

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Ariba Guided Buying
How to Reopen a Closed
Purchase Order

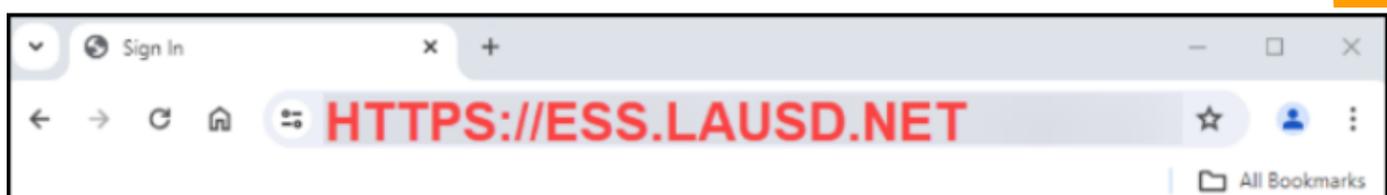
The purpose of this job aid is to show how to reopen a Purchase Order (PO) which was previously closed.

In some cases, a Purchase Order may be closed because you believe the remaining items will not be delivered. If a delivery occurs after the Purchase Order is closed, you will need to reopen the Purchase Order so you can process the Goods Receipt for the items you've received.

Purchase Orders may also be systematically closed as part of Procurement procedures. Please see relevant memos and bulletins regarding Annual PO closures.

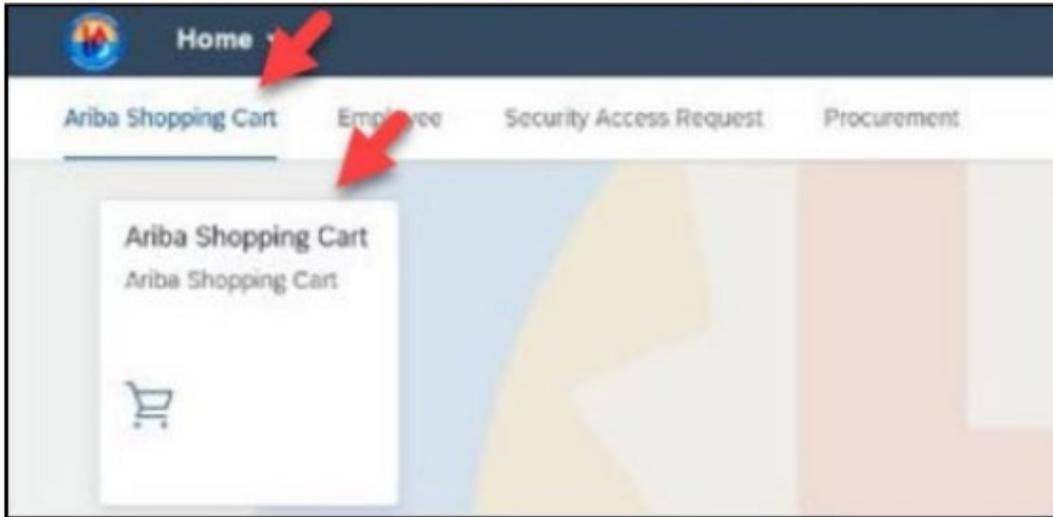
1

To access Ariba Guided Buying, log into your Employee Self-Service portal (ESS) (<https://ess.lausd.net/>), using your Single Sign-On (SSO)



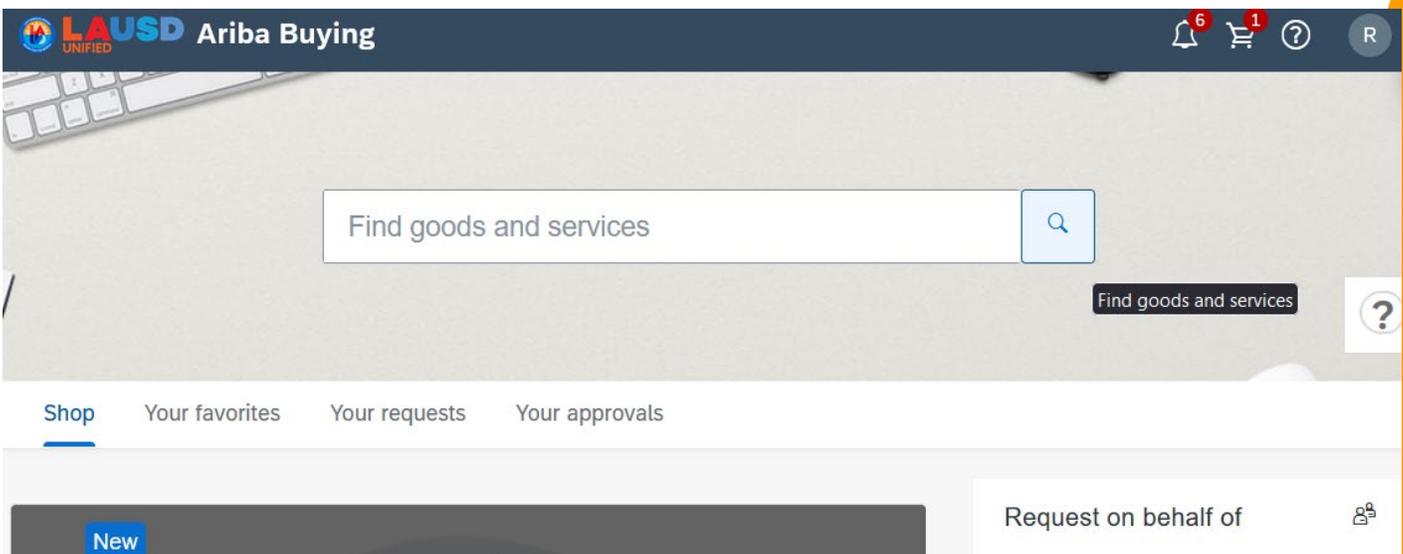
2

Click on the '**Ariba Shopping Cart**' tile.



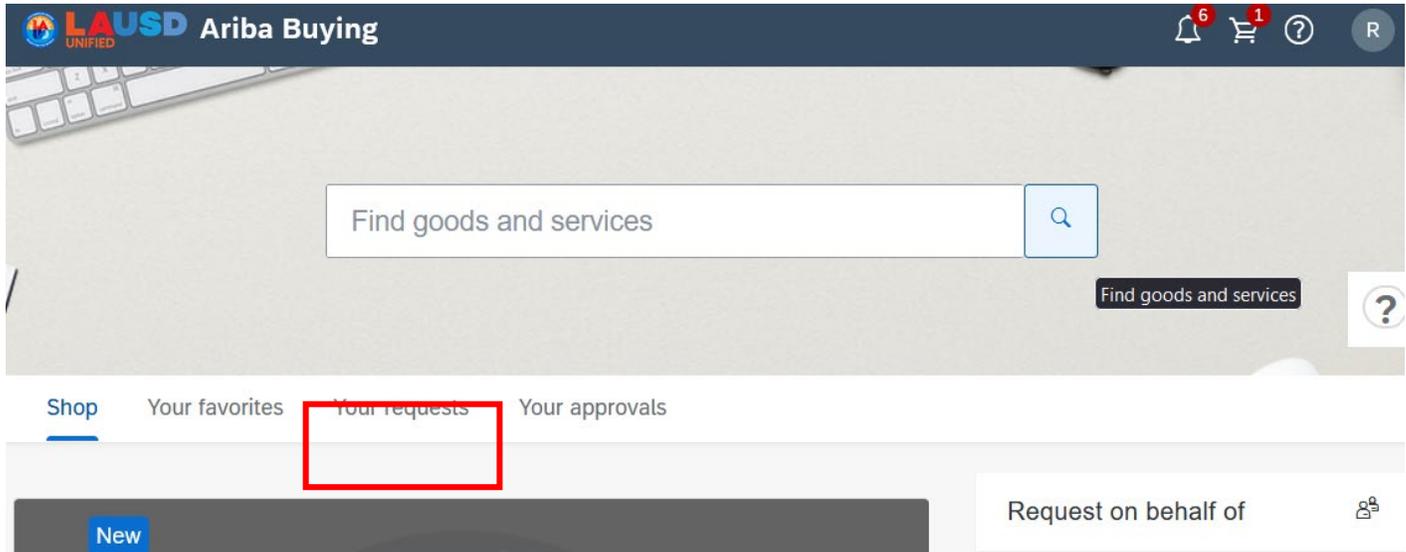
3

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



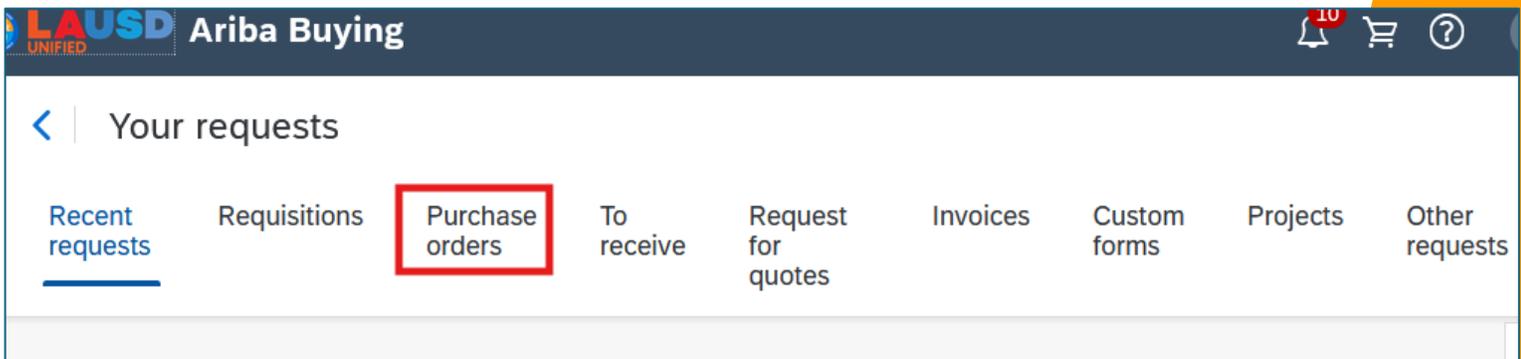
4

Click **'Your Requests'** to view your orders.



5

Click **'Purchase Orders'** to view your orders.



6

Scroll to review and find the PO you need to open. You can also **search** for the PO#, or filter the results by status or supplier.

Your requests

Recent requests Requisitions **Purchase orders** To receive Request for quotes Invoices Custom forms Projects Other requests

Purchase order ID Requisition ID **Status** Last updated

Search by purchase order ID Search by requisition ID 03/26/2025 - 06/26/2025

Supplier

Select a supplier

Apply filters Reset filters

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Once you have found the order to reopen. **Click** it to open the requisition.

Requisition title and ID	Status	Last updated
Future FM Post PR test HC-05.07 8000032444 Requisition: PR61551	Ordered	49 days ago <small>[No Title]</small>

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There is not an Edit option available, and from the **Order History** at the bottom of the page, we can see that the PO has been **closed**. This order was for 1 item, which was not delivered, and the order was previously closed for Receiving and Invoicing. Now, the vendor has delivered the item, and we need to create a Goods Receipt.

Future FM Post PR test HC-05.07				View in SAP Ariba Procurement
PR61551 / 8000032444				
May 7, 2025 10:46 AM	aribasystem	Ordered	Order 8000032444 was successfully carbon copied to the ERP system.	
May 7, 2025 10:46 AM	aribasystem	Ordered	Order 8000032444 was successfully sent via Ariba Network to EMPIRE STEEL ERECTORS : EMPIRE STEEL ERECTORS.	
June 26, 2025 9:30 AM	REQUESTOR24	REQUESTOR24	Order Closed	Order Closed.
June 26, 2025 9:30 AM	aribasystem	Received	Amount accepted: \$0.00 USD.	

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The system will not allow us to edit this closed order or create a goods receipt until we reopen it. Start by clicking '**View in SAP Ariba Procurement**' in the top right.

The screenshot shows the top navigation bar of the Ariba Buying interface. On the left, there is a logo for LAUSD UNIFIED and the text 'Ariba Buying'. In the center, there is a search bar with the placeholder text 'Find goods and services'. On the right, there are icons for search, notifications (with a red '9' badge), a shopping cart, a help icon, and a user profile icon. Below the navigation bar, the breadcrumb trail shows 'Future FM Post PR test HC-05.07' and 'PR61551 / 8000032444'. A red box highlights the 'View in SAP Ariba Procurement' button in the top right corner of the page content area.

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We have now opened the Purchase Order in a different view which allows us additional editing options. Scroll down to the order's **line items**.

▼ Line Items

1 Line Item Show Details

<input type="checkbox"/>	Type ↑	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Discount	Net Amount	Charges	Taxes	Amount	
<input type="checkbox"/>		PR61551	1	each	Future FM Post PR test HC-05.07		\$1.00 USD		\$1.00 USD		\$0.10 USD	\$1.10 USD	Detail

Actions

Total Ordered (excludes taxes and charges): \$1.00 USD

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This order only has 1 line, so we can select the checkbox next to the line. For multiple line orders, be sure to **select all lines**. You may do so by clicking the checkbox in the gray area above the line items.

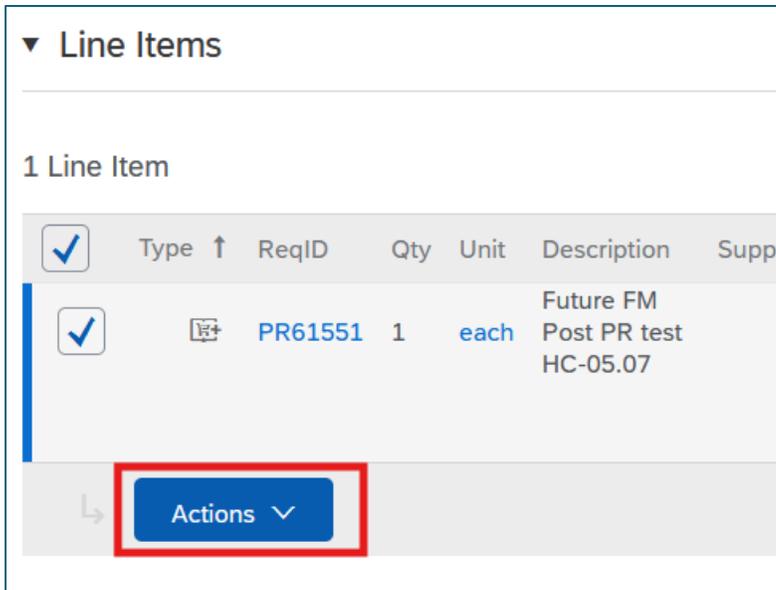
1 Line Item Show Details

<input checked="" type="checkbox"/>	Type ↑	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Discount	Net Amount	Charges	Taxes	Amount	
<input checked="" type="checkbox"/>		PR61551	1	each	Future FM Post PR test HC-05.07		\$1.00 USD		\$1.00 USD		\$0.10 USD	\$1.10 USD	Detail

Actions

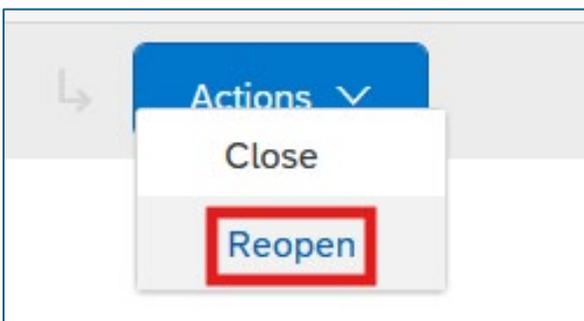
10

Once you're sure all lines have been selected, click the '**Actions**' button to open the Actions menu.



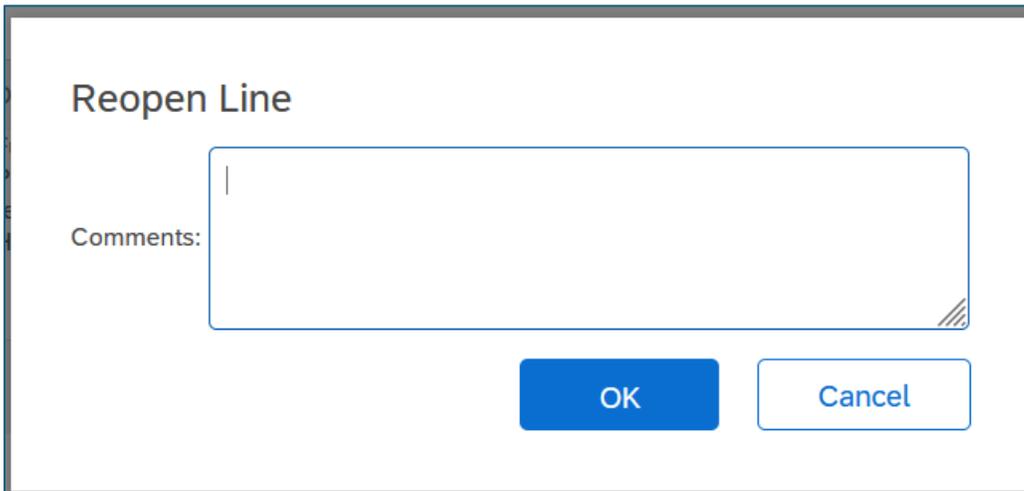
11

From the Action Menu which opens, click '**Reopen**'.



12

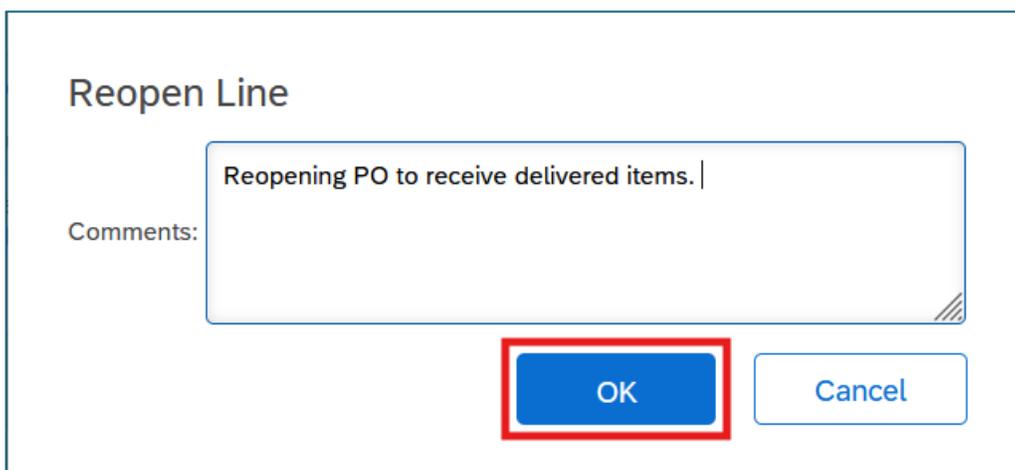
A **comment** box will open. In the text box, add a comment which details your reason for reopening the order.



The screenshot shows a dialog box titled "Reopen Line". It contains a "Comments:" label followed by a large, empty text input field. Below the text field are two buttons: a blue "OK" button and a white "Cancel" button with a blue border.

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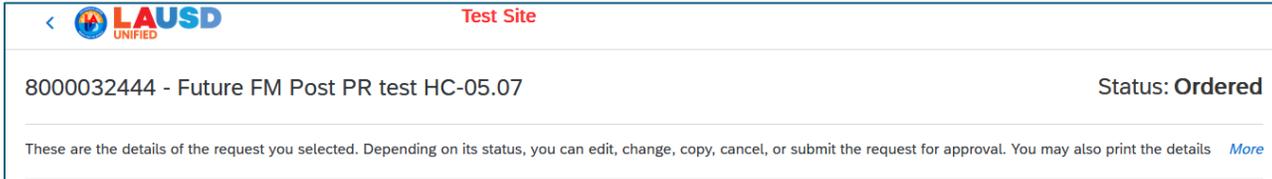
When you're done adding your comments, click **OK**.



The screenshot shows the same "Reopen Line" dialog box. The "Comments:" text field now contains the text "Reopening PO to receive delivered items." The blue "OK" button is highlighted with a red rectangular border, indicating it should be clicked.

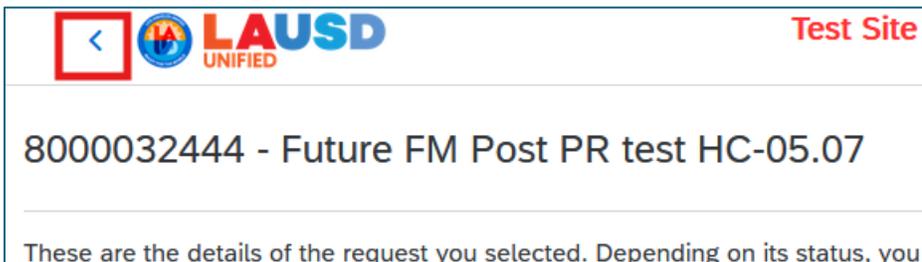
14

The status of the Purchase Order has now been updated to '**Ordered**' and the order is open for Goods Receipt processing.



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To process your Goods Receipt in Guided Buying, click the **back arrow** in Ariba (located at the top left).



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You are now viewing your reopened PO back in Guided Buying. The 'Received By Quantity' section shows the **open items** available for Goods Receipt.

[Future FM Post PR test HC-05.07](#)
PR61551 / 8000032444

Ordered

 Confirmed
0/1

 Shipped
0/1

 Received By Quantity
0/1

17

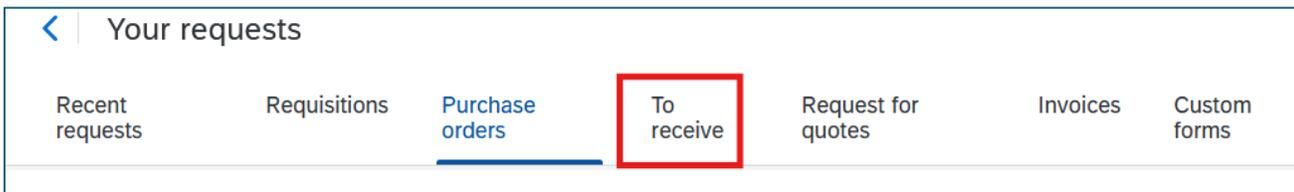
Click **Back** once more.

 [Future FM Post PR test HC-05.07](#)
PR61551 / 8000032444

Ordered

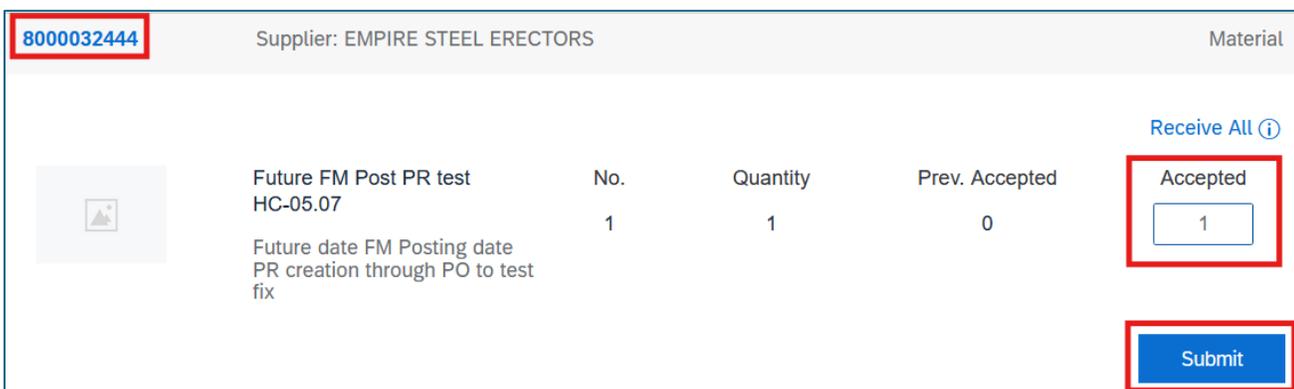
18

You're now back to the **'Your Requests'** tab in Guided Buying. Click the **'To Receive'** tab of Your Requests.



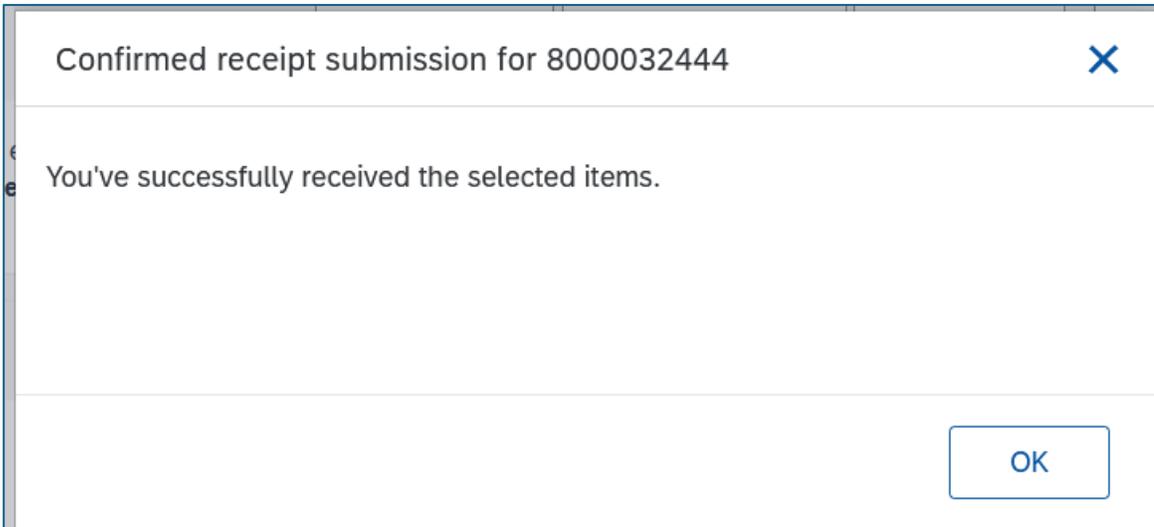
19

The newly reopened PO is now ready for Goods Receipt Processing. Add the number of items received in the **'accepted'** field then click **'Submit'**.



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A window will open confirming that your Goods Receipt was **submitted**.



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If you have other line items on the PO which should be closed (they will not be delivered, and you need to release the encumbrance), you may now close them.

For guidance on closing POs, please see the relevant training materials and guides on the Procurement Services Division's Ariba Webpage:

<https://www.lausd.org/Page/19812>