

SAP Ariba

PROCUREMENTS SERVICES DIVISION



End-USER Training

*Approvers – SAP Ariba
Procurement Mobile App
How to Set Up Ariba
Mobile App for Purchase
Requisition Approval*

The purpose of this job aid is to show how to set up the SAP Ariba Procurement Mobile Application in iOS and Android.

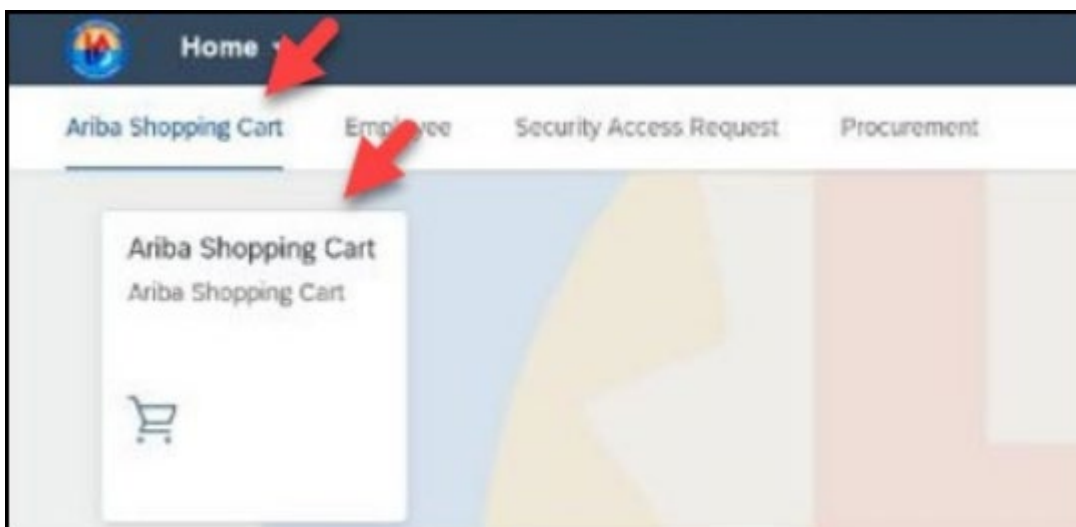
1

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



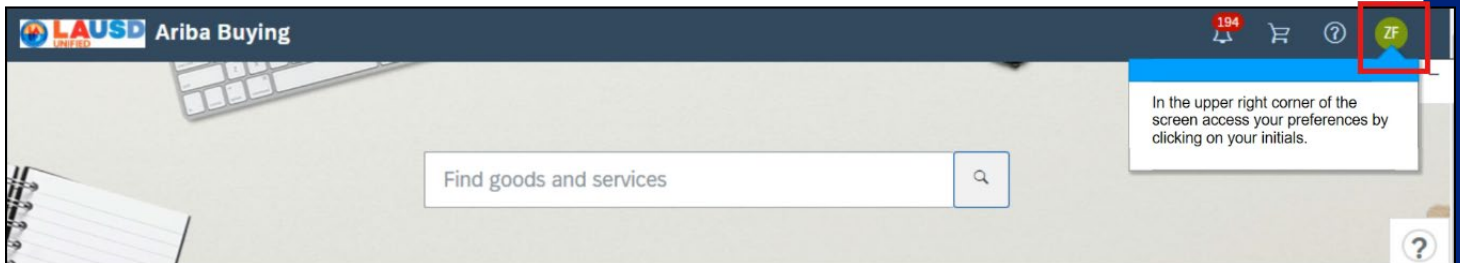
2

Click on the "Ariba Shopping Cart" tile.



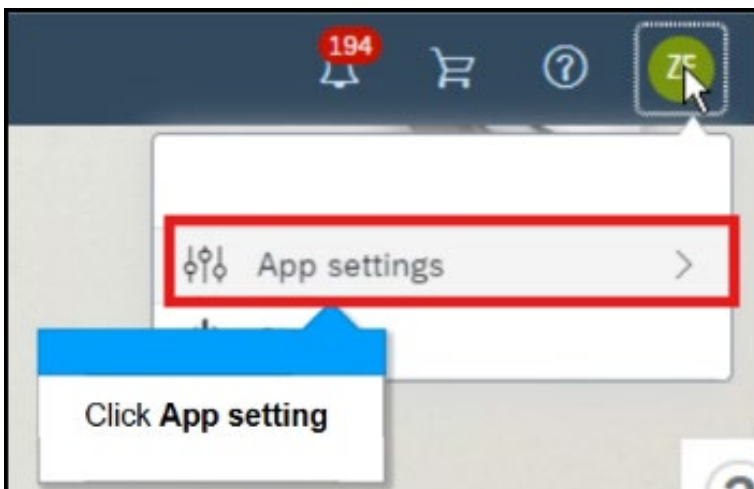
3

In the upper right corner of the screen access your preferences by clicking on your Initials.



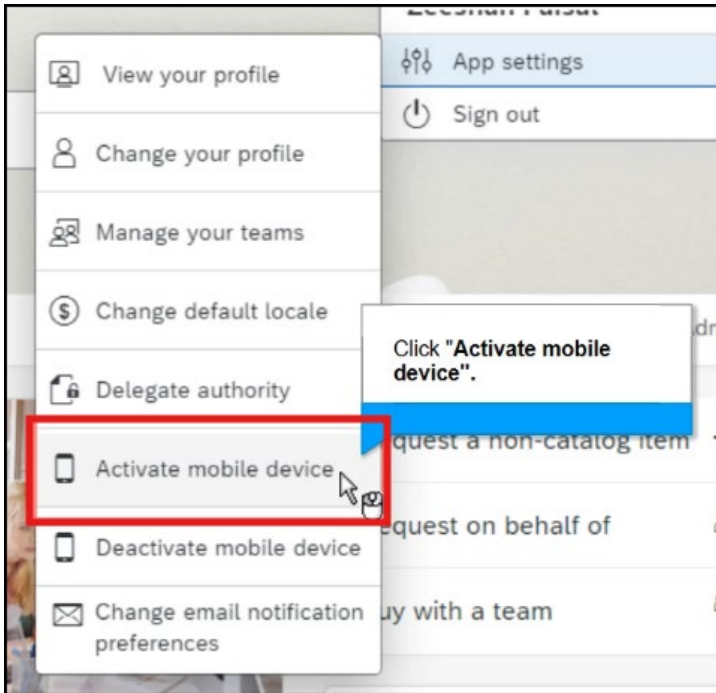
4

Click "App settings".



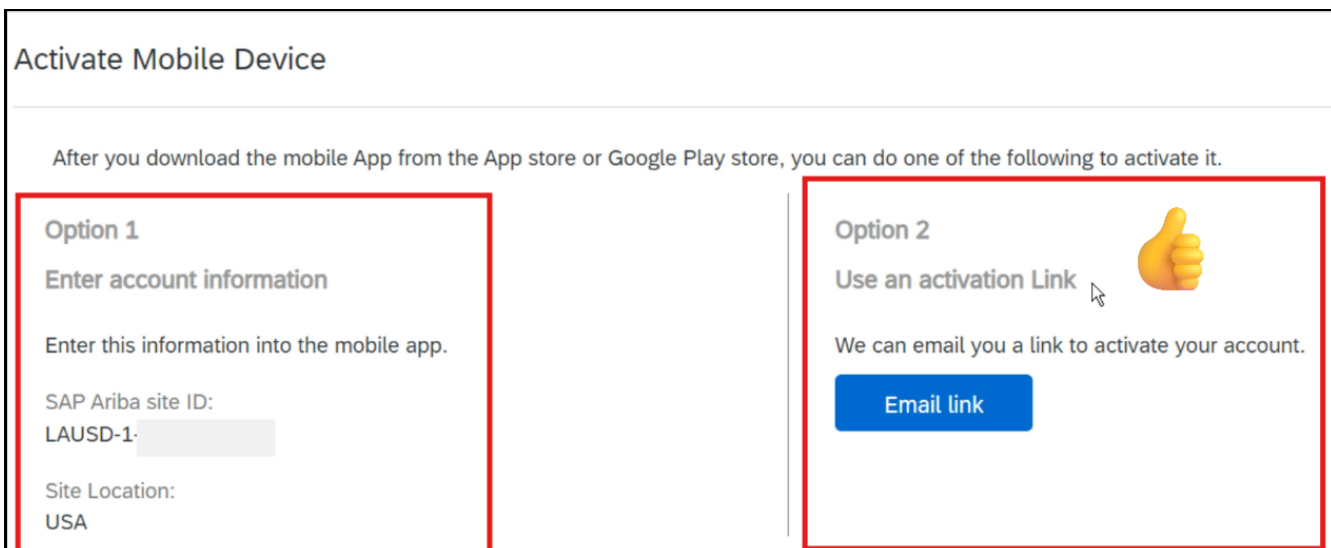
5

Click "Activate mobile device".



6

You will be directed to a screen with two options to activate the mobile device. LAUSD prefers users to choose Option 2.



Option 1 is for users who already have the SAP Ariba Procurement application on their mobile device. You will manually enter the credentials displayed into the App.

Option 2 is for users who do not have the SAP Ariba app installed. Clicking “Email link” will send the activation link to the user’s LAUSD email address. Users must open the link on their mobile device to install the App. LAUSD prefers users to choose Option 2.

Option 1

Enter account information

Enter this information into the mobile app.

SAP Ariba site ID:

LAUSD-1-

Site Location:

USA

Option 2


Use an activation Link 

We can email you a link to activate your account.

[Email link](#)

In this job aid, we will move forward with Option 2. Click "Email link". You will receive an email from SAP Ariba Procurement. Ensure you open the email on your mobile device to install the App on to your mobile device.

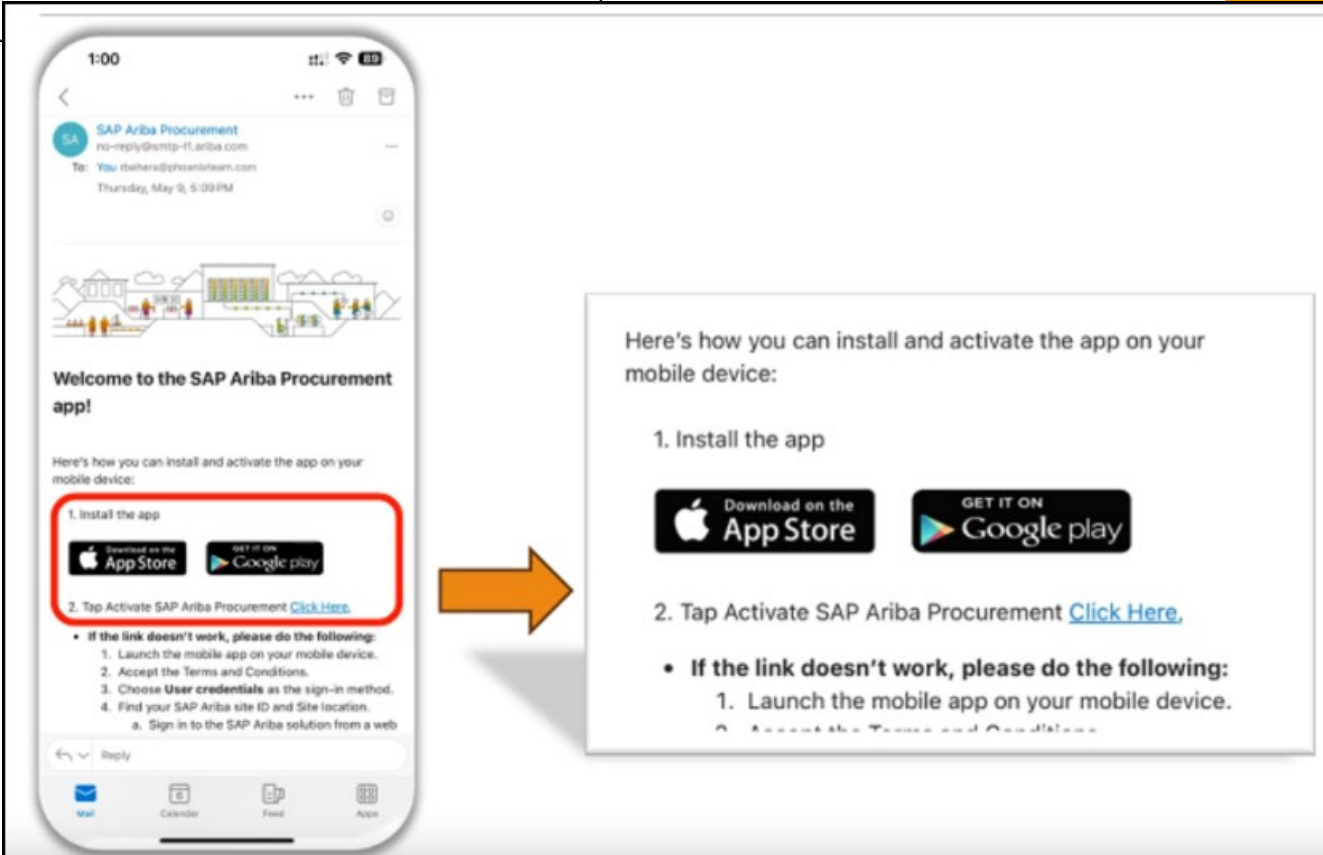
Option 2

Use an activation Link 

We can email you a link to activate your account.

Email link

Click Email Link





1:00

SAP Ariba Procurement
no-reply@smp-it.ariba.com
To: You stehers@prosevision.com
Thursday, May 9, 5:09 PM

Welcome to the SAP Ariba Procurement app!

Here's how you can install and activate the app on your mobile device:

1. Install the app



2. Tap Activate SAP Ariba Procurement [Click Here](#)

• If the link doesn't work, please do the following:

1. Launch the mobile app on your mobile device.
2. Accept the Terms and Conditions.
3. Choose **User credentials** as the sign-in method.
4. Find your SAP Ariba site ID and Site location.
 - a. Sign in to the SAP Ariba solution from a web

Here's how you can install and activate the app on your mobile device:

1. Install the app

2. Tap Activate SAP Ariba Procurement [Click Here](#)

• If the link doesn't work, please do the following:

1. Launch the mobile app on your mobile device.
2. Accept the Terms and Conditions

9

Open the Application. Click “Let’s Begin”.



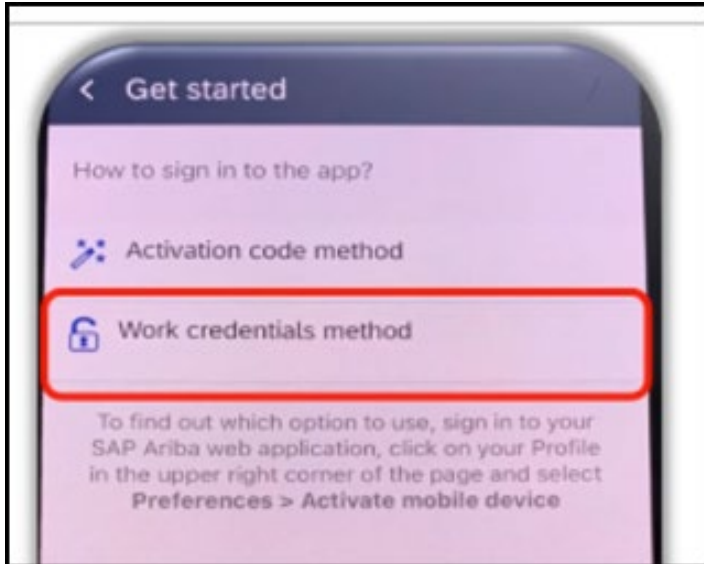
10

Click “I Accept”.



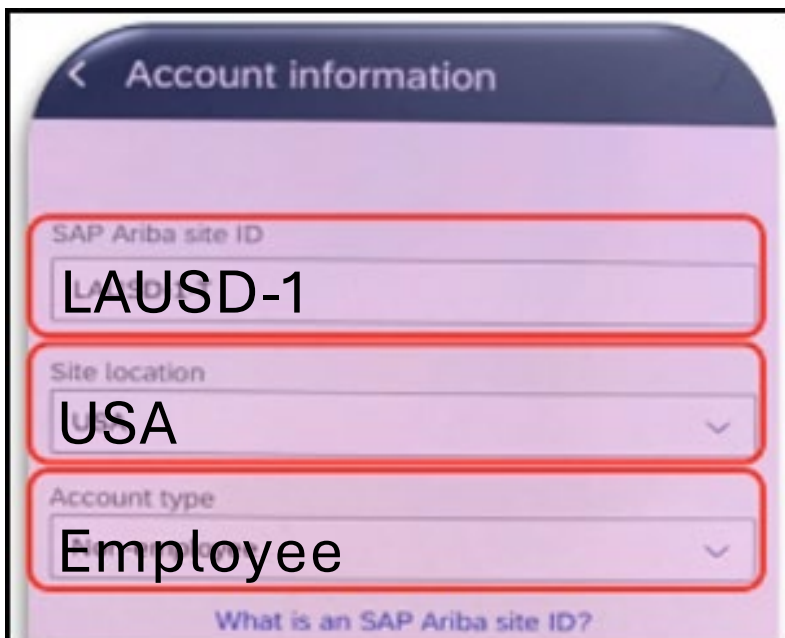
11

On the getting started page, select the “Work credentials method”.



12

On the Account information screen, enter the fields with the following values.



13

Click "Next".

Account information

SAP Ariba site ID
LAUSD-1-T

Site location
USA

Account type
Non-employee

What is an SAP Ariba site ID?

Next

14

On the work credentials screen, enter the following.

- User Name: LAUSD email
- Password: SSO password.

Work credentials

User Name*
XXXXX@LAUSD.NET

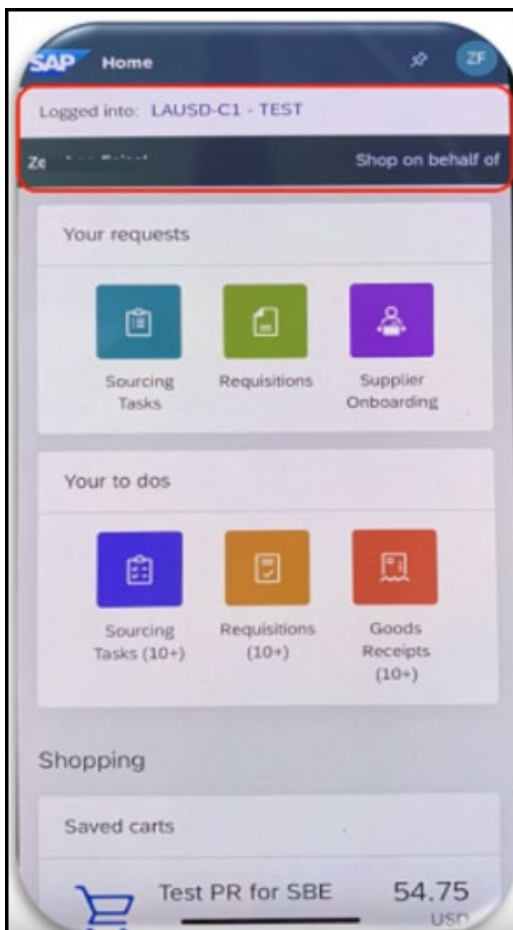
Password*

15

Click "Sign In".



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You should now be logged in to your account. You must follow LAUSD's guidelines and adhere to the policy before performing any activity in the mobile App.

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