

# SAP Ariba

PROCUREMENT SERVICES DIVISION



## End-USER Training

*Guided Buying*

Acting as a Delegate  
Requestor

# 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 a requestor who has delegated their authority to you. Example, your school's SAA will be out of office and sets you, their Office Technician, as their delegate for that period. If you need to take action on behalf of your SAA, or review orders they previously placed, you may do so.

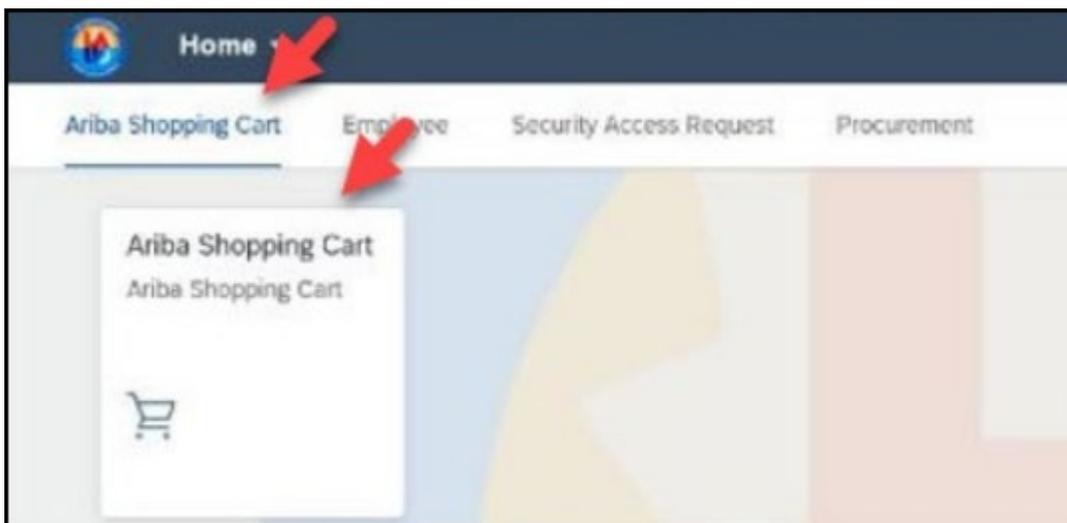
1

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



2

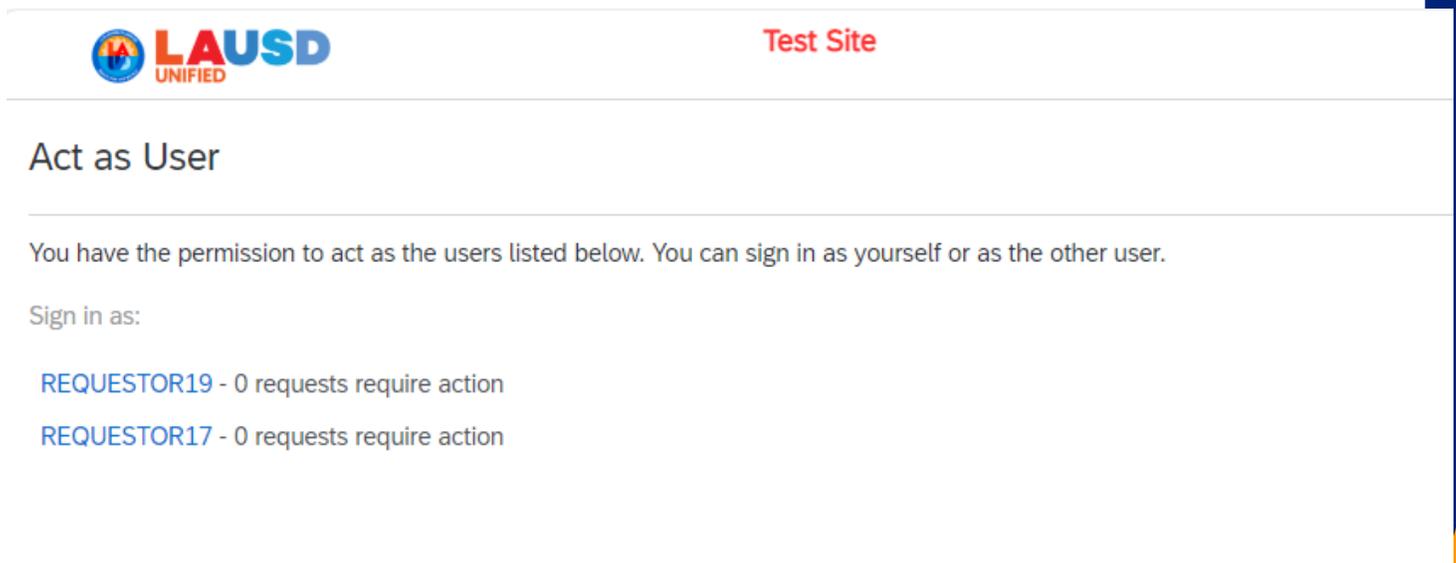
Click on the "Ariba Shopping Cart" tile.



### 3

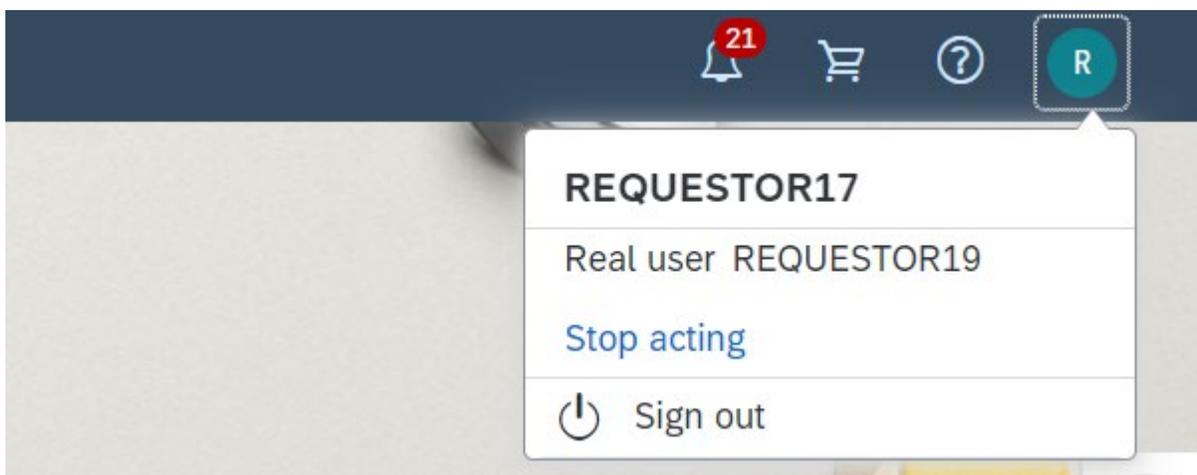
After a Requestor has delegated their authority to you, when you log on you will have the option to log in as yourself, or act as the delegator. Click on the name of the person who delegated their authority to you.

In this example, you are 'Requestor 19' and the person who set you as their delegate is 'Requestor 17'



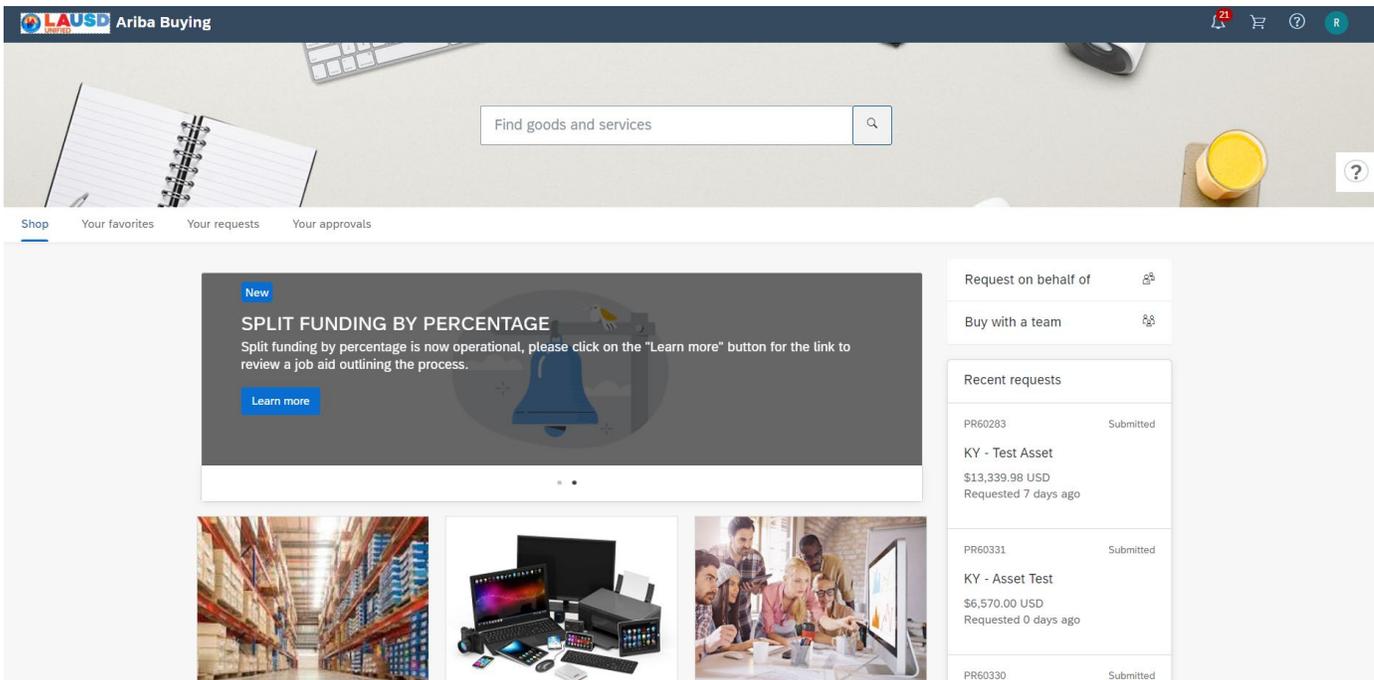
### 4

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.



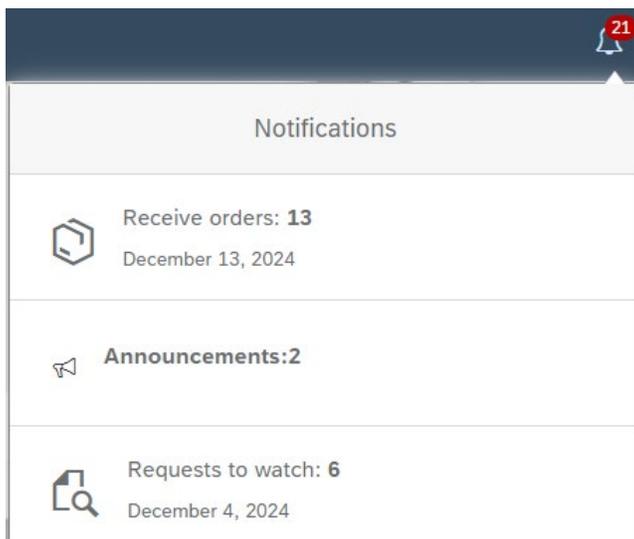
# 5

While acting as this user, you will now have visibility to everything available to them, including their past orders and draft 'composing' purchase requisitions. All functions/processes are the same.



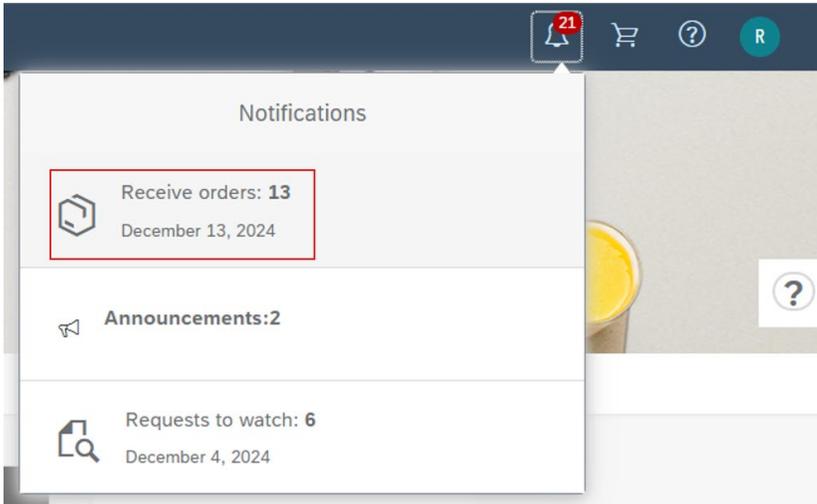
# 6

All notifications visible from the home page are for the user you are currently acting on behalf of.



# 7

If you click on “receive orders” you can process a Goods Receipt (GR) on the behalf of this user.



# 8

You can search for a specific PO by using the search bar.

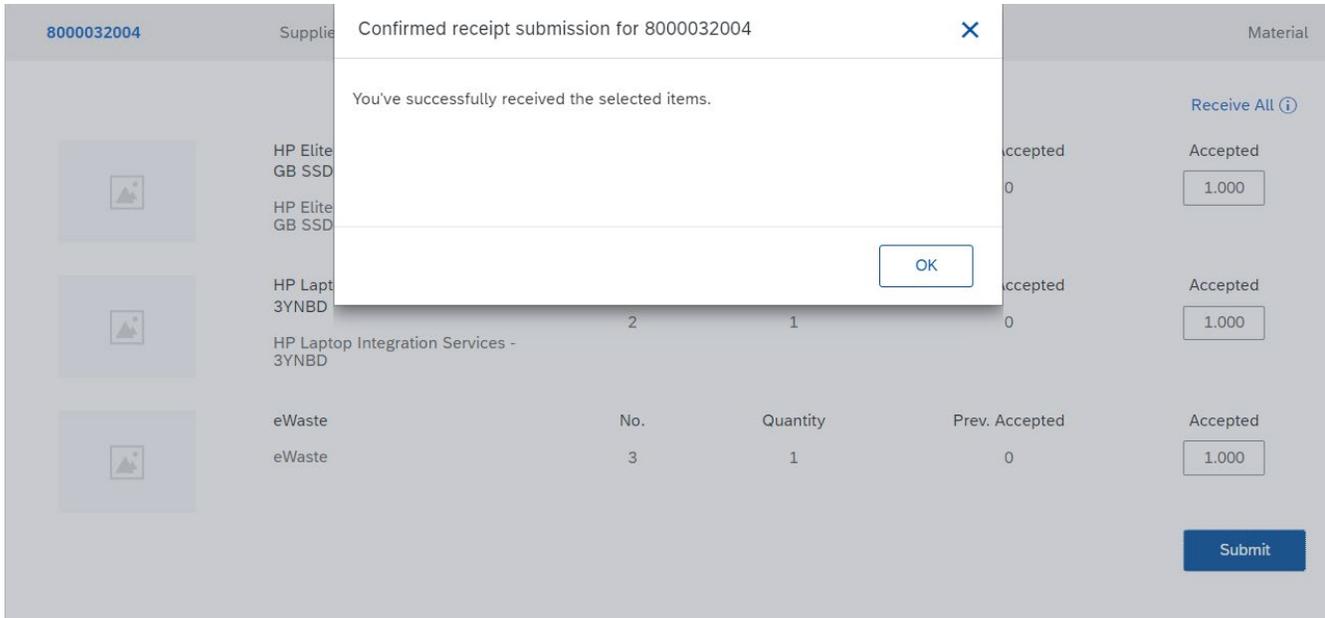
Filter by

If you're receiving an item, enter the quantity or amount you're receiving in the **Accepted** field. Then click **Submit** to confirm receipt. If you're receiving a service, click **Receive**. You can find any order, including orders you've fully received, by entering the order number in the **Find an order** search field.

8000032004		Supplier: Newfangled Processes		Material		
	HP Elite x360 830 G10 i7 16GB 512 GB SSD	No.	Quantity	Prev. Accepted	Accepted	<input type="text" value="0.000"/>
	HP Elite x360 830 G10 i7 16GB 512 GB SSD	1	1	0		
	HP Laptop Integration Services - 3YNBD	No.	Quantity	Prev. Accepted	Accepted	<input type="text" value="0.000"/>
	HP Laptop Integration Services - 3YNBD	2	1	0		
	eWaste	No.	Quantity	Prev. Accepted	Accepted	<input type="text" value="0.000"/>
	eWaste	3	1	0		

# 9

Post the GR per usual. The goods receipt process while you're acting as their delegate is the same as when you process your own Goods Receipts. There is a separate job aid covering this process if needed.



# 10

Your GR will reflect that it was posted by you on behalf of the delegator.

RC60197 - KY - Sample Arey Jones HP Order

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Print

Summary Approval Flow History

History

Date ↓	User	Real User	Action	Summary
Tue, 17 Dec, 2024 10:04 AM	REQUESTOR17	REQUESTOR19	Approved	RC60197 approved.
Tue, 17 Dec, 2024 10:04 AM	REQUESTOR17	REQUESTOR19	Edited	Receipt properties were changed. Line items were changed.

# 11

You also have the option to work on any PR or PO for the delegator, no matter the status. All edits will be noted as being made by you on their behalf.

PR60299 - STO Demo - For Plant Manager

Copy

Withdraw

Edit

Print

Excel Import

Excel Export

Summary

Orders

Receipts

History

## History

Date ↓	User	Real User	Action	Summary
Tue, 17 Dec, 2024 10:31 AM	REQUESTOR17	REQUESTOR19	Submitted	PR60299 submitted for approval.
Tue, 17 Dec, 2024 10:31 AM	REQUESTOR17	REQUESTOR19	Requisition sent to the external system	PR60299 : Requisition was successfully sent to the external system. ERP reference number: 0010122495.
Tue, 17 Dec, 2024 10:30 AM	REQUESTOR17	REQUESTOR19	Withdrawn	PR60299 withdrawn.

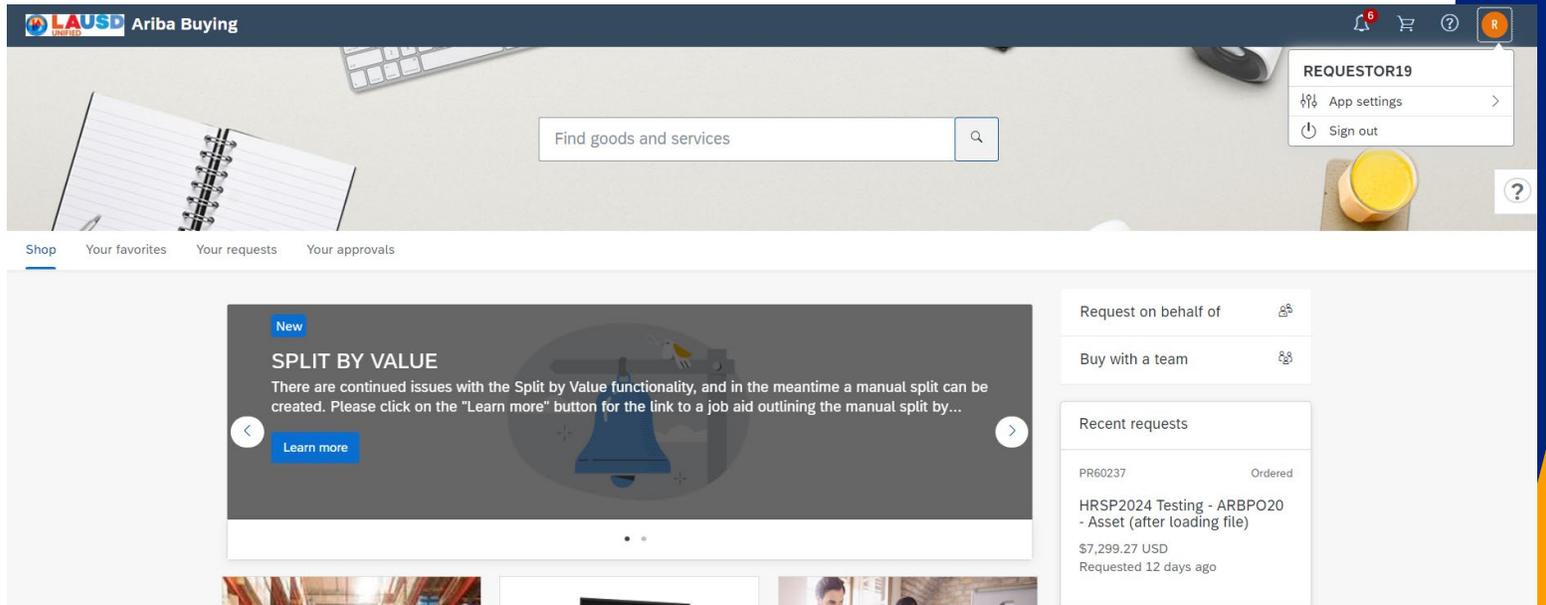
# 12

Use the “stop acting” option when you need to return to your personal profile. The option to act on the Delegators behalf will be available when you log into Ariba through the timeframe specified in the delegation.

The screenshot shows the top navigation bar of the Ariba system. On the left, the text "and services" is visible. In the center, there is a search icon, a notification bell icon with a red "20" badge, a shopping cart icon, and a help icon. On the right, there is a user profile icon with the letter "R". A red box highlights the notification bell and shopping cart icons. A dropdown menu is open below the user profile icon, displaying the following information:

- REQUESTOR17
- Real user REQUESTOR19
- Stop acting
- Sign out

You can ensure that you are back to your personal profile by clicking on your initials where you will see only your name.



The screenshot displays the LAUSD Ariba Buying application interface. At the top left, the LAUSD logo and 'Ariba Buying' text are visible. A search bar in the center contains the text 'Find goods and services'. On the right, a user profile dropdown menu is open, showing the name 'REQUESTOR19' and options for 'App settings' and 'Sign out'. Below the search bar, navigation tabs include 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main content area features a 'New' announcement titled 'SPLIT BY VALUE' with a 'Learn more' button. To the right, there are sections for 'Request on behalf of', 'Buy with a team', and 'Recent requests', which lists a request for 'HRSP2024 Testing - ARBPO20 - Asset (after loading file)' with a value of \$7,299.27 USD.