

# SAP Ariba

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

*Guided Buying*  
How to Search for  
Supplier/Vendor

# The purpose of this job aid is to show how to search for a supplier/vendor in Guided Buying.

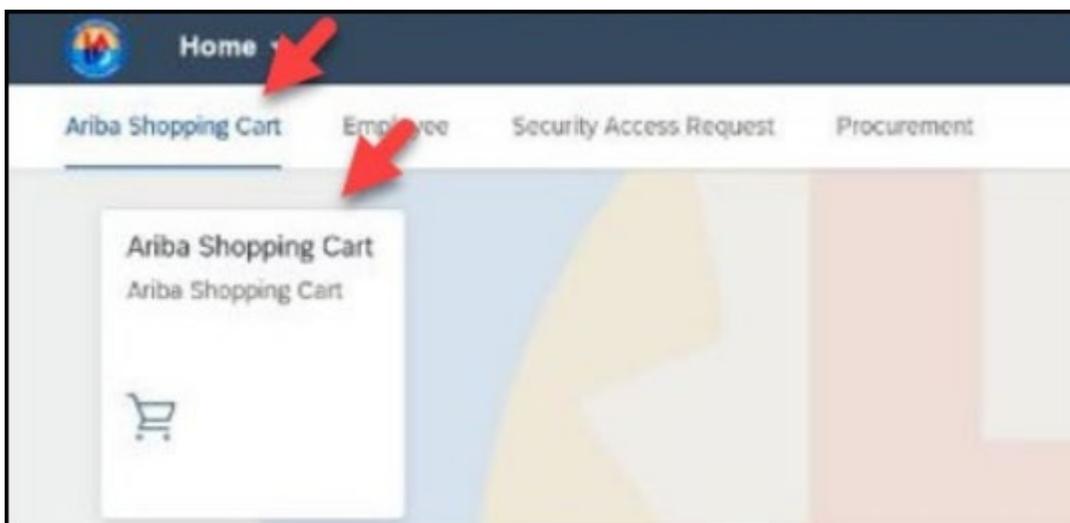
1

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



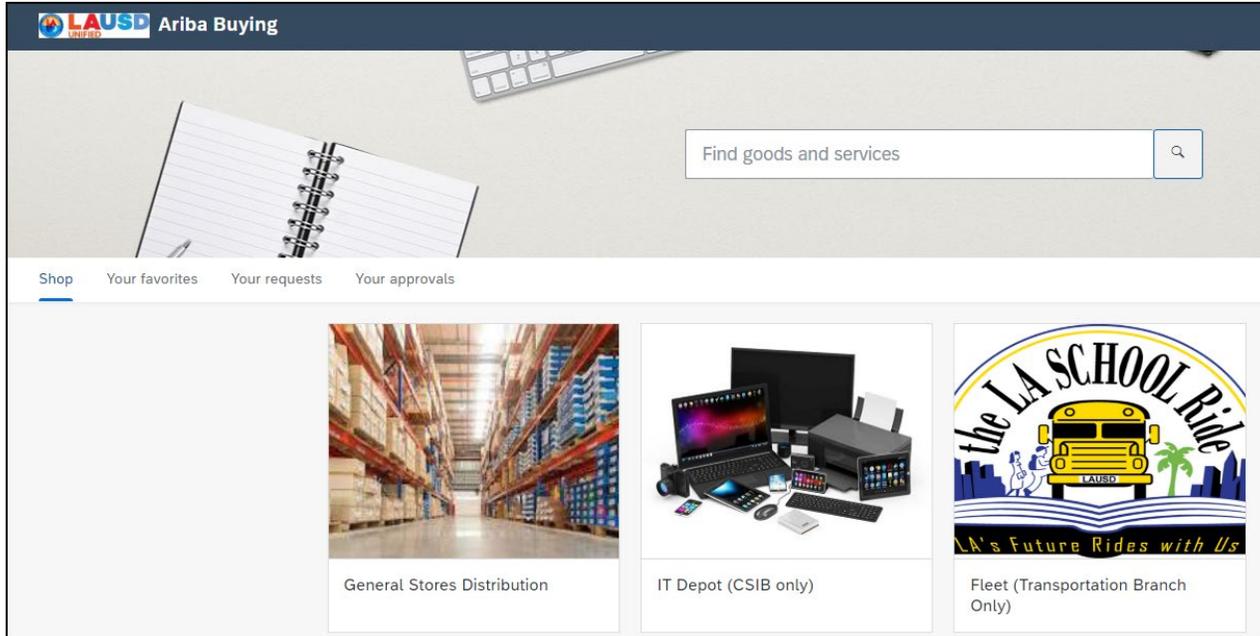
2

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



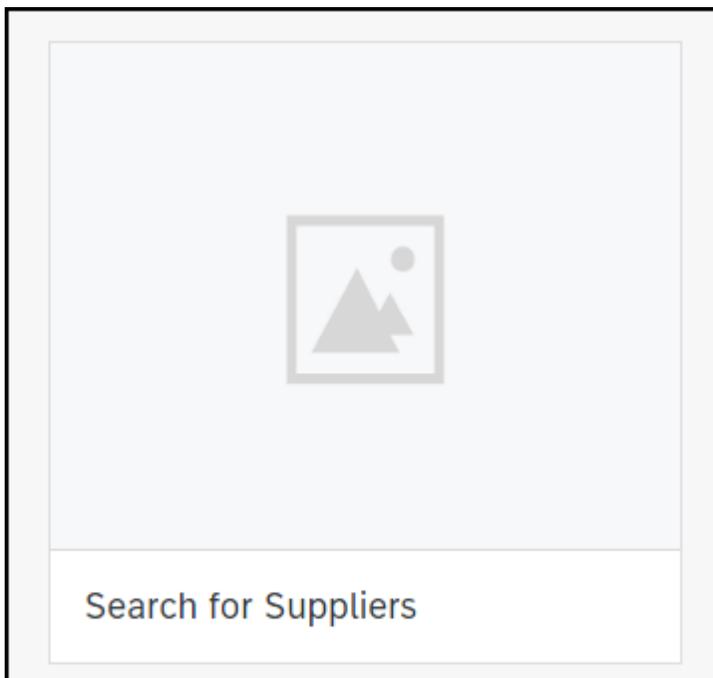
3

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



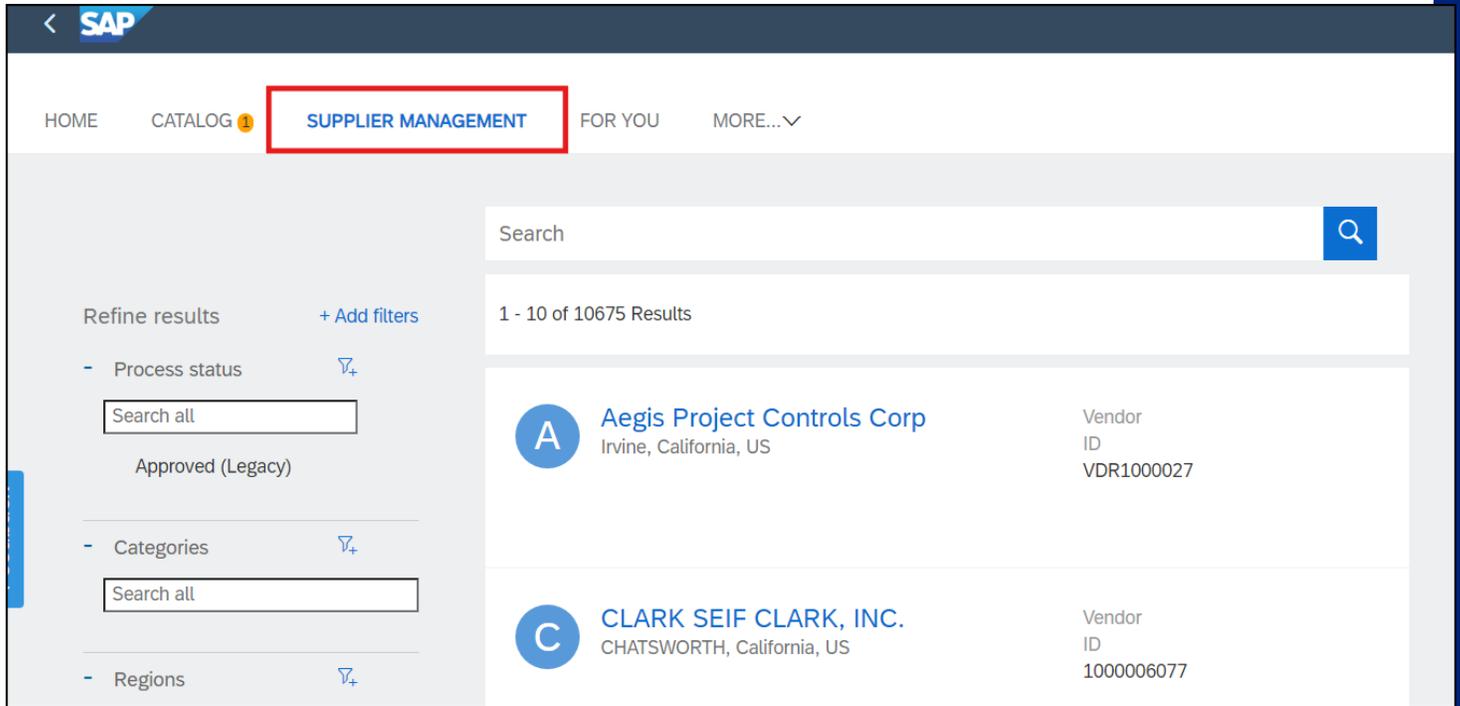
4

Click on **“Search for Suppliers”**.



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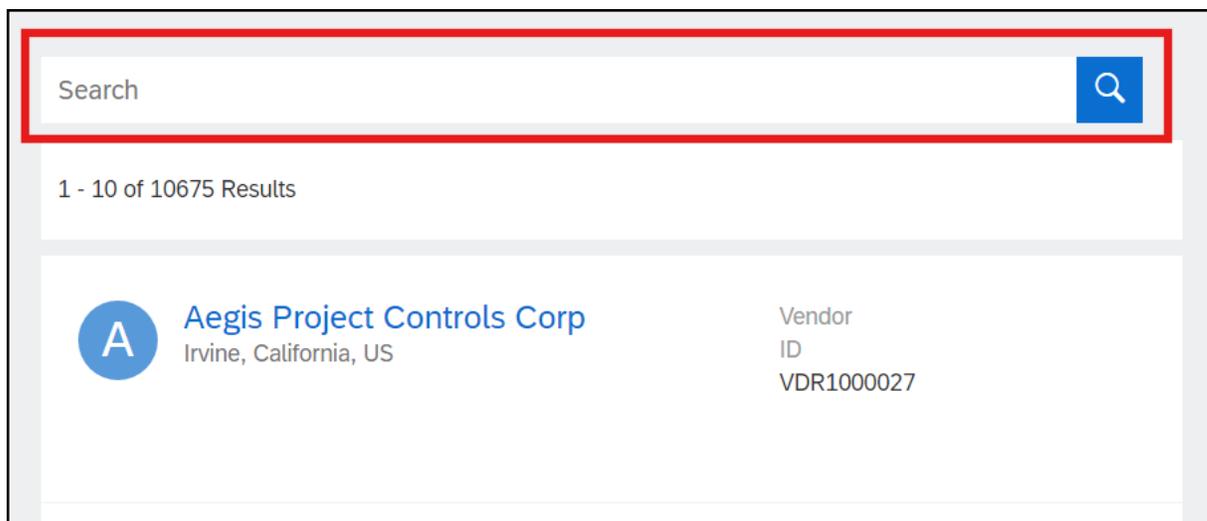
It should route you to the **Supplier Management** page.



The screenshot shows the SAP Supplier Management interface. At the top, there is a navigation bar with the SAP logo and a back arrow. Below the navigation bar, there are several tabs: HOME, CATALOG (with a notification icon), SUPPLIER MANAGEMENT (highlighted with a red box), FOR YOU, and MORE... (with a dropdown arrow). The main content area is divided into a left sidebar and a main search area. The sidebar contains a 'Refine results' section with a '+ Add filters' link and three filter categories: 'Process status' (with a search input field containing 'Approved (Legacy)'), 'Categories' (with a search input field containing 'Search all'), and 'Regions' (with a search input field containing 'Search all'). The main search area features a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, it displays '1 - 10 of 10675 Results'. The search results are listed in a table-like format, showing two entries: 'Aegis Project Controls Corp' (Irvine, California, US) with Vendor ID VDR1000027, and 'CLARK SEIF CLARK, INC.' (CHATSWORTH, California, US) with Vendor ID 1000006077.

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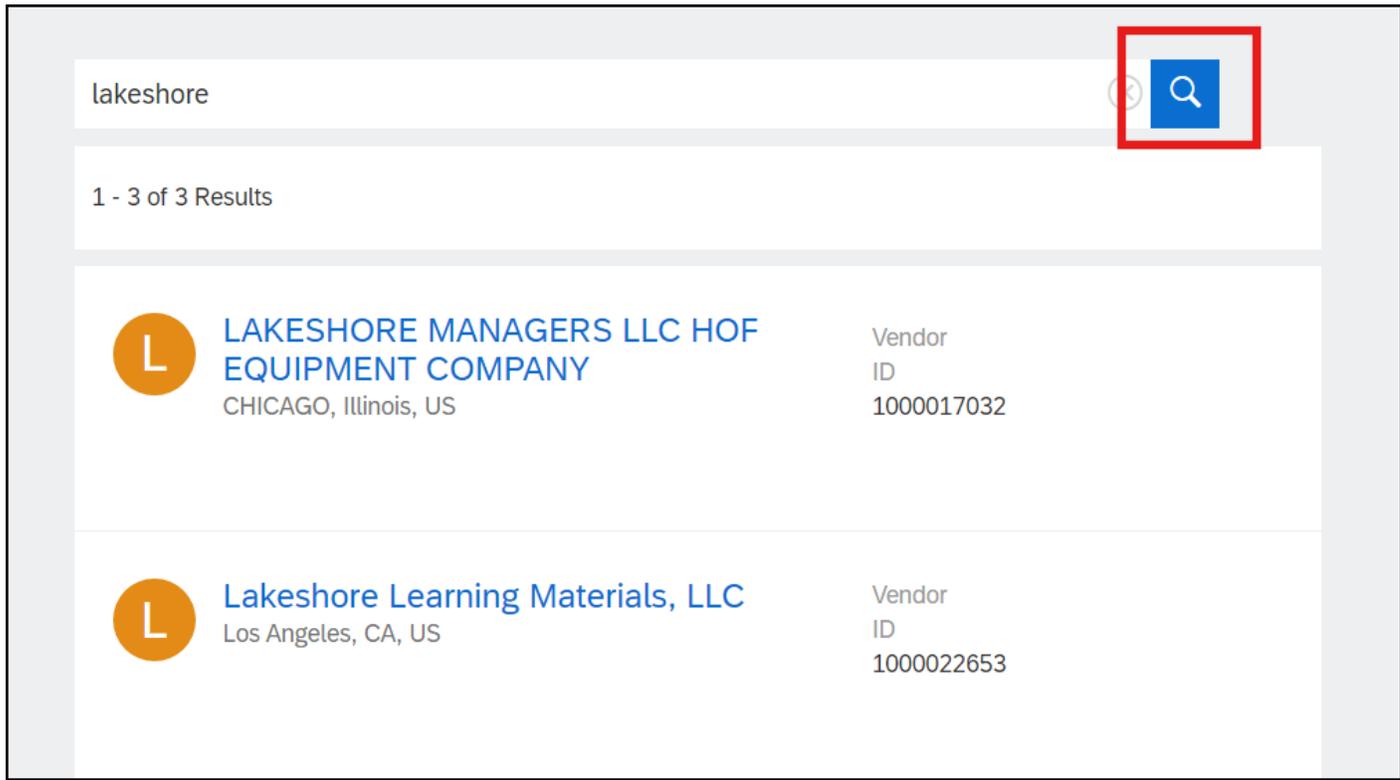
You can search for the vendor by using the SAP vendor number or vendor's name.



This image is a close-up of the search bar from the SAP Supplier Management page. The search bar is highlighted with a red border and contains the text 'Search' and a magnifying glass icon. Below the search bar, it displays '1 - 10 of 10675 Results'. The search results are listed in a table-like format, showing one entry: 'Aegis Project Controls Corp' (Irvine, California, US) with Vendor ID VDR1000027.

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Click enter or the magnifying glass.

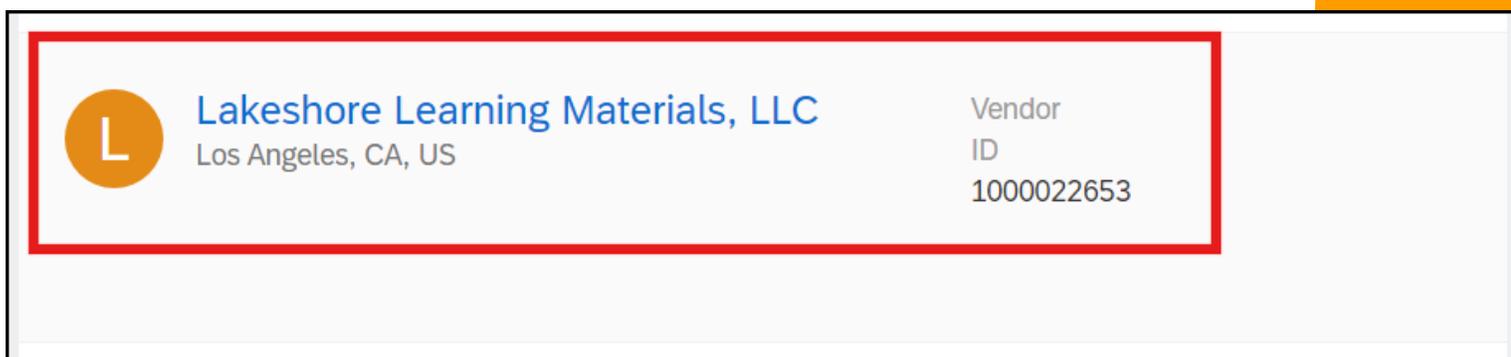


A screenshot of a search interface. At the top, a search bar contains the text 'lakeshore'. To the right of the search bar is a magnifying glass icon, which is highlighted with a red square. Below the search bar, the text '1 - 3 of 3 Results' is displayed. The results are listed in two rows. The first row shows a vendor named 'LAKESHORE MANAGERS LLC HOF EQUIPMENT COMPANY' with a location of 'CHICAGO, Illinois, US' and a 'Vendor ID' of '1000017032'. The second row shows a vendor named 'Lakeshore Learning Materials, LLC' with a location of 'Los Angeles, CA, US' and a 'Vendor ID' of '1000022653'. Each vendor entry is preceded by a circular icon containing the letter 'L'.

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Click on the vendor name.

If a vendor does not show up in the system, please reach out to the Vendor Service Unit [psg-vs@lausd.net](mailto:psg-vs@lausd.net) for assistance.



A close-up screenshot of the vendor entry for 'Lakeshore Learning Materials, LLC'. The entry is highlighted with a red rectangular border. It shows the vendor's name in blue, the location 'Los Angeles, CA, US', and the 'Vendor ID' '1000022653'. To the left of the name is a circular icon with the letter 'L'.

In the **Summary** tab, you can see the overview information of the vendor. Such as the SAP vendor number, email address, and Phone number.

Back to search results

**La**

**Lakeshore Learning Materials, LLC**

(Public: Lakeshore Learning Materials, LLC)

SM Vendor ID: S64720217  
ERP Vendor ID: 1000022653

[View SAP Business Network profile](#)

- Summary
- Contacts
- ERP data
- Certificates
- Activity log
- Supplier request

**About**

Registration Status: Registered	Preferred Status: Not Preferred	ERP Integration Status: Integrated
Qualification Status: Not Qualified	Onboarding time: 2 weeks	Created On: Oct 8, 2023

**Supplier IDs**

SM Vendor ID: S64720217	ERP ID: 1000022653	AN ID: AN01440483557
ACM ID: ACM_18212382		

**Diversity**

**Rafael Muro**

Email ID:  
[biddept@lakeshorelearning.com](mailto:biddept@lakeshorelearning.com)

Phone:  
1-800-421 extn.5354

Mobile:  
Not Available

[More Contacts](#)

**Address**

2695, PO Box 840250  
Los Angeles  
90084-0496  
US, CA

Click on the **Registration** tab.

Back to search results

**La**

**Lakeshore Learning Materials, LLC**

(Public: Lakeshore Learning Materials, LLC)

SM Vendor ID: S64720217  
ERP Vendor ID: 1000022653

[View SAP Business Network profile](#)

- Summary
- Contacts
- ERP data
- Certificates
- Activity log
- Supplier request
- Registration**
- Qualifications

**Registration** Current template version (V5)

Invited by	Siva Kondubhatla
Invited on	October 16, 2023
Registration status	Registered
Supplier recipient	Rafael Muro
Email	biddept@lakeshorelearning.com
Office phone	+1-800-421 extn.5354

**Process Flow**

```

graph LR
    A((Invited)) --> B((In Registration))
    B --> C((Approval for LAUSD Supplier registration Update))
    C --> D((Registered))
  
```

**Questionnaires**

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In the **Process Flow**, you can see that this vendor is fully registered.



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In some cases, you may encounter vendors that are not fully registered. You can see that the Process workflow for this vendor is **"In Registration"**. If you see a vendor's status as **"In Registration"** or **"Approval for Supplier registration"**, please remind them to complete the registration process. Vendors can contact the Vendor Services Unit for assistance.

[psg-vs@lausd.net](mailto:psg-vs@lausd.net) 562-654-9404

