

SAP ARIBA

PROCUREMENT SERVICES DIVISION »

END-USER TRAINING

Guided Buying

- General Overview
- Navigation

LOS ANGELES UNIFIED READY FOR THE WORLD

LAUSD UNIFIED

GUIDED BUYING

Agenda

01 Access SAP Ariba

02 General Overview of the Guided Buying Home page

03 Managing User Preferences

GUIDED BUYING

Business Process

Overview

The purpose of this simulation is to show access, general nvaigation, and user preferences in SAP Ariba Guided Buying.

Trigger

A school user needs to access Guided Buying.

Result

Successfully access Guided Buying and manage user preferences

Application

SAP Ariba Guided Buying



GUIDED BUYING
Access

GUIDED BUYING: Access

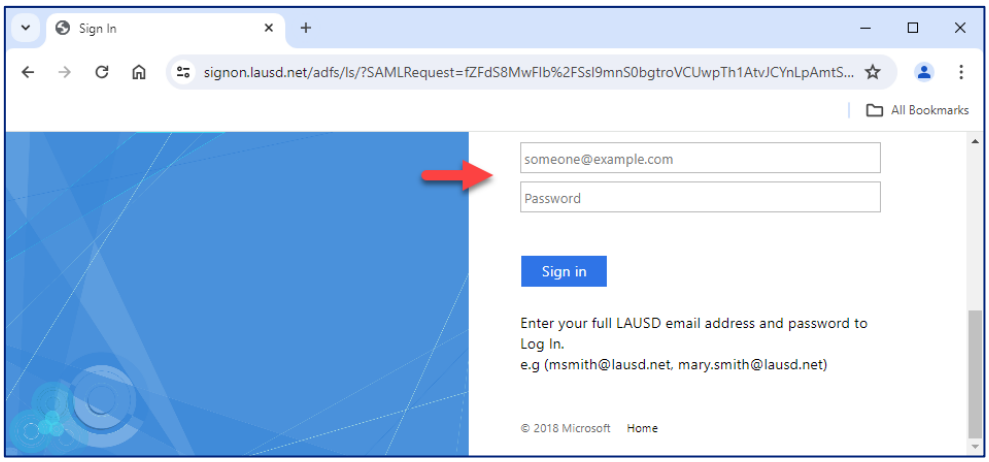
01 Access ESS

Enter 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)



GUIDED BUYING: Access

03 Click ‘Ariba Shopping Cart’ tab

This one of the main available tabs.

04 Click ‘Ariba Shopping Cart’ tile

Based on your access/role, **Ariba Shopping Cart** tile may be one of the tiles available under **Ariba Shopping Cart** tab.



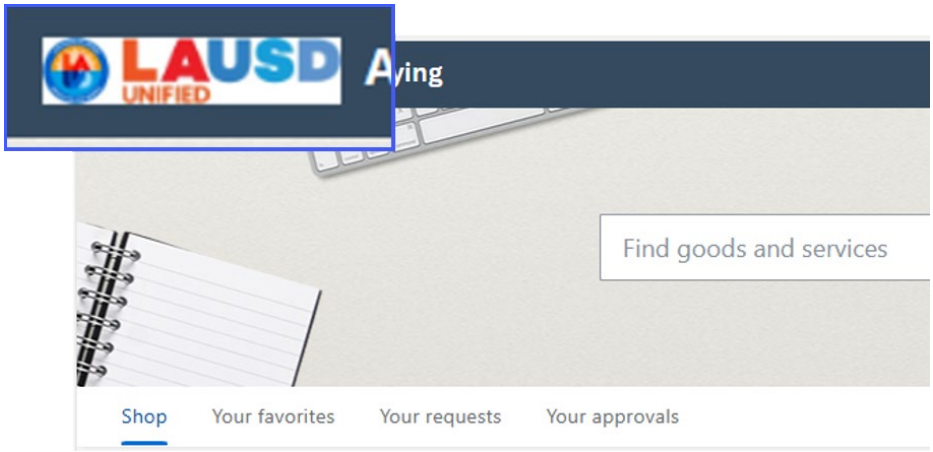


GUIDED BUYING
Navigation

GUIDED BUYING: Navigation

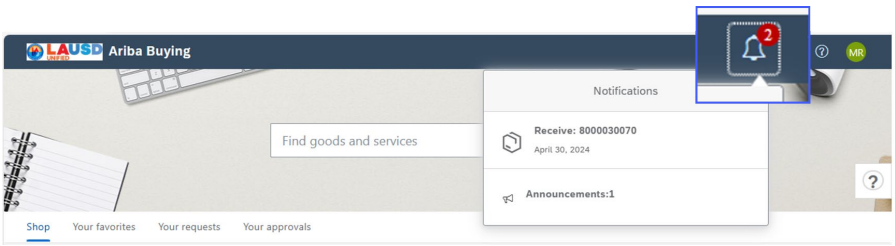
LAUSD Logo

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

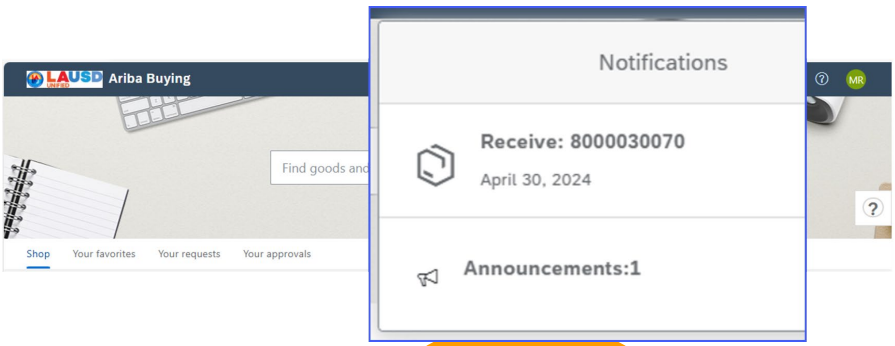


Notifications

Click the bell icon at the top right corner to read the **notifications** sent to you.



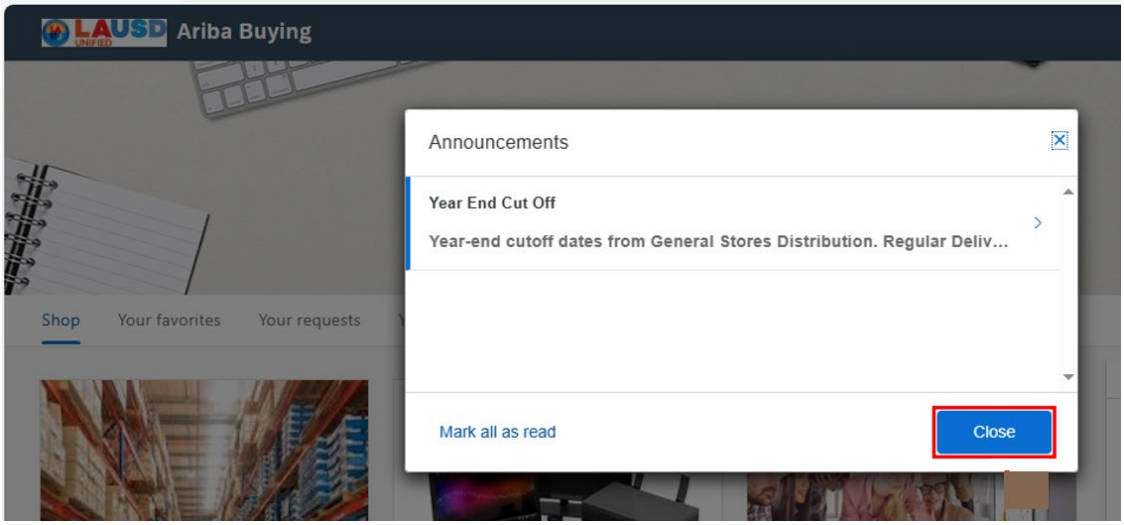
Click the **Announcement** to read the message.



GUIDED BUYING: Navigation

Notifications (con't)

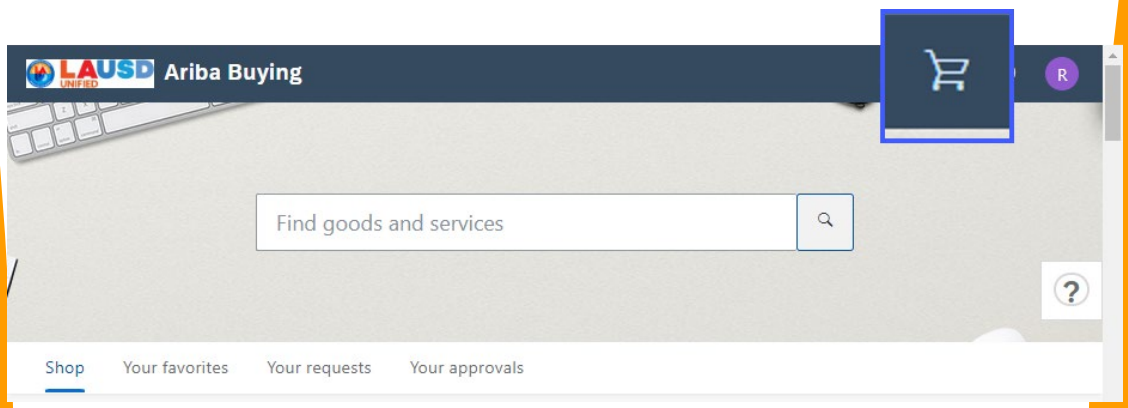
Read the popup message. Click **Close** when done.



Shopping Cart

Shopping Cart icon located at the top right corner.

- The selected items placed in your **Shopping Cart** will remain in the cart until you are ready to place your order.

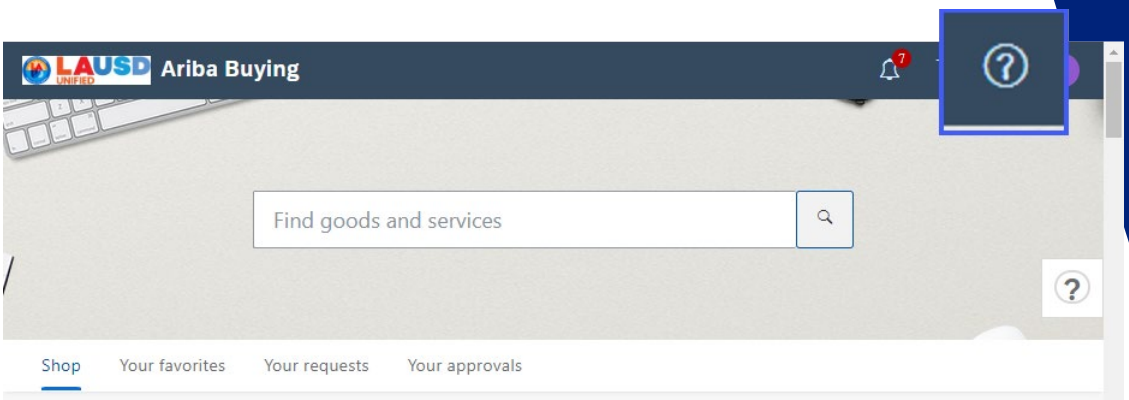


GUIDED BUYING: Navigation

Help

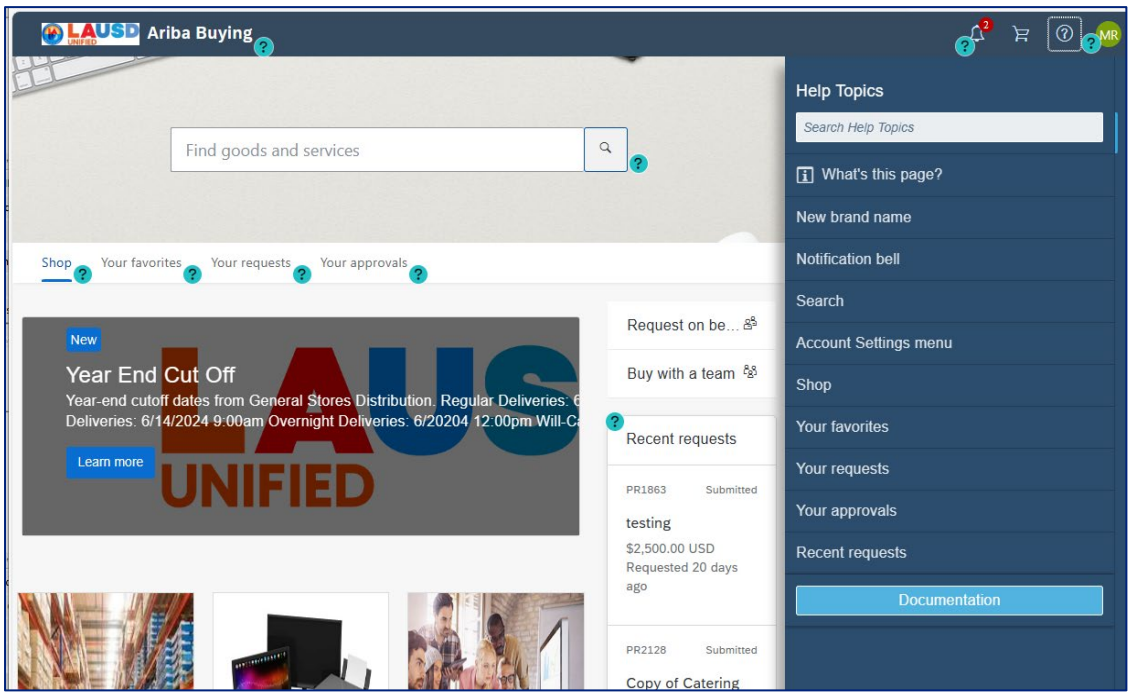
Help icon located at the top right corner.

- Click the icon to open/close the **Help** menu.



Use the **Search** field to look for more **Help** topics.
Click **Documentation** to show the question mark icon **?** for help and tips.

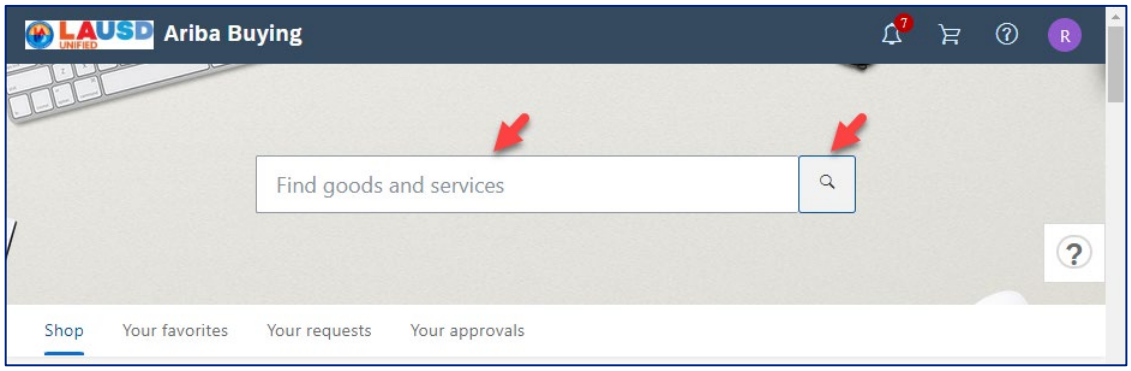
- Mouse over the question mark icon **?** to read about each item.



GUIDED BUYING: Navigation

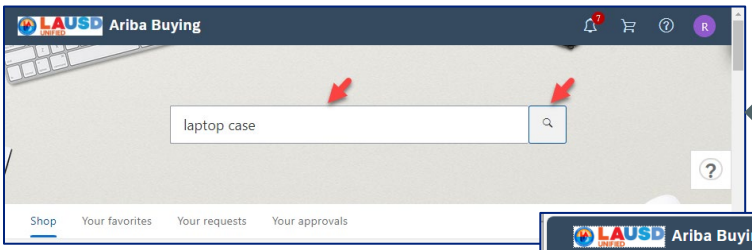
Search

The main **Search** field allows you to search for goods and services on all catalogs.



EXAMPLE: Use the **Search** field to look for laptop case.

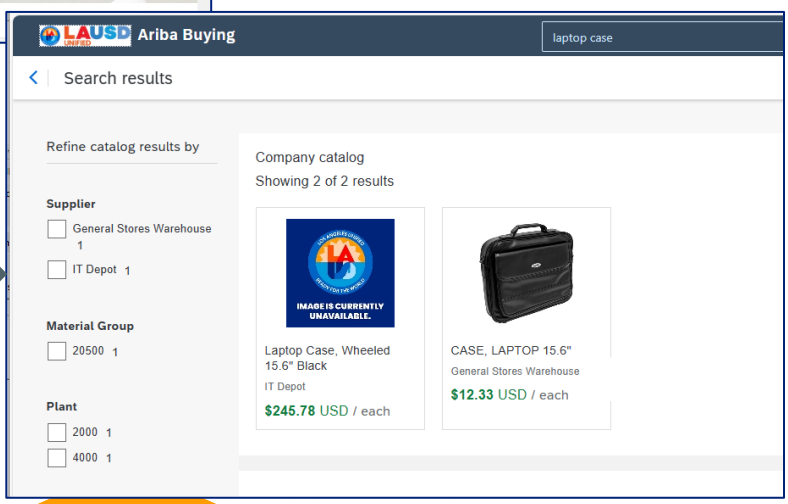
- Enter the words 'laptop case' in the Search field.
- Click the magnifying glass icon 🔍 to activate search.
- Select the item that best fits your needs. [see End-User Training: Purchasing on how to order.]



SEARCH CRITERIA

SEARCH RESULT

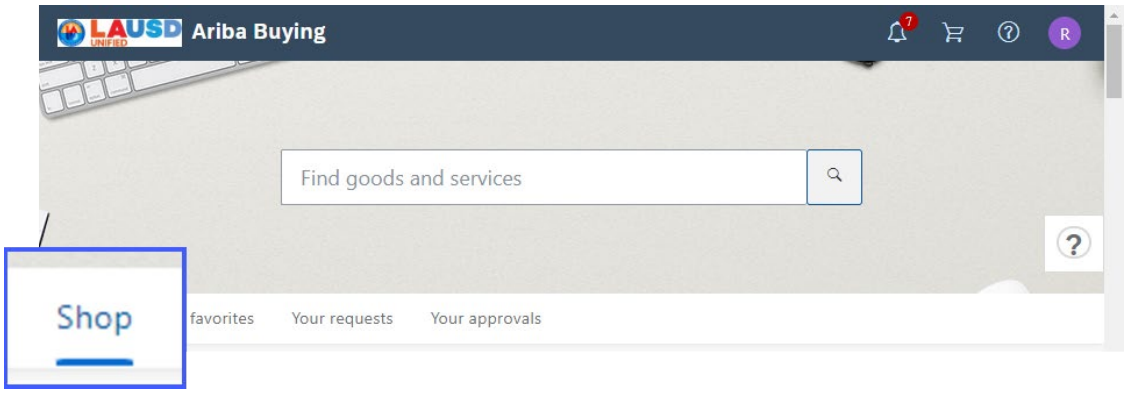
- An item from IT Depot
- An item from General Stores



GUIDED BUYING: Navigation

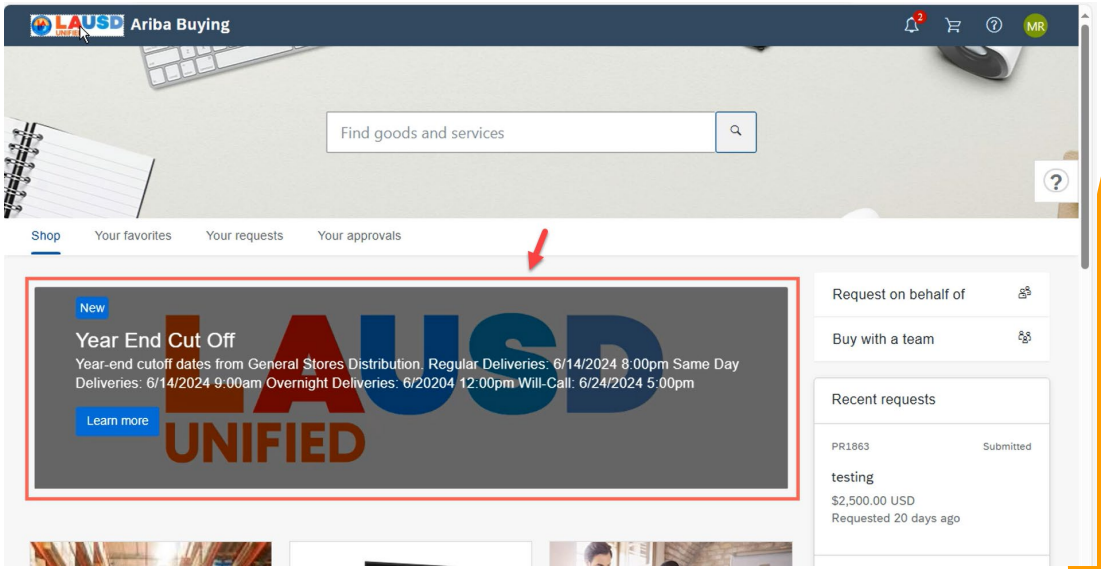
Shop

Shop will show notification and various shopping options as tiles.



This is a notification tile, which will show important messages.

- In this example, the message is regarding 2024 Year-End Cut-Off.



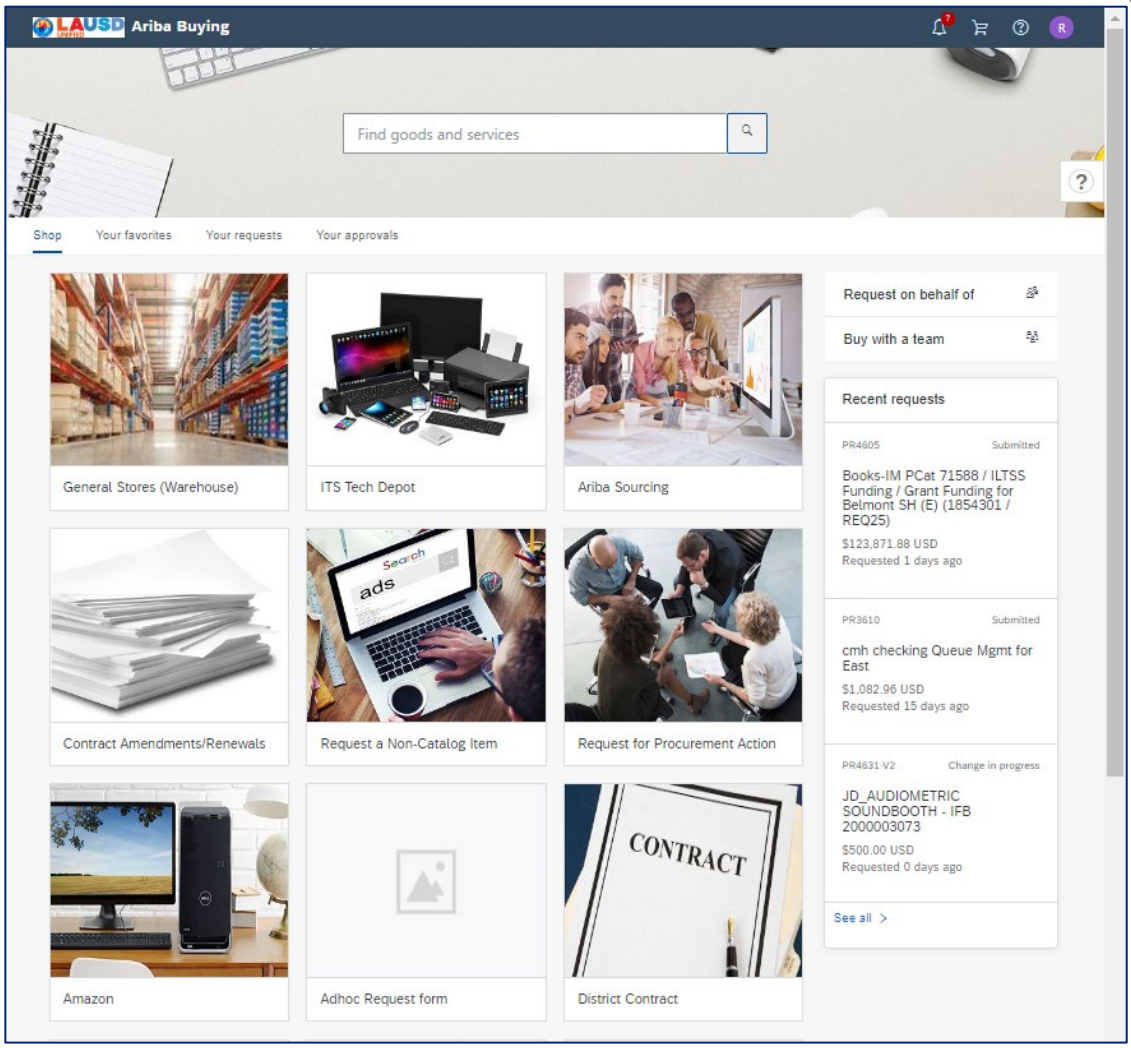
GUIDED BUYING: Navigation

Shop (con't)

The main shopping tiles are...

- General Stores Warehouse
- ITS Tech Depot
- Request a Non-Catalog Item
- Request for Procurement Action

The **Shop** section also includes Recent Requests on the right-hand column.

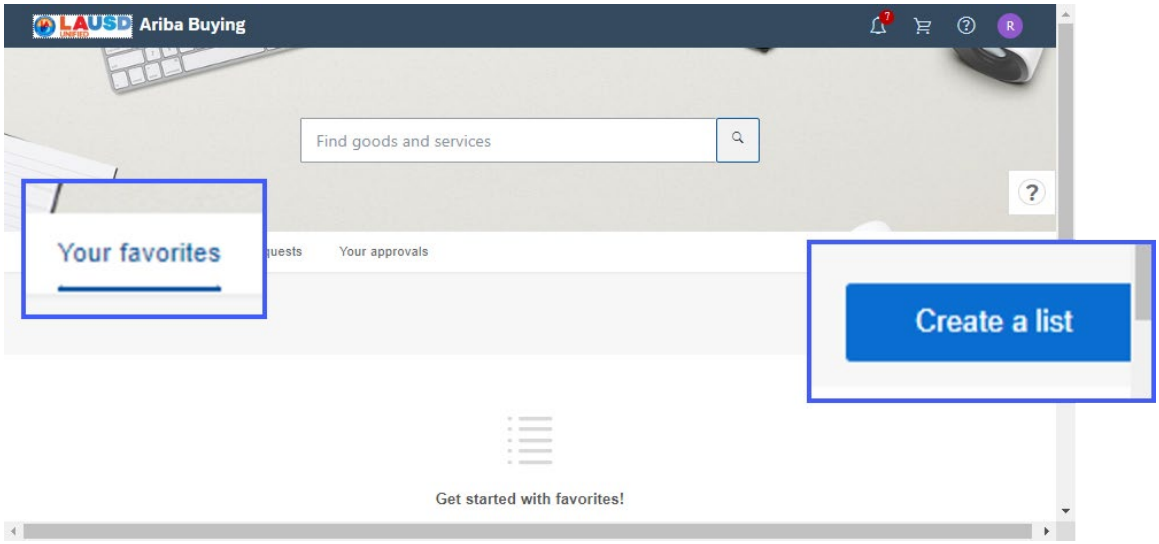


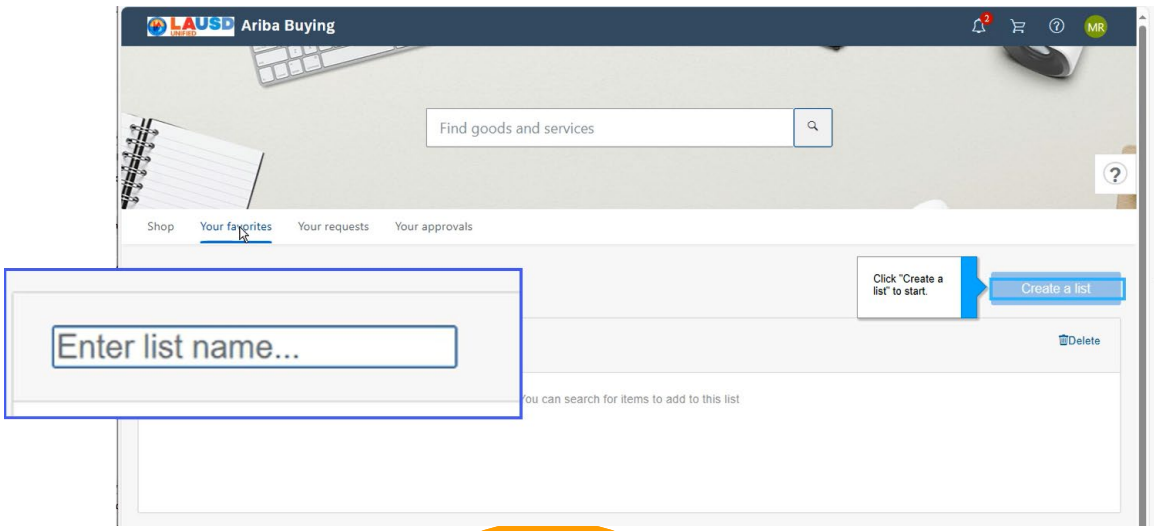
GUIDED BUYING: Navigation

Your Favorites

This is where **your Favorite** items will be listed.

- Click **Create a list** based on your needs such as New Hire, Projects, Class Tasks, etc.
  - Enter the name of the list on the **Enter list name** field.
  - Add/delete created list as needed.
  - This will help organize your commonly purchased items.
- Create as many lists as needed.



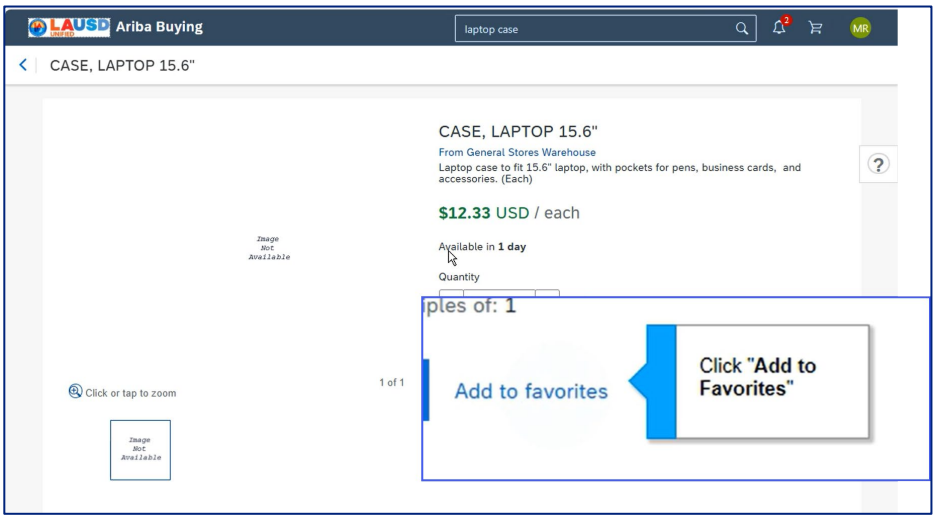


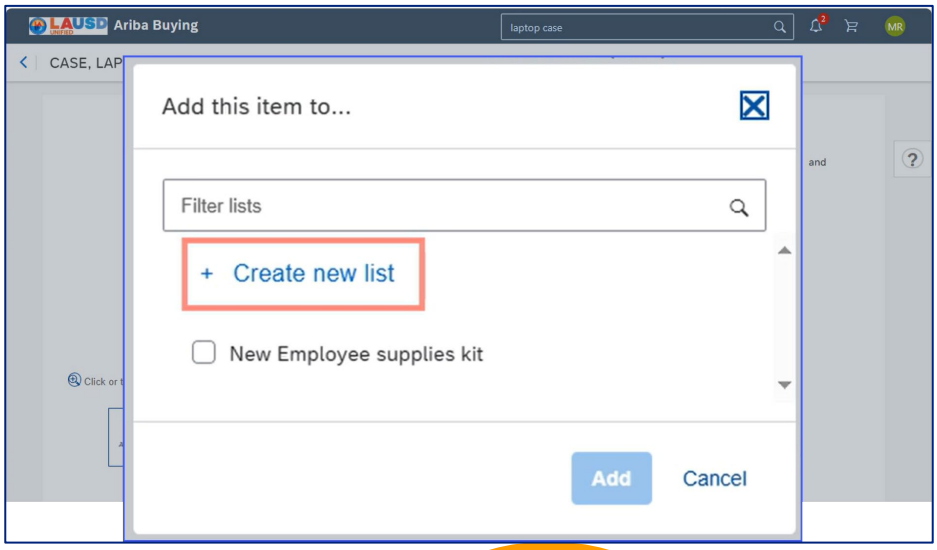
GUIDED BUYING: Navigation

Your Favorites (con't)

Search for selected items to add to **Your Favorites** or to the created list.

- Click selected item from the search results.
- Click **Add to Favorites**.
- Add the selected to **Your Favorites** or to the created list.
  - If there is a created list, then click the check box to select the list.
  - If there is no list, then you can create a list. Follow the prompts.
- Click **Add** to add the selected item.





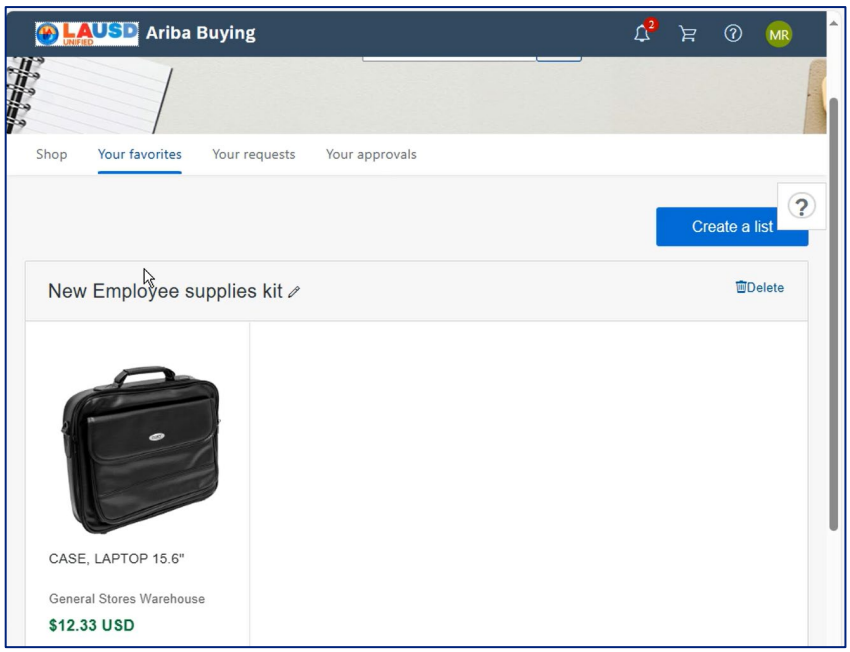
GUIDED BUYING: Navigation

Your Favorites (con't)

Confirm selected items are added to **Your Favorites** or to the created list.

- Click the **LAUSD** logo to return to the **Home** page.
- Click **Your Favorites**.
  - Click the created list where the selected items were added.
  - Add/delete selected items as needed in the list.

Once you've compiled your favorite items and/or created lists, this is the fastest way to place your order.

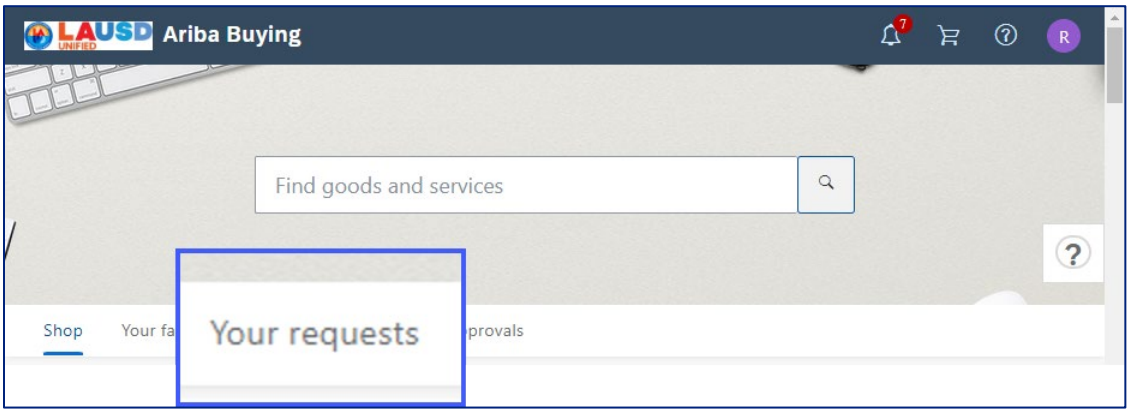


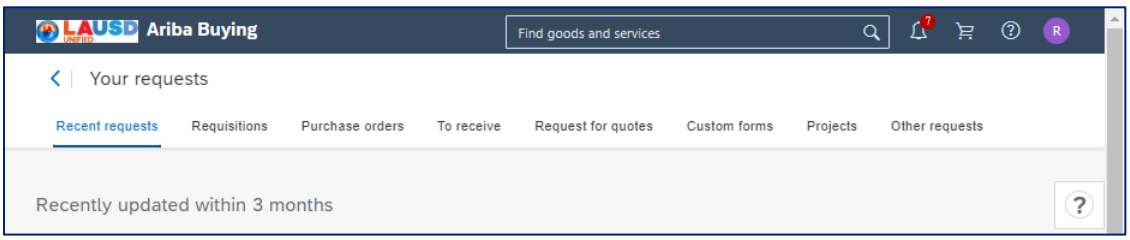
GUIDED BUYING: Navigation

Your Requests

Your Requests will show all your Requisitions.

- **Recent Requests** tab shows updated Requisitions from the last 3 months.
- **Requisitions** tab shows all Requisitions regardless of status and/or age.
  - Use any fields to filter and search for Requisitions.
- **Purchase Orders** tab shows all created Purchase Orders [PO].
  - Use any fields to filter and search for Purchase Orders.
- **To Receive** tab shows fulfilled Purchase Order [partial or full] which requires to be received.

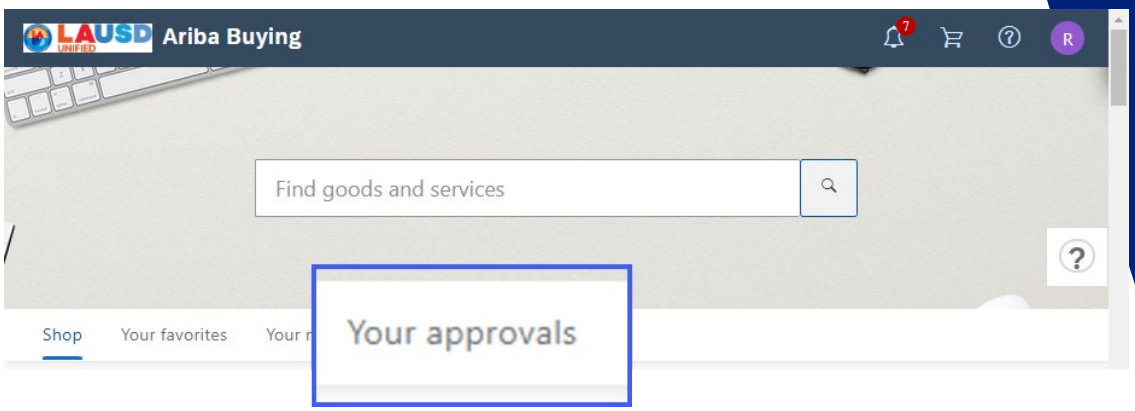




GUIDED BUYING: Navigation

Your Approvals

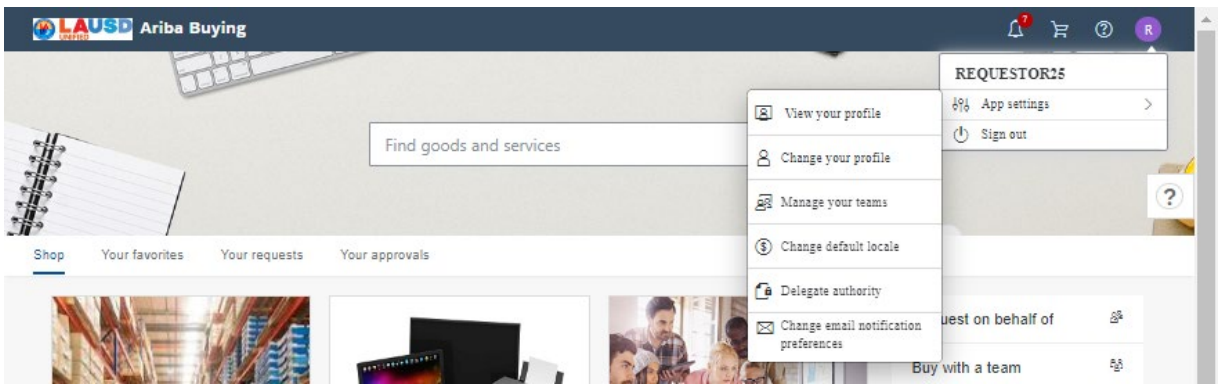
Any pending requests requiring your approval will be listed here.



User Preferences

Click the initials in the upper right-hand corner to access **User Preferences**.

- Click **App settings**.
  - Click **Change your profile**.
    - Update your profile accordingly to ensure your requisitions have the correct contact information.
    - Common information fields will populate on the requisition from your profile.

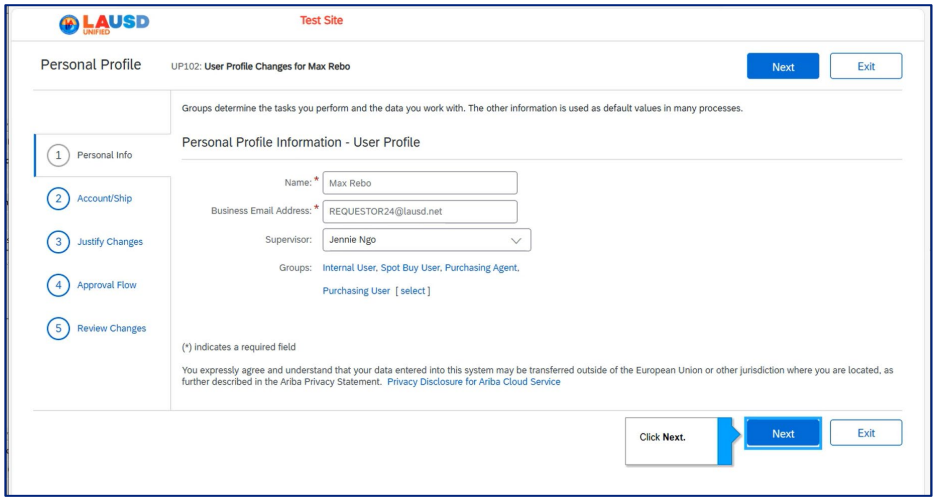


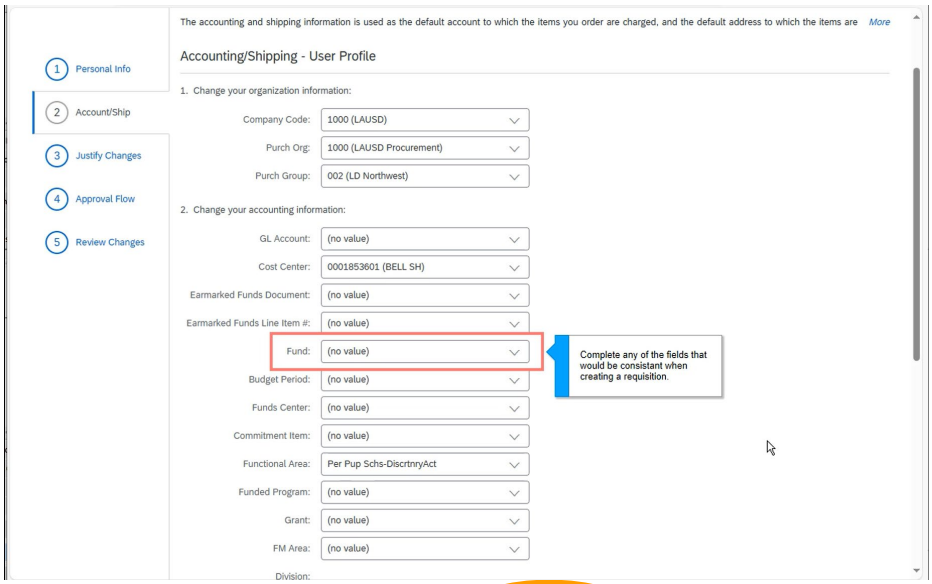
GUIDED BUYING: Navigation

User Preferences (con't)

Change your profile has five sections.

1. **Personal Information** – information captured from Single Sign-On [SSO].
2. **Account/Ship** – update if you have preferred location and funding.
3. **Justify Changes –** optional comments and attachments.
4. **Approval Flow** – may be required.
5. **Review Changes** – click **Submit** if entered data is correct. Preferences will update upon approval.





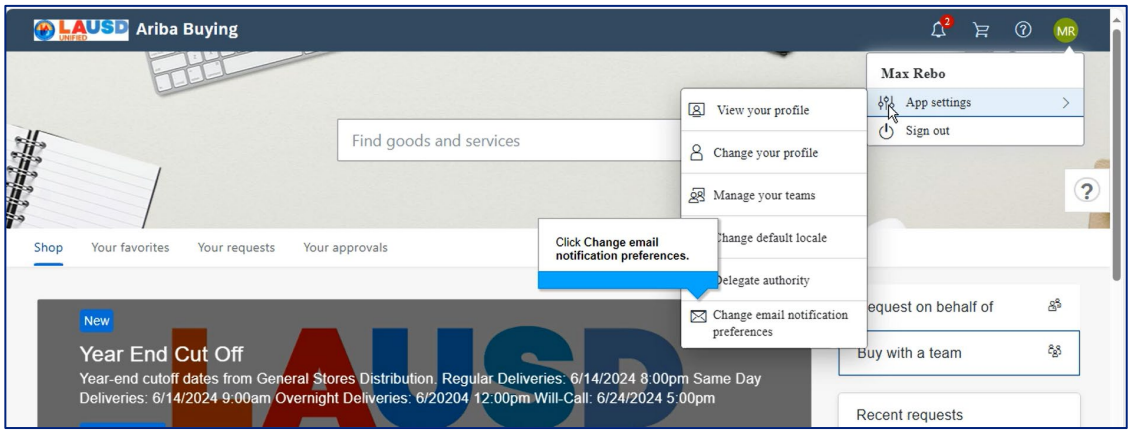
GUIDED BUYING: Navigation

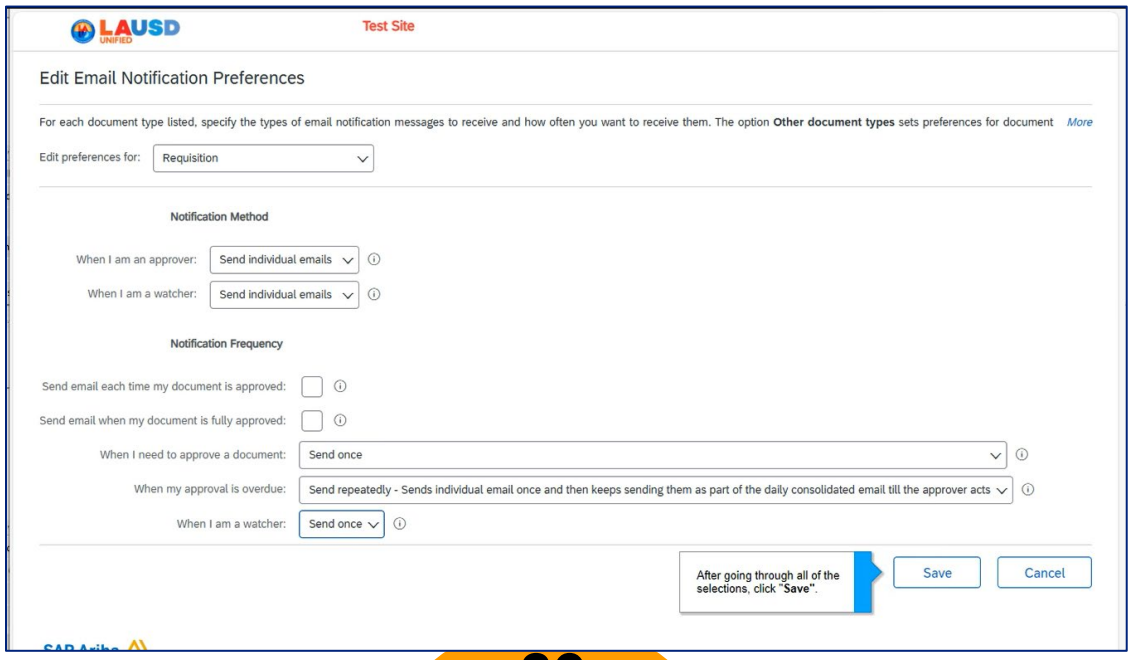
User Preferences (con't)

Click the initials in the upper right-hand corner to access **User Preferences**.

- Click **App settings**.
  - Click **Change Email Notification Preferences**.
    - Update email preferences.
    - Click **Save**. Then, click **Yes** on the confirmation screen.

This allows which emails to be sent and how often based on your selection criteria.





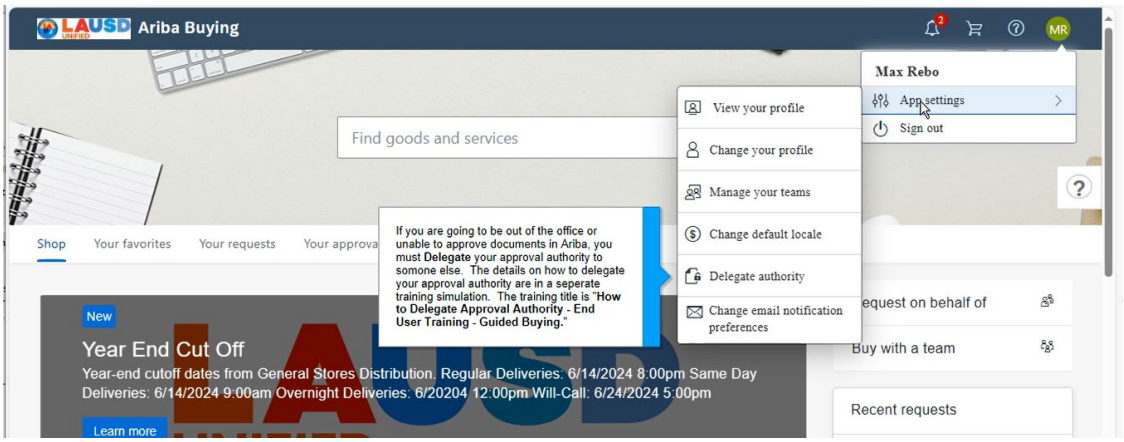
GUIDED BUYING: Navigation

User Preferences (con't)

Click the initials in the upper right-hand corner to access **User Preferences**.

- Click **App settings**.
  - Click **Delegate Authority**.
    - see End-User Training – Guided Buying: How to Delegate Authority

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



GUIDED BUYING

Key Takeaways

- SAP Ariba uses Single Sing-On [SSO] technology.
  - Access ESS, enter your password, and click on the Guided Buring tile.
- On the **Guided Buying** home page, the bell icon will show your notifications.
- Use the main **Search** bar in the center of the screen to search all catalogs.
- Commonly purchased items can be save to a Favorites list.
- Use the **Request a Non-Catalog** tile for purchases that is not in a catalog,
- To access **User Preferences**, click the icon with your initials at upper right-hand corner.



End of Training
Thank you!