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## 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.

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

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÷	$\rightarrow$	C	ඛ	= HTTF	S://ESS.LAUSD.NET	☆		:
							All Bookn	narks

### 2

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



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



## 4

## Click "Your requests" to view all purchase orders.

Mariba	a Buying	
1		BHE
Shop Your favorites	Your requests	Your approvals

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



### 6

# To initiate the change, click "Change request".



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

#### Click "Change requisition".

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▲ Change requisition?		×				
Changing the requisition will generate another version.						
Confirm that you want to change the requisition by clicking on the "Change requisition" button.	Change requisition	Close				
<b>8</b> The system created version 2 of the requisition.						

(	STEEL WO Checkout /	OL #0-FINE PR3165-V2	16 PAD	
	Ship to 333 S. Beaudr Los Angeles, O United States	y Ave. CA 90017	Manage locations	Charge to GL Account (000

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.

Λ Thi	s item contains r	missing or incorrect information	For this example, will change the qu from 1 to 10.	we antity		
/	<u>A</u>	STEEL WOOL #0-FIN PADS/PK 1000006781 (General Stor	IE 16	20a . Ay - 1	+ pack	Price \$1.31 USD

### 10

#### Click "Submit" when finished.

		Submit	Save and exit 0000
	Click Su	bmit.	
Fotal 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".

✓ Success			×
Your requisition has been sent for a	pproval.		
	Click Done.		
		Done	View requisition

## 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

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<ul> <li>Requisitions</li> </ul>	Click here .	
STEEL W PR3165- Date requ	/OOL #0-FINE 16 PAD V2 Jested: May 15, 2024	Status CHANGE IN PROGRESS

## 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.

Approval Flow			Click on the line to add approve
Request	B Francisco Vasquez	Procurement Buyer (R	Approved
	LAU	SD	
	UNIFIED		