

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

P2P Core

How to Access Queue
Management for Buyers

The purpose of this job aid is to show how to access queue management for Buyers.

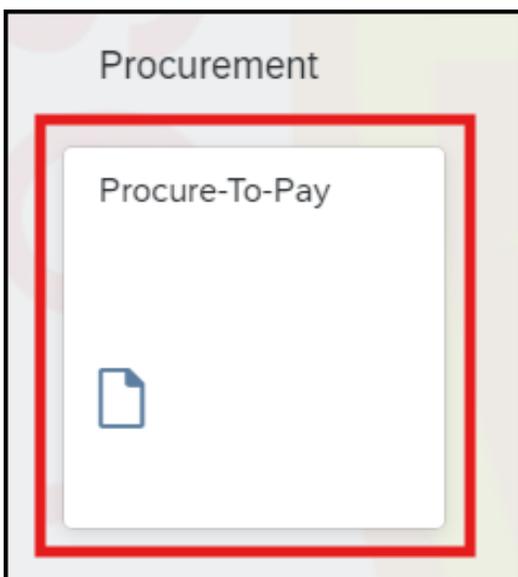
1

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



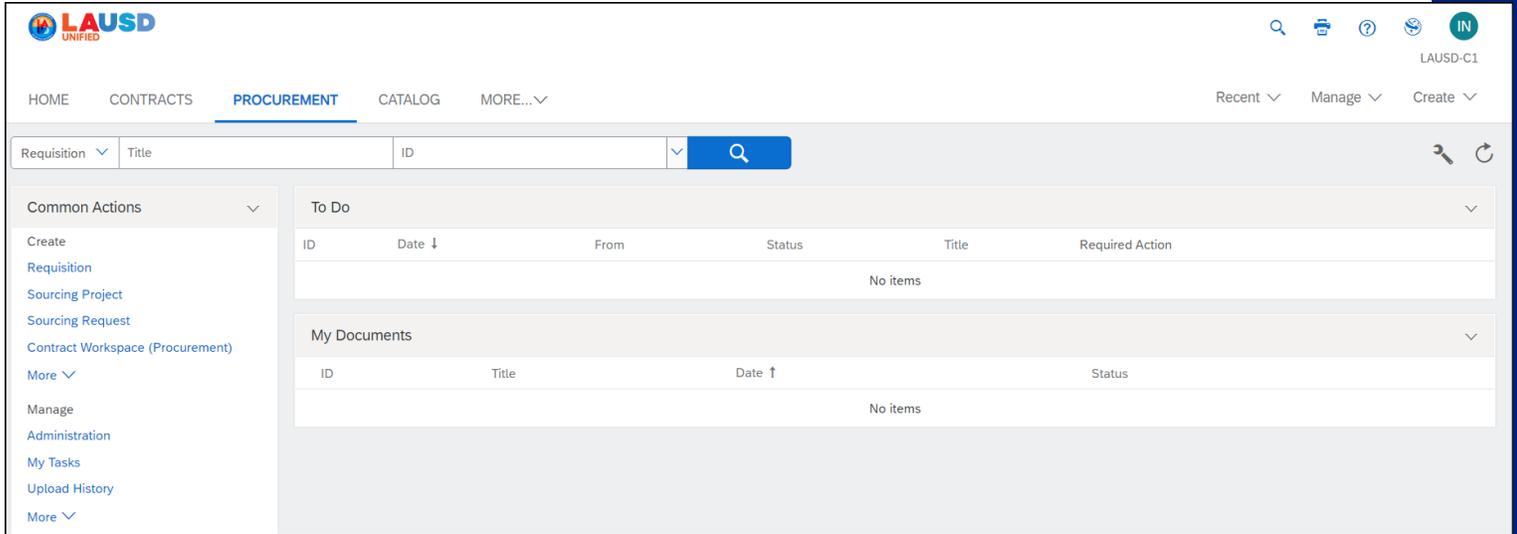
2

Click on the “**Procure to Pay**” tile.



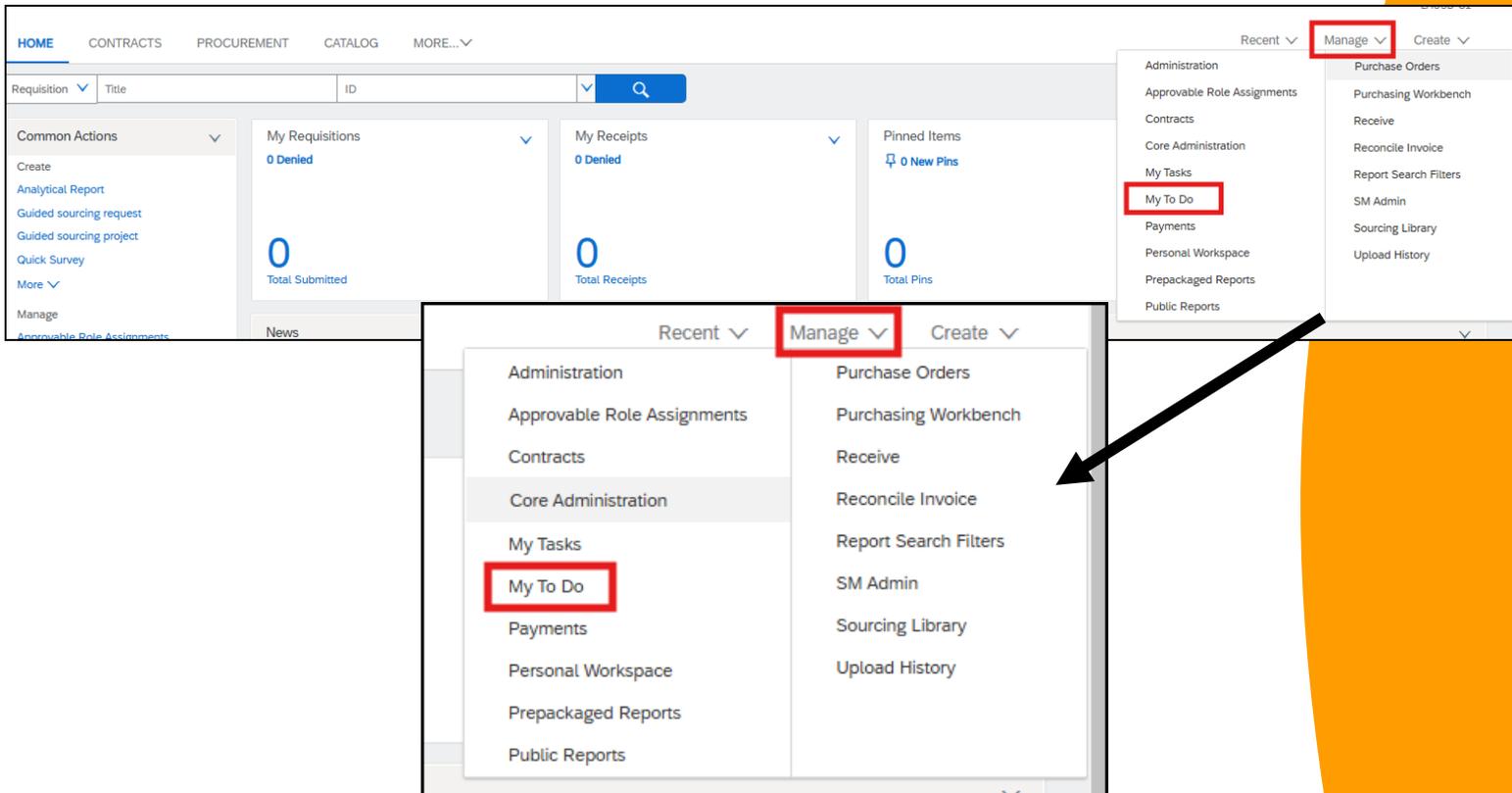
3

You will be directed to the Ariba P2P page.



4

Click **Manage** → **My To Do**.



5

Click **Unassigned Queue Items**.

The screenshot shows a web interface with a navigation bar at the top containing 'HOME', 'CONTRACTS', 'PROCUREMENT', 'CATALOG', and 'MORE...'. Below the navigation bar is a 'To Do' section with a sub-header: 'You are included in the approval flow for the requests in the "My Items" section and are required to reconcile, approve, or deny each request assigned to you. You can...'. The main content area is titled 'To Do Controller' and features a 'View:' section with two radio buttons: 'My Items' (which is selected) and 'Unassigned Queue Items' (which is highlighted with a red box). Below the view selection are two dropdown menus: 'Approvable Type:' set to 'No Choice' and 'Queue:' set to 'No Choice'. At the bottom, there is a 'Search Filters' section with input fields for 'Title:' and 'ID:'.

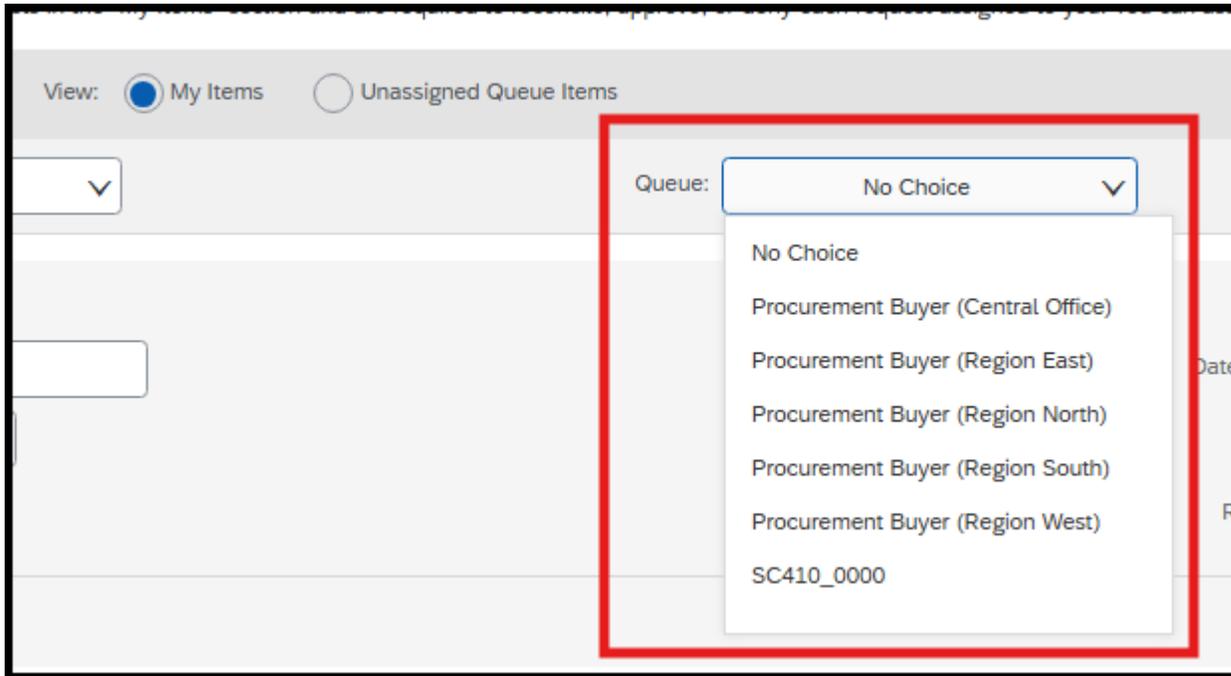
6

Click the down arrow to expand the **Queue** option.

This screenshot is identical to the one above, but with a red box highlighting the 'Queue:' dropdown menu. The dropdown is expanded, showing the text 'No Choice' and a downward-pointing arrow. The 'Unassigned Queue Items' radio button remains selected.

7

Click your Region. Each Region has its own assigned Purchase Requisitions.



8

You have the option to search by the Purchase Requisition ID.



9

Enter the Purchase Requisition ID# then click **Search**.

You are included in the approval flow for the requests in the "My Items" section and are required to reconcile, approve, or deny each request assigned to you. You can assign requests to yourself from the unassigned queue or return requests to the queue. To view details about a request, click the request ID.

To Do Controller View: My Items Unassigned Queue Items Clean Up

Approvable Type: No Choice Queue: Procurement Buyer (Region West) Get and Open Next Item Get Next Items

Search Filters

Title:

ID:

Date Created: No Choice

Preparer: (select a value) [select]

Requester: (select a value) [select]

Search Reset

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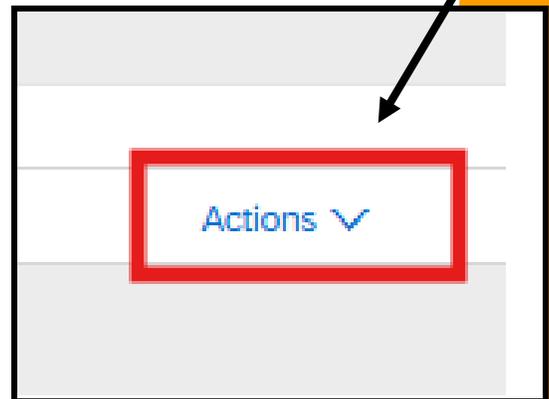
Click **Actions**.

ID: Preparer: (select a value) [select] Requester: (select a value) [select]

Search Reset

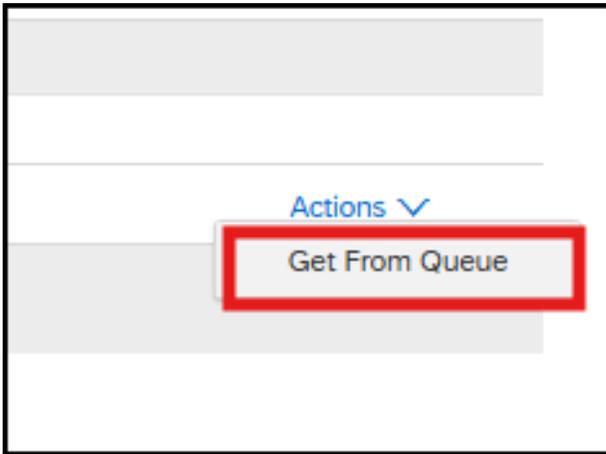
To Do Found 1 item

| Type | ID | Requester | Date Submitted ↓ | Date Created | Title | Total | |
|--------------------------|---------|-----------|------------------|--------------|-----------|----------------|--|
| <input type="checkbox"/> | PR64574 | RUBY GOLD | 4 Dec 2024 | 3 Dec 2024 | ANDY MARK | \$1,703.64 USD | Actions <input type="button" value="Get From Queue"/> |



11

Click **Get From Queue**. Message will indicate that the Purchase Requisition has been assigned to you.



12

You also have the option to check multiple Purchase Requisitions by checking the boxes.

| To Do | | | | | | | Found 51 items |
|-------------------------------------|------------|-------------------------|------------------|--------------|--------------------------------|--|----------------|
| Type | ID | Requester | Date Submitted ↓ | Date Created | Title | | |
| ▼ Status: Submitted (51) | | | | | | | |
| <input type="checkbox"/> | PR64574 | RUBY GOLD | 4 Dec 2024 | 3 Dec 2024 | ANDY MARK | | |
| <input checked="" type="checkbox"/> | PR50507-V2 | BLANCA HERNANDEZ SIERRA | 3 Dec 2024 | 3 Dec 2024 | W 362175 PR50507 Westchester M | | |
| <input type="checkbox"/> | PR64606 | MIRIAM PERAZA | 3 Dec 2024 | 3 Dec 2024 | Early Breakfast | | |
| <input checked="" type="checkbox"/> | PR64294 | CAROLYN GARCIA | 3 Dec 2024 | 3 Dec 2024 | TXT MAINTENANCE LIGHT REPAIR | | |
| <input checked="" type="checkbox"/> | PR55568 | MAGDA DONO | 3 Dec 2024 | 7 Nov 2024 | W LRP 363376, PR55568, MAR VIS | | |
| <input type="checkbox"/> | PR64327 | ALMA TORRES DE RAEZ | 3 Dec 2024 | 3 Dec 2024 | HR Chromebook | | |

13

Click **Get From Queue**.

To Do

| Type | ID | Requester | Date Submitted ↓ | Date Cre | |
|-------------------------------------|---|------------|-------------------------|------------|------------|
| ▼ Status: Submitted (51) | | | | | |
| <input type="checkbox"/> |  | PR64574 | RUBY GOLD | 4 Dec 2024 | 3 Dec 2024 |
| <input checked="" type="checkbox"/> |  | PR50507-V2 | BLANCA HERNANDEZ SIERRA | 3 Dec 2024 | 3 Dec 2024 |
| <input type="checkbox"/> |  | PR64606 | MIRIAM PERAZA | 3 Dec 2024 | 3 Dec 2024 |
| <input checked="" type="checkbox"/> |  | PR64294 | CAROLYN GARCIA | 3 Dec 2024 | 3 Dec 2024 |
| <input checked="" type="checkbox"/> |  | PR55568 | MAGDA DONO | 3 Dec 2024 | 7 Nov 2024 |
| <input type="checkbox"/> |  | PR64327 | ALMA TORRES DE BAEZ | 3 Dec 2024 | 3 Dec 2024 |

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Message will indicate that you have assigned the PR to yourself.

You are included in the approval flow for the requests in the "My Items" section and are required to reconcile, approve, or deny each request.

You have assigned PR64574 to yourself

To Do Controller

View: My Items Unassigned Queue Items

Approvable Type: ▼

Queue:

15

Switch back from unassigned queue to your items by choosing **"My Items"**.

To Do

You are included in the approval flow for the requests in the "My Items" section and are required to reconcile, approve, or deny.

To Do Controller View: My Items Unassigned Queue Items

Approvable Type: No Choice Queue:

▼ Search Filters

Title:

ID:

16

Click on the PR# to review and approve/deny.

To Do

| Type | ID | Requester | Date Created |
|--------------------------|-------------------------|-------------|--------------|
| ▼ Status: Submitted (1) | | | |
| <input type="checkbox"/> | PR55734 | ROXANE LUNA | 7 Nov 2024 |

17

Scroll down to view requisitions assigned to you.

To Do Found 6 items

| <input type="checkbox"/> | Type | ID | Requester | Date Submitted | Status | Title | Total | Assigned Age ↓ | Actions |
|--------------------------|------|-----------|--------------|----------------|-----------|---|------------------|----------------|---------|
| <input type="checkbox"/> | PR | PR4839 | REQUESTOR25 | 6 Jun 2024 | Submitted | JD_ITD DEPOT SOURCING EVENT | \$1,711.05 USD | 159 Days | Actions |
| <input type="checkbox"/> | PR | PR5171 | REQUESTOR10 | 10 Jun 2024 | Submitted | TEST | \$1.10 USD | 156 Days | Actions |
| <input type="checkbox"/> | PR | PR4631-V2 | REQUESTOR25 | 5 Jun 2024 | Submitted | JD_AUDIOMETRIC SOUNDBOOTH - IFB 2000003073 | \$164,750.00 USD | 153 Days | Actions |
| <input type="checkbox"/> | PR | PR5605 | SUPPCTRREQ02 | 13 Jun 2024 | Submitted | FRONT LOADING CHARGING CART 36 UNIT | \$2,764.14 USD | 152 Days | Actions |
| <input type="checkbox"/> | PR | PR6042 | REQUESTOR25 | 21 Jun 2024 | Submitted | Typewriter - Ref PO to Contract as Buyer_JD | \$438.00 USD | 145 Days | Actions |
| <input type="checkbox"/> | PR | PR7273-V2 | SUPPCTRREQ01 | 14 Aug 2024 | Submitted | Remove Contract After PO Issuance Test_JD | \$180.00 USD | 91 Days | Actions |

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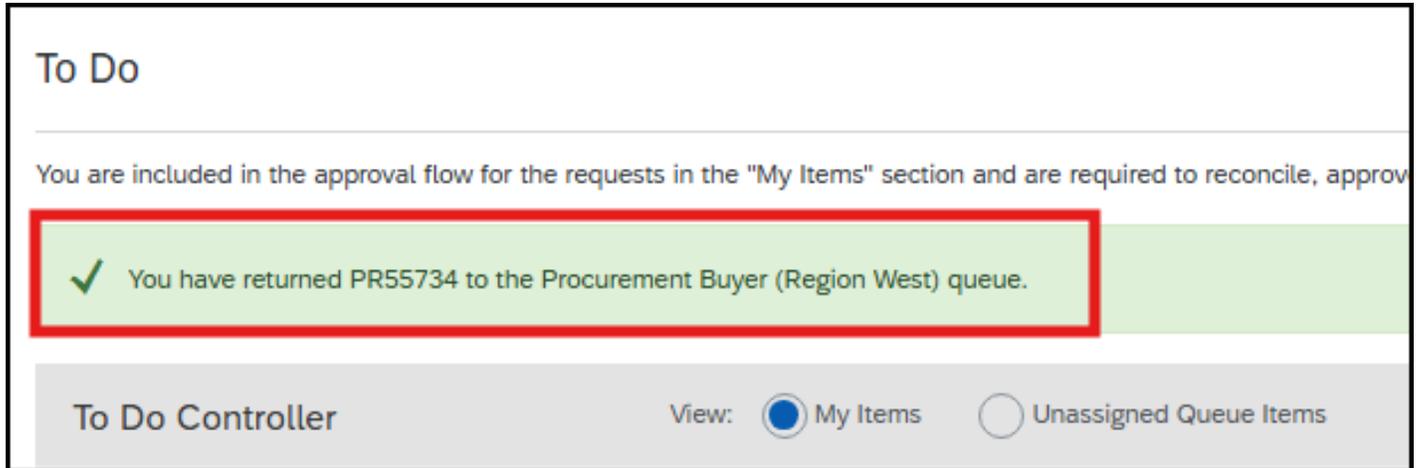
To return a Purchase Requisition back into the Region Queue, choose the PR (in My Items) → click **Return to Queue**.

To Do Found 2 items

| <input type="checkbox"/> | Type | ID | Requester | Date Created | Title |
|-------------------------------------|------|---------|-------------|--------------|--|
| <input checked="" type="checkbox"/> | PR | PR55734 | ROXANE LUNA | 7 Nov 2024 | W LRP 363401, PR55734, MARINA DEL REY MS, 310-578-2711 |
| <input type="checkbox"/> | PR | PR64574 | RUBY GOLD | 3 Dec 2024 | ANDY MARK |

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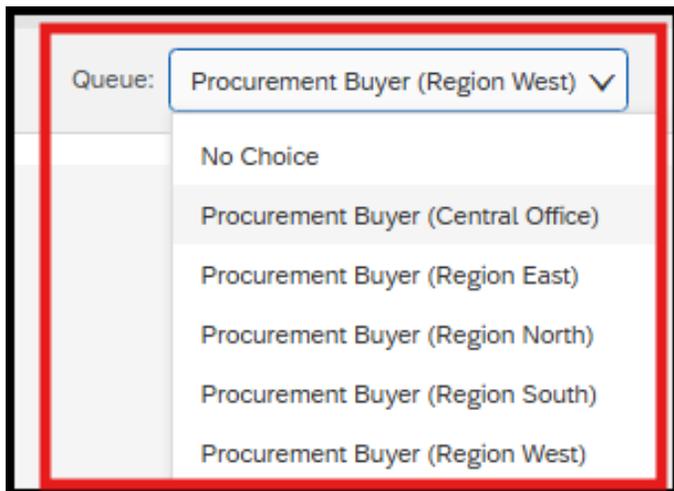
Message will indicate that the Purchase Requisition was returned to the queue.



The screenshot shows a 'To Do' notification. At the top, it says 'To Do'. Below that, a line of text reads: 'You are included in the approval flow for the requests in the "My Items" section and are required to reconcile, approve'. A green message box with a checkmark icon contains the text: 'You have returned PR55734 to the Procurement Buyer (Region West) queue.' Below the message box, there is a 'To Do Controller' label and a 'View:' section with two radio buttons: 'My Items' (which is selected) and 'Unassigned Queue Items'.

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If you are overseeing multiple Regions, ensure that you are in the correct Queue.



The screenshot shows a dropdown menu for selecting a queue. The label 'Queue:' is followed by a dropdown box currently showing 'Procurement Buyer (Region West)'. The dropdown menu is open, showing the following options: 'No Choice', 'Procurement Buyer (Central Office)', 'Procurement Buyer (Region East)', 'Procurement Buyer (Region North)', 'Procurement Buyer (Region South)', and 'Procurement Buyer (Region West)'.