



SAP Ariba 

Feature at a Glance

Multiple delegations (Store Persona)

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CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Introducing: Multiple delegations (Store Persona)

Ease of implementation

Some complexity

Geographic relevance

Global

Customer challenge

Our current functionality allows delegation to be set up to only 1 other employee at a time which means that in a scenario where the delegated user (the “delegatee”) is also unavailable, all the Requisitions or other approvable are blocked.

Secondly, a delegatee does not have the ability to create documents (Requisitions) when acting as another user.

These limitations prohibits modelling a Store as a User in Ariba, whereby a user would need to be able to both create documents as the Store, as well as having the ability to delegate acting as the Store to multiple users.

Meet that challenge with SAP Ariba

This feature allows for multiple delegations for a user as well as the ability for a delegatee to create orders and perform receiving when acting as that user; Documents created will use the users permissions, default accounting and ship-to information, as well as catalog view.

This allows a customer to efficiently model stores as users in Ariba. Through delegation, administrators can then assign employees (delegatees) the ability to act as that user.

Experience key benefits

This feature allows retail customers to model a Store as a user and delegate to multiple associates and store employees. Store employees then have the ability to "act as" the Store when doing ordering and receiving, and is thus enabled to use the catalog views, default accounting and ship to information of the Store (user) profile.

Solution area

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

Implementation information

The functionality to delegate to many is “On” by default.

The ability to create documents as a delegatee is “Off” by default. To enable, please contact support to toggle following parameter:

- **Application.User.AllowDelegateeToCreateApprovables**

Prerequisites and Limitations

- Delegatee’s must ensure they do not work on the same document to avoid errors.
- Recently Viewed tile does not show correct content – please refer to My Documents tile.
- The ability to delegate through preferences menu should be disabled (parameter Application.User.DisableDelegateAuthority) to avoid unexpected errors.

Feature at a Glance

Introducing: **Multiple delegations (Store Persona)**

This feature has 2 parts;

1. The ability to delegate to many
2. The ability for a delegatee to create Requisitions and perform Receipts

This feature allows customers to model a **Store**, **Laboratory**, or a **Shop** as a user and delegate the ability to act as that store to multiple associates and store employees. When employees "act as" the Store, they get the view of the Store (Store catalog view, default accounting information, ship to and billing information) when doing requisitioning, ordering and receiving.



Use Case

Configuring store employees

Through Core Admin, an administrator can now configure multiple delegates. Delegations can also be imported through Approval Authority Delegations data import task .

SAP Ariba ◀ Go To Dashboard Customize 🔍 📄 Help ▾ Johan Holm ▾
Cirrus Atlantic Suite

HOME SOURCING CATALOG **ADMINISTRATION** MORE... ▾ Recent ▾ Manage ▾ **Create ▾**

Create Delegation

Save Cancel

Create a delegation from one user (the delegator) to one or more users (the delegates).

Delegator: * Store 312 (Westfield, IN) ▾
Scope: ALL ⓘ
Delegatee: * Johan Holm, Test User 1, Daniel Schunk [select]
Delegation Start Date: * 5/4/2018 12:00 AM
Delegation End Date: * 8/4/2018 11:59 PM
Delegation Reason: These employees are working at the Westfield store.
Notification: Continue to notify delegator by email of approval requests

Search Filters: Add/Remove Search Filters

Delegator: store
Delegatee:
Scope: ALL ▾
Start Date: No Choice ▾

Search **List All**

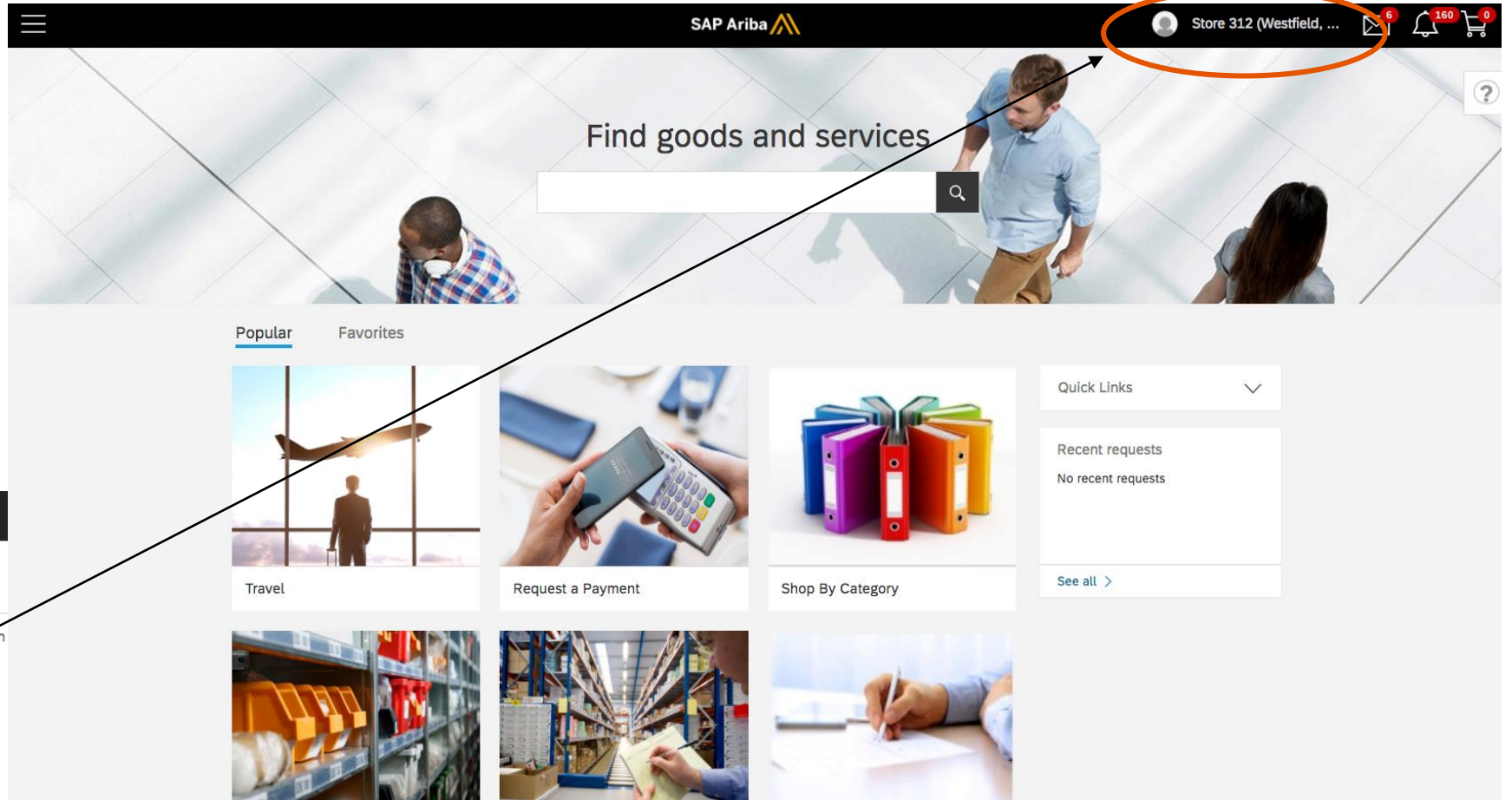
<input type="checkbox"/>	Created By	Delegator	Scope	Delegatee	Start Date	End Date	Delegation Reason	<input type="checkbox"/>
<input type="checkbox"/>	Johan Holm	Store 312 (Westfield, IN)	ALL	Johan Holm	5/4/2018 12:00 AM	8/4/2018 11:59 PM	These employees are working at the Westfield store.	<input type="checkbox"/> Edit
<input type="checkbox"/>	Johan Holm	Store 312 (Westfield, IN)	ALL	Test User 1	5/4/2018 12:00 AM	8/4/2018 11:59 PM	These employees are working at the Westfield store.	<input type="checkbox"/> Edit
<input type="checkbox"/>	Johan Holm	Store 312 (Westfield, IN)	ALL	Daniel Schunk	5/4/2018 12:00 AM	8/4/2018 11:59 PM	These employees are working at the Westfield store.	<input type="checkbox"/> Edit

End Delegations Create New

Use Case

Buying for the Store – Guided Buying

- When the user logs in, He has the option to either act as himself, or act as the Store when doing purchasing.
- User can stop acting as the Store at any time by clicking at **Stop** next to store name.



Use Case

Buying for the Store – SAP Ariba Buying

- When the user logs in, He has the option to either act as himself, or act as the Store when doing purchasing.
- The Dashboard displayed is the dashboard configured for the Store.
- User can **Stop** acting as the Store at any time.

The screenshot shows the SAP Ariba Buying dashboard. At the top right, the user is logged in as 'Johan Holm' and is currently 'Acting as: Store 312 (Westfield, IN) Stop', which is circled in orange. The dashboard includes several widgets: 'Event Status' with a bar chart showing counts for Draft (3), Open (6), Pending (31), and Completed (290); 'My ECRs' showing 0 Submitted ECRs; 'My Tasks' with 15 Overdue and 2 This Year; 'Expiring Contracts' with 4 Expired and 8 30 Days; 'News' with links to 'Back to Guided Buying' and 'Back to Procurement Desk'; 'My Documents' table with one entry: 'Personal Workspace' dated 5/4/2018 in Draft status; and 'To Do' list with four items related to test automation on Japanese. A 'Common Actions' menu is visible on the left, and a 'Recently Viewed' section is at the bottom left.

Act as User

You have the permission to act as the users listed below. You can log in

Log in as:

- Johan Holm - 306 requests require action
- Store 312 (Westfield, IN) - 207 requests require action

Use Case

Buying for the Store

- Accounting details are defaulted from the Store
- Ship to information is defaulted from the Store
- Billing information is defaulted from the Store
- Information about who the *Real User* were, acting as the store, is visible in the History


Checkout
PR91359

Title * Need-by Date

Deliver To

Show advanced options

Items

No.1		Price	Net Amount
	Ultra-Light Corporate Traveler Case The Targus Ultra-Lite Corporate Traveler top loading case is designed to fit 14"... More	\$71.86 USD	\$1,437.20 USD
	Vendor SU_INTERNAL13266062 (Stratus IT Supplier)	Quantity	Gross Amount ⓘ
	Supplier Part Number 1185972	<input type="text" value="20"/> each	\$1,566.55 USD
	Supplier Auxiliary Part ID		
	Contact		

History

Date	Real User	User	Action	Summary
5/4/18, 6:52 PM	Johan Holm	Store 312 (Westfield, IN)	Submitted	PR91359 submitted for approval.