

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Edit a Requisition
in "Composing" Status

The purpose of this job aid is to show how to edit Requisition in “Composing” status.

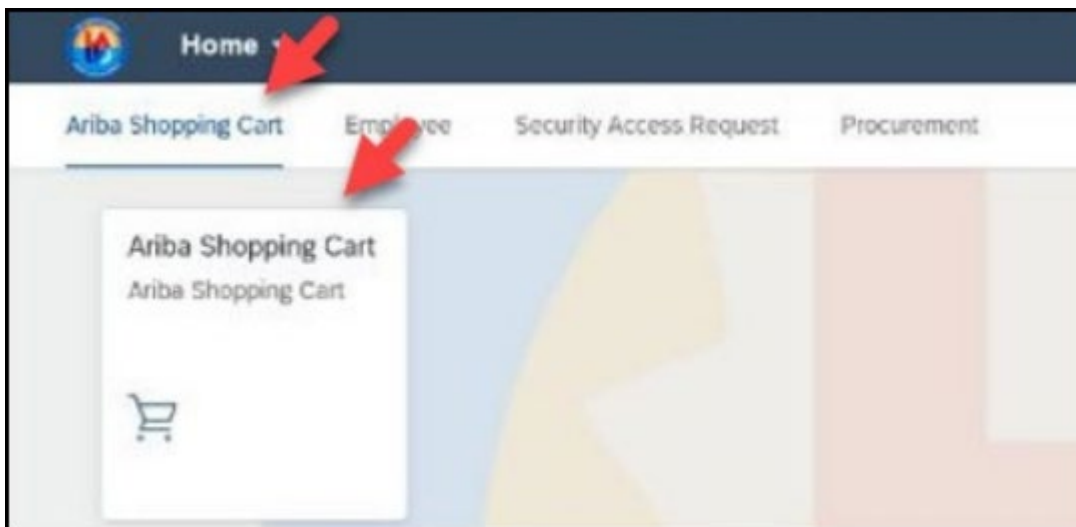
1

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



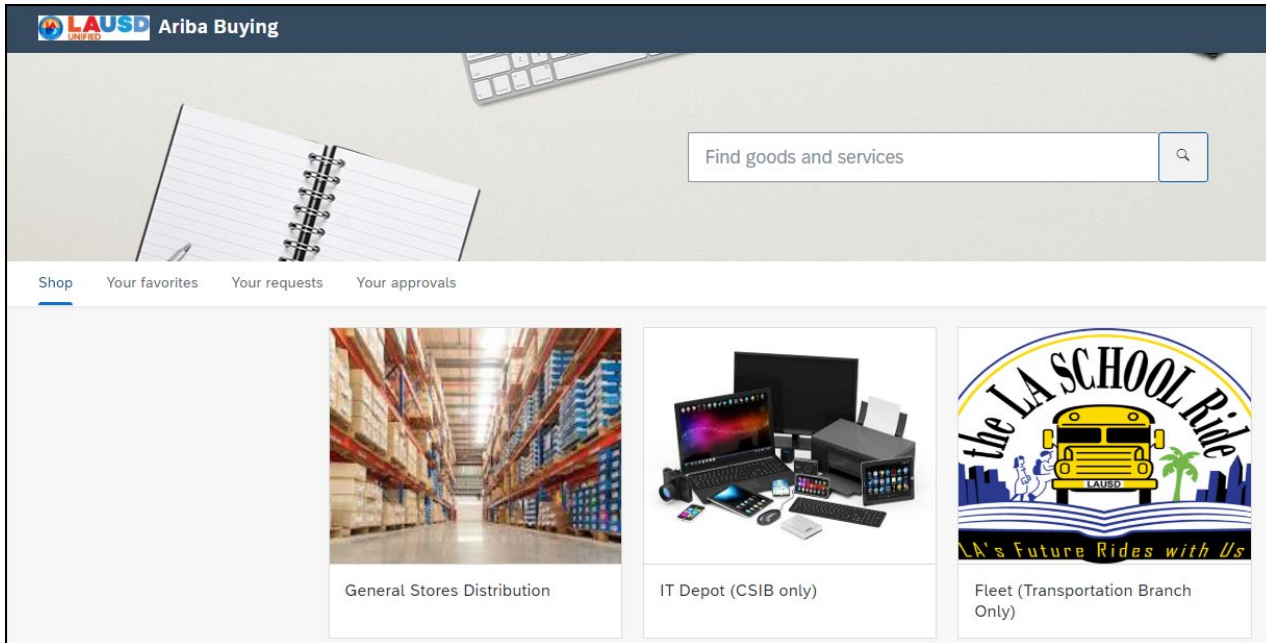
2

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



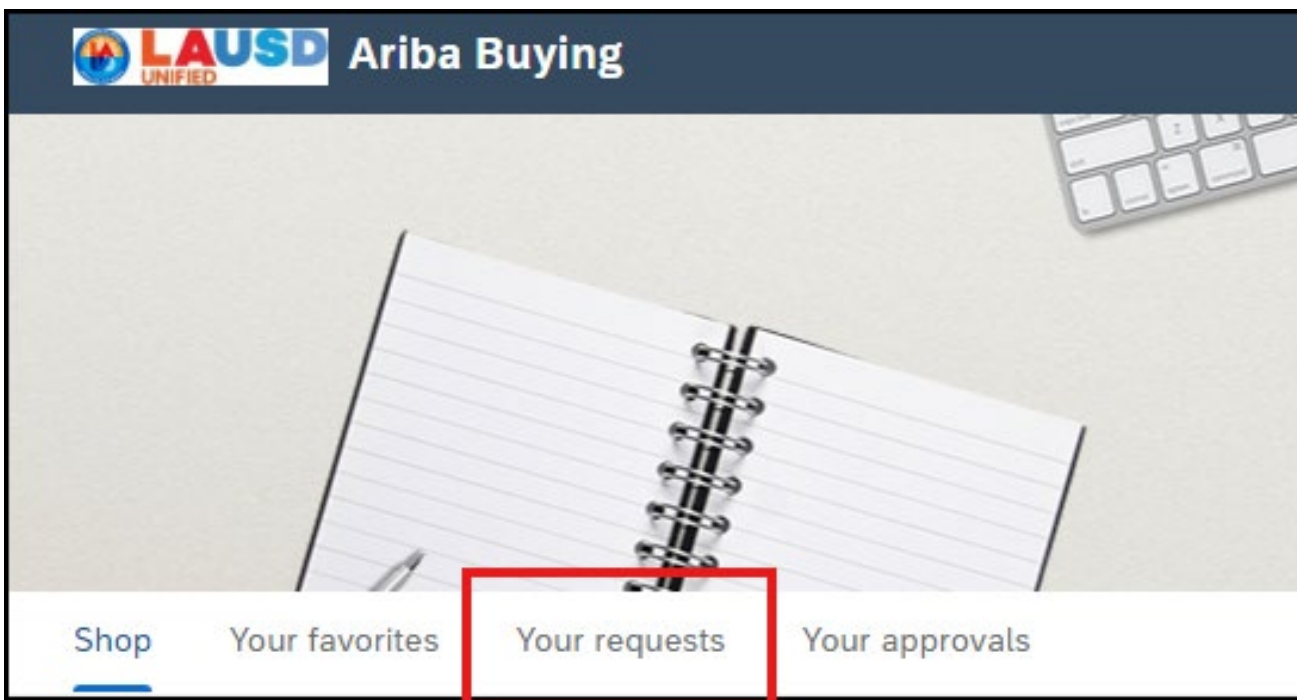
3

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



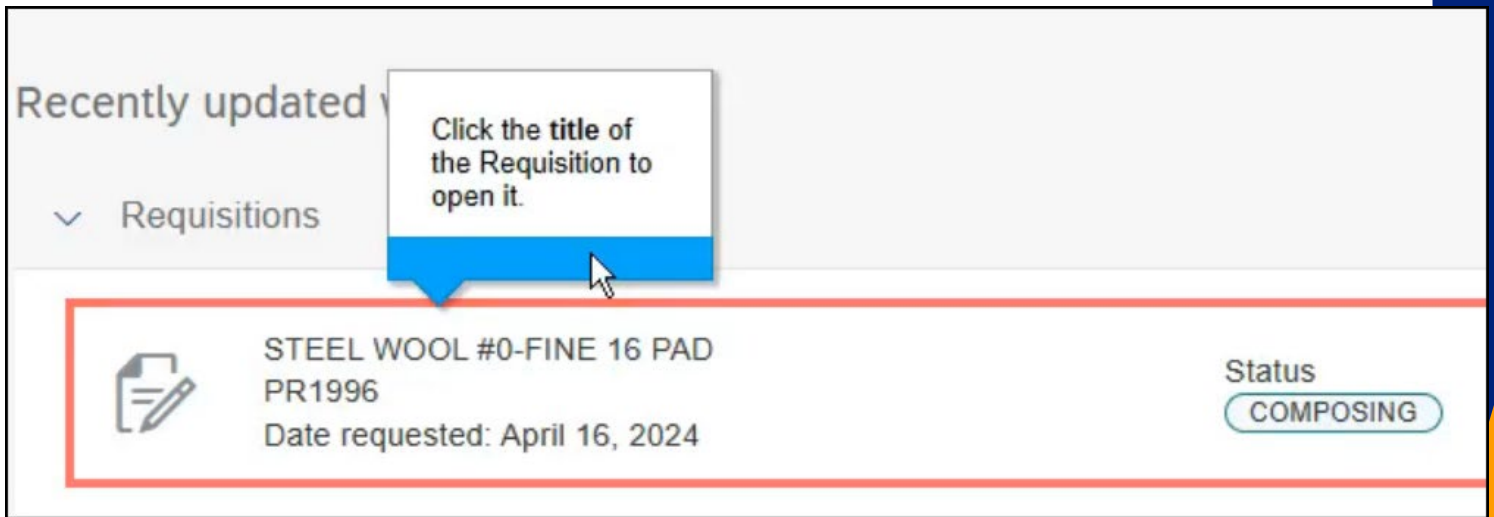
4

Click "Your requests" to view all requisitions.



5

The requisition status is in “Composing”. Click on the requisition title to open it. “Composing” status means that the requisition is in draft mode.



Recently updated

Requisitions

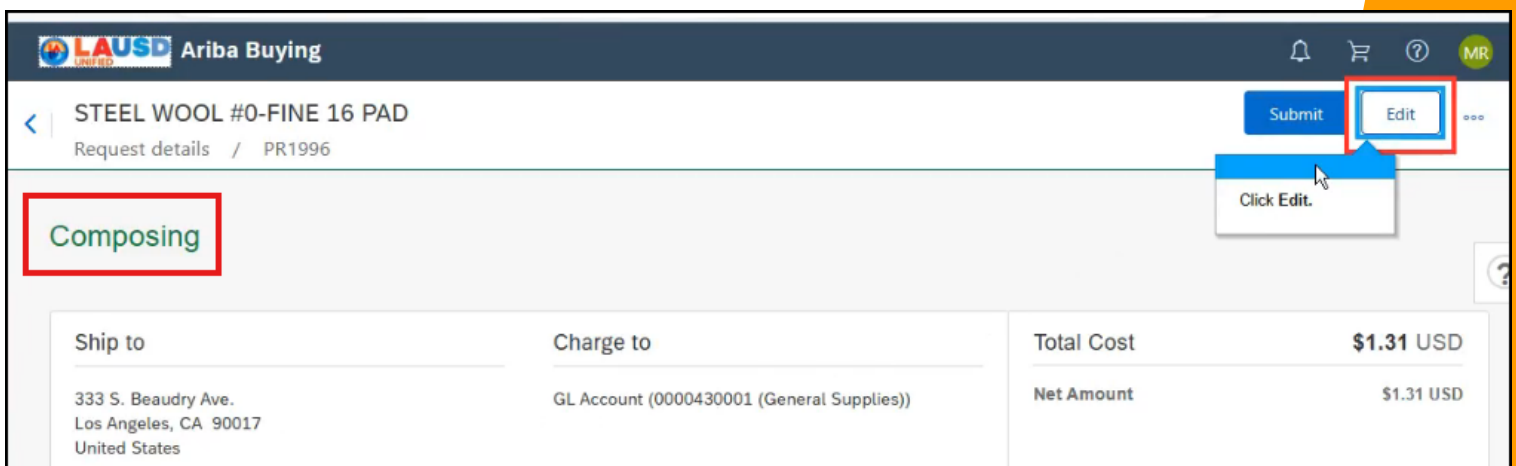
Click the **title** of the Requisition to open it.

STEEL WOOL #0-FINE 16 PAD
PR1996
Date requested: April 16, 2024

Status
COMPOSING

6

Click “Edit” to edit the requisition.



LAUSD Ariba Buying

STEEL WOOL #0-FINE 16 PAD
Request details / PR1996

Submit Edit


Click Edit.

Composing

Ship to	Charge to	Total Cost	\$1.31 USD
333 S. Beaudry Ave. Los Angeles, CA 90017 United States	GL Account (0000430001 (General Supplies))	Net Amount	\$1.31 USD

7


You have the option to add a comment to describe why you are editing this requisition. Then, click "Edit".

 Edit the requisition? ✕

You can edit the requisition on the checkout page.

Comments

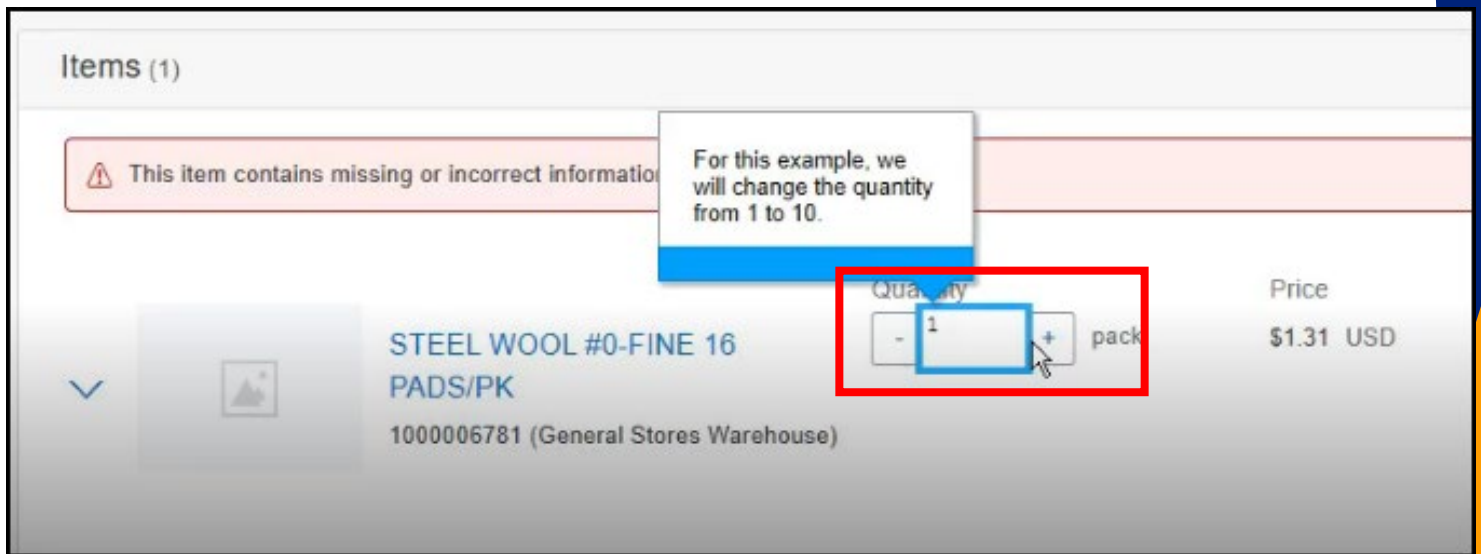
Adding more packs to the order

Click Edit.  Edit Cancel

8

To increase or decrease the quantity of the requisition, edit the number in the quantity field or click on the - or + sign.

You can also edit the price, description, accounting information, etc.



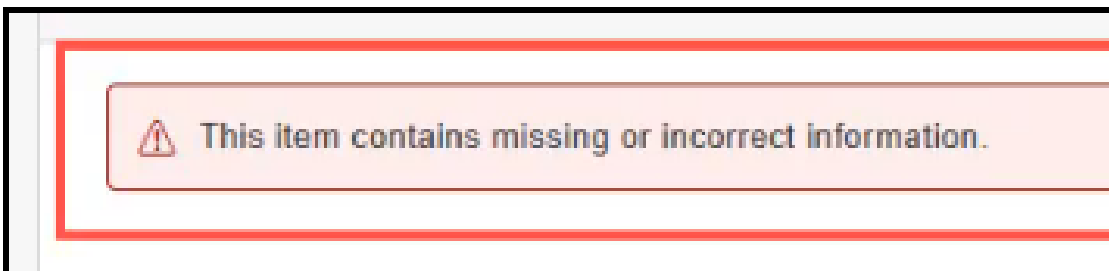
The screenshot shows a requisition item with the following details:

- Item Name: STEEL WOOL #0-FINE 16 PADS/PK
- SKU: 100006781 (General Stores Warehouse)
- Quantity: 1 (highlighted in a blue box)
- Price: \$1.31 USD

A red box highlights the quantity field, which includes minus (-) and plus (+) buttons. A callout box points to the quantity field with the text: "For this example, we will change the quantity from 1 to 10." A warning message at the top of the item row reads: "This item contains missing or incorrect information."

9

The error message indicates that there are required fields that needs to be updated before we can submit the edited requisition.



A close-up of the error message: "This item contains missing or incorrect information." The message is displayed in a red-bordered box.

10

Scroll down to update the field in red.

ShipTo(Plant) *

1000 (Schools and
333 S. Beaudry Ave
States

7 United

Need-by Date ⓘ

April 1, 2024

⚠ Need-by Date cannot be in the past

11

Update the need-by-date by choosing the new date.

Warehouse Orders: 3 days out

Non-Warehouse orders: 14 days out

Need-by Date ⓘ

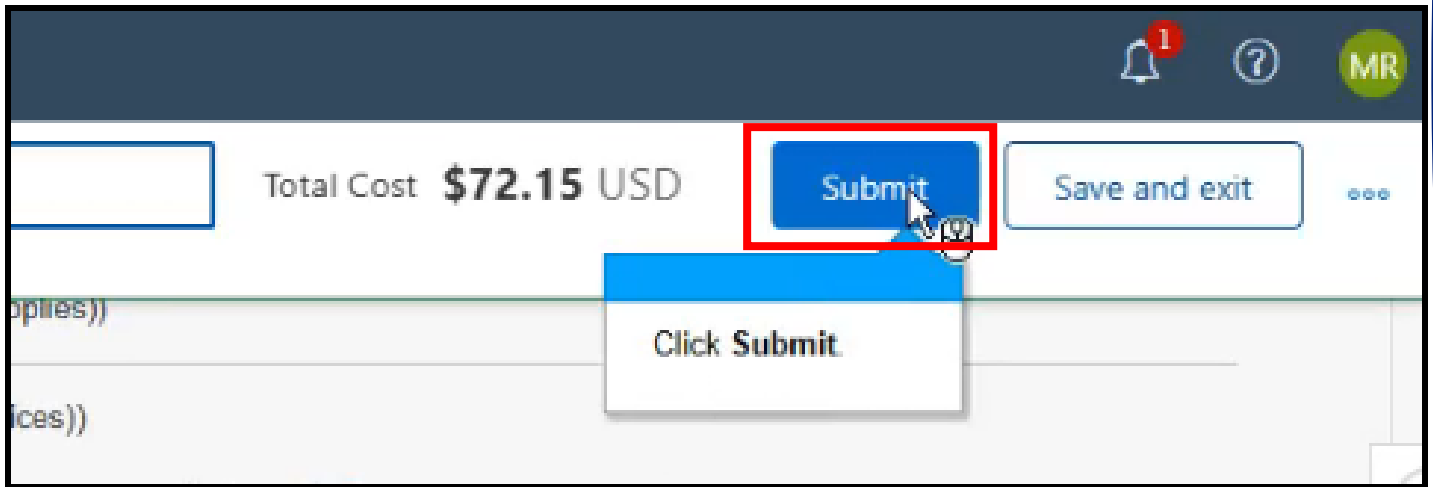
April 1, 2024

< April 2024 >

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

12

Click "Submit" when finished.



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