

# SAP Ariba

PROCUREMENT SERVICES DIVISION



## End-USER Training

*Guided Buying*

How to Search Purchase  
Orders

# This job aid provides step-by-step instructions on how to search for Purchase Orders in Guided Buying.

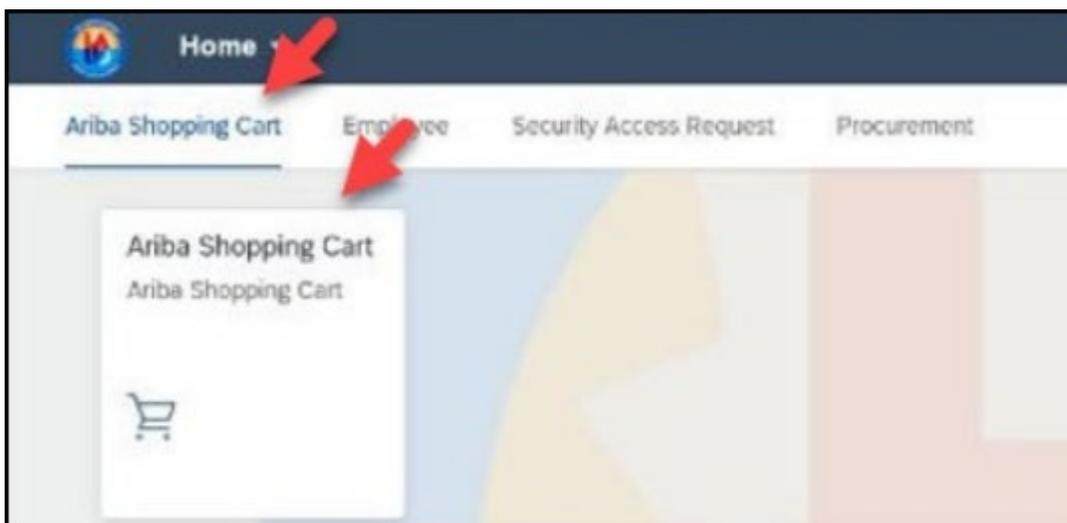
1

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



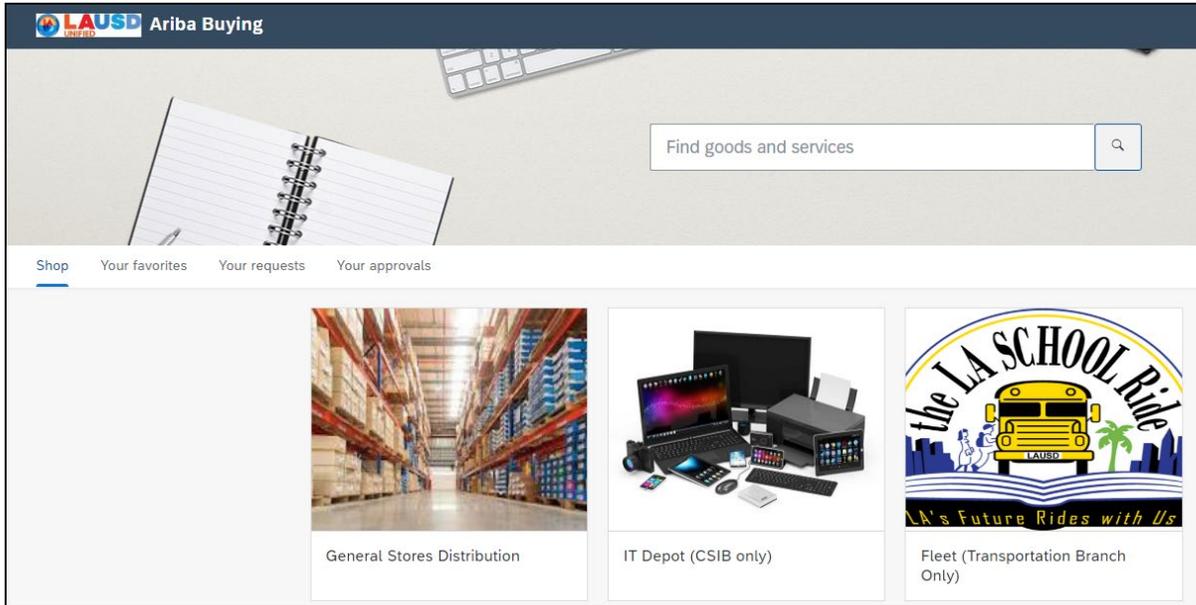
2

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



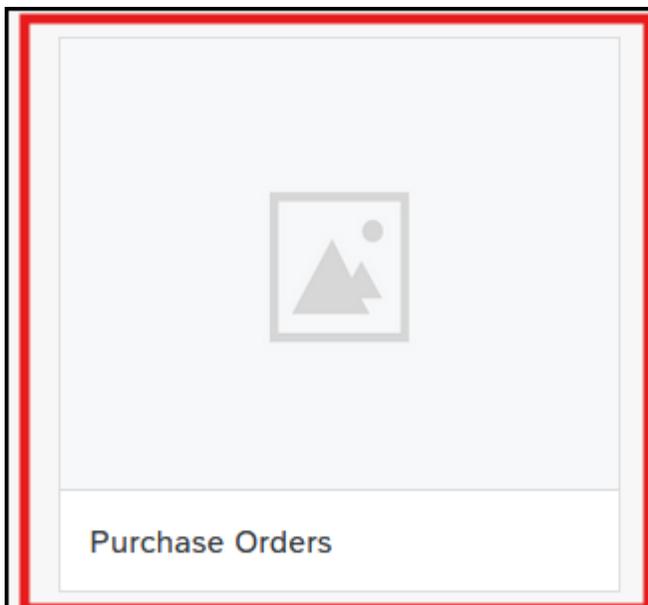
3

You will be directed to the Ariba Buying home page.



4

Scroll down. Click **Purchase Orders**.



3

You will be directed to the **Purchase Orders Search Filter** page.

Purchase Orders

Apply the appropriate search filters and perform a purchase order search. From the search results, you can select the required purchase orders and close them for all actions.

Search Filters Search Options ▾

Order Title: <input type="text"/>	Order Method: <input type="text" value="No Choice"/>
Close Order: <input type="text" value="No Choice"/>	Receipt Date (any receipt): <input type="text" value="No Choice"/>
Company Code: (select a value) [select]	Receipt ID (any receipt): <input type="text"/>
Date Created: <input type="text" value="Custom"/>	Receipt Status (any receipt): <input type="text" value="No Choice"/>
From: <input type="text" value="Thu, 24 Oct, 2024"/>	Requester: (select a value) [select]
To: <input type="text" value="Thu, 7 Nov, 2024"/>	Requisition ID: <input type="text"/>
Date Ordered: <input type="text" value="No Choice"/>	Retention Percentage: From: <input type="text"/> To: <input type="text"/>
Delivery Priority: (no value) [select]	SBE Preference: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Either
Direct Purchase: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Either	Shipping Charges: From: <input type="text"/> To: <input type="text"/> USD ▾
Faster Work Order: <input type="text"/>	Show orders that can be sent to the Ariba Network: <input type="radio"/> Yes <input type="radio"/> No
Fleet Order: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Either	Status: <input type="text" value="No Choice"/>
Invoice Processor: (no value) [select]	Supplier: (select a value) [select]
Order ID: <input type="text"/>	

4

Change the Date Created filter to your preference. In this example, we will choose **"No Choice"**.

Date Created:

Date Ordered:

Delivery Priority:

Direct Purchase:

Faster Work Order:

Fleet Order:

Invoice Processor:

Order ID:

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 (AKAMUR0001) last visit 11/7/2024 11:41 AM | LAUSD-C1 | Ariba Cloud Service

5

Enter your Purchase Order ID# (8000#).

Delivery Priority: (no value) [ select ]

Direct Purchase:  Yes  No  Either

Faster Work Order:

Fleet Order:  Yes  No  Either

Invoice Processor: (no value) [ select v ]

Order ID:

6

Click **Search**.

Direct Purchase:  Yes  No  Either

Faster Work Order:

Fleet Order:  Yes  No  Either

Invoice Processor: (no value) [ select v ]

Order ID: 800008390

Retention Percentage: From:  To:

SBE Preference:  Yes  No  Either

Shipping Charges: From:  To:  USD v

Show orders that can be sent to the Ariba Network:  Yes  No

Status: No Choice v

Supplier: (select a value) [ select ]

Search

Search

Reset

7

Your search result will populate. Click on the PO# to view details.

Search Results											Found 1 item	
<input type="checkbox"/>	Order ID	Type	Title	Status ↓	Date Created	Supplier Name	Total	Company Code	Fleet Order	SBE Preference		
<input type="checkbox"/>	8000008390	📄	Aggregated Requisition	Receiving	13 Aug 2024	SYSCO FOOD SERVICE OF L A	\$7,725.00 USD	1000 (LAUSD)	No			

[Close for All Actions](#) [Send Orders to Ariba Network](#)

8

You have the option to search for Purchase Order by the Requestor. If you do not see this field, skip to #14

Order Method:  ▼

Receipt Date (any receipt):  ▼

Receipt ID (any receipt):

Receipt Status (any receipt):  ▼

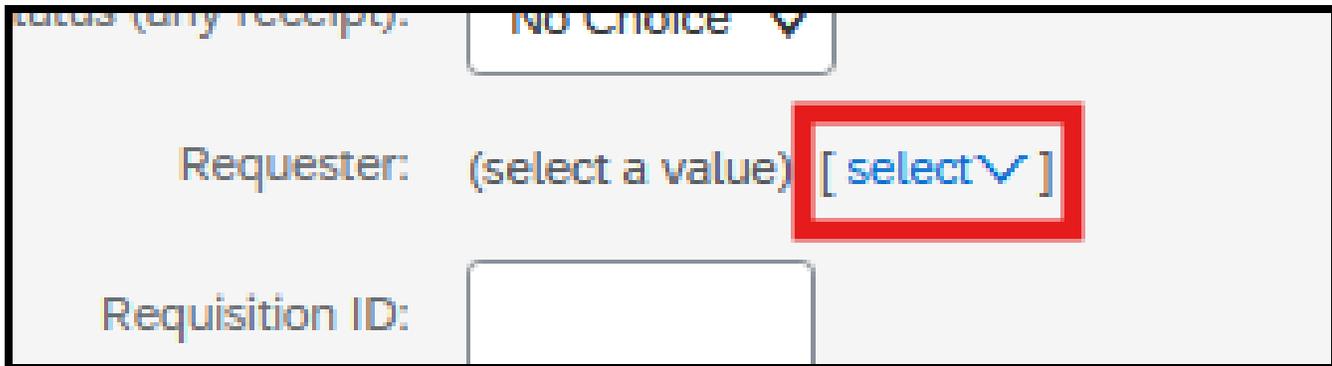
**Requester: (select a value) [select ▼]**

Requisition ID:

Retention Percentage: From:  To:

9

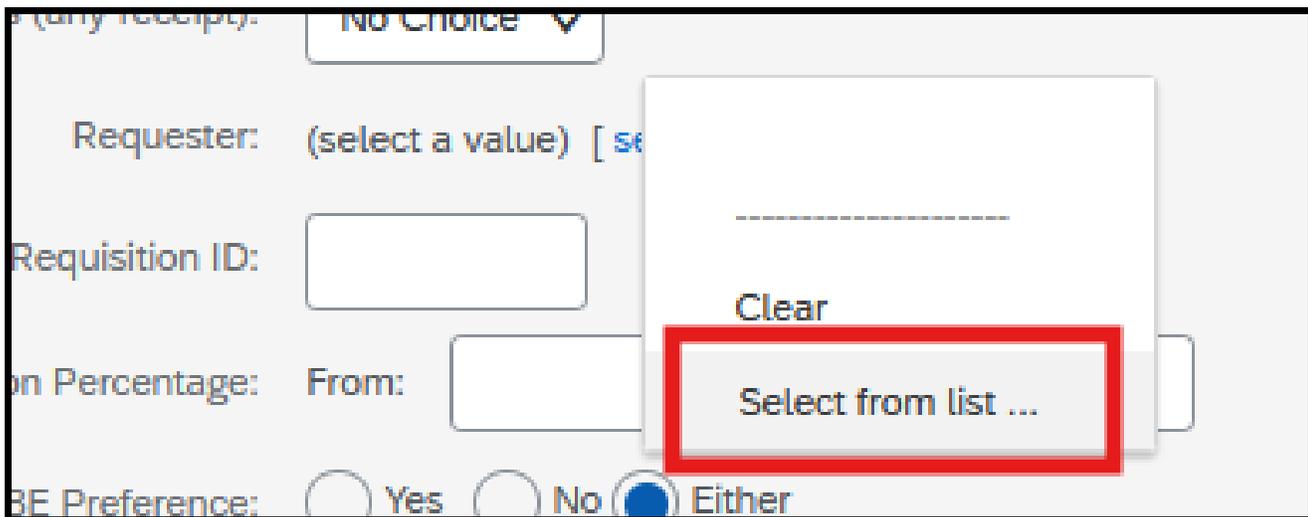
Click **"Select"**.



A screenshot of a web form with a light gray background. At the top left, there is a label "Status (any receipt):" followed by a dropdown menu showing "No Choice" with a downward arrow. Below this is the label "Requester:" followed by the text "(select a value)" and a dropdown menu showing "[ select v ]". This dropdown menu is highlighted with a red rectangular border. Below the "Requester:" field is the label "Requisition ID:" followed by an empty text input field.

10

Click **"Select from list"**.



A screenshot of a web form with a light gray background. At the top left, there is a label "Status (any receipt):" followed by a dropdown menu showing "No Choice" with a downward arrow. Below this is the label "Requester:" followed by the text "(select a value)" and a dropdown menu showing "[ se". This dropdown menu is open, showing a list of options. The option "Select from list ..." is highlighted with a red rectangular border. Below the "Requester:" field is the label "Requisition ID:" followed by an empty text input field. Below the "Requisition ID:" field is the label "on Percentage:" followed by the text "From:" and an empty text input field. At the bottom of the form, there is a label "BE Preference:" followed by three radio buttons: "Yes", "No", and "Either". The "Either" radio button is selected.

11

Type in the requester's name, then click **Search**.

The screenshot shows a search interface titled "Add to Currently Selected". On the left, there is a dropdown menu labeled "Name" with a downward arrow. To its right is a text input field containing the text "tws". Further right is a blue button labeled "Search". A red rectangular box highlights the text input field and the "Search" button. The text "Cur" is partially visible on the right side of the interface.

12

Check off the box then click **Done**.

The screenshot shows a selection interface titled "Choose Values for Requester". It is divided into two main sections: "Add to Currently Selected" on the left and "Currently Selected" on the right. In the "Add to Currently Selected" section, there is a dropdown menu labeled "Name" with a downward arrow, a text input field containing "tws", and a blue "Search" button. Below this is a list of items with checkboxes. The first item is "Name ↑ PasswordAdapter" with a checked checkbox. The second item is "TWS USER Enterprise User" with a checked checkbox. A red rectangular box highlights the checkbox for "TWS USER". In the "Currently Selected" section, there is a header "Name ↑ PasswordAdapter" and the text "No items". A blue "Done" button is located at the bottom right of the interface, highlighted with a red rectangular box.

13

## Click **Search**.

Requester: TWS USER [ select▼ ]

Requisition ID:

Retention Percentage: From:  To:

SBE Preference:  Yes  No  Either

Shipping Charges: From:  To:  USD▼

Show orders that can be sent to the Ariba Network:  Yes  No

Status:  ▼

Supplier: (select a value) [ select ]

14

## To add more filter options, click "**Search Options**".

All actions.

▼

Order Method:  ▼

Receipt Date (any receipt):  ▼

Receipt ID (any receipt):

Receipt Status (any receipt):  ▼

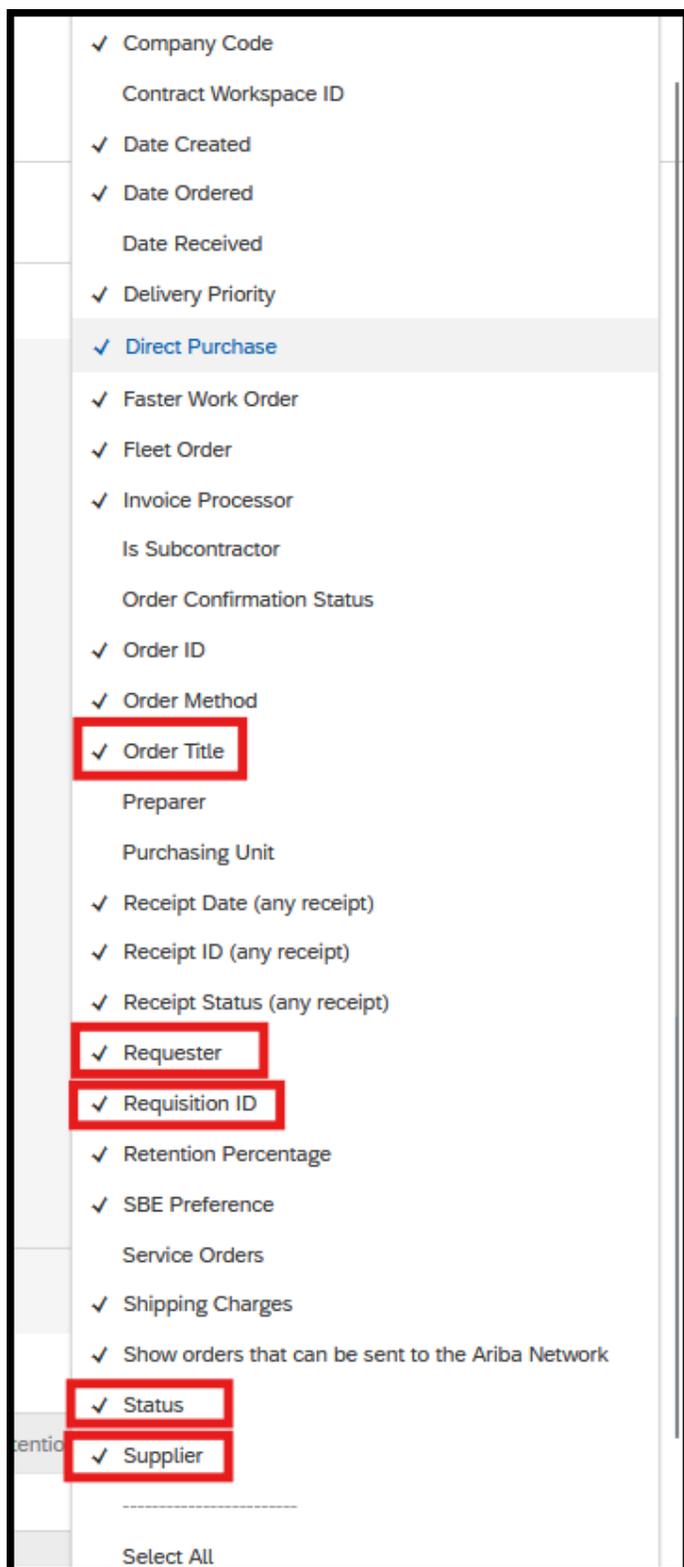
Requester: (select a value) [ select▼ ]

Requisition ID:

Retention Percentage: From:  To:

SBE Preference:  Yes  No  Either

Some useful search options are Order Title, Requestor, Requisition ID, Status, and Supplier. You can also hide any unwanted search options by unselecting them.



A screenshot of a search filter menu. The menu is a vertical list of search criteria, each with a checkmark to its left. The following items are highlighted with red rectangular boxes:

- ✓ Order Title
- ✓ Requester
- ✓ Requisition ID
- ✓ Status
- ✓ Supplier

Other visible items in the menu include: ✓ Company Code, Contract Workspace ID, ✓ Date Created, ✓ Date Ordered, Date Received, ✓ Delivery Priority, ✓ Direct Purchase, ✓ Faster Work Order, ✓ Fleet Order, ✓ Invoice Processor, Is Subcontractor, Order Confirmation Status, ✓ Order ID, ✓ Order Method, Preparer, Purchasing Unit, ✓ Receipt Date (any receipt), ✓ Receipt ID (any receipt), ✓ Receipt Status (any receipt), ✓ Retention Percentage, ✓ SBE Preference, Service Orders, ✓ Shipping Charges, ✓ Show orders that can be sent to the Ariba Network, and Select All.