

## SAP Ariba

#### **PROCUREMENT SERVICES DIVISION**

**End-USER Training** 

*Guided Buying* How to Reopen and Edit a Fully Received Purchase Order >>

#### The purpose of this job aid is to show how to reopen and edit a fully RECEIVED purchase order.



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	ሴ	20	HTTP	S://ESS.LAUSD.NET	☆	1	:
								All Bookn	narks

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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 requisitions.



### Click "Purchase orders".

Recent requests	Requisitions	Purcl	nase orders	To rec	eive	Request for quotes	C
Recently update	ed within 3 m	onths	Click here				
<ul> <li>Requisitions</li> </ul>							

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#### Scroll down or search for the order number. Note the Purchase Order Number (8000#).

Recent requests Requisitions	Purchas	To receive Request for quotes
Purchase order ID		Requisition ID
Search by purchase order ID	٩	Search by requisition ID
Last updated		Supplier
02/20/2024 - 05/20/2024	<b></b>	Select a supplier
Requisition title and ID		Status
8000030185 Requisition: FR3165		ORDERED
Supplier FACILITIES FAKE VENDOOR		

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### Click "To Receive".

Tourrequ	6313				_
Recent requests	Requisitions	Purchase orders		To receive	Request
Purchase order ID				20.10	).
Search by purchase	order ID	Click here	. by re	equisition ID	

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### Enter the Purchase Oder number. Click "Search" or "Enter".

To receive Request for quotes Custom forms Pro	ojects Other requests
Filter by Your items ✓ Last 3 months ✓	✓ Order Id ✓
you're receiving in the Accepted field. Then click Submit to confirm r d, by entering the order number in the Find an order search field.	The search box field is cleared.
IES FAKE VENDOOR	Material

### Click "Edit".

an mid any order, modu	ing orders you ve runy received, by entering the order number in the rink an order search neid.	
8000030052	Supplier: Cosmic Manifestation	✓ Received
8 Chairs Part	number 12345 for teacher's lounge area	Edit Click Edit.

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### Click "Reopen Order". Click "Reopen Order" again. Click it TWICE.

Receiving Steps	ERP Order 8000030052: 8 Chairs Part number 12345 for teacher's lounge area
Select Request	Select a receipt to work on or view. To select an item in the list, click its ID. Note: This order is currently closed for receiving. Reopen Order Reopen The purchase order to do further receiving.
	Click Reopen Order.
3 Receive	Receipts - No Approvat Needed
4 Additional Info	Receipts
	Receipt ID † Order ID Title
5 Summary	RC618 8000030052 8 Chairs Part number 12345 for teacher's lounge area

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# To reverse the receipt, enter a negative quantity.

. t	Quantity	Full Description	Unit	Supplier Part Number	To reverse enter a neg	the receipt, gative quantity.	Accepted	Rejecter	d
	8	8 Chairs Part number 12345 for teacher's lounge area	each		8	0	-2	0	
2									
4									
	~k "I	Indat	o Tr	ntale"					
	ck "l	Jpdat	e To	otals".					
	ck "l	Jpdate	e To	otals".					
lic ne It	ck "l ems - Qe Quantity	Jpdate Jpdate Jantity Fully F Full Description	e To Receive	otals". ed Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	
ne It	ck "U ems - Qu Quantity 8	Jpdate Jpdate Juantity Fully F Full Description 8 Chairs Part number 12345 for teacher's lounge area	e To Receive Unit each	otals". ed Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected 0	

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### Notice that the negative number is in the Accepted field and the total received number has been updated.

	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Receive
1	8	8 Chairs Part number 12345 for teacher's lounge area	each		8	0	-2	0	6
4									
<b>NI</b> :									
	. <b>. K</b>		•						
· III									
					6				
tachr	nents - E	Intire Receipt							
ttachr Add At	nents - E	intire Receipt							
tachr Add At	nents - E	intire Receipt				Click Nex	t.		



### Click "Next".

Receiving Steps	Receipt RC936: 8000030052 - 8 Chairs Part number 12345 for teacher's lounge area Prev	Next	Submit
	For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date Click N	ext. eipt line item	ns, you must provide
1 Select Request	Accept All		
2 Select Receipt	Order ID: 8000030052	Date:	Mon, 20 May, 202
3 Receive	Order Title: 8 Chairs Part number 12345 for teacher's lounge area	Processing Status:	Receiving
	My Labels: Apply Label V (i)		

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### Click "Submit".

5	Receipt RC936: 800	0030052 - 8 C	hairs Part num	ber 12345 for teacher's lo	ounge area		Pr	ev	Submit	Exit
	Review the receip	Review the receipt, make changes as necessary, and then submit it for approval.								
	Summary	Approval	Flow						_	
		Order ID:	8000030052	2				Date:	Mon, 20 May, 2024	
		Order Title:	8 Chairs Pa	t number 12345 for teach	er's lounge area		Process	ing Status:	Receiving	
		My Labels:	Apply Label	①						
	Line Items - 0	Quantity F	ully Receiv	red						■ ×
	No. † Quantit	ty Full Descri	ption Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Receive

# Click on the LAUSD logo to return to the homepage.



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To review the Purchase Order, click "Your requests".



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### Click "Requisitions".

<	Your requ	ests					
Recent requests		Requisitions		Purchase orders	To receive	Request for quote	
	Click "Requisitions" to view the status of this requisition.					Filter by	Your iter
	can tind any ord	n, e er, including	orders	you've fully received,	ou're receiving by entering the	order numb	er in the Fi

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## Notice that the status now shows "Receiving".

Ę.	Item 1 0329 PR1619		Status
=1	Purchase orders Date requested:	8000000169, 8000000170 March 29, 2024	RECEIVING

## **Explanation of Each Status**



Submitted means that the PR has been submitted for approval but is not fully approved yet. Receiving is <u>NOT</u> available.

Ordered means that the PR is fully approved and is available to start the Receiving process.

Receiving means that the PR is fully Approved, a PO has been created, and the order has been partially 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.

