

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Create a Punch-Out
Catalog Purchase Requisition
using Guided Buying

The purpose of this job aid is to show how to create a Requisition in Guided Buying using a Punch-Out catalog. A Punch-Out Catalog is maintained by a Supplier and when accessed, temporarily takes users out of Ariba to access a supplier's online catalog to search for items at negotiated pricing.

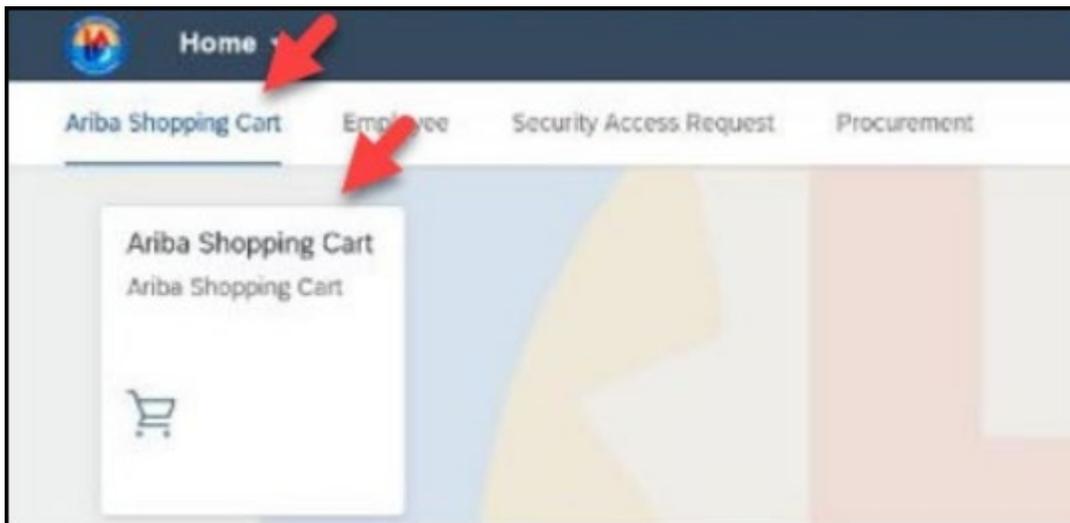
1

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



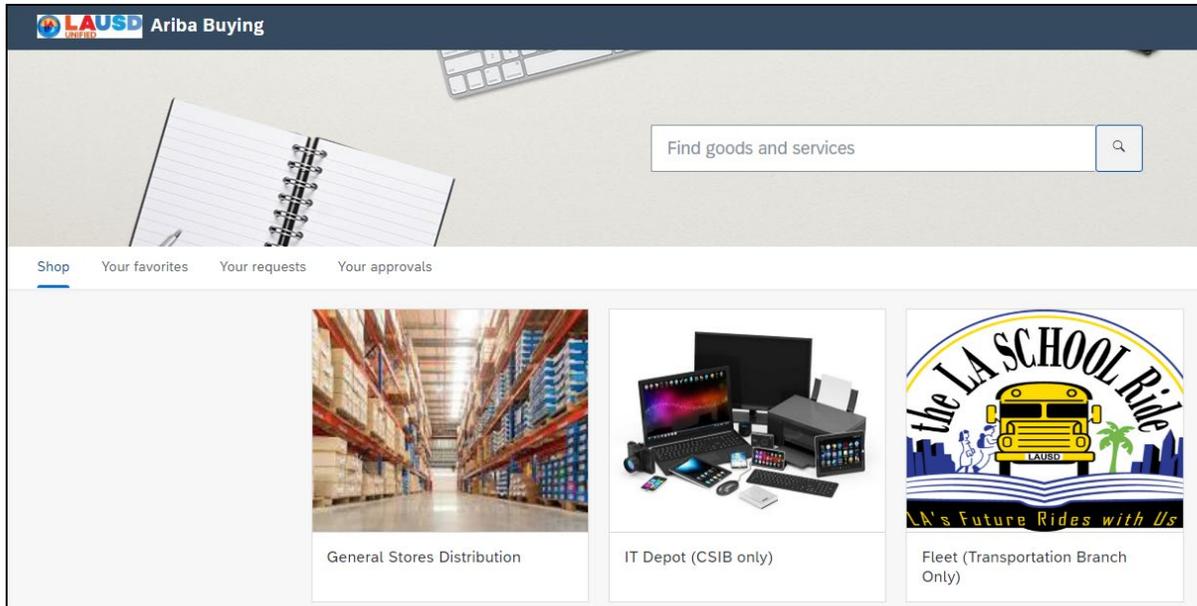
2

Click on the "Ariba Shopping Cart" tile.



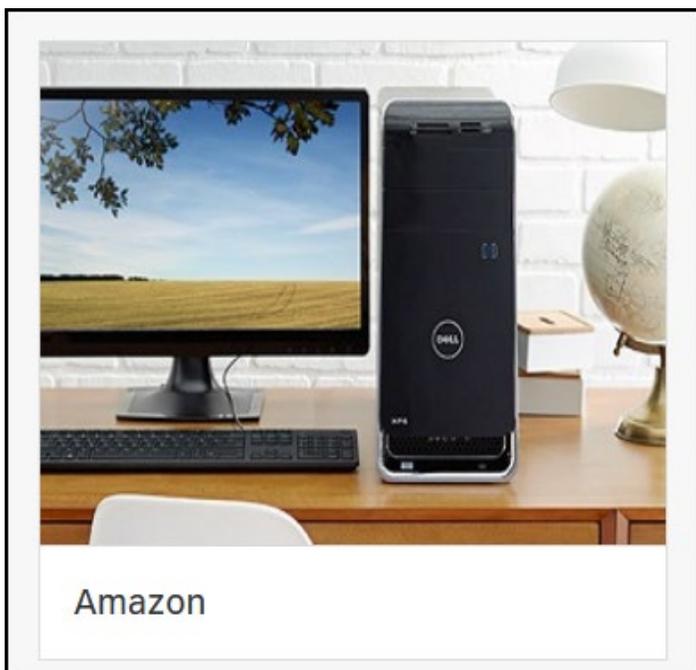
3

You will be directed to the Ariba Buying home page.



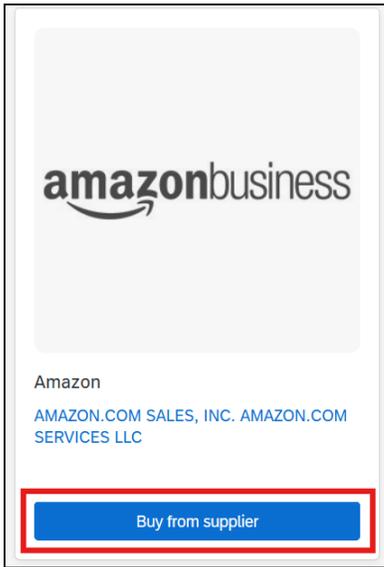
4

Click on the Catalog. In this example, we will click on **"Amazon"**.



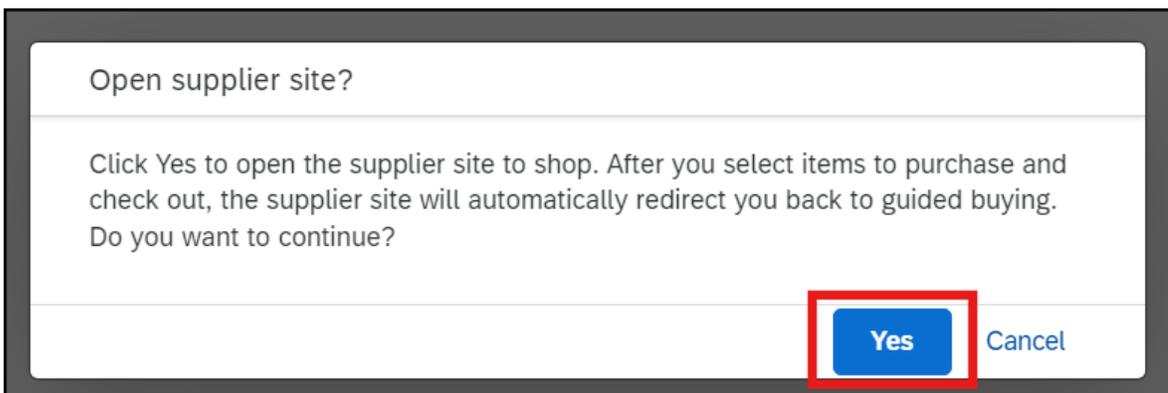
5

Click **“Buy from supplier”**.



6

Click **Yes**. Amazon's catalog is an example of a 'Punch-Out Catalog'. Once you select the catalog tile, the system will navigate to the supplier's site for you to view and select items available to LAUSD users. After you are done selecting items and 'check out', you will be returned to Ariba to finalize your order.



7

Search for an item you want to purchase.

Best Seller



Bertiveny Rectangular Teacher Stamps for Grading Classroom, Parent Signature Teacher Self-Inking Set Stamps for Homework Teacher Supplies with 8 pcs

★★★★☆ 2,382

\$12.79 List: \$14.99

Save 19% on 2+ units

✓prime Two-Day
FREE delivery Thu, Aug 15

Add to cart

8

Click **Add to Cart**. Repeat these steps until you have added all the items to your cart.



Tickselect Teacher Stamps for Classroom Grading, 8PCS, Self Inking, Different... 4.4 ★★★★★ 240 -33% \$9.98 \$14.99 ✓prime

Back to results



Rectangular Teacher Stamps for Grading Classroom, Parent Signature Teacher Self-Inking Set Stamps for Homework Teacher Supplies with 8 pcs

Visit the Bertiveny Store

4.7 ★★★★★ 2,382 ratings | Search this page

Amazon's Choice for "bertiveny rectangular teacher stamps for grading"

6K+ bought in past month

List Price: \$14.99 Details

Business Price \$12.79 ✓prime Two-Day

FREE Returns

You Save: \$2.20 (15%)

Buy more, save more

2 units	30 units
-19% \$12.15	Lowest price -32% \$10.23

Quantity: 1

Request quote for 978+

Add to Cart

Buy Now

Secure transaction

Sold by TECH BERGEN and

9

Once you have all your items in your cart, click **Proceed to checkout**.

business prime All Enter keyword or product number  Tips for getting started ▶

Punchout Group: LAUSD Ariba Punchout

All Back to School Buy Again Today's Deals Sell Subscribe & Save Gift Cards Add People App Center Business Savings EN  Account for Los Angeles Un... Lists Business Prime 

Shopping Cart

	Price
 <p>Bertiveny Rectangular Teacher Stamps for Grading Classroom, Parent Signature Teacher Self-Inking Set Stamps for Homework Teacher Supplies with 8 pcs</p> <p>#1 Best Seller in Kids' Printing & Stamping Supplies</p> <p>In Stock</p> <p>prime Two-Day</p> <p>FREE delivery Thu, Aug 15</p> <p>FREE Returns</p> <p>Color: Ts01</p> <p>Buy 2, save 19%</p> <p>Qty: <input type="text" value="1"/> Delete Save for later Compare with similar items Share</p>	\$12.79 List Price: \$14.99 Savings: \$2.20 (15%) Business Price
Subtotal (1 item): \$12.79	

This order contains a gift

Proceed to checkout

Bulk savings to consider

Subtotal (1 item): \$12.79

Click **Use this payment method**. You cannot change the payment method. The Amazon Punch-Out catalog processes through a ghost P-Card process. The Visa ending 8331 which is visible on this page should not be changed. This payment method is used to process all Amazon punch-out orders. You will provide your funding information for the order once it is returned to Ariba. Please note that some vendor punch-outs may be paid via invoice, and their checkout page will vary from the example shown. Payment information on this page should not be changed regardless of the punch-out catalog being used.

amazon Checkout (1 item)

1 **Group** LAUSD Ariba Punchout (Los Angeles Unified School District) [Change](#)

2 **Business order information** Disabled

3 **Shipping address** REQUESTOR28 [Change](#)
333 S. Beaudry Ave.
Los Angeles, CA 90017

4 **Choose a payment method**

LAUSD Ariba Punchout credit and debit cards

	Name on card	Expires on
<input checked="" type="radio"/> Visa ending in 8331 Provided by your organization	Amazon Catalog	06/2028

Use this payment method

Choose a payment method to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Items:	\$12.79
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	--

[How are shipping costs calculated?](#)

Click **Submit order for approval**. You can change the delivery date and funding information in the next screen.

Once you check out from the Amazon site, your items are transferred back to Ariba as a new requisition. You need to complete and submit this requisition for approvals.

amazon Checkout (1 item)

1	Group	LAUSD Ariba Punchout (Los Angeles Unified School District)	Change
2	Business order information	Disabled	
3	Shipping address	REQUESTOR28 333 S. Beaudry Ave. Los Angeles, CA 90017	Change
4	Payment method	Paying with Visa 8331 Billing address: Amazon Catalog, 8525 REX RD, PICO RIVE... Add a promotional code <input type="text" value="Enter code"/> <input type="button" value="Apply"/>	Change
5	Review items and shipping	<div><p> This order requires approval.</p><p> Keep operating hours up to date If your hours ever change at an address, click Edit delivery preferences to update them.</p></div>	

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Order Summary

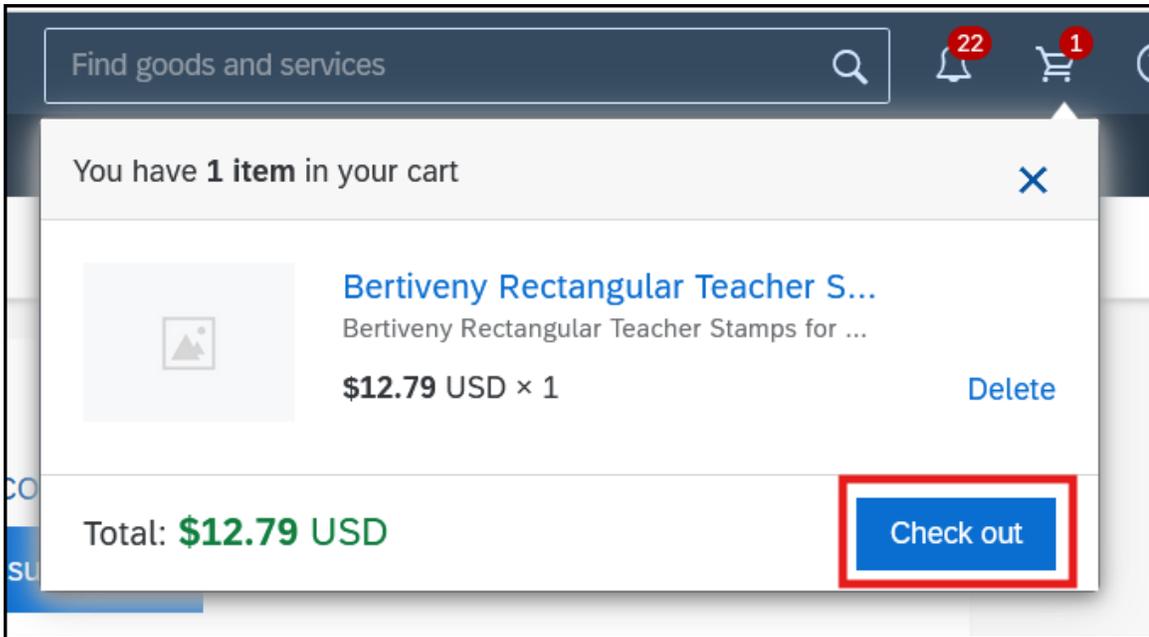
Items:	\$12.79
Shipping & handling:	\$0.00
Total before tax:	\$12.79
Estimated tax to be collected:	\$1.22
Order total:	\$14.01

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

12

Click **Check out**. Make sure you have no other items from a different vendor in your shopping cart.



13

The Ship to location defaults to your school/work location. To update the address, click “**Manage locations**”.

The screenshot shows a form with two main sections. On the left, under the heading "Ship to", the address "333 S. Beaudry Ave. Los Angeles, CA 90017 United States" is displayed. To the right of this section is a button labeled "Manage locations". Further right, under the heading "Charge to", the text "GL Account (0000430001 (General Supplies))" is shown, with a "Manage details" link to its right.

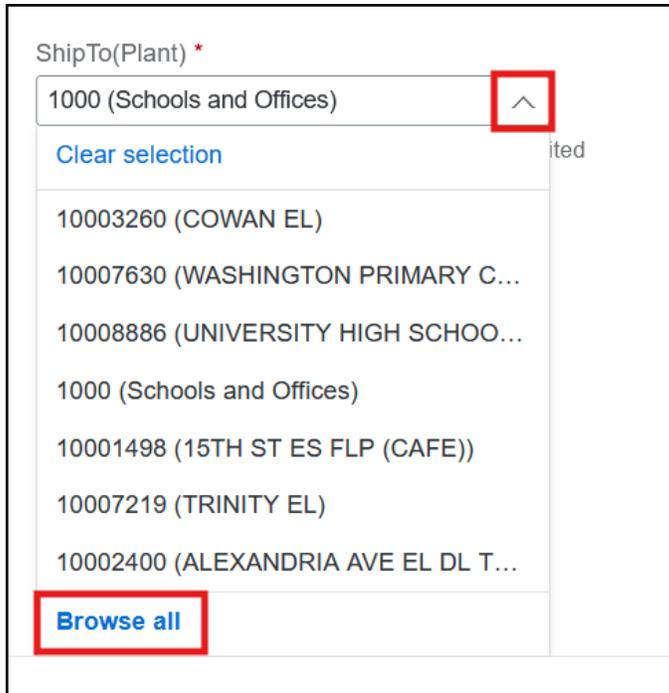
14

Enter the **ShipTo(Plant)** and **Need-by-Date** field.

The screenshot shows the "Manage locations" form. At the top, a yellow warning box states: "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." Below this is the "Shipping" section. The "ShipTo(Plant) *" field is a dropdown menu with "1000 (Schools and Offices)" selected and a red box around it. Below the dropdown is the address "333 S. Beaudry Ave. Los Angeles, CA 90017 United States". To the right is the "Deliver To *" field with the value "REQUESTOR28". Below the "ShipTo(Plant)" field is the "Need-by Date" field, which is empty and has a red box around it. Below the date field is a red warning message: "⚠️ Need By Date must be set". To the right of the date field is the "Purchase Group" dropdown menu with "185 (LD West)" selected.

15

To change the ShipTo(Plant), click on the arrow → **Browse all**.



ShipTo(Plant) *

1000 (Schools and Offices) ^

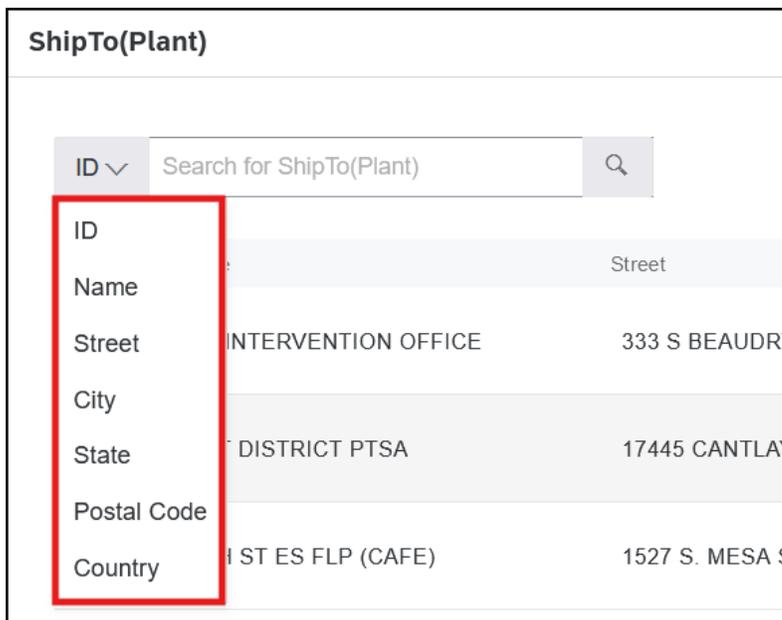
[Clear selection](#) ited

- 10003260 (COWAN EL)
- 10007630 (WASHINGTON PRIMARY C...
- 10008886 (UNIVERSITY HIGH SCHOO...
- 1000 (Schools and Offices)
- 10001498 (15TH ST ES FLP (CAFE))
- 10007219 (TRINITY EL)
- 10002400 (ALEXANDRIA AVE EL DL T...

[Browse all](#)

16

You can search for the location by using these search filters.



ShipTo(Plant)

ID Search for ShipTo(Plant) 🔍

ID

Name Street

Street INTERVENTION OFFICE 333 S BEAUDRY

City

State DISTRICT PTSA 17445 CANTLAY

Postal Code

Country I ST ES FLP (CAFE) 1527 S. MESA S

17

In this example, we are going to search using the school name. Type in the name, then click the magnifying glass or press enter.

ShipTo(Plant) ✕

Name ▾ 🔍

ID	Name	Street	City	State	Postal Code	Country	
1000754 1	CLEVELAND CHARTER HS GMS MAG NET	8140 VANALDEN AVE	RESEDA	CA	91335	US	Choose
1000351 3	CLEVELAND COS	17960 CHASE ST	NORTHRIDGE	CA	91325	US	Choose
1000858 8	CLEVELAND EEC	19031 W. STRATHERN ST	RESEDA	CA	91335	US	Choose
1000859 3	CLEVELAND HUMAN. MAG	8140 VANALDEN AVE	RESEDA	CA	91335	US	Choose
1000949 1	CLEVELAND INFANT CENTER	19031 W. STRATHERN ST	RESEDA	CA	91335	US	Choose

[Back](#)
[Done](#)

18

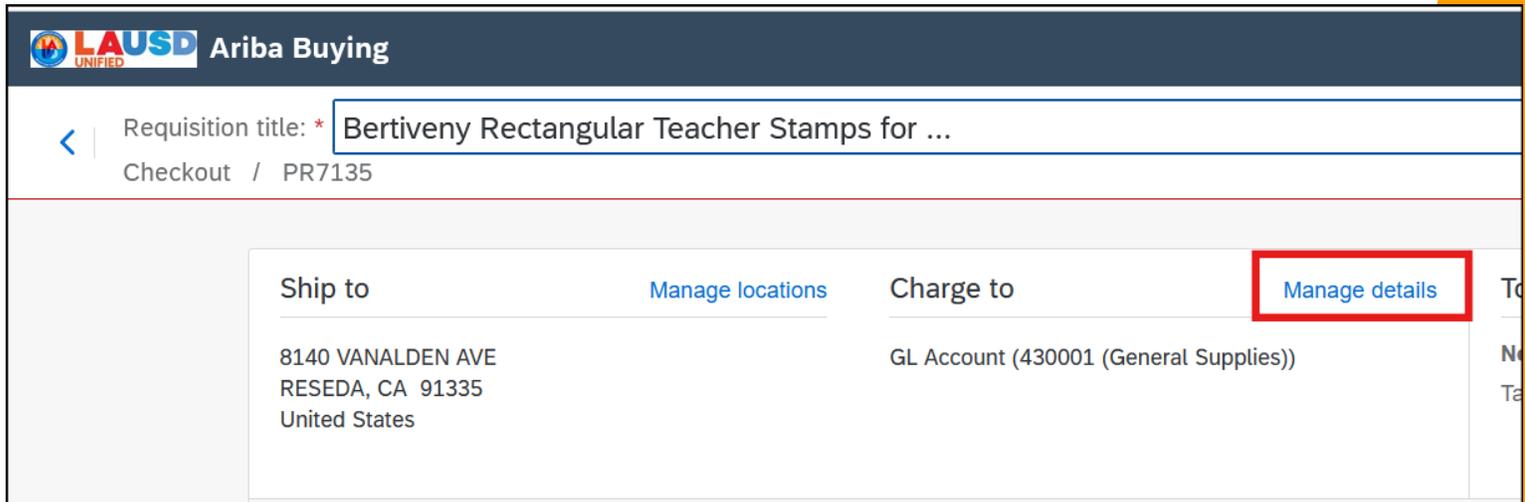
Click **Choose** → **Done**.

ID	Name	Street	City	State	Postal Code	Country	
1000754 1	CLEVELAND CHARTER HS GMS MAG NET	8140 VANALDEN AVE	RESEDA	CA	91335	US	Choose
1000351 3	CLEVELAND COS	17960 CHASE ST	NORTHRIDGE	CA	91325	US	Choose
1000858 8	CLEVELAND EEC	19031 W. STRATHERN ST	RESEDA	CA	91335	US	Choose
1000859 3	CLEVELAND HUMAN. MAG	8140 VANALDEN AVE	RESEDA	CA	91335	US	Choose
1000949 1	CLEVELAND INFANT CENTER	19031 W. STRATHERN ST	RESEDA	CA	91335	US	Choose

[Back](#)
[Done](#)

Click **Manage details**. This will update the funding information for all lines. To change or split the funding, go to the line items to update the funding information.

Note: The requisition name is pulled from the 1st item in the requisition. You can rename Requisition Title to be more descriptive before submitting for approvals



The screenshot displays the Ariba Buying interface for a requisition. At the top left, the LAUSD UNIFIED logo and 'Ariba Buying' text are visible. Below this, a navigation bar shows a back arrow, the text 'Requisition title: * Bertiveny Rectangular Teacher Stamps for ...', and 'Checkout / PR7135'. The main content area is divided into two columns. The left column is titled 'Ship to' and contains the address: '8140 VANALDEN AVE', 'RESEDA, CA 91335', and 'United States'. Above this address is a link for 'Manage locations'. The right column is titled 'Charge to' and contains 'GL Account (430001 (General Supplies))'. Above this account information is a link for 'Manage details', which is highlighted with a red rectangular box. To the right of the 'Charge to' section, there are partially visible labels 'To', 'Ne', and 'Ta'.

Enter the GL Account. Click on the 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	Bill To 1001 (LAUSD Accounts Payable) PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment * K (Cost center)	GL Account 430001 (General Supplies) ⚠ GL Account has been deleted.
Cost Center 0001505501 (MAGNOLIA EL) ⚠ Cost Center has been deleted.	AssetClass

Changing accounting details for specific item(s)? Done

21

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

Manage details

Account Assignment *	GL Account
K (Cost center) ▾	430001 (General Supplies) ▾ <small>⚠ GL Account has been deleted.</small>
Cost Center	AssetClass
0001505501 (MAGNOLIA EL) ▾ <small>⚠ Cost Center has been deleted.</small>	
Fund	Funds Center
(no value) ▾	0001505501 MAGNOLIA EL ▾
Commitment Item	Functional Area
(no value) ▾	(no value) ▾ <small>⚠ Please select Functional Area</small>

22

Search the Cost center by code or name.

Funds Center

ID ▾ Search for Funds Center 🔍

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

23

Choose the correct **Functional Area**.

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

24

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

25

Scroll down to the Attachments and Comments section. You can enter a comment and/or upload attachments and share it with a supplier by checking the box.

The screenshot shows two sections: 'Comments' and 'Attachments'. Both sections have a text input field, a 'Share with supplier' checkbox, and an 'Add' button. The 'Comments' section has a text input field with the placeholder 'Write your comment...'. The 'Attachments' section has a dashed box for file uploads with the text 'Drag and drop file here, or [browse](#) to upload, then click the Add button.'

26

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



27

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



28

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. In the 'Add user or group as:' section, the 'Approver' radio button is selected, and the 'Watcher' radio button is unselected. A 'Click Watcher' button is visible next to the 'Watcher' option. Below this is a 'Reason:' field with the placeholder text 'Provide a reason...'. Underneath is a 'Choose user or group:' section with a search field labeled 'Search for Name'. At the bottom, the user's name 'BLESSING BATES' and ID 'AMARTINEZ004' are displayed.

29

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 box. A tooltip is visible over the 'Reason' field, containing the text: 'Add a Reason as to why you are adding the Approver or Watcher.' Below the form, a table lists a user: 'BLESSING BATES' with ID 'AMARTINEZ004' and email 'dummy5@ariba.com'.

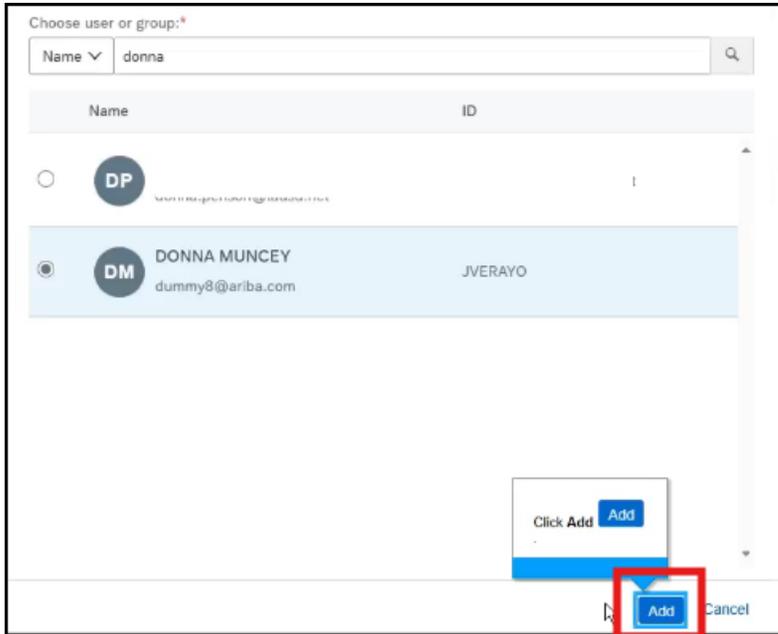
30

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 search input field. This search field is highlighted with a red rectangular box and contains the text 'Name' and 'donna'. A tooltip is visible over the search field, containing the text: 'Search for the name of the person that you want to add.' Below the form, the same user information as in the previous screenshot is visible.

31

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



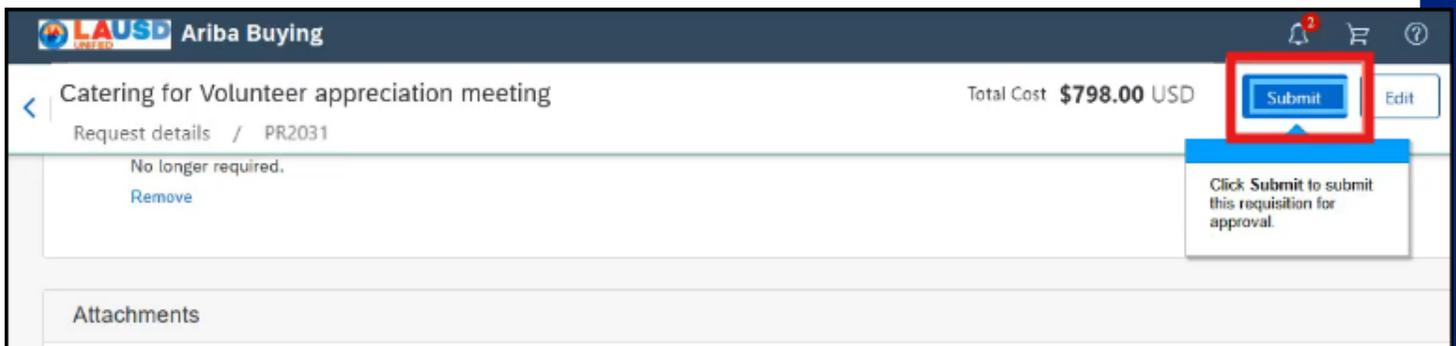
32

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.



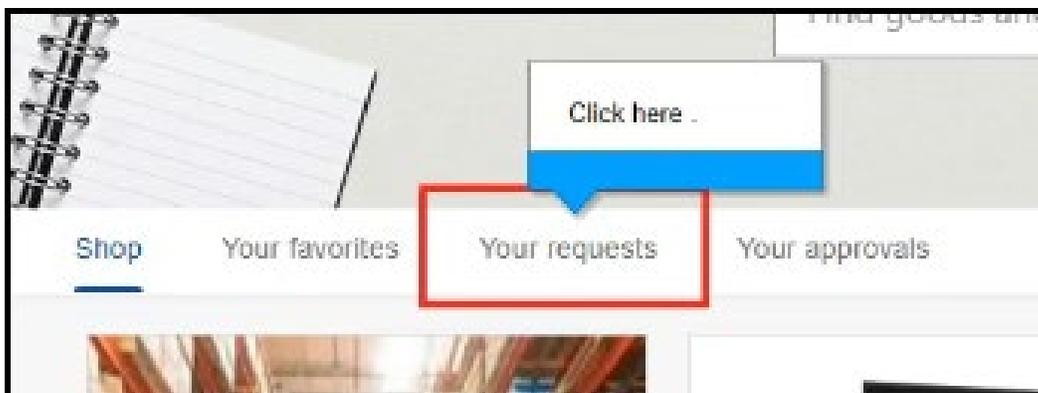
33

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



34

To check the status of the Purchase Requisition, click "**Your requests**" → **Requisitions** or **Purchase Orders**.



This screen shows a requisition in each status.

on July 12, ...

Status SUBMITTED	Submitted means that the PR has been submitted for approval but is not fully approved yet. Receiving is <u>NOT</u> available.
Status ORDERED	Ordered means that the PR is fully approved and is available to start the Receiving process.
Status RECEIVING	Receiving means that the PR is fully Approved, a PO has been created, and the order has been <u>partially received</u> .
Status RECEIVED	Received means that <u>all</u> the items on the Purchase Order have been received, and no further action is required from the requester.