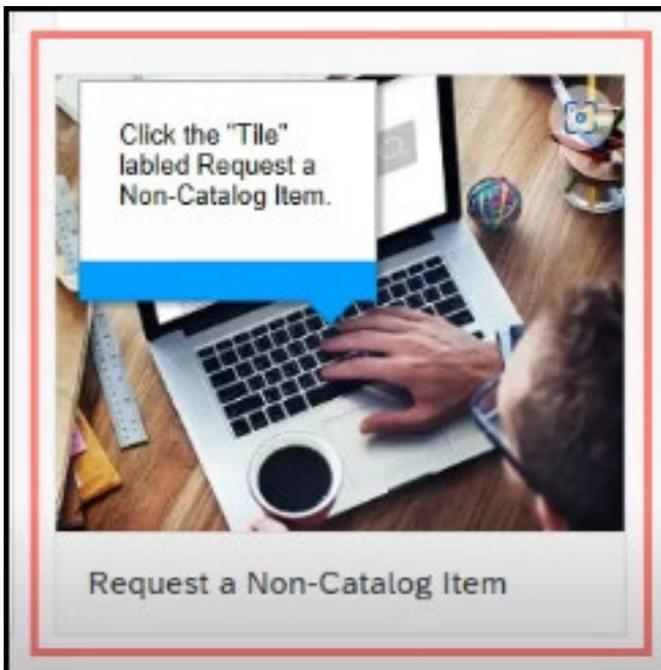
3

You will be directed to the Ariba Buying home page.



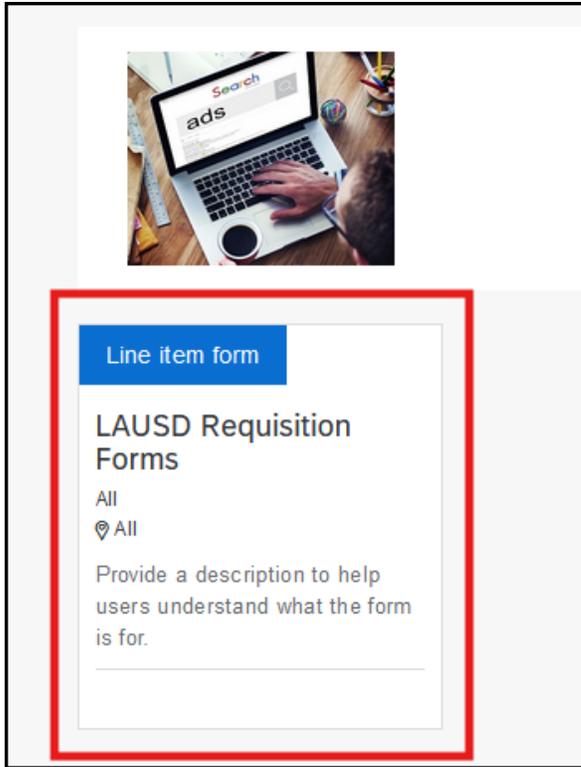
4

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 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 border. Below it is a larger text area labeled 'Description *'.

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 ▼

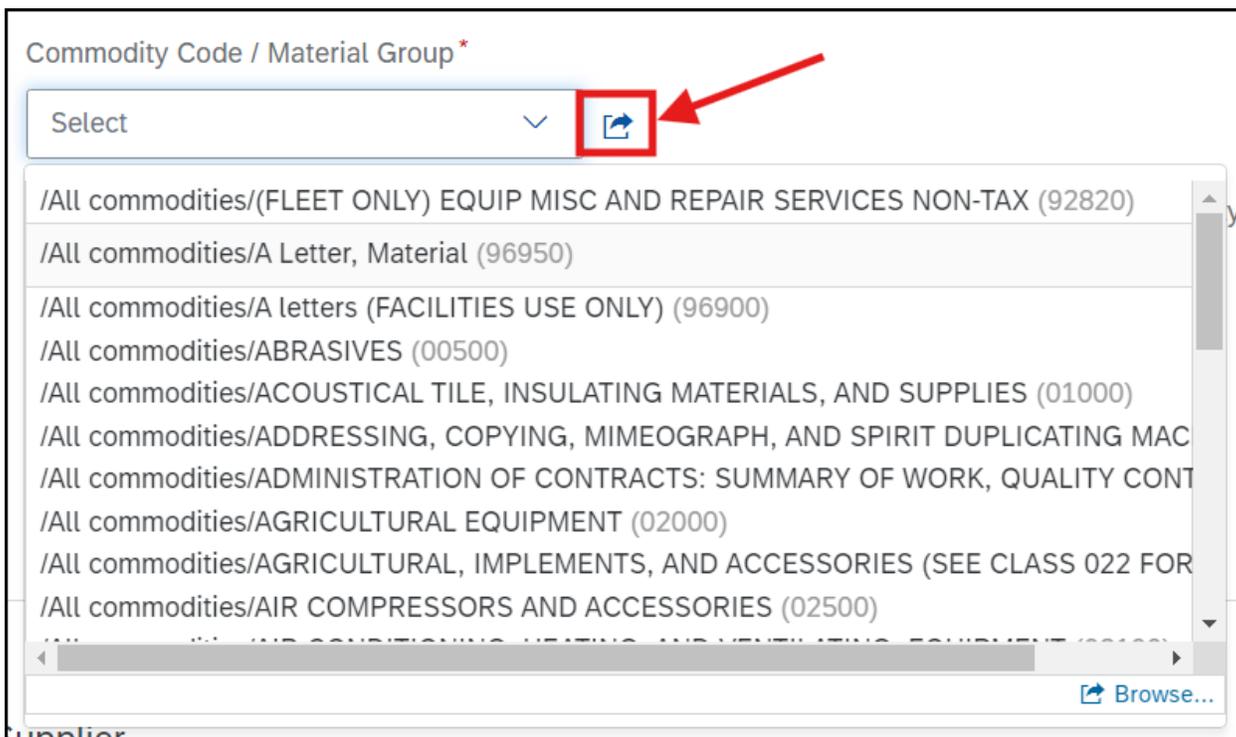
9

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.



10

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



11

Choose no if the item is not for technology, textbooks, catering, or software.

The forms are not working at this time, please choose “No” for all orders.

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

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

Supplier

Recommended supplier

No recommended suppliers

View all suppliers

13

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	

14

Click the name of the supplier. 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.

🔍 🔄

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	

15

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](#)

16

Click **"Add to Cart"**.

Request a Non-Catalog Item

[Add to cart](#)

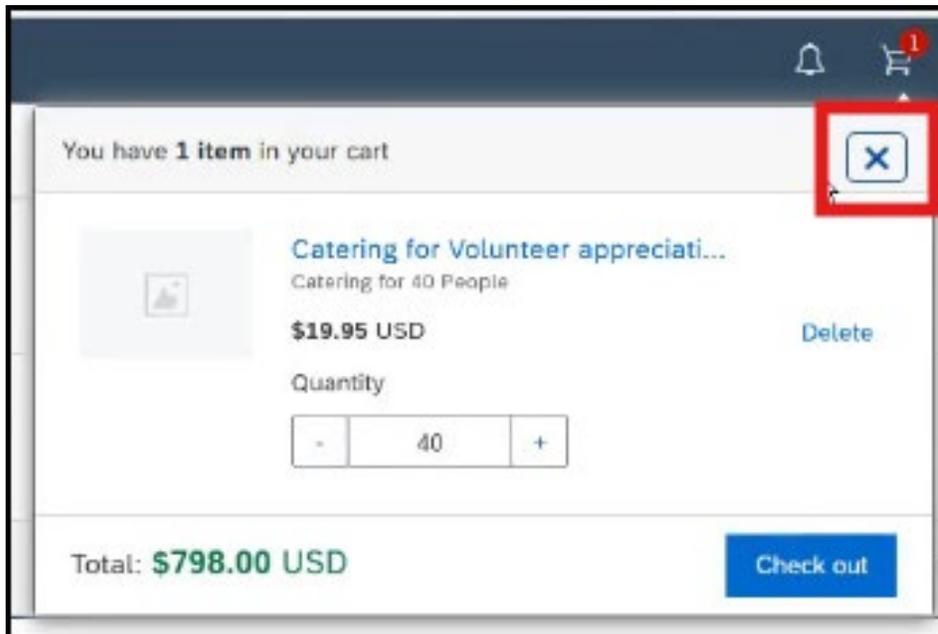
Supplier

Chosen supplier [View all suppliers](#)

 1000003807
MAINLINE INFORMATION
SYSTEMS
TALLAHASSEE, [Selected](#)

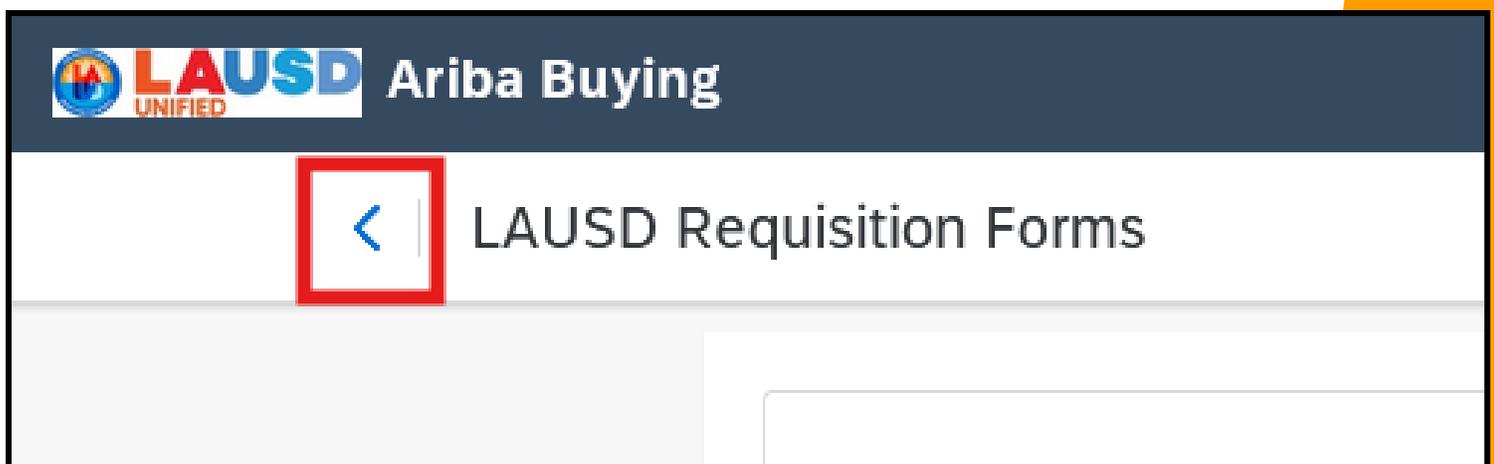
17

To add more items, click "X".



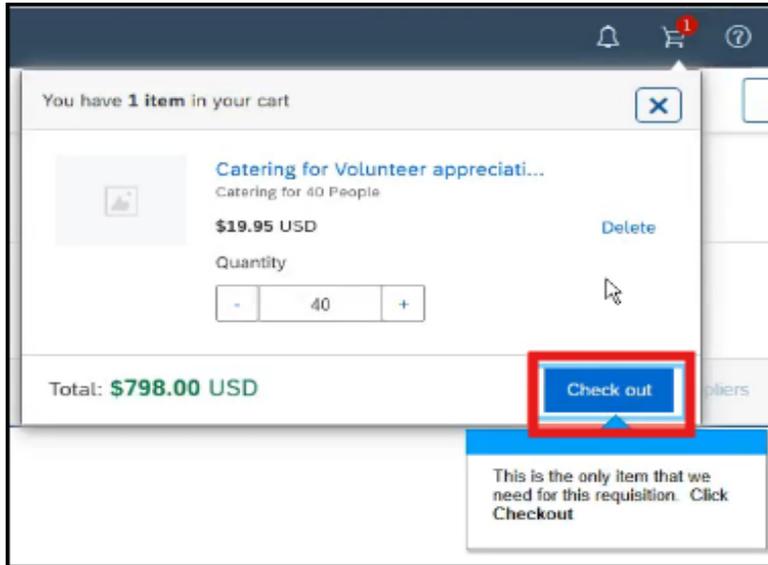
18

Click the back arrow on the top left of the page, click on LAUSD Requisition Forms and repeat the steps.



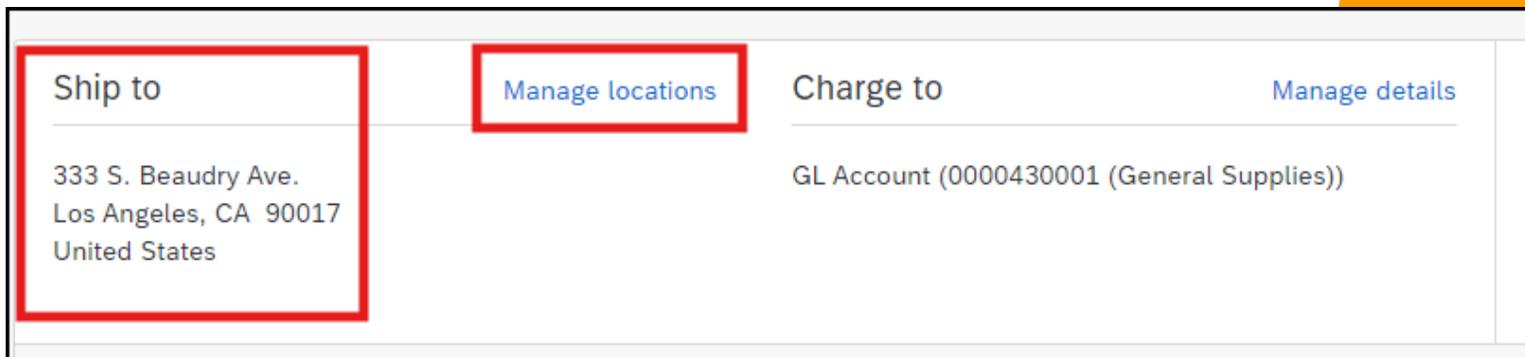
19

When you have added all the items to your cart, click **“Checkout”**.



20

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



21

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

Shipping

ShipTo(Plant) *

10000509 (CONTRACT ADMIN AND PR.) ^

Clear selection 7 United

10008259 (MULHOLLAND MS)

Browse all

⚠ Need-by Date cannot be in the past

22

Enter your 4-digit location code and click search.

ShipTo(Plant)

ID ▾ Search for ShipTo(Plant) 🔍

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

Click **Choose**.

ID ▾ 🔍

ID	Name	Street	City	State	Postal Code	Country	
10005857	107TH ST EL	147 E 107TH ST	LOS ANGELES	CA	90003	US	<div style="border: 2px solid red; padding: 2px; display: inline-block;">Choose</div>

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

25

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

Deliver To *

Need-by Date ⓘ 📅

Purchase Group ▼

[Shipping items to different locations?](#)

Done

26

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

LAUSD UNIFIED Ariba Buying

Requisition title: * ⏪

Checkout / PR7135

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

27

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

28

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

GL Account

General Ledger 410040

General Ledger	Description
0000410040	State Textbooks - Elementary

Choose

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) v

Commitment Item

(no value) v

GL Account

0000430001 (General Supplies) v

AssetClass

Funds Center

(no value) v

⚠ Please select Funds Center

Functional Area

(no value) v

⚠ Please select Functional Area

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

Account Type

Expense v

Account Assignment *

K (Cost center) v

Cost Center

0001050901 (Contract Admin) v

Bill To

1001 (LAUSD Accounts Payable)

PO BOX 54306 Los Angeles, CA 90054-0306 United States

GL Account

0000430001 (General Supplies) v

AssetClass

31

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

Cost Center ✕

Cost Center ▾ 2170

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"/>

32

Choose the correct **Functional Area**.

Fund ▾

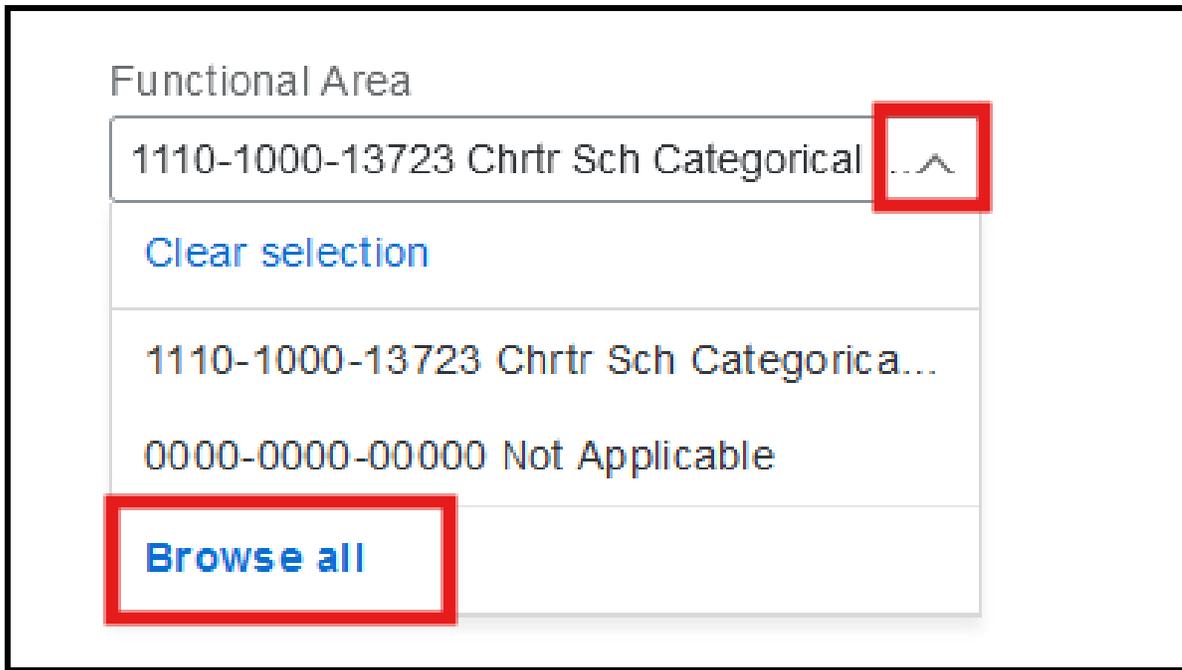
Funds Center ▾

Commitment Item ▾

Functional Area ▾

33

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

34

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

35

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

36

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

Items (1)

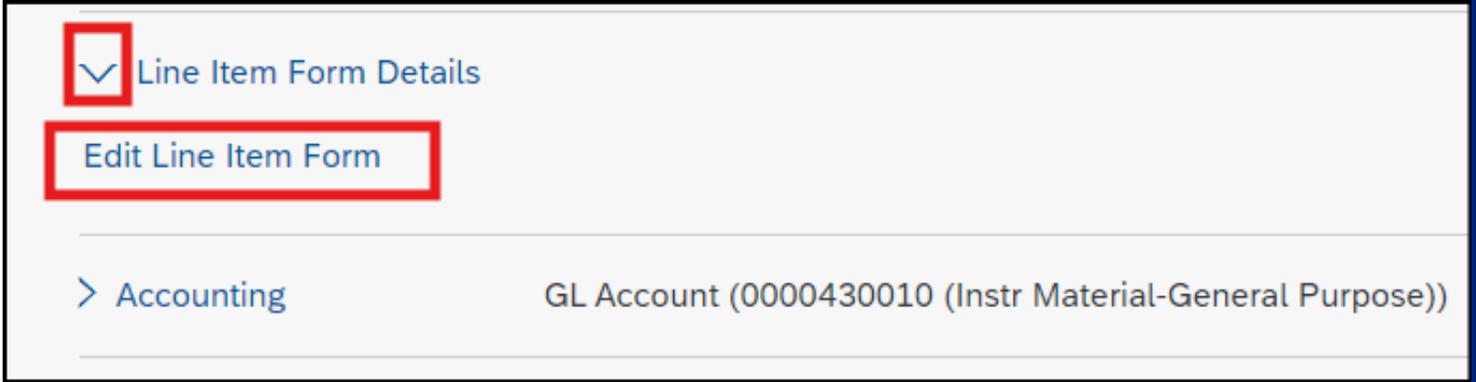
▼	Ipad Pro (no value)	Quantity - 1 +	Price 599 USD ▼	Net Amount \$599.00 USD
		Unit of Measure each ▼		Gross Amount ⓘ \$599.00 USD

Name Ipad Pro	Vendor No supplier selected ▼
Description Ipad Pro	Contact (no value) ▼
Supplier Part Number	Supplier Part Auxiliary ID

▼ Line Item Form Details
Edit Line Item Form

37

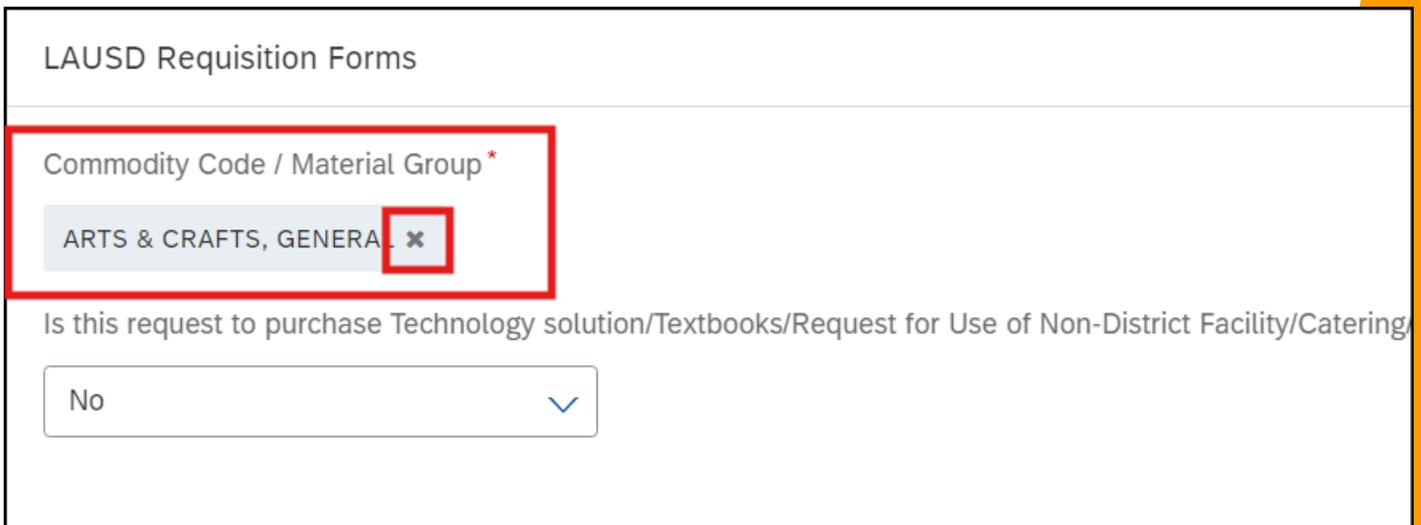
Click “**Edit Line Item Form**”.



The screenshot shows a software interface with a light gray background. At the top left, there is a blue checkmark icon inside a red square, followed by the text "Line Item Form Details". Below this, a red rectangular box highlights a blue button labeled "Edit Line Item Form". At the bottom left, there is a blue chevron icon followed by the text "> Accounting". At the bottom right, there is the text "GL Account (0000430010 (Instr Material-General Purpose))".

38

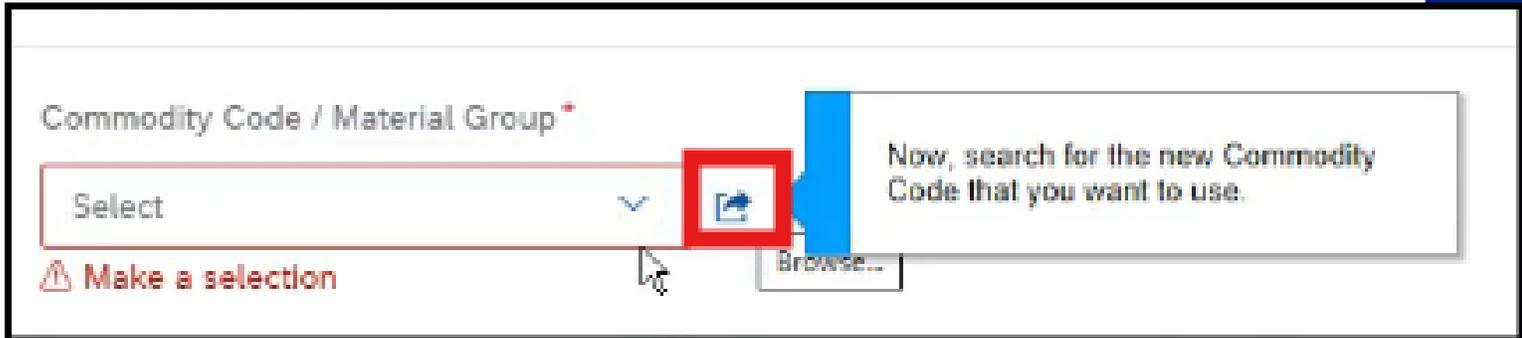
Click “**X**” to delete the existing commodity code.



The screenshot shows a software interface with a white background. At the top, there is the text "LAUSD Requisition Forms". Below this, there is a red rectangular box highlighting a dropdown menu. The dropdown menu is labeled "Commodity Code / Material Group*" and shows the selected option "ARTS & CRAFTS, GENERAL" with a red square containing a black 'X' icon to its right. Below the dropdown, there is the text "Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering" and a dropdown menu with the selected option "No" and a blue chevron icon to its right.

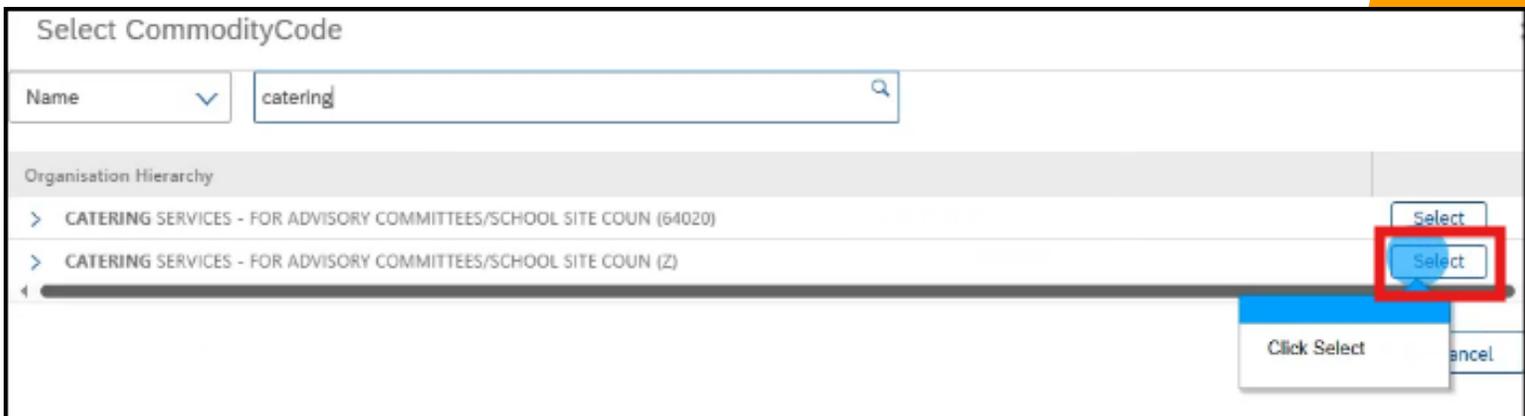
39

Search for the new commodity code you want to use.



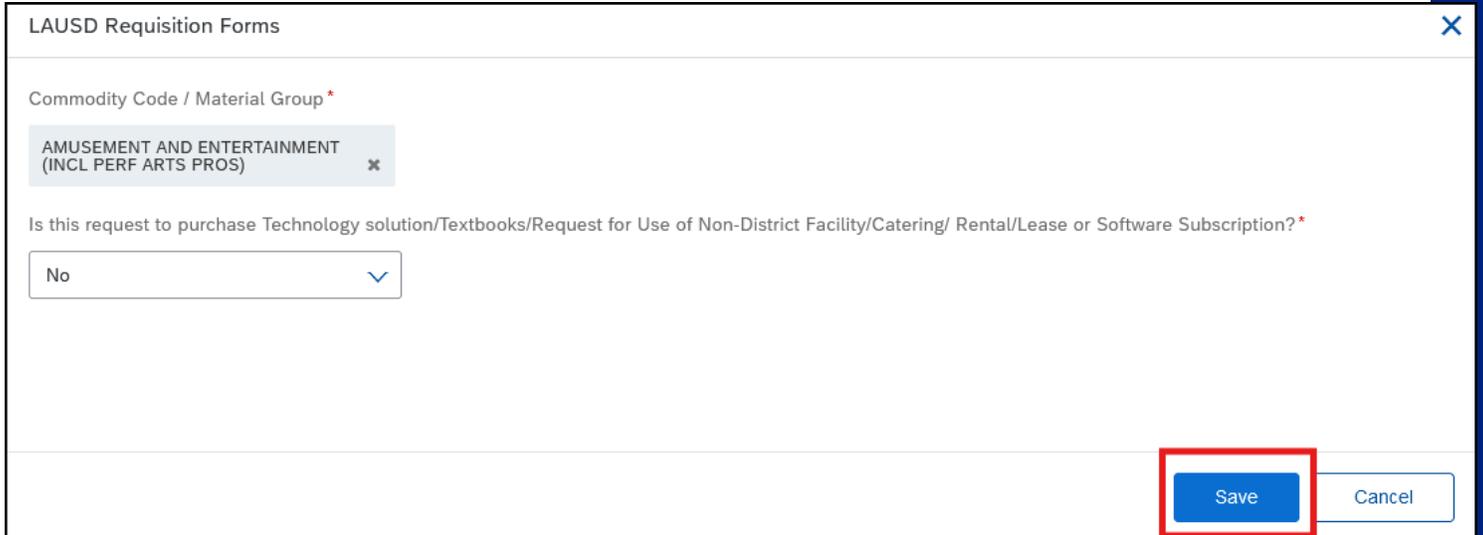
40

Click **"Select"**.



41

Click **“Save”**.



LAUSD Requisition Forms

Commodity Code / Material Group *

AMUSEMENT AND ENTERTAINMENT
(INCL PERF ARTS PROS) x

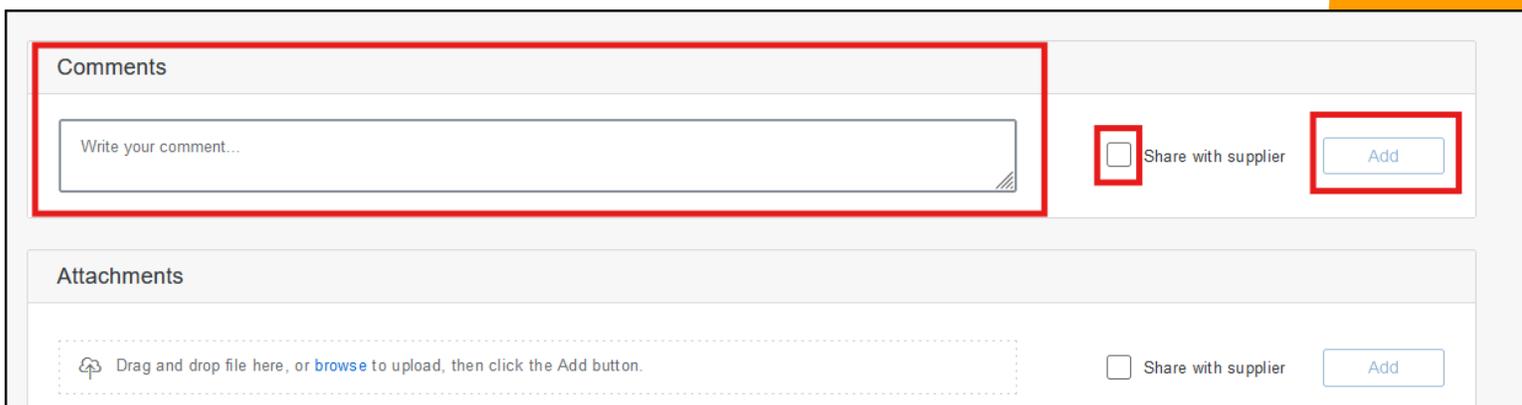
Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering/ Rental/Lease or Software Subscription? *

No v

Save Cancel

42

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

Upload your required documents such as quote, COI, approved ifieldtrip, SPSA Plan, approval from Risk Management for onsite approval, etc.

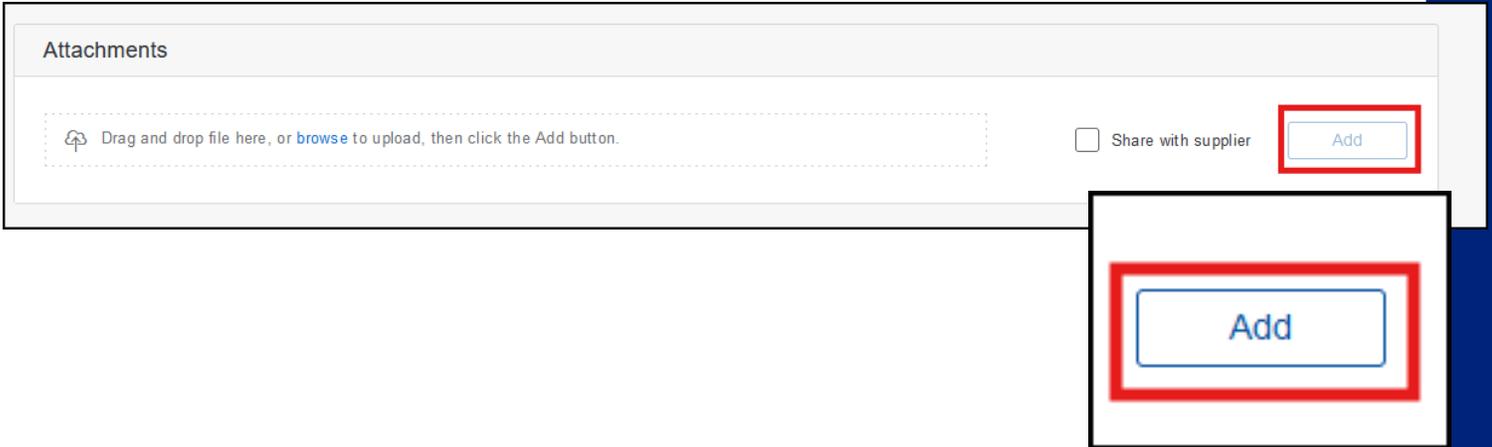
You can drag your file into the box or click **browse all** to search the file in your computer. Check the box to share with the supplier.



The screenshot shows a user interface for uploading attachments. At the top left, the word "Attachments" is displayed. Below it is a large dashed-line 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 to the right is a button labeled "Add". Red rectangular boxes are drawn around the dashed upload area, the "Share with supplier" checkbox, and the "Add" button to highlight them.

44

Click **"Add"**.



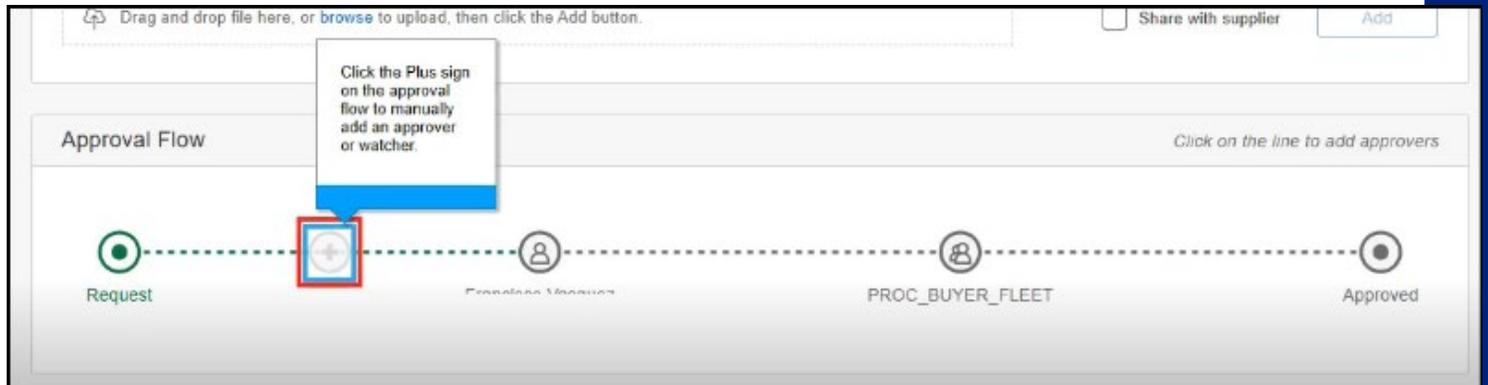
45

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 + 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

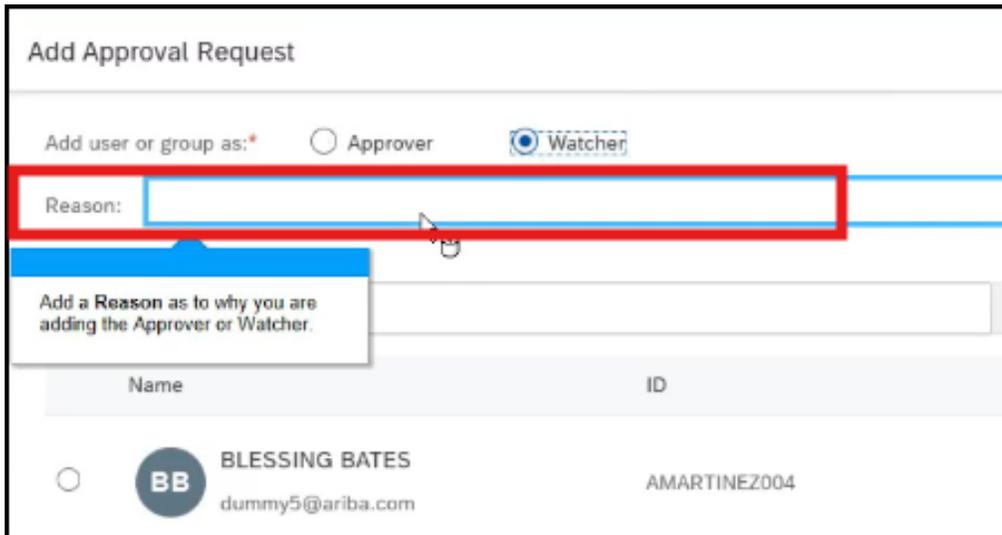
Reason:

Choose user or group:

Name	ID
BB BLESSING BATES	AMARTINEZ004

48

You have the option to enter a reason as to why you are adding the Approver or Watcher.

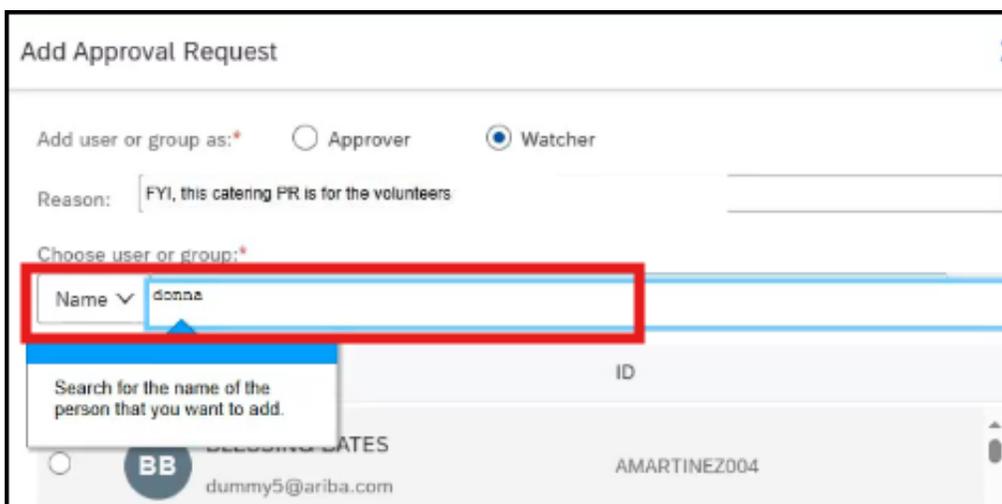


The screenshot shows the 'Add Approval Request' form. At the top, there are radio buttons for 'Approver' and 'Watcher', with 'Watcher' selected. Below this is a 'Reason:' text input field, which is highlighted with a red rectangular border. A tooltip points to this field with the text 'Add a Reason as to why you are adding the Approver or Watcher.' Below the form, a table lists users with columns for 'Name' and 'ID'. The first user listed is BLESSING BATES with ID AMARTINEZ004 and email dummy5@ariba.com.

Name	ID
BLESSING BATES dummy5@ariba.com	AMARTINEZ004

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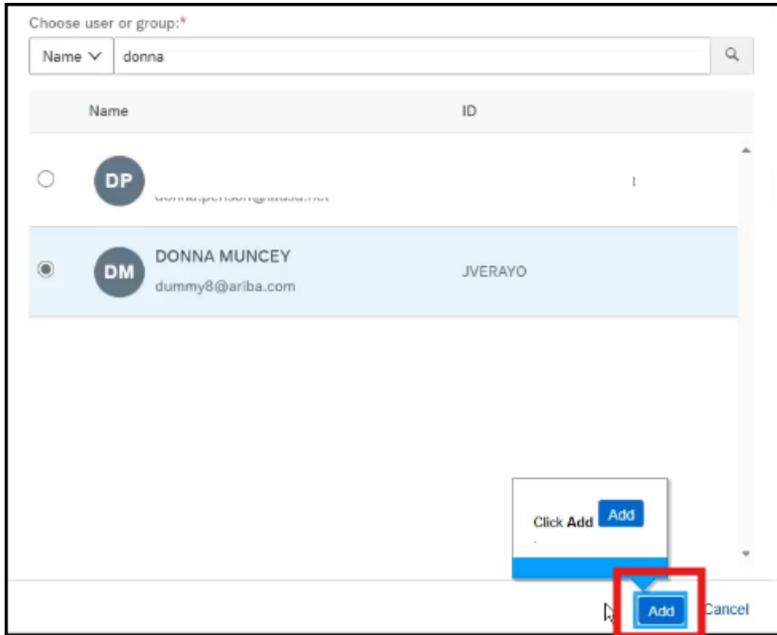
You can search for a user by their first name, last name, or birthdate. Enter the information and hit "**Enter**" or click "**Search**".



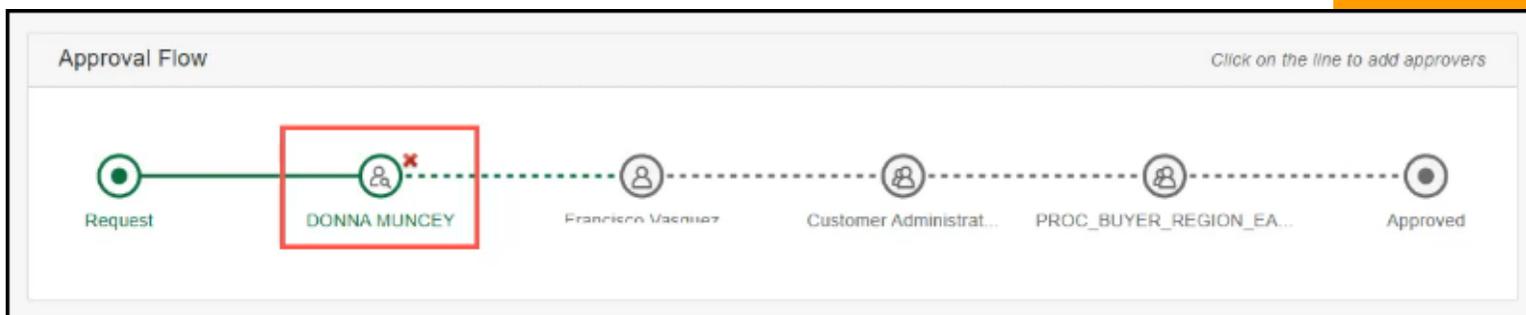
The screenshot shows the 'Add Approval Request' form. The 'Reason:' field contains the text 'FYI, this catering PR is for the volunteers'. Below it is a search field labeled 'Choose user or group:'. This search field is highlighted with a red rectangular border and contains the text 'Name' and 'donna'. A tooltip points to this field with the text 'Search for the name of the person that you want to add.' Below the form, the same user list as in the previous screenshot is visible.

Name	ID
BLESSING BATES dummy5@ariba.com	AMARTINEZ004

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

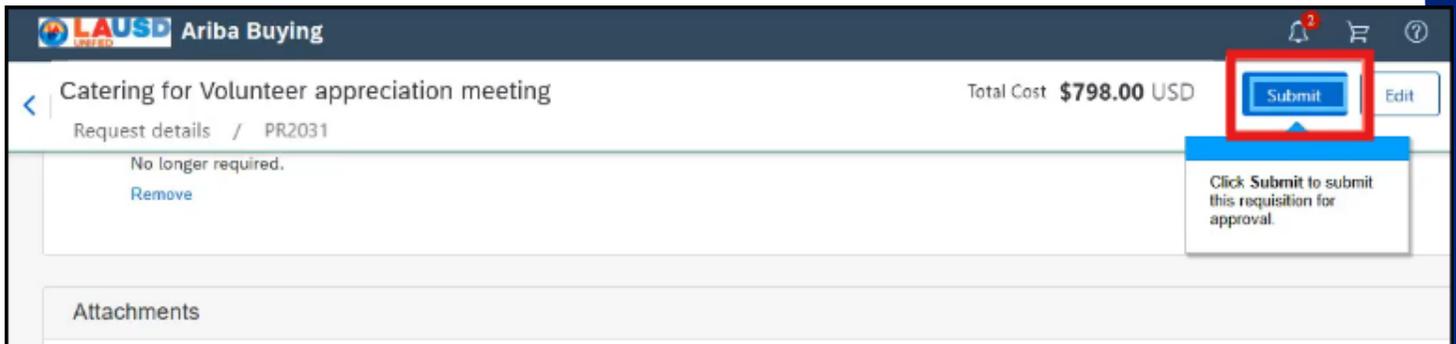


Notice that the icon is different from the other approvers. The icon indicates that the person is a watcher and is not an approver. Notice the red X next to the user, this indicates that we can delete this user if needed.



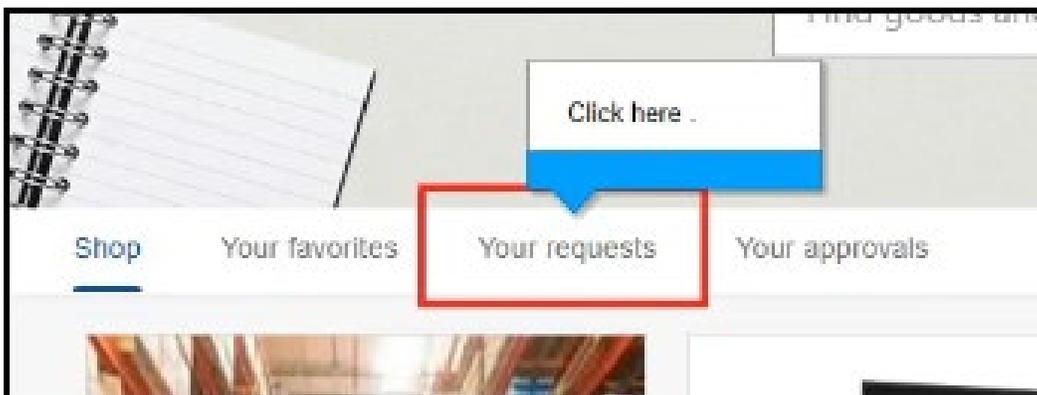
52

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



53

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



This screen shows a requisition in each status.

on July 12, ...

Status
SUBMITTED

Status
ORDERED

Status
RECEIVING

Status
RECEIVED

Submitted means that the PR has been submitted for approval but is not fully approved yet. Receiving is NOT available.

Ordered means that the PR is fully approved and is available to start the Receiving process.

Receiving means that the PR is fully Approved, a PO has been created, and the order has been partially received.

Received means that all the items on the Purchase Order have been received, and no further action is required from the requester.