

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Close a Purchase Order in "Ordered" or "Receiving" Status

(NON-WAREHOUSE ORDERS ONLY)

The purpose of this job aid is to show how to close a Purchase Order in “Ordered” or “Receiving” status. *This only applies to Non-Warehouse orders.*

Purchase Orders (POs) may be closed when there are open items on the order which will not be delivered/received. Closing the Purchase Order edits the order quantities to reflect only the items which have been received and releases the encumbrance of any open items.

Once the order is closed, no activity against the order can be processed (goods receipts, invoices, etc.)

If your order has no Goods Receipts placed against it, no items have been delivered and you no longer need them – you should contact the Supplier and confirm you can cancel the order. See additional training resources for cancelling orders.

Please note: if the Supplier has created a Shipping Notification for a quantity greater than the amount you have received, you will need to contact the Supplier and have them reduce the Shipping Notification to match the quantity received before you can close the PO.

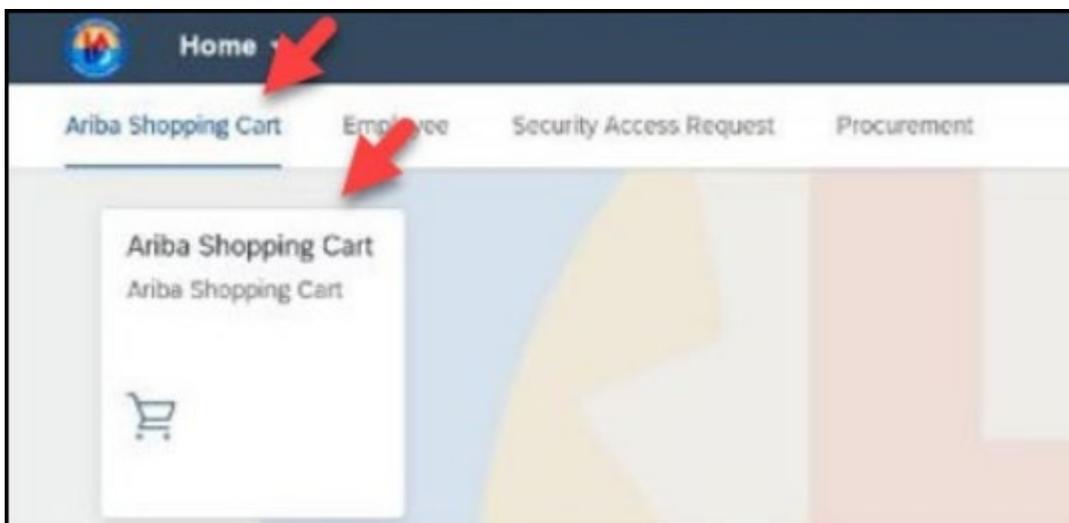
1

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



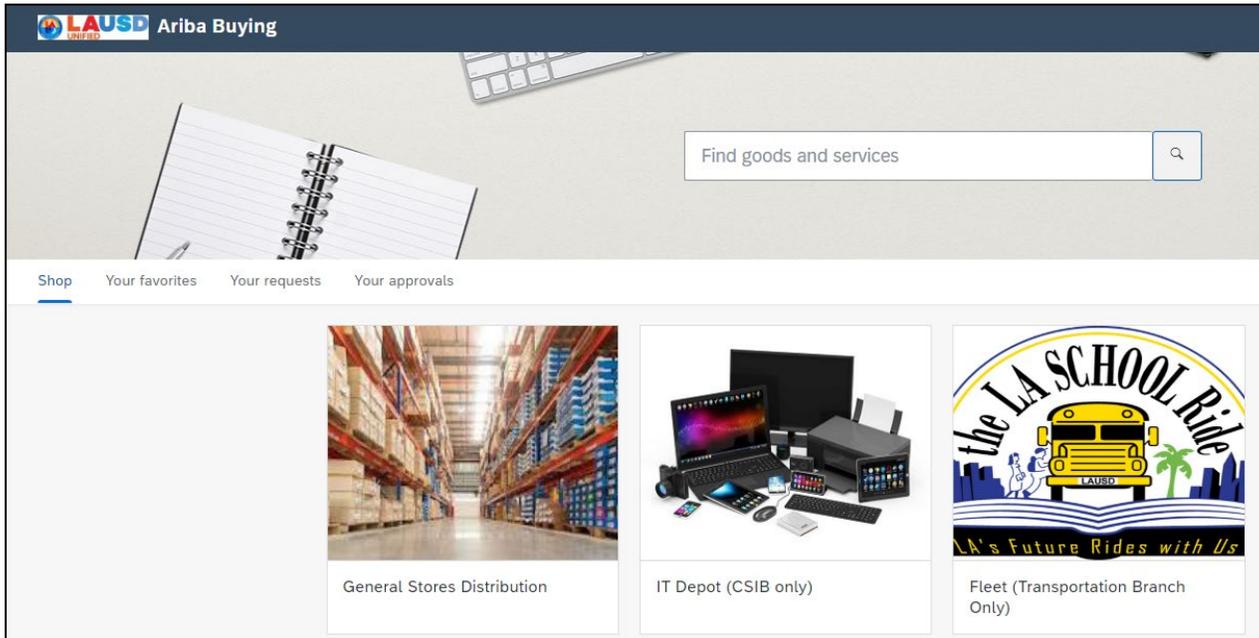
2

Click on the "Ariba Shopping Cart" tile.



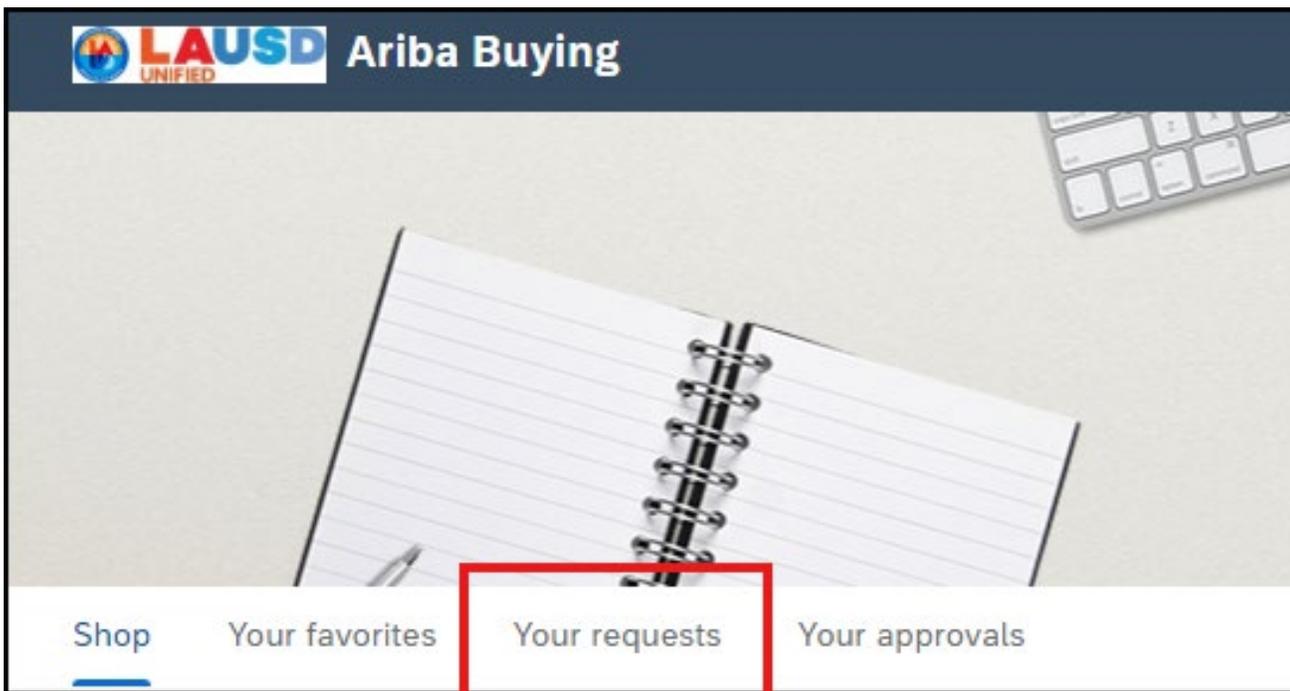
3

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



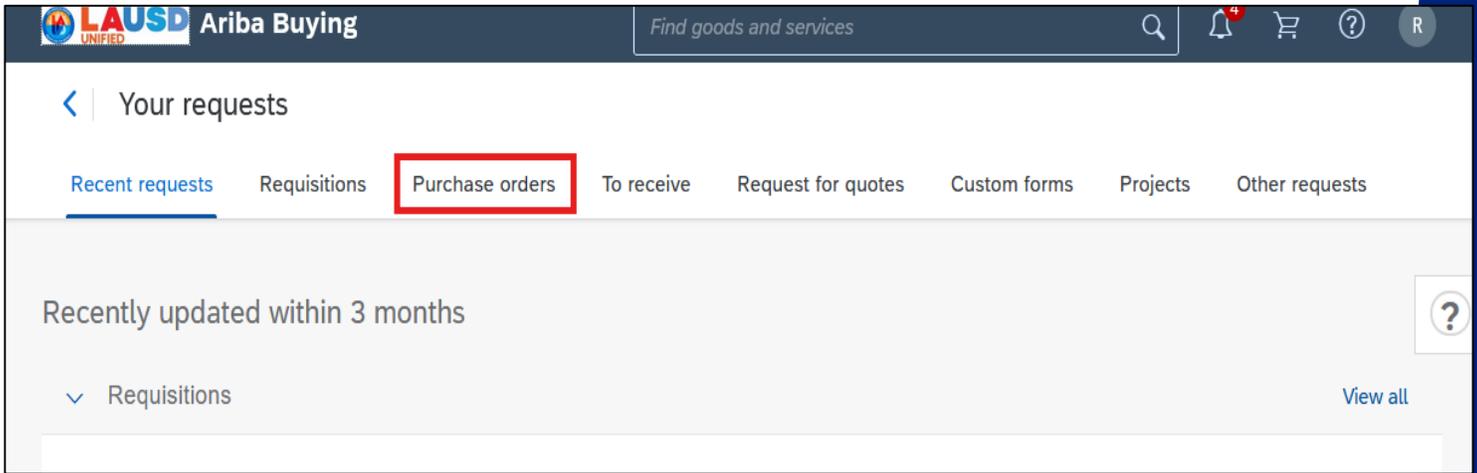
4

Click "Your requests" to view all requisitions.



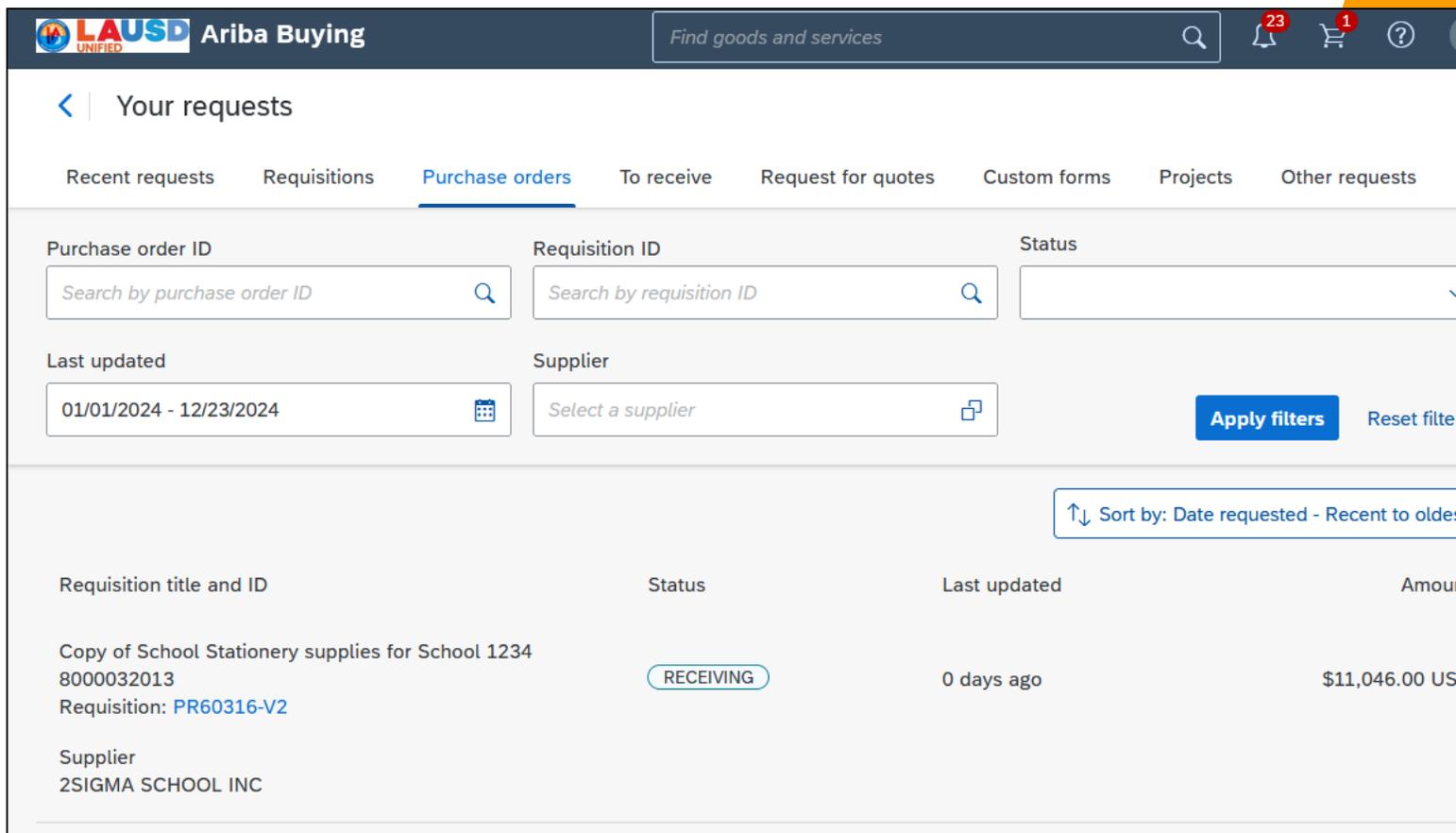
5

To review your open Purchase Orders, click the 'Purchase Orders' tab in 'Your Requests'.



6

All of your Purchase Orders are displayed below the search fields.



7

You may filter the POs by updating the date range, or selecting the status of the PO.

Reminder that the PO Close process only applies to orders in 'Ordered' or 'Receiving' statuses.

The screenshot shows the 'Your requests' page in the Ariba Buying system. The 'Purchase orders' tab is selected. There are search filters for Purchase order ID and Requisition ID. A date range filter for 'Last updated' is set to '01/01/2024 - 12/23/2024'. A status dropdown menu is open, showing options: Ordered, Rejected, Receiving, and Received. The 'Ordered' and 'Receiving' options are highlighted with red boxes.

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You may also sort the list by Status, by selecting 'Status' from the 'Sort by' list.

The screenshot shows the 'Your requests' page in the Ariba Buying system. The 'Purchase orders' tab is selected. There are search filters for Purchase order ID and Requisition ID. A date range filter for 'Last updated' is set to '01/01/2024 - 12/23/2024'. There are 'Apply filters' and 'Reset filters' buttons. A list of purchase orders is displayed. The 'Status' column shows 'RECEIVING'. A 'Sort by' dropdown menu is open, showing options: Date requested - Recent to oldest, Date requested - Oldest to recent, Date updated - Recent to oldest, Date updated - Oldest to recent, and Status. The 'Status' option is highlighted with a red box.

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Orders in 'Receiving' status have been partially received. If the supplier will not be providing the remaining quantity on the order, the balance should be closed to release funds. Click on the title to open the PO.

| Sort by: Date requested - Recent to oldest | | | |
|--|-----------|--------------|-----------------|
| Requisition title and ID | Status | Last updated | Amount |
| Copy of School Stationery supplies for School 1234 8000032013 Requisition: PR60316-V2 Supplier 2SIGMA SCHOOL INC | RECEIVING | 0 days ago | \$11,046.00 USD |

10

In this example, we ordered 200 Stationery sets, and have only received 150. The supplier has indicated they will not be shipping the remaining 50, so we need to close the order.

Copy of School Stationery supplies for School 1234
[PR60316-V2](#) / 8000032013
[View in SAP Ariba Procurement](#)

Receiving



Confirmed
0/200



Shipped
0/200



Received By
Quantity
150/200

Estimated delivery
--

Supplier
Bill to
Ship to / Deliver to

11

To close the PO, we must open it in SAP Ariba Procurement also known as 'P2P Core'. Click 'View in SAP Ariba Procurement' to open the PO

The screenshot shows the SAP Ariba Buying interface. At the top, there is a search bar with the text "Find goods and services". Below the search bar, the page title is "Copy of School Stationery supplies for School 1234" with the PO number "PR60316-V2 / 8000032013". A red box highlights a button labeled "View in SAP Ariba Procurement". Below this, there is a "Receiving" section with three progress indicators: "Confirmed 0/200", "Shipped 0/200", and "Received By Quantity 150/200". An "Estimated delivery" field shows "--".

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The PO will automatically be opened for you in P2P Core.

The screenshot shows the SAP Ariba Procurement interface. At the top, there is a search bar with the text "Find goods and services". Below the search bar, the page title is "8000032013 - Copy of School Stationery supplies for School 1234" with the status "Receiving". Below this, there are buttons for "Change", "Receive", and "Print". Below the buttons, there is a "Summary" section with the following details: Order ID: 8000032013, Version: 1, Order Confirmation Status: Unconfirmed, Title: Copy of School Stationery supplies for School 1234, Supplier: 2SIGMA SCHOOL INC, Contract ID: C238, Contact: 2SIGMA SCHOOL INC, Close Order: Open, Source System: Ariba Guided Buying, Fleet Order: No, SBE Preference: (no value), Invoice Processor: (no value), Direct Purchase: No, Retention Percentage: (no value), Delivery Priority: (no value), Shipping Charges: (no value), My Labels: Apply Label... Below the summary, there is a "Line Items" section with a table showing 1 line item.

| Type | ReqID | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount |
|------|------------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|
| | PR60316-V2 | 200 | each | School Stationery supplies for School 1234 | | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD |

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Remain on the 'Summary' tab, and scroll down to the Line Items.

8000032013 - Copy of School Stationery supplies for School 1234 Status: **Receiving**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[Change](#) [Receive](#) [Print](#)

Summary [Approval Flow](#) [Receipts](#) [Invoices](#) [Payments](#) [History](#)

Order ID: 8000032013

▼ Line Items

1 Line Item [Show Details](#)

| <input type="checkbox"/> | Type ↑ | ReqID | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount | |
|--------------------------|--------|------------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|------------------------|
| <input type="checkbox"/> | | PR60316-V2 | 200 | each | School Stationery supplies for School 1234 | | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD | Detail |

[Actions](#) ▼

Total Ordered (excludes taxes and charges): \$11,046.00 USD

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The PO in this example has only 1 line item. If you would like to review and confirm the quantity previously received, click 'Detail' next to the line item.

▼ Line Items

1 Line Item [Show Details](#)

| <input type="checkbox"/> | Type ↑ | ReqID | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount | |
|--------------------------|--------|------------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|------------------------|
| <input type="checkbox"/> | | PR60316-V2 | 200 | each | School Stationery supplies for School 1234 | | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD | Detail |

The details for this line show that 200 were initially ordered, and 150 have been received. We will be closing the line since we won't be receiving the remaining 50 items. Click 'OK' to return to the PO.

8000032013: Copy of School Stationery supplies for School 1234 | Items: 1 | Total: \$11,046.00 USD OK

Review or edit the details of this line item.

Line Item Details

No.: 1
Req. Line No.: 1
Description: School Stationery supplies for School 1234
Full Description: School Stationery supplies for School 1234
Supplier Part Number:
Supplier Part Auxiliary ID:
Qty: 200
UOM: each
Price: \$55.23 USD
SAPPlant: 1000 (Schools and Offices)
Discount:
Net Amount: \$11,046.00 USD
Charges:
Taxes:
Amount: \$11,046.00 USD
Commodity Code: OFFICE/SCHOOL STATIONERY SUPPLIES
Material Group: 61500 (OFFICE/SCHOOL STATIO)
Item Category: Material
Vendor: 1000023614 (2SIGMA SCHOOL INC)
Contact: 2SIGMA SCHOOL INC
Purch Org: 1000 (LAUSD Procurement)
Line Item Text:
Number Accepted: 150
Number Rejected: 0



16

Click the checkbox in grey to select all of the lines at once. Only the lines with open quantities will be affected.

The screenshot shows a table titled 'Line Items' with one item. The table has columns: Type, ReqID, Qty, Unit, Description, Supplier Part Number, Price, Discount, Net Amount, Charges, Taxes, and Amount. The first row is selected, indicated by a grey background. A red arrow points to the selection checkbox in the first column. Another red arrow points to the 'Actions' button below the table. The total amount is \$11,046.00 USD.

| Type | ReqID | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount |
|--------------------------|-------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|
| <input type="checkbox"/> | | 200 | each | School Stationery supplies for School 1234 | PR60316-V2 | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD |

Total Ordered (excludes taxes and charges): \$11,046.00 USD

17

Once you've selected the lines, click the 'Actions' box to open the available actions.

The screenshot shows the same table as in step 16, but now the 'Actions' button is highlighted with a red box. The selection checkbox in the first column is also checked. The total amount is \$11,046.00 USD.

| Type | ReqID | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount |
|-------------------------------------|-------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|
| <input checked="" type="checkbox"/> | | 200 | each | School Stationery supplies for School 1234 | PR60316-V2 | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD |

Total Ordered (excludes taxes and charges): \$11,046.00 USD

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From the 'Actions' dropdown, click 'Close'

The screenshot shows a 'Line Items' section with a table containing one item. Below the table, an 'Actions' dropdown menu is open, with 'Close' highlighted by a red box. The table has columns for Type, ReqlD, Qty, Unit, Description, Supplier Part Number, Price, Discount, Net Amount, Charges, Taxes, and Amount. The item is 'PR60316-V2' with a quantity of 200 'each' and a net amount of \$11,046.00 USD. A 'Detail' button is next to the item. At the bottom right, a summary box shows 'Total Ordered (excludes taxes and charges): \$11,046.00 USD'.

| Type | ReqlD | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount |
|------|-------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|
| ✓ | | 200 | each | School Stationery supplies for School 1234 | PR60316-V2 | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD |

19

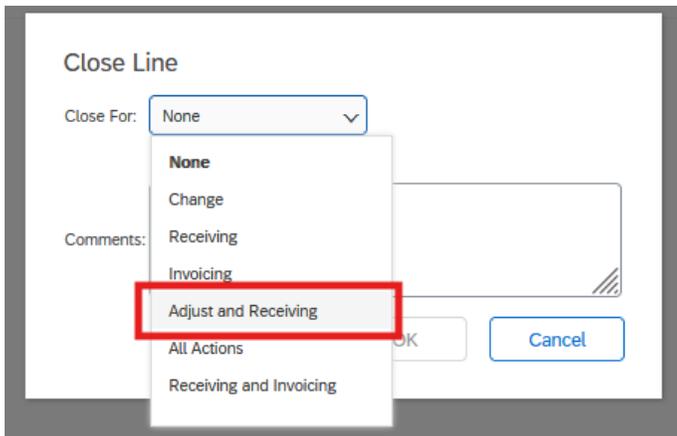
A 'Close Line' popup box will open.

The 'Close Line' popup box contains a 'Close For:' dropdown menu with 'None' selected. Below it is a large text area for 'Comments'. At the bottom, there are 'OK' and 'Cancel' buttons.

20

Open the 'Close For' menu by clicking the downward arrow, and then select 'Adjust and Receiving'.

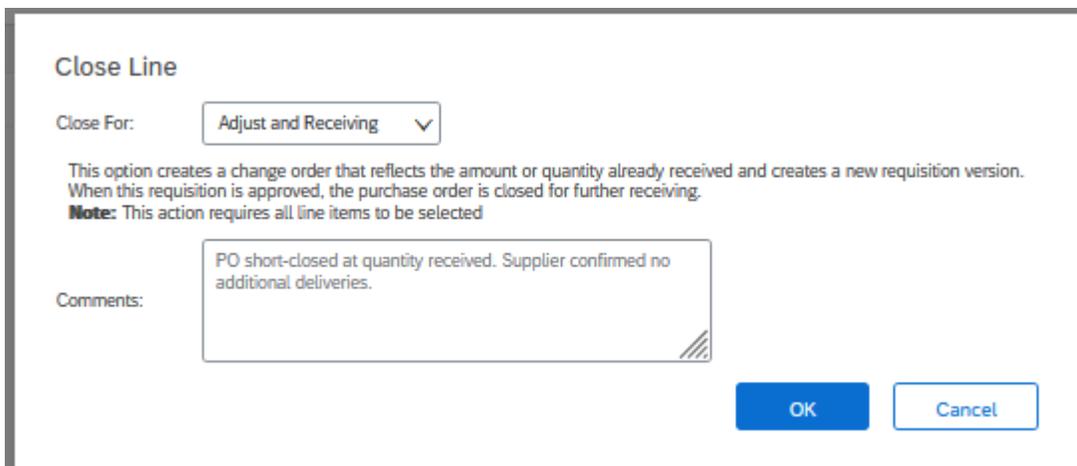
If your order has one or more lines with no Goods Receipts, please move forward to Step 24.



The screenshot shows a 'Close Line' dialog box. The 'Close For' dropdown menu is open, displaying the following options: None, Change, Receiving, Invoicing, Adjust and Receiving (highlighted with a red box), All Actions, and Receiving and Invoicing. The 'Comments' field is empty. The 'OK' and 'Cancel' buttons are visible at the bottom right.

21

Add a comment describing the reason for closure in the comment box and then click 'OK'
Please note this comment will be visible to the Supplier



The screenshot shows the 'Close Line' dialog box with the 'Close For' dropdown menu set to 'Adjust and Receiving'. Below the dropdown, there is a note: 'This option creates a change order that reflects the amount or quantity already received and creates a new requisition version. When this requisition is approved, the purchase order is closed for further receiving. **Note:** This action requires all line items to be selected'. The 'Comments' field contains the text: 'PO short-closed at quantity received. Supplier confirmed no additional deliveries.' The 'OK' and 'Cancel' buttons are visible at the bottom right.

The status of the Purchase Order has now been updated to 'Received' indicating that there are no longer any open items on the order.

LAUSD UNIFIED Test Site

8000032013 - Copy of School Stationery supplies for School 1234 Status: Received

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[Print](#)

[Summary](#) [Approval Flow](#) [Receipts](#) [Invoices](#) [Payments](#) [History](#)

Order ID: 8000032013
Version: 1

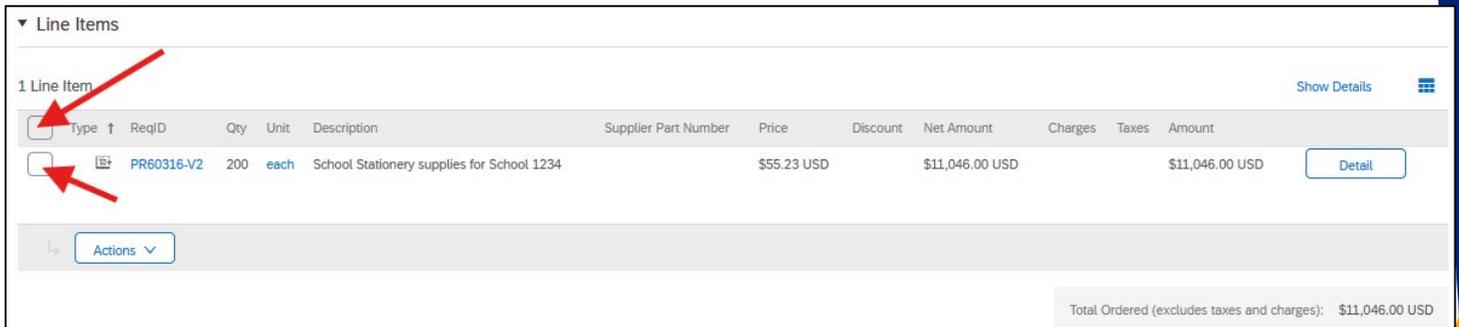
You may review the changes from the 'History' tab. View the comment you added to the close order by clicking the blue 'comments'. The system has now reduced the Qty on the PO to match the Qty you received. A new version of your PR has been created and tied to the PO reflecting the change. The additional encumbered funds have been released for the line items which were closed.

| History | | | | |
|---------------------------|-------------|-------------|--|--|
| Date ↓ | User | Real User | Action | Summary |
| Mon, 23 Dec, 2024 1:51 PM | aribasystem | | Budget encumbered | Funds were successfully encumbered. |
| Mon, 23 Dec, 2024 1:51 PM | aribasystem | | Received | Amount accepted: \$0.00 USD. |
| Mon, 23 Dec, 2024 1:51 PM | REQUESTOR24 | REQUESTOR24 | Order Adjusted | Order Adjusted through next version of Requisition. Comments . |
| Mon, 23 Dec, 2024 1:51 PM | REQUESTOR24 | REQUESTOR24 | Order Closed | Order Closed. Comments . |
| Mon, 23 Dec, 2024 1:51 PM | REQUESTOR24 | REQUESTOR24 | Close Order status sent to external system | Close Order status was successfully sent to the external system. Comments . |
| Mon, 23 Dec, 2024 1:49 PM | REQUESTOR24 | | Received | Items accepted: 1. Amount accepted: \$3.71 USD. |
| Mon, 23 Dec, 2024 1:48 PM | aribasystem | | Order | Order 8000032013 was successfully sent via Ariba Network to M&M GRAINGER, INC - Naomi Fitzgerald |

24

If your Purchase Order has one or more line items which have not yet been received (no GRs against the line), you will close for receiving. To do so highlight all lines of the PO after opening it in SAP Ariba Procurement (Step 11).

Click the checkbox in grey to select all of the lines at once.



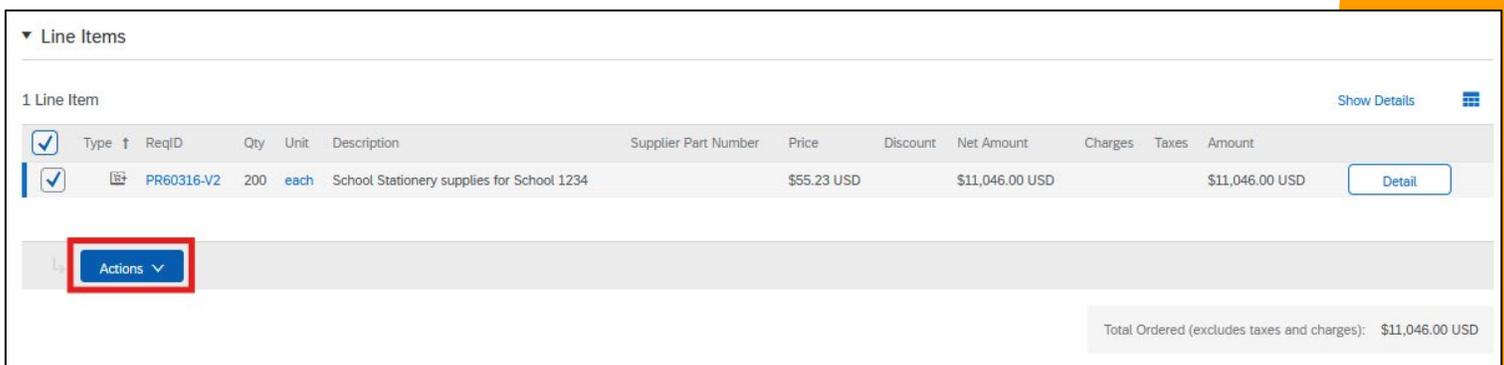
The screenshot shows the 'Line Items' section of a purchase order. A table lists one line item: 'School Stationery supplies for School 1234'. The first column of the table has a grey checkbox, which is highlighted by a red arrow. Other columns include 'Type', 'ReqID', 'Qty', 'Unit', 'Description', 'Supplier Part Number', 'Price', 'Discount', 'Net Amount', 'Charges', 'Taxes', and 'Amount'. A 'Detail' button is visible next to the line item. At the bottom right, a summary box shows 'Total Ordered (excludes taxes and charges): \$11,046.00 USD'. An 'Actions' dropdown menu is located at the bottom left of the table area.

| <input type="checkbox"/> | Type | ReqID | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount | |
|--------------------------|------|------------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|------------------------|
| <input type="checkbox"/> | | PR60316-V2 | 200 | each | School Stationery supplies for School 1234 | | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD | Detail |

Total Ordered (excludes taxes and charges): \$11,046.00 USD

25

Once you've selected the lines, click the 'Actions' box to open the available actions.



The screenshot shows the same 'Line Items' section as in the previous image. In this view, the checkbox in the first column of the table is checked. The 'Actions' dropdown menu at the bottom left of the table area is highlighted with a red box. The 'Detail' button and the 'Total Ordered' summary box are also visible.

| <input checked="" type="checkbox"/> | Type | ReqID | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount | |
|-------------------------------------|------|------------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|------------------------|
| <input checked="" type="checkbox"/> | | PR60316-V2 | 200 | each | School Stationery supplies for School 1234 | | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD | Detail |

Total Ordered (excludes taxes and charges): \$11,046.00 USD

26

From the 'Actions' dropdown, click 'Close'

The screenshot shows a 'Line Items' section with a table containing one item. The 'Actions' dropdown menu is open, and the 'Close' option is highlighted with a red box. The table has columns for Type, ReqlD, Qty, Unit, Description, Supplier Part Number, Price, Discount, Net Amount, Charges, Taxes, and Amount. The item is 'School Stationery supplies for School 1234' with a price of \$55.23 USD and a net amount of \$11,046.00 USD. A 'Detail' button is visible next to the item. A 'Total Ordered' summary at the bottom right shows \$11,046.00 USD.

| Type | ReqlD | Qty | Unit | Description | Supplier Part Number | Price | Discount | Net Amount | Charges | Taxes | Amount |
|------|-------|-----|------|--|----------------------|-------------|----------|-----------------|---------|-------|-----------------|
| ✓ | | 200 | each | School Stationery supplies for School 1234 | PR60316-V2 | \$55.23 USD | | \$11,046.00 USD | | | \$11,046.00 USD |

27

A 'Close Line' popup box will open.

The 'Close Line' popup box contains a 'Close For' dropdown menu set to 'None', a 'Comments' text area, and 'OK' and 'Cancel' buttons.

Close Line

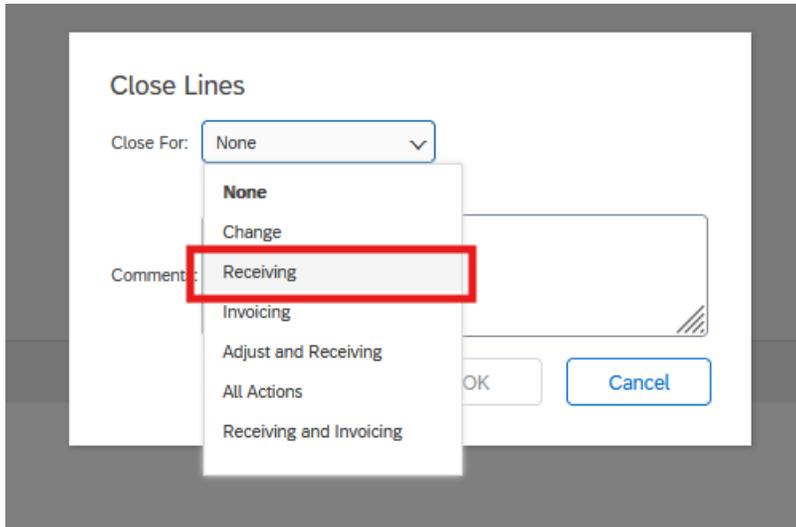
Close For: None

Comments:

OK Cancel

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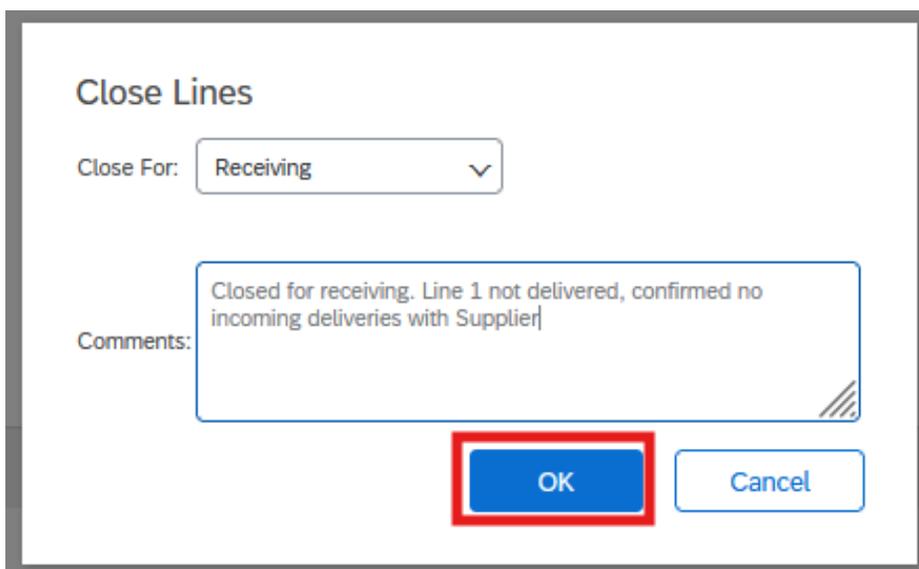
Open the 'Close For' menu by clicking the downward arrow, and then select 'Receiving'.



The screenshot shows a dialog box titled "Close Lines". It has a "Close For:" dropdown menu currently set to "None". The dropdown menu is open, showing a list of options: "None", "Change", "Receiving", "Invoicing", "Adjust and Receiving", "All Actions", and "Receiving and Invoicing". The "Receiving" option is highlighted with a red rectangular box. Below the dropdown is a "Comment:" text area. At the bottom of the dialog are "OK" and "Cancel" buttons.

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Add a comment describing the reason for closure in the comment box and then click 'OK'
Please note this comment will be visible to the Supplier



The screenshot shows the "Close Lines" dialog box. The "Close For:" dropdown menu is now set to "Receiving". The "Comments:" text area contains the text: "Closed for receiving. Line 1 not delivered, confirmed no incoming deliveries with Supplier". The "OK" button is highlighted with a red rectangular box. The "Cancel" button is also visible.

The open quantities on the PO have now been closed for receiving, and the funding encumbrances have been released.

You may review the changes from the order's 'History' tab.

| History | | | | |
|---------------------------|-------------|-------------|-------------------|---|
| Date | Real User | User | Action | Summary |
| February 20, 2025 3:24 PM | | aribasystem | Budget encumbered | Funds were successfully encumbered. |
| February 20, 2025 3:24 PM | | aribasystem | Ordered | Order 8000032217 was successfully carbon copied to the ERP system. |
| February 20, 2025 3:24 PM | | aribasystem | Ordered | Order 8000032217 was successfully sent via Ariba Network to EMPIRE STEEL ERECTORS : Riley Provider. |
| February 20, 2025 3:25 PM | | REQUESTOR24 | Received | Items accepted: 13. Amount accepted: \$13.00 USD. |
| February 20, 2025 3:27 PM | REQUESTOR24 | REQUESTOR24 | Order Closed | Order Closed. |