

SAP ARIBA

PROCUREMENT SERVICES DIVISION

END-USER TRAINING

Purchasing General Overview Navigation





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PURCHASING

Agenda

01	Difference between P2P and Guided Buying
02	Access SAP Ariba P2P Core
03	Dashboard Navigation
04	Managing Preferences



PURCHASING

Business Process

Overview

The purpose of this simulation is to show how to access P2P Core and basic navigation.

Trigger

Purchasing user needs to access SAP Ariba.

Result

Successfully log in and understand how to navigate.

Application

SAP Ariba P2P Core







P2P CORE vs GUIDED BUYING





P2P Core vs Guided Buying

P2P Core

SAP Ariba P2P Core is for power users that are frequently in the system. P2P Core offers more functionality and access to features that are not in Guided Buying. Purchasing end-users will use Ariba P2P Core most of the time.

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Guided Buying

Guided Buying is the mode for most end-users. This mode is user-friendly and GUIDES the end-user to complete the task.

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PURCHASING Access





PURCHASING: Access

01 Access ESS

Enter HTTPS://ESS.LAUSD.NET in the address field of a web browser

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Enter Single Sign On (SSO)

Enter your full LAUSD email address and password to Log In. e.g. (msmith@lausd.net, mary.smith@lausd.net)

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PURCHASING: Access

03 Click 'Procurement' tab

This one of the main available tabs.

04 Click 'Procurement' tile

Based on your access/role, **Procurement** tile may be one of the tiles available under **Procurement** tab.



Based on your access/role, Procurement tab may show the main screen instead.

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LAUSD Logo

The LAUSD logo at the top left corner acts as **HOME** button.

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Search

Click the magnifying glass icon \mathbb{Q} at the top right corner to **Search** all document types.

Follow the search prompts based on your search topic.





User Preferences

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Click the initials in the upper right-hand corner to access User Preferences.

- Click App settings.
 - Click Delegate Authority.
 - see End-User Training Purchasing: How to Delegate Authority

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This allows the end-user to delegate approval authority to another end-user when unavailable to approve.





Parent / Child Realm

The **Site** icon toggles between two realms, Parent and Child.

- > **Parent** realm meant for Sourcing Project and/or Sourcing Request.
- Child realm meant for Requisitions, Purchase Orders, Invoices, Payments, etc.

The bridge is the point where a supplier contract is signed

Upstream [Parent] realm

- 1. Supplier Selection
- 2. Sourcing

>>>

3. Contract Management

BEFORE contract signature



Downstream [Child] realm

- 1. Requisitions
- 2. Purchase Orders
- 3. Receipts
- 4. Invoices
- 5. Invoice Reconciliation
- 6. Payments

AFTER contract signature

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Search per Document Type

The main Search field allows you to search based on document type.



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To change the document type, click the down arrow and select another. Then, toggle from Parent-to-Child realm [or Child-to-Parent realm,} based on the document type switch.

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» Customizable Tiles

Below the Search bar are customizable tiles, which provide immediate information in a consolidated, easy-to-view location.

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- My Requisitions
- My Receipts
- To Do
- Event Status

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HOME PROCUREMENT	Below the search bar, we have customizable tiles. These tiles show important information in a consolidated easy to view space. For this example, we see My Requisitions, My Receipts, my To	REV		Q Recent N	🛱 🛱 🖗 🛞 🥵 RA
Sourcing Project 🗸 Search using Tit	Do List, and Event status for Recent Sourcing Events.		~	Q	2 6
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Quick Quote Posting	0	0	0		
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Purchase Orders	News				V
Sourcing Library	Welcome to LAUSD - Los Angel	les Unified School District Proc	rement Application		
Report Search Filters	https://s3.ariba.com/Buyer/M	lain?realm=LAUSD-1-T&guided	dbuyredirect=true		
More V					

Click the down arrow on one of the tiles to customize the tile.

- Edit Tile Settings
- Remove Tile
- Manage All Tiles
- Remove All Tiles





PURCHASING

<u>Key Takeaways</u>



General end-users will use SAP Ariba Guided Buying.



Power users such as Purchasing, Central Receiving, and Finance will use SAP Ariba P2P Core.



Access SAP Ariba P2P Core through ESS. Login to ESS, and click **Procurement**. On the Procurement page, click the tile labeled SAP **Ariba P2P Core**.



The LAUSD logo in the upper left corner as as a **Home** button.



The **Parent** realm is for Contract Management, Sourcing, and Supplier Management. The **Child** realm is for Requisitions, Receipts, and Invoices Use the Site icon to toggle between each realm.



To access **User Preferences**, click the icon with your initials at upper right-hand corner.

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The **Change Email Notification** preferences to adjust what and how many emails the end-user receives is under **User Preferences**. Click the icon with your initials at the upper right-hand corner.





End of Training Thank you!