



# SAP ARIBA

PROCUREMENT SERVICES DIVISION



## END-USER TRAINING

Guided Buying

How to Delegate Approval  
Authority



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# PURCHASING

## Agenda

**01**

**Access SAP Ariba P2P Core**

**02**

**Access User Preferences**

**03**

**How to Delegate Approval Authority**



# PURCHASING

## Business Process

### Overview

The purpose of this simulation is to show how to delegate a person's approval authority to someone else.

### Trigger

A school end-user will be out-of-office or unable to approve documents in SAP Ariba.

### Result

Successfully delegate approval authority to someone else while unable to approve.

### Application

SAP Ariba Guided Buying



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# GUIDED BUYING Access



## GUIDED BUYING: Access

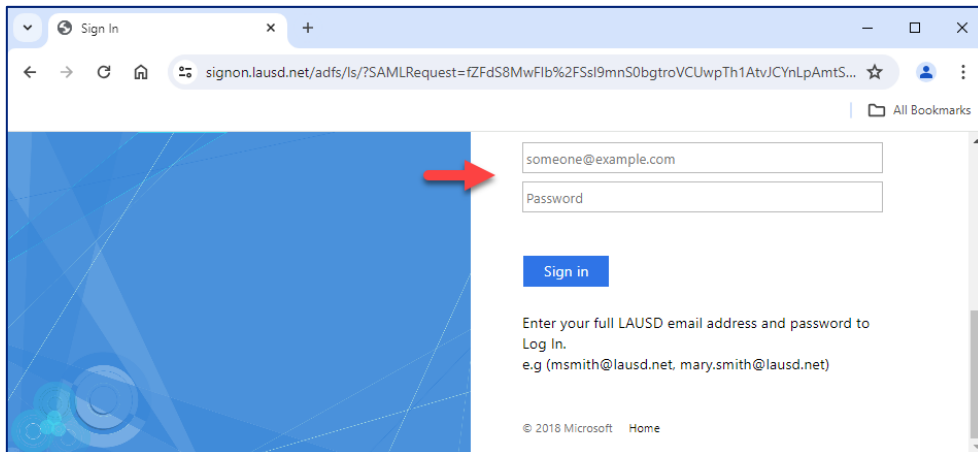
### 01 Access ESS

Enter [HTTPS://ESS.LAUSD.NET](https://ess.lausd.net) in the address field of a web browser



### 02 Enter Single Sign On (SSO)

Enter your full LAUSD email address and password to Log In.  
e.g. (msmith@lausd.net, mary.smith@lausd.net)





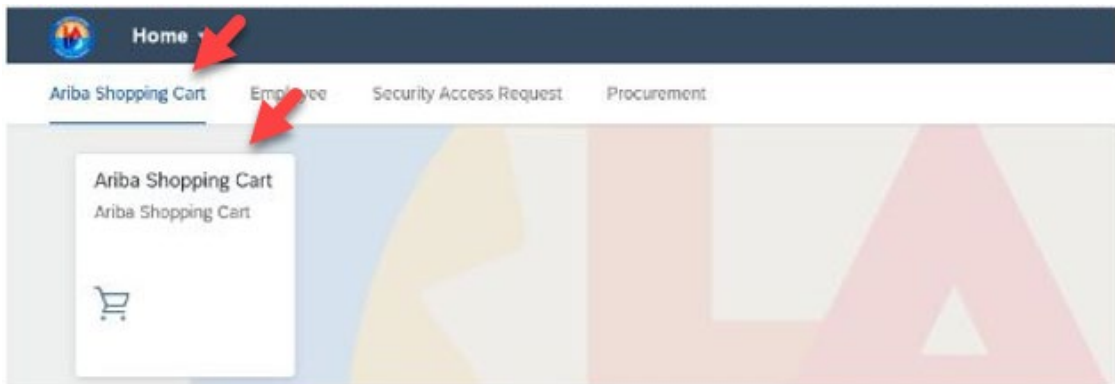
## GUIDED BUYING : Access

### 03 Click 'Ariba Shopping Cart' tab

This one of the main available tabs.

### 04 Click 'Ariba Shopping Cart' tile

Based on your access/role, **Ariba Shopping Cart** tile may be one of the tiles available under **Ariba Shopping Cart** tab.





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# GUIDED BUYING

## User Preferences

# GUIDED BUYING: User Preferences

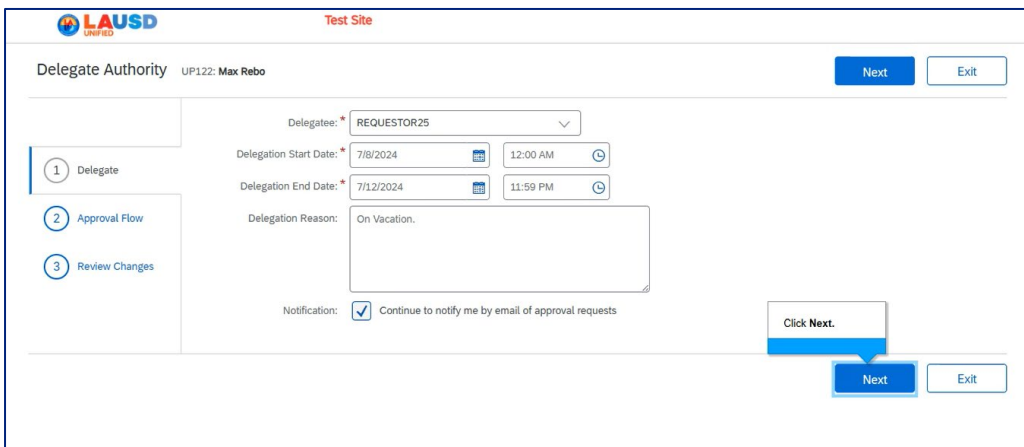
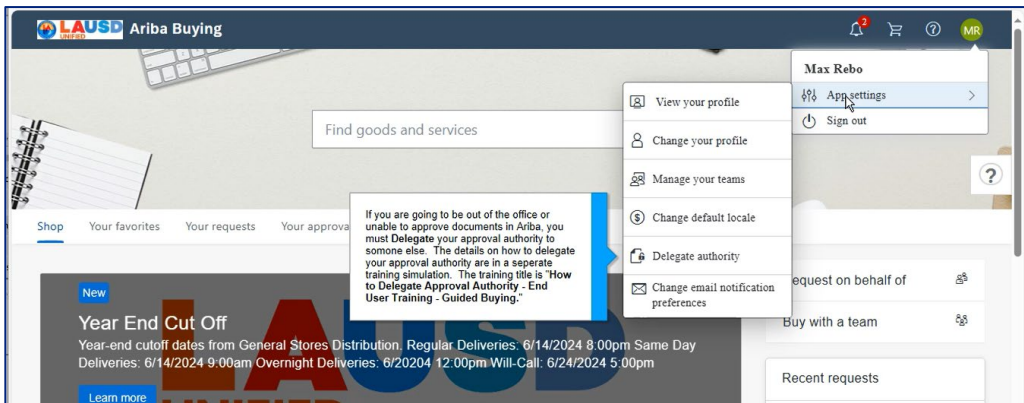


## User Preferences

Click the initials in the upper right-hand corner to access **User Preferences**.

- Click **App settings**.
  - Click **Delegate Authority**.
    1. **Delegate** – assign a Delegate, set start date and end date, and provide reason.
    2. **Approval Workflow** – does not require approval. If approval is required, then this will route to listed **Customer Administrator** informing them of the issue and required resolution.
    3. **Review Changes**
  - Click **Save**. Then, click **Yes** on the confirmation screen.

This allows the end-user to delegate approval authority to another end-user when unavailable to approve.







# GUIDED BUYING: User Preferences

## » User Preferences (con't)

A notification will generate when the **Delegate Approval Authority** is submitted.

When the **Delegate Approval Authority** is completed, the Designated Delegate will receive notifications during the given start-date and end-date.

Delegate Authority UP102: User Profile Changes for Max Rebo

Delegatee: \* REQUESTOR25

Delegation Start Date: \* 8/1/2024 12:00 AM

Delegation End Date: \* 8/5/2024 11:59 PM

Delegation Reason: On vacation.

Notification:  Continue to notify me by email of approval requests

Click Next. Next Exit

Profile Submitted

Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request's progress through the approval process.

UP102 - User Profile Changes for Max Rebo has been submitted.

Print a copy of this request  
View the status of your request  
Add labels to tag this document  
Return to the Ariba Home Page



# GUIDED BUYING

## Key Takeaways



Delegating approval authority is required if you are going to be out-of-office or unable to approve document in SAP Ariba.



The Delegation form is found by clicking initial, and then clicking **Delegate Authority**.



You have the option to delegate up to a year in advance.



Once your delegation has been submitted, it will turn on automatically on the start-date and turn off automatically.



If you are an Approver, or if someone has delegated approval to you, there is an expectation that you either approve or deny Purchase Requisitions (PR) within 3-business days. If not approved within 3-days, then system will send an escalation notification.



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**End of Training  
Thank you!**