LAUSD
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SAP Ariba

PROCUREMENT SERVICES DIVISION »

End-USER Training

Guided Buying
How to Withdraw a Requisition
in "Submitted" Status
(NON-WAREHOUSE ORDERS ONLY)

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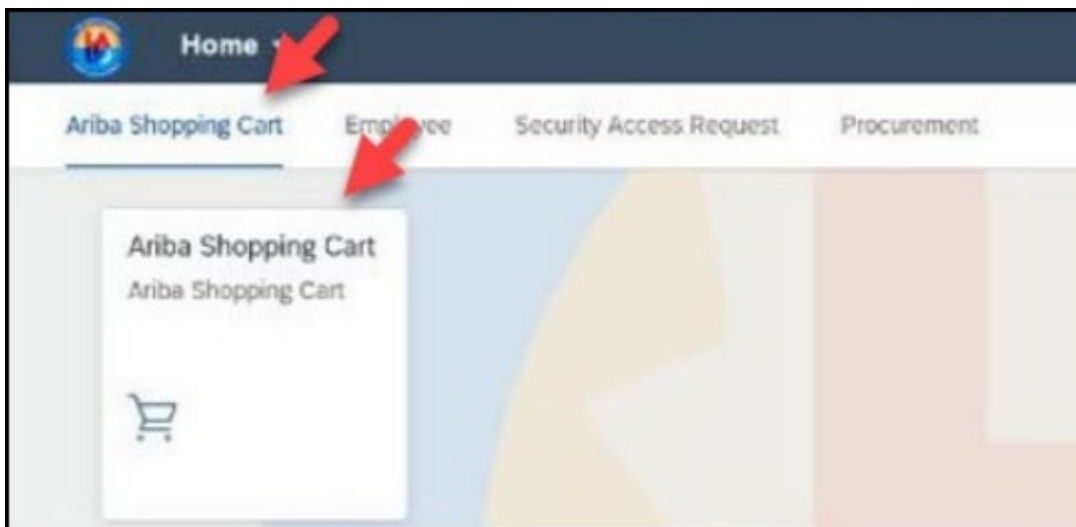
1

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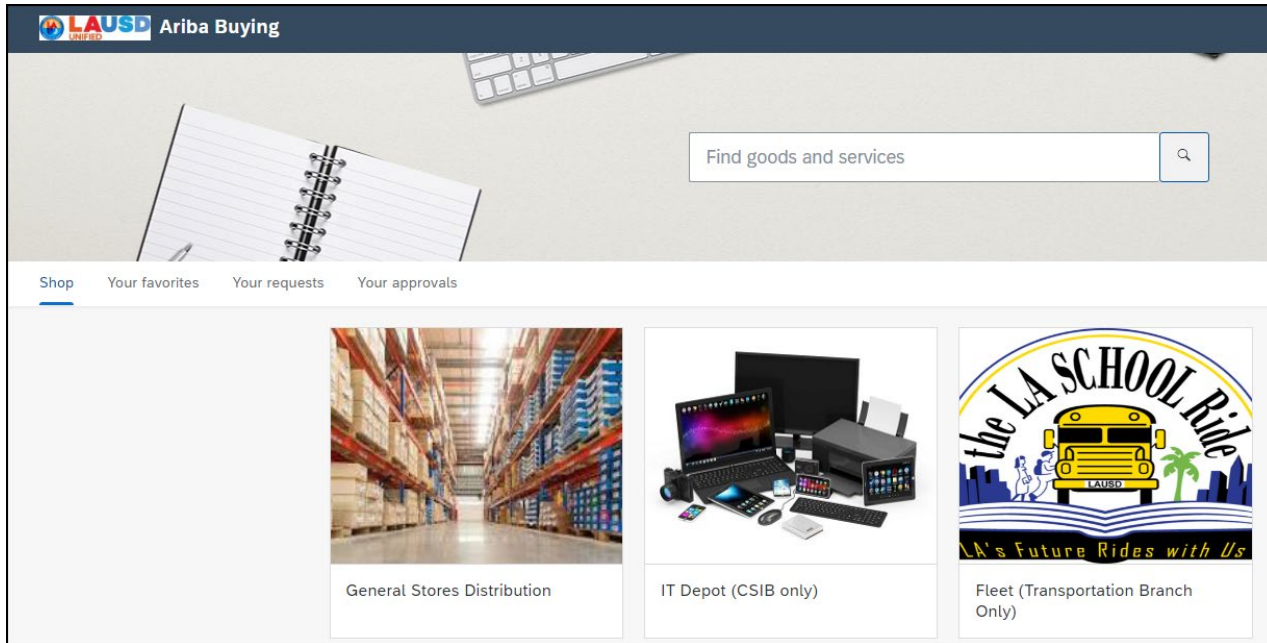

2
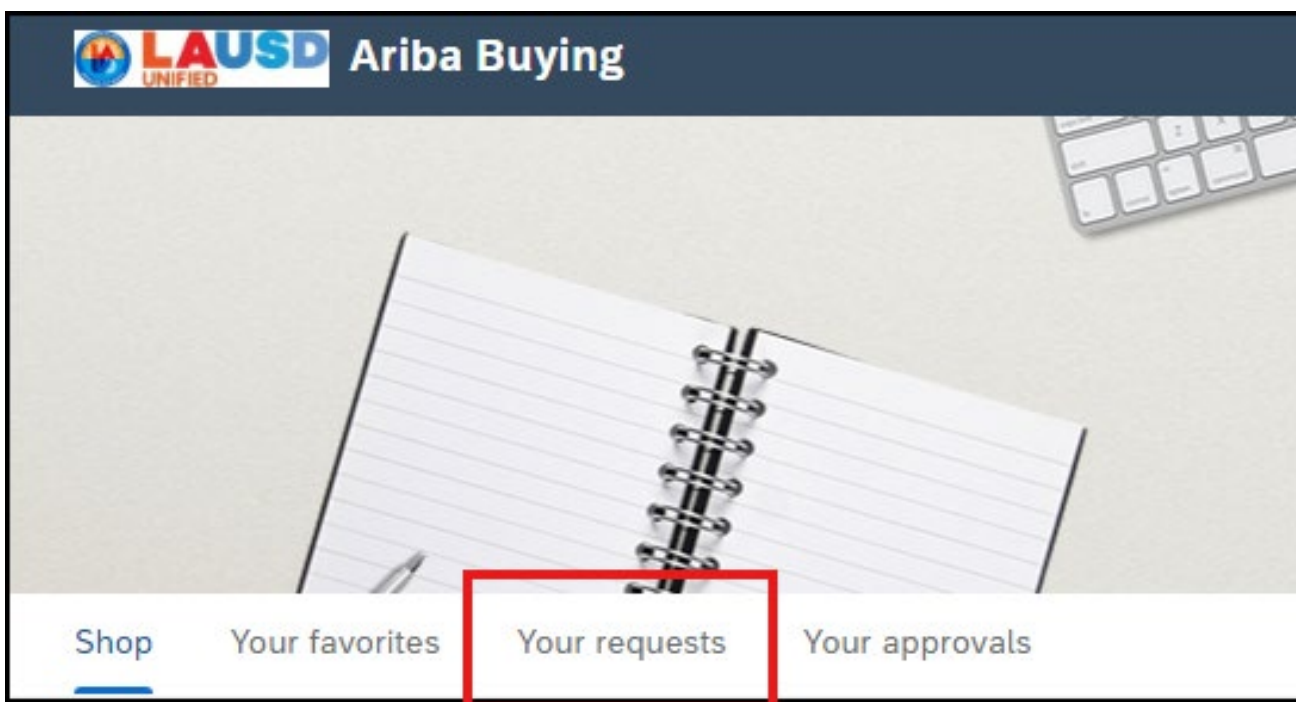
1. Click on the "Ariba Shopping Cart" tile.

3

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

4
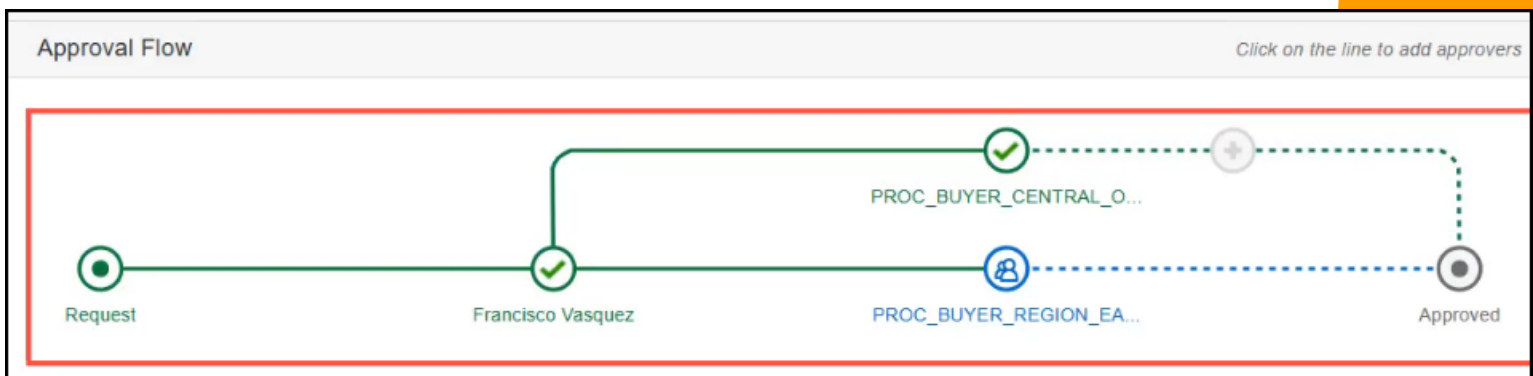
Click "Your requests" to view all requisitions.

5

The requisition status is in "Submitted". Click on the requisition title to open it. "Submitted" status means the requisition has been submitted but not approved yet.

6

Scroll down to the approval workflow. Notice that the requisition has already obtained approval from 2 out of the 3 approvers.

7

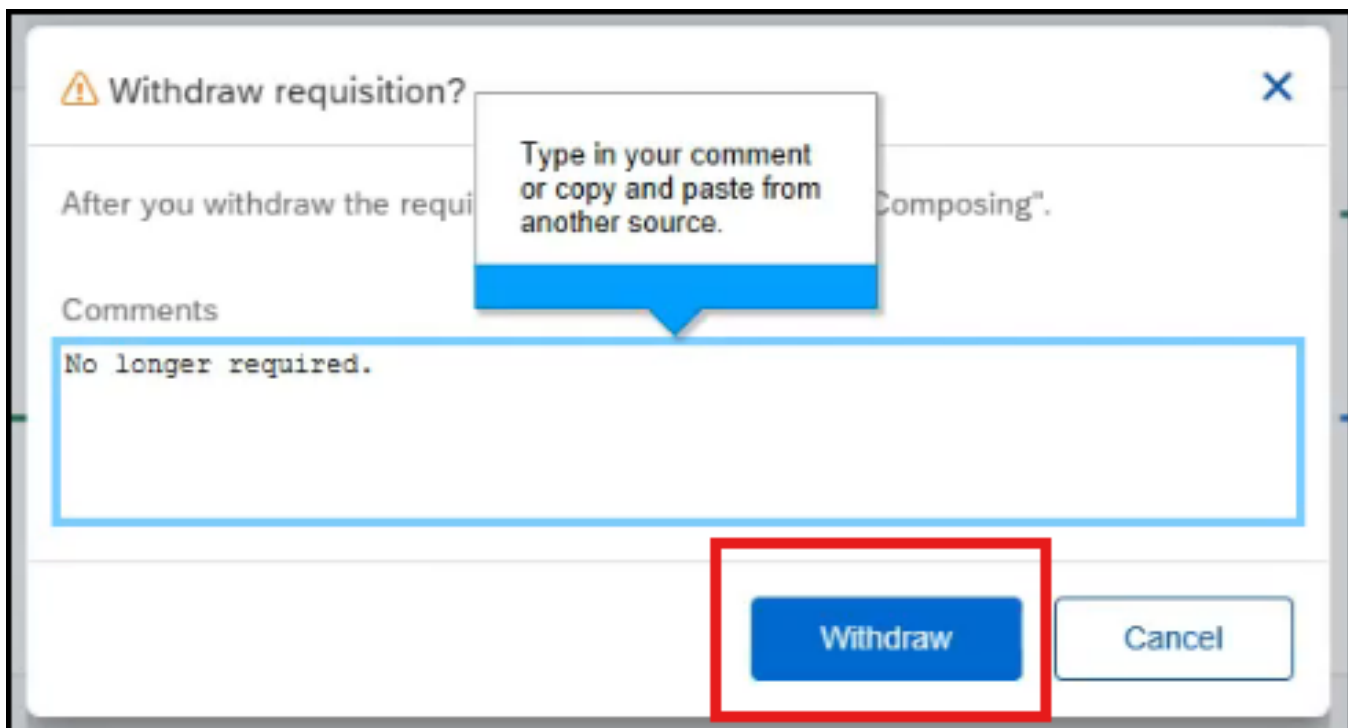Click "Withdraw" if you no longer require this requisition.

Clicking "Withdraw" will pull the requisition out of the approval workflow and put the requisition in "Composing" status. Once in composing status, the requestor has the option to delete the requisition or keep it when a requisition is needed on a future date.

8

You have the option to add a comment describing why you are withdrawing the requisition.
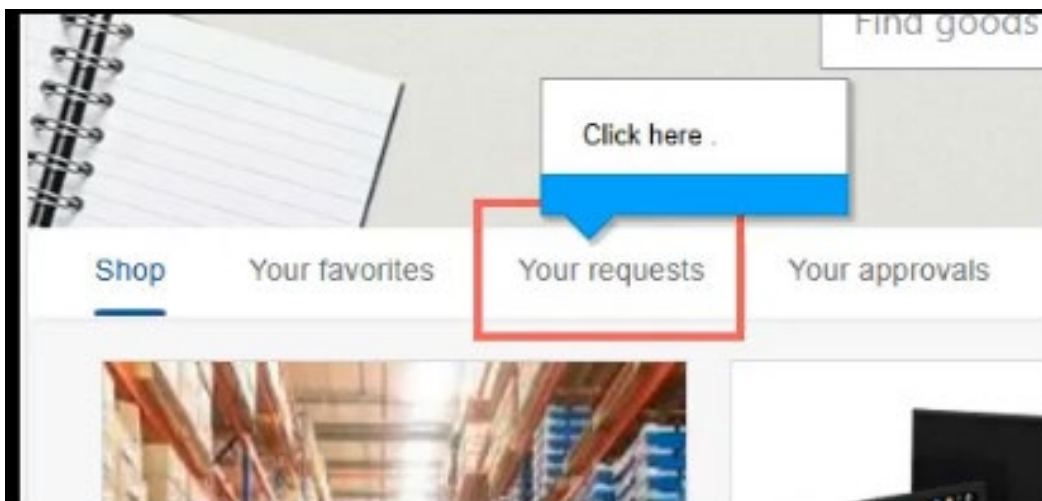
Click "Withdraw".

9

You will receive confirmation that the requestion was successfully withdrawn.
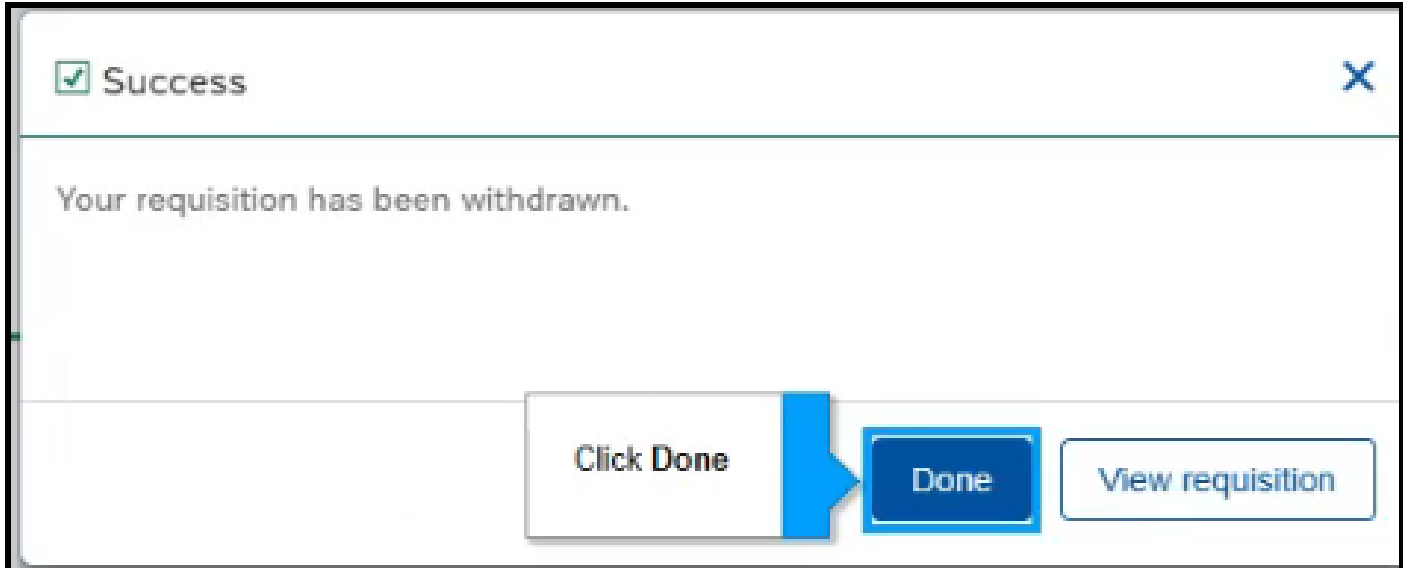
12

Check the requisition you withdrew by clicking "Your requests".

13

Click on the requisition title. The status should say "Composing".

Recently updated within 3 months

Click the requisition title to open it.

Copy of Catering Event for Ariba Go Live Celebration on July 12, PR2128
Date requested: April 19, 2024

Status
COMPOSING

14

Scroll down to view the approval workflow. Notice that all the approvals have been reset. If you resubmit the requisition, it will need to go through all the required approvals again.

Approval Flow

Click on the line to add approvers

PROC_BUYER_FLEET

Request

Francisco Vasquez

PROC_BUYER_REGION_EA...

Approved

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