



SAP ARIBA

PROCUREMENT SERVICES DIVISION



END-USER TRAINING

Purchasing

How to Delegate Approval
Authority



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Agenda

01

Access SAP Ariba P2P Core

02

Access User Preferences

03

How to Delegate Approval Authority



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Business Process

Overview

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

Trigger

Purchasing 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 P2P Core.



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PURCHASING Access



PURCHASING: Access

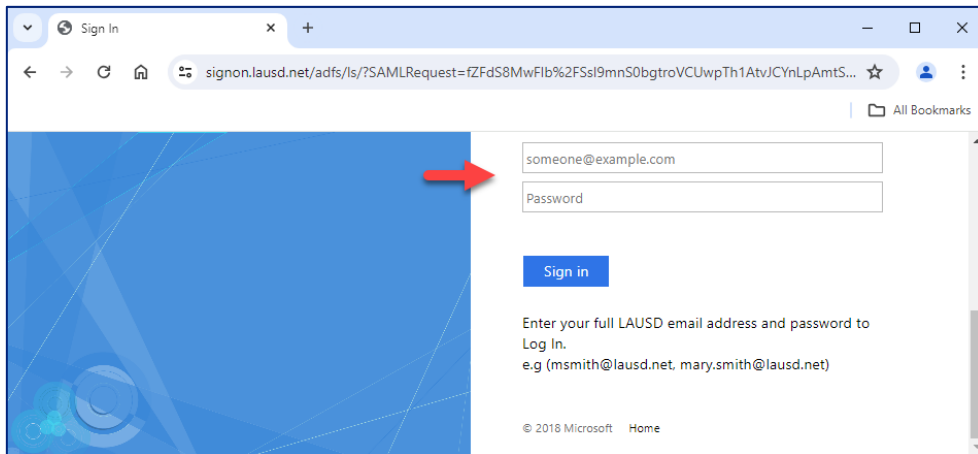
01 Access ESS

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)





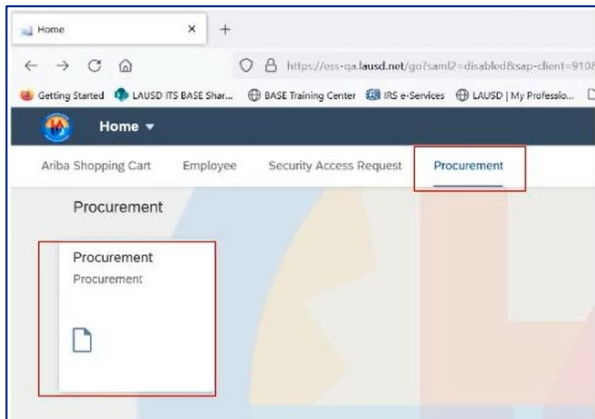
PURCHASING: Access

03 Click 'Procurement' tab

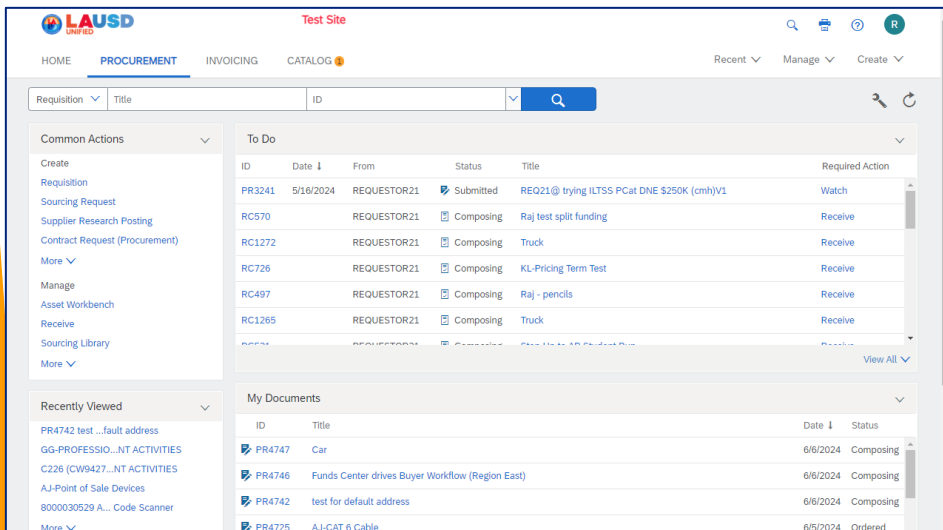
This one of the main available tabs.

04 Click 'Procurement' tile

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



Based on your access/role, **Procurement** tab may show the main screen instead.





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User Preferences



PURCHASING: User Preferences

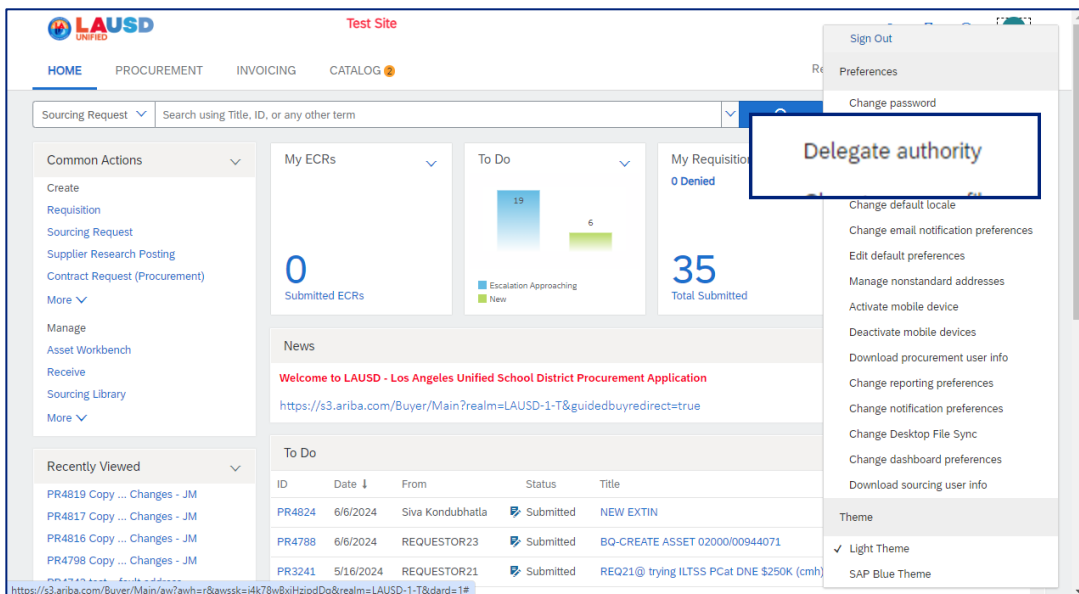
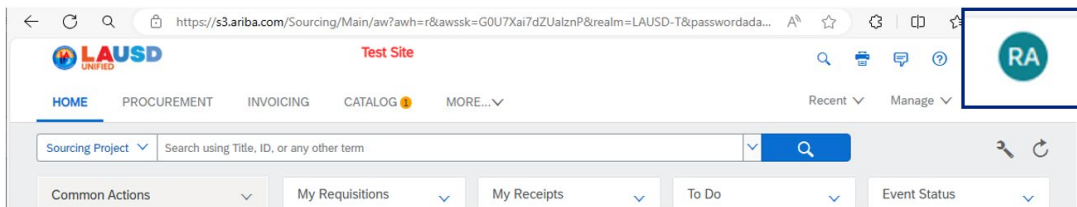


User Preferences

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.



PURCHASING: 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.



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Key Takeaways



Delegating approval authority is required if you are going to be out-of-office or unable to approve document in SAP Ariba P2P Core.



The Delegation form is found by clicking initial; 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!**