

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.

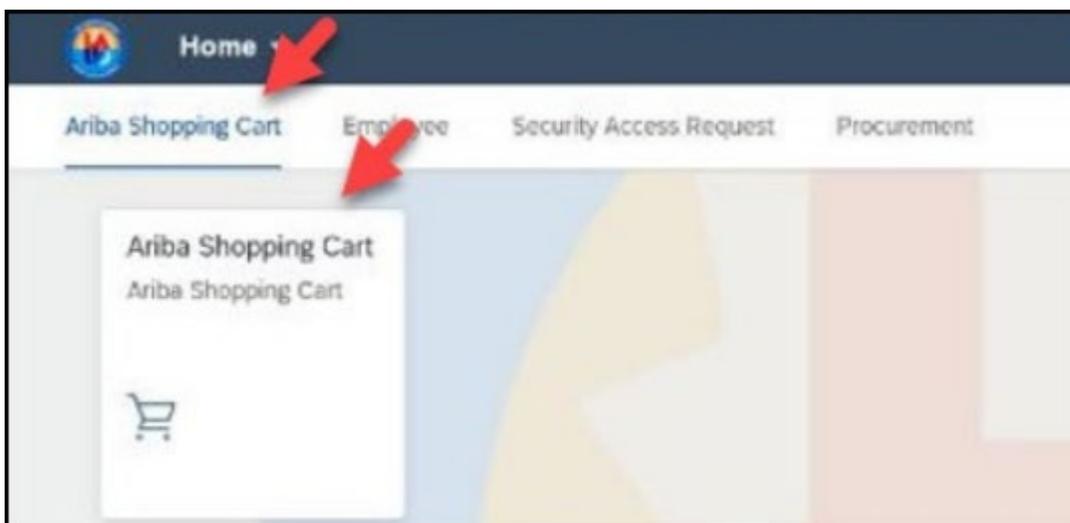
1

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



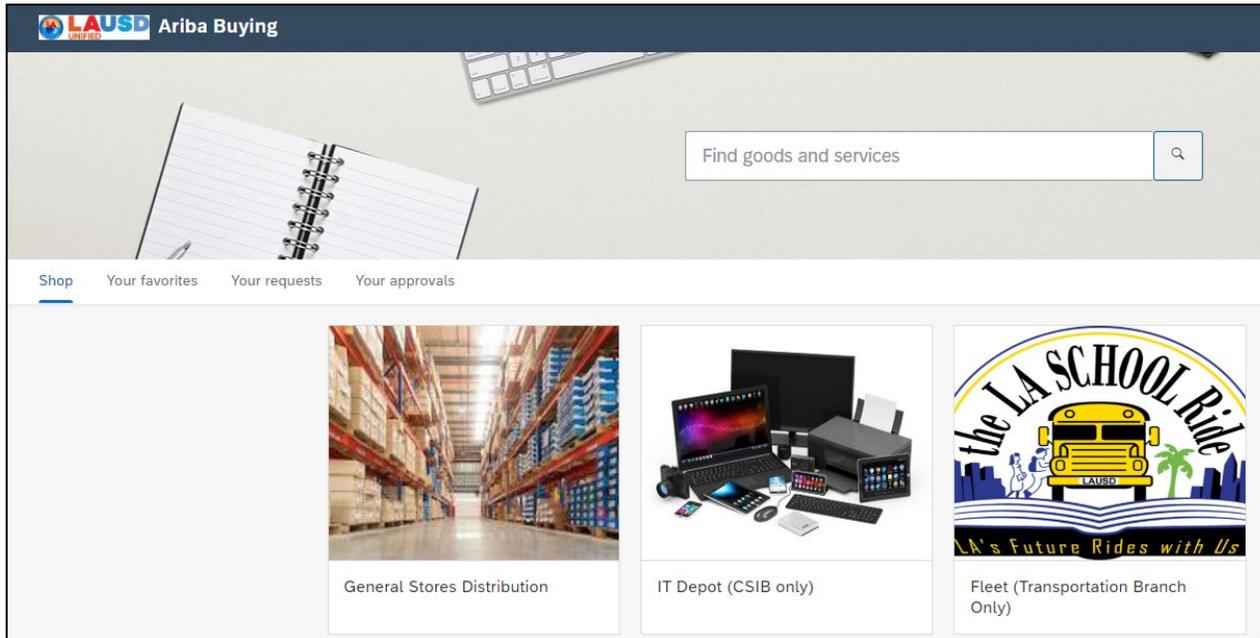
2

Click on the "Ariba Shopping Cart" tile.



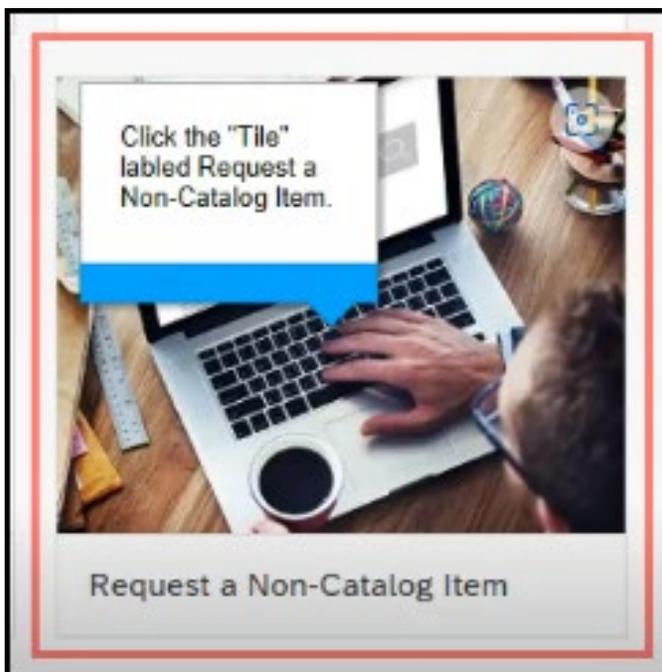
3

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



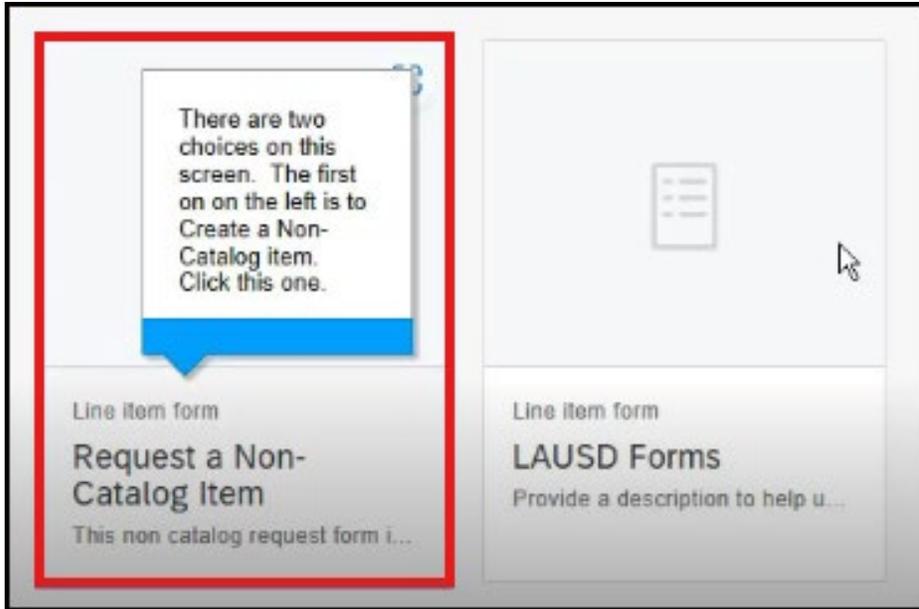
4

Click "Request a Non-Catalog Item".



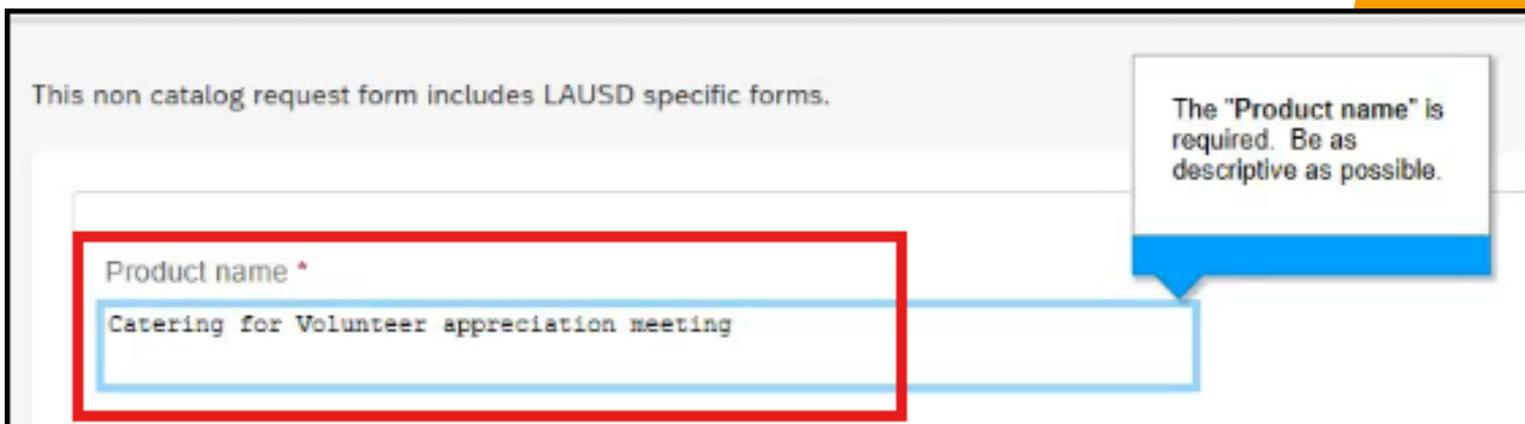
5

Click "Request a Non-Catalog Item".



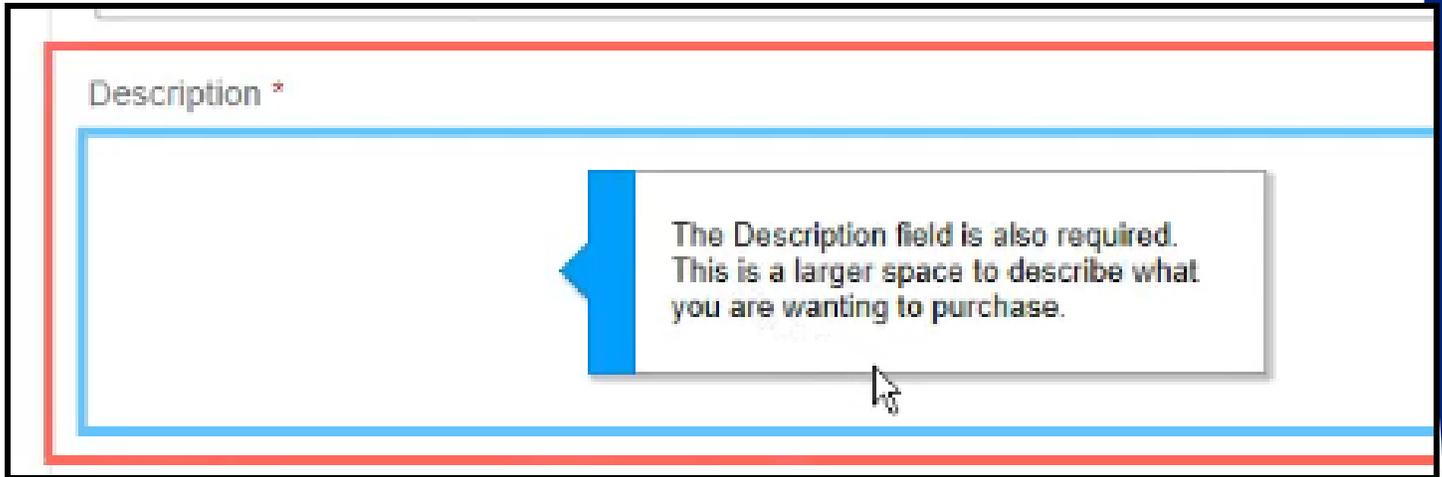
6

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



7

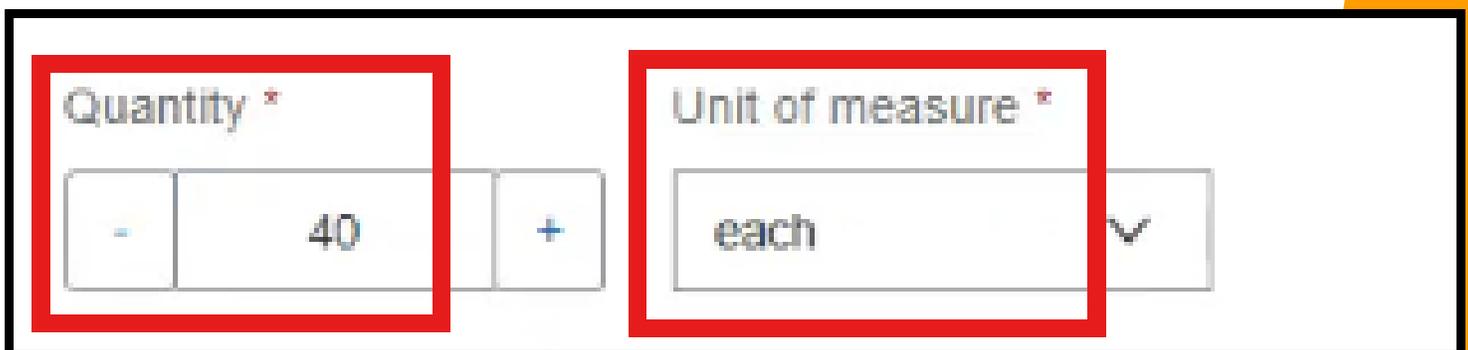
Copy and paste the Product name into the Description.



The image shows a screenshot of a form with a 'Description' field. The field is outlined in red, indicating it is required. A blue callout box with a white background and a blue arrow pointing to the field contains the text: 'The Description field is also required. This is a larger space to describe what you are wanting to purchase.' A mouse cursor is visible over the callout box.

8

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



The image shows two input fields side-by-side. The first field is labeled 'Quantity *' and contains the number '40'. The second field is labeled 'Unit of measure *' and contains the text 'each'. Both fields are highlighted with a red border. The quantity field has minus and plus buttons on either side, and the unit of measure field has a dropdown arrow on the right.

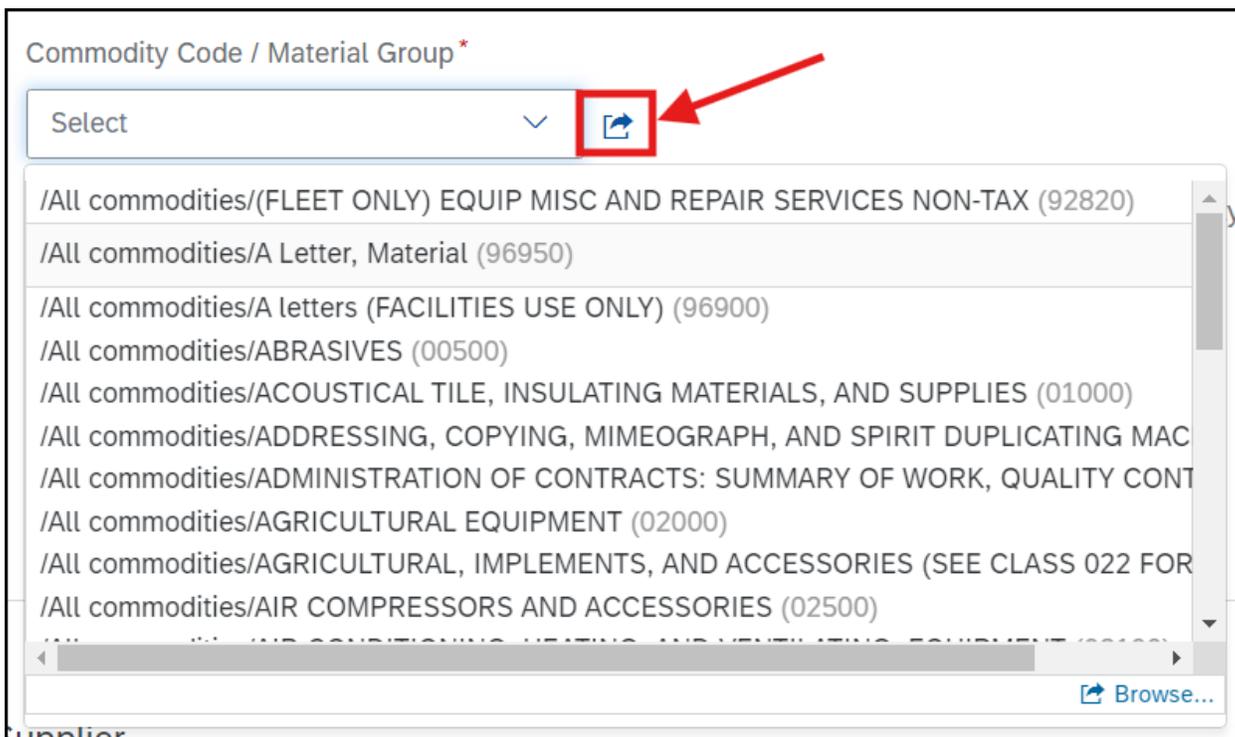
9

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.



10

Click on the search icon to expand the search.



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

No recommended suppliers

[View all 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

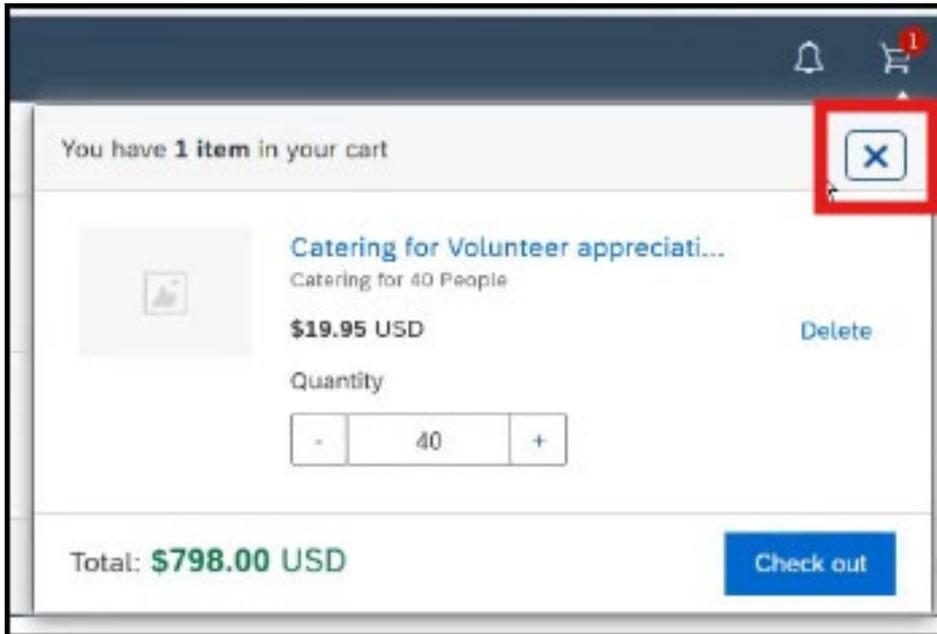
Supplier

Chosen supplier [View all suppliers](#)

 1000003807
MAINLINE INFORMATION SYSTEMS
TALLAHASSEE, ✓ Selected

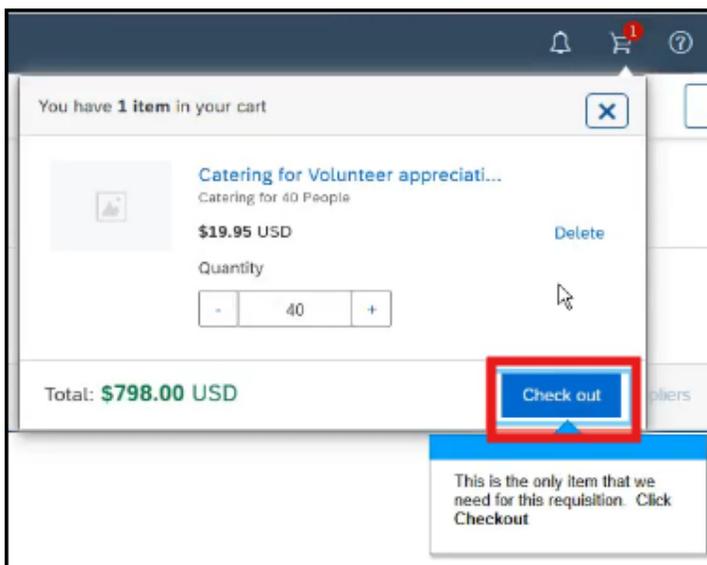
19

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)	Funds Center
P (Project)	(no value) v
Browse all	<small>⚠ Please select Funds Center</small>
(no value) v	Functional Area
Commitment Item	(no value) v
(no value) v	<small>⚠ Please select Functional Area</small>

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: 0001505501 (MAGNOLIA EL) ▾

Fund: (no value) ▾

Commitment Item: (no value) ▾

Funded Program: (no value) ▾

AssetClass

Funds Center: 1505501 MAGNOLIA EL ▾

Clear selection

1505501 MAGNOLIA EL

1000006 TEST1

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

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	<input type="button" value="Choose"/>
1000001	1000001 TEST1	<input type="button" value="Choose"/>

Account Assignment *
K (Cost center) ▾

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

Cost Center
0001505501 (MAGNOLIA EL) ▾

Fund
(no value) ▾

AssetClass

Funds Center
1505501 MAGNOLIA EL ▾

30

Choose the correct Functional Area.

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

31

Click "Done".

Commitment Item	Functional Area
(no value) ▾	1110-1000-13027 General Fund Sch Progr... ▾
Funded Program	Grant
(no value) ▾	(no value) ▾
FM Area	Division
(no value) ▾	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

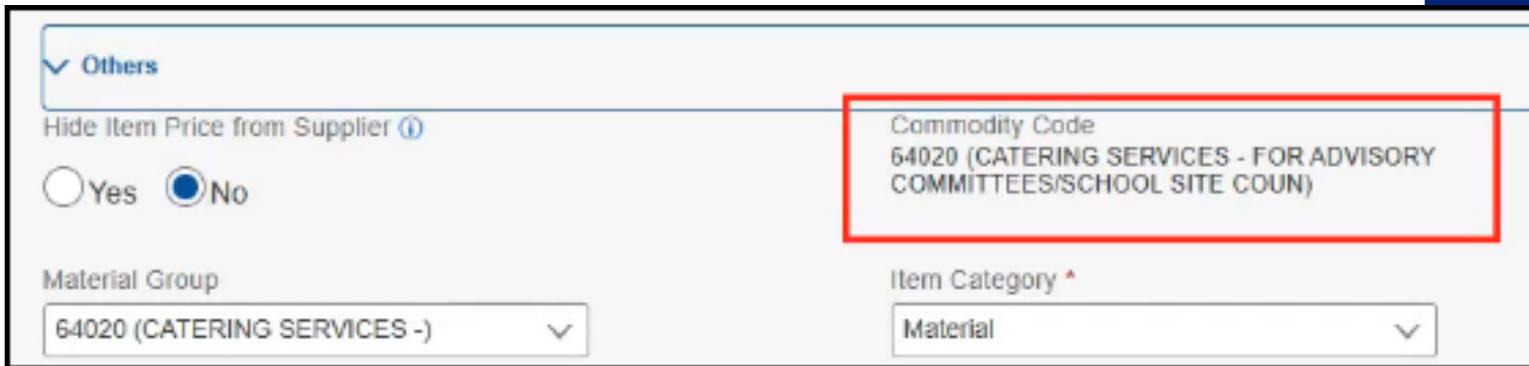
Description ▾ food 🔍

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

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

34

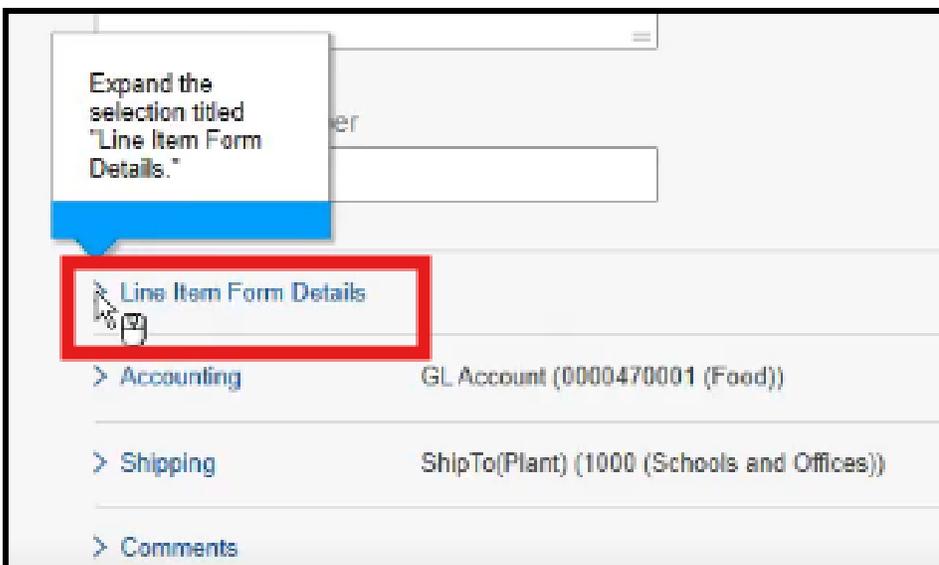
Commodity code will default from the line item commodity code selection.



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

35

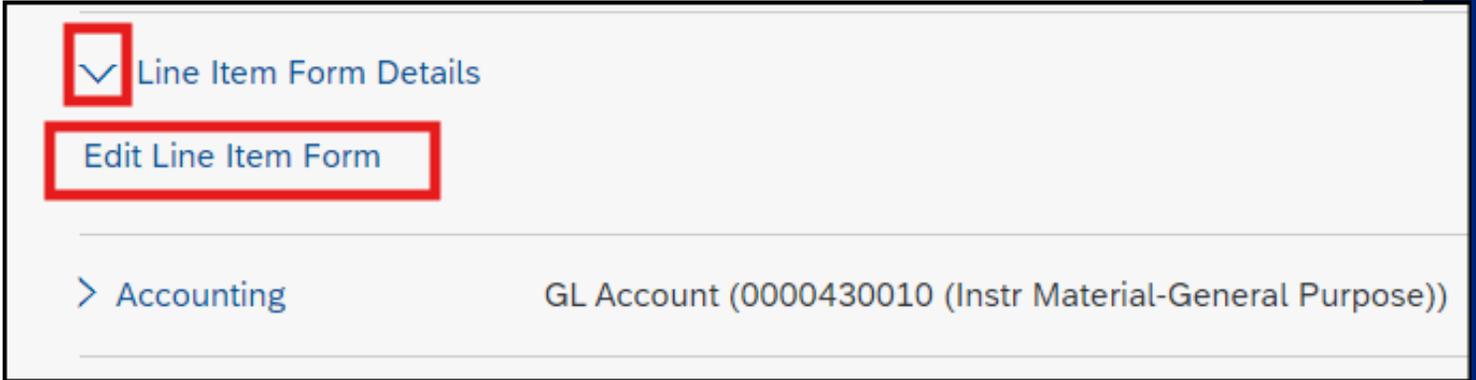
To edit the commodity code, scroll up. Expand “Line Item Form Details”.



A screenshot of a software interface. A blue callout box points to a red-bordered button labeled 'Line Item Form Details'. Below this button are three expandable sections: 'Accounting' with 'GL Account (0000470001 (Food))', 'Shipping' with 'ShipTo(Plant) (1000 (Schools and Offices))', and 'Comments'.

36

Click "Edit Line Item Form".



Line Item Form Details

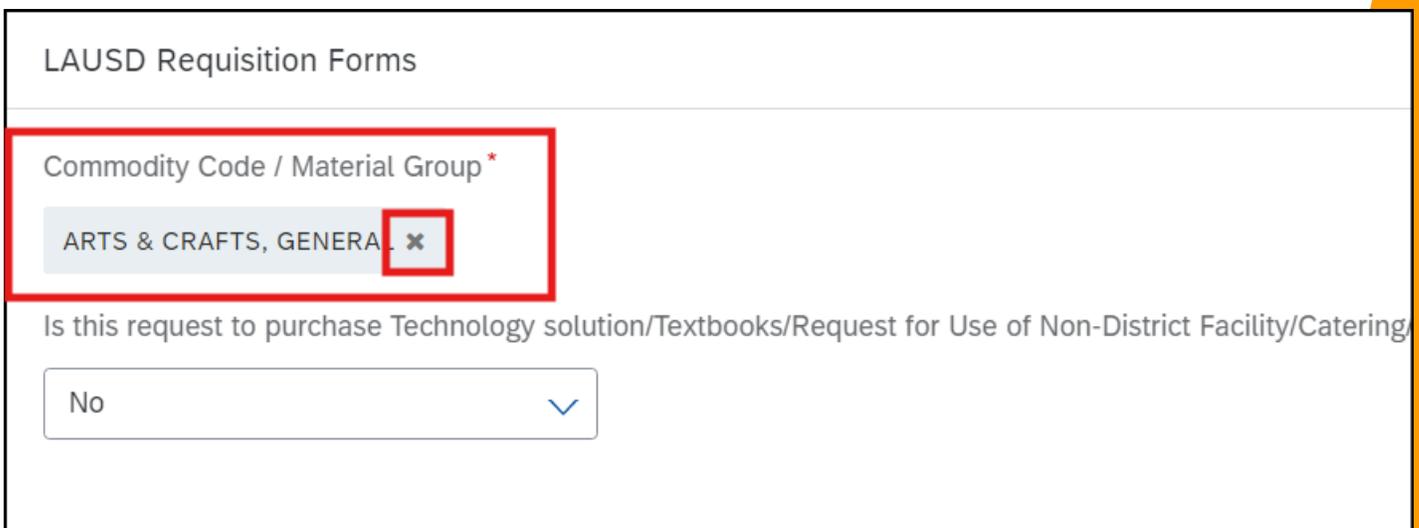
Edit Line Item Form

> Accounting

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

37

Click "X" to delete the existing commodity code.



LAUSD Requisition Forms

Commodity Code / Material Group *

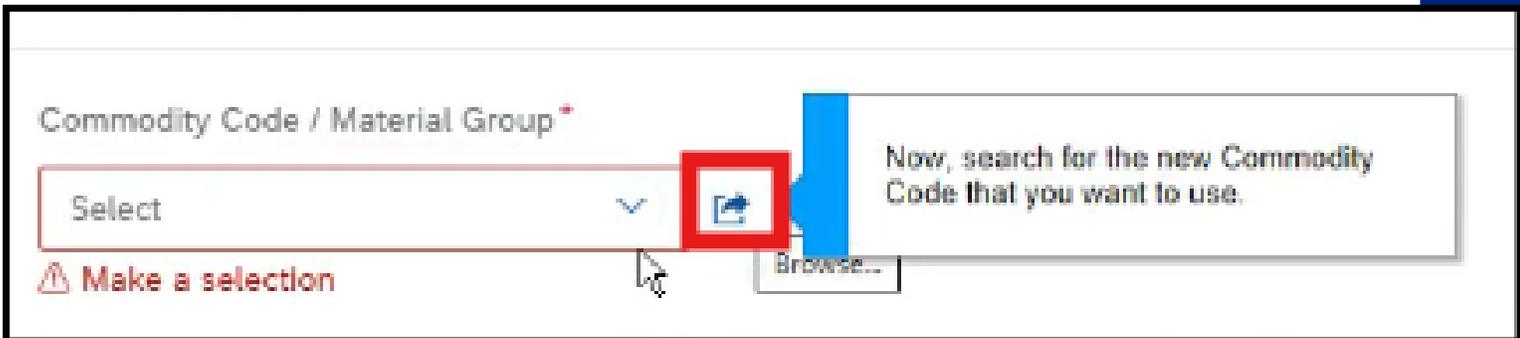
ARTS & CRAFTS, GENERAL X

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

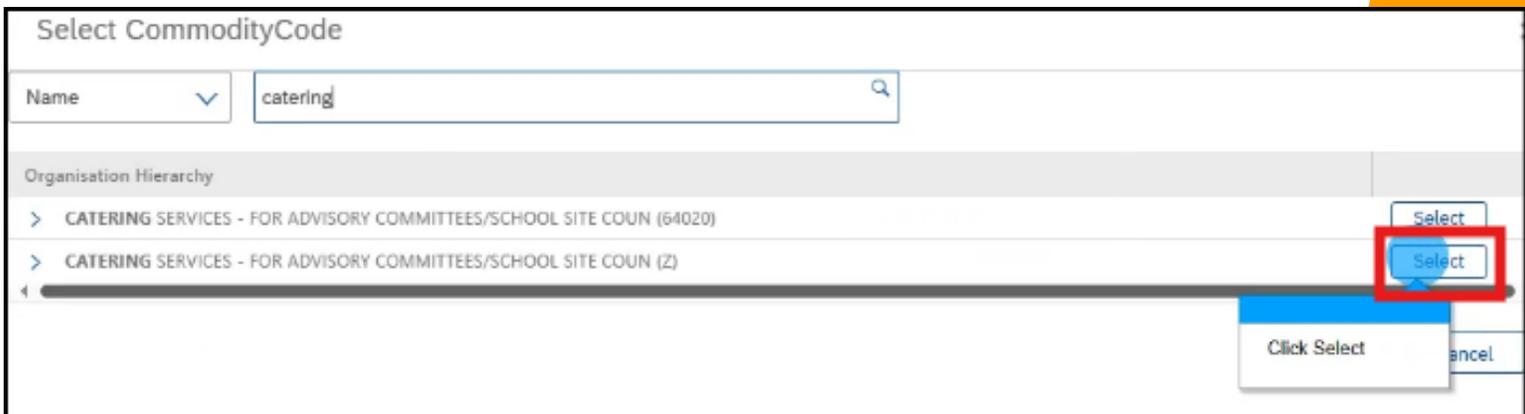
Browse...

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

This screenshot shows a dropdown menu for 'Commodity Code / Material Group'. The dropdown is currently set to 'Select'. A red box highlights the 'Browse...' button, which is used to search for a new commodity code. A blue arrow points from the 'Browse...' button to a text box that says 'Now, search for the new Commodity Code that you want to use.' Below the dropdown, there is a warning icon and the text 'Make a selection'.

39

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

This screenshot shows a search results page for 'catering'. The search results are displayed under the heading 'Organisation Hierarchy'. There are two results listed: 'CATERING SERVICES - FOR ADVISORY COMMITTEES/SCHOOL SITE COUN (64020)' and 'CATERING SERVICES - FOR ADVISORY COMMITTEES/SCHOOL SITE COUN (Z)'. A red box highlights the 'Select' button next to the second result. A blue arrow points from the 'Select' button to a text box that says 'Click Select'. Below the search results, there are buttons for 'Click Select' and '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](#)

Share with supplier

Add

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"

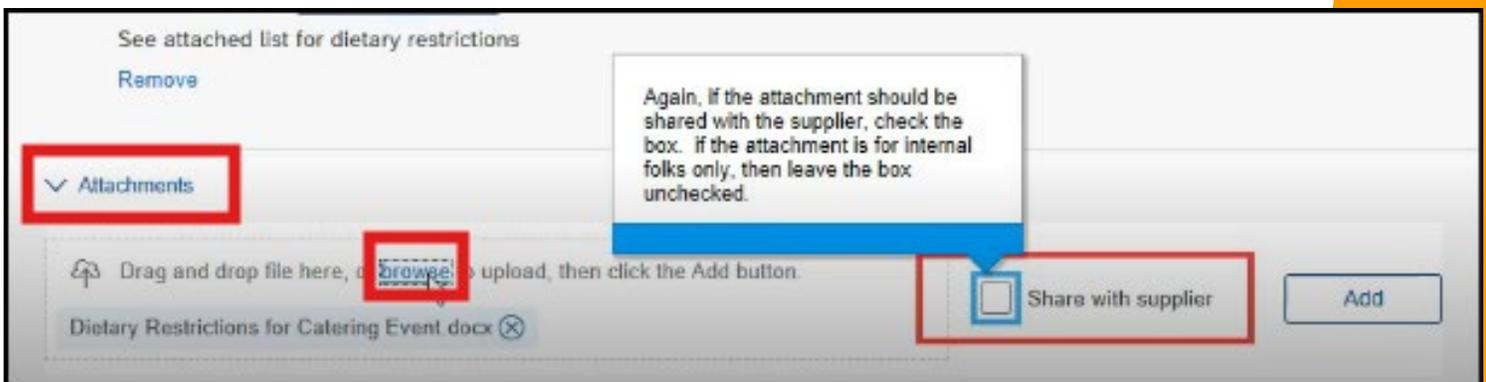
42

Click "Add".



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".



44

Click "Add".



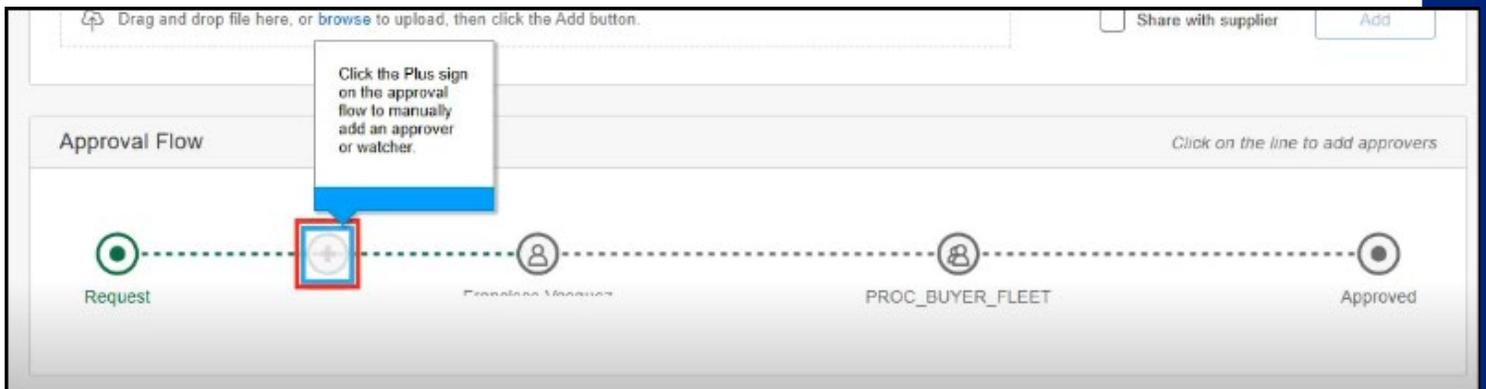
45

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 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.

The 'Add Approval Request' dialog box has a red box around the 'Approver' radio button. The 'Approver' radio button is selected, while the 'Watcher' radio button is unselected. To the right of the 'Watcher' radio button is a 'Click Watcher' button. Below the radio buttons is a 'Reason:' field with the placeholder text 'Provide a reason...'. Below that is a 'Choose user or group:' field with a search bar containing 'Name' and 'Search for Name'. At the bottom, there is a table with columns 'Name' and 'ID'. The first row shows 'BLESSING BATES' and 'AMARTINEZ004'. A user profile icon for 'BB' is visible in the bottom left corner.

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 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 user card for 'BLESSING BATES' (AMARTINEZ004) is visible, with a profile picture and email address 'dummy5@ariba.com'.

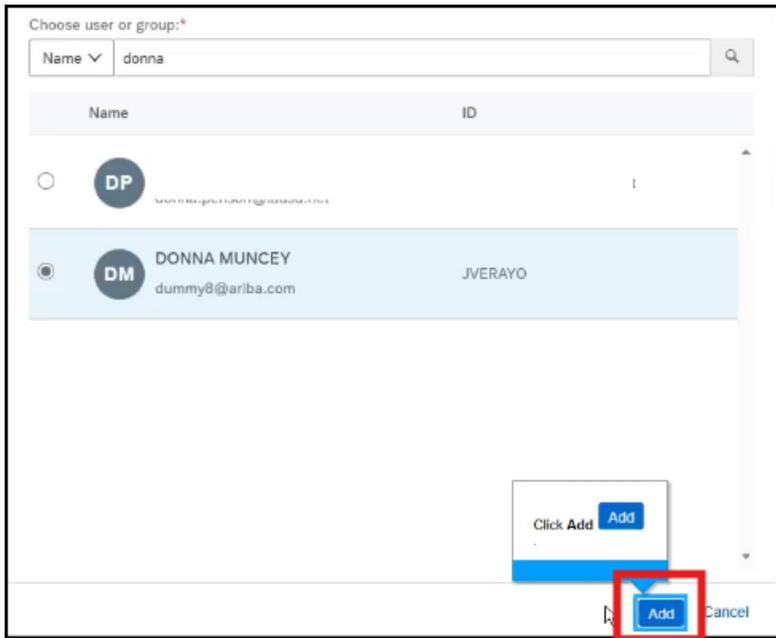
48

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. The 'Reason:' field contains the text 'FYI, this catering PR is for the volunteers'. Below it is a 'Choose user or group:' section with a dropdown menu. The dropdown menu is open, showing a search bar with the text 'Name' and a dropdown arrow, and a list of search results. The first result is 'donna', which is highlighted in red. A tooltip points to the search bar with the text: 'Search for the name of the person that you want to add.' Below the form, the same user card for 'BLESSING BATES' (AMARTINEZ004) is visible.

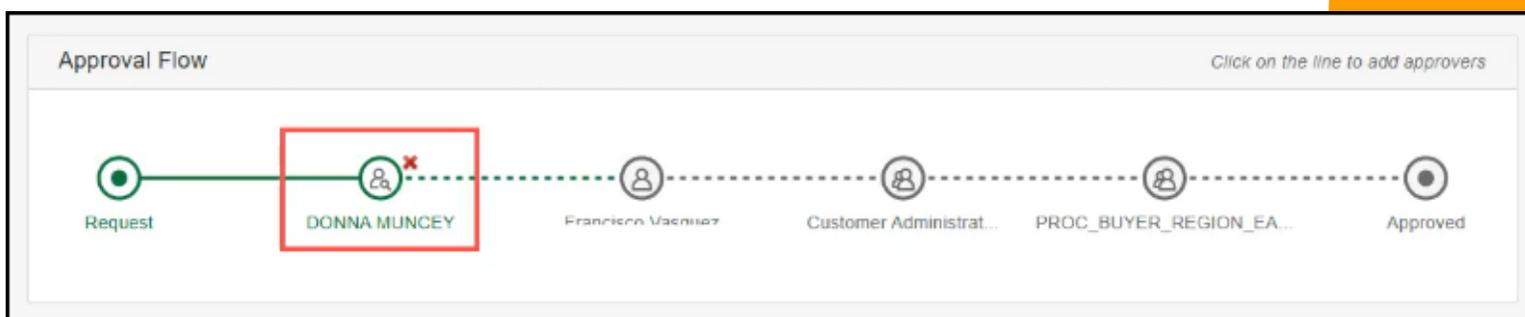
49

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



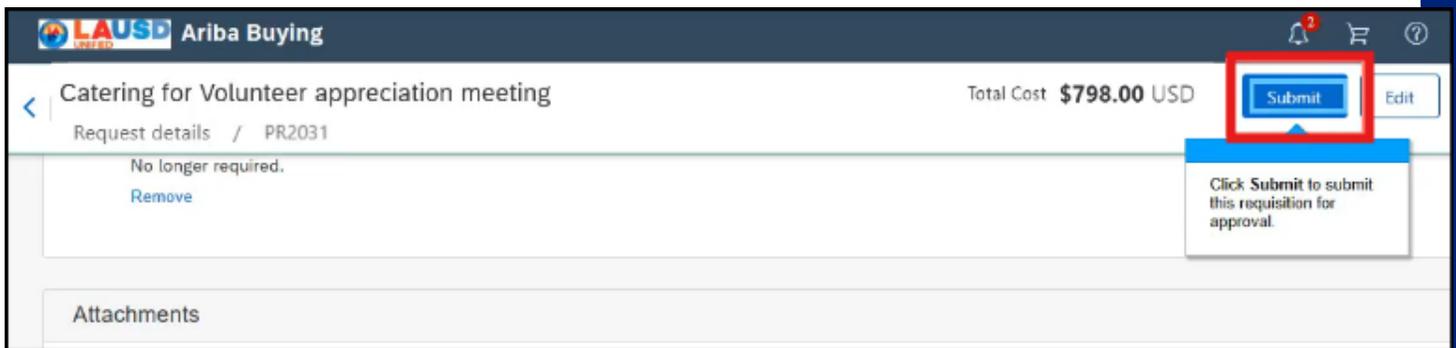
50

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.



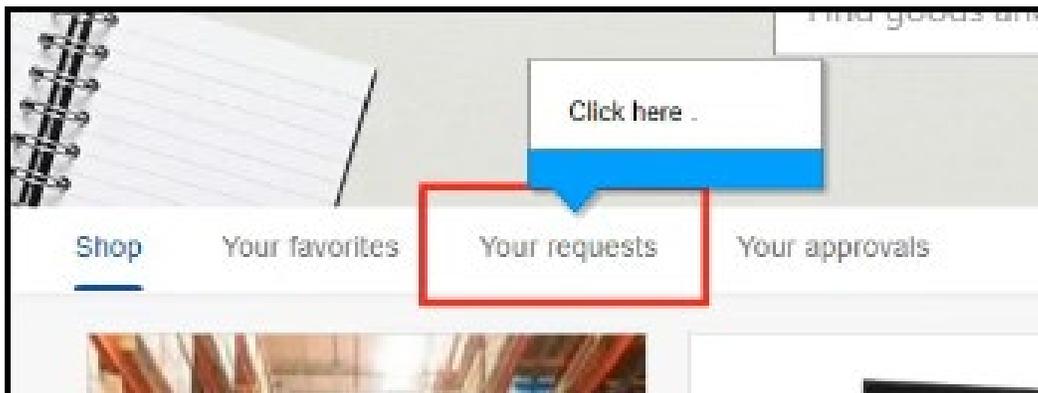
51

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.

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.