

# SAP Ariba

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

*Guided Buying*

How to Set Up Team Receiving

**The purpose of this job aid is to show how to set up Team Receiving in Ariba Guided Buying. Team receiving enables users to cooperate to process good receipts. Users must have the shopping requestor role to team receive. The purchase order must come from a team requisition.**

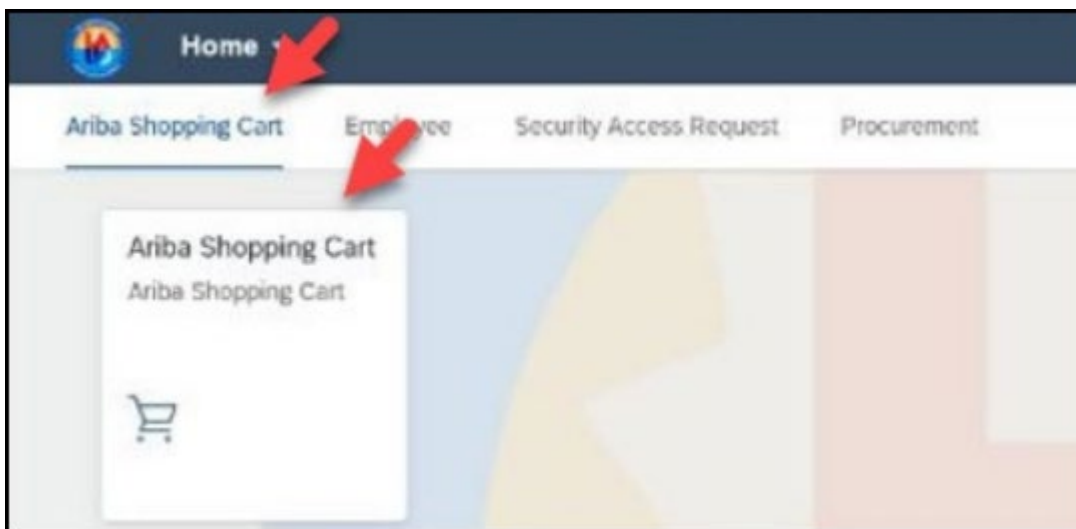
**1**

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



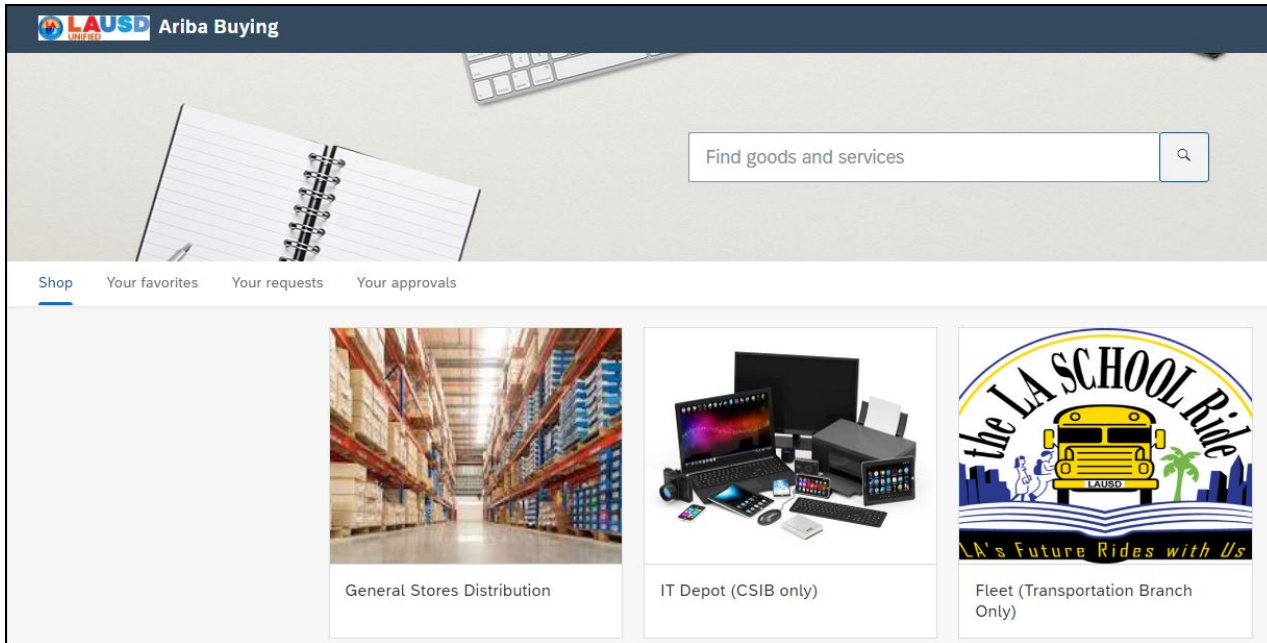
**2**

Click on the "Ariba Shopping Cart" tile.



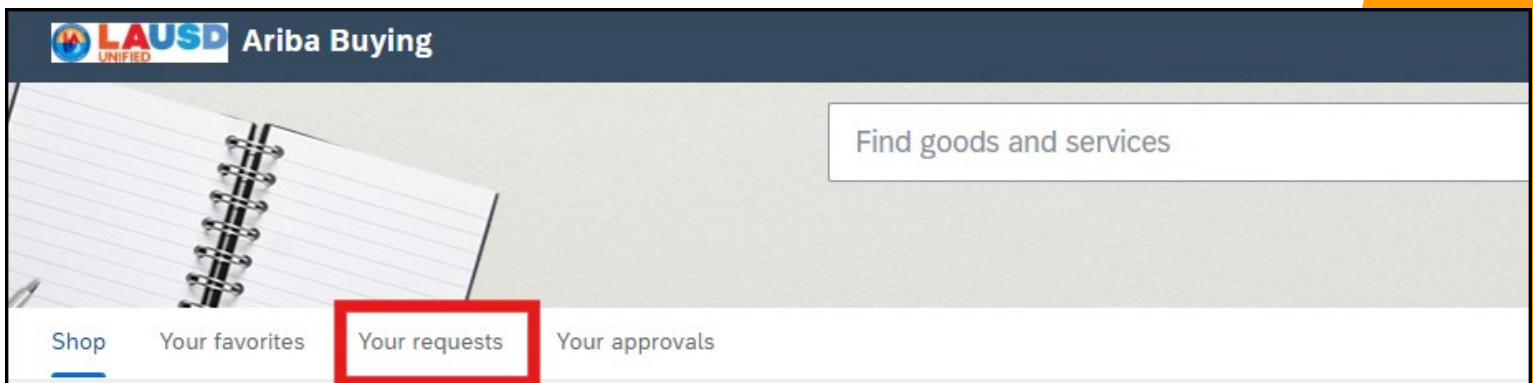
3

You will be directed to the Ariba Buying home page.



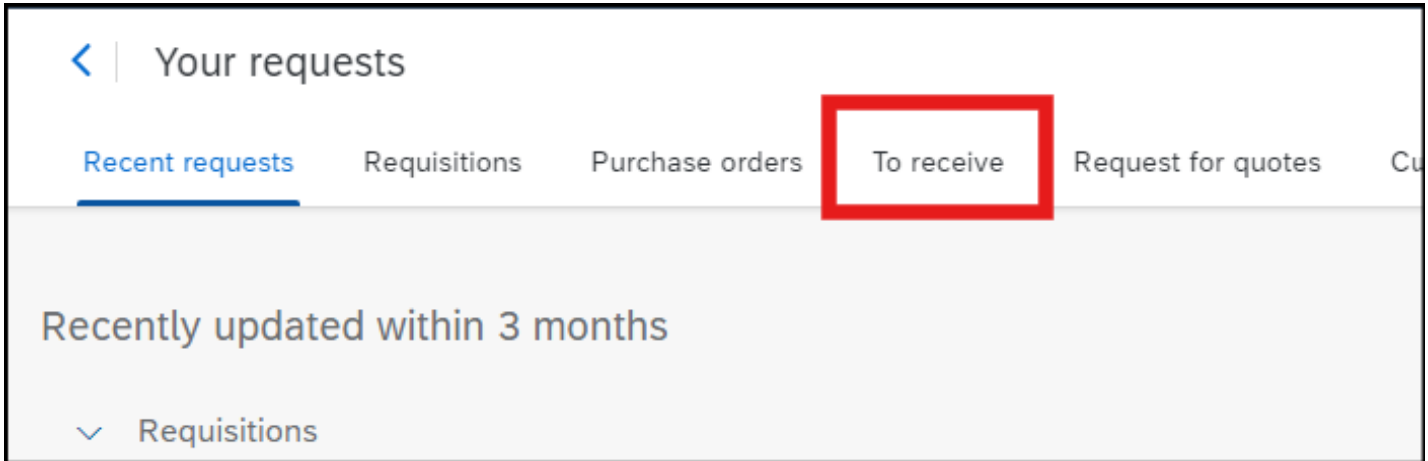
4

Click **Your Requests**.



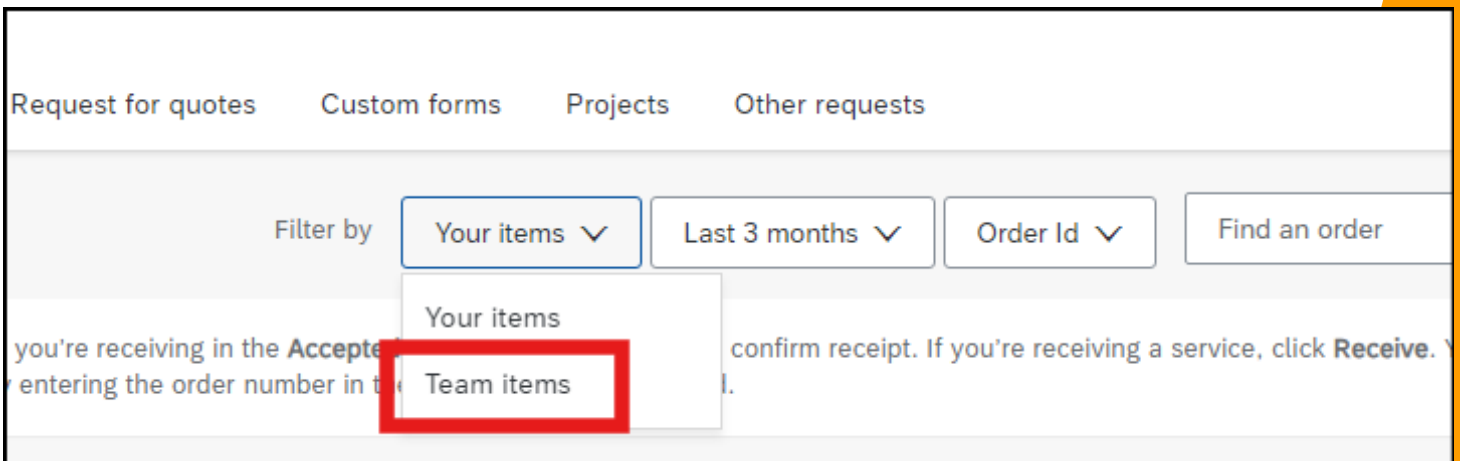
5

Click **To receive**.



6

Filter your items to **Team items**. Only your Team Purchase Orders will display.



7

The Team name displays for each item.

8000030258	Supplier: IMMERSED GAMES, INC.	Team name: Test Team	Material			
	Gaming Textbook Introduction to gaming design	No. 1	Quantity 50	Prev. Accepted 0	Accepted 0.000	Receive All ⓘ
						Submit

8

Enter the quantity accepted. To accept all items, click **Receive All**. Or you can partial accept now and come back later and accept additional items.

Team name: Test Team				Material		
No.	Quantity	Prev. Accepted	Accepted			
1	50	0	0.000			
						Receive All ⓘ
						Submit