

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.

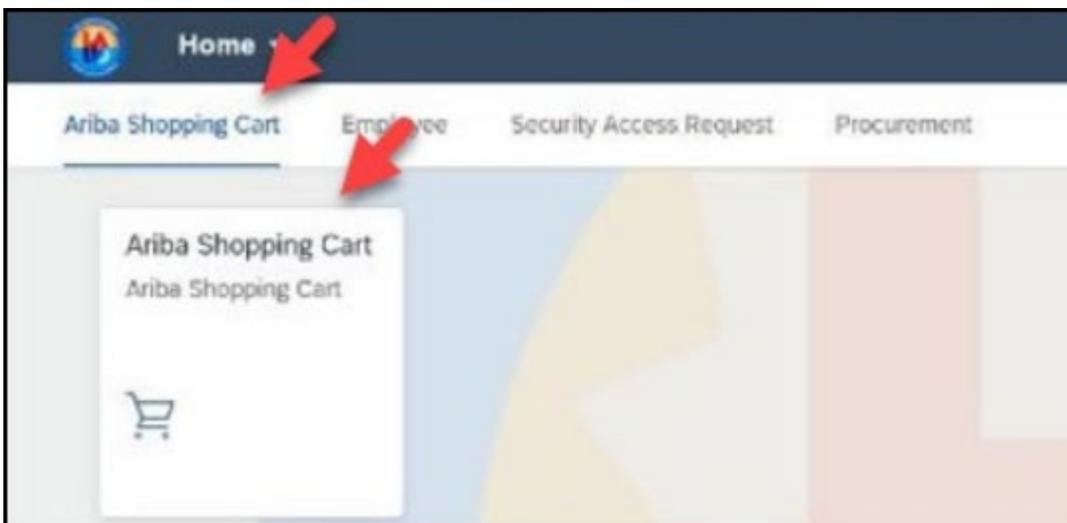
1

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



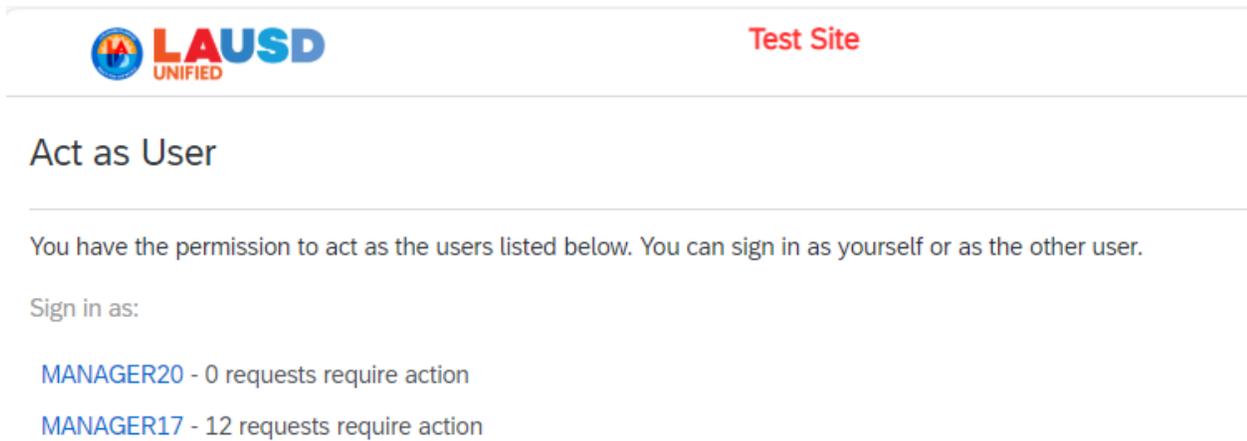
2

Click on the "Ariba Shopping Cart" tile.



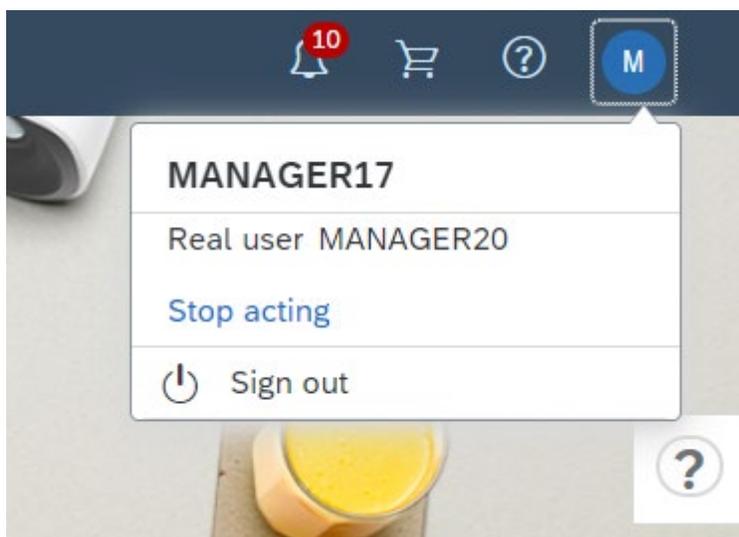
3

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.

Ariba Buying Find goods and services

Your approvals

To approve (10) To watch (0) Recent approvals (17) Custom forms (0) Other approvals

Filter by Type Last 3 months Find a request

| Request ID | Description | Requester | Requested Date | Amount | Actions |
|------------|--------------------------------|-------------|-------------------|-----------------|---------------------|
| PR60299 | STO Demo - For Plant Manager | REQUESTOR17 | December 17, 2024 | \$742.87 USD | Approve See details |
| PR60330 | Dremel DigiLab 3D45 3D printer | REQUESTOR17 | December 16, 2024 | \$2,484.50 USD | Approve See details |
| PR60302 | Sample Arey-Jones Order | REQUESTOR17 | December 10, 2024 | \$1,542.74 USD | Approve See details |
| PR60290 | 3D Printer for Demo | REQUESTOR17 | December 10, 2024 | \$6,119.60 USD | Approve See details |
| PR60282 | KY - CDW 3D Printer | REQUESTOR17 | December 10, 2024 | \$3,059.80 USD | Approve See details |
| PR60283 | KY - Test Asset | REQUESTOR17 | December 9, 2024 | \$13,339.98 USD | Approve See details |

6

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

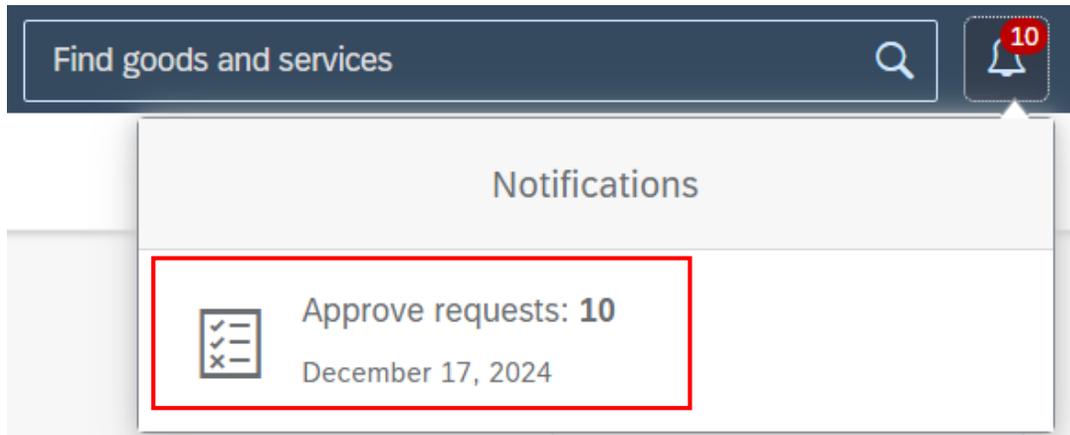
Find goods and services

Notifications

Approve requests: 10
December 17, 2024

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.



9

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

LAUSD Ariba Buying

STO Demo - For Plant Manager
Request details / PR60299

Total Cost **\$742.87 USD** [Approve] [Deny] ...

Accounting

GL Account (0000430001 (General Supplies))

Account Type: Bill To
Expense: 1001 (LAUSD Accounts Payable)
PO BOX 54306 Los Angeles, CA 90054-0306 United States

Account Assignment: GL Account
K (Cost center): 0000430001 (General Supplies)

Cost Center: AssetClass
0001666501 (SHARP EL)

Fund: Funds Center
010-0000 GF-Unrestricted: 0001666501 SHARP EL

Commitment Item: Functional Area
General Supplies: 1110-1000-13027 General Fund Sch Program

Help Center

Search...

- Setting up guided buying
- Getting started with your help community
- What does the status of ordering mean in Ariba
- how to add bold letters in GB forms
- bold letters

10

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

[Copy] [Print]

Summary Orders Receipts **History**

History

| Date ↓ | User | Real User | Action | Summary |
|---------------------------|-------------|-----------|---|--|
| Tue, 17 Dec, 2024 2:48 PM | aribasystem | | Ordered | Order 5500264475 was successfully carbon copied to the ERP system. |
| Tue, 17 Dec, 2024 2:48 PM | aribasystem | | Requisition sent to the external system | PR60299 : Requisition was successfully resent to the external system after final approval. ERP reference number: 0010122495. |
| Tue, 17 Dec, 2024 2:48 PM | MANAGER17 | MANAGER20 | Approved | PR60299 approved. |

11

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

The screenshot shows the 'Your approvals' page in the Ariba Buying interface. The page header includes the LAUSD logo and 'Ariba Buying' text. A search bar contains 'Find goods and services'. Below the header, there are navigation tabs: 'To approve (9)', 'To watch (0)', 'Recent approvals (18)', 'Custom forms (0)', and 'Other approvals (0)'. The 'Recent approvals (18)' tab is selected. Below the tabs, there are filter options: 'Filter by Type', 'All', and 'Last 3 months'. A search box labeled 'Find a request' is also present. The main content area displays a list of four approval items, each with a request ID, description, requester, date, amount, status, and a 'See details' button.

| Request ID | Description | Requester | Date | Amount | Status | Action |
|------------|----------------------------------|-------------|-----------------------------|----------------|-----------|-------------|
| PR60299 | STO Demo - For Plant Manager | REQUESTOR17 | Requested December 17, 2024 | \$742.87 USD | Ordering | See details |
| PR60279 | KY - Sample Arey Jones HP Order | REQUESTOR17 | Requested December 9, 2024 | \$1,542.74 USD | Received | See details |
| PR60321 | KY - Team Buying Test | REQUESTOR17 | Requested December 13, 2024 | \$544.22 USD | Receiving | See details |
| PR60107 | HRSP2024 Quick Test (REQ17, cmh) | REQUESTOR17 | Requested November 26, 2024 | \$109.50 USD | Received | See details |

12

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

The screenshot shows the user profile dropdown menu in the Ariba Buying interface. The menu is open, displaying the user's name 'MANAGER17', their real user 'MANAGER20', and two options: 'Stop acting' (highlighted with a red box) and 'Sign out'.

13

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

The screenshot shows the 'Your approvals' page in the LAUSD Ariba Buying system. The user menu is open, showing the user name 'MANAGER20' and options for 'App settings' and 'Sign out'. The main content area displays a list of approvals with filters for 'Type' and 'Last 3 months'. Two approval items are visible:

| Request ID | Request Description | Requester | Requested Date | Amount | Status | Action |
|------------|----------------------------------|-------------|-----------------------------|--------------|----------|-------------|
| 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 |