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SAP Ariba

PROCUREMENT SERVICES DIVISION »

End-USER Training

Guided Buying
How to Search Purchase Orders

This job aid provides step-by-step instructions on how to search for Purchase Orders in Guided Buying.

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
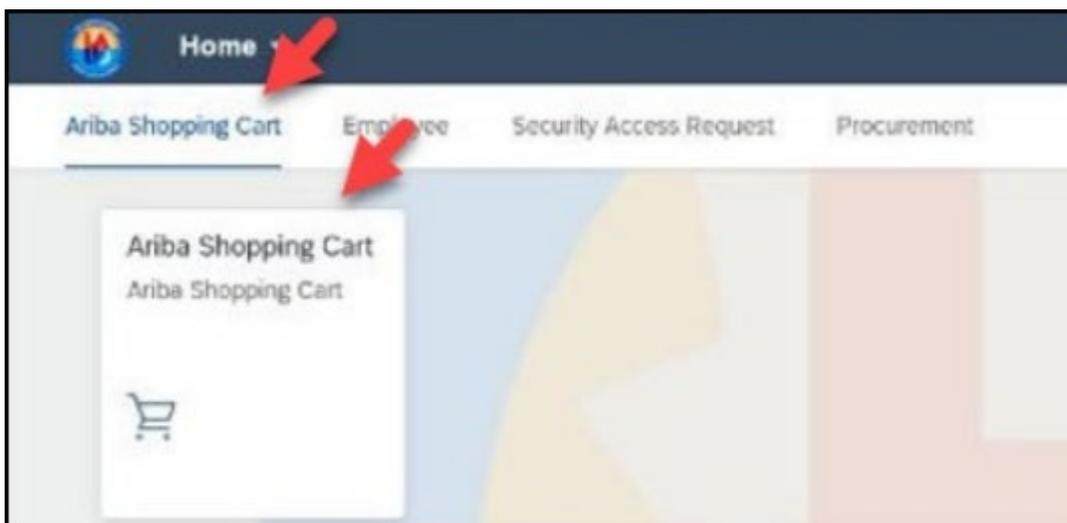
You will be directed to the Ariba Guided Buying home page.
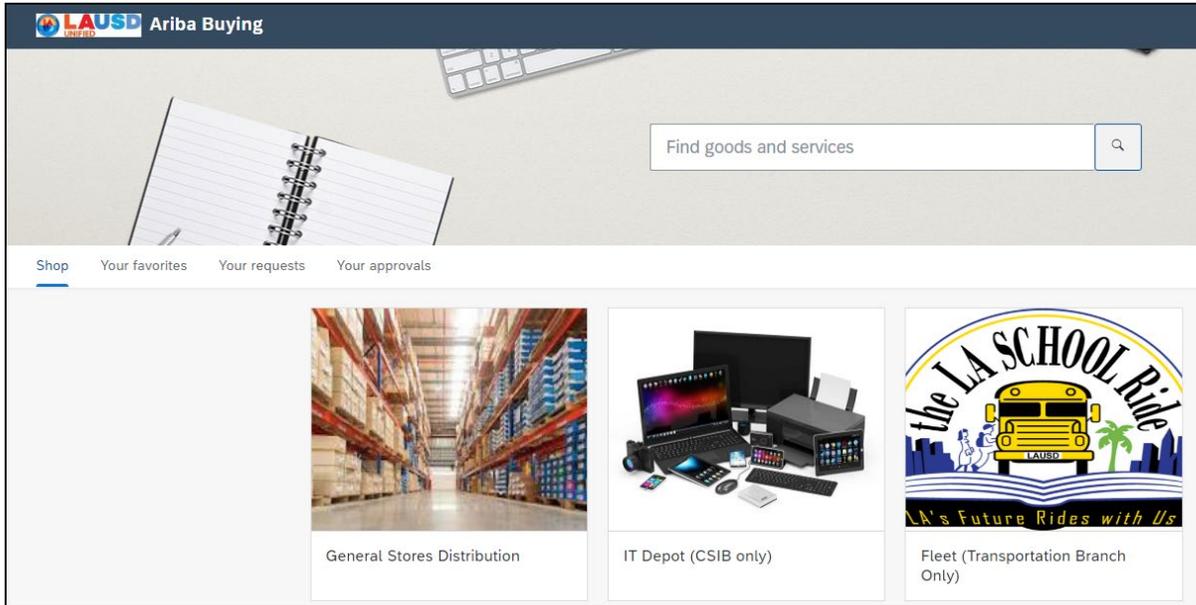
4

Scroll down. Click **Purchase Orders**.

3
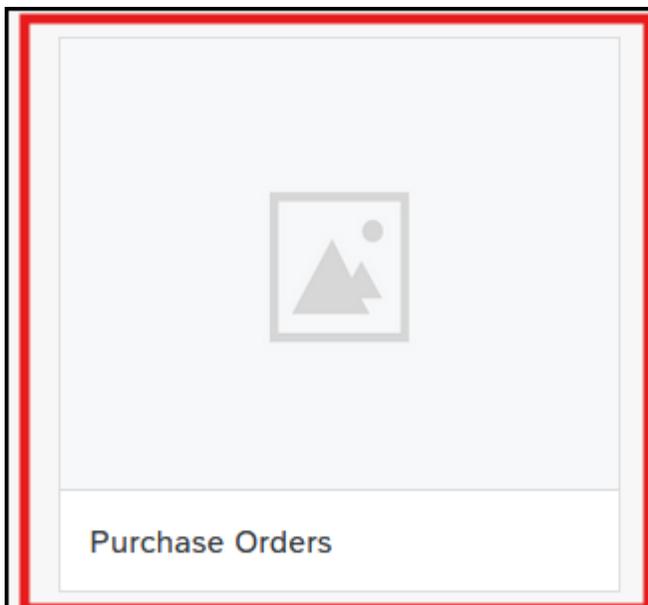
You will be directed to the **Purchase Orders Search Filter** page.

4

Change the Date Created filter to your preference. In this example, we will choose "**No Choice**".

5

Enter your Purchase Order ID# (8000#).

6

Click **Search**.

7

Your search result will populate. Click on the PO# to view details.

8

You have the option to search for Purchase Order by the Requestor. If you do not see this field, skip to #14

Click "**Select**".

Requester: (select a value) [select ∨]

Requisition ID:

Click "**Select from list**".

Requester: (select a value) [se

Requisition ID:

Clear

Select from list ...

11

Type in the requester's name, then click **Search**.

Add to Currently Selected | | Cur

| Name ⌄ | | Search |

12

Check off the box then click "**Done**".

Choose Values for Requester

Add to Currently Selected

| Name ⌄ | tws | Search |

Currently Selected

| ☐ | Name ↑ | PasswordAdapter |

| ✓ | Name ↑ | PasswordAdapter |
| ✓ | TWS USER | Enterprise User |

No items

Done

13

Click **Search**.

14

To add more filter options, click "**Search Options**".

15

Some useful search options are Order Title, Requestor, Requisition ID, Status, and Supplier. You can also hide any unwanted search options by unselecting them.

✓	Company Code
	Contract Workspace ID
✓	Date Created
✓	Date Ordered
	Date Received
✓	Delivery Priority
✓	Direct Purchase
✓	Faster Work Order
✓	Fleet Order
✓	Invoice Processor
	Is Subcontractor
	Order Confirmation Status
✓	Order ID
✓	Order Method
✓	**Order Title**
	Preparer
	Purchasing Unit
✓	Receipt Date (any receipt)
✓	Receipt ID (any receipt)
✓	Receipt Status (any receipt)
✓	**Requester**
✓	**Requisition ID**
✓	Retention Percentage
✓	SBE Preference
	Service Orders
✓	Shipping Charges
✓	Show orders that can be sent to the Ariba Network
✓	**Status**
✓	**Supplier**
	Select All

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