

# SAP Ariba

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

*Guided Buying*

How to Edit the  
Contract Attached to a  
PR

**The purpose of this job aid is to show how to edit the contract associated to your PR/PO or update the Material Group / Commodity code on your PR line items to attach an available contract.**

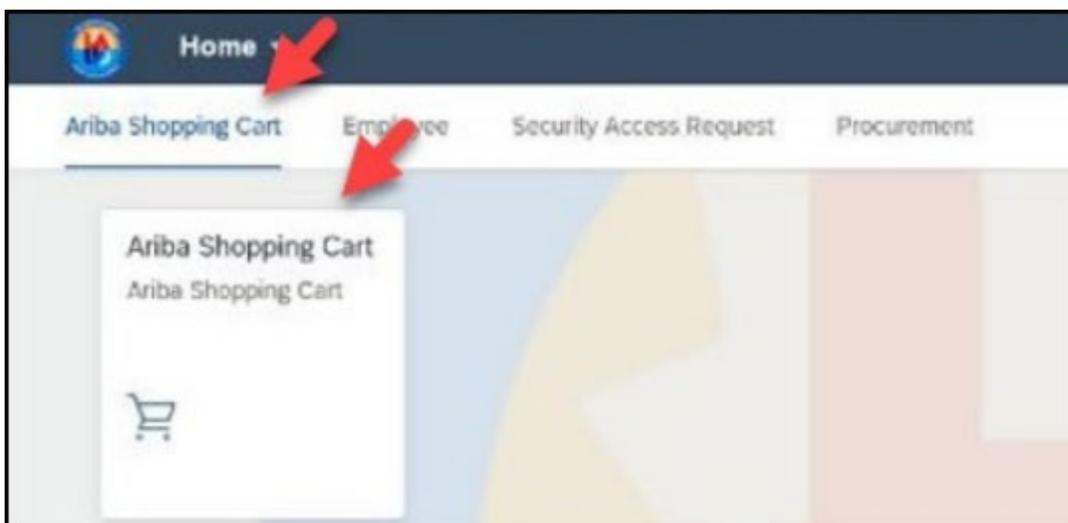
**1**

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



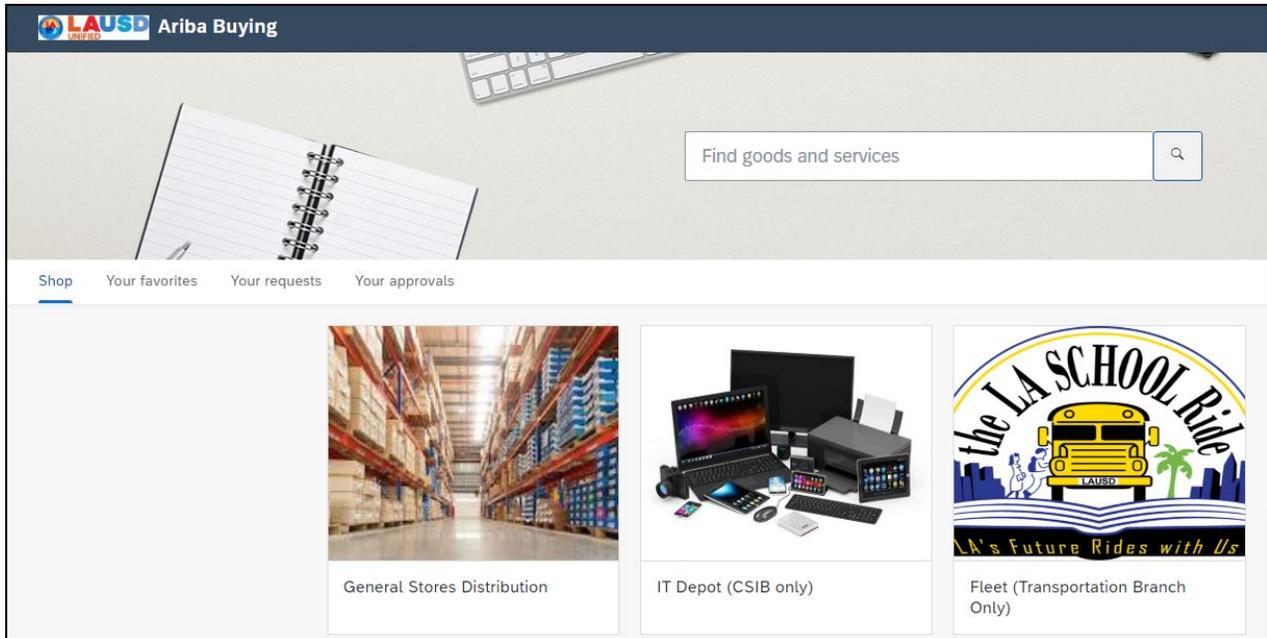
**2**

Click on the "Ariba Shopping Cart" tile.



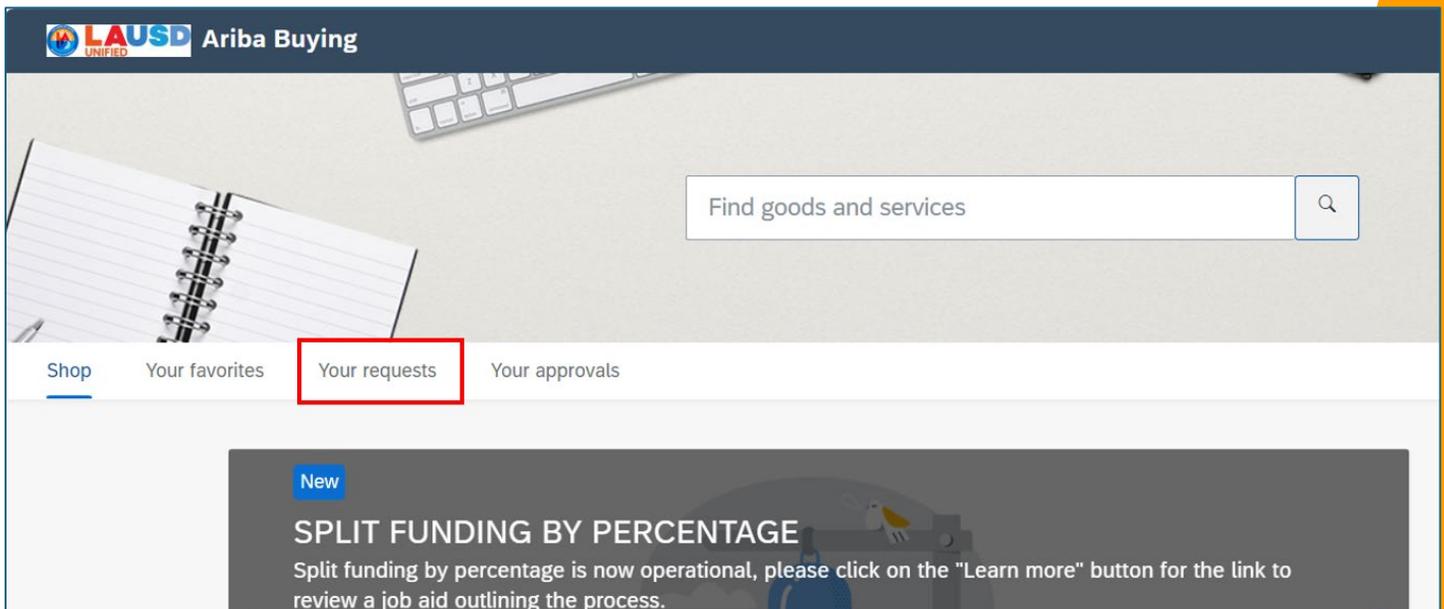
3

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



4

Click **"Your requests"**.

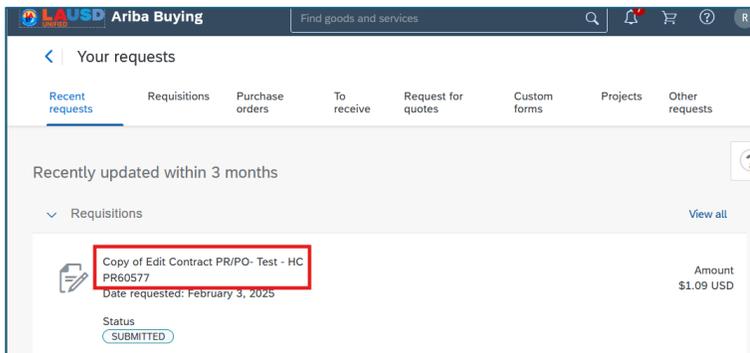


# Edit the Contract on a PR

Contracts are auto-attached when the Supplier and Commodity Code in your PR match the combination on an available contract with the supplier. There may be more than one contract available, or an update may be made to a contract while your PR is processing, and you may need to edit your PR to change the contract selected.

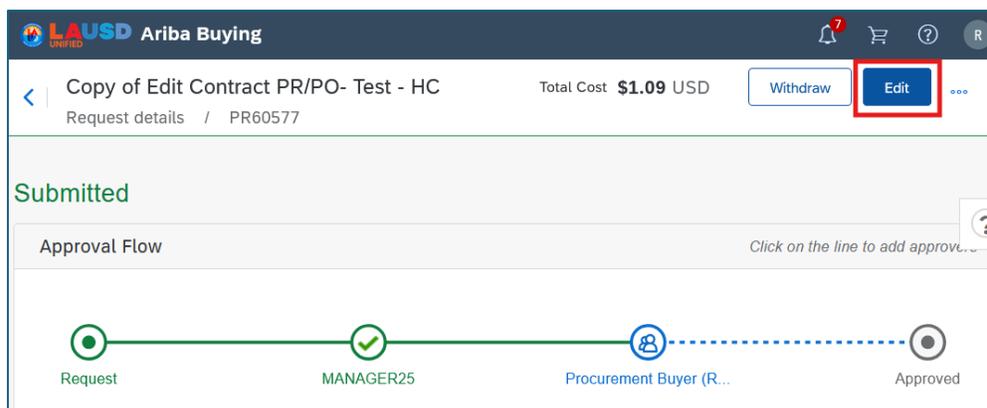
5

Click on the PR you need to edit.



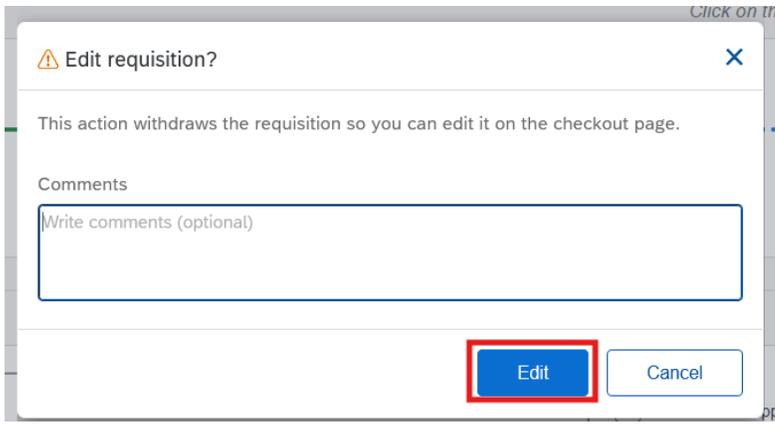
6

Click '**Edit**' to start making modifications. Please note that doing so will retrigger the approval flow.



7

You may leave comments describing why you are editing the PR, then click **'Edit'** again.

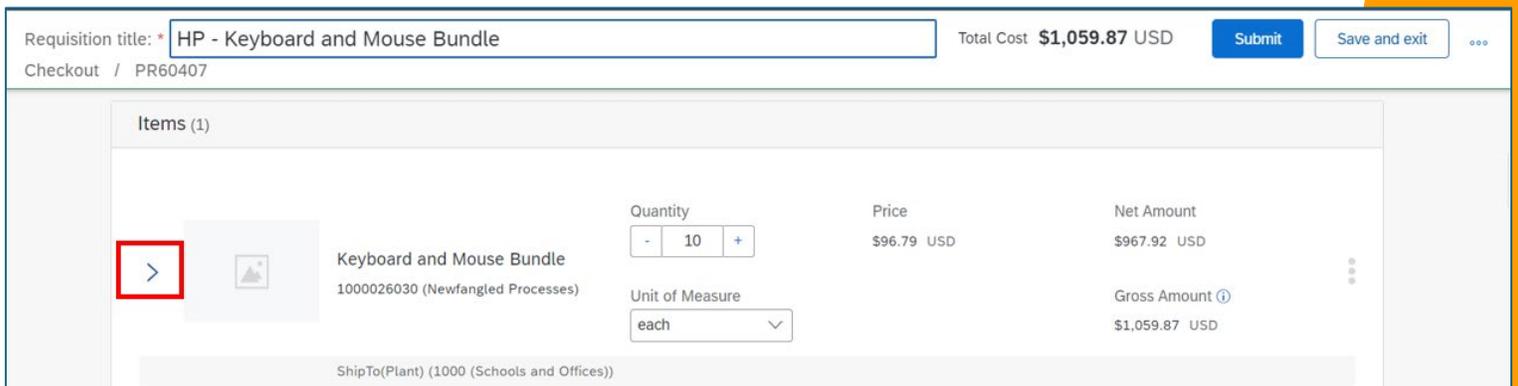


A dialog box titled "Edit requisition?" with a close button (X) in the top right corner. Below the title bar, there is a message: "This action withdraws the requisition so you can edit it on the checkout page." Underneath, there is a section labeled "Comments" with a text input field containing the placeholder text "Write comments (optional)". At the bottom of the dialog, there are two buttons: "Edit" (highlighted with a red box) and "Cancel".

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Now that your PR is back in composing status, you can make any required modifications to the order.

To view and update the attached contract, open the item-level details by expanding the drop-down option on the left.



A screenshot of a requisition checkout page. At the top, the requisition title is "HP - Keyboard and Mouse Bundle" and the total cost is "\$1,059.87 USD". There are "Submit" and "Save and exit" buttons. Below this, the page shows "Items (1)" with a table of details for the "Keyboard and Mouse Bundle" (item ID 1000026030). The table includes columns for Quantity (10), Price (\$96.79 USD), Net Amount (\$967.92 USD), and Gross Amount (\$1,059.87 USD). A red box highlights a right-pointing arrow icon next to the item name, indicating that the item-level details can be expanded. The bottom of the page shows "ShipTo(Plant) (1000 (Schools and Offices))".

Quantity	Price	Net Amount
10	\$96.79 USD	\$967.92 USD
Gross Amount		\$1,059.87 USD

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If the combination of the commodity code and supplier selected has multiple contracts available, you can choose the correct one. Click the downward arrow in the **'Contract'** field.

The screenshot shows a procurement form for a 'Keyboard and Mouse Bundle' (commodity code 1000026030). The form includes fields for Name, Description, Vendor, Contact, Supplier Part Number, and Supplier Part Auxiliary ID. The 'Contract' field is highlighted with a red box and shows 'C144-V2' with a downward arrow.

Quantity	Price	Net Amount
10	\$96.79 USD	\$967.92 USD
Unit of Measure: each		Gross Amount: \$1,059.87 USD

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Click **"Browse all"** to view all contracts available. Then choose the correct contract for your order.

The screenshot shows a dropdown menu for the 'Contract' field with 'C144-V2' selected and 'Browse all' highlighted. A modal window titled 'Contract' is open, displaying a table of available contracts with 'Choose' buttons for each.

ID	Title	Vendor	Action
C144-V2	(CW8933) KY - Live Apple Copy	Newfangled Processes	Choose
C231-V3	(CW9456) KY - HP Arey Jones	Newfangled Processes	Choose
C229-V3	(CW9444) KY - Dell Arey Jones	Newfangled Processes	Choose

Repeat this process for all applicable line items on the order, and when you have finished click **'Submit'** to re-submit the order for approval and processing.

Requisition title: * Copy of Edit Contract PR/PO- Test - HC		<a href="#">Submit</a>	<a href="#">Save and exit</a>	...
Checkout / PR60577				
<b>Ship to</b> <a href="#">Manage locations</a> 333 S BEAUDRY AVE LOS ANGELES, CA 90017 United States	<b>Charge to</b> <a href="#">Manage details</a> GL Account (0000430001 (General Supplies))	<b>Total cost</b> <b>\$1.09 USD</b>		
		<b>Net amount</b> Taxes	<b>\$1.00 USD</b> + \$0.09 USD	

## Please note:

- If your PR has lines with different contracts, or contract versions, once fully approved the PR will be split into separate POs for each contract. It's recommended to keep 1 contract per PR and create a separate PR as needed.
- If your PR has only some lines with a contract and some without, when it is fully approved it will be split into 2 separate POs with one for the non-contracted lines and one for the contracted lines. It's recommended to create a separate PR and PO for the non-contracted lines.

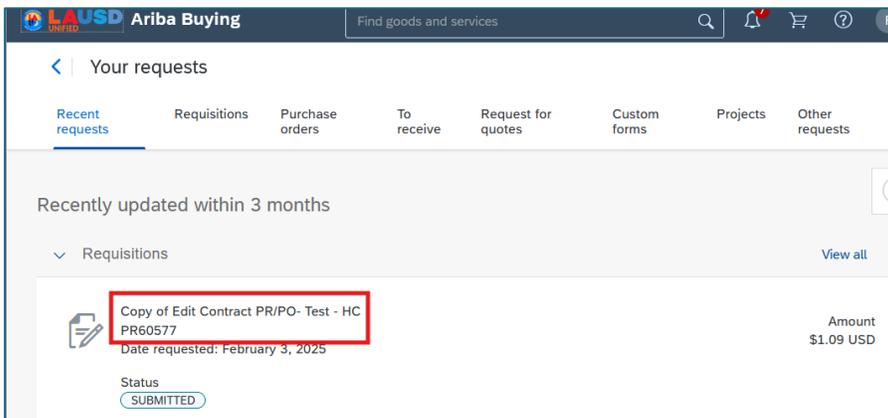
# Edit Material Group / Commodity Code to Attach a Contract to PR

If you don't see a contract automatically attached to your item and know one is available, you may need to edit the **Material Group / Commodity Code** used for the line items on your PR.

Your Regional Buyer or another approver may ask you to make these changes to attach a contract to the order.

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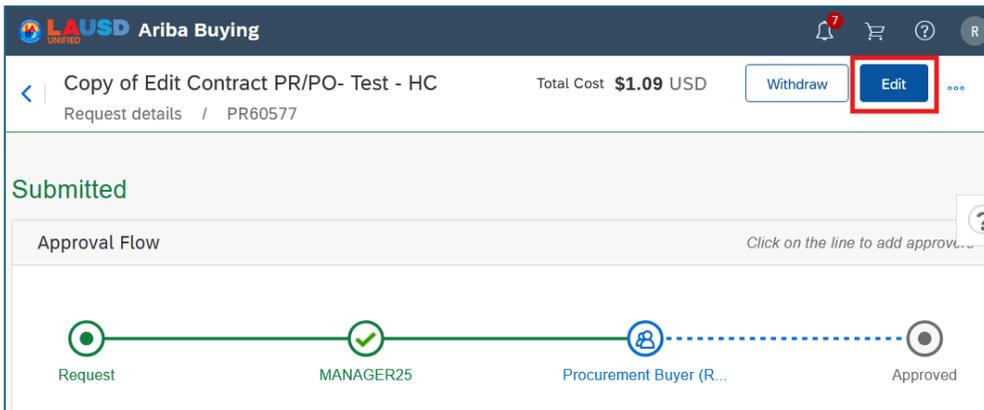
Begin by searching for the PR you need to edit, and then click it to open.



The screenshot shows the Ariba Buying interface. At the top, there is a search bar with the text "Find goods and services" and a search icon. Below the search bar, there is a navigation menu with tabs for "Recent requests", "Requisitions", "Purchase orders", "To receive", "Request for quotes", "Custom forms", "Projects", and "Other requests". The "Requisitions" tab is selected. Below the navigation menu, there is a section titled "Recently updated within 3 months". Under this section, there is a list of requisitions. One requisition is highlighted with a red box. The requisition title is "Copy of Edit Contract PR/PO- Test - HC PR60577". Below the title, it says "Date requested: February 3, 2025". To the right of the title, it says "Amount \$1.09 USD". Below the requisition, there is a "Status" section with a button labeled "SUBMITTED".

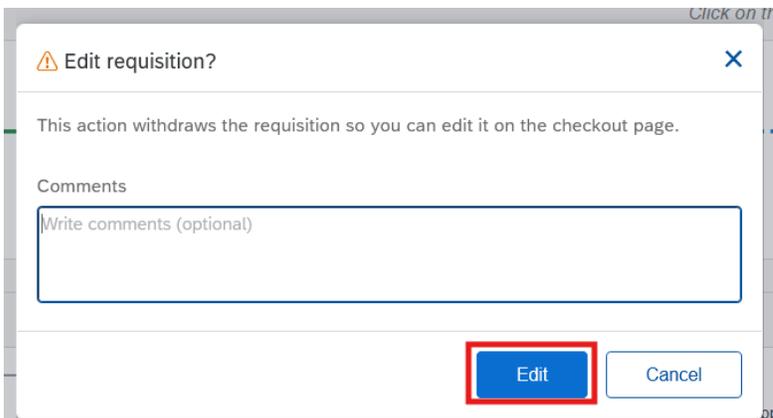
13

Click **'Edit'** to start making modifications. Please note that doing so will retrigger the approval flow.



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You may leave comments describing why you are editing the PR, then click **'Edit'** again.



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Open your line item by clicking the downward arrow on the line.

Items (1)			
	Quantity	Price	Net Amount
 	1	\$1.00 USD	\$1.00 USD
Edit Contract PR/PO- Test - HC			
1000023145 (EMPIRE STEEL ERECTORS)			
	Unit of Measure		Gross Amount ⓘ
	each		\$1.09 USD

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Scroll down and click **'Others'**

Copy of Edit Contract PR/PO- Test - HC Total Cost **\$1.09** USD [Withdraw](#) [Edit](#) [...](#)

Request details / PR60577

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Edit Contract PR/PO- Test - HC Riley Provider  
19550 E CIENEGA AVE APT 57 COVINA, CA 91724  
United States

Supplier Part Number Supplier Part Auxiliary ID

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[> Line Item Form Details](#)

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[> Accounting](#) GL Account (0000430001 (General Supplies))

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[> Shipping](#) ShipTo(Plant) (1000 (SCHOOLS AND OFFICES))

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[> Comments](#)

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[> Attachments](#)

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[> Others](#)

Review to your previously selected '**Material Group / Commodity Code**' and review the '**Contract**' field to confirm there is not currently a contract attached to this line item.

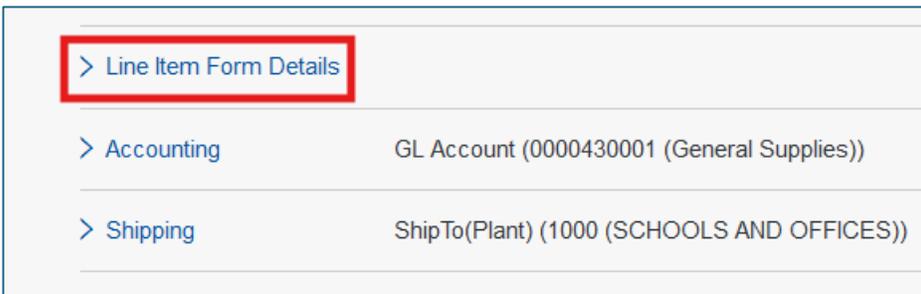
Others	
Hide Item Price from Supplier No	Commodity Code 29570 (ELEVATORS SERVICE)
Material Group 29570 (ELEVATORS SERVICE)	Item Category Material
Payment Terms 3000	SAPPlant 1000 (SCHOOLS AND OFFICES)
Purch Org 1000 (LAUSD Procurement)	Line Item Text Not specified
Contract (no value)	Expected Contract Number
Work Order Not specified	Retention Percentage Not specified
NAICS Code Not specified	SBE Certification No

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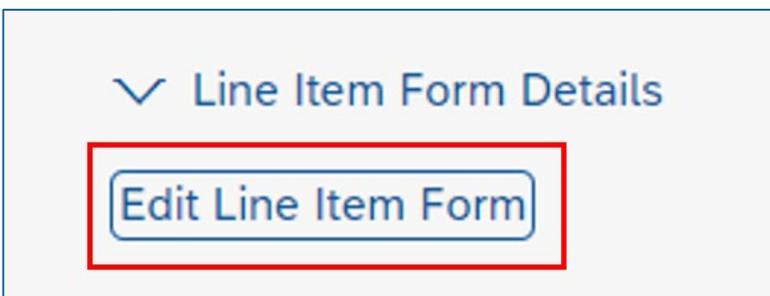
If you don't see a contract automatically attached to your item, you may need to edit the **Material Group / Commodity Code** used for this line.

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Your **Material Group / Commodity Code** is attached to your "Line Item Form Details". To edit this selection, first click the 'Line Item Form Details' arrow to open its menu.



Then click '**Edit Line Item Form**'

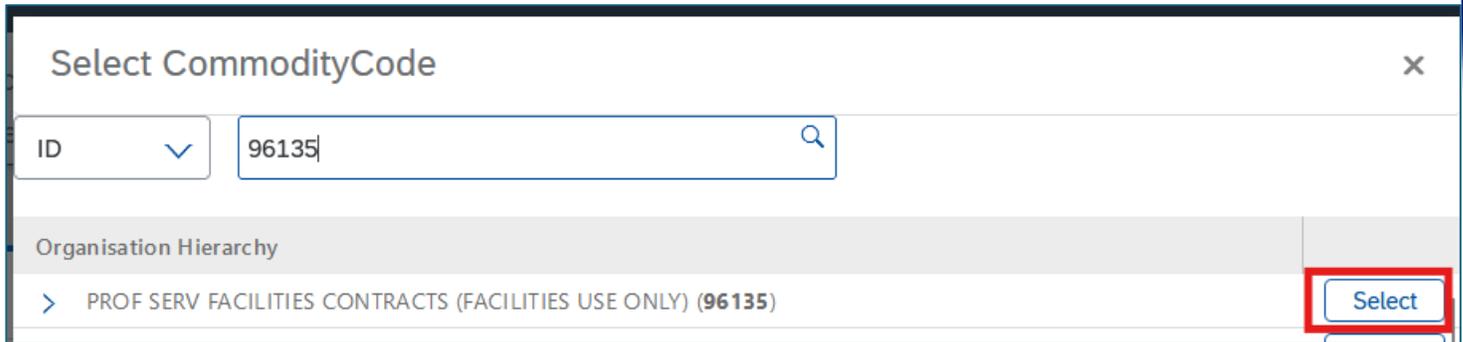




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When you find the appropriate selection, click **'Select'** next to the description.

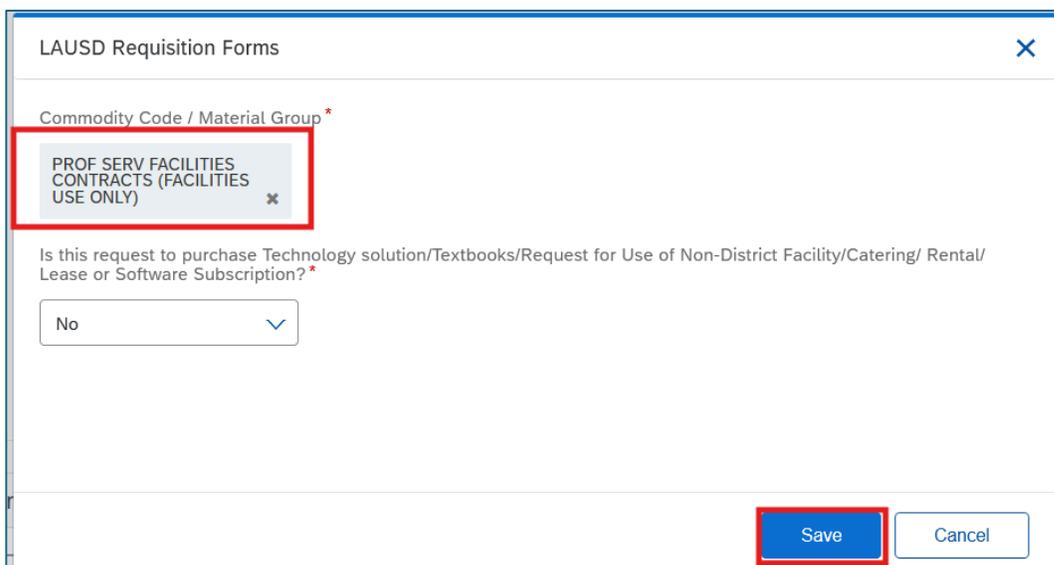
Please note the selection in this example is used only for showing the process, and you should make the selection that applies to your individual purchase.



The screenshot shows a dialog box titled "Select CommodityCode" with a close button (X) in the top right corner. Below the title bar, there is a search field with the text "96135" and a magnifying glass icon. Underneath the search field, there is a section labeled "Organisation Hierarchy" with a right-pointing arrow. Below this, a list item is displayed: "PROF SERV FACILITIES CONTRACTS (FACILITIES USE ONLY) (96135)". To the right of this list item, there is a button labeled "Select", which is highlighted with a red rectangular box.

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Confirm that your newly selected Material Group / Commodity Code is displayed and click **'Save'**.



The screenshot shows a dialog box titled "LAUSD Requisition Forms" with a close button (X) in the top right corner. Below the title bar, there is a field labeled "Commodity Code / Material Group" with a red asterisk. Below this field, a list item is displayed: "PROF SERV FACILITIES CONTRACTS (FACILITIES USE ONLY)" with a small 'x' icon to its right. Below the list item, there is a question: "Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering/ Rental/ Lease or Software Subscription?" with a red asterisk. Below the question, there is a dropdown menu with the text "No" and a downward-pointing arrow. At the bottom of the dialog box, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box.

Once you update the Commodity Code a contract will be attached if available. Click **'Others'** and scroll down to the **'Contract'** field to review and verify that the correct contract was attached.

> Line Item Form Details

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> Accounting                      GL Account (0000430001 (General Supplies))

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> Shipping                              ShipTo(Plant) (1000 (SCHOOLS AND OFFICES))

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> Comments

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> Attachments

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> Others

	<b>Shipping</b> 1000026030 (Newfangled Processes)	Quantity - 1 +	Price 39.99 USD	Net Amount \$39.99 USD
		Unit of Measure each		Gross Amount ⓘ \$39.99 USD
Name Shipping		Vendor 1000026030 (Newfangled Processes)		
Description Shipping		Contact Newfangled Processes 7531 Ariba Grove #QR2-ITC2 Cupertino, CA 94024 United States		
Contract C231-V3		Supplier Part Number		
Supplier Part Auxiliary ID				

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Repeat this process for all lines of the order. Please note, that having multiple contracts or different contract versions attached to your PR will result in multiple POs. It's recommended to process these as separate PRs.

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After all lines and modifications have been made, click "**Submit**" to retrigger the approval process on this PR.

Requisition title: \* Copy of Edit Contract PR/PO- Test - HC

Checkout / PR60577

[Submit](#) [Save and exit](#) ...

<b>Ship to</b> <a href="#">Manage locations</a>	<b>Charge to</b> <a href="#">Manage details</a>	<b>Total cost</b>	<b>\$1.09 USD</b>
333 S BEAUDRY AVE LOS ANGELES, CA 90017 United States	GL Account (0000430001 (General Supplies))	<b>Net amount</b>	\$1.00 USD
		Taxes	+ \$0.09 USD

**If you are unsure of what contract should be used, if any are available, or which Material Group / Commodity Code to use for a contract, you can always contact Procurement or your Regional Buyer.**

# Edits to Contract on PRs in Ordered Status (PO Issued)

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For orders which already have a PO issued and are in 'Ordered' status, you will need to create a change request to make the edits to your PR. Please see the following job aid for guidance on this process: [Click Here](#)

**If changes are made to the Contract attached to a PO (contract is changed, removed or contract added), a new version of the PR will be created, the original PO will be canceled and a new PO will be issued.**

**Always check with Procurement and the vendor before modifying a PO.**