

Ariba OnDemand Delegation Instructions



This document is an overview of the delegation process in Ariba OnDemand Guided Buying (GB) and in Buying and Invoicing (B&I)

The following instructions will be covered in this document:

How to delegate approvals (GB) & Buying and invoicing (B&I)

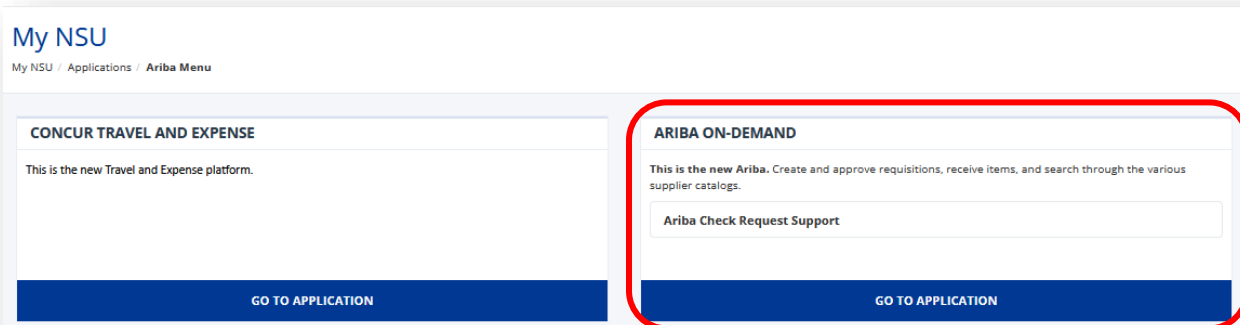
Delegation Tips

Login

- ❖ Login to Ariba OnDemand through NSU SSO: <https://sharklink.nova.edu/>
- ❖ Then click on the Ariba OnDemand icon in **SharkLink**:



- ❖ Then **“Go to Application”**



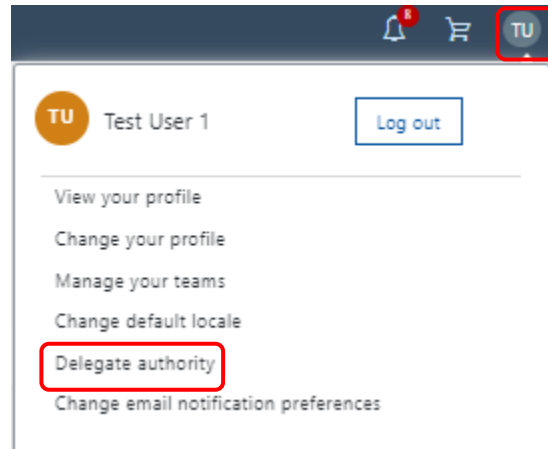
My NSU
My NSU / Applications / Ariba Menu

CONCUR TRAVEL AND EXPENSE This is the new Travel and Expense platform. GO TO APPLICATION	ARIBA ON-DEMAND This is the new Ariba. Create and approve requisitions, receive items, and search through the various supplier catalogs. Ariba Check Request Support GO TO APPLICATION
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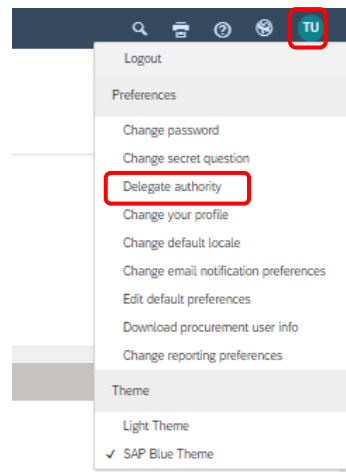
How to delegate (GB) and (B&I)

Step 1:

- In the top right-hand corner of the screen, click on your initials (**Guided Buying**)
- Then select **“Delegate authority”**



- In the top right-hand corner of the screen, click on your initials (**B&I**)
- Then select **“Delegate authority”**



Step 2:

- In the Delegatee field, use the downward arrow to search for more

Delegate Authority UP244: Test User 1

1 Delegate

2 Approval Flow

3 Review Changes

Delegatee: * ▼

Delegation Start Date: *

Delegation End Date: *

Delegation Reason:

Notification: Continue to notify me by email of approval requests

Step 3:

- Type in the name of the Ariba User you are requesting to delegate your Ariba approval queue to
- **“Select”** the Ariba User and click **“Done”**

Choose Value for Delegatee

Name ↑	PasswordAdapter	
(no value)		<input type="button" value="Select"/>
Henry, Alicia	Enterprise User	<input style="border: 2px solid red;" type="button" value="Select"/>

Step 4:

- Use the calendar to select the delegation start and end date.
- Also, select the time the delegation will begin and end
- Provide a delegation reason for your supervisor when the request is received
- Additionally, the Ariba user has the option to check the notification box to continue to receive Ariba email approval while the delegation is active
- Click **“Next”**



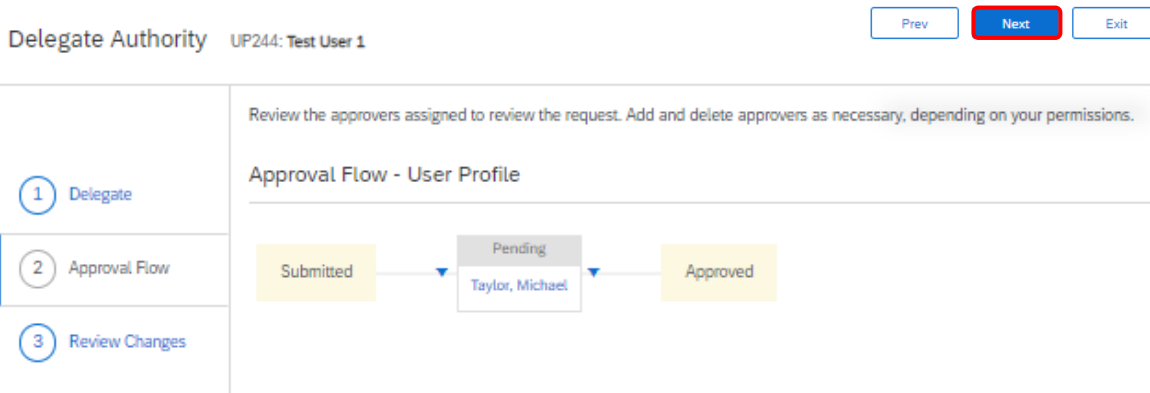
Delegate Authority UP244: Test User 1

The screenshot shows the "Delegate Authority" form for user "UP244: Test User 1". On the left is a navigation pane with three steps: "1 Delegate", "2 Approval Flow", and "3 Review Changes". The main form area contains the following fields:

- Delegatee:** A dropdown menu showing "Henry, Alicia" with a red arrow pointing to it.
- Delegation Start Date:** A date field showing "6/20/2023" with a calendar icon and a time field showing "12:00 AM" with a clock icon. A red arrow points to the time field.
- Delegation End Date:** A date field showing "6/23/2023" with a calendar icon and a time field showing "11:59 PM" with a clock icon. A red arrow points to the time field.
- Delegation Reason:** A text area containing "Out of office on vacation" with a red arrow pointing to it.
- Notification:** A checkbox labeled "Continue to notify me by email of approval requests" which is currently unchecked.

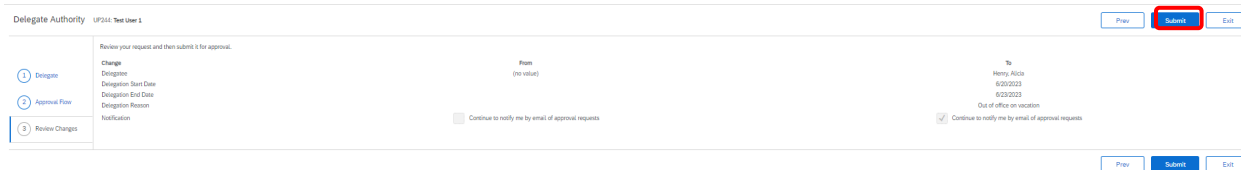
Step 5:

- The next screen, you will see an approval flow with your supervisor’s approval queue
- Click **“Next”**



Step 6:

- In the last screen, you will review the changes before it’s submitted to your supervisor for approval
- Then, click **“Submit”**



Delegation Tips:

- ❖ Delegation request should be completed when the Ariba user is scheduled out of the office
- ❖ Delegation requests are only active after the Ariba user's supervisor has approved it
- ❖ Delegation should not be completed when an Ariba user is no longer employed with the University