LAUSD UNIFIED

SAP Ariba

End–USER Training

Guided Buying
How to Cancel a
Purchase Order in
"Ordered" Status
**(NON-WAREHOUSE
ORDERS ONLY)**

The purpose of this job aid is to show how to edit Requisition in "Submitted" status. This only applies to Non-Warehouse orders.
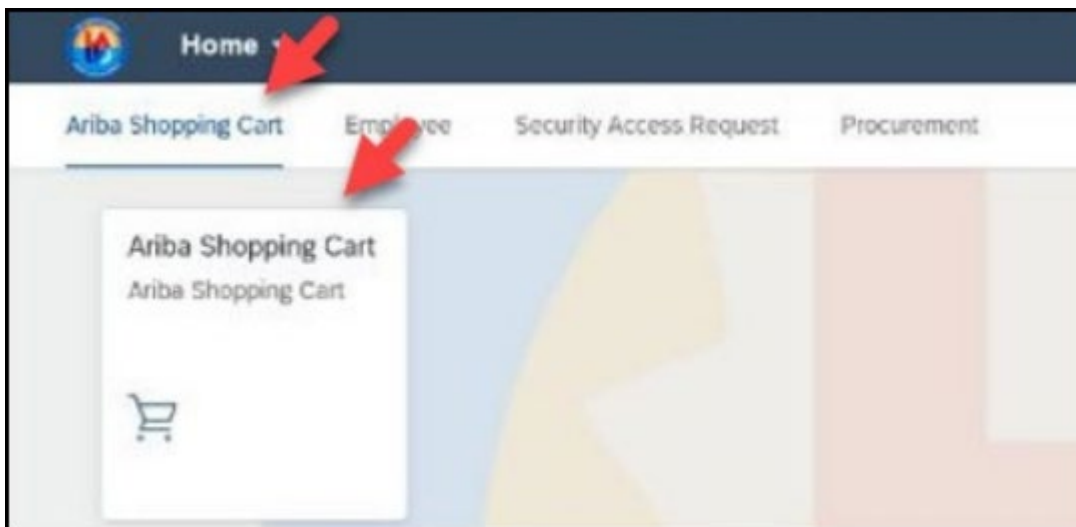
1

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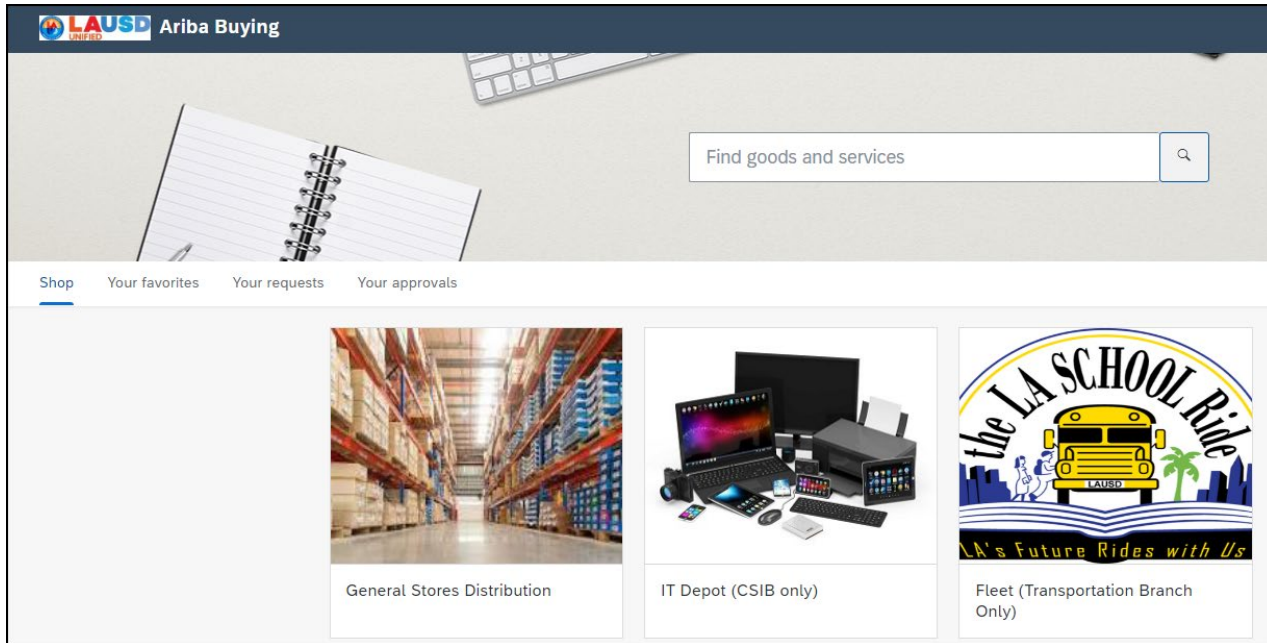

2

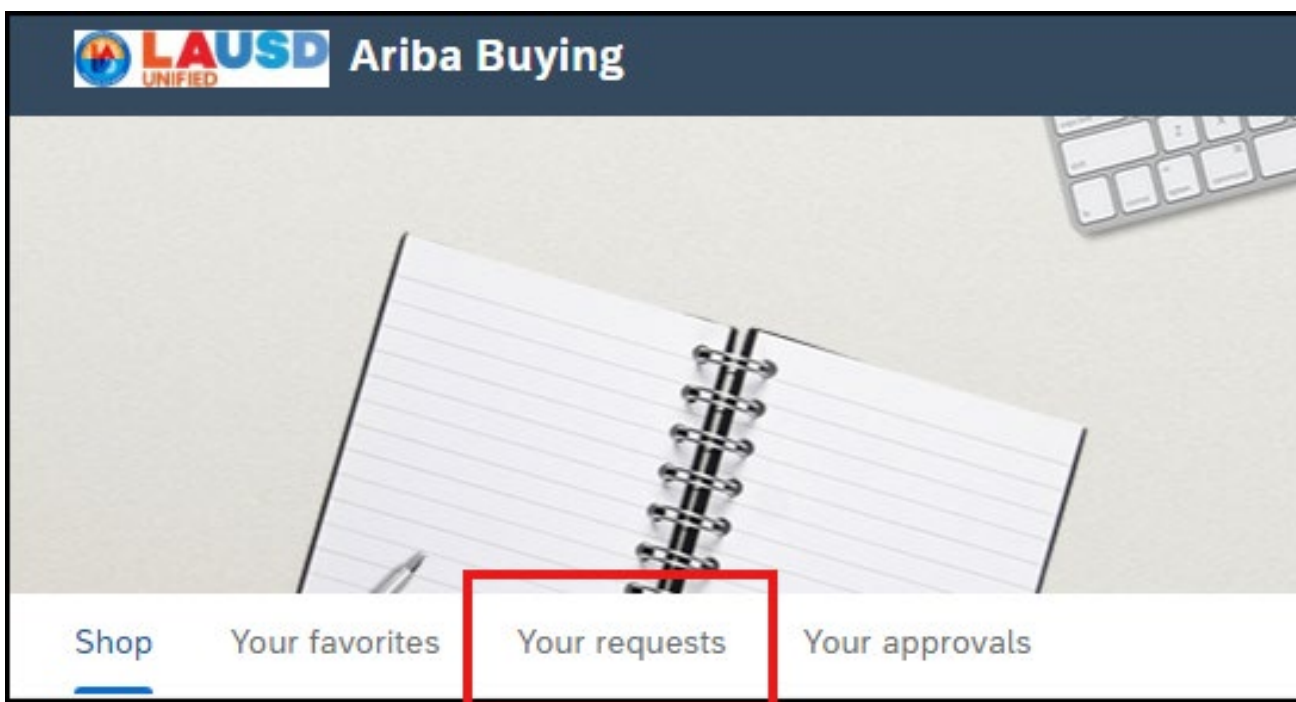1. Click on the "Ariba Shopping Cart" tile.

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 that the requisition has been submitted but not approved yet.

Copy of Catering Event for Ariba Go Live Celebration on July 12,...
PR2128
Date reque...

Click the requisition title to open it.

Status
COMPOSING

STEEL WOOL #0-FINE 16 PAD
PR1996
Date requested: April 23, 2024

Status
SUBMITTED

6

Click "Edit" to edit the requisition.

STEEL WOOL #0-FINE 16 PAD
Request details / PR1996
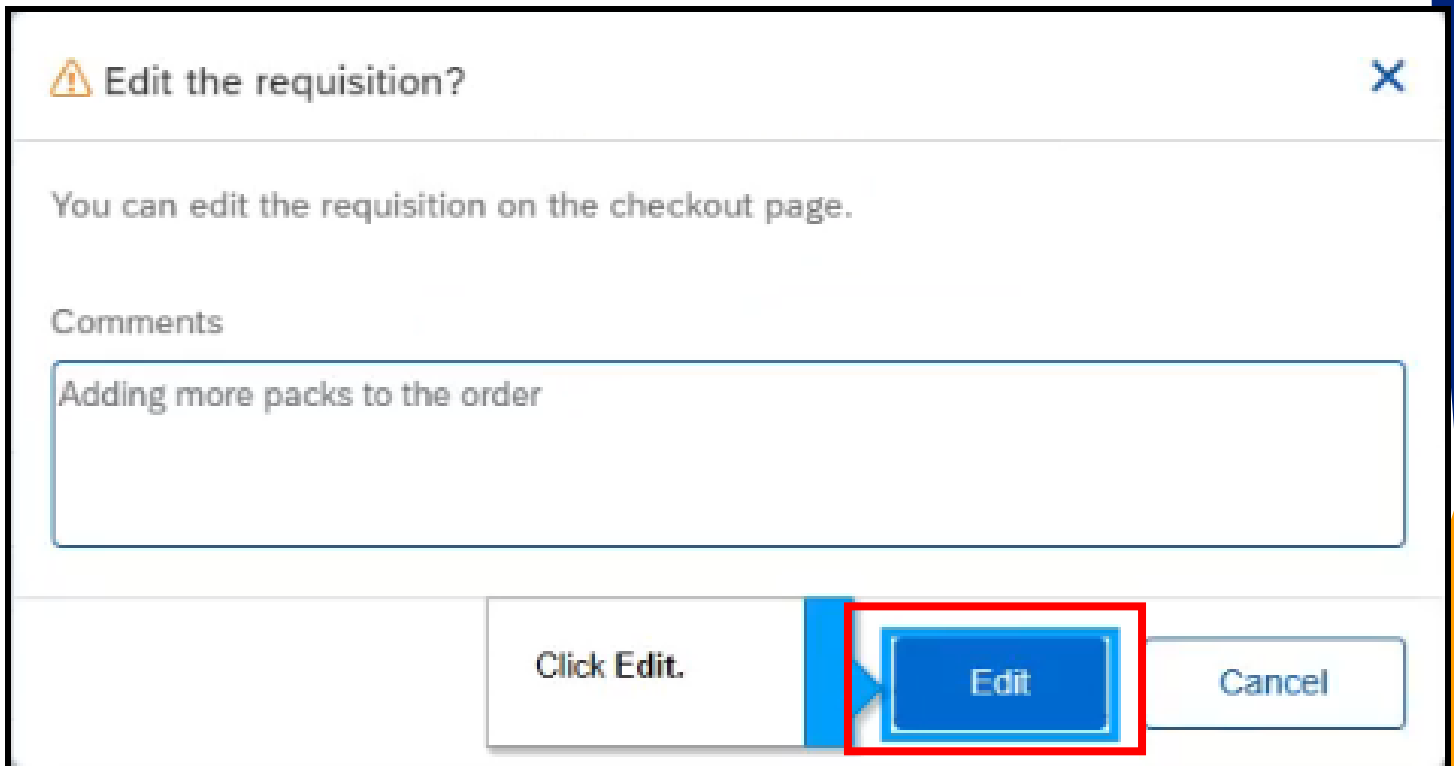
Total Cost $13.10 USD   Withdraw   Edit

Click Edit.

Submitted

Approval Flow   Click on the line to add approvers

Request   Francisco Vasquez   Approved

7

You have the option to add a comment to describe why you are editing this requisition. Then, click "Edit".

⚠ Edit the requisition?   ✕

You can edit the requisition on the checkout page.

Comments

Adding more packs to the order
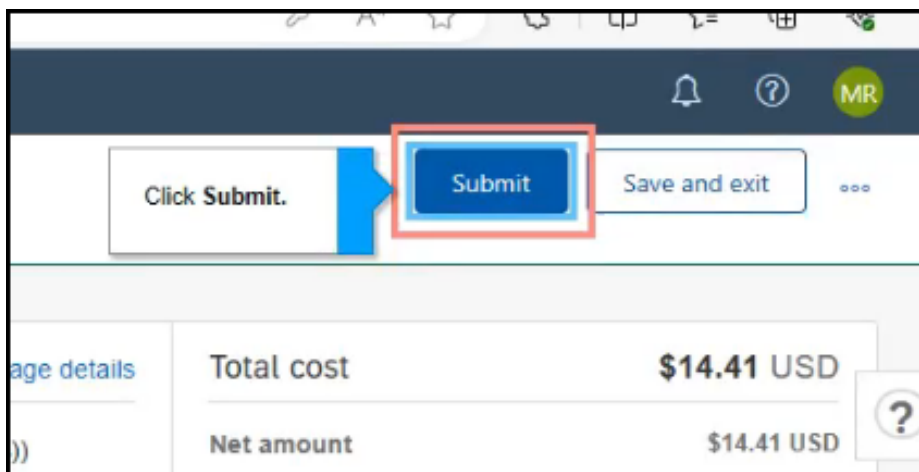
Click Edit. ▶ Edit   Cancel

8

To increase or decrease the quantity of the requisition, edit the number in the quantity field or click on the – or + sign.

You can also edit the price, description, accounting information, etc.
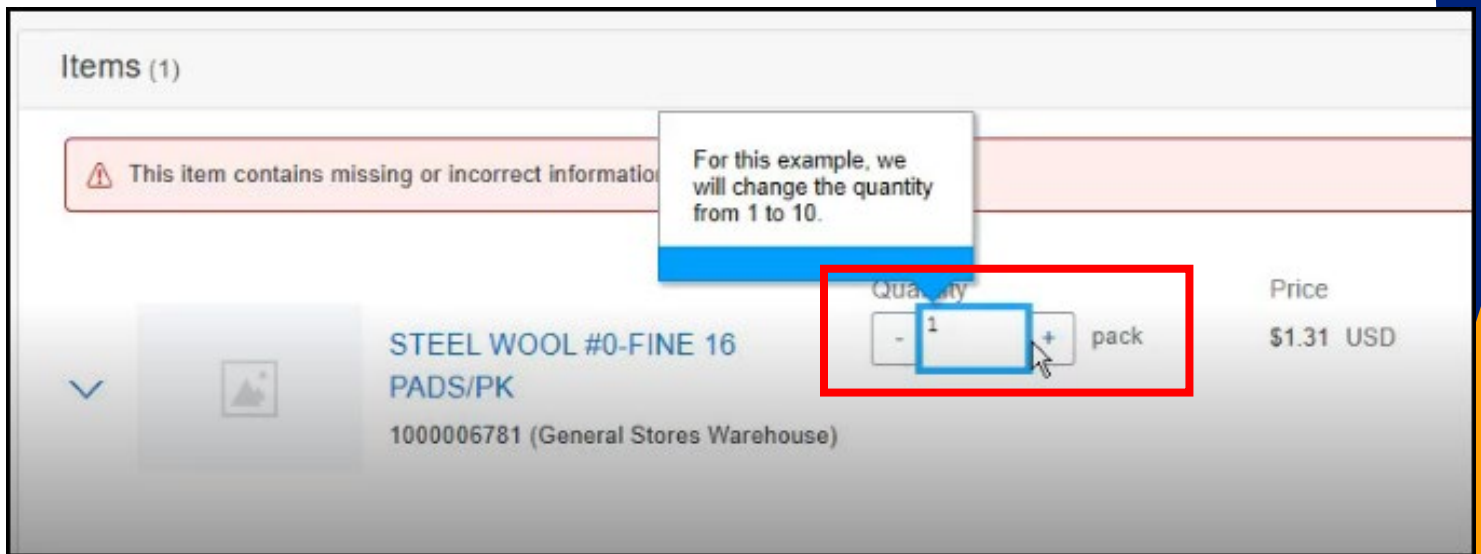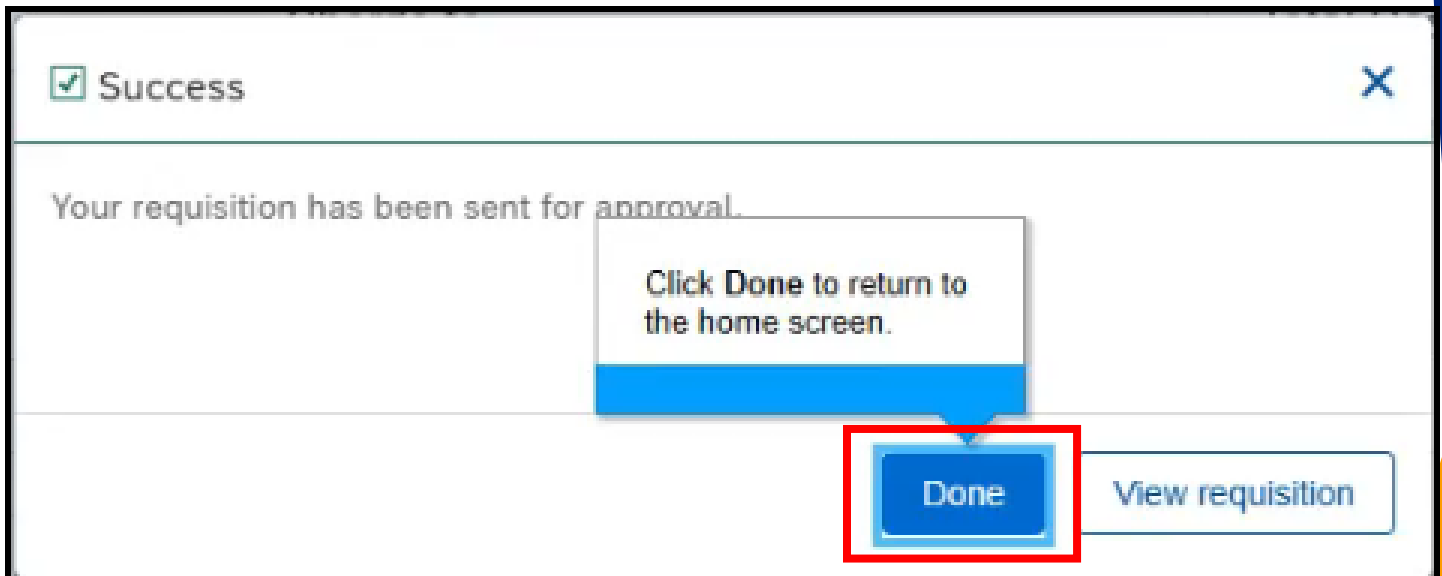

9

Click "Submit" when finished.

10

You will receive confirmation that the requestion was successfully sent for approval.

Click "Done".