



# 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



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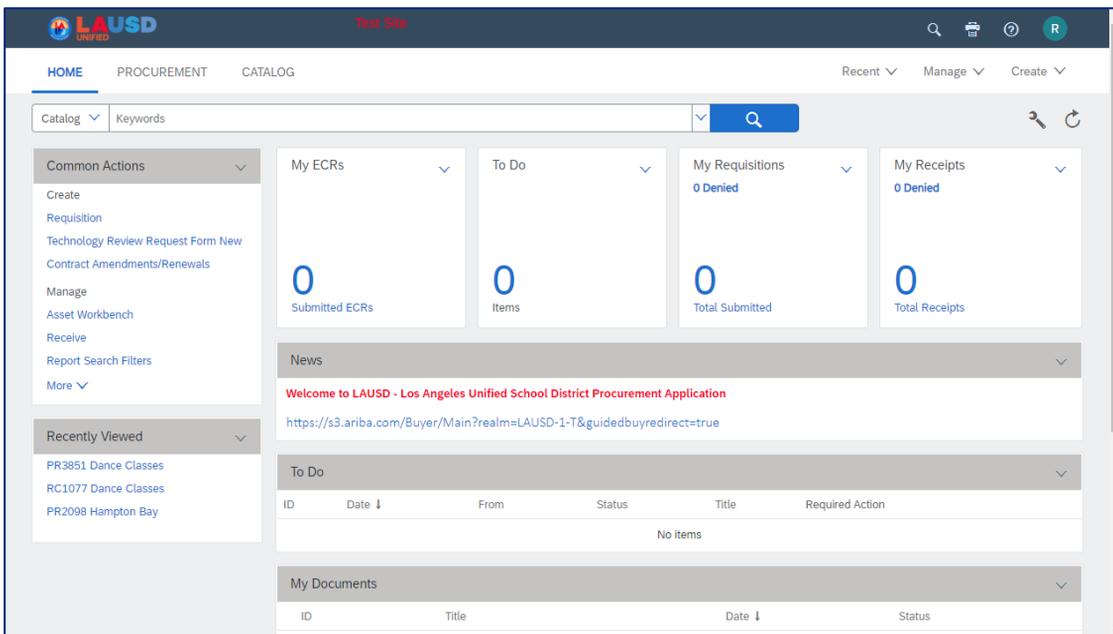
# P2P CORE vs GUIDED BUYING



# P2P Core vs Guided Buying

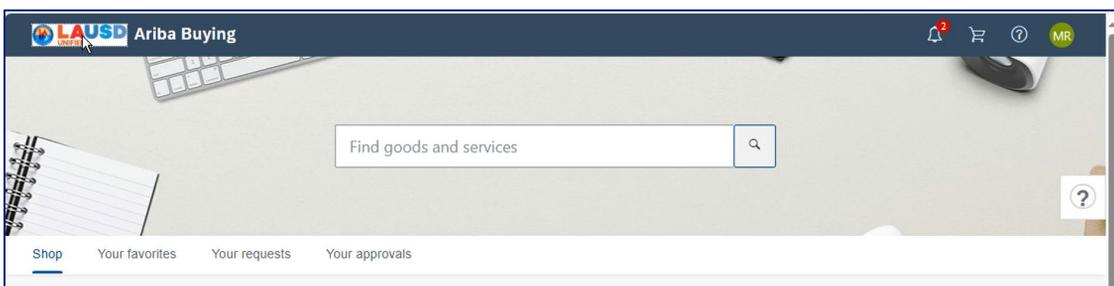
## P2P Core

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.



## 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.





# PURCHASING Access



# PURCHASING: Access

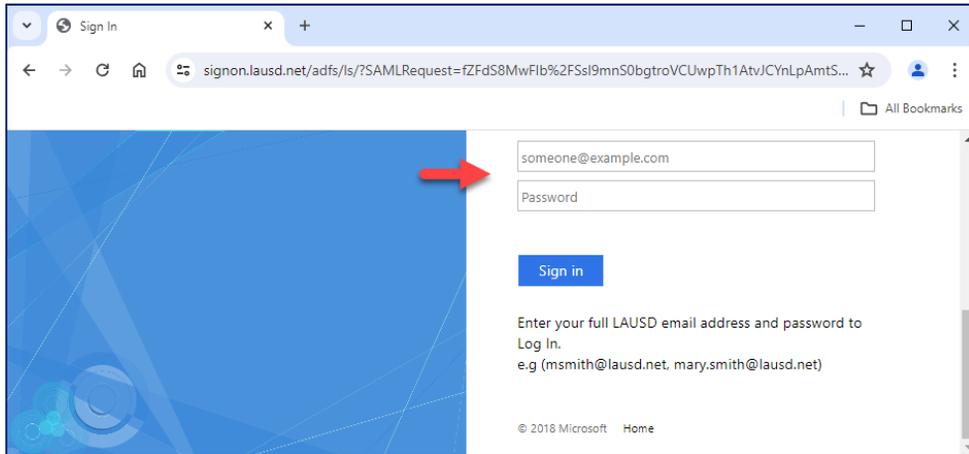
## 01 Access ESS

Enter [HTTPS://ESS.LAUSD.NET](https://ess.lausd.net) in the address field of a web browser



## 02 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)





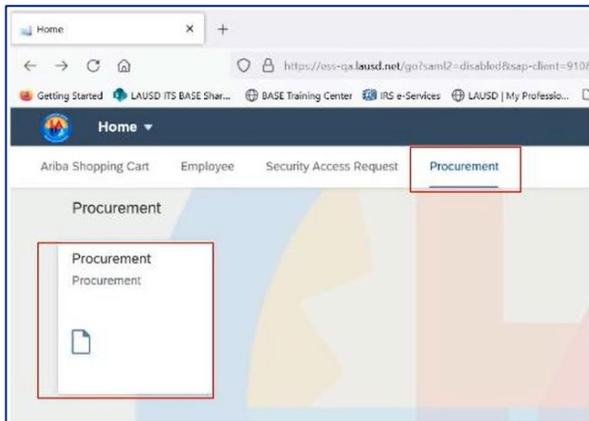
## PURCHASING: Access

### 03 Click 'Procurement' tab

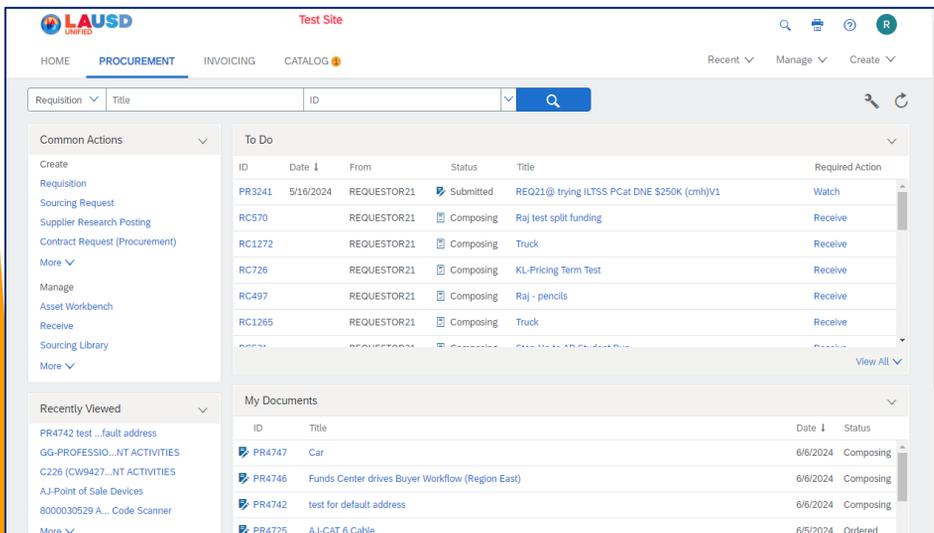
This one of the main available tabs.

### 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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# PURCHASING Navigation



# PURCHASING: Navigation



## LAUSD Logo

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



Test Site

INVOICING CATALOG

Requisition Title ID

Common Actions

- Create Requisition
- Sourcing Request
- Supplier Research Posting
- Contract Request (Procurement)
- More
- Manage Asset Workbench

To Do

ID	Date ↓	From	Status	Title
PR3241	5/16/2024	REQUESTOR21	Submitted	REQ21@ trying ILTSS PCa
RC570		REQUESTOR21	Composing	Raj test split funding
RC1272		REQUESTOR21	Composing	Truck
RC726		REQUESTOR21	Composing	KL-Pricing Term Test
RC497		REQUESTOR21	Composing	Raj - pencils



## Search

Click the magnifying glass icon  at the top right corner to **Search** all document types.

- Follow the search prompts based on your search topic.

Test Site

HOME PROCUREMENT INVOICING CATALOG

red Suppliers

- Analytical Report
- Catalog
- Compound Report
- Content Document
- Contract Clause
- Contract Request (Procurement)
- Contract Request (Sales)
- Contract Workspace (Internal)
- Contract Workspace (Procurement)
- Contract Workspace (Sales)
- Event
- Excel Template
- Knowledge Project
- Requisition
- Sourcing Project
- Sourcing Request
- Supplier Disqualification Project
- Supplier Qualification Management Project
- Supplier Qualification Project
- Supplier Registration Project
- Supplier Request Project
- Supplier Segmentation Project
- More...

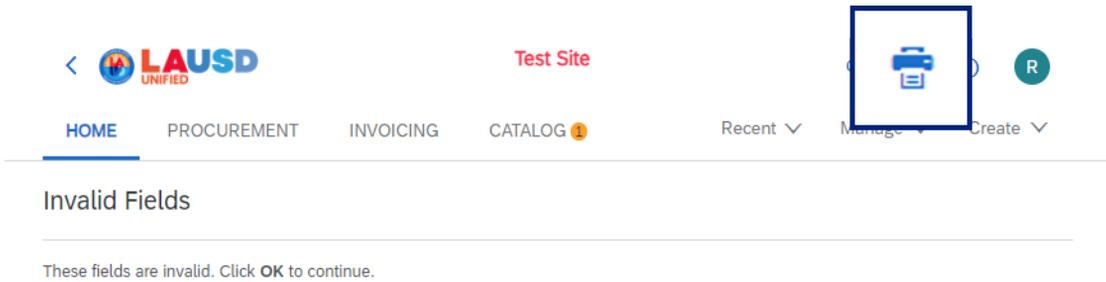
# PURCHASING: Navigation



## Print

Click the **Print** button, if you need to print a document.

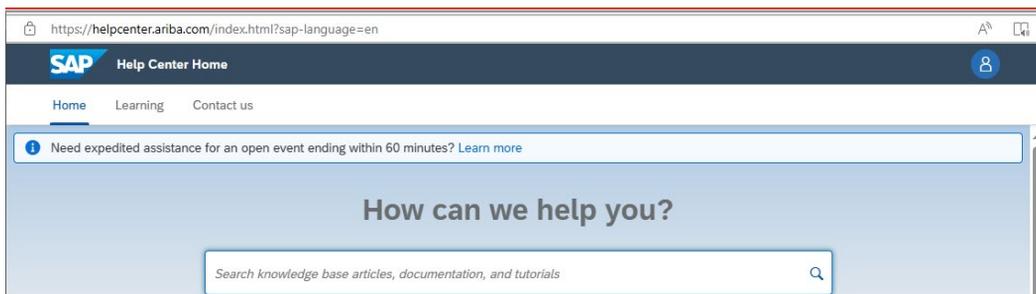
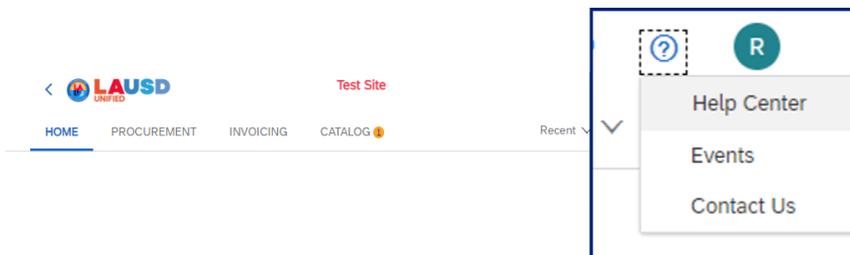
- Common action to **Print to PDF** [or **Save as PDF**] for emails or other methods.



## Help

**Help** icon located at the top right corner.

- Click the icon to select the **Help** topic.
- Clicking the **Help Center** option will route the end-user to external **SAP Help Center Home** functionality.





# PURCHASING: Navigation

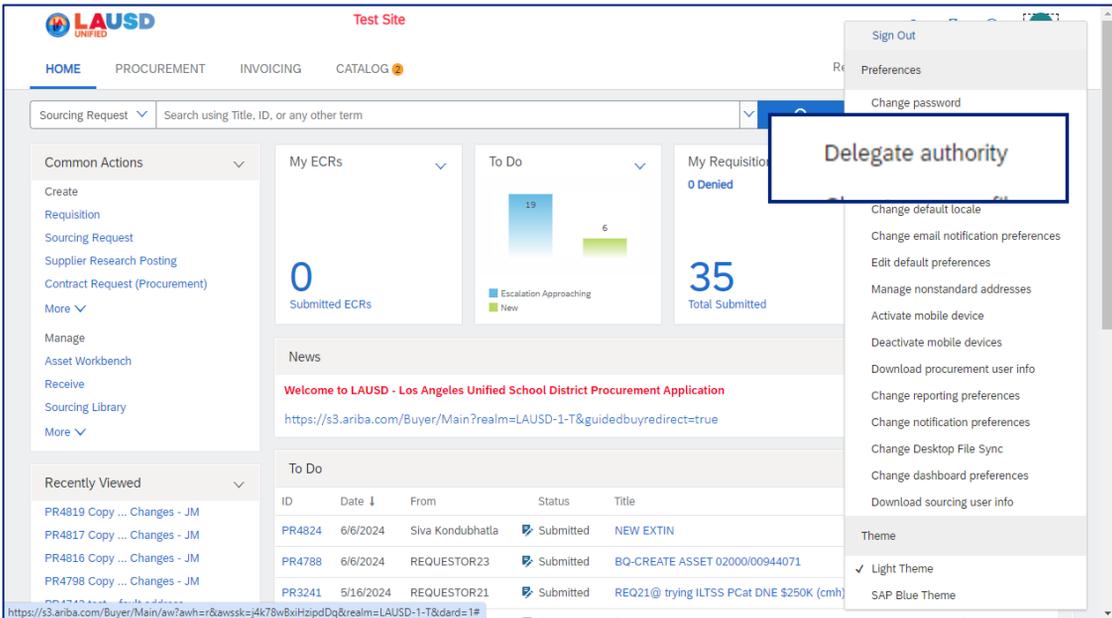
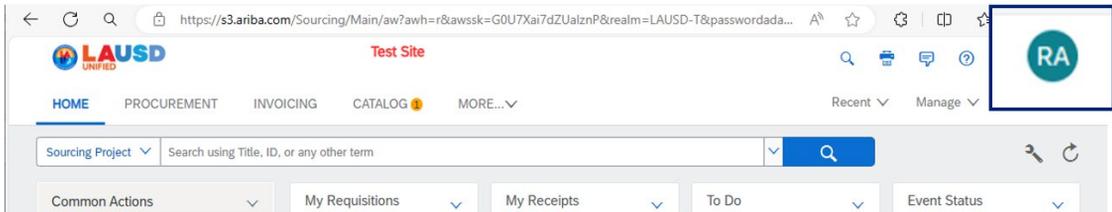


## User Preferences

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

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



# PURCHASING: Navigation

## » 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.

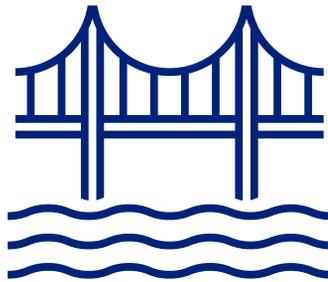
The bridge is the point where a supplier contract is signed



### 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

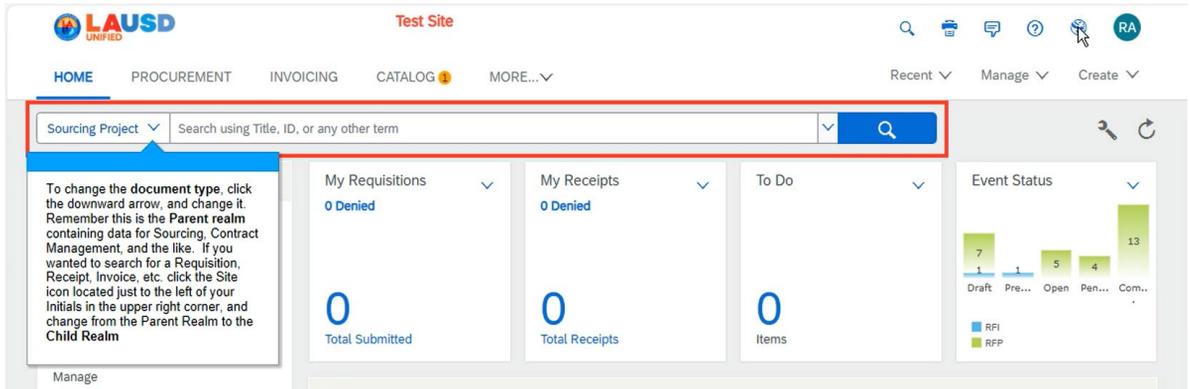
**AFTER** contract signature

# PURCHASING: Navigation

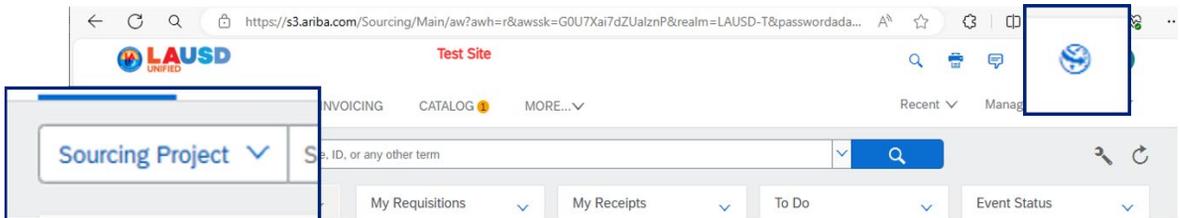


## Search per Document Type

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



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.



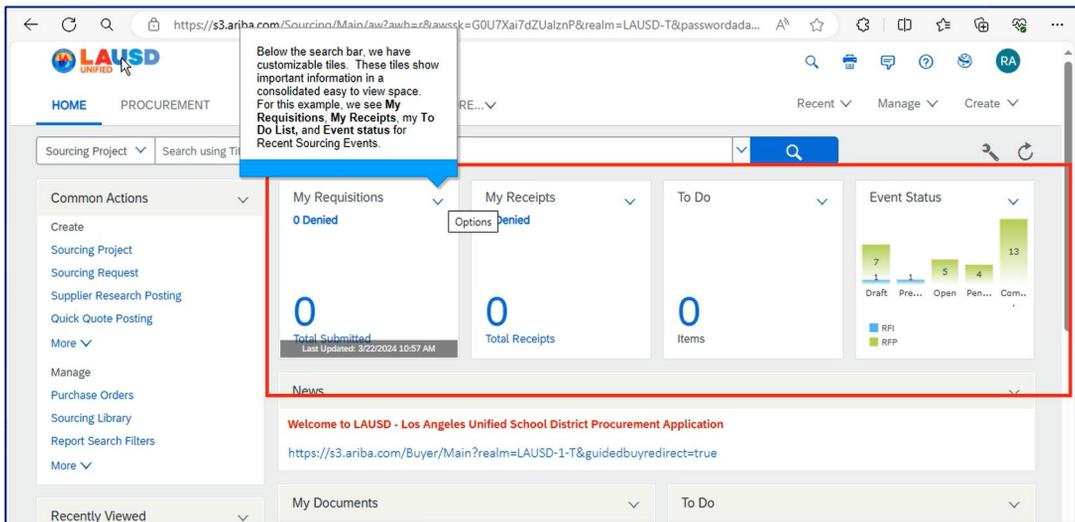
# PURCHASING: Navigation



## Customizable Tiles

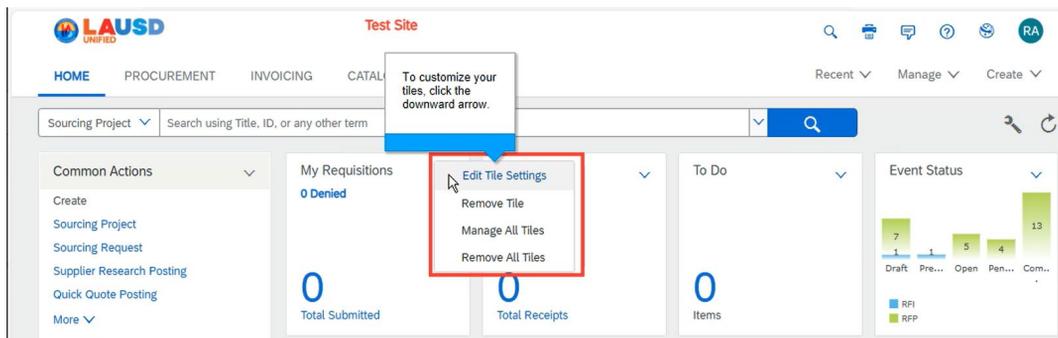
Below the Search bar are customizable tiles, which provide immediate information in a consolidated, easy-to-view location.

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



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

## Key Takeaways



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 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.



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.



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**End of Training  
Thank you!**