LAUSD UNIFIED

SAP Ariba

PROCUREMENT SERVICES DIVISION »

End-USER Training

Guided Buying
How to Edit a Requisition
in "Ordered" Status
**(NON-WAREHOUSE
ORDERS ONLY)**

The purpose of this job aid is to show how to edit Requisition in "Ordered" status. Ordered status means that Purchase Requisition was approved and Purchase Order was sent to the vendor.
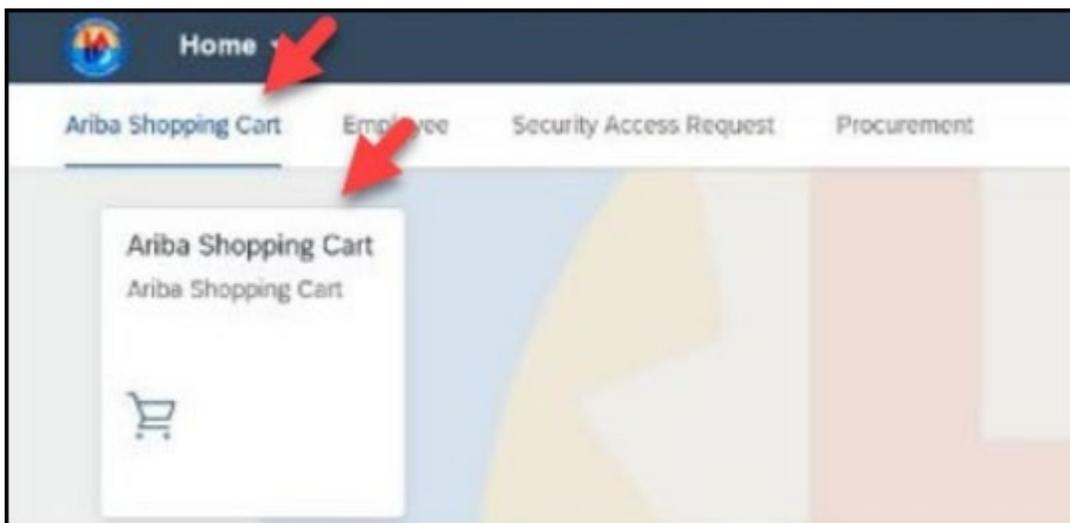
1

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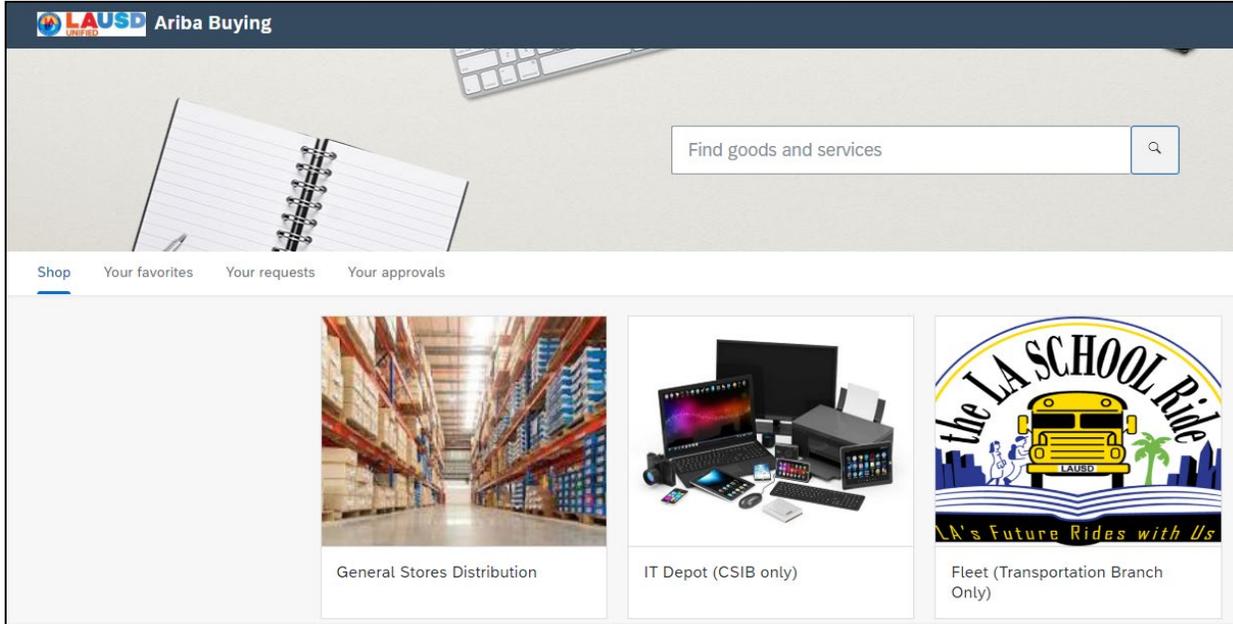

2

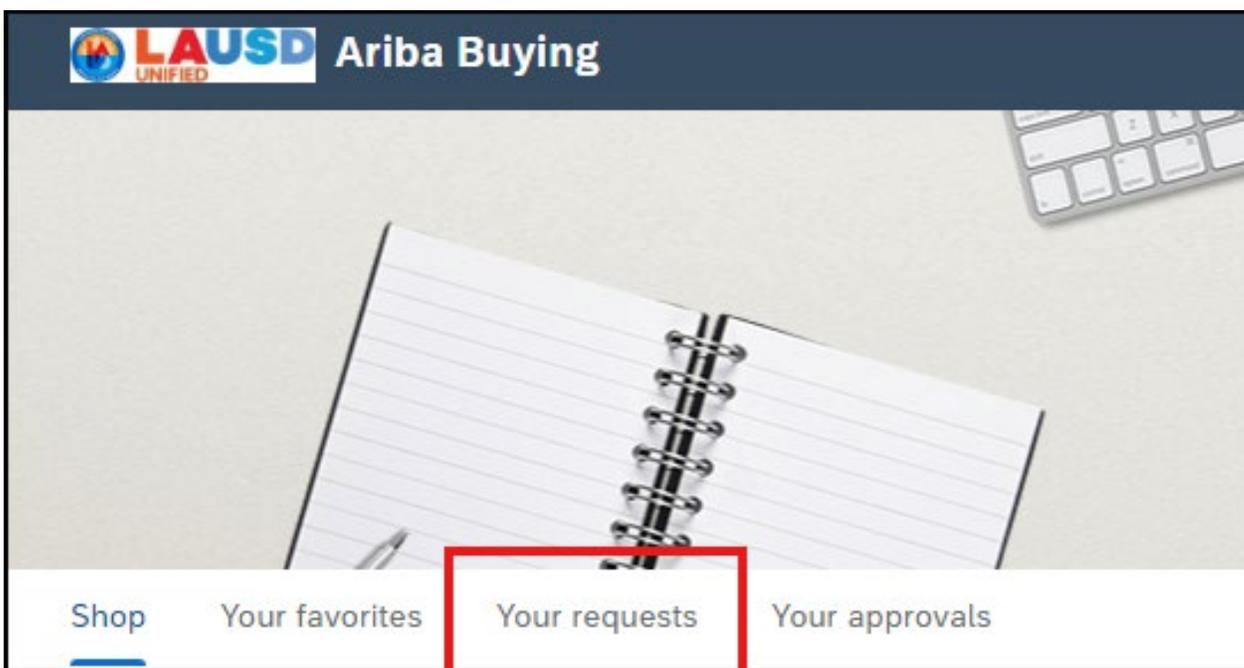1. Click on the "Ariba Shopping Cart" tile.

3

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

4

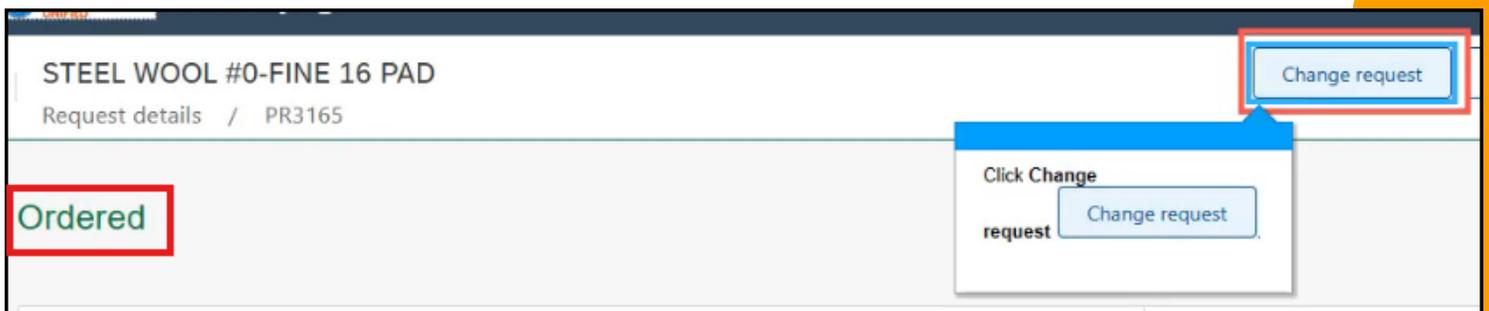Click "Your requests" to view all purchase orders.

5

The requisition status is "Ordered". Click on the requisition title to open it. "Ordered" status means that the requisition has been fully approved and a Purchase Order was generated and sent to the vendor

Requisi... **Click here .**

STEEL WOOL #0-FINE 16 PAD
PR3165
Purchase orders: 8000030185
Date requested: May 15, 2024

Status
ORDERED

6

To initiate the change, click "Change request".

STEEL WOOL #0-FINE 16 PAD
Request details / PR3165

Change request

Ordered

Click Change
request   Change request

7

An alert will advise users that change requisition will generate another version of the requisition

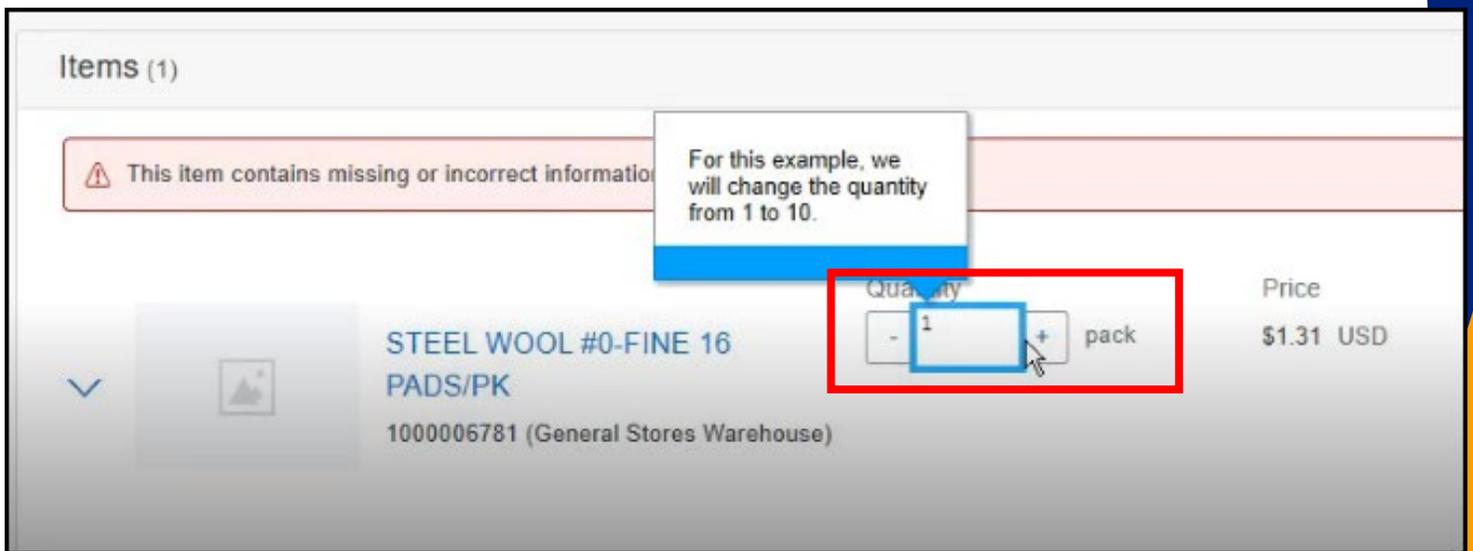Click "Change requisition".

8

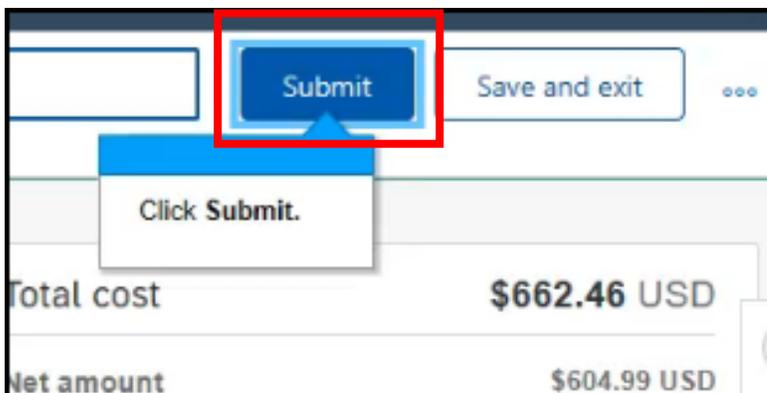The system created version 2 of the requisition.

9

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.

Items (1)

⚠ This item contains missing or incorrect informatio

For this example, we will change the quantity from 1 to 10.

STEEL WOOL #0-FINE 16 PADS/PK

1000006781 (General Stores Warehouse)

Quantity
- 1 + pack

Price
$1.31 USD

10

Click "Submit" when finished.

Submit | Save and exit | ...

Click Submit.

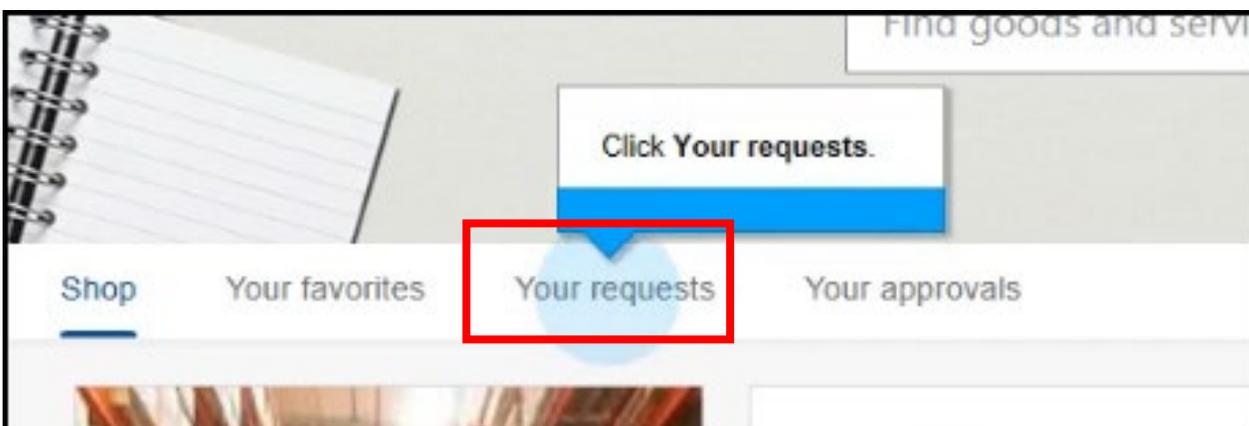Total cost | $662.46 USD

Net amount | $604.99 USD

11

The system will confirm that the new version of the requisition have been submitted for approval successfully.
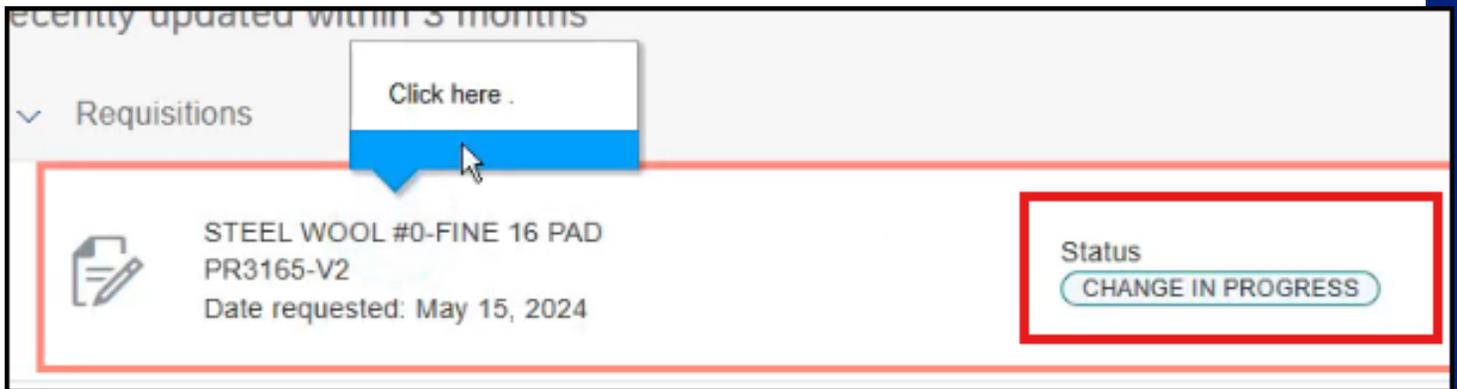
Click "Done".
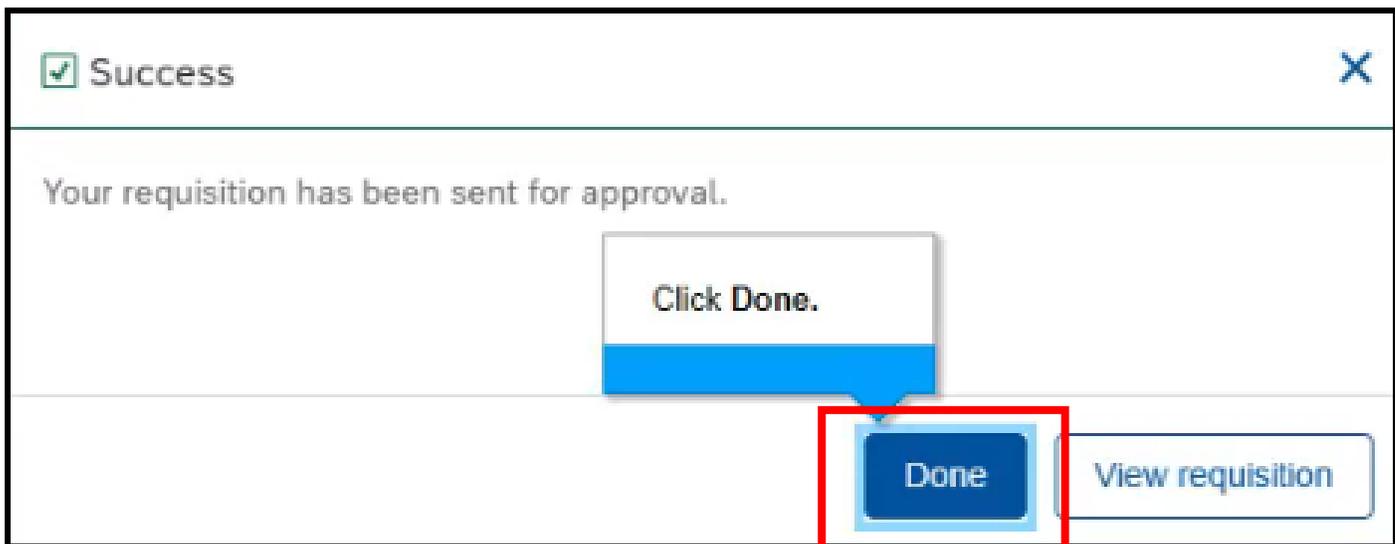
12

To check the status of the requisition, click "Your requests".

13

Notice that the status of the requisition is now in "Change in Progress". Click the requisition title to open the request

12

As soon as the requisition is fully approved, the system will send an updated Purchase Order with a version 2 at the end of the purchase number.