LAUSD UNIFIED

SAP Ariba

PROCUREMENT SERVICES DIVISION »

End–USER Training

Guided Buying
How to Act as a
Delegate Approver

Terminology Review

Delegation of Authority
Delegation of Authority allows you to temporarily delegate your authority to another user. A delegation of authority is a temporary change; typically something you set up to handle a period when you will be out of the office.

Delegator
A Delegator is a user who has delegated their authority to another user for a short-term period of time.

Delegatee
A Delegatee is a user that has received delegation of authority from another user. A Delegatee has the ability to approve and act on behalf of the Delegator. The Delegatee will also gain the authorization of the Delegator to view or access, as well as perform, any functions available to the Delegator.

The purpose of this job aid is to show how to you can act on behalf of an approver who has delegated their authority to you. For example, your school's Principal will be out of office and sets you, their Assistant Principal, as their delegate for that period.
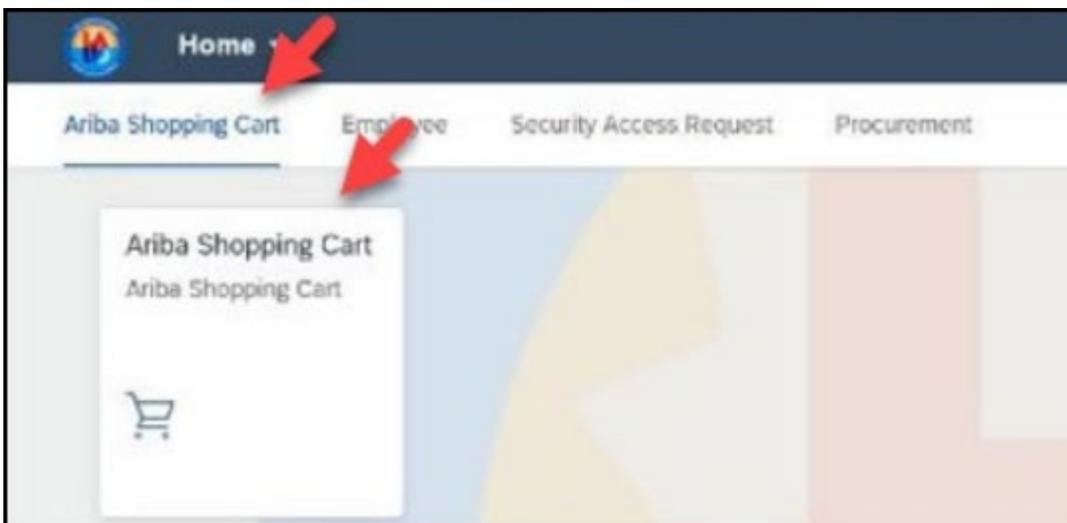
1

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

When you log on you will have the option to log in as yourself, or act as the delegator.

In this example, you are Manager20 and your Principal is Manager17
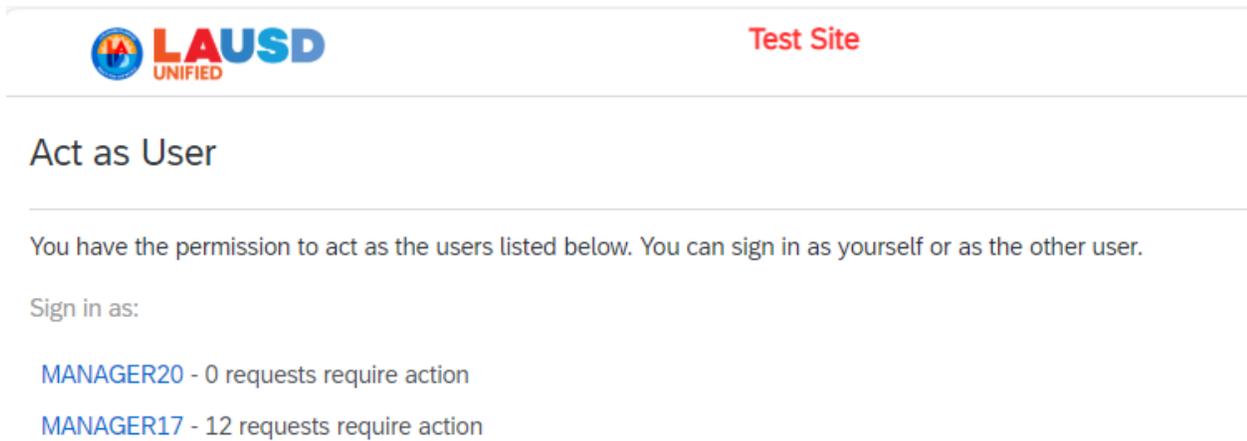
4

You can ensure that you are currently acting on behalf of the delegator by clicking your initials. Please note that you do not have access to their user preferences.
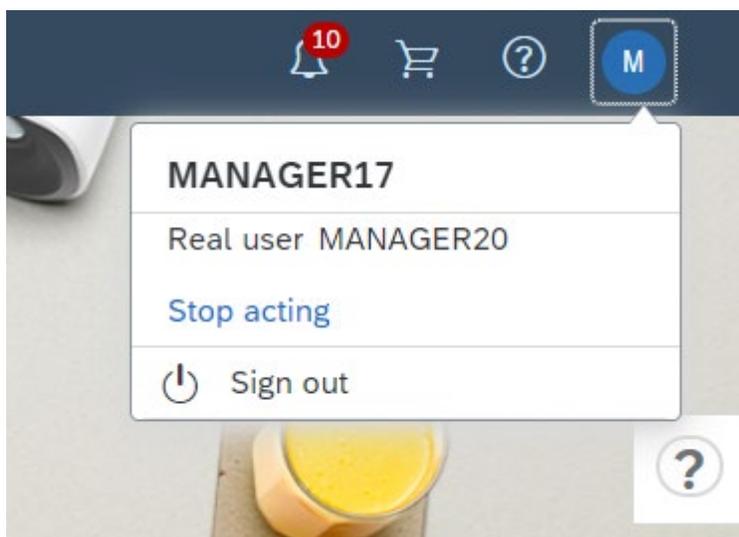
5

While acting as this user, you will now have visibility to everything available to the delegator. All functions/processes are the same.

6

All notifications visible on the dashboard are for the user who delegated their authority.

7

If you click on "approve requests" you will see every PR that is currently pending approval for the Delegator.
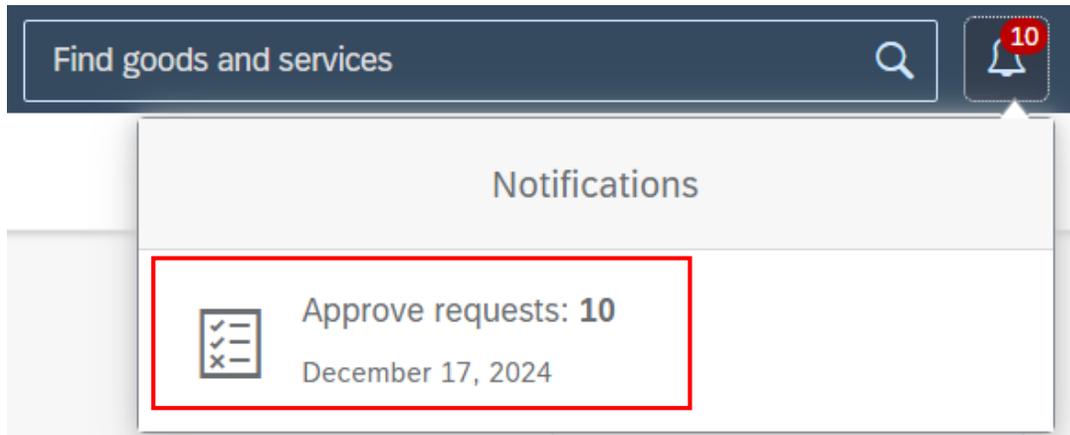
8

If you click "See Details" you can review all aspects of the PR before you approve on their behalf.

The approval process is the same as if you were acting as yourself.

The PR history will reflect that the approval was created by you on behalf of the Delegator.

11

You also have visibility to their "recent approvals" and all other functions/processes are available

12

Use the "stop acting" option when you need to return to your personal profile.

13

You can ensure that you are back to your profile by clicking on your initials and confirming that only your name is visible.

LAUSD Ariba Buying

Find goods and services

MANAGER20

App settings

Sign out

Your approvals

To approve (0)   To watch (0)   **Recent approvals (2)**   Custom forms (0)   Other approvals (0)

Filter by   Type ⌄   Last 3 months ⌄   Find a request

PR60299			
STO Demo - For Plant Manager	REQUESTOR17 Requested December 17, 2024	$742.87 USD Ordering	See details
PR60109			
HRSP2024 Quick Test (REQ20, cmh)	REQUESTOR20 Requested November 26, 2024	$109.50 USD Ordered	See details

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