

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

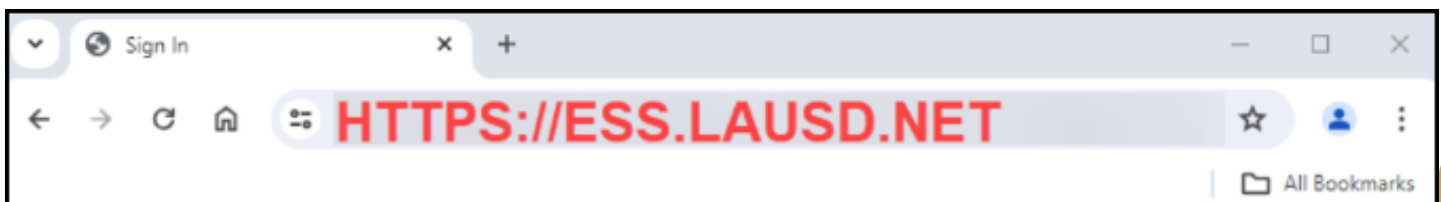
Guided Buying

How to Update the Funding or Shipping Information on a Purchase Requisition (line-item or entire requisition)

The purpose of this job aid is to show how to update the funding and/or shipping information on a purchase requisition. This can be done at a line item level or for the entire requisition. Please review “How to Create Non-Catalog Requests/Catalog Requests Using Guided Buying” as a prerequisite.

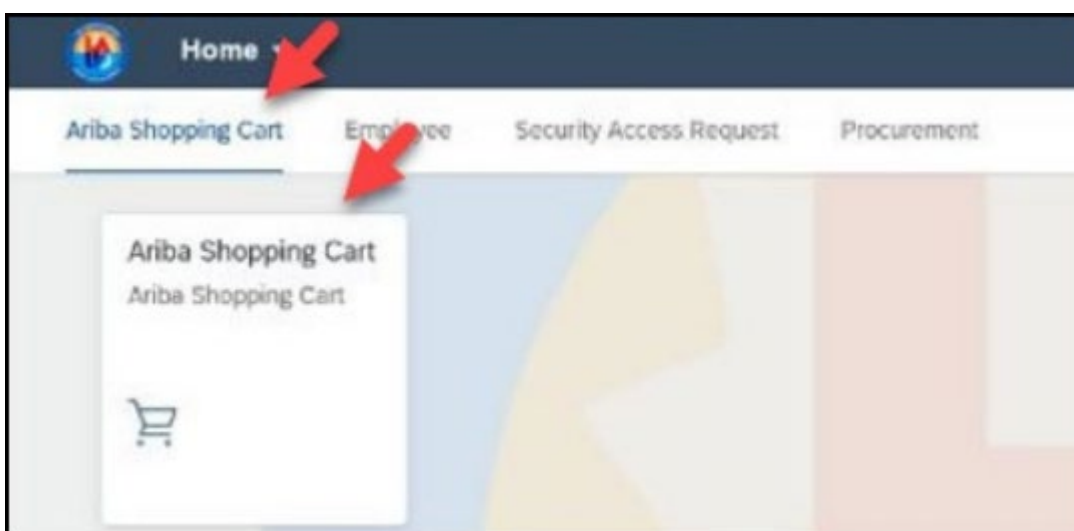
1

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



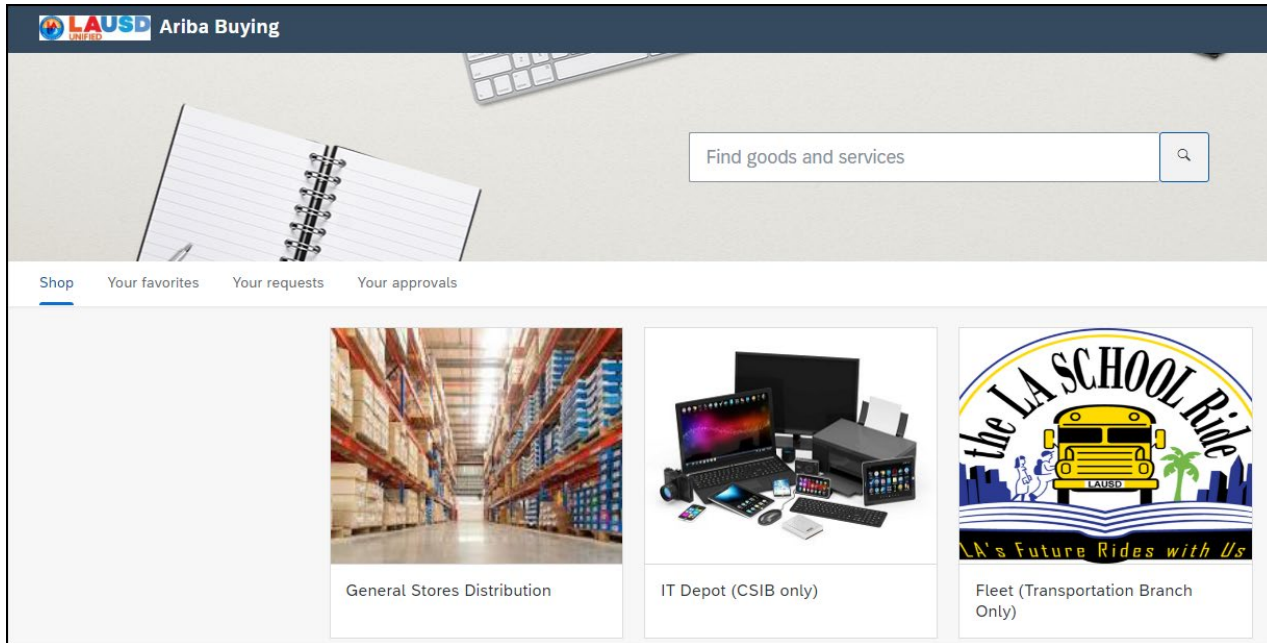
2

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



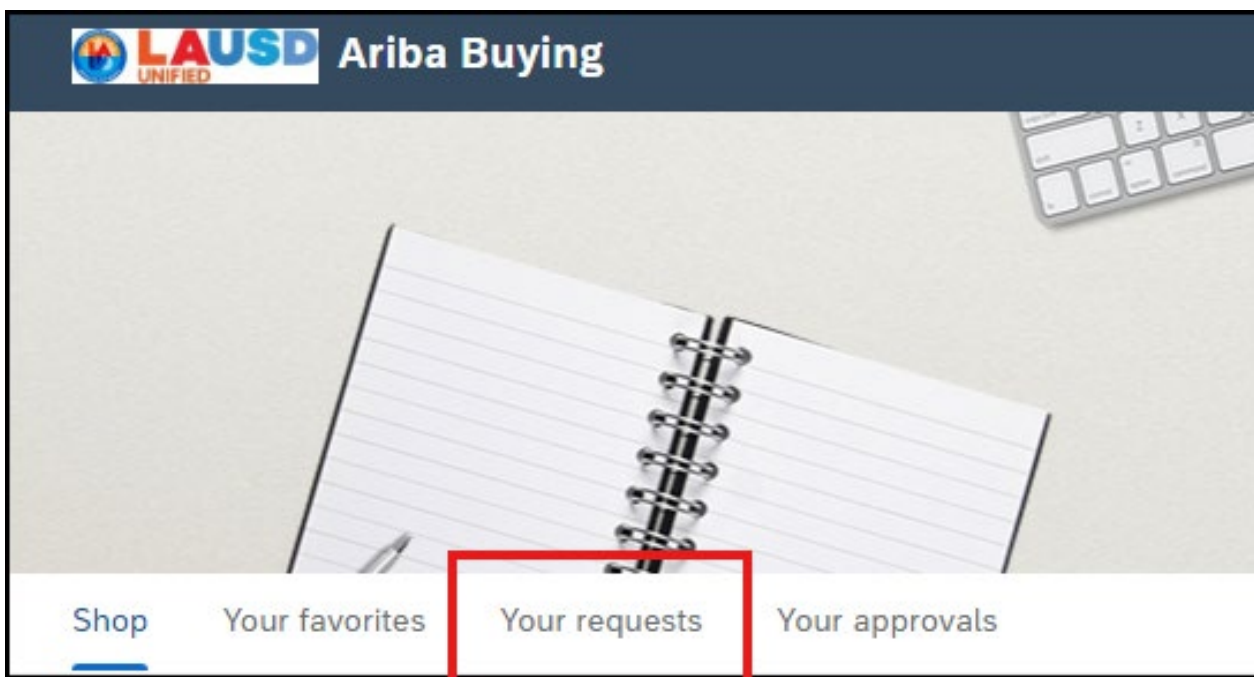
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You will be directed to the Ariba Buying home page.



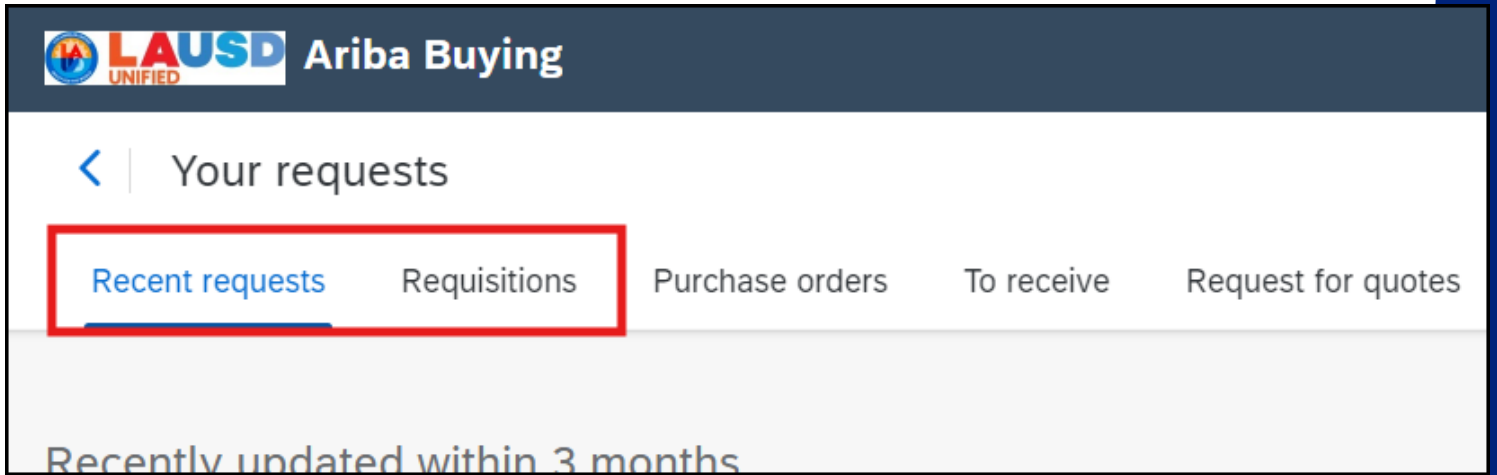
4

Click "**Your requests**" to view all purchase orders.



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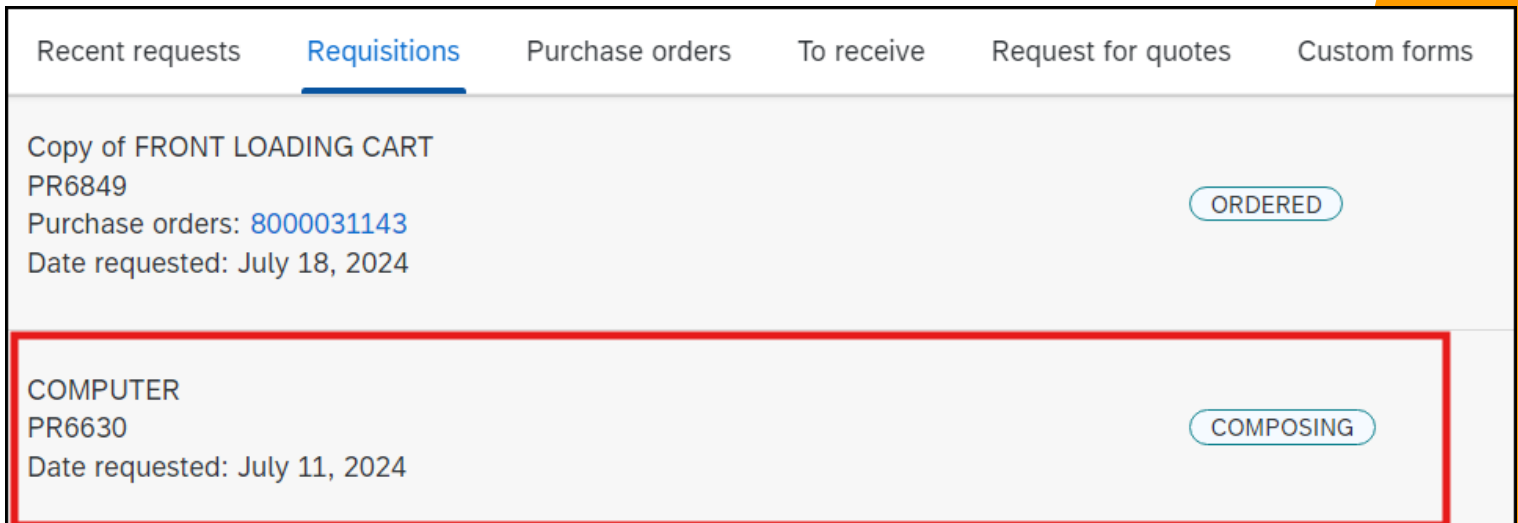
You can search for your requisition under **Recent requests** or **Requisitions**.



The screenshot shows the top navigation bar of the Ariba Buying interface. The logo for LAUSD UNIFIED is on the left, followed by the text 'Ariba Buying'. Below this is a header area with a back arrow and the text 'Your requests'. A horizontal menu contains five items: 'Recent requests', 'Requisitions', 'Purchase orders', 'To receive', and 'Request for quotes'. The 'Recent requests' item is highlighted with a red rectangular box. Below the menu, the text 'Recently updated within 3 months' is visible.

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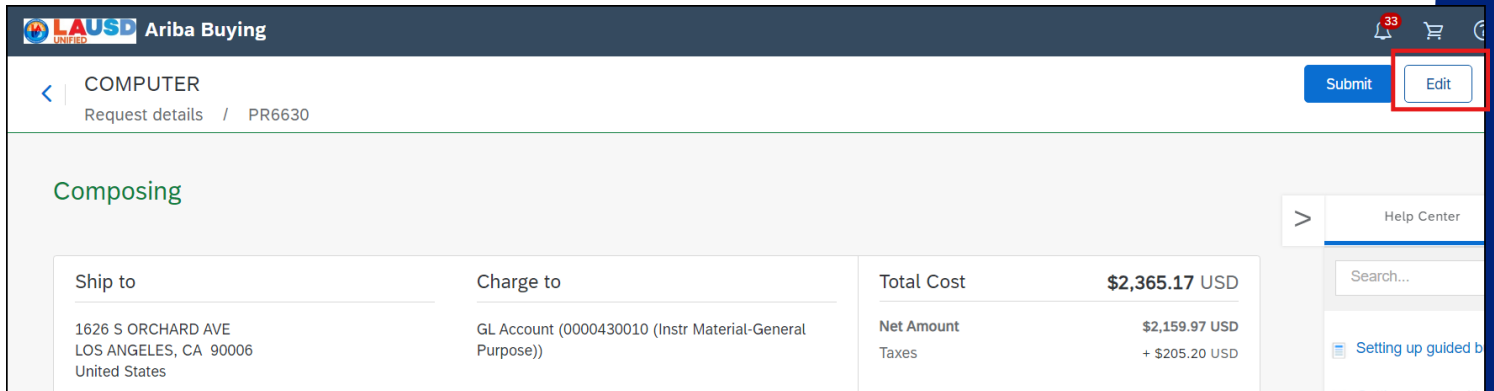
Click on the **Purchase Requisition**.



The screenshot shows a list of purchase requisitions in the Ariba Buying interface. The navigation bar at the top includes 'Recent requests', 'Requisitions' (which is underlined), 'Purchase orders', 'To receive', 'Request for quotes', and 'Custom forms'. The list contains two items. The first item is 'Copy of FRONT LOADING CART PR6849' with a status of 'ORDERED'. The second item is 'COMPUTER PR6630' with a status of 'COMPOSING'. This second item is highlighted with a red rectangular box.

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Click **Edit** to make changes to the purchase requisition.

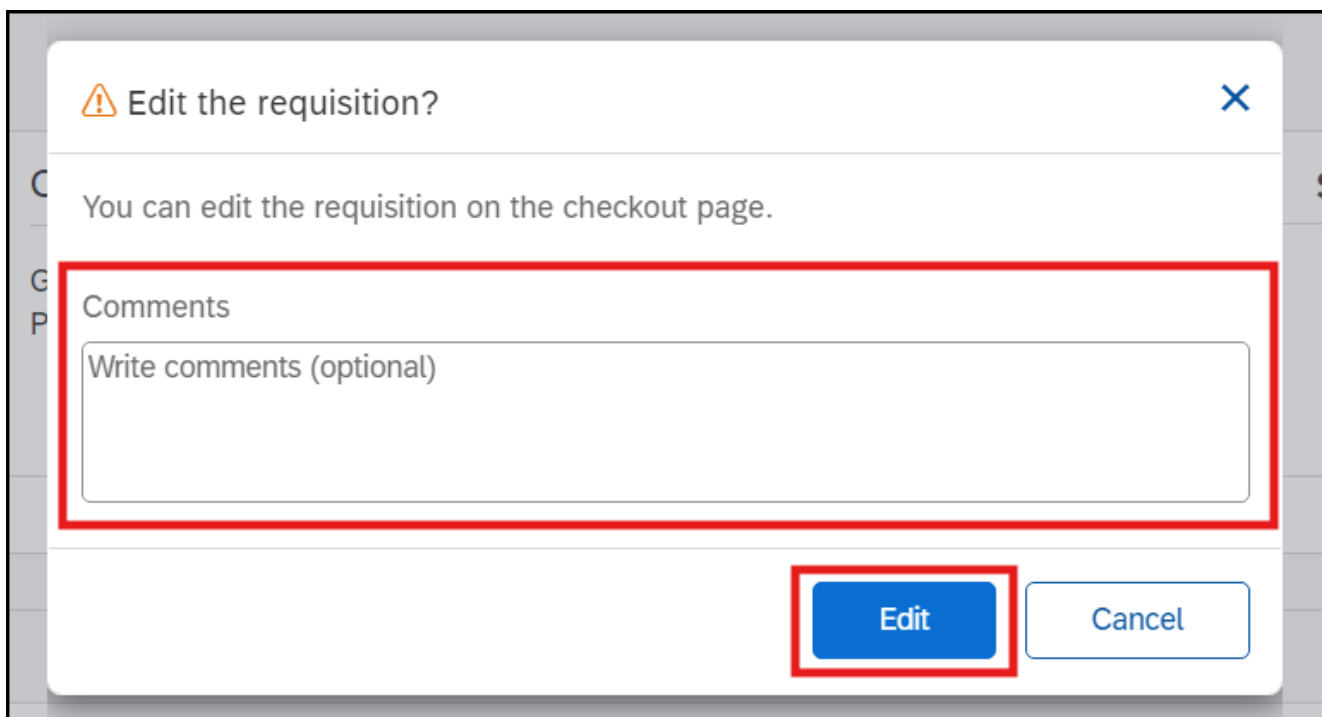


The screenshot shows the Ariba Buying interface for a purchase requisition titled 'COMPUTER' (Request details / PR6630). In the top right corner, there are two buttons: 'Submit' and 'Edit'. The 'Edit' button is highlighted with a red box. Below the header, the 'Composing' section is visible, containing a table with shipping and cost information.

Ship to	Charge to	Total Cost	\$2,365.17 USD
1626 S ORCHARD AVE LOS ANGELES, CA 90006 United States	GL Account (0000430010 (Instr Material-General Purpose))	Net Amount	\$2,159.97 USD
		Taxes	+ \$205.20 USD

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You have the option to leave a comment. Click **Edit**.



The screenshot shows a dialog box titled 'Edit the requisition?' with a close button (X) in the top right. The dialog contains the text 'You can edit the requisition on the checkout page.' Below this is a 'Comments' section with a text input field labeled 'Write comments (optional)'. At the bottom of the dialog, there are two buttons: 'Edit' and 'Cancel'. The 'Edit' button is highlighted with a red box.

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To change the shipping and funding information for the whole requisition, click **Manage locations** and **Manage details** at the top of the page.

Ship to	Manage locations	Charge to	Manage details	Total cost	\$2,365.17 USD
1626 S ORCHARD AVE LOS ANGELES, CA 90006 United States		GL Account (0000430010 (Instr Material-General Purpose))		Net amount	\$2,159.97 USD
				Taxes	+ \$205.20 USD
Show additional details					





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Manage locations will allow you to change the shipping location. Complete the **ShipTo(Plant)**, **Need-by-Date**, and **Deliver To**.

Manage locations

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.


Shipping

ShipTo(Plant) * 10005055 (MAGNOLIA EL)  1626 S ORCHARD AVE LOS ANGELES, CA 90006 United States	Deliver To * REQUESTOR28
Need-by Date ⓘ July 25, 2024   Need-by Date cannot be in the past	Purchase Group 185 (LD West) 

Manage details will allow you to change the funding information. Complete the **Cost Center, GL Account, Funds Center, and Functional Area**. For the funds cost center, select the one without the leading zeros.

Account Assignment *	K (Cost center) ▼	GL Account	0000430010 (Instr Material-General Purpo...▼)
Cost Center	0000108001 (Vanowen Dist Whse) ▼	AssetClass	944001
Fund	010-0000 GF-Unrestricted ▼	Funds Center	0001000054 UAll Cent High(Cafe) ▼
Commitment Item	(no value) ▼	Functional Area	0000-8100-13027 General Fund Sch Progr...▼

To change the shipping and funding information at a line level, scroll down to the line item and click on the arrow.

Items (1)			
⚠ This item contains missing or incorrect information. Expand to review the fields highlighted in red.			
>	 COMPUTER 1000023614 (2SIGMA SCHOOL INC)	Quantity <input type="text" value="3"/> Unit of Measure <input type="text" value="each"/>	Price \$719.99 USD Net Amount \$2,159.97 USD Gross Amount ⓘ \$2,365.17 USD

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Scroll down to the **Accounting** section and click on the arrow to expand. Complete the **Cost Center**, **GL Account**, **Funds Center**, and **Functional Area**. For the funds cost center, select the one without the leading zeros.

Account Assignment * K (Cost center) ▼	GL Account 0000430010 (Instr Material-General Purpo...▼
Cost Center (no value) ▼ ⚠ Cost Center is not acceptable	AssetClass 944001
Fund 010-0000 GF-Unrestricted ▼	Funds Center 0001000054 UAll Cent High(Cafe) ▼
Commitment Item (no value) ▼	Functional Area 0000-8100-13027 General Fund Sch Progr...▼

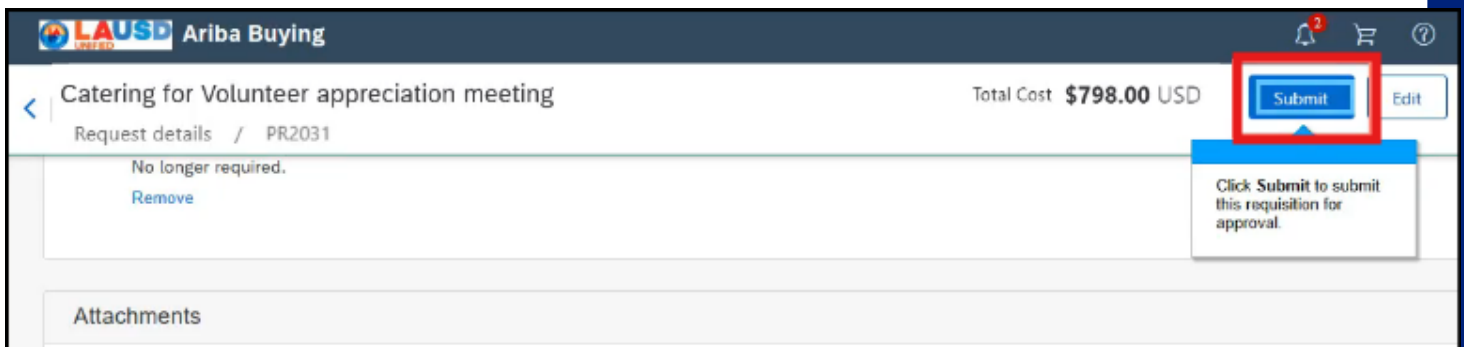
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Scroll down to the **Shipping** section and click on the arrow to expand. Complete the **ShipTo(Plant)**, **Deliver To**, and **Need-by-Date**.

Shipping	ShipTo(Plant) (10005055 (MAGNOLIA EL))
ShipTo(Plant) * 10005055 (MAGNOLIA EL) ▼ 1626 S ORCHARD AVE LOS ANGELES, CA 90006 United States	Deliver To * REQUESTOR28
Need-by Date ⓘ July 25, 2024 📅 ⚠ Need-by Date cannot be in the past	Purchase Group 185 (LD West) ▼

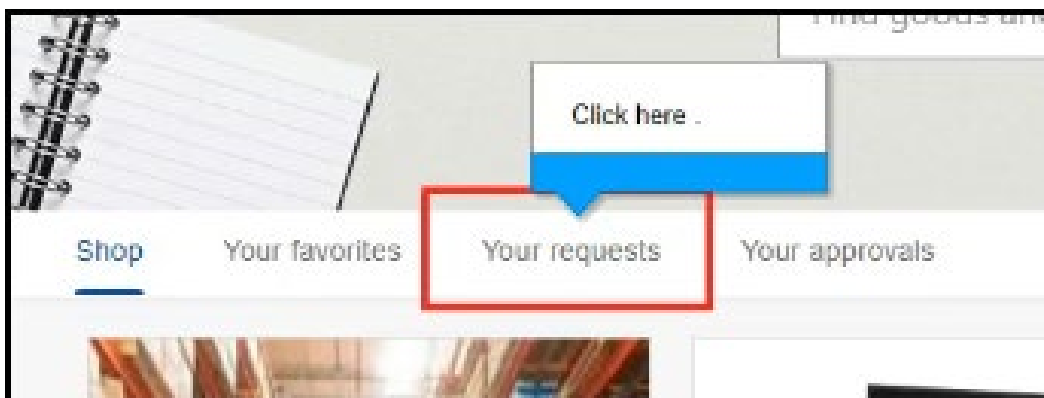
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Click "**Submit**". After you submit the Purchase Requisition for approval, notifications will be sent to each approver as it is their turn to approve.



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To check the status of the Purchase Requisition, click "**Your requests**".



This screen shows a requisition in each status.

on July 12, ...

Status
SUBMITTED

Status
ORDERED

Status
RECEIVING

Status
RECEIVED

Submitted means that the PR has been submitted for approval but is not fully approved yet. Receiving is NOT available.

Ordered means that the PR is fully approved and is available to start the Receiving process.

Receiving means that the PR is fully Approved, a PO has been created, and the order has been partially received.

Received means that all the items on the Purchase Order have been received, and no further action is required from the requester.