

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Ariba Guided Buying
How to Create Future-
Funded Orders for the
District Supply Center
(Warehouse)

The purpose of this job aid is to show how to create a purchase requisition for the District Supply Center (Warehouse) using future funding in Ariba Guided Buying.

Advance spending is a feature in SAP Ariba that enables schools and offices to create future-dated purchase requisitions. Advance spending is intended to be used during the transition period between fiscal years, usually from June to July, by tapping into funds for the next fiscal year to create future-dated orders while still in the current fiscal year.

For example, a school plans to place a District Supply Center order for delivery on July 24, 2025 and needs enter the order by June 25, 2025 while their SAA is available. With advance spending, the school can create a purchase requisition/STO in June 2025 with a July 2025 effective date, encumbering available funds for fiscal year 2026-26.

Restrictions:

Advance spending requires access to future year budgets.

District policy prohibits the receipt of goods before the effective date of a purchase order or STO. Accordingly, schools and offices cannot request or accept the delivery of goods before the authorized date on the purchase order or STO. Schools and offices are required to comply with this policy.

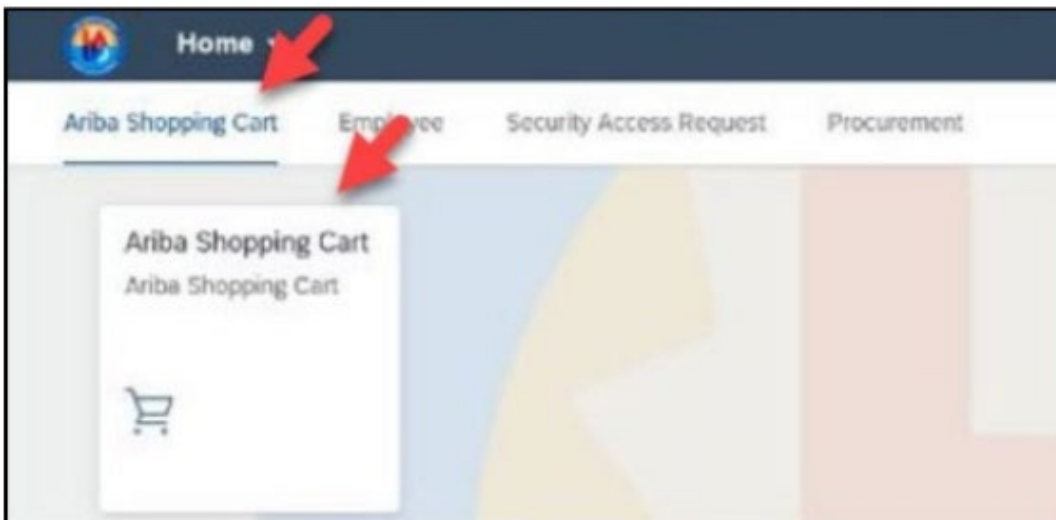
1

To access Ariba Guided Buying, log into your Employee Self-Service portal (ESS) (<https://ess.lausd.net/>), using your Single Sign-On (SSO)



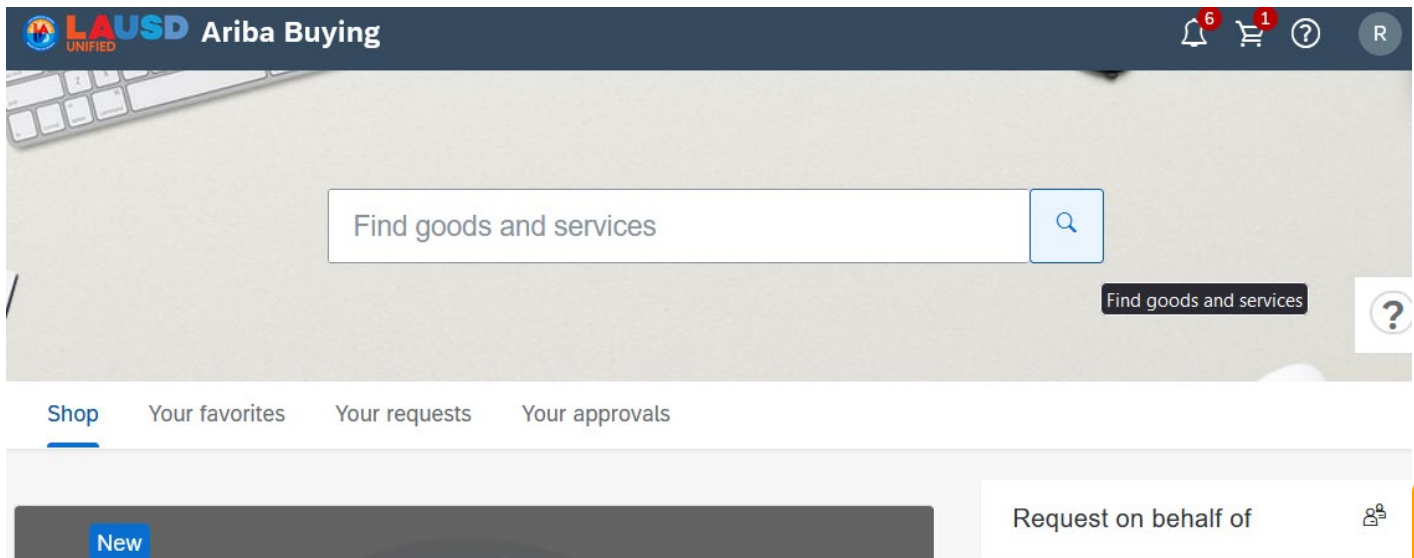
2

Click on the '**Ariba Shopping Cart**' tile.



3

The page will open to your Ariba Guided Buying dashboard. Proceed to create your requisition. For more information on creating a requisition, please access the available videos and job aids at:
<https://www.lausd.org/Page/19812>



4

During checkout, at the header level of your requisition, you will need to make changes to the field '**FM Posting Date**'

Requisition title: * Total Cost **\$5.49** USD

Checkout / PR61364

Need-by Date May 5, 2025	Deliver To <input type="text" value="Test Location"/>
Requester <input type="text" value="REQUESTOR24"/>	Plant <input type="text" value="1000 (SCHOOLS AND OFFICES)"/>
Company Code <input type="text" value="1000 (LAUSD)"/>	Suppress Order <input type="radio"/> Yes <input checked="" type="radio"/> No
SBE Preference <input type="radio"/> Yes <input type="radio"/> No	Invoice Processor <input type="text" value="(no value)"/>
Invoice Processor SAP ID Not specified	Direct Purchase <input type="radio"/> Yes <input checked="" type="radio"/> No
Retention Percentage <input type="text"/>	Shipping Charges Not specified
FM Posting Date * <input type="text" value="April 28, 2025"/>	On Behalf Of REQUESTOR24

5

Click the Calendar Icon inside the '**FM Posting Date**' field. Select a date on or after July 1st to allow for future funding to be utilized.

☐ Yes ☐ No


		July 2025							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	29	30	01	02	03	04	05		
28	06	07	08	09	10	11	12		
29	13	14	15	16	17	18	19		
30	20	21	22	23	24	25	26		
31	27	28	29	30	31	01	02		
32	03	04	05	06	07	08	09		

6

It's recommended to use July 1st as your future **FM Posting Date**. You may use a date later into the next school year but be reminded you will not be able to receive the order and have it finalized by the warehouse until FM Posting date has passed.

7

The '**Need-by Date**' for the requisition should also be set for after the '**FM Posting Date**'. Use this field to indicate your preferred delivery date.

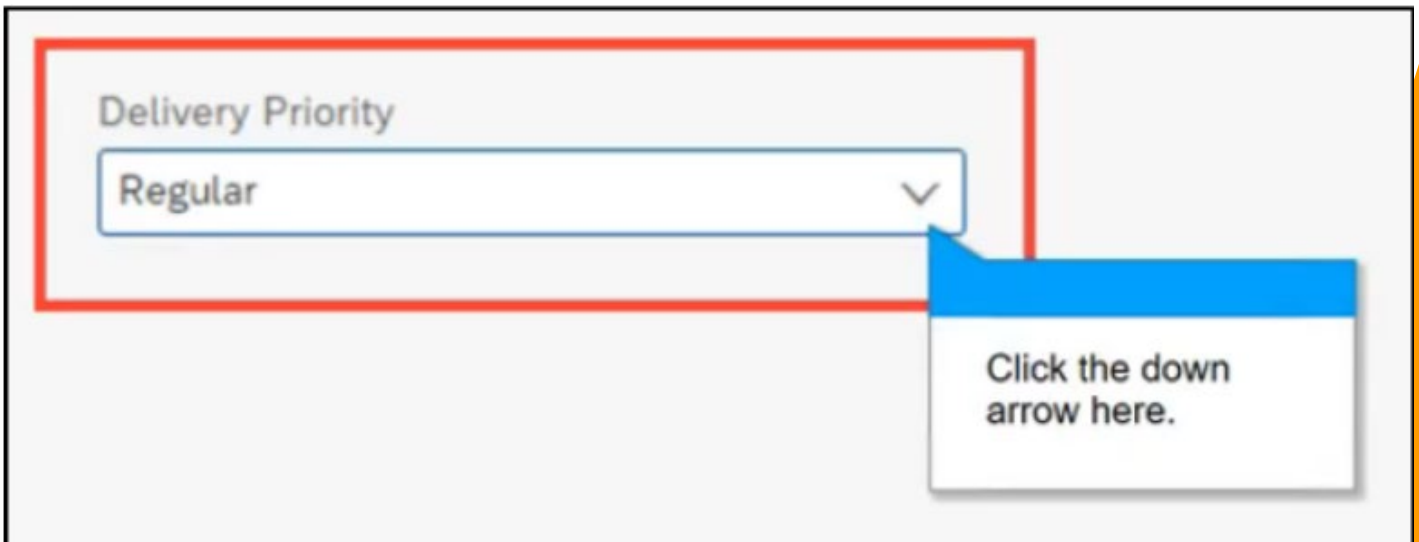
Ship to	Manage locations	Charge to
333 S BEAUDRY AVE LOS ANGELES, CA 90017 United States		GL Account (0000430
<div>Need-by Date ⓘ July 7, 2025 </div>		

8

For District Supply Center orders, you will also need to change the **Delivery Priority** to 'Future Delivery' so you can submit it with the future need-by date set.

9

To change the **Delivery Priority**, scroll down to Delivery Priority click the downward arrow in the selection box.




10

Scroll down in the selection menu that opens and find the option 'Future Delivery'.

11

Click 'Choose' next to the Future Delivery option to make your selection

Delivery Priority

ID ▾ Search 

Click the Delivery Priority that fits your needs.

ID	Name	
01	Regular	Choose
02	Will Call	Choose
03	Overnight	Choose
04	Same Day	Choose
05	Future Delivery	Choose

12

Continue to complete the remaining requisition fields. For your funding, use the funding line you would like to use from next year's budget. Be sure that the funds are available, or the STO will not be able to be issued.

13

It's best practice to add comments to your requisition notifying the approvers and the supplier that the order is for a future year. To do so, add your comment at the bottom of your PR (header level).


Comments

This order is future school year funded. No deliveries will be accepted prior to July 1, 2025|

☐ Share with supplier

Add

Attachments

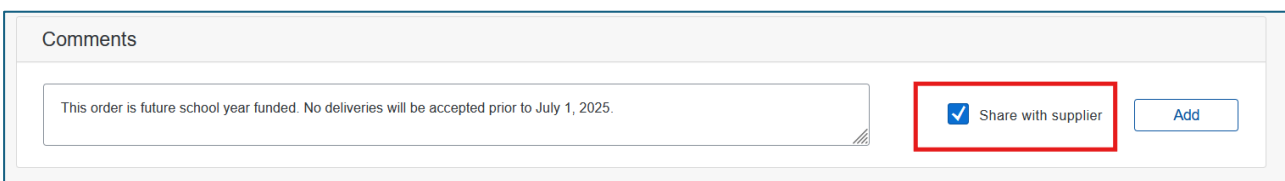
 Drag and drop file here, or [browse](#) to upload, then click the Add button.

☐ Share with supplier

Add

14

We want the supplier (warehouse) to see this message, so be sure to check the box next to 'Share with Supplier'. Please note that only the comment on the first line will be displayed on the Packing Slip, and only if the 'Share with Supplier' box is checked.



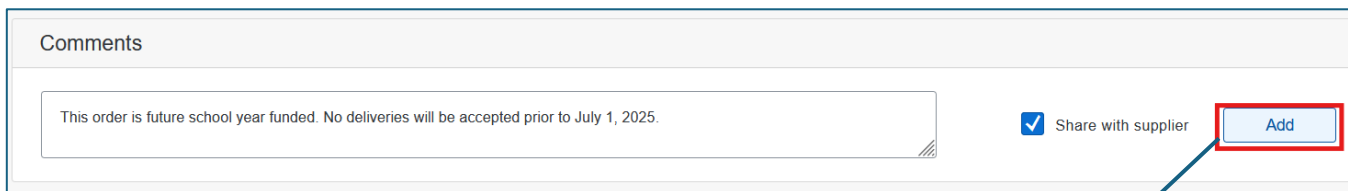
Comments

This order is future school year funded. No deliveries will be accepted prior to July 1, 2025.

☒ Share with supplier

15

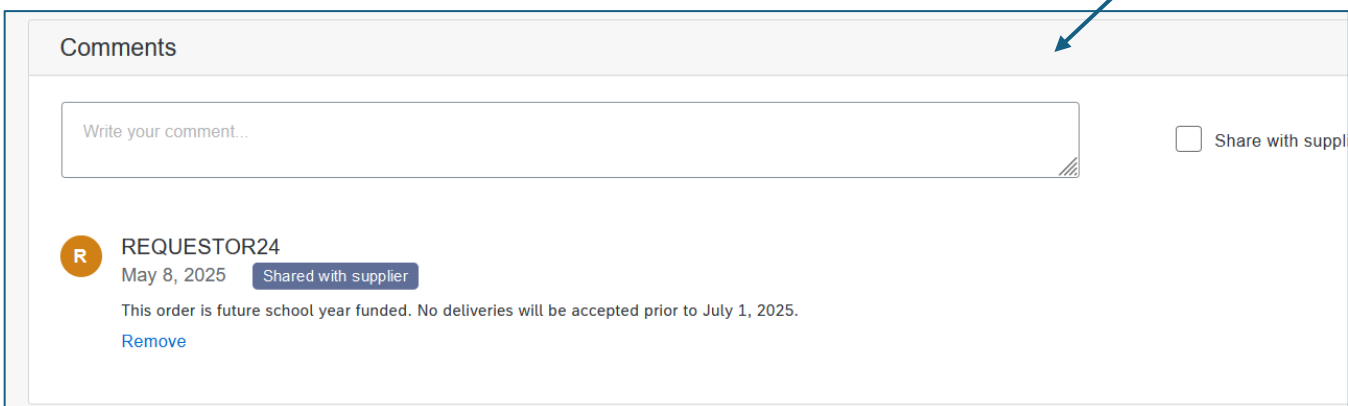
Make sure to click 'Add' to attach the comment to your requisition.



Comments

This order is future school year funded. No deliveries will be accepted prior to July 1, 2025.

☒ Share with supplier



Comments

Write your comment...

☐ Share with supplier

R REQUESTOR24
May 8, 2025 Shared with supplier
This order is future school year funded. No deliveries will be accepted prior to July 1, 2025.
[Remove](#)

16

When you have finished entering all funding and other details, click '**Submit**' as usual.

17

Your requisition has now been submitted for all necessary approvals, and future year funds have been encumbered. Once the final approval has been received, your requisition will be converted to an STO which will be sent through Ariba to the Warehouse for fulfillment.

Submitted

Approval Flow

Click on the line to add approvers

