

# SAP Ariba

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

*Guided Buying*

How to Repeat Purchase by  
Copying a Purchase Requisition

# The purpose of this job aid is to show how to repeat a purchase by copying a purchase requisition.

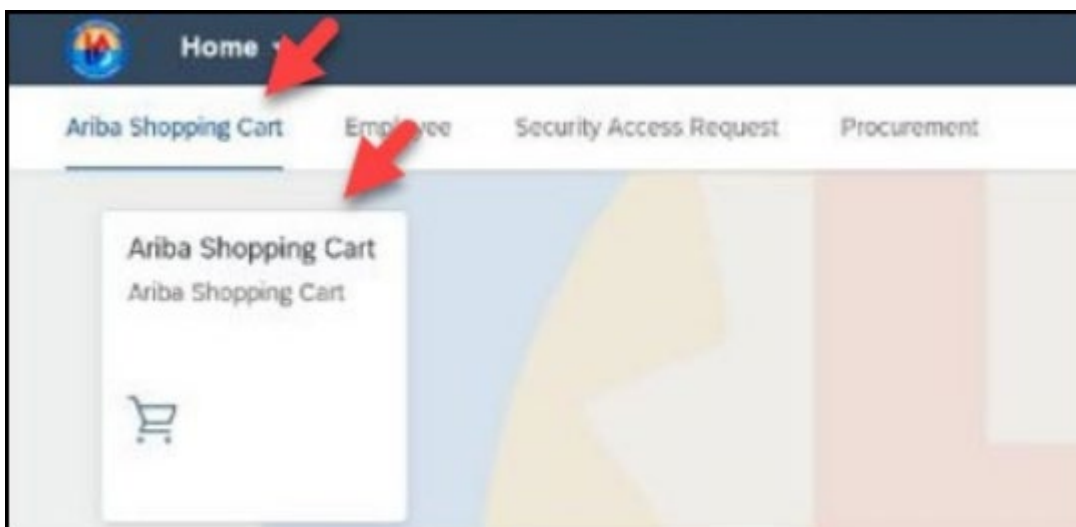
1

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



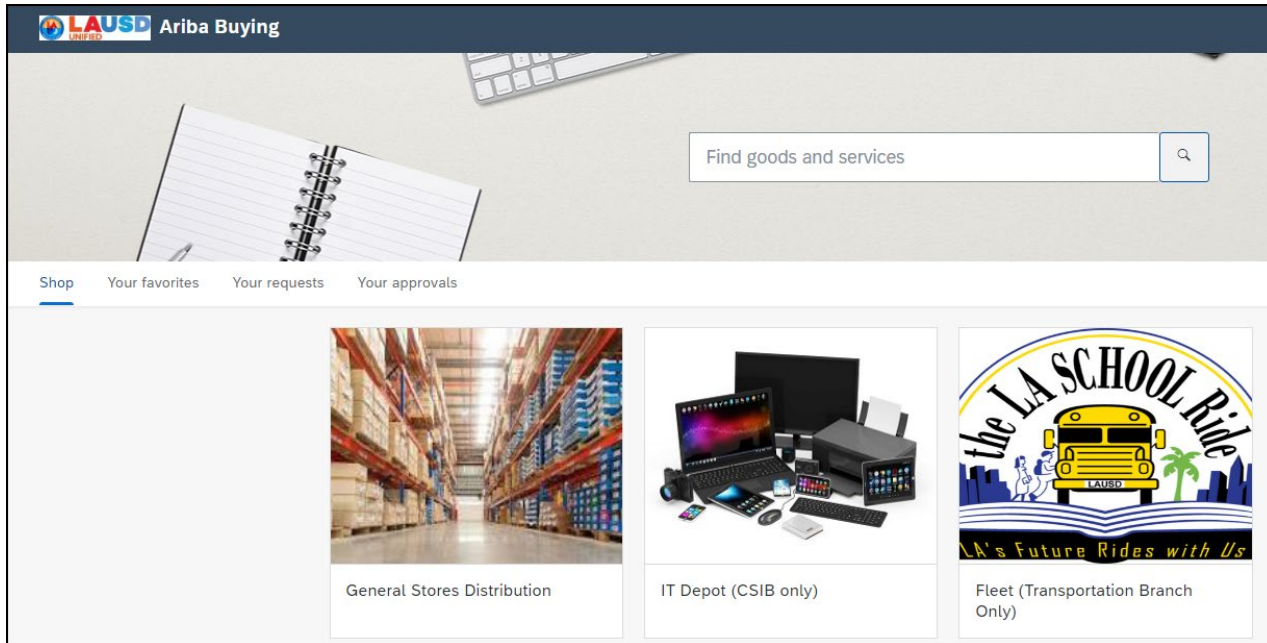
2

Click on the “**Ariba Shopping Cart**” tile.



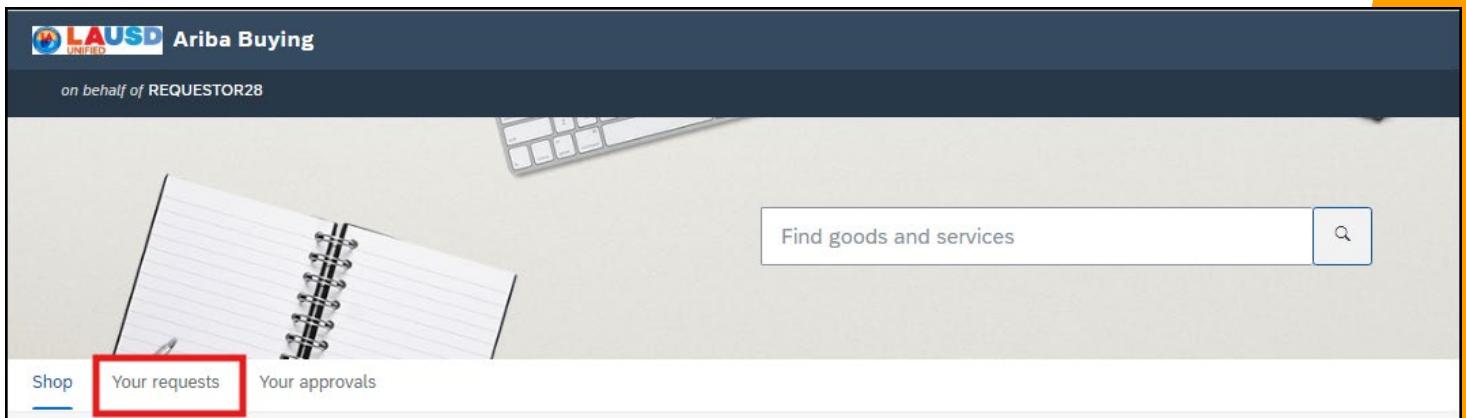
3

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



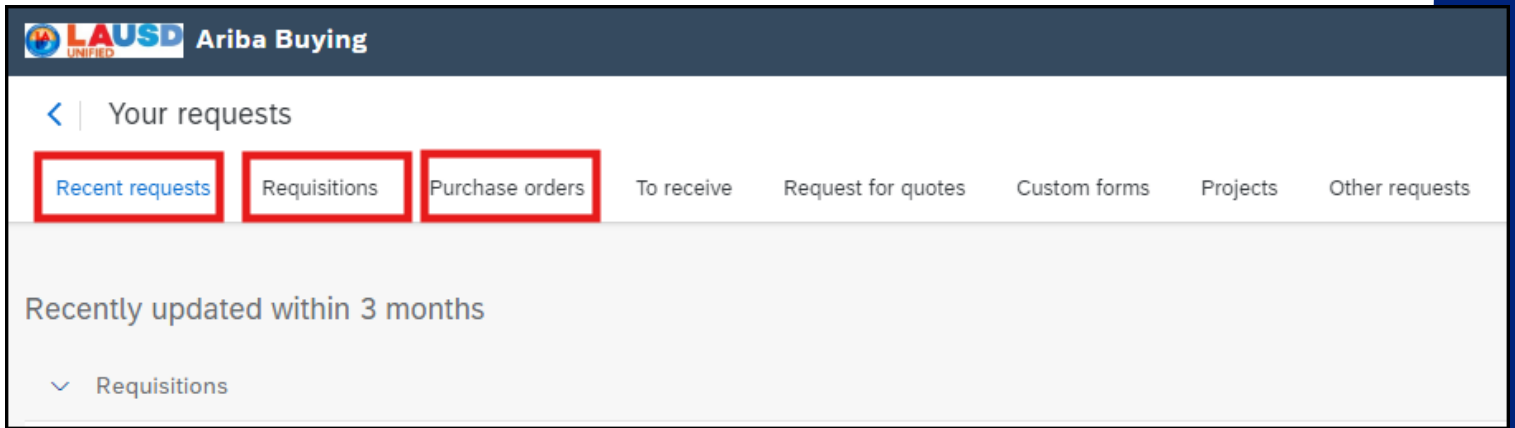
4

Click **"Your Requests"**.



# 5

You can search for the Purchase Requisition you want to copy by clicking on **Recent Requests**, **Requisitions**, or **Purchase Orders**.



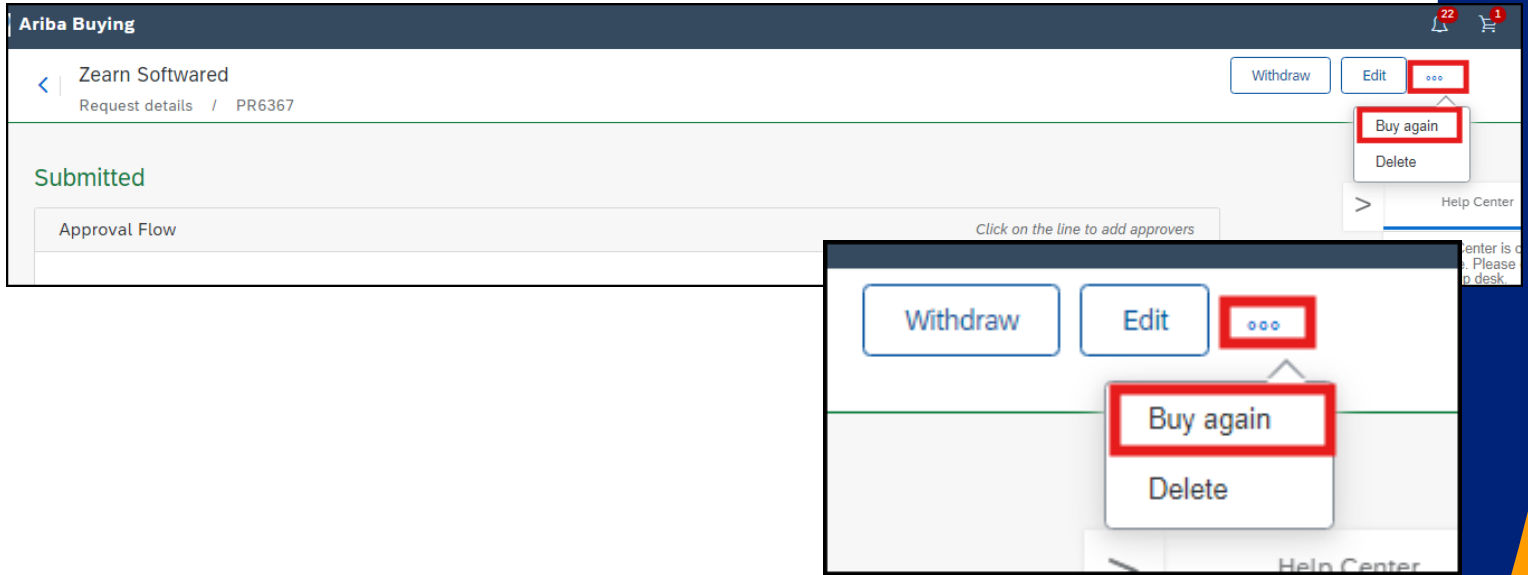
# 6

Click on the PR#.

|  |           |             |
|--|-----------|-------------|
| KY - Team Buy - Apple<br>PR6968-V3<br>Date requested: July 25, 2024<br>Team: Dungeon Test                              | CANCELED  | 19 days ago |
| KY - Personal Coaching<br>PR6798<br>Purchase orders: 8000031114<br>Date requested: July 17, 2024<br>Team: Dungeon Test | ORDERED   | 23 days ago |
| Zearn Softwared<br>PR6367<br>Date requested: June 28, 2024   | SUBMITTED | 6 days ago  |
| testing Jr 10<br>PR6364<br>Date requested: June 27, 2024   | SUBMITTED | 7 days ago  |

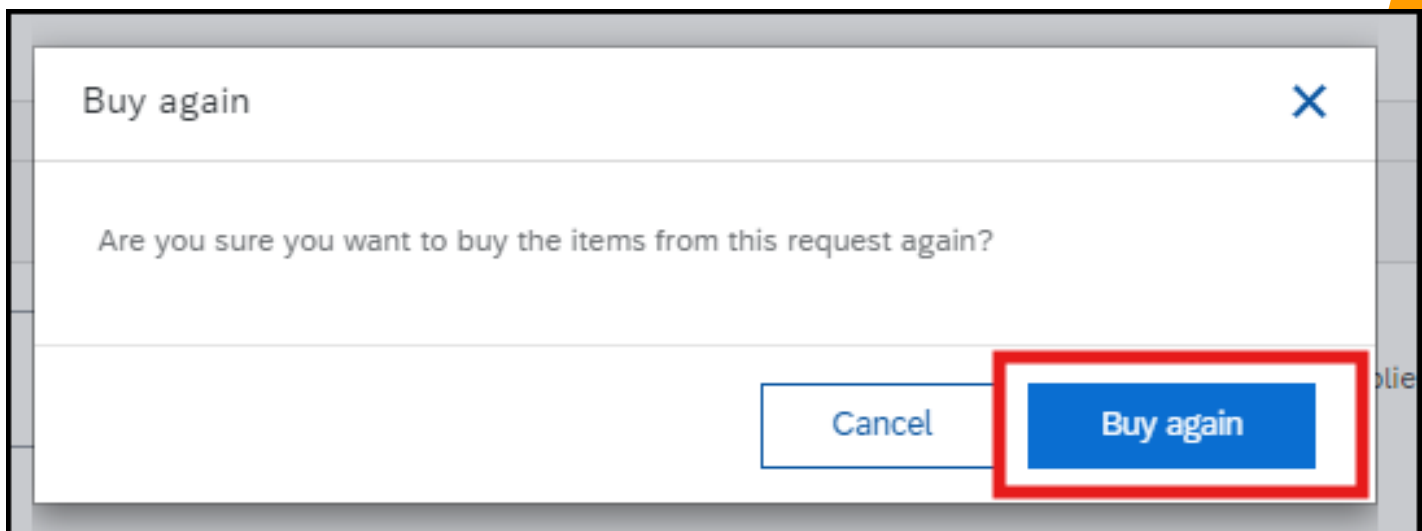
7

Click on the 3 dots → **Buy again**.



8

Click **Buy again**.



# 9

Ensure that **On Behalf Of** field is copied and validated. You'll see an error message if the requestor is no longer with LAUSD.

|  |  |   |   |
|--|--|---|---|
| Ship to <a href="#">Manage locations</a>                               | Charge to <a href="#">Manage details</a>                     | Total cost  | <b>\$2,500.00 USD</b>   |
| 333 S. Beaudry Ave.<br>Los Angeles, CA 90017<br>United States          | GL Account (0000430001 (General Supplies))                   | Net amount  | \$2,500.00 USD  |
| Need-by Date ⓘ<br><input type="text"/><br>⚠ Need By Date must be set   | Deliver To<br><input type="text" value="REQUESTOR24"/>       | Requester<br><input type="text" value="REQUESTOR24"/>             | Company Code<br><input type="text" value="1000 (LAUSD)"/>             |
| SBE Preference ⓘ<br><input type="radio"/> Yes <input type="radio"/> No | Invoice Processor<br><input type="text" value="(no value)"/> | Invoice Processor SAP ID<br>Not specified                         | Direct Purchase<br><input type="radio"/> Yes <input type="radio"/> No |
| Retention Percentage ⓘ<br><input type="text"/>                         | Shipping Charges<br>Not specified                            | FM Posting Date *<br><input type="text" value="August 14, 2024"/> | <b>On Behalf Of</b><br><input type="text" value="REQUESTOR24"/>       |

# 10

Click **Manage locations** to confirm the Ship to address. Click **Manage details** to confirm the funding information.

|   |                                  |  |                                |
|---|----------------------------------|--|--------------------------------|
| Ship to   | <a href="#">Manage locations</a> | Charge to                                  | <a href="#">Manage details</a> |
| 333 S. Beaudry Ave.<br>Los Angeles, CA 90017<br>United States |                                  | GL Account (0000430001 (General Supplies)) |                                |

## Enter the **Need-by-Date**.

| Ship to   | Manage locations | Charge to   | Manage details   | Total cost |
|---|------------------|---|--|------------|
| 333 S. Beaudry Ave.<br>Los Angeles, CA 90017<br>United States               |                  | GL Account (0000430001 (General Supplies))                |  | Net amount |
| <b>Need-by Date</b> ⓘ<br><input type="text"/><br>⚠ Need By Date must be set |                  |   | Deliver To<br><input type="text" value="REQUESTOR24"/> |            |
| Requester<br><input type="text" value="REQUESTOR24"/>                       |                  | Company Code<br><input type="text" value="1000 (LAUSD)"/> |  |            |

## Scroll down and check that vendor information is validated.

Items (1)

⚠ This item contains missing or incorrect information.

|  | Quantity   | Price                                  | Net Amount                       |
|--|--|--|----------------------------------|
| Zearn Software<br>1000023614 (2SIGMA SCHOOL INC)     | <input type="text" value="1"/>   | <input type="text" value="2,500"/> USD | \$2,500.00 USD                   |
| Unit of Measure<br><input type="text" value="each"/> |  |  | Gross Amount ⓘ<br>\$2,500.00 USD |
| Name<br><input type="text" value="Zearn Software"/>  | <b>Vendor</b><br><input type="text" value="1000023614 (2SIGMA SCHOOL INC)"/>   |  |                                  |
| Description<br><input type="text" value="Software"/> | Contact<br><input type="text" value="2SIGMA SCHOOL INC"/><br>1227 Doyle Cir Santa Clara, CA 95054-4121 United States |  |                                  |

# 13

Scroll down to **Comments** and **Attachments** section to enter comments and upload attachments.

The screenshot shows two sections: 'Comments' and 'Attachments'. The 'Comments' section has a text input field with the placeholder 'Write your comment...', a checkbox labeled 'Share with supplier', and an 'Add' button. The 'Attachments' section has a dashed box for file upload with the text 'Drag and drop file here, or browse to upload, then click the Add button.', a checkbox labeled 'Share with supplier', and an 'Add' button. Both sections have their titles highlighted with red boxes.

# 14

Rename the Purchase Requisition title.

The screenshot shows the 'Ariba Buying' interface. At the top, there is a navigation bar with a back arrow and the text 'Requisition title: \* Copy of Zearn Softwared', where the title is highlighted with a red box. Below this, it says 'Checkout / PR7256'. The main content area is divided into two columns: 'Ship to' and 'Charge to'. The 'Ship to' column shows the address '333 S. Beaudry Ave. Los Angeles, CA 90017 United States' and a link 'Manage locations'. The 'Charge to' column shows 'GL Account (0000430001 (General Supplies))' and a link 'Manage details'.



Click “**Submit**” when all information is confirmed

Ariba Buying

Requisition title: \* Copy of Zearn Softwared Submit Save and exit

Checkout / PR7256

|   |                                  |  |                                |            |                |
|---|----------------------------------|--|--------------------------------|------------|----------------|
| Ship to   | <a href="#">Manage locations</a> | Charge to                                  | <a href="#">Manage details</a> | Total cost | \$2,500.00 USD |
| 333 S. Beaudry Ave.<br>Los Angeles, CA 90017<br>United States |                                  | GL Account (0000430001 (General Supplies)) |                                | Net amount | \$2,500.00 USD |

[Show additional details](#)

Items (1)

**LAUSD**  
**UNIFIED**