LAUSD UNIFIED

SAP Ariba

PROCUREMENT SERVICES DIVISION »

End-USER Training

Guided Buying
How to Repeat Purchase by
Copying a Purchase Requisition

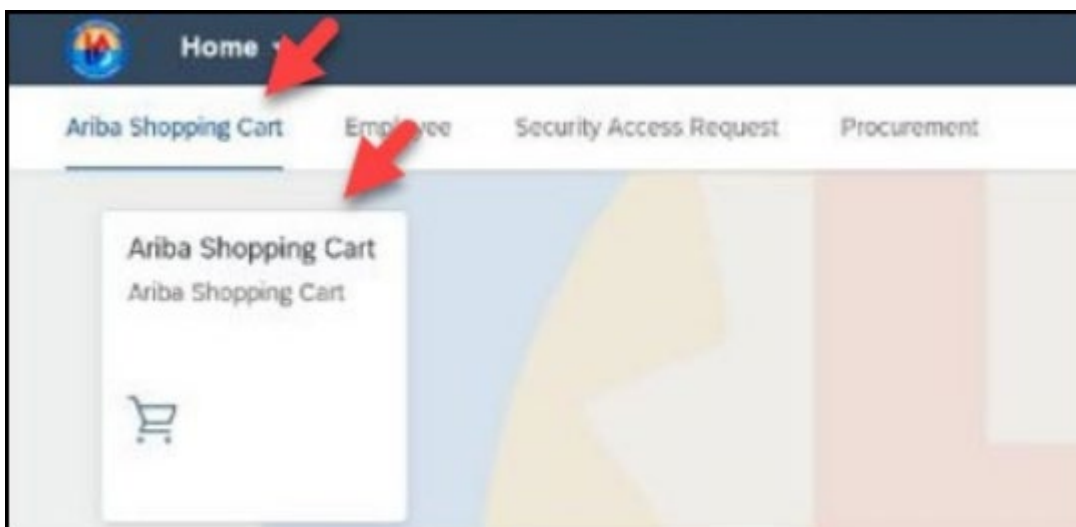**The purpose of this job aid is to show how to repeat a purchase by copying a purchase requisition.**

1

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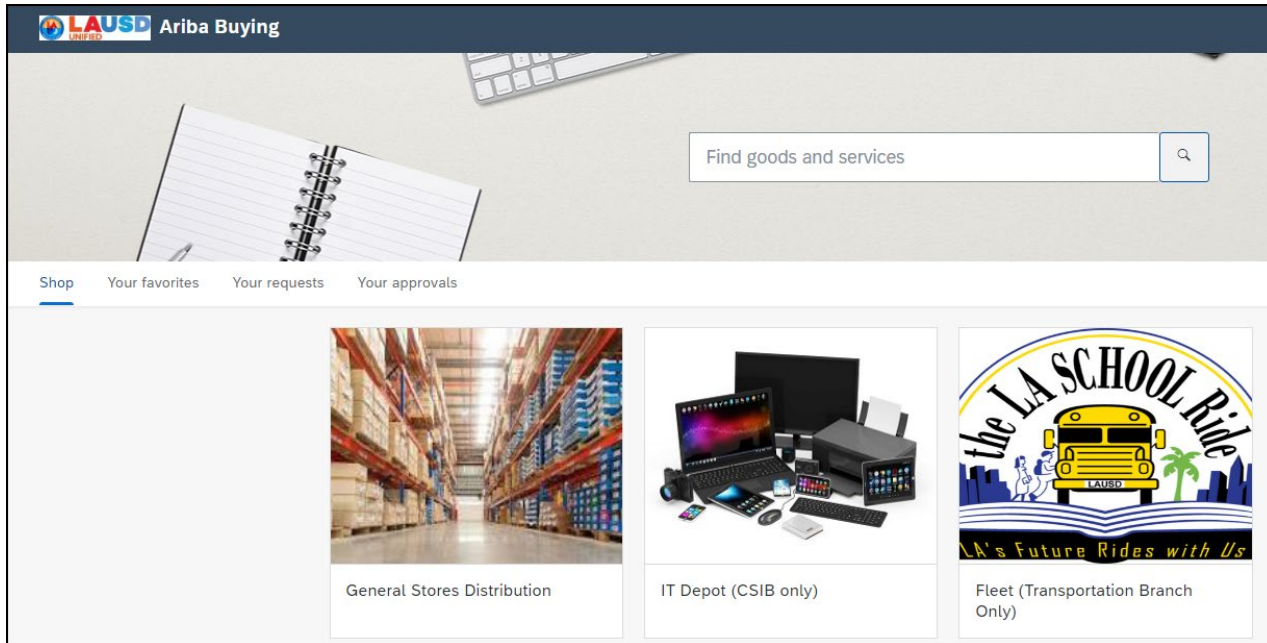

2

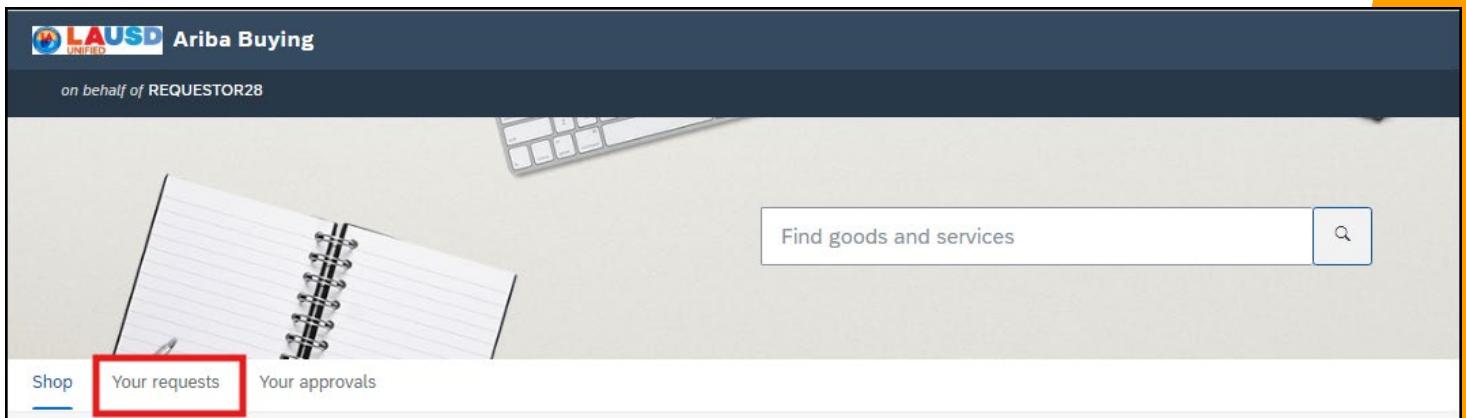Click on the "**Ariba Shopping Cart**" tile.

3

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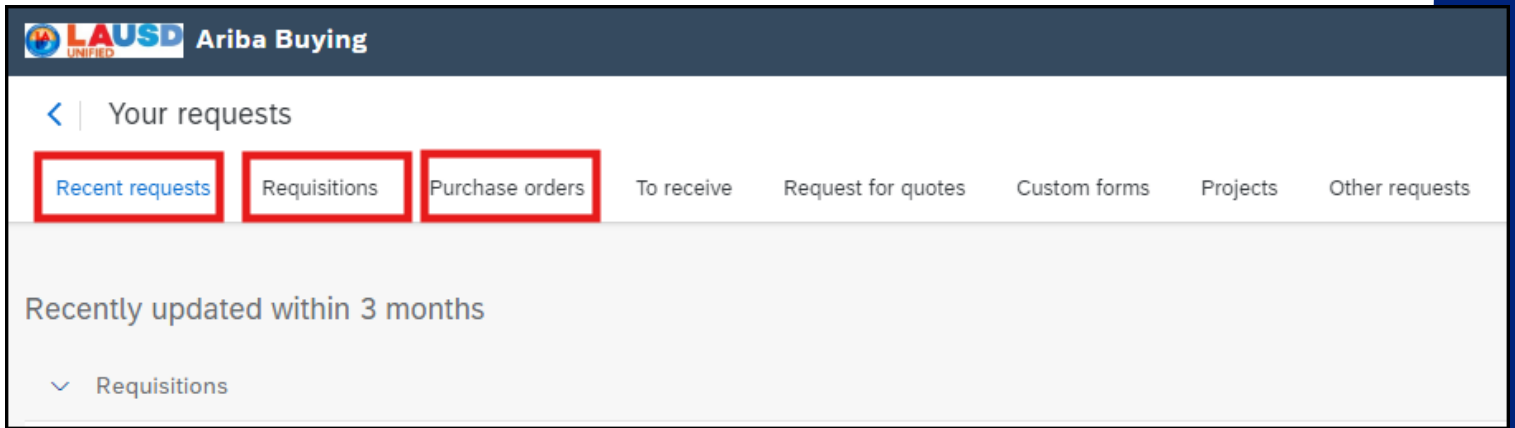

4

Click "**Your Requests**".

5

You can search for the Purchase Requisition you want to copy by clicking on Recent **Requests**, **Requisitions**, or **Purchase Orders**.
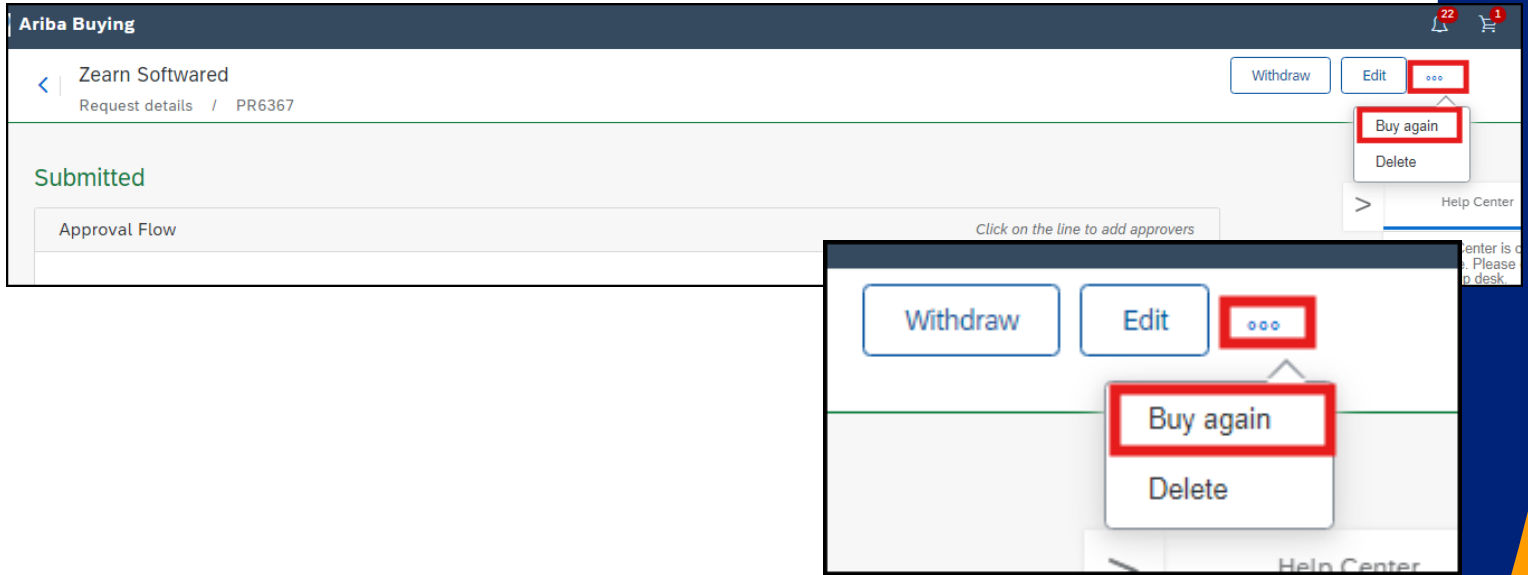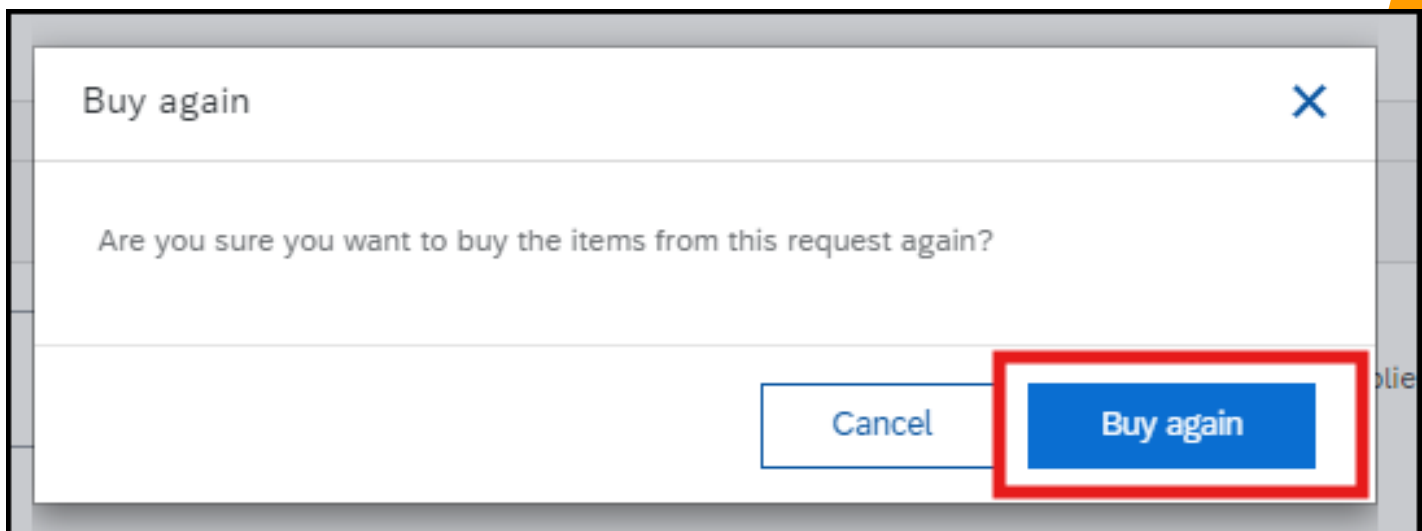

6

Click on the PR#.

Click on the 3 dots → **Buy again**.

Click **Buy again**.

9

Ensure that **On Behalf Of** field is copied and validated. You'll see an error message if the requestor is no longer with LAUSD.

10

Click **Manage locations** to confirm the Ship to address. Click **Manage details** to confirm the funding information.

11

Enter the **Need-by-Date**.

12

Scroll down and check that vendor information is validated.

13

Scroll down to **Comments** and **Attachments** section to enter comments and upload attachments.

Comments			
Write your comment...		☐ Share with supplier	Add

Attachments			
☁ Drag and drop file here, or browse to upload, then click the Add button.		☐ Share with supplier	Add

14

Rename the Purchase Requisition title.

Ariba Buying

‹ | Requisition title: * Copy of Zearn Softwared

Checkout / PR7256

Ship to   Manage locations   Charge to   Manage details

333 S. Beaudry Ave.   GL Account (0000430001 (General Supplies))
Los Angeles, CA 90017
United States

Click "**Submit**" when all information is confirmed

Ariba Buying

‹	Requisition title: *	Copy of Zearn Softwared	**Submit**	Save and exit

Checkout / PR7256

Ship to	Manage locations	Charge to	Manage details	Total cost	$2,500.00 USD
333 S. Beaudry Ave. Los Angeles, CA 90017 United States		GL Account (0000430001 (General Supplies))		Net amount	$2,500.00 USD

˅ Show additional details

Items (1)

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