

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.

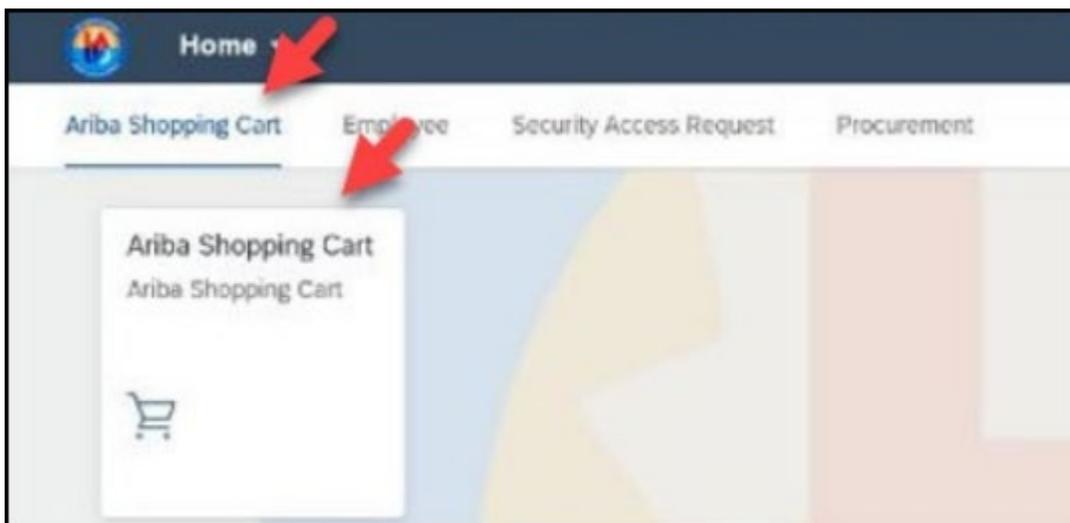
1

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



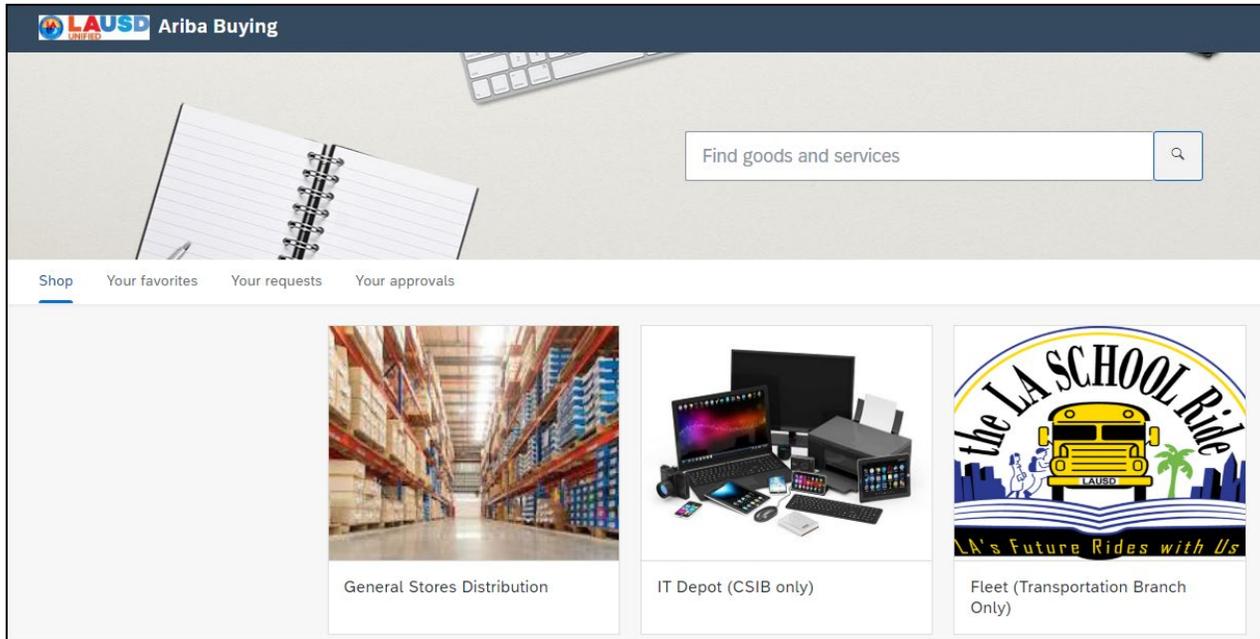
2

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



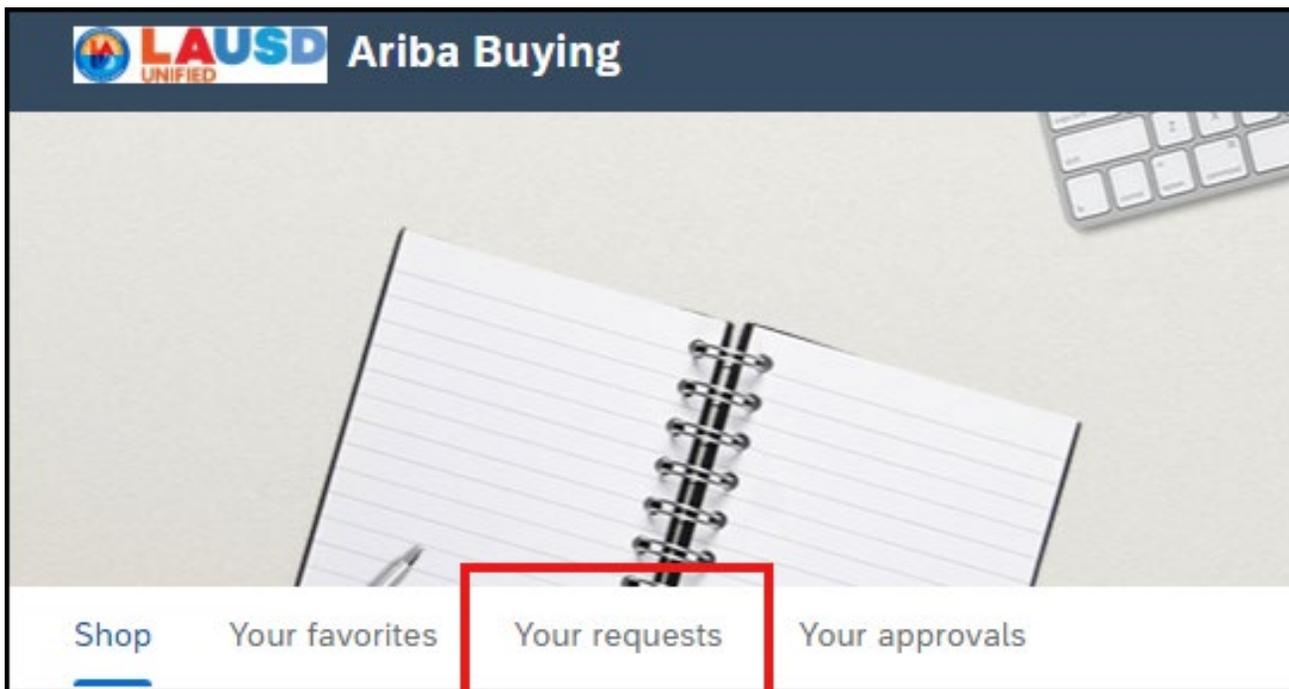
3

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



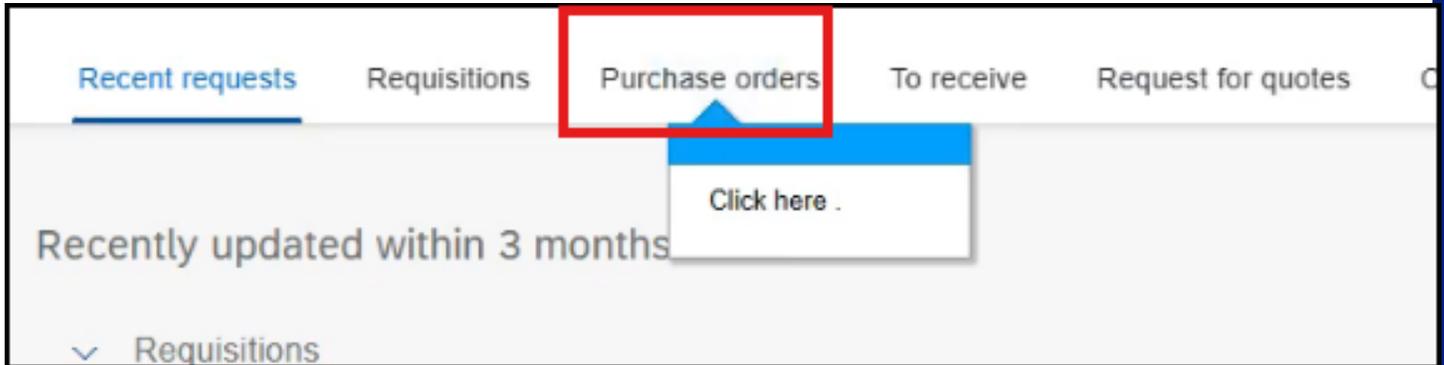
4

Click "Your requests" to view all requisitions.



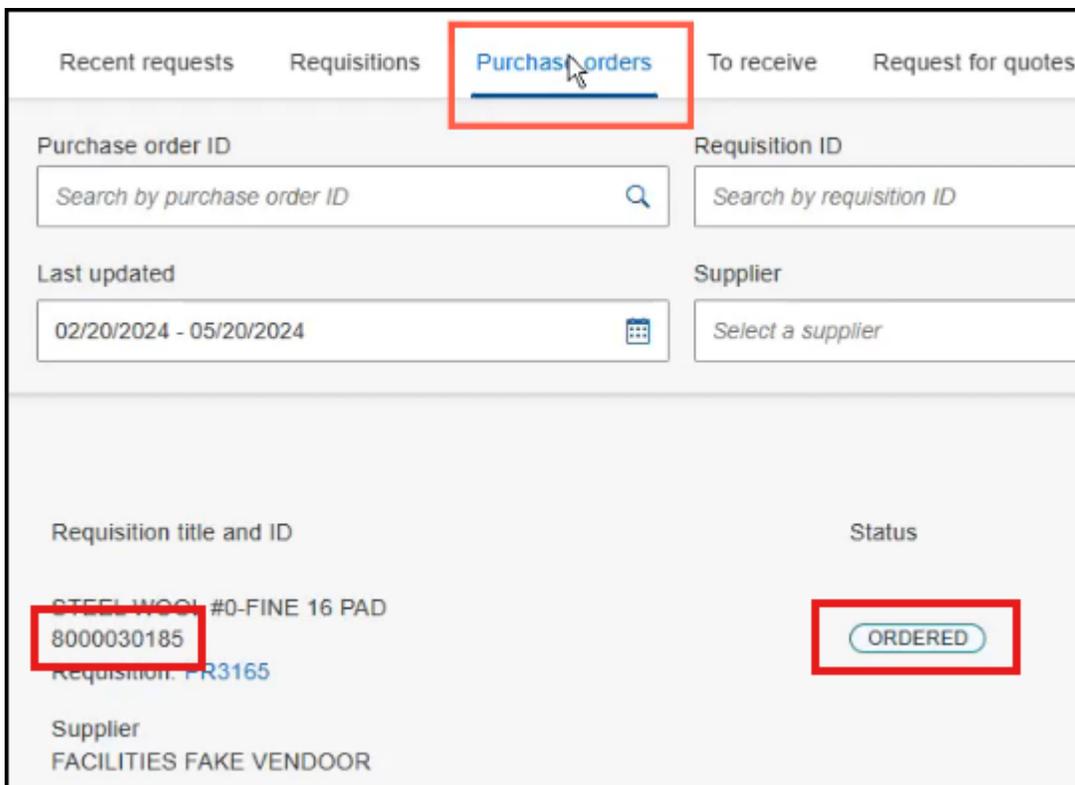
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Click "Purchase orders".



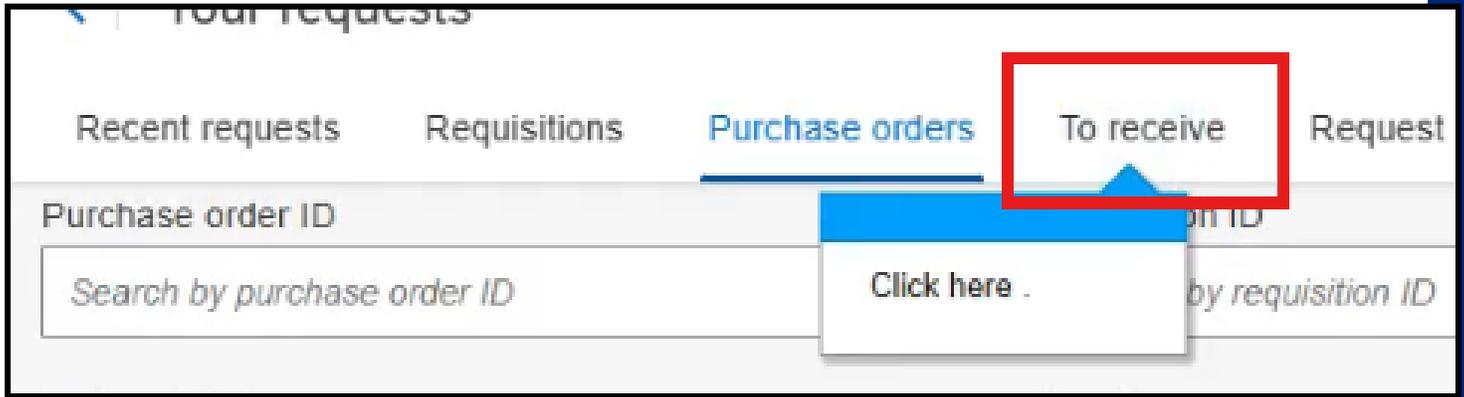
6

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



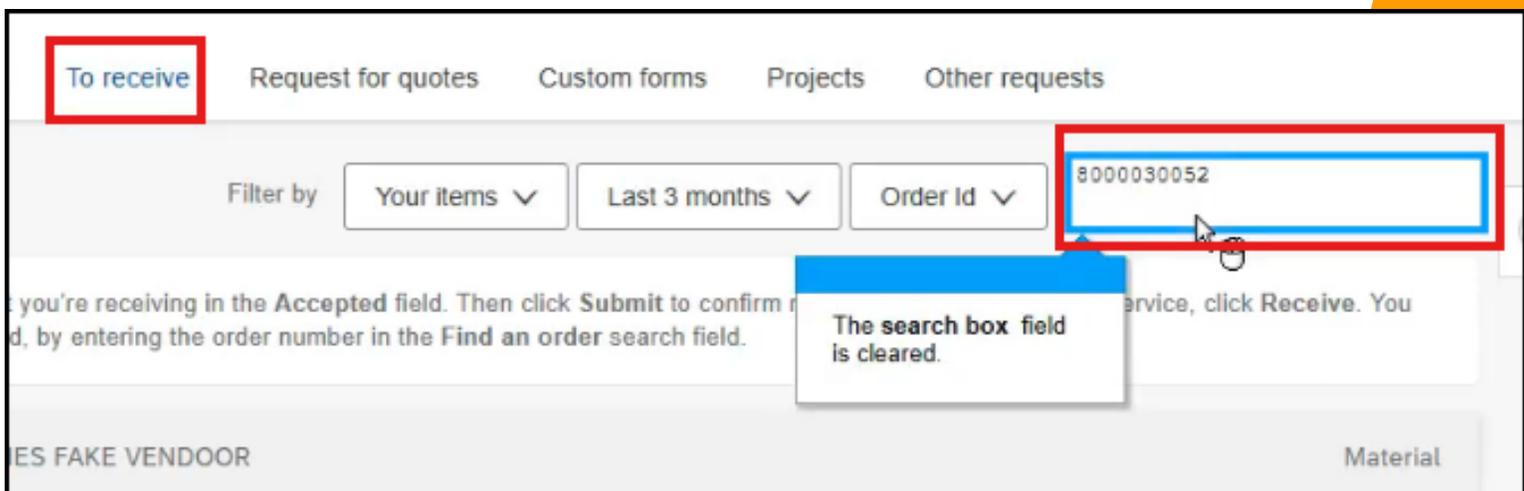
7

Click "To Receive".



8

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



9

Click "Edit".

can find any order, including orders you've fully received, by entering the order number in the Find an order search field.

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

1 Select Request

2 Select Receipt

3 Receive

4 Additional Info

5 Summary

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.

Receipts - No Approval Needed

Receipts

Receipt ID ↑	Order ID	Title
RC618	8000030052	8 Chairs Part number 12345 for teacher's lounge area

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To reverse the receipt, enter a negative quantity.

Line Items - Quantity Fully Received

No. ↑	Quantity	Full Description	Unit	Supplier Part Number	Accepted	Rejected
1	8	8 Chairs Part number 12345 for teacher's lounge area	each	8	0	<input type="text" value="-2"/>

To reverse the receipt, enter a negative quantity.

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Click "Update Totals".

Line Items - Quantity Fully Received

No. ↑	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total
1	8	8 Chairs Part number 12345 for teacher's lounge area	each		8	0	<input type="text" value="-2"/>	<input type="text" value="0"/>	8
2	2	2 tables Part number 2345 for teacher's lounge	each		2	0	<input type="text" value="0"/>	<input type="text" value="0"/>	2

Click Update Totals

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

No. ↑	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received
1	8	8 Chairs Part number 12345 for teacher's lounge area	each		8	0	-2	0	6

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Click "Next".

Attachments - Entire Receipt

[Add Attachment](#)

Click Next.

[Prev](#) [Next](#) [Submit](#) [Exit](#)

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Click "Next".

The screenshot shows the 'Receiving Steps' interface for Receipt RC936: 8000030052 - 8 Chairs Part number 12345 for teacher's lounge area. The interface includes a sidebar with steps: 1 Select Request, 2 Select Receipt, 3 Receive, and 4. The main content area has a blue 'Accept All' button and a text prompt: 'For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date... receipt line items, you must provide...'. A tooltip 'Click Next.' is positioned over the 'Next' button, which is highlighted with a red box. Other buttons include 'Prev' and 'Submit'. The bottom section displays order details: Order ID: 8000030052, Date: Mon, 20 May, 2024, Order Title: 8 Chairs Part number 12345 for teacher's lounge area, Processing Status: Receiving, and My Labels: Apply Label... with an information icon.

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Click "Submit".

The screenshot shows the 'Receiving Steps' interface at the 'Submit' stage for Receipt RC936: 8000030052 - 8 Chairs Part number 12345 for teacher's lounge area. The interface includes a sidebar with steps: 1 Select Request, 2 Select Receipt, 3 Receive, and 4. The main content area has a text prompt: 'Review the receipt, make changes as necessary, and then submit it for approval.' Below this is a 'Summary' tab and an 'Approval Flow' section. A tooltip 'Click Submit.' is positioned over the 'Submit' button, which is highlighted with a red box. Other buttons include 'Prev' and 'Exit'. The bottom section displays order details: Order ID: 8000030052, Date: Mon, 20 May, 2024, Order Title: 8 Chairs Part number 12345 for teacher's lounge area, Processing Status: Receiving, and My Labels: Apply Label... with an information icon. At the bottom, there is a table header for 'Line Items - Quantity Fully Received' with columns: No., Quantity, Full Description, Unit, Supplier Part Number, Prev. Accepted, Prev. Rejected, Accepted, Rejected, Total Received, and Date Received.

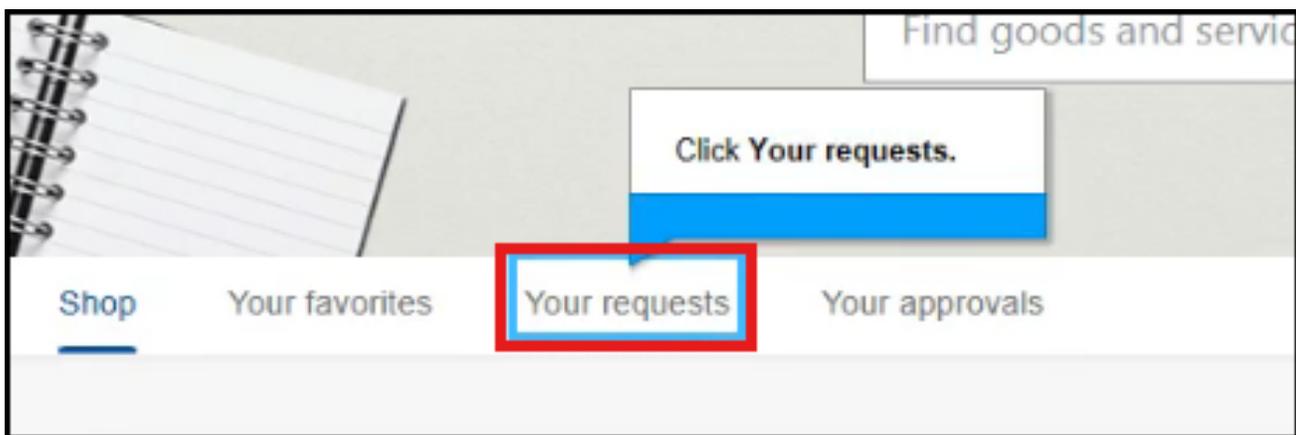
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Click on the LAUSD logo to return to the homepage.



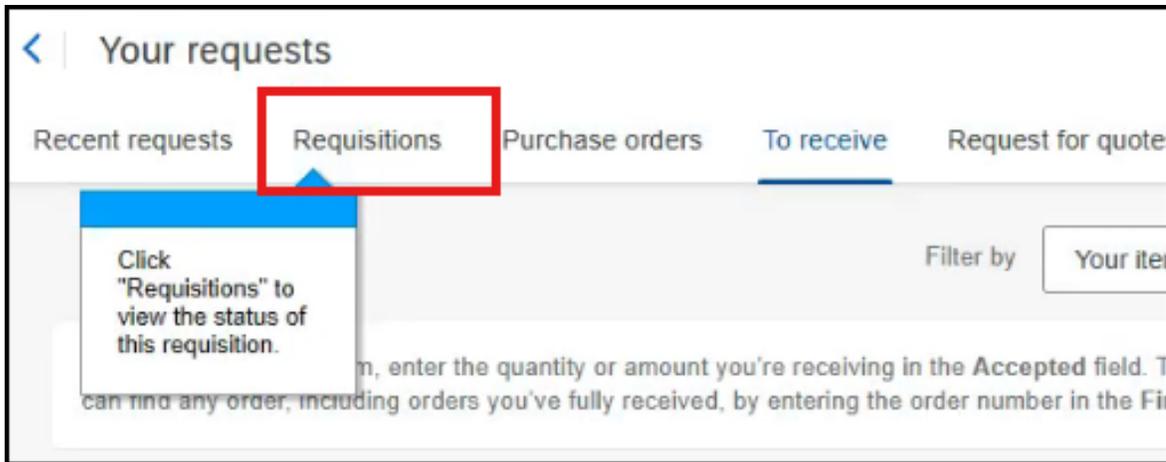
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To review the Purchase Order, click "Your requests".



18

Click "Requisitions".



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Notice that the status now shows "Receiving".



Explanation of Each Status

