

# SAP Ariba

PROCUREMENT SERVICES DIVISION



## End-USER Training

*Guided Buying*

How to Process Stock Transfer  
Order (STO)

The purpose of this job aid is to show how to process Stock Transfer Order (STO) using General Stores & IT Depot Catalog in Guided Buying. As a prerequisite, please the “Ariba Overview for Requestors” and “Guided Buying Training: Ariba Access, General Navigation, and Preferences”.

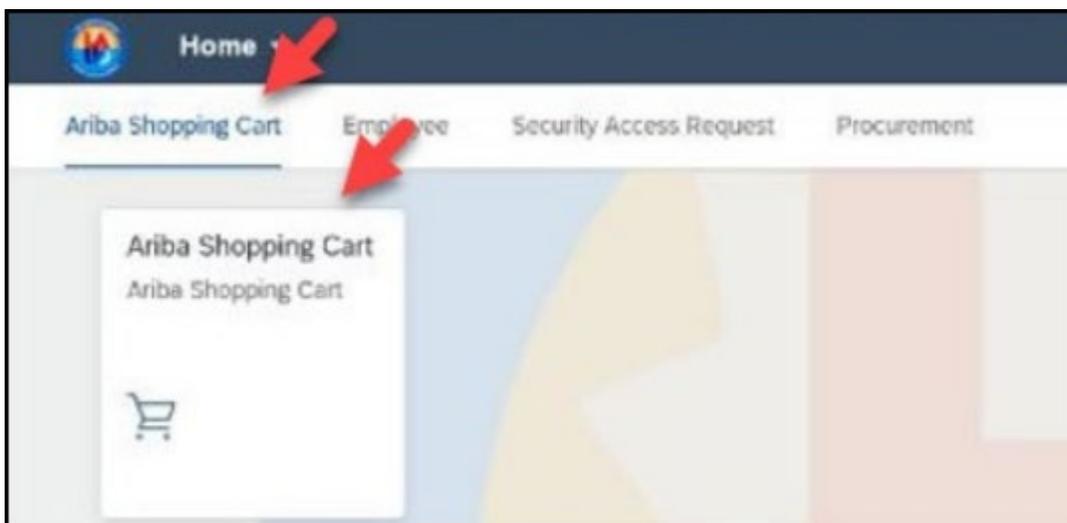
1

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



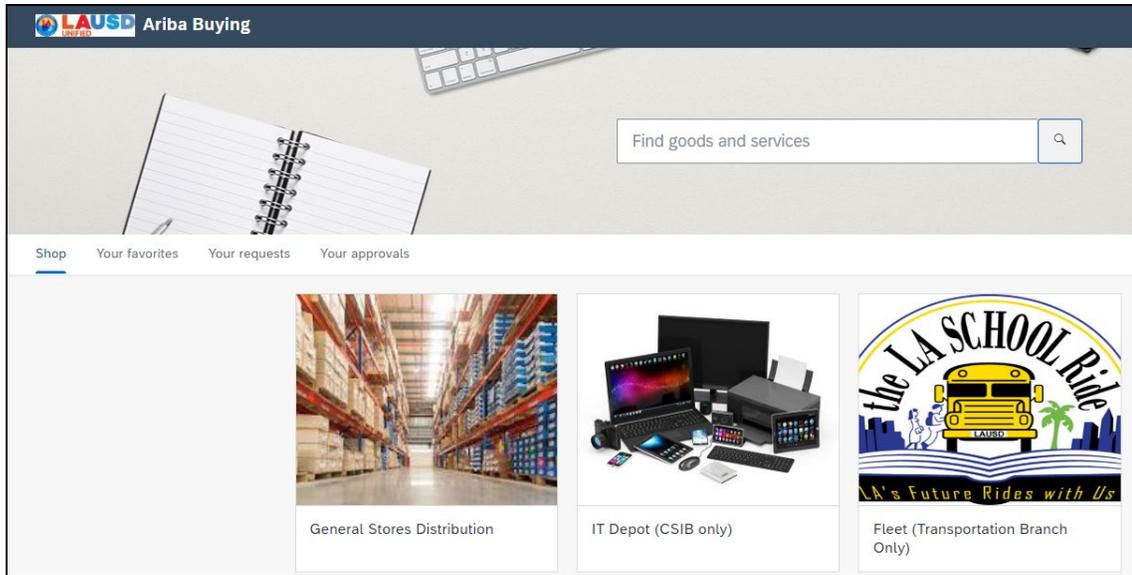
2

Click on the “**Ariba Shopping Cart**” tile.



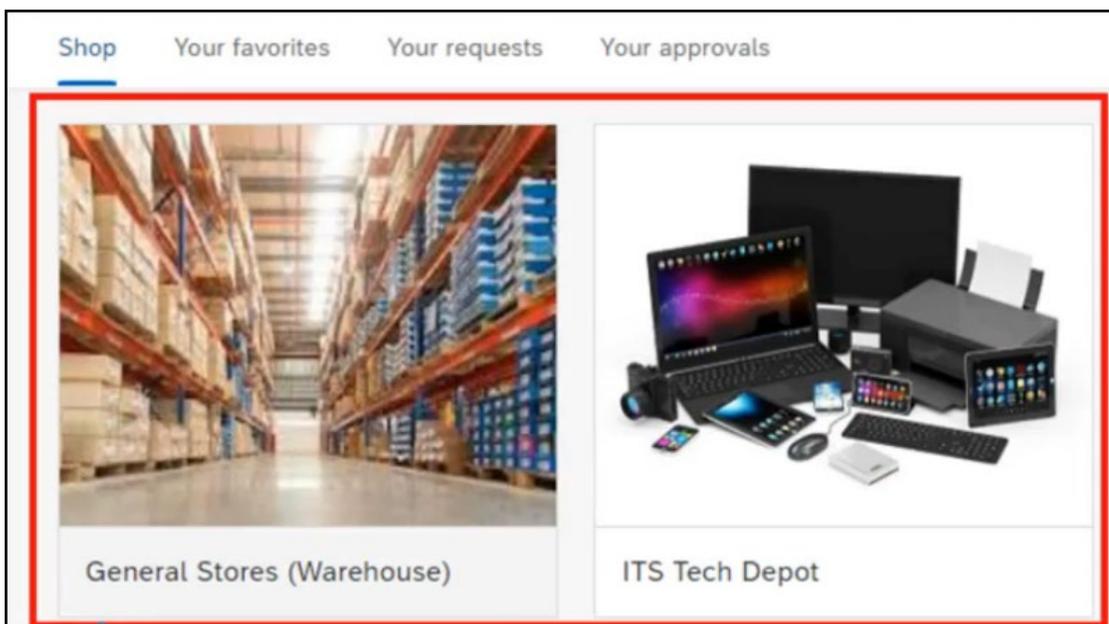
3

You will be directed to the Ariba Buying home page.



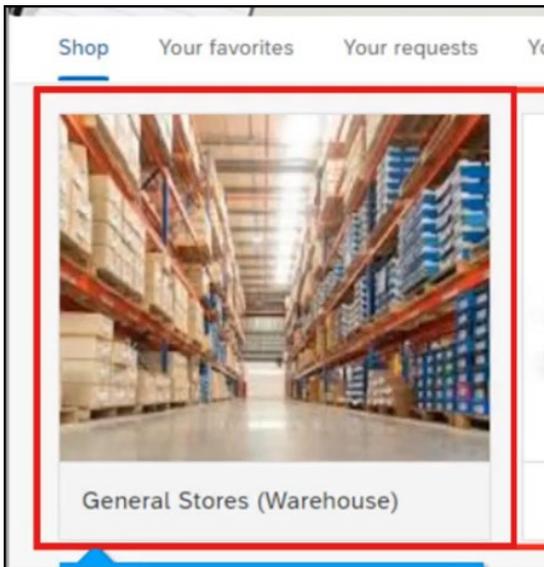
4

You can choose the General Stores Warehouse or IT Tech Depot to create stock transfer orders. ITS Tech Depot is only available to specific IT department users.



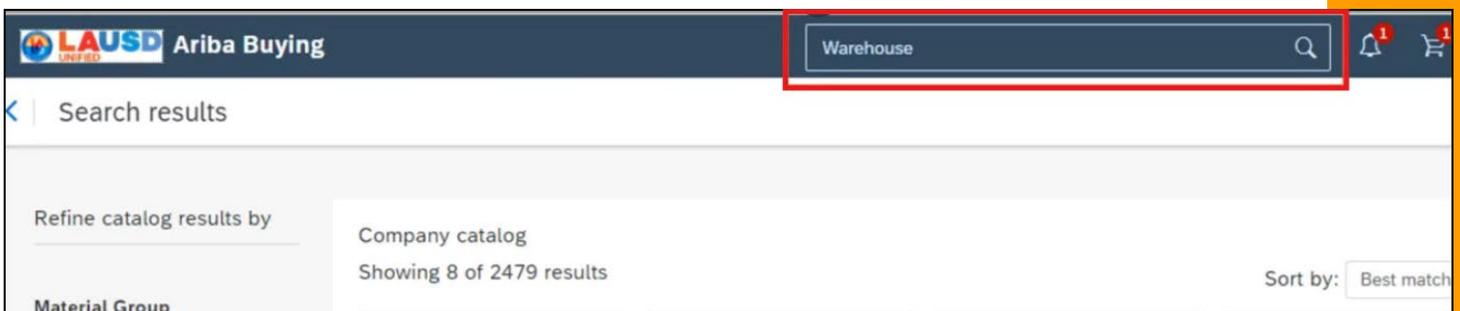
5

Do not combine General Stores items with ITS Tech Depot on the same requisition. In this example, we will select the General Stores Warehouse.



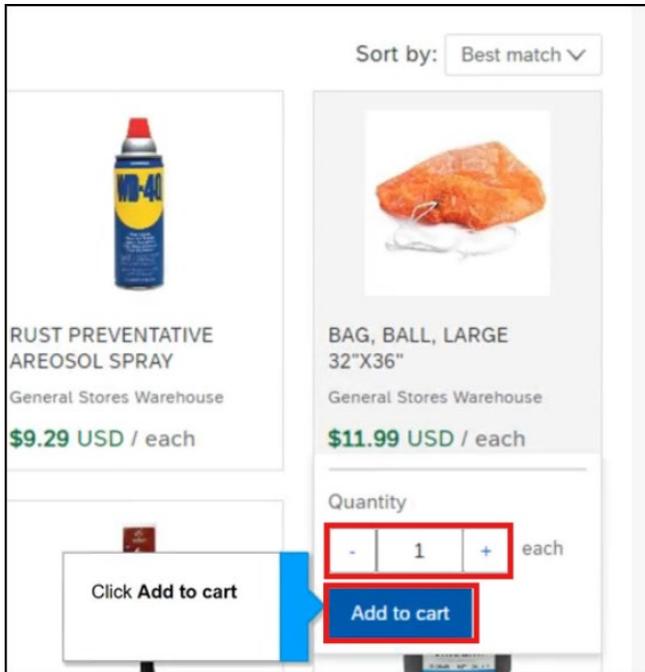
6

When searching for an item, keep the word **Warehouse** in front of your search. You can search for materials by entering the 10-digit material number or using complete or partial words from the materials description.



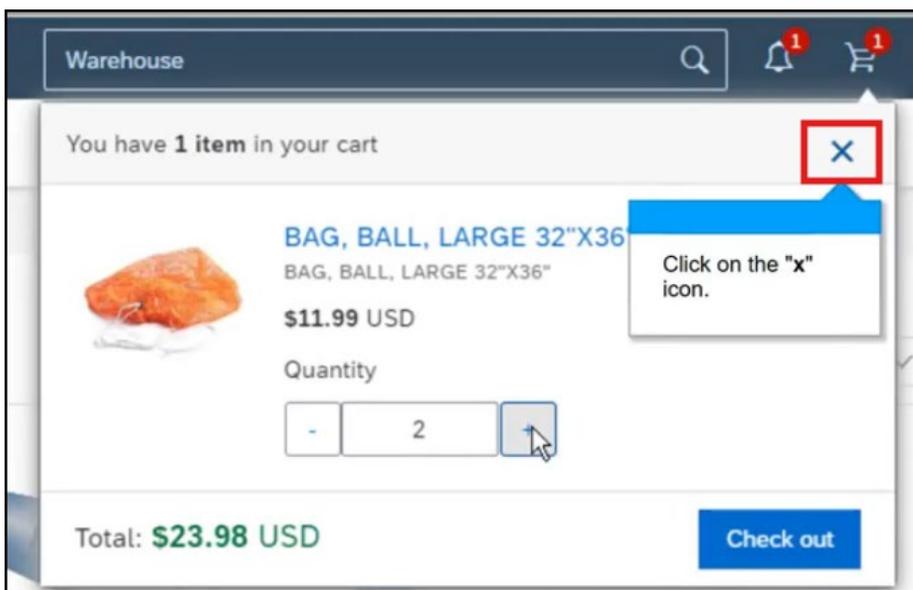
7

Hover over to the item you want to add, enter the quantity, then click **Add to cart**.



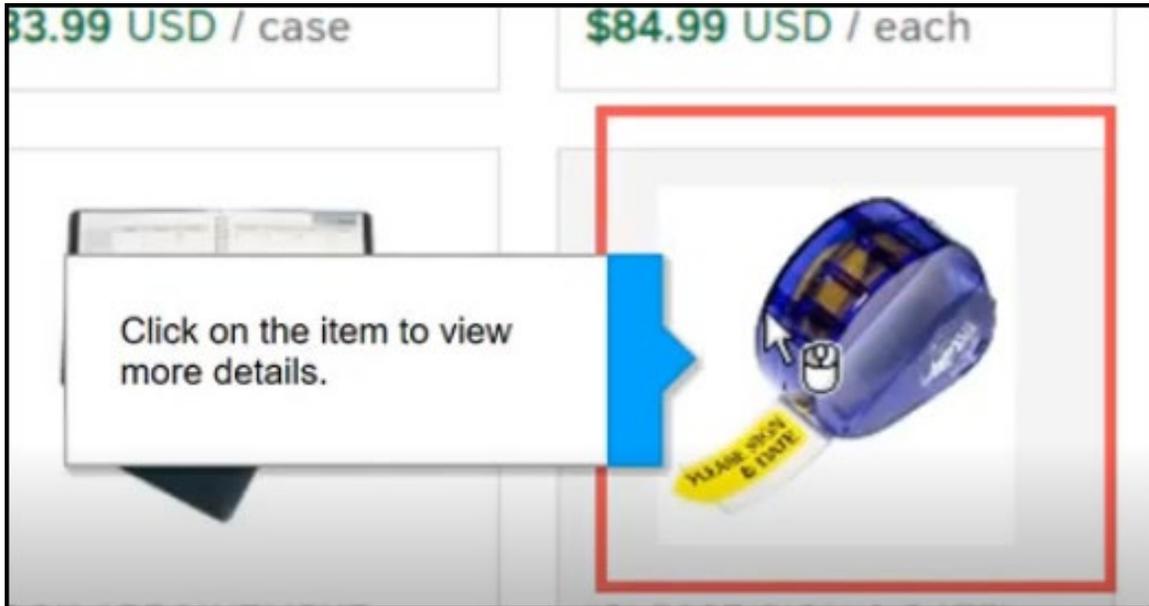
8

The item will be added to your shopping cart. Click **X** to add more items to your cart.



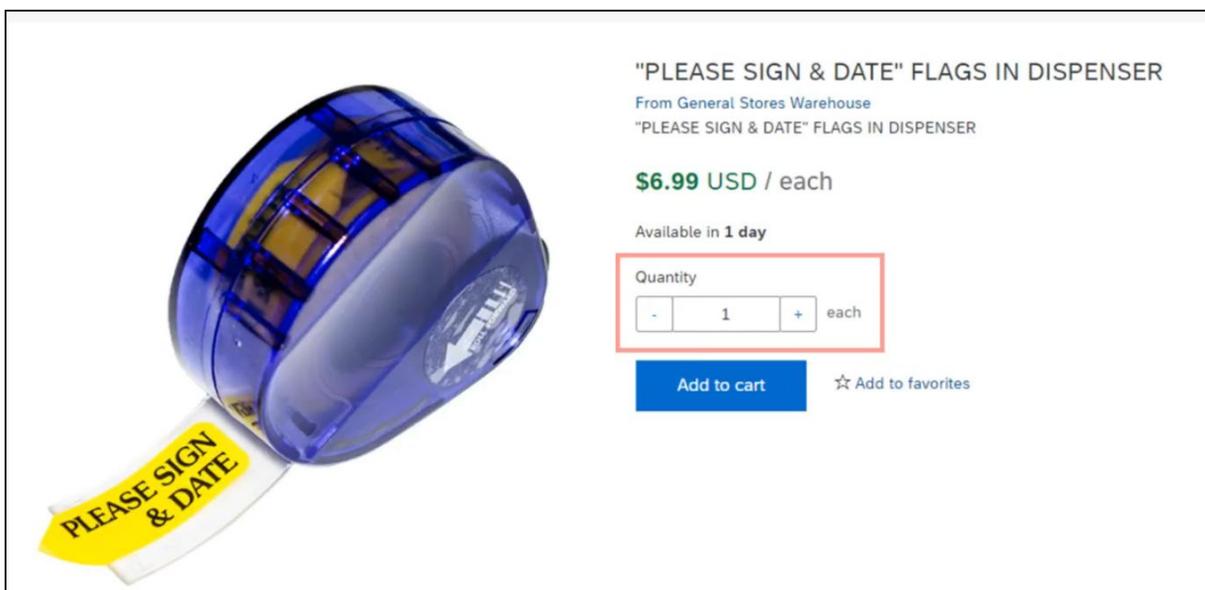
9

Hover or click on the item.



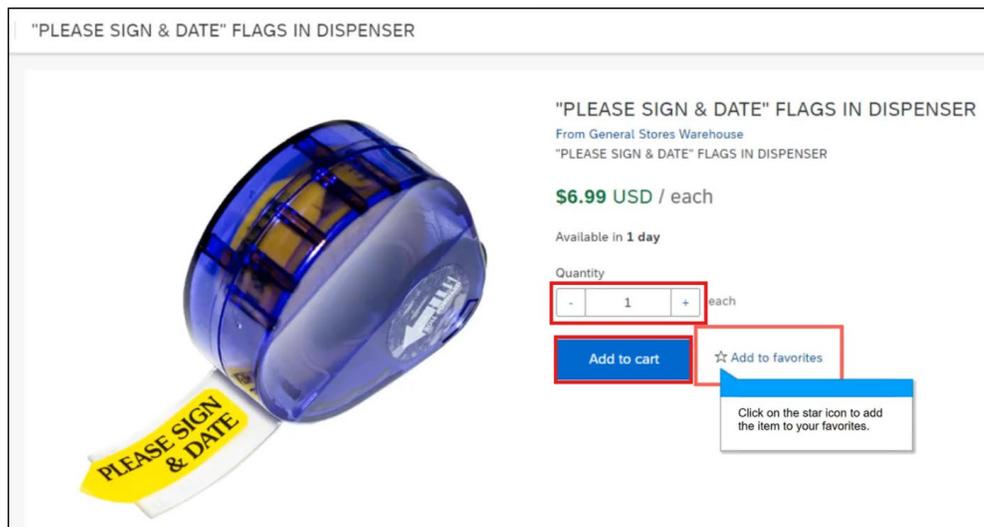
10

You will be directed to the product page when you click on the item.



11

Enter the quantity then click **Add to Cart**. You have the option to add this item to your favorites by clicking on the star.



"PLEASE SIGN & DATE" FLAGS IN DISPENSER

"PLEASE SIGN & DATE" FLAGS IN DISPENSER  
From General Stores Warehouse  
"PLEASE SIGN & DATE" FLAGS IN DISPENSER

**\$6.99 USD / each**

Available in 1 day

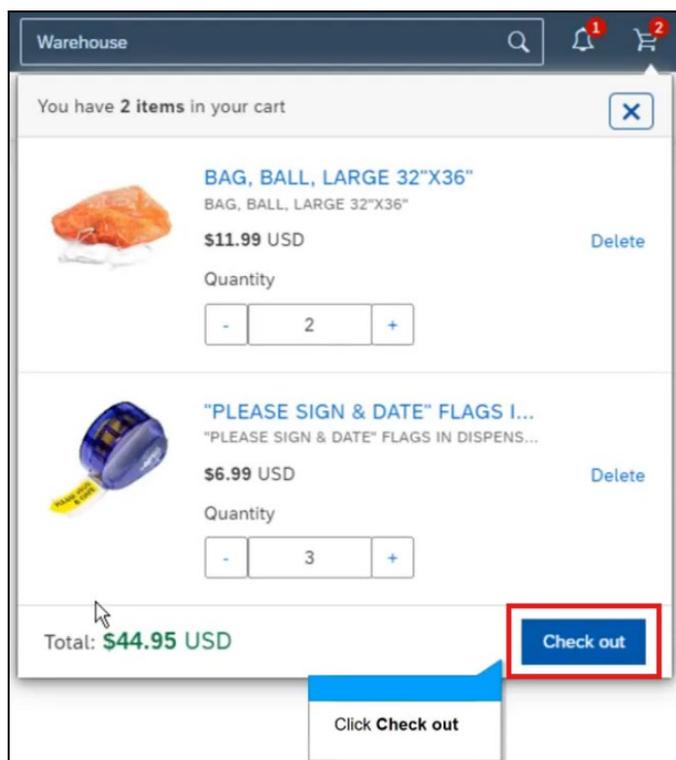
Quantity  
- 1 + each

**Add to cart** ☆ Add to favorites

Click on the star icon to add the item to your favorites.

12

Click **Check out** when you added all your items to your cart. .



Warehouse

You have 2 items in your cart

**BAG, BALL, LARGE 32"X36"**  
BAG, BALL, LARGE 32"X36"  
**\$11.99 USD** Delete  
Quantity: - 2 +

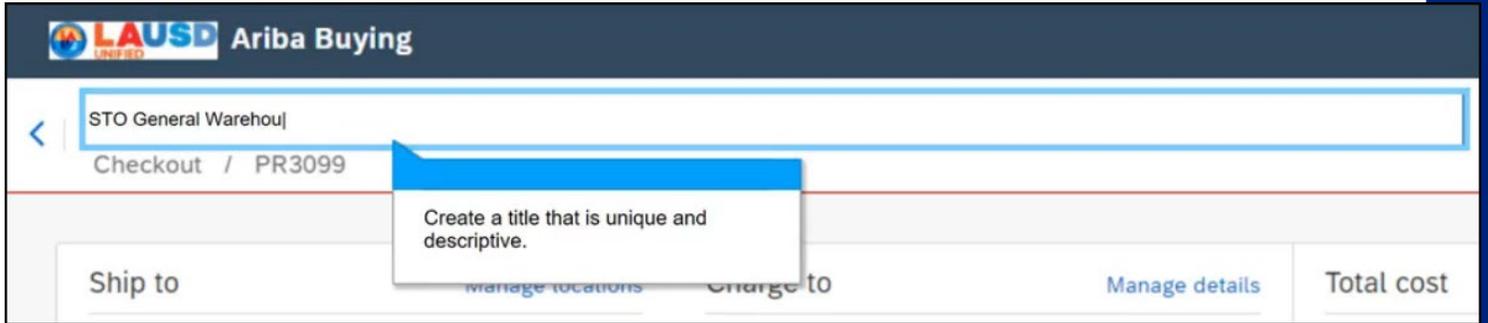
**"PLEASE SIGN & DATE" FLAGS I...**  
"PLEASE SIGN & DATE" FLAGS IN DISPENS...  
**\$6.99 USD** Delete  
Quantity: - 3 +

Total: **\$44.95 USD** **Check out**

Click **Check out**

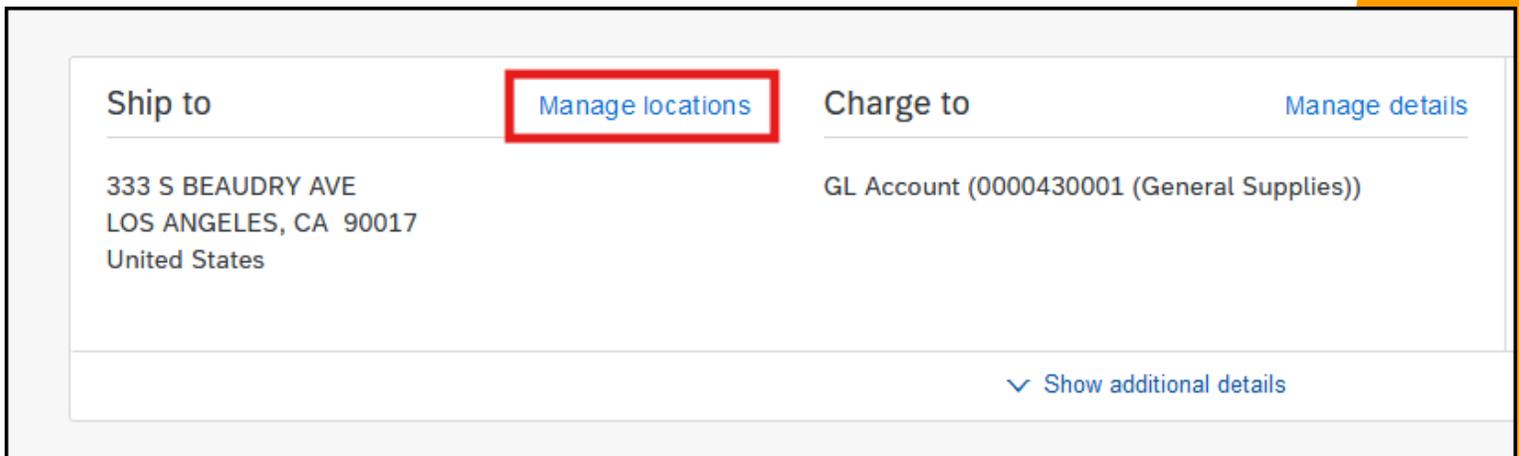
13

Update the title of the Purchase Requisition. Make sure it is unique and descriptive.



14

Click **Manage Locations** to update your shipping information.



15

Update your ShipTo(Plant) if needed. Click the down arrow and click **Browse all**.

Shipping

ShipTo(Plant) \*

10000509 (CONTRACT ADMIN AND PR. ^

Clear selection 7 United

10008259 (MULHOLLAND MS)

**Browse all**

⚠ Need-by Date cannot be in the past

16

Enter your 4-digit location code and click search.

ShipTo(Plant)

ID ▾ Search for ShipTo(Plant) 🔍

ID	Name	Street
10002754		TO BE DETERMINED
10009545	102ND STREET EEC	1925 E 102ND ST

17

## Click **Choose**.

ID ▾	5857	🔍					
ID	Name	Street	City	State	Postal Code	Country	
10005857	107TH ST EL	147 E 107TH ST	LOS ANGELES	CA	90003	US	<b>Choose</b>

18

Choose your Need-by-Date. Regular delivery dates should be 3 BUSINESS days out excluding holidays and weekends.

<	September 2024						>	item in the
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
36	01	02	03	04	05	06	07	
37	08	09	10	11	12	13	14	
38	15	16	17	18	19	20	21	
39	22	23	24	25	26	27	28	
40	29	30	01	02	03	04	05	
41	06	07	08	09	10	11	12	
September 2, 2024 📅								
⚠️ Need-by Date cannot be in the past								

19

**Regular:** 3 business days excluding weekends and holidays

**Will call:** Available same day if order is received by noon. Next day if received after noon

**Overnight:** Next day if order is received by noon, two days if received after noon

**Same Day:** Same day if order is received by 9 am. Next day if received after 9 am.

**Future Delivery:** Choose future delivery date after 3 days out.

20

Click **Done**.

Manage locations ✕

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

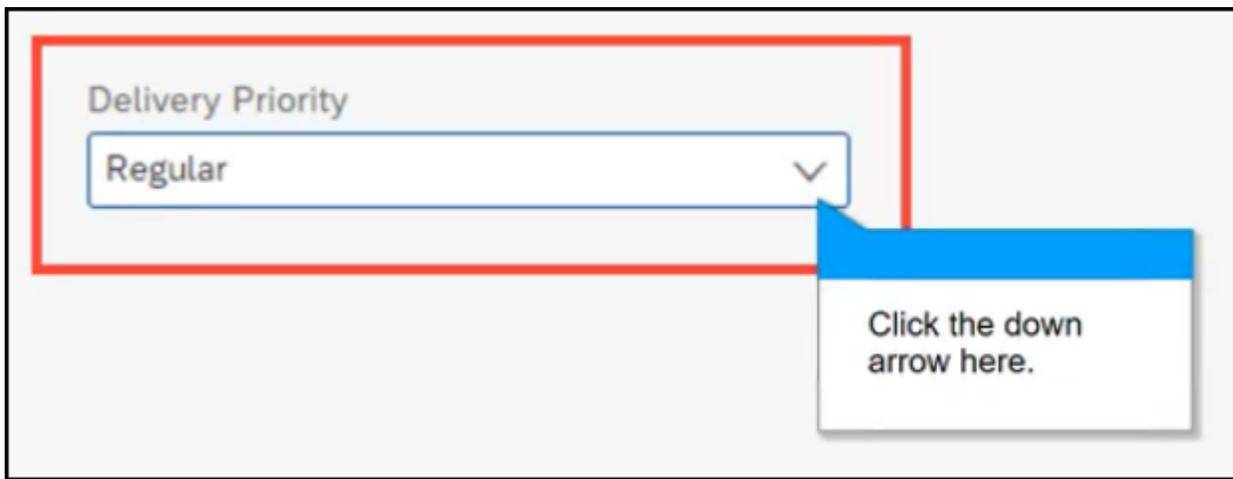
Shipping

ShipTo(Plant) *	Deliver To *
<input type="text" value="10005857 (107TH ST EL)"/>	<input type="text" value="IKUMI NAKAMURA"/>
<small>147 E 107TH ST LOS ANGELES, CA 90003 United States</small>	
Need-by Date ⓘ	Purchase Group
<input type="text" value="November 22, 20.."/>	<input type="text" value="198 (Central Office)"/>

Shipping items to different locations? Done

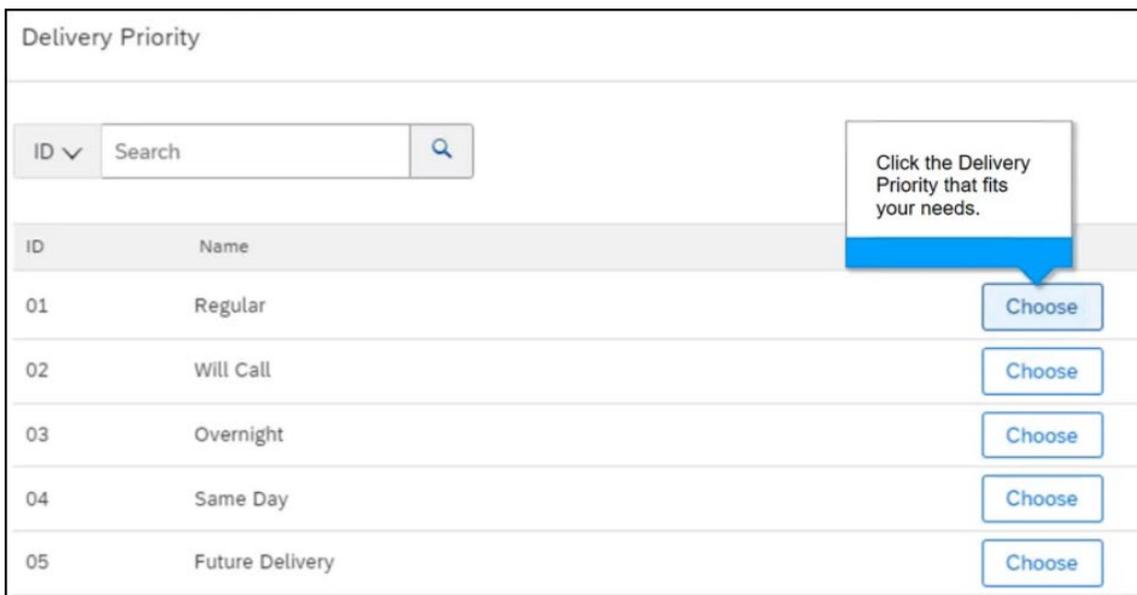
# 21

To change the **Delivery Priority**, scroll down to Delivery Priority and select the appropriate option. Make sure that the delivery date matches the selection for Delivery Priority as listed in the previous page.



# 22

Click **Choose**.



Scroll to the top. Click **“Manage details”** to update the funding information.

LAUSD UNIFIED Ariba Buying

Requisition title: \* Bertiveny Rectangular Teacher Stamps for ...

Checkout / PR7135

Ship to	<a href="#">Manage locations</a>	Charge to	<b>Manage details</b>
8140 VANALDEN AVE RESEDA, CA 91335 United States		GL Account (430001 (General Supplies))	

Enter the GL Account. Click on the down arrow → **Browse all** to search for the GL Account.

Manage details

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

Accounting

Account Type Expense	Bill To 1001 (LAUSD Accounts Payable) PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment * K (Cost center)	<b>GL Account 0000430001 (General Supplies)</b>
Cost Center 0001050901 (Contract Admin)	AssetClass

# 25

Ensure that Accounting Cost Center is correct. To update it, click the arrow symbol and click **“Browse all”**.

Account Type Expense	Bill To 1001 (LAUSD Accounts Payable) PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment * K (Cost center)	GL Account 0000430001 (General Supplies)
<b>Cost Center 0001050901 (Contract Admin)</b>	AssetClass

# 26

Choose the correct **Functional Area**. You cannot use the split accounting functionality for STO orders.

Fund (no value)	Funds Center 1000006 TEST1
Commitment Item (no value)	<b>Functional Area (no value)</b> ⚠ Please select Functional Area

## Click Done

Commitment Item (no value) ▾	Functional Area 1110-1000-13027 General Fund Sch Progr... ▾
Funded Program (no value) ▾	Grant (no value) ▾
FM Area (no value) ▾	Division RW
Program Code 13027	
<a href="#">Changing accounting details for specific item(s)?</a>	
<input type="button" value="Done"/>	

To edit each line item, select the right arrow to expand the line item information. It is recommended to edit the shipping and funding location at the header level (as we did in the previous steps) to update all line items to ensure consistency.

Click the arrow here, to expand the line items.

		<b>BAG, BALL, LARGE 32"X36"</b> 1000006781 (General Stores Warehouse)	Quantity <input type="button" value="-"/> <input type="text" value="2"/> <input type="button" value="+"/> each	Price \$11.99 USD	Net Amount \$23.98 USD
					Gross Amount ⓘ \$23.98 USD

item details

## 29

Scroll all the way down to the Attachments and Comments section. Make sure to enter a comment and/or upload attachments in the **header** level and share it with a supplier by checking the box.

Attachments will not transfer over to ECC.

Comments

Write your comment...

Share with supplier

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Share with supplier

## 30

Scroll down to the approval workflow. For more information about the approving individual, click on the icon above the person's name.



31

You can add a “**watcher**” or another “**approver**” to the workflow. Choose where you would like to add the individual. Click the + sign.



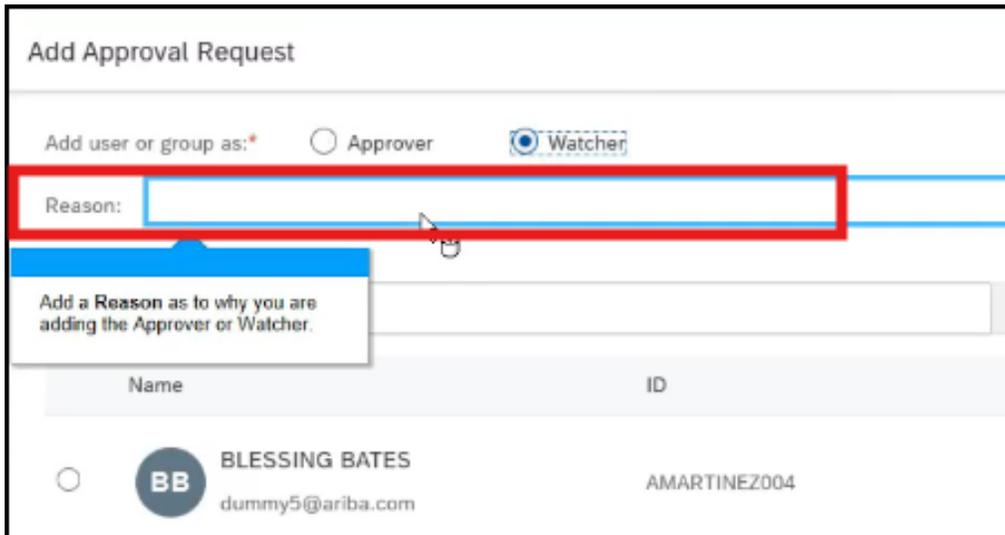
32

Choose if you would like to add an “**Approver**” or “**Watcher**”. Approver must take action by approving or rejecting the Purchase Requisition. Watcher does not need to take action.

The screenshot shows the 'Add Approval Request' dialog box. At the top, it says 'Add user or group as:'. Below this, there are two radio buttons: 'Approver' (which is selected and highlighted with a red box) and 'Watcher'. To the right of the 'Watcher' radio button is a button labeled 'Click Watcher'. Below the radio buttons is a text input field for 'Reason:' with the placeholder text 'Provide a reason...'. Below that is a section for 'Choose user or group:' with a search bar containing 'Name' and 'Search for Name'. At the bottom, there is a table with columns 'Name' and 'ID'. The user 'BLESING BATES' with ID 'AMARTINEZ004' is visible in the bottom left corner.

### 33

You have the option to add a reason as to why you are adding the Approver or Watcher.

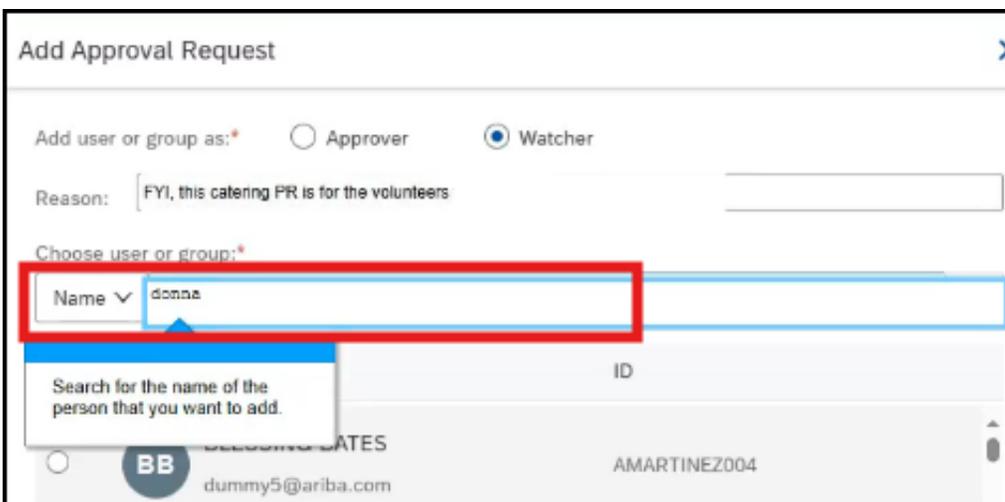


The screenshot shows the 'Add Approval Request' form. At the top, there are radio buttons for 'Approver' and 'Watcher', with 'Watcher' selected. Below this is a 'Reason:' text input field, which is highlighted with a red border. A tooltip points to this field with the text: 'Add a Reason as to why you are adding the Approver or Watcher.' Below the form is a table of users:

Name	ID
<input type="radio"/>  BLESSING BATES dummy5@ariba.com	AMARTINEZ004

### 34

You can search for a user by their first name, last name, or birthdate. Enter the information and hit “**Enter**” or click “**Search**”.

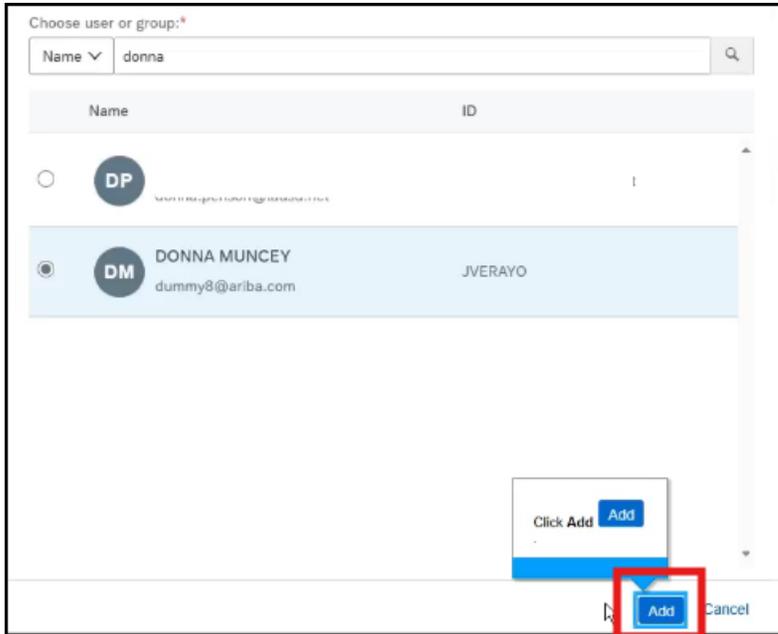


The screenshot shows the 'Add Approval Request' form. The 'Reason:' field contains the text 'FYI, this catering PR is for the volunteers'. Below it is a 'Choose user or group:' section with a search input field. This search field is highlighted with a red border and contains the text 'Name' and 'donna'. A tooltip points to this field with the text: 'Search for the name of the person that you want to add.' Below the search field is the same table of users as in the previous screenshot:

Name	ID
<input type="radio"/>  BLESSING BATES dummy5@ariba.com	AMARTINEZ004

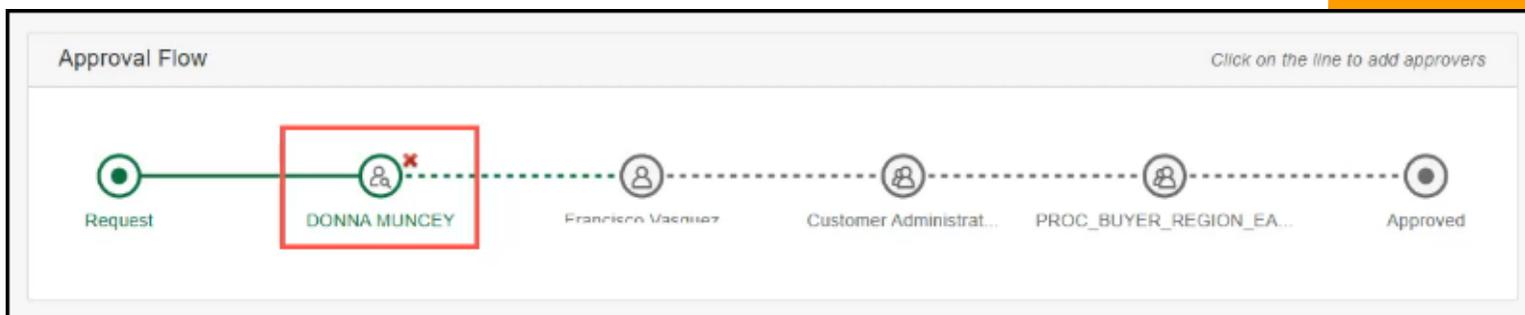
35

Click the radiator button of the user, then click **"Add"**.



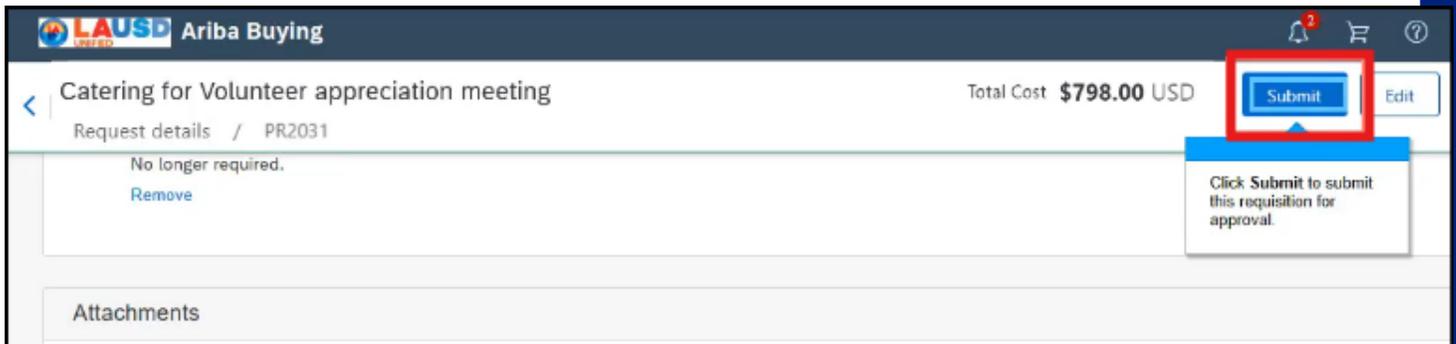
36

Notice that the icon is different from the other approvers. The icon indicates that the person is a watcher and is not an approver. Notice the red X next to the user, this indicates that we can delete this user if needed.



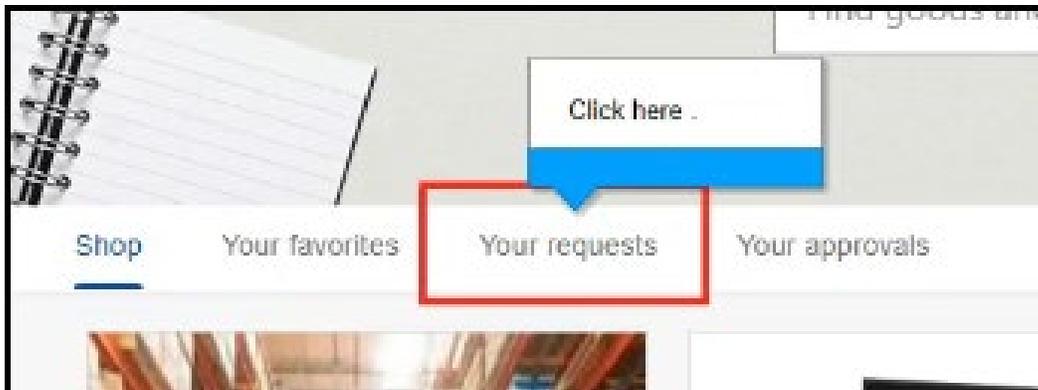
37

Click "**Submit**". After you submit the Purchase Requisition for approval, notifications will be sent to each approver as it is their turn to approve.



38

To check the status of the Purchase Requisition, click **Your requests** → **Requisitions**



Stock transfer orders will not proceed to ordered status. Once fully approved, status will update to **ordering** status and the you can no longer make any changes to the PR.

Please contact the appropriate warehouse customer service for any necessary modifications or cancellations if the PR is in **ordering** status.

The screenshot displays a web application interface for procurement. At the top, there is a navigation bar with tabs: 'Recent requests' (selected), 'Requisitions', 'Purchase orders', 'To receive', 'Request for quotes', 'Custom forms', 'Projects', and 'Other requests'. Below the navigation bar, the main content area is titled 'Recently updated within 3 months'. Under this title, there is a section for 'Requisitions' with a 'View all' link. A red box highlights a specific requisition entry for 'STO General Warehouse'. The entry includes a document icon, the text 'Purchase orders: 5500233220', a status badge labeled 'ORDERING', the text 'Last updated 0 days ago', and the amount '\$44.95 USD'. A tooltip below the requisition number reads 'Click on the order number to view...'. A question mark icon is visible in the top right corner of the main content area.

Requisition	Status	Last updated	Amount
STO General Warehouse Purchase orders: 5500233220 Date requested: May 24, 2024	ORDERING	0 days ago	\$44.95 USD