

# SAP Ariba

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

*Guided Buying*

How to Set Up Team Buying

**The purpose of this job aid is to show how to set up Team Buying in Ariba Guided Buying. Team buying enables users to cooperate to create Shopping Requisitions. Users must have the shopping requestor role to team buy.**

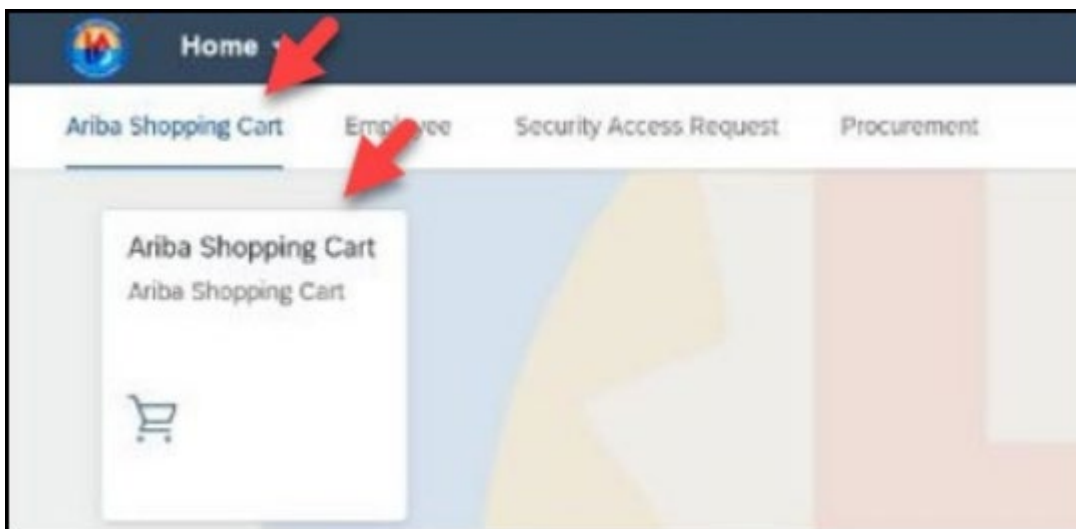
**1**

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



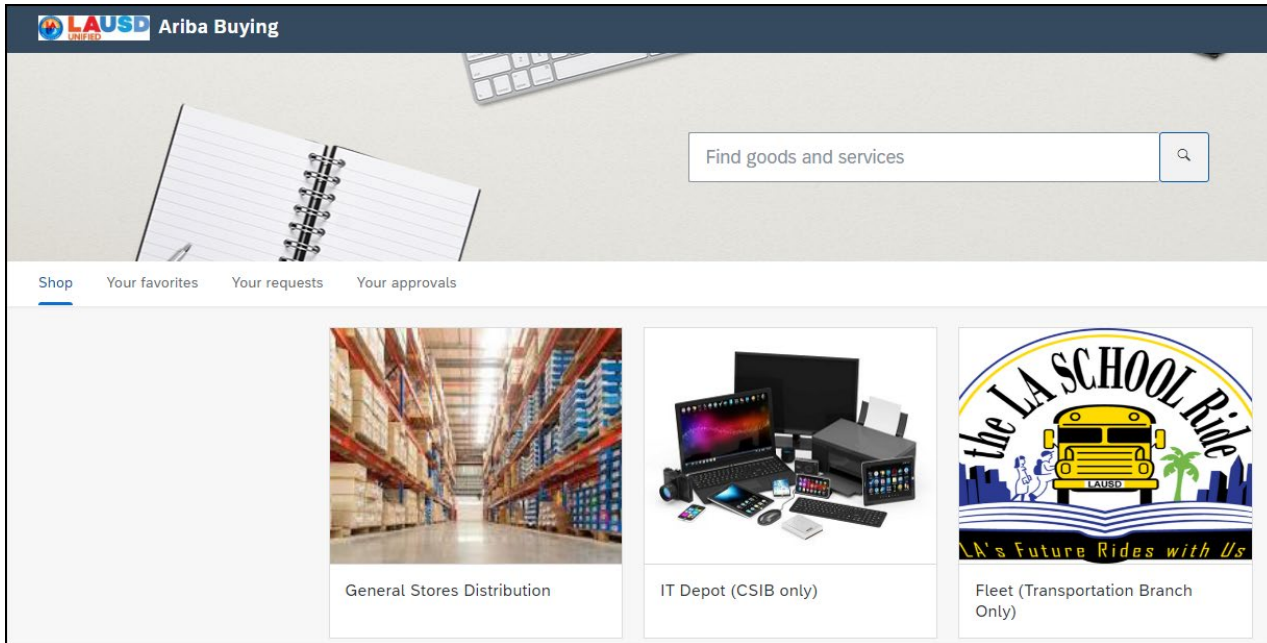
**2**

Click on the "Ariba Shopping Cart" tile.



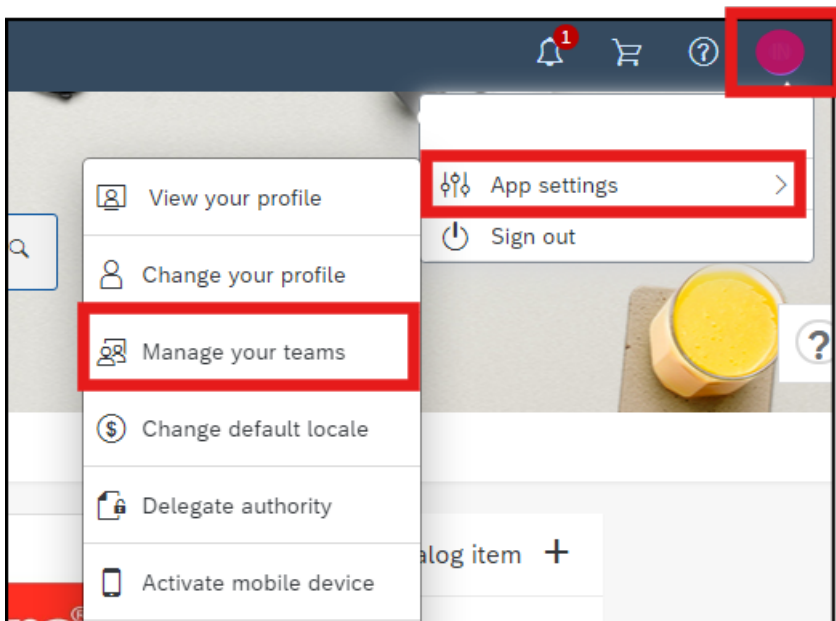
3

You will be directed to the Ariba Buying home page.



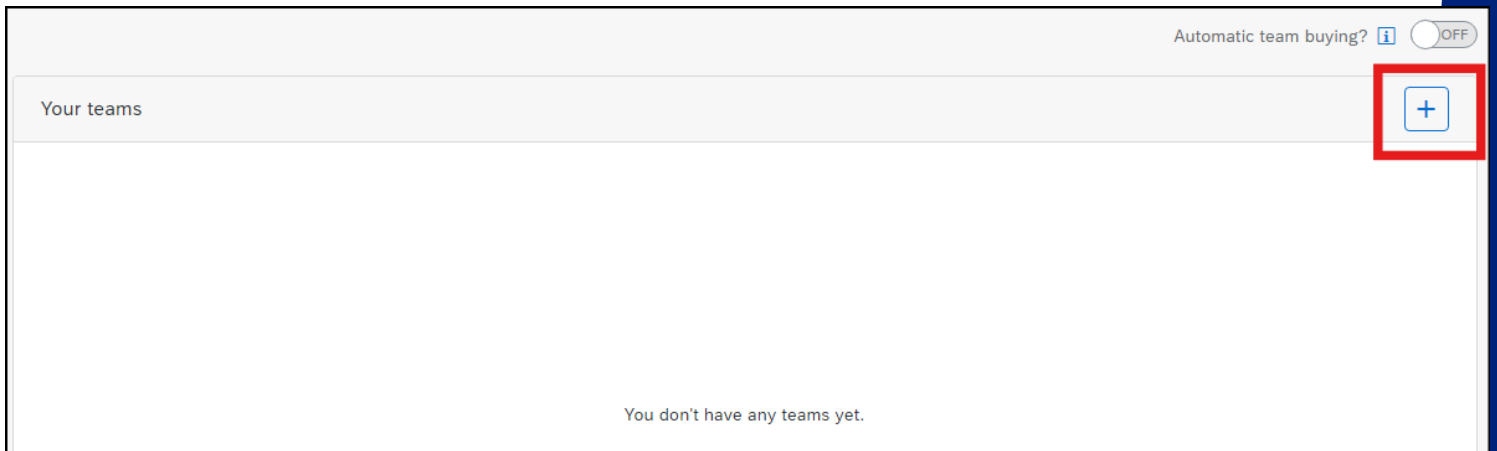
4

Click on your **initial** → **App settings** → **Manage your teams**



5

Click “+”.



Automatic team buying? [i](#)  OFF

Your teams

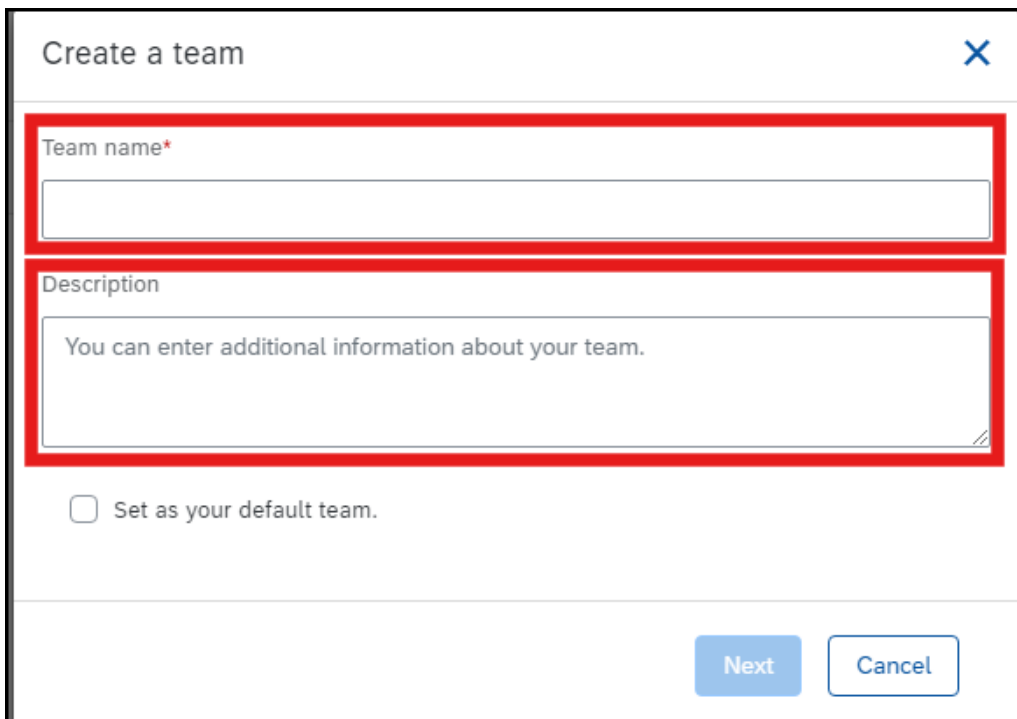
**+**

You don't have any teams yet.

This screenshot shows a user interface for managing teams. At the top right, there is a toggle switch for 'Automatic team buying?' which is currently turned off. Below this is a header section labeled 'Your teams'. In the top right corner of this section, there is a blue square button with a white plus sign, which is highlighted with a red rectangular box. The main area below the header is empty, and at the bottom center, there is a message that says 'You don't have any teams yet.'

6

Enter the Team name, Description, and check off the box if you would like to set this team as your default team.



Create a team ×

Team name\*

Description

You can enter additional information about your team.

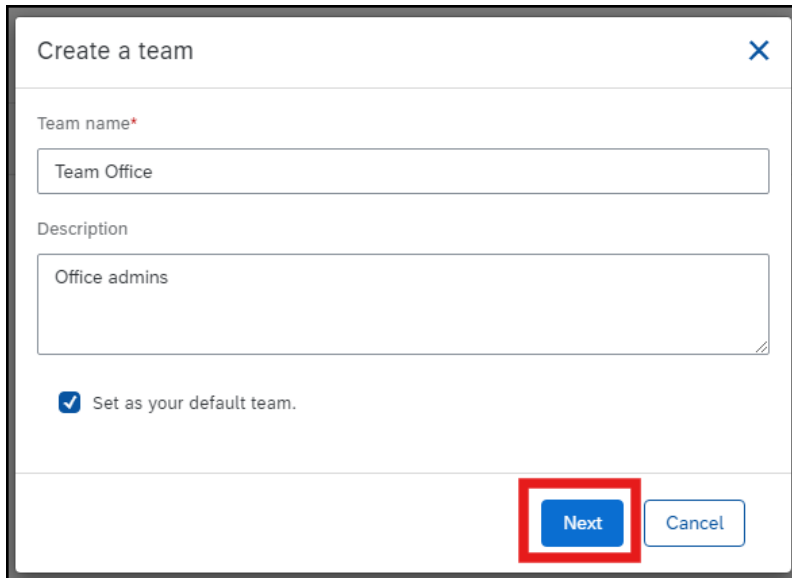
Set as your default team.

Next Cancel

This screenshot shows a 'Create a team' dialog box. The title bar says 'Create a team' with a close button (X) on the right. There are two main input fields: 'Team name\*' and 'Description'. Both of these fields are highlighted with red rectangular boxes. Below the 'Description' field, there is a checkbox labeled 'Set as your default team.' At the bottom of the dialog, there are two buttons: 'Next' and 'Cancel'.

7

Click **“Next”**.



Create a team

Team name\*

Team Office

Description

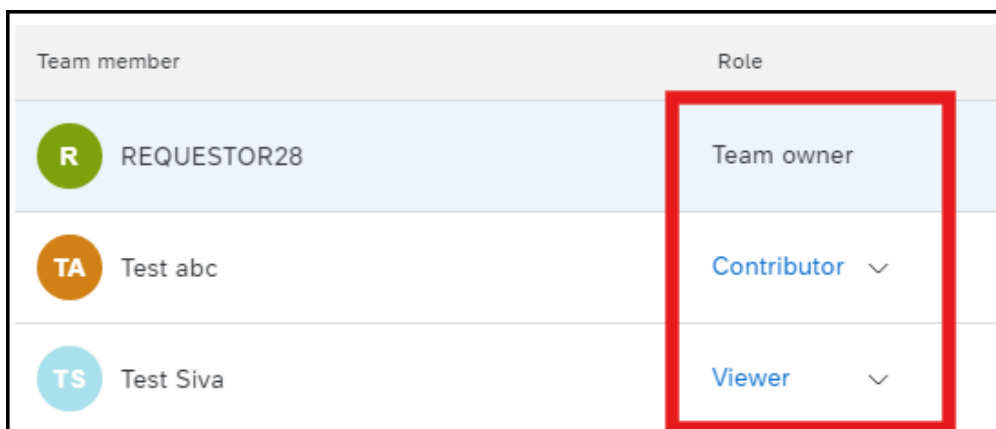
Office admins




Set as your default team.

Next Cancel

8

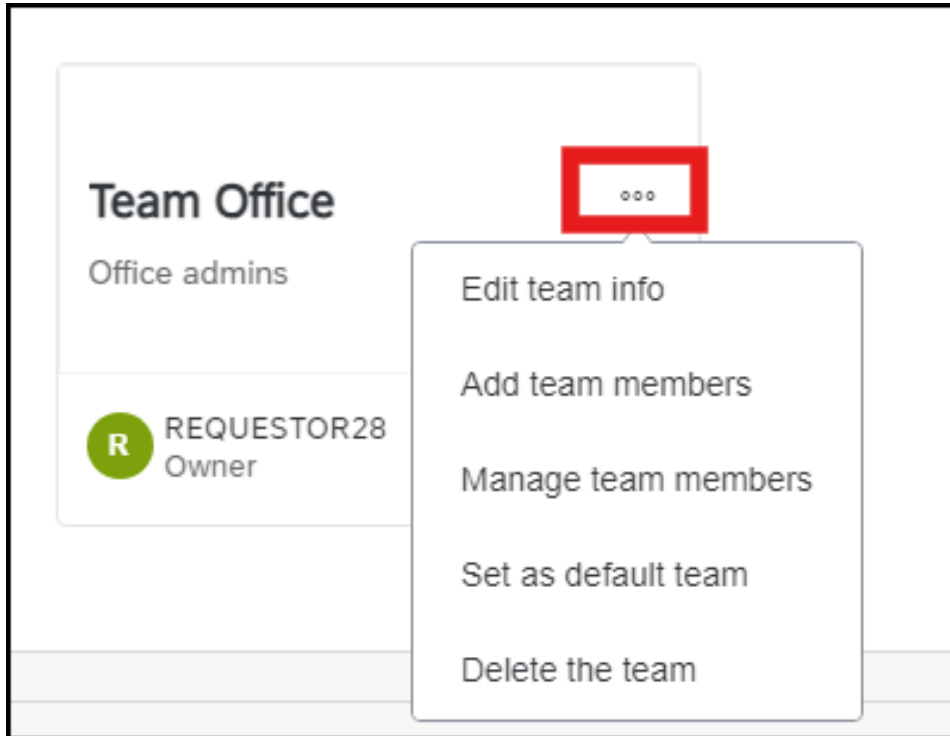
Search for users, then click on their name. Click **“Create”** when you’ve added your team members. Select if you want the user to be a Contributor (can add and edit PR and Receipts) or Viewer (cannot create or edit requisitions or receipts. Can only view).



Team member	Role
 REQUESTOR28	Team owner
 Test abc	Contributor ▾
 Test Siva	Viewer ▾

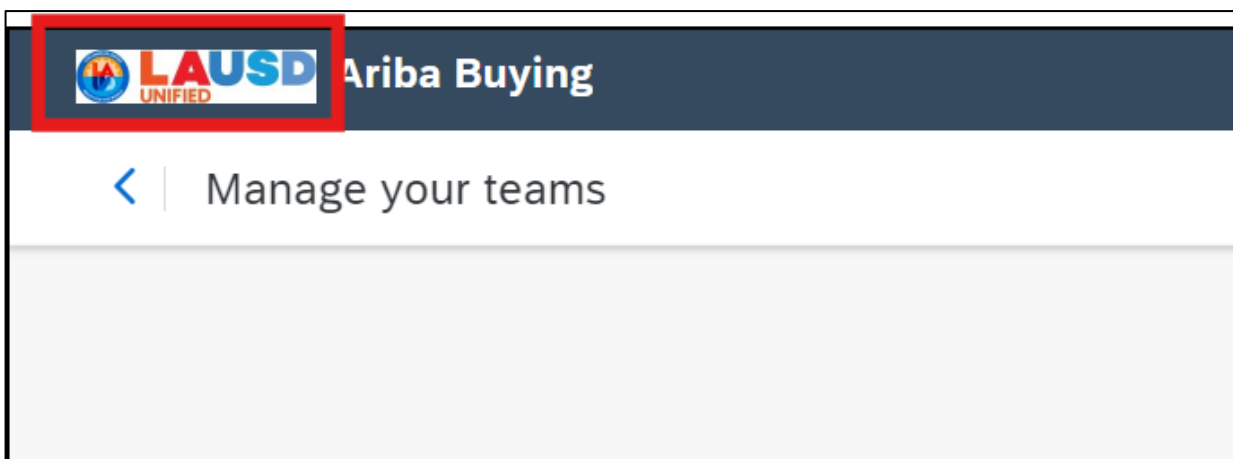
9

Once the team is created, you can update the team settings by clicking on the 3 dots.



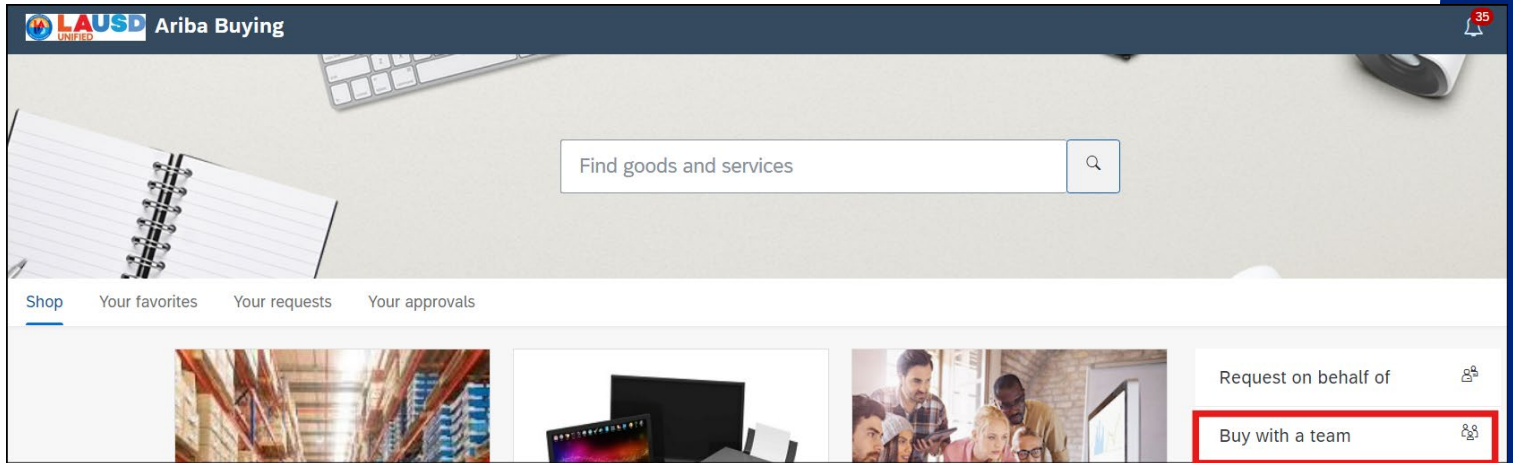
10

Go back to the homepage by clicking on the LAUSD logo.



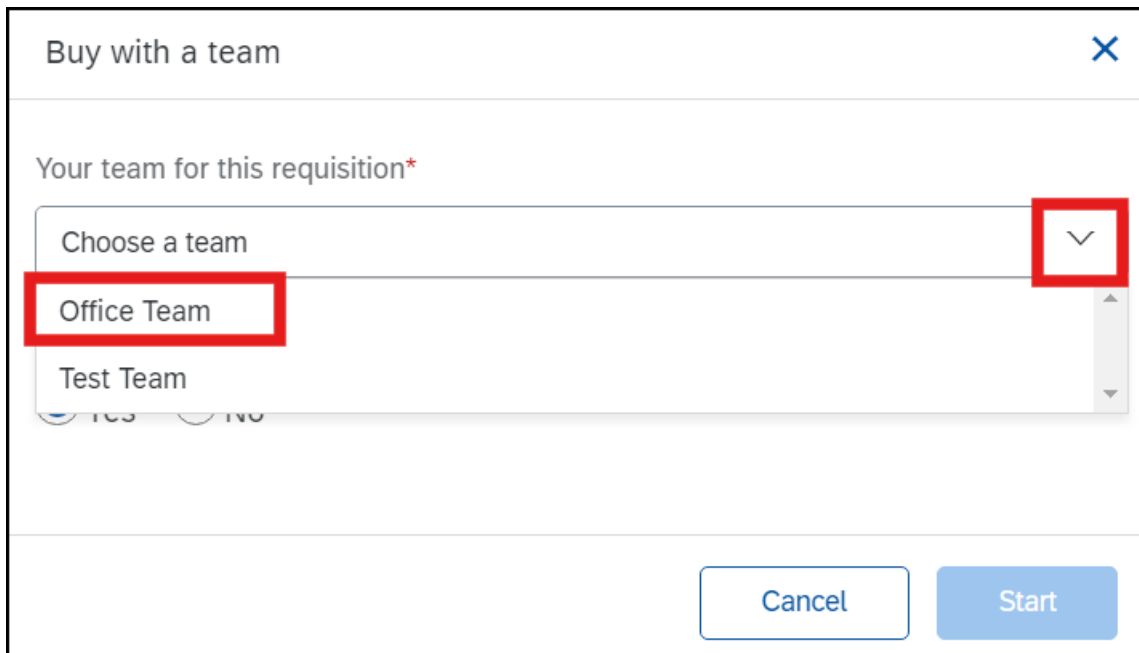
11

Click **Buy with a team**.



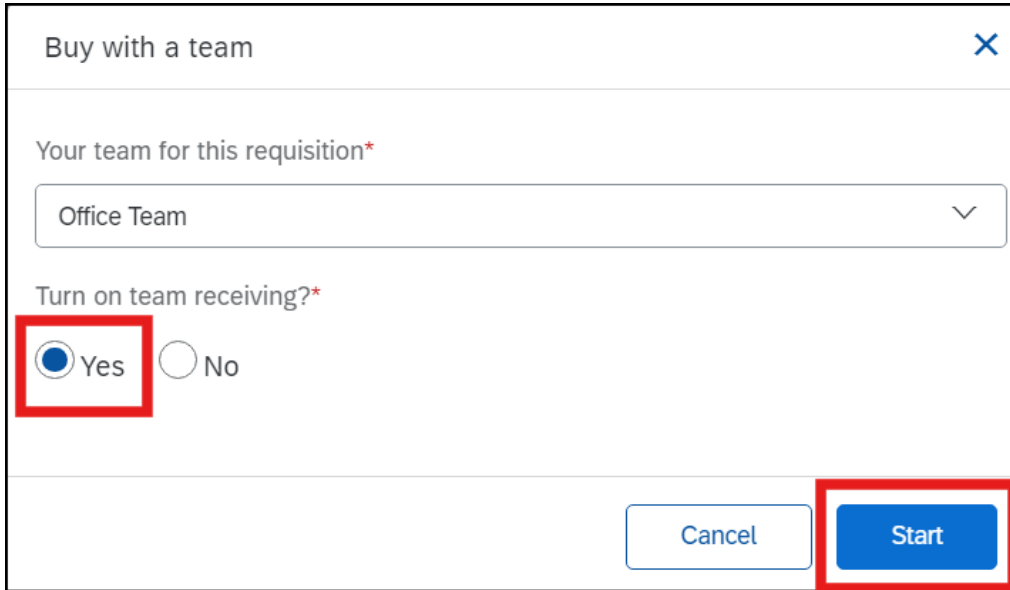
12

Choose a team.



13

Choose “**Yes**” for team receiving, then click “**Start**”.



Buy with a team

Your team for this requisition\*

Office Team

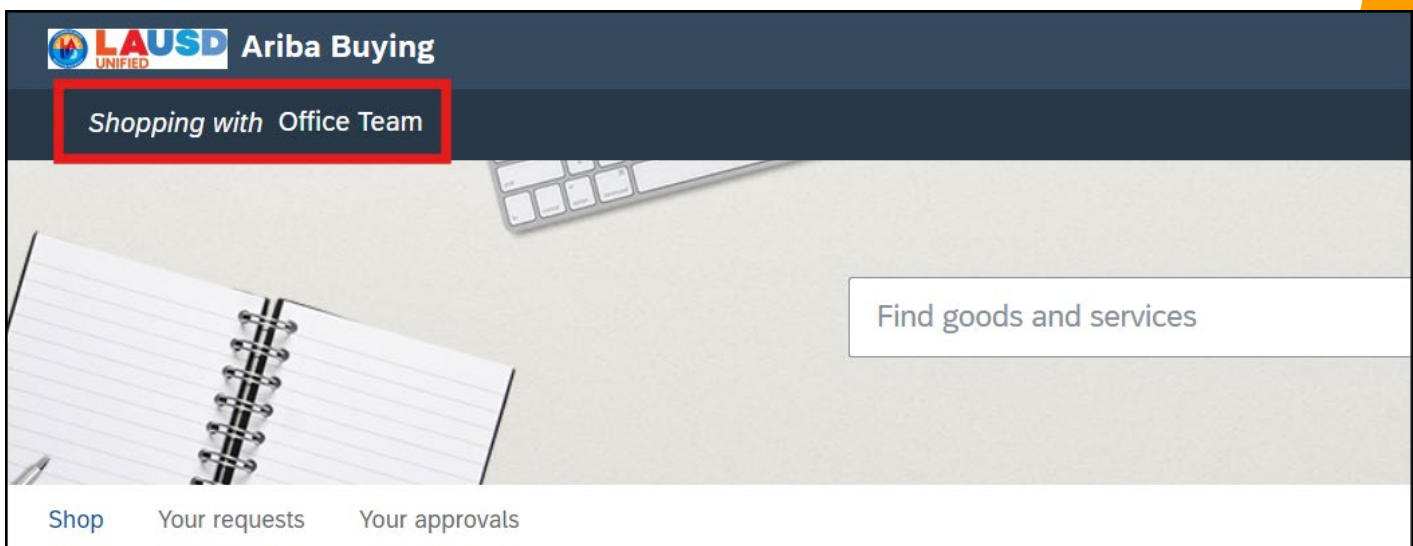
Turn on team receiving?\*

Yes  No

Cancel Start

14

You should see the sign “**Shopping with** \_\_\_\_\_”.



LAUSD UNIFIED Ariba Buying

Shopping with Office Team

Find goods and services

Shop Your requests Your approvals



## 15

You can turn off team buying by clicking **Stop** in the banner at the top of the guided buying window. Team buying also stops when you sign out.



## 16

You can create your Purchase Requisition as you normally do by adding items to your shopping cart.

# Glossary Terms

<b>Team name</b>	An arbitrary title for the team. This name is visible to team members.
<b>Description</b>	(Optional) A brief explanation of the purpose of the team.
<b>Set as your default team</b>	If you have <b>Automatic team buying</b> turned on, guided buying uses this team each time you sign in. For more information, see <a href="#">Turning on Automatic Team Buying</a> .
<b>Add team members</b>	The name of the team member to add.
<b>Team members</b>	The names of users who are part of the team.
<b>Role</b>	<p>The job or responsibility of the team member.</p> <ul style="list-style-type: none"><li>•You can assign team members the following roles:</li><li>•<b>Team owner:</b> Creates and manages the team. Can add and remove members to the team. There is only one team owner. Only administrators can change the team owner.</li><li>•<b>Contributor:</b> Adds and edits requisitions and receipts for the team. Contributors can't copy or delete line items.</li><li>•<b>Viewer:</b> Views the activities performed by other team members. Cannot create or edit requisitions or receipts, and cannot add members to the team.</li></ul>