

# SAP Ariba

PROCUREMENT SERVICES DIVISION



## End-USER Training

*Guided Buying*

How to Edit a Purchase  
Requisition in "Denied" Status  
**(NON-WAREHOUSE ORDERS  
ONLY)**

# The purpose of this job aid is to show how to edit a Purchase Requisition in “Denied” status. This only applies to Non-Warehouse orders.

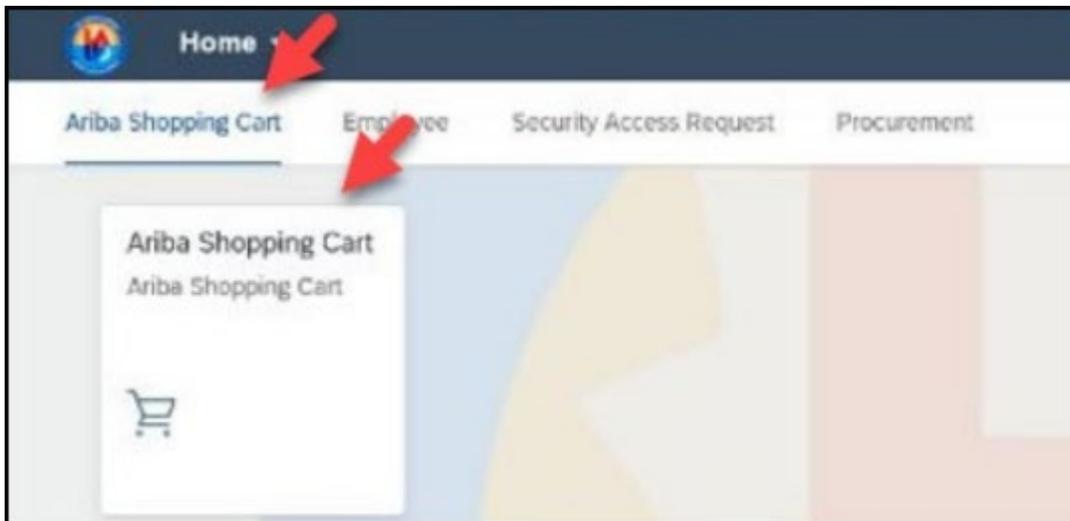
1

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



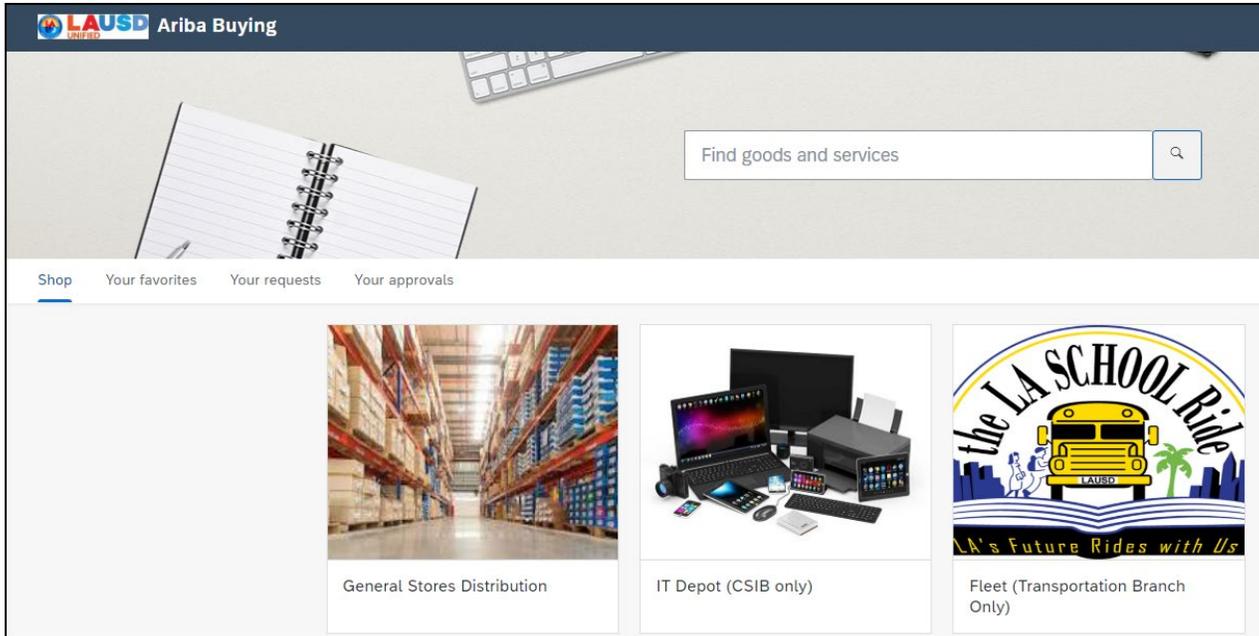
2

Click on the “Ariba Shopping Cart” tile.



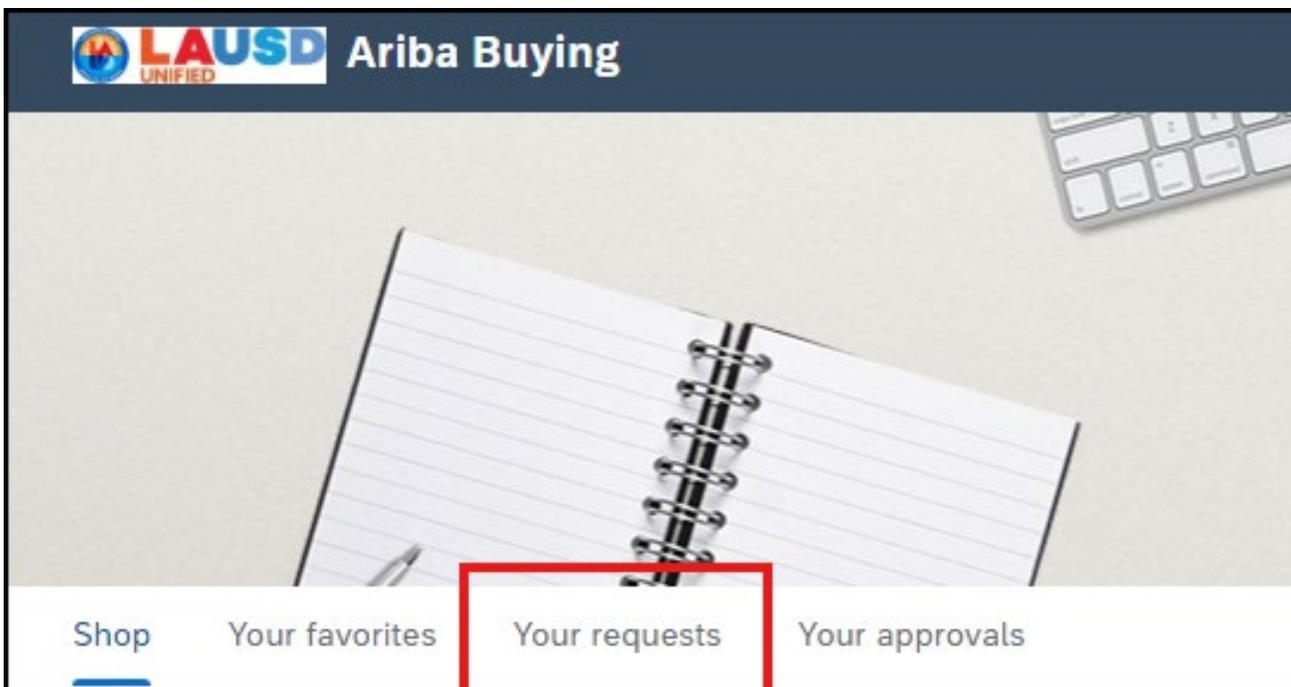
3

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



4

Click **“Your requests”** to view all requisitions.



# 5

Locate your requisitions marked **“Denied”**. Click on the title to view details. A **“Denied”** status indicates the purchase was rejected. Review the approver's comments and provide any missing information before resubmitting.

Test Textbook Product Category 71525  
PR4039  
Date requested: May 29, 2024  
R REQUESTOR24 requested on behalf of R REQUESTOR27  
Team: Test Team

DENIED

# 6

Under **Approval Flow**, you can view the specific approver who rejected the purchase requisition.



7

Click **“Withdraw”**.

The screenshot shows a web interface for a procurement request. At the top, the breadcrumb trail reads "Test Textbook Product Category 71525" and "Team buying request details / PR4039". In the top right corner, there are two buttons: "Withdraw" (highlighted with a red box) and "Buy again". Below the breadcrumb, there are three green circular icons with the letter 'R'. The main content area is titled "Denied" in red. Underneath, there is an "Approval Flow" diagram. The flow consists of four steps: "Request" (green circle), "REQUESTOR27" (green circle with a person icon), "MANAGER25" (red circle with a person icon and a red 'X'), and "Approved" (red circle). A solid green line connects the first three steps, and a dashed red line connects the last two steps. On the right side of the interface, there is a search bar and a list of options including "Settings", "Getting started", and "What's new".

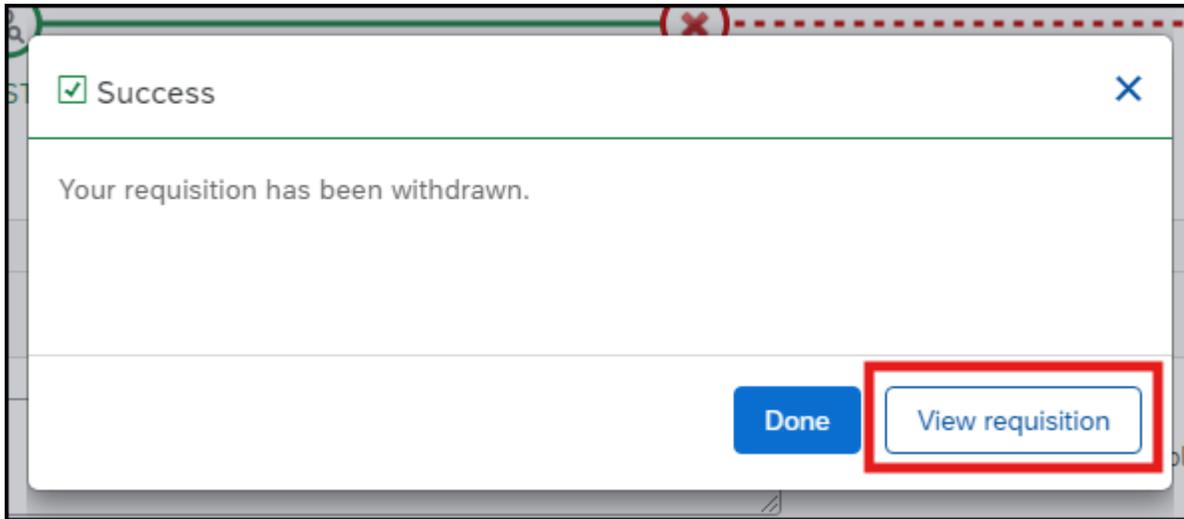
8

You have the option to describe why you are editing this requisition. Click **“Withdraw”**.

The screenshot shows a dialog box titled "Withdraw request" with a close button (X) in the top right corner. The main text inside the dialog reads: "To edit a request, you must first withdraw it. Are you sure you want to withdraw this request?". Below this text is a large, empty rectangular text input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Withdraw" (highlighted with a red box).

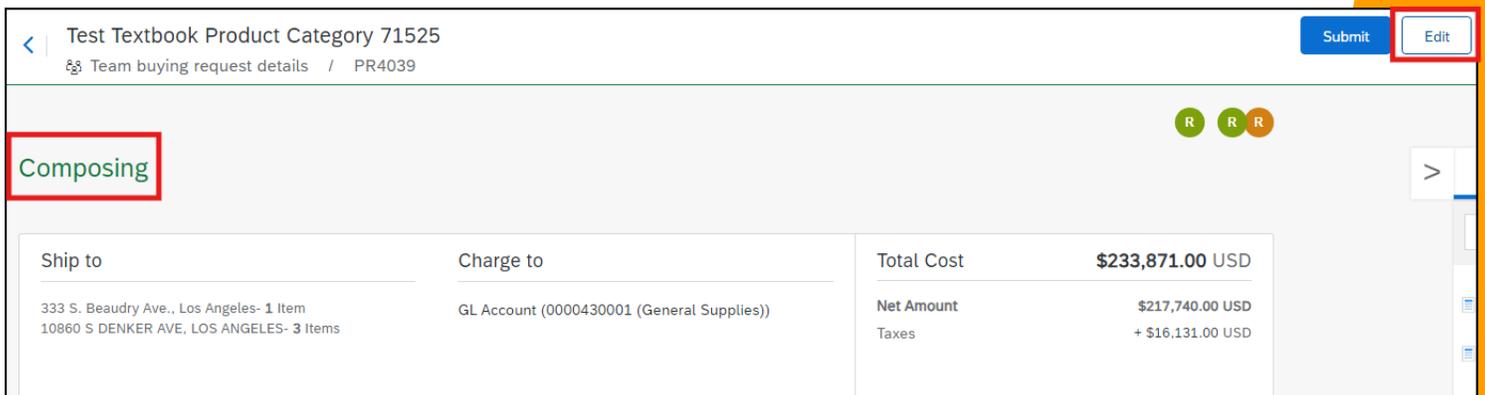
9

Click **“View requisition”**.



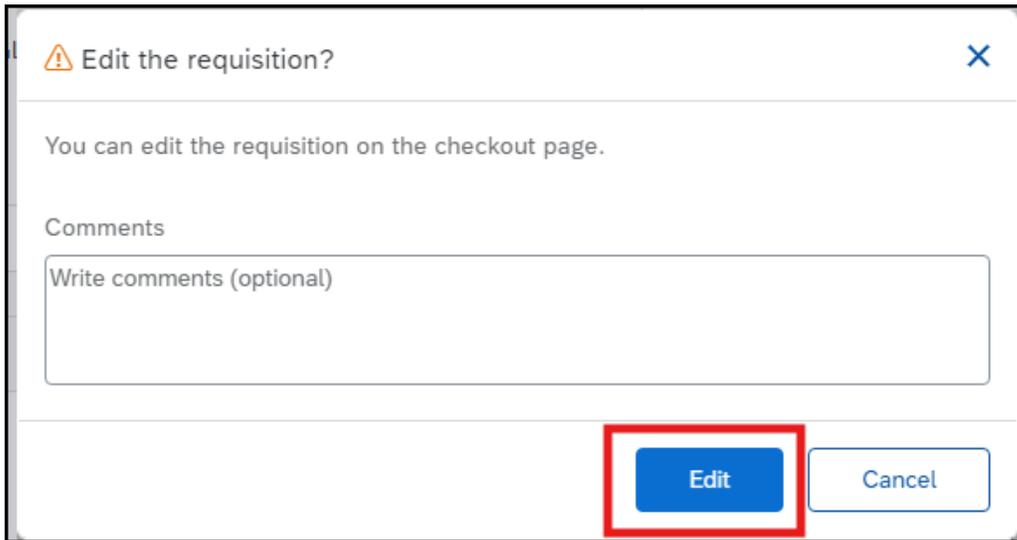
10

Notice that the status is now in **“Composing”**. Click **Edit**.



11

Click **Edit**.



⚠ Edit the requisition? ✕

You can edit the requisition on the checkout page.

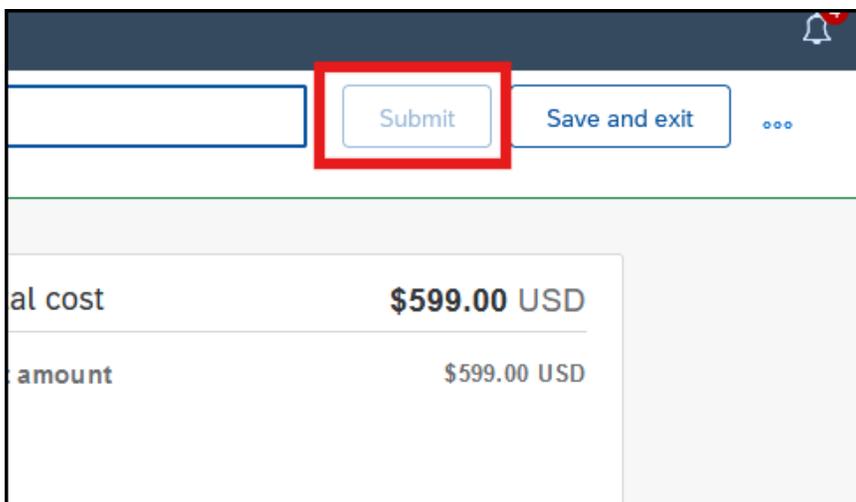
Comments

Write comments (optional)

**Edit** Cancel

12

Approvers will usually leave a comment in the comments section to explain why the PR was denied. Make necessary changes to your PR. Click "**Submit**" on the top right.



**Submit** Save and exit ...

al cost	\$599.00 USD
amount	\$599.00 USD