

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Withdraw a Requisition
in "Submitted" Status

**(NON-WAREHOUSE ORDERS
ONLY)**

The purpose of this job aid is to show how to withdraw a Requisition in “Submitted” status. This only applies to Non-Warehouse orders.

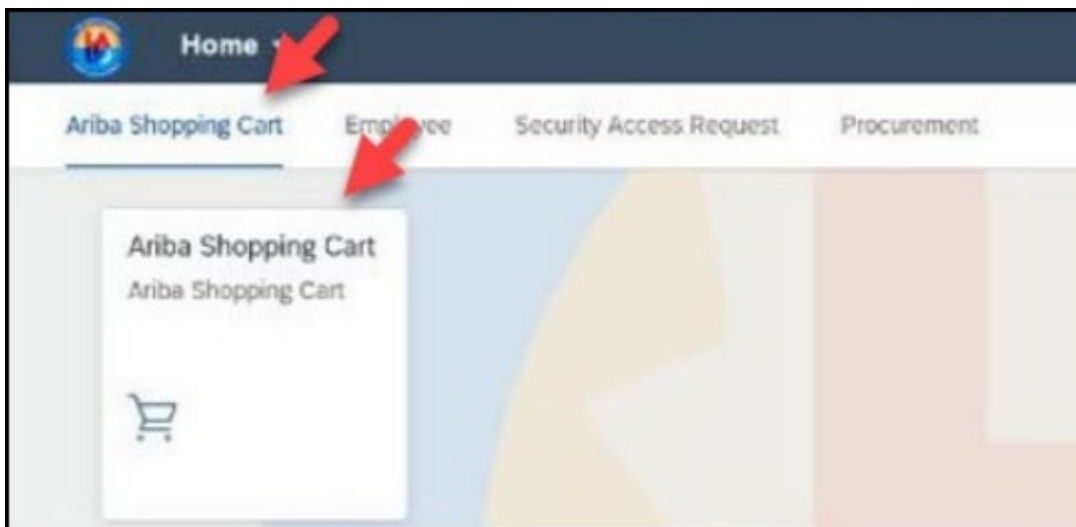
1

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



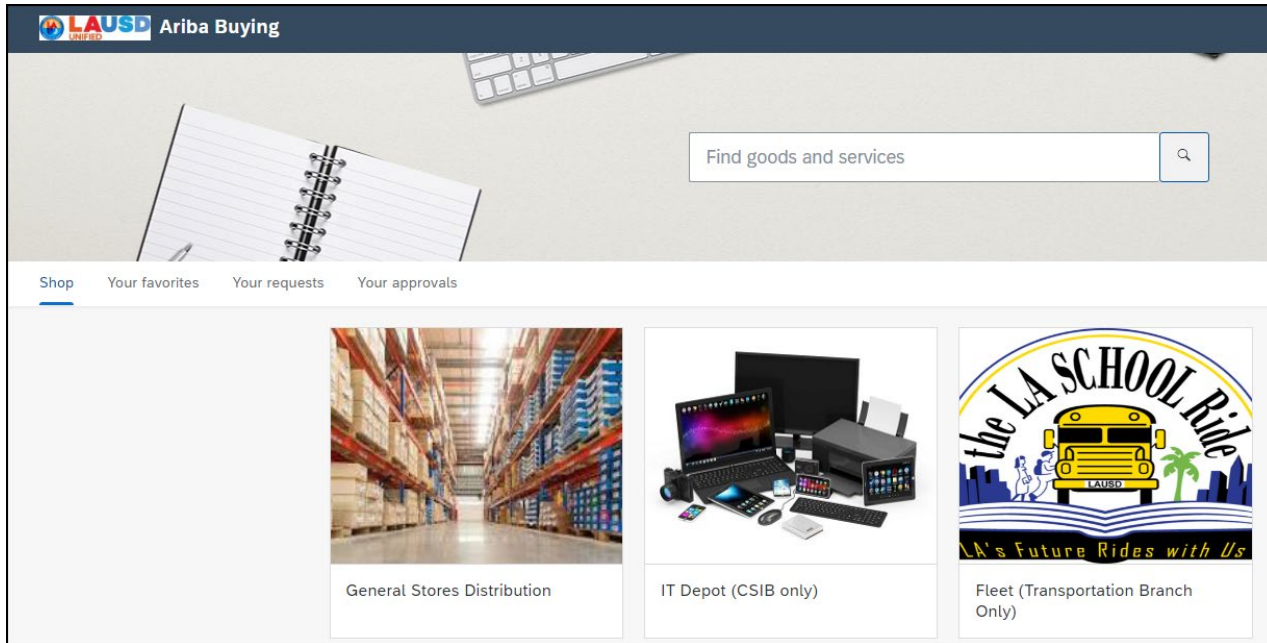
2

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



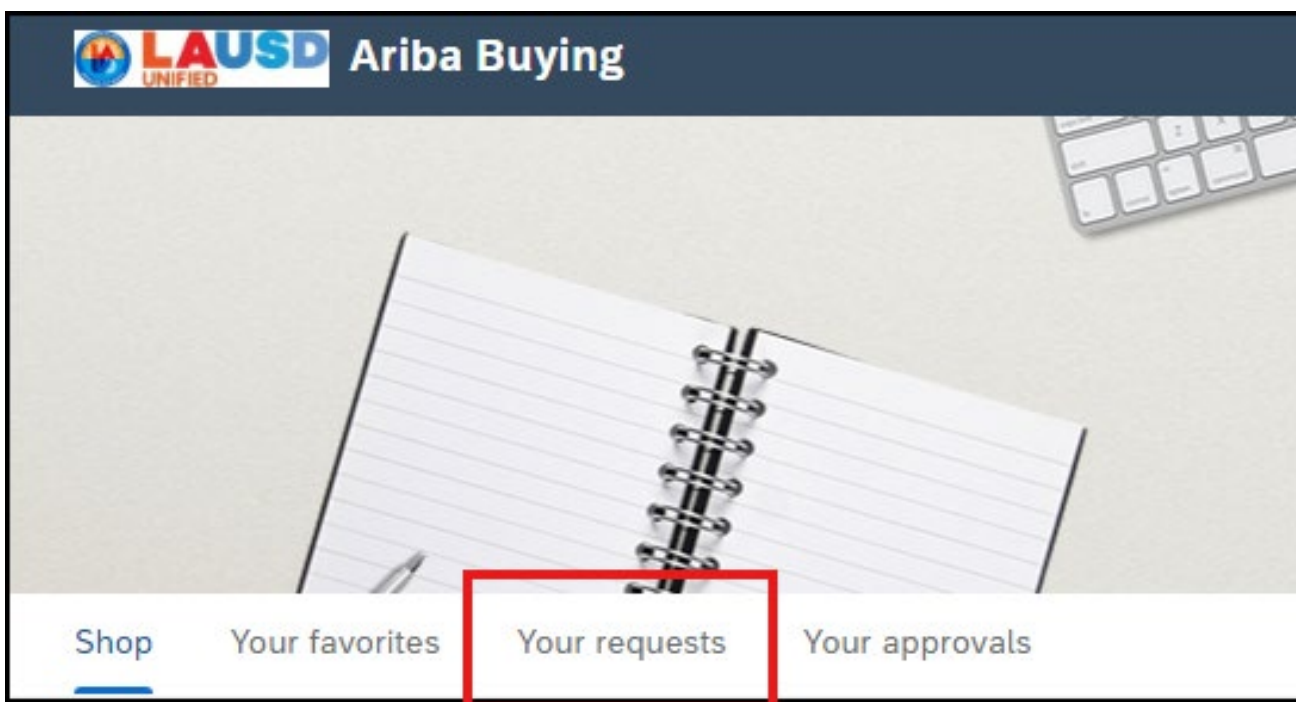
3

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



4

Click "Your requests" to view all requisitions.



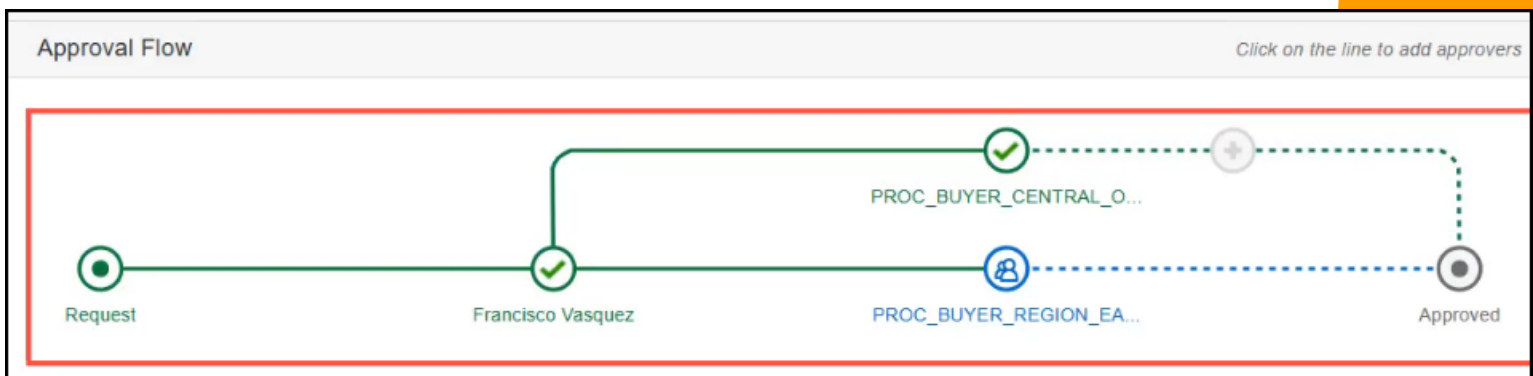
5

The requisition status is in "Submitted". Click on the requisition title to open it. "Submitted" status means the requisition has been submitted but not approved yet.

The screenshot shows a requisition list. At the top, there is a header with the word "testing" and a "Status SUBMITTED" button. Below this, a callout box with a blue arrow points to a requisition entry. The callout text says "Click the title of the requisition to open it." The requisition entry itself is highlighted with a red border and contains the following information: a document icon, the title "Copy of Catering Event for Ariba Go Live Celebration on July 12,...", the ID "PR2128", the date "Date requested: April 19, 2024", and a "Status SUBMITTED" button.

6

Scroll down to the approval workflow. Notice that the requisition has already obtained approval from 2 out of the 3 approvers.



7

Click “Withdraw” if you no longer require this requisition.

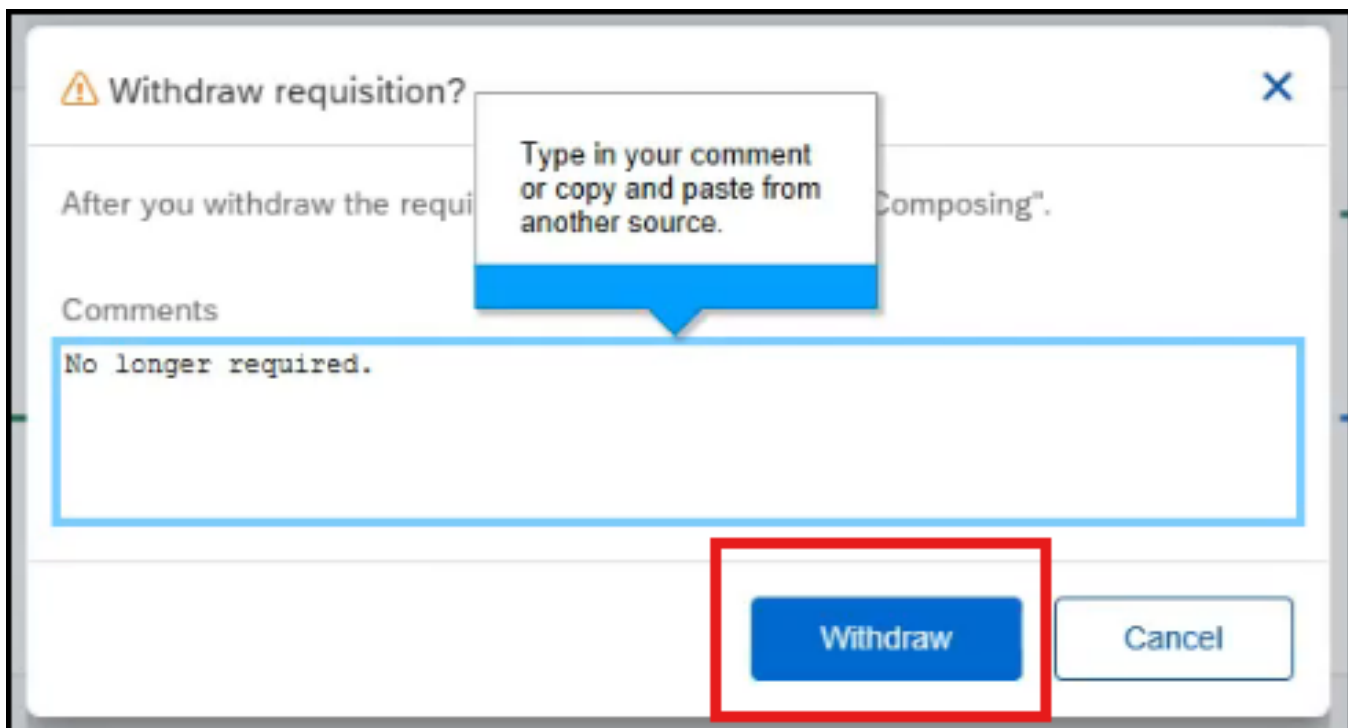
Clicking “Withdraw” will pull the requisition out of the approval workflow and put the requisition in “Composing” status. Once in composing status, the requestor has the option to delete the requisition or keep it when a requisition is needed on a future date.

The screenshot displays a requisition management interface. At the top, there is a dark blue header with navigation icons (bell, shopping cart, question mark, and MR). Below the header, the requisition details are shown: "ive Celebration on July 12, 2024" and "Total Cost \$436.91 USD". A red box highlights the "Withdraw" button, which is positioned next to an "Edit" button and a three-dot menu icon. Below the details, there is a section for approval workflow with the instruction "Click on the line to add approvers". The workflow diagram shows a solid green line starting from a green checkmark icon labeled "Francisco Vasquez", passing through a green checkmark icon labeled "PROC_BUYER_CENTRAL_O...", and ending at a grey plus icon. A dashed blue line starts from a blue person icon labeled "PROC_BUYER_REGION_EA...", passes through a blue person icon, and ends at a grey circle icon labeled "Approved".

8

You have the option to add a comment describing why you are withdrawing the requisition.

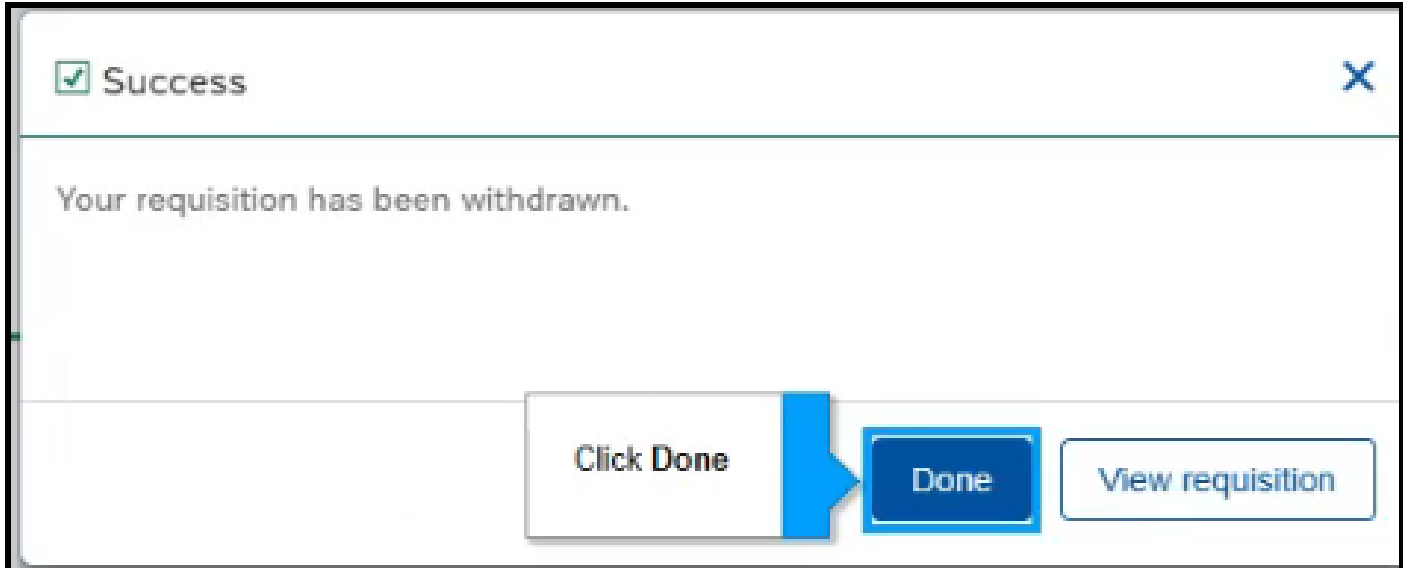
Click "Withdraw".



The image shows a dialog box titled "Withdraw requisition?" with a close button (X) in the top right corner. Below the title bar, there is a line of text: "After you withdraw the requisition, you will be able to edit the requisition in 'Composing'." Below this text is a text input field labeled "Comments" containing the text "No longer required." A callout box points to the "Comments" field with the text "Type in your comment or copy and paste from another source." At the bottom of the dialog box, there are two buttons: "Withdraw" (highlighted with a red box) and "Cancel".

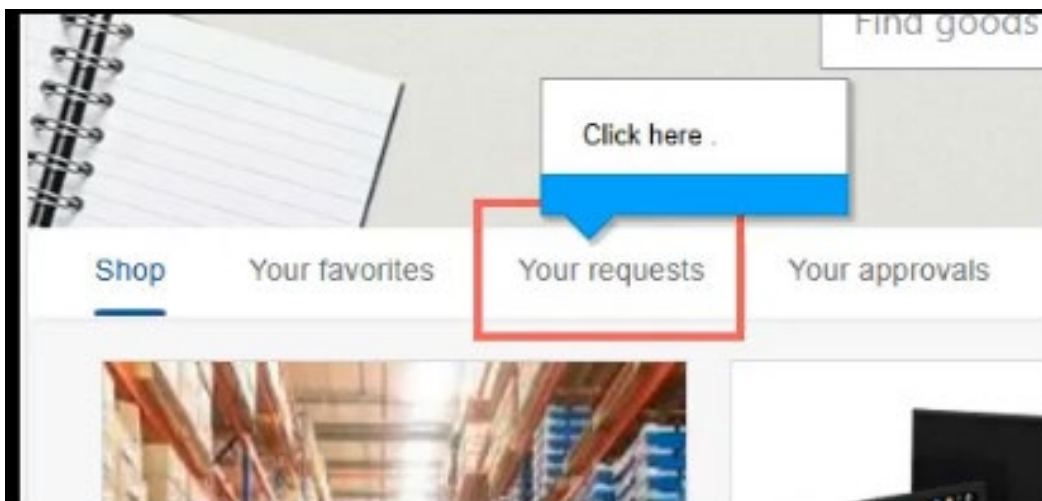
9

You will receive confirmation that the requisition was successfully withdrawn.



12

Check the requisition you withdrew by clicking "Your requests".



13

Click on the requisition title. The status should say "Composing".

Recently updated within 3 months

Click the requisition title to open it.

 Copy of Catering Event for Ariba Go Live Celebration on July 12, PR2128
Date requested: April 19, 2024

Status
COMPOSING

14

Scroll down to view the approval workflow. Notice that all the approvals have been reset. If you resubmit the requisition, it will need to go through all the required approvals again.

