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SAP Ariba

PROCUREMENT SERVICES DIVISION »

End–USER Training

Guided Buying
How to Create a Good Receipt
Partial Receive or Edit the
Accepted Quantity

The purpose of this job aid is to show how to create a good receipt in Ariba Guided Buying when partial items are received or when you need to edit the quantity after submission.
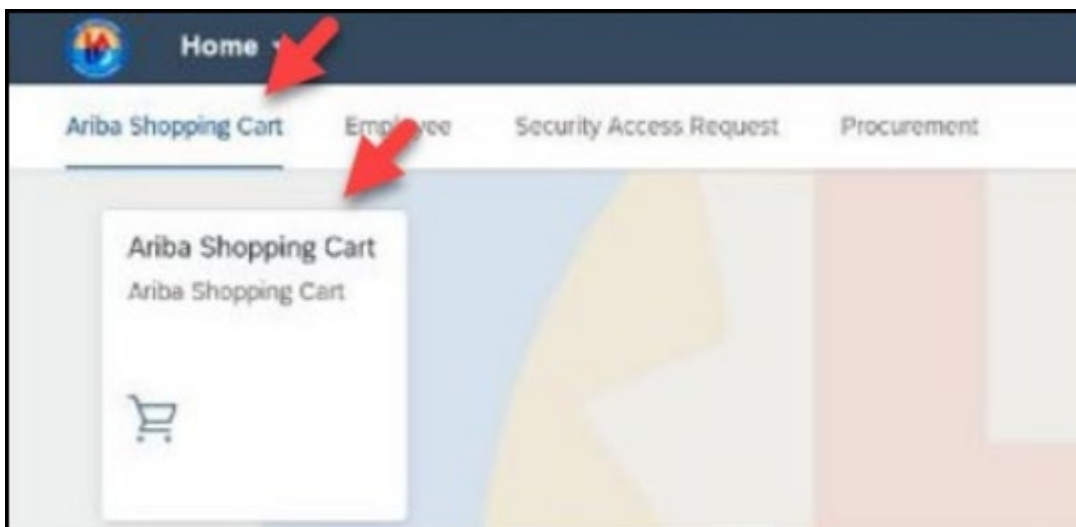
1

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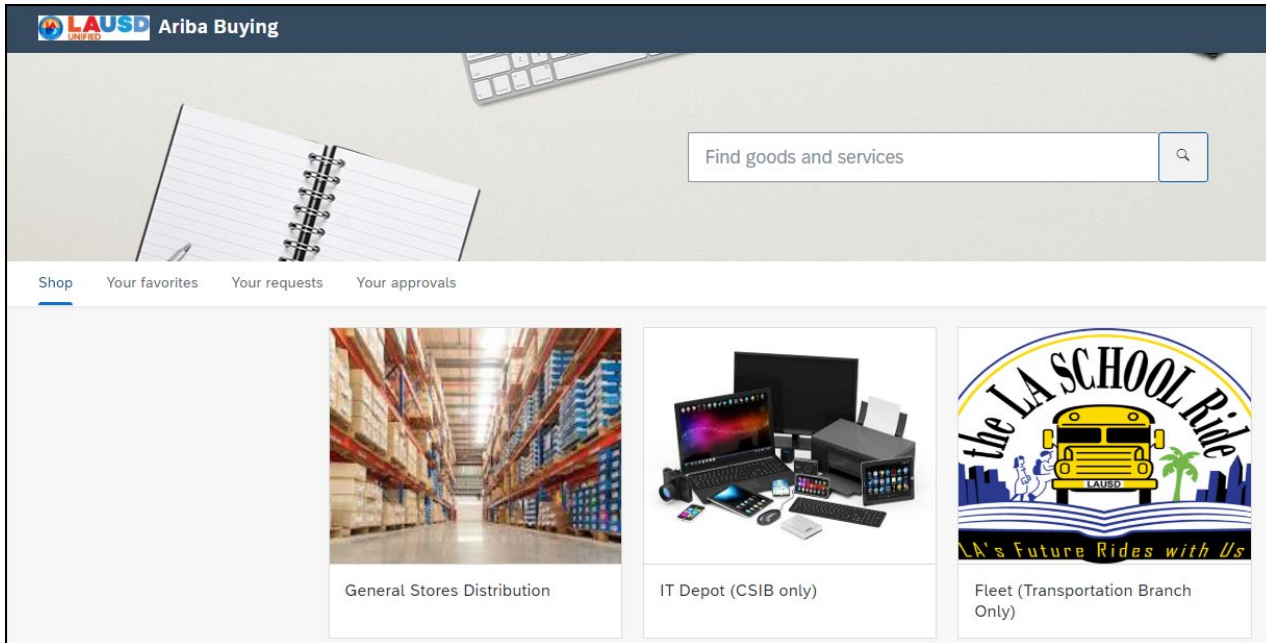

2

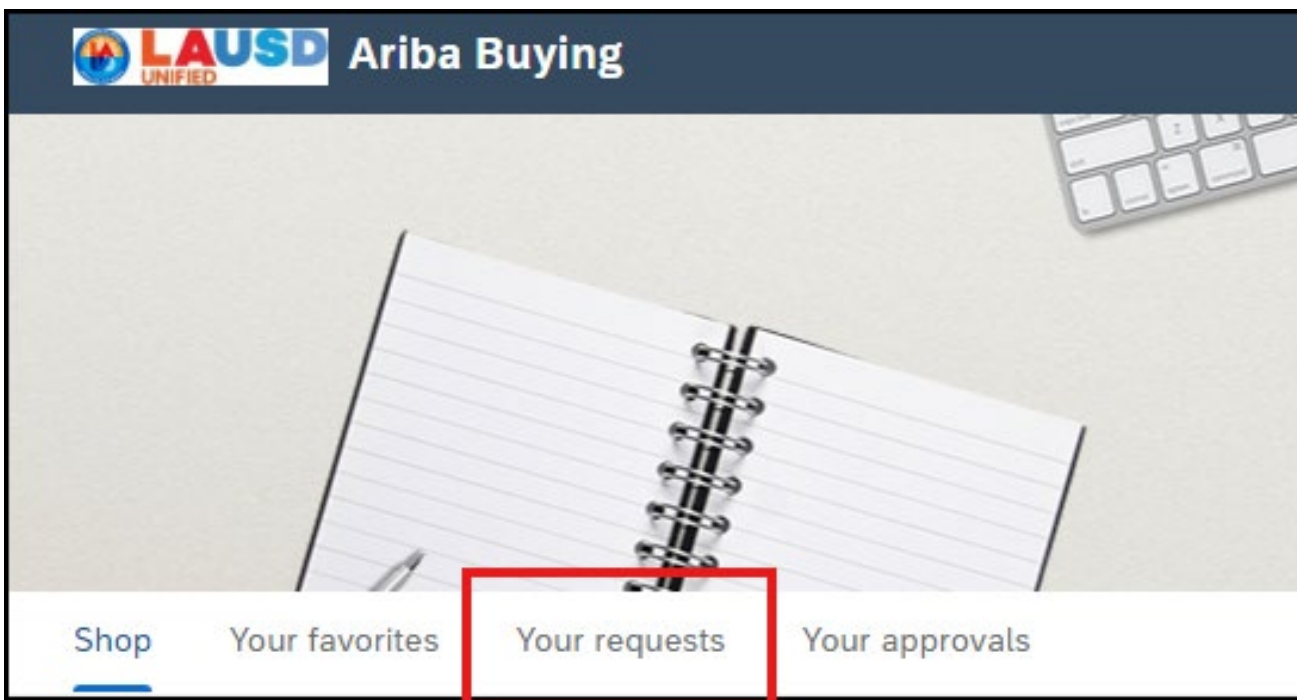1. Click on the "Ariba Shopping Cart" tile.

3

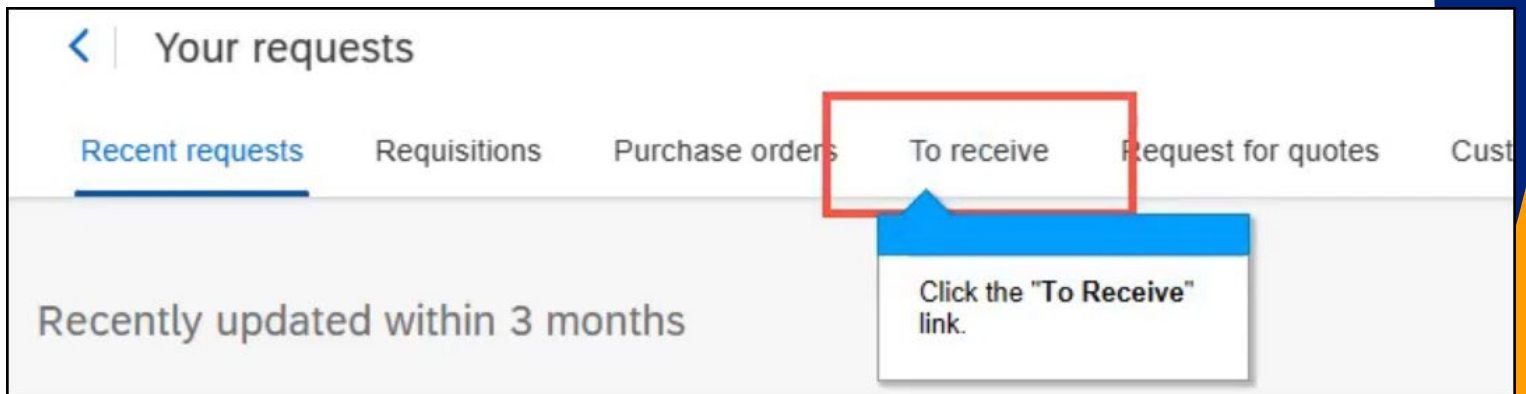You will be directed to the Ariba Guided Buying home page.

4

Click "Your requests" to view all requisitions.

5

Click "To receive". This will show all orders ready for receiving. The requisition must be in "Ordered" or "Receiving" status.

6

Look for the Purchase Order that is ready to receive. Before creating the Good Receipts, verify the order's quantity and condition.

Manually enter the quantity under the Accepted field.

8000030054		Supplier: Cosmic Manifestation				Material
					Enter the accepted amount.	Receive All ⓘ
	🖼	8 Chairs Part number 12345 for teacher's lounge area 8 Chairs Part number 12345 for teacher's lounge area	No. 1	Quantity 8	Prev. Accepted 0	Accepted 0.000
	🖼	2 tables Part number 2345 for teacher's lounge 2 tables Part number 2345 for teacher's lounge	No. 2	Quantity 2	Prev. Accepted 0	Accepted 0.000
	🖼	Coffee machine Part number 34567 for teacher's lounge Coffee machine Part number 34567 for teacher's lounge	No. 3	Quantity 1	Prev. Accepted 0	Accepted 0.000

7

Click "Submit".

Prev. Accepted	Accepted
0	1.000

Click **Submit.** ▶ Submit

8

You will receive a notification that the receipt is confirmed. Click "OK".

fully received, by entering the order number in the **Find an order** search field.

Confirmed receipt submission for 8000030052 ✕

You've successfully received the selected items.

Click OK.

OK
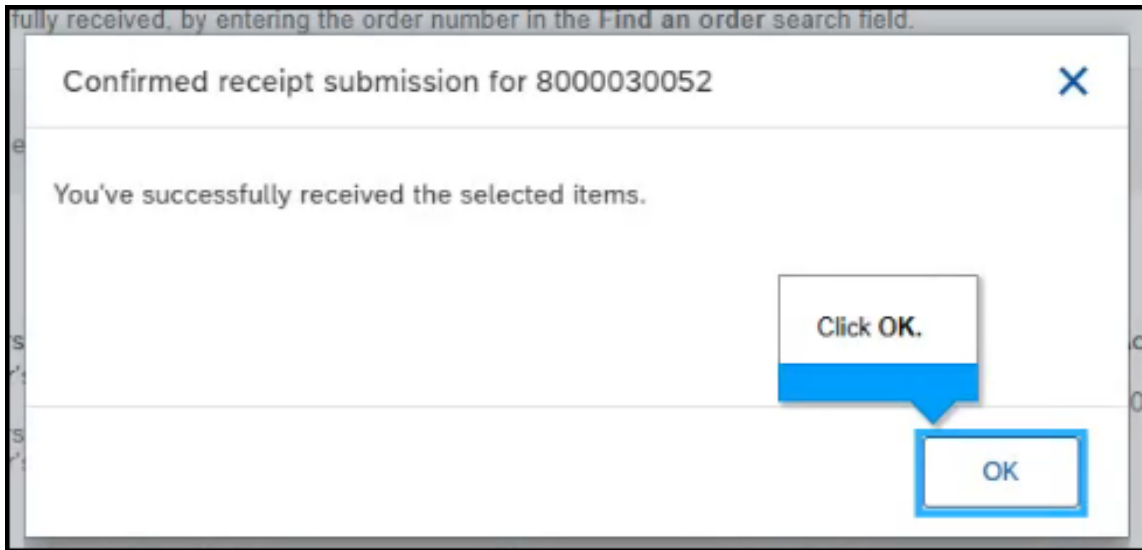
9

To edit the accepted quantities, go to "Your requests".

Find goods and services

Click Your requests.

Shop   Your favorites   Your requests   Your approvals
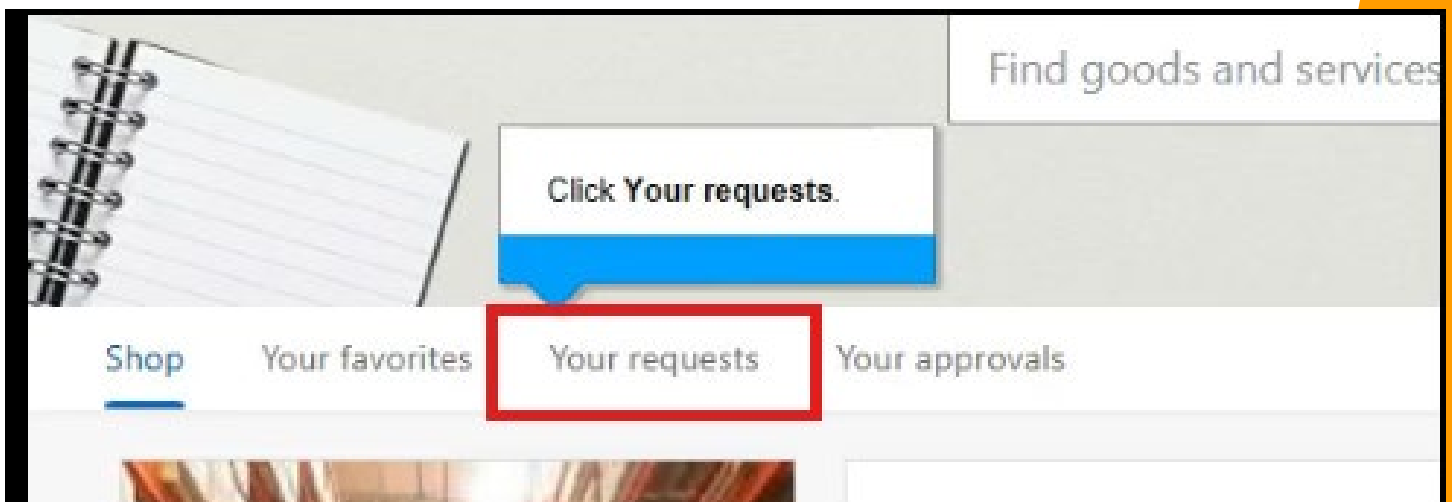
10

Click "To receive".
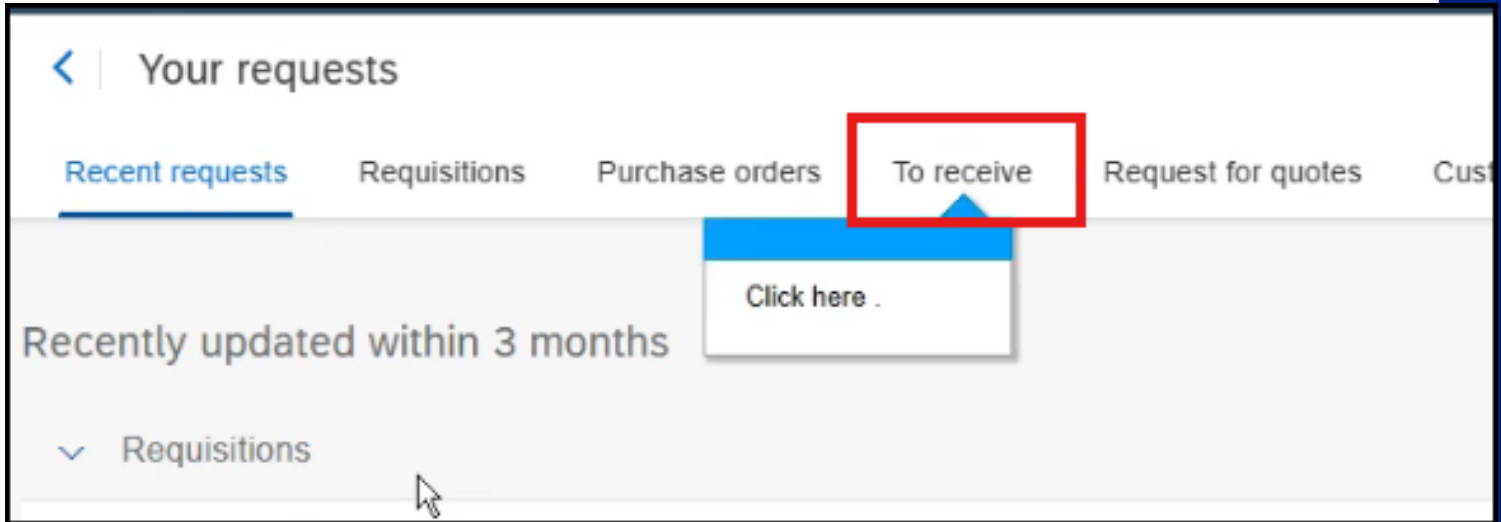
11

Scroll down to find the Purchase Order.

12

To decrease the quantity, enter a negative number in the Accepted field.

			Receive All ⓘ
No.	Quantity	Prev. Accepted	Accepted
1	8	4	-1.000

13

To increase the quantity, enter a number in the Accepted field.

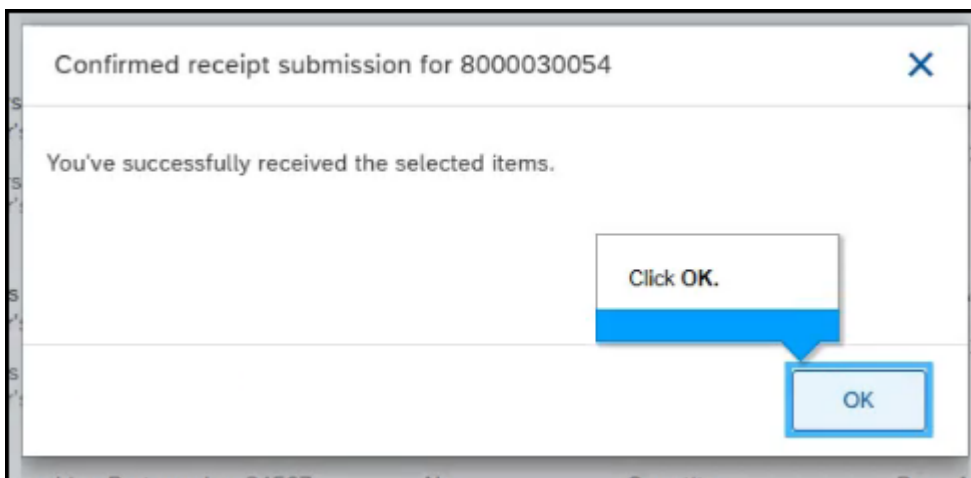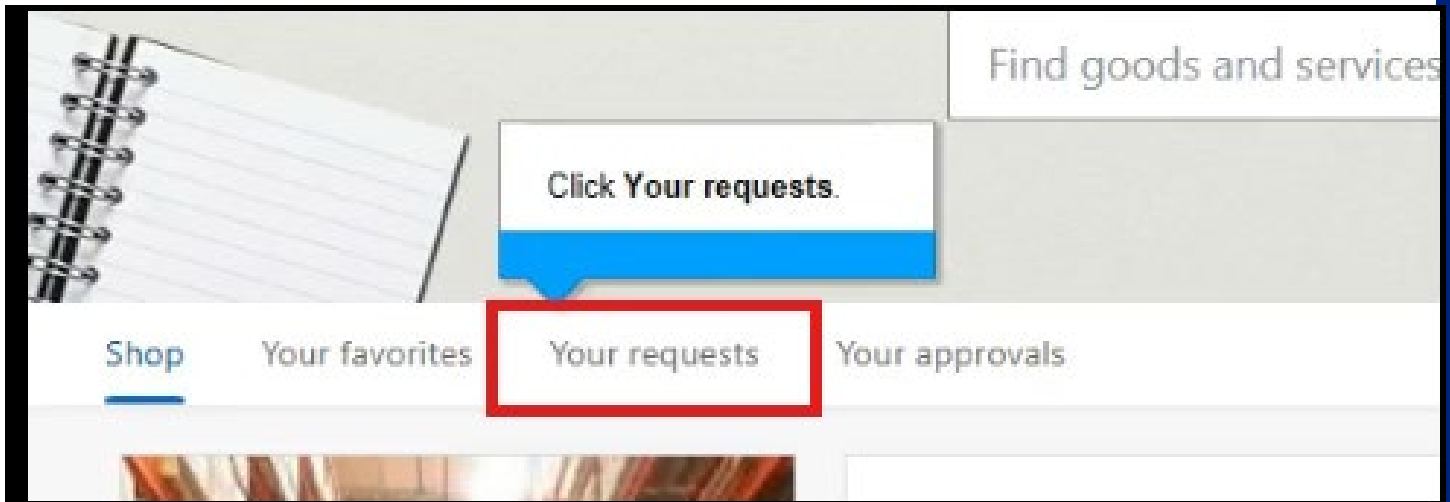|			Receive All ⓘ
No.	Quantity	Prev. Accepted	Accepted
1	8	3	5.000

14

Click "Submit".
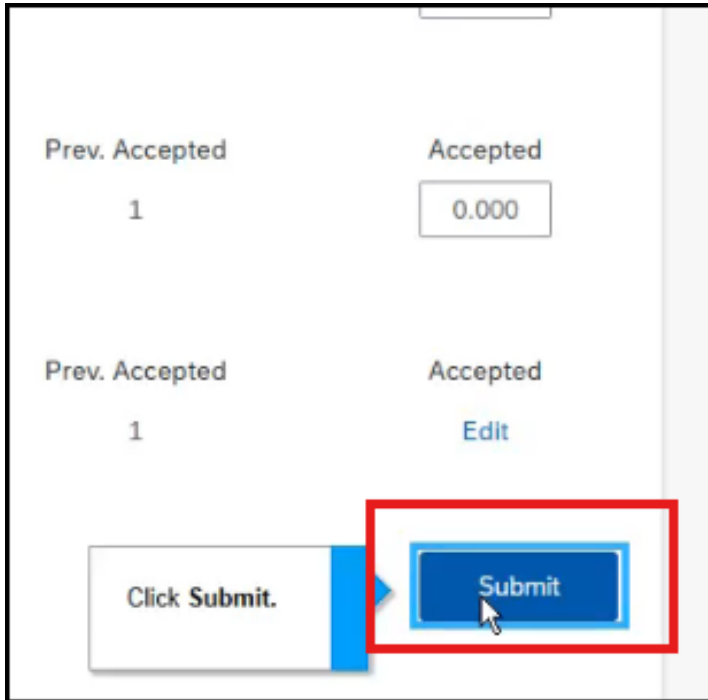
15

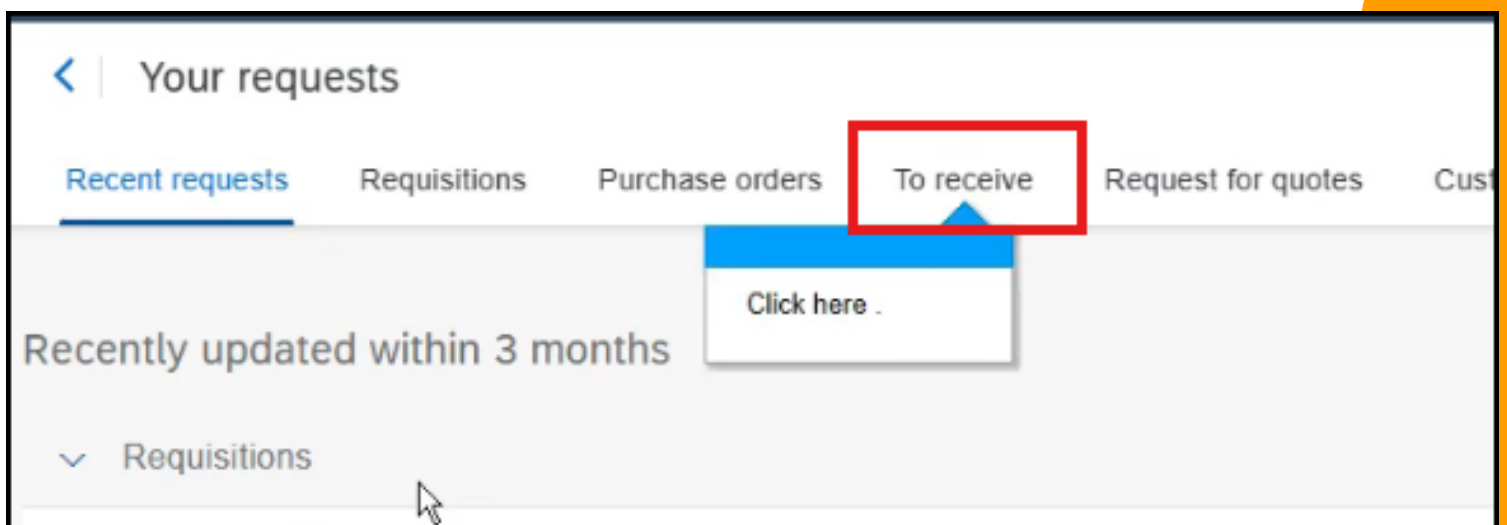You will see a receive confirmation. Click "OK".

16

To view the status, go to "Your requests".

17
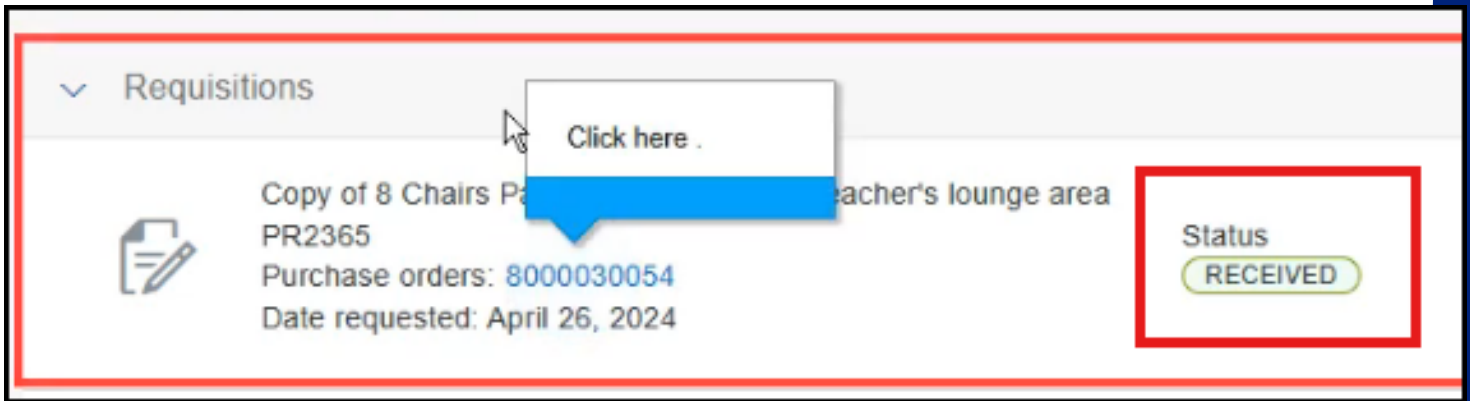
Click "Requisitions".

18

If you received all your items, the Purchase Order status will show "Received". Click on the Received Purchase Order.

19

Each transaction creates a unique transaction number. Scroll down to view. There may be an occasion where the purchasing or finance person may ask for this number to resolve an issue. These documents will always start with RC.

Explanation of Each Status

on July 12, ... Status
SUBMITTED

Submitted means that the PR has been submitted for approval but is not fully approved yet. Receiving is <u>NOT</u> available.

Status
ORDERED

Ordered means that the PR is fully approved and is available to start the Receiving process.

Status
RECEIVING

Receiving means that the PR is fully Approved, a PO has been created, and the order has been <u>partially received</u>.

Status
RECEIVED

Received means that <u>all</u> the items on the Purchase Order have been received, and no further action is required from the requester.

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