

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to View and Download PO

The purpose of this job aid is to demonstrate how to view and download purchase orders in Guided Buying.

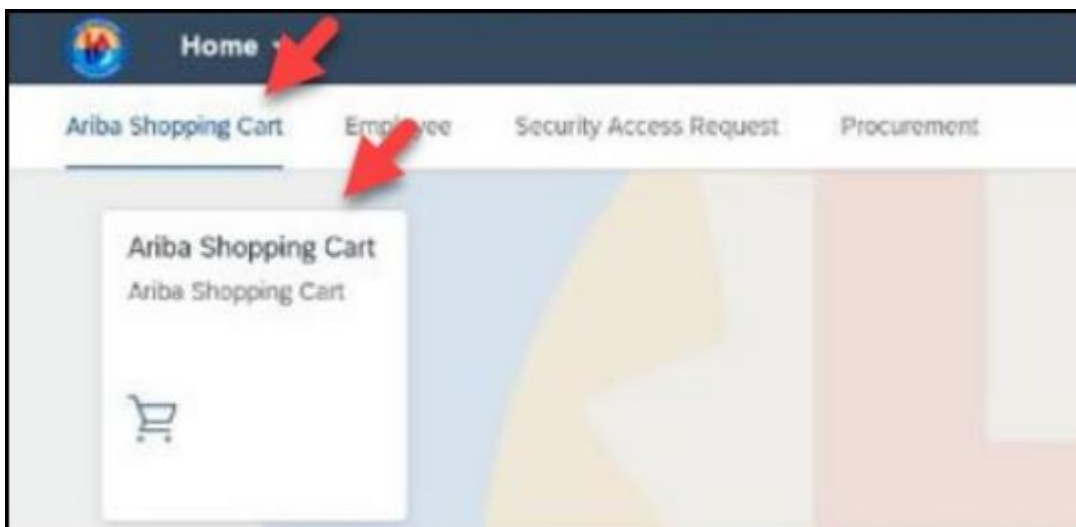
1

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



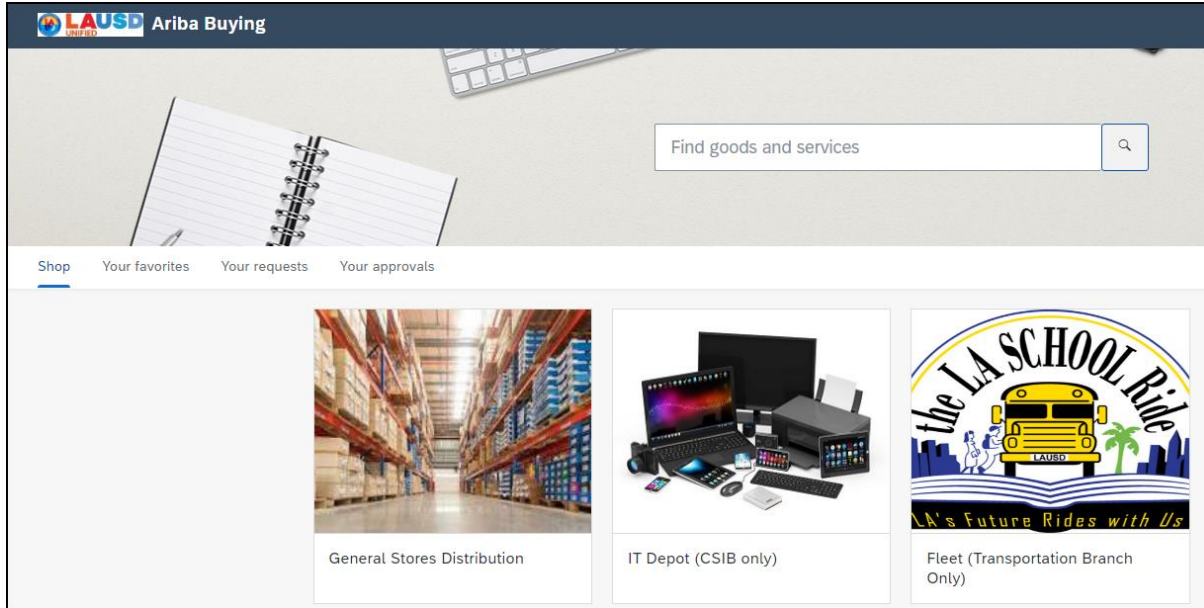
2

Click on the “Ariba Shopping Cart” tile.



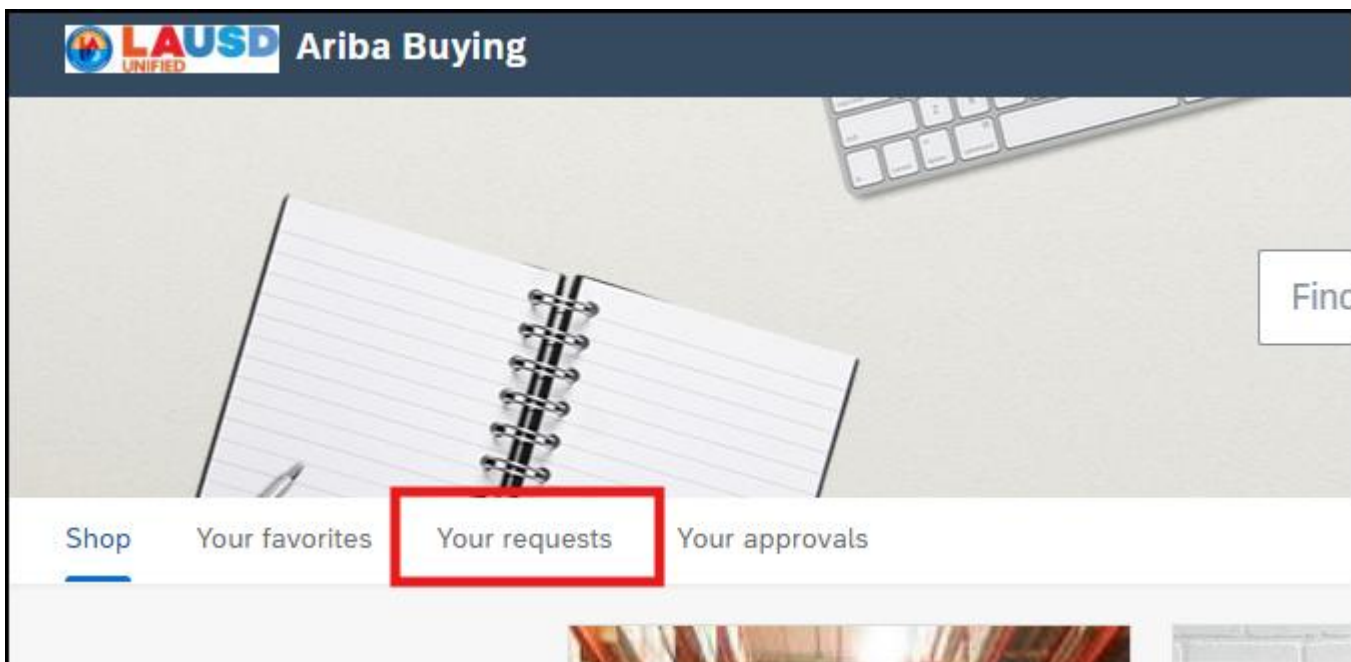
3

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



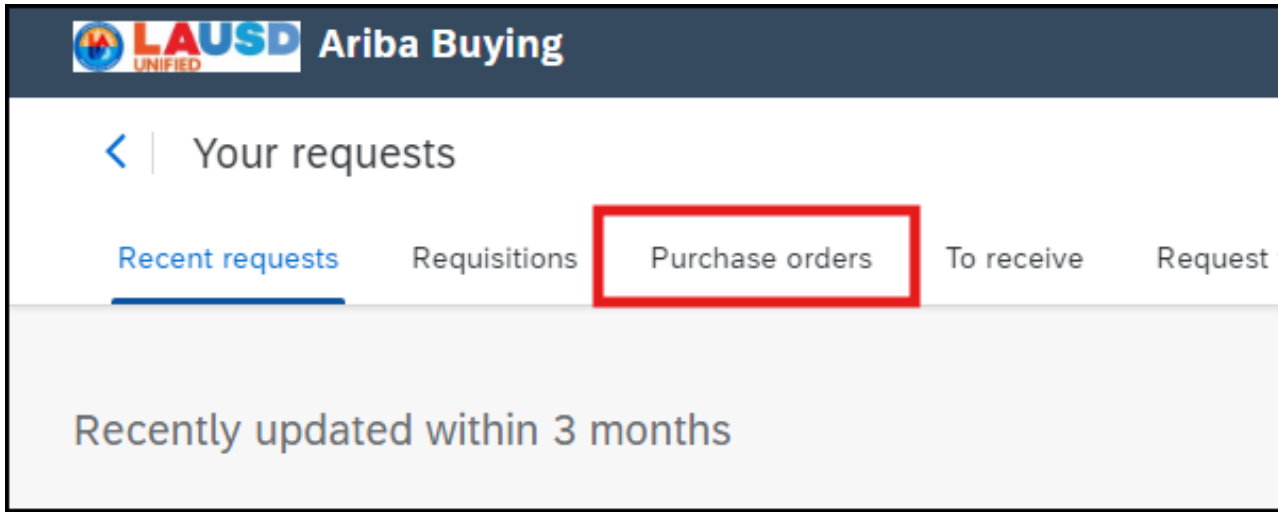
4

Click on "Your requests".



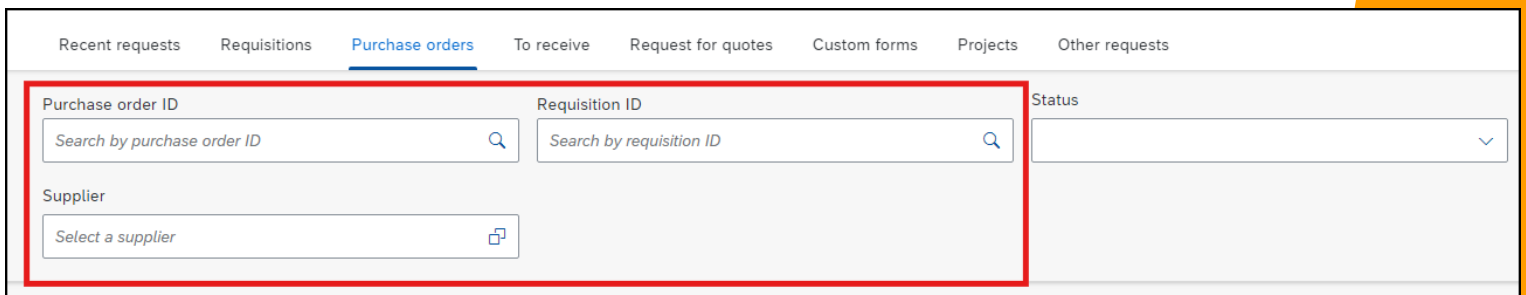
5

Click “Purchase orders”.



6

You have the option to search by the **PURCHASE ORDER ID, REQUISITION ID, or SUPPLIER.**



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In this example, we will search using the **PURCHASE ORDER ID**.

| | |
|---|--|
| Purchase order ID <input type="text" value="8000031601"/> | Requisition ID <input type="text" value="Search by requisition ID"/> |
| Supplier <input type="text" value="Select a supplier"/> | |

8

Click **ENTER**. The search will populate.

| | | |
|---|--|---------------------------------------|
| Purchase order ID <input type="text" value="8000031601"/> | Requisition ID <input type="text" value="Search by requisition ID"/> | Status <input type="text"/> |
| Supplier <input type="text" value="Select a supplier"/> | | |

| Requisition title and ID | Status | Last updated |
|---|---------|--------------|
| KY - IT Depot Direct PO w/ Change 8000031601 Requisition: PR7944-V2 | ORDERED | 3 days ago |

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Click on the PO#.

| Requisition title and ID | Status | Last updated |
|---|---------|--------------|
| KY - IT Depot Direct PO w/ Change 8000031601 Requisition: PR7944-V2 | ORDERED | 3 days ago |

8000031601

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Click “View in SAP Ariba Procurement”.

KY - IT Depot Direct PO w/ Change
PR7944-V2 / 8000031601

[View in SAP Ariba Procurement](#)

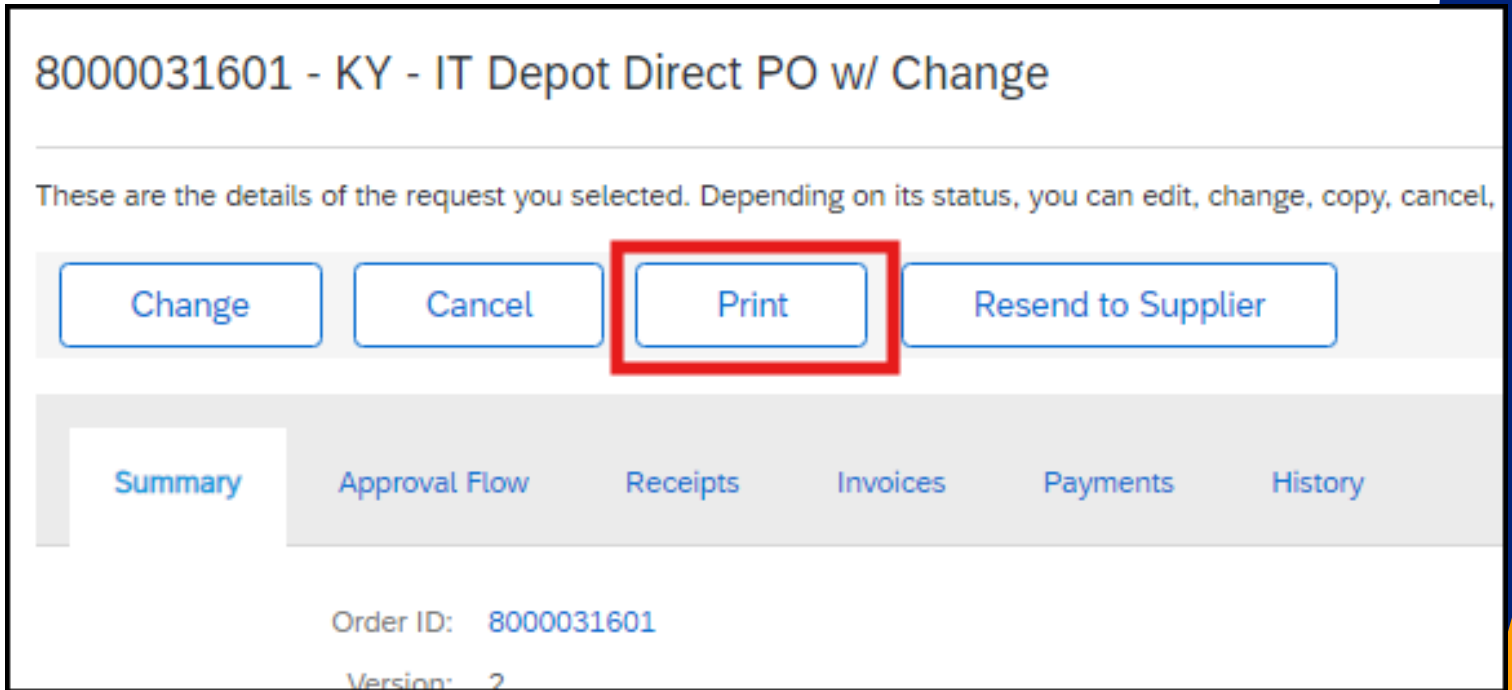
Ordered

| | | | |
|-------------------|-----------------|---------------------------------|--------------------------|
| Confirmed 0/11 | Shipped 0/11 | Received By Quantity 0/11 | Estimated delivery -- |
|-------------------|-----------------|---------------------------------|--------------------------|

[View in SAP Ariba Procurement](#)

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Click **Print**. Follow the prompts to select your printer and settings if you'd like to print a copy.



8000031601 - KY - IT Depot Direct PO w/ Change

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel,

Change Cancel **Print** Resend to Supplier

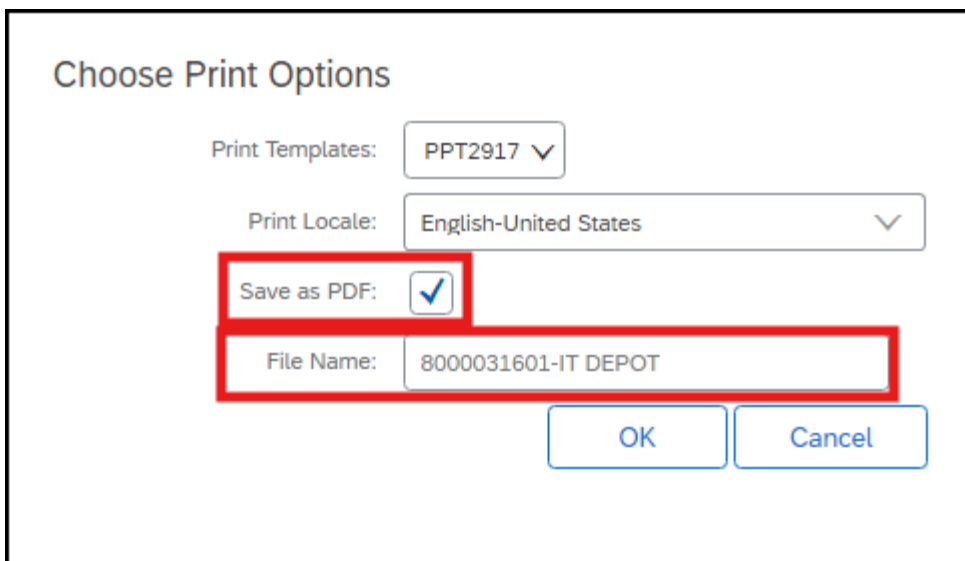
Summary Approval Flow Receipts Invoices Payments History

Order ID: 8000031601

Version: 2

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Selecting the **"Save as PDF"** option will display the File Name field. Enter the desired file name.



Choose Print Options

Print Templates: PPT2917

Print Locale: English-United States

Save as PDF:

File Name: 8000031601-IT DEPOT

OK Cancel

Click **OK**.

Choose Print Options

Print Templates: PPT2917 ▾

Print Locale: English-United States ▾

Save as PDF:

File Name: 8000031601-IT DEPOT

OK Cancel

To locate your file, go to your computer's downloads folder. You can also view your recent download history in your browser.

