

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

SAP

How to Request SAP user
role for Ariba

The purpose of this job aid is to show how to request new or additional SAP user role for Ariba access. The Shopping Cart Requester and Approver Roles provide access to Ariba Guided Buying functions.

Please note:

- Users who submit a request for a **Time Reporter** role will also automatically be provided with the **Shopping Cart Requestor** role in Ariba once their request for Time Requestor role is approved.
- Likewise, users who submit a request for a **Time Approver** role will automatically be provided with the **Shopping Cart Approver** role in Ariba once their request for Time Approver role is approved.

1

All users are encouraged to install the Azure Virtual Desktop to access SAP. Below are resources to install Azure.

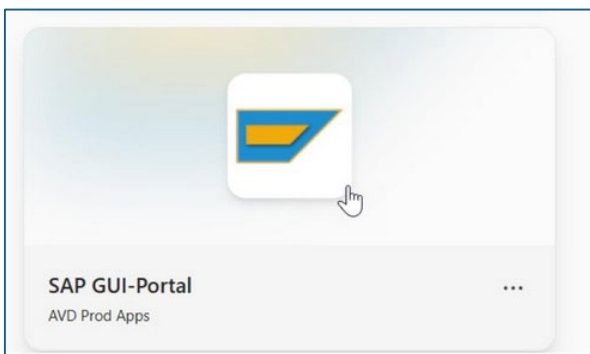
Windows users: [Click here for Azure Virtual Desktop](#)

Mac users:
[Click here for Azure Virtual Desktop](#)

2

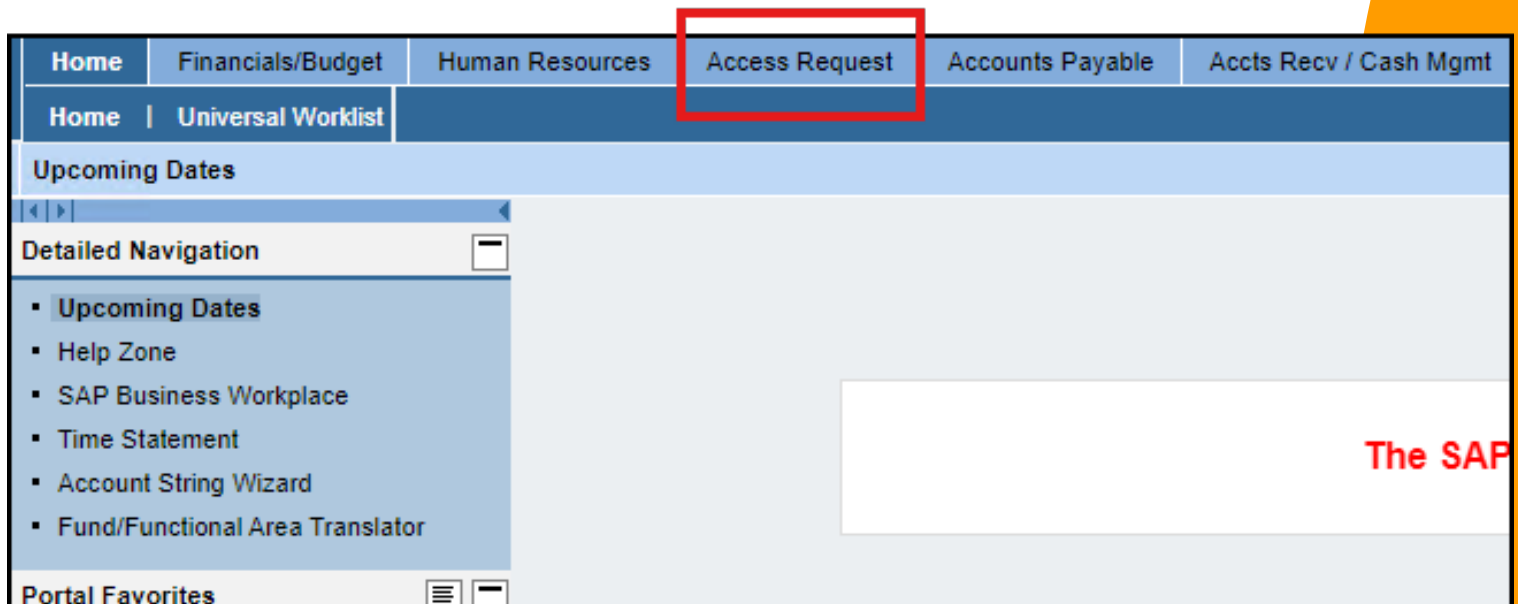
Log into the SAP Portal via the Remote Desktop Azure Virtual Desktop (AVD) or via the web version URL <https://apps.lausd.net> by using your Single Sign-On (SSO) username and password.

Then, click the SAP GUI-Portal tile to open.



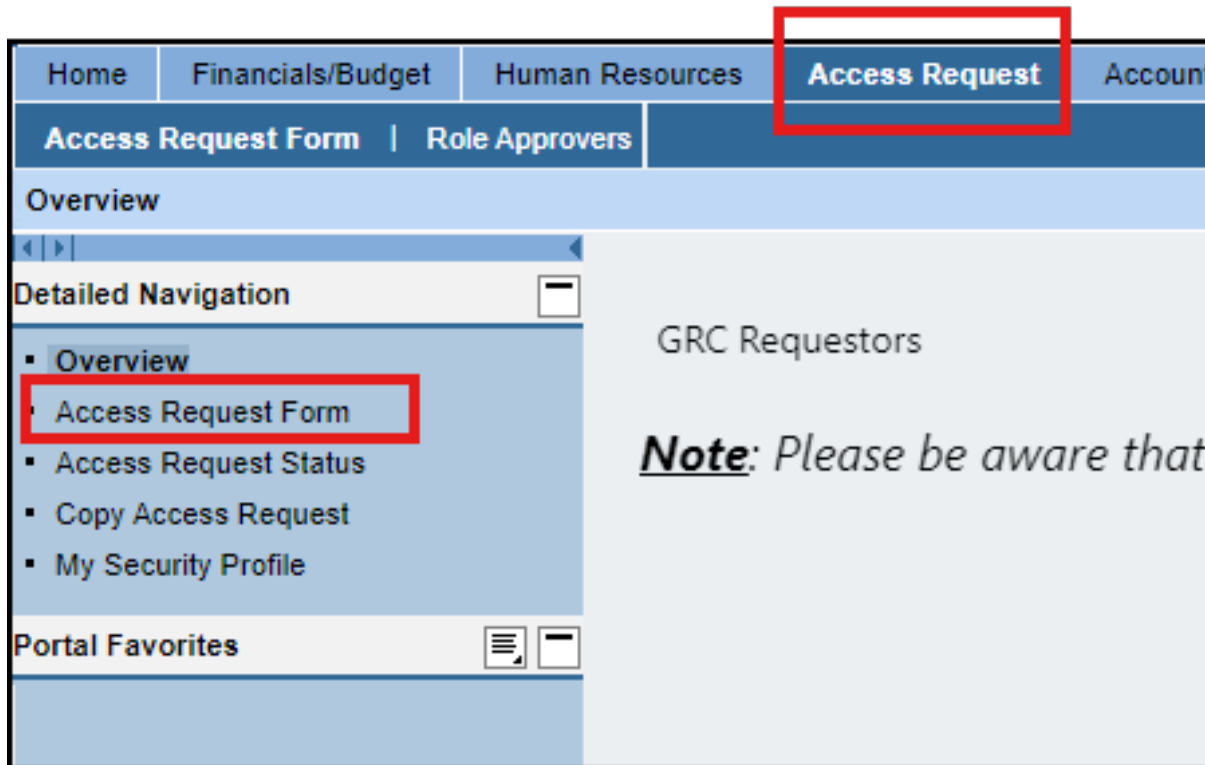
3

Click "**Access Request**".



4

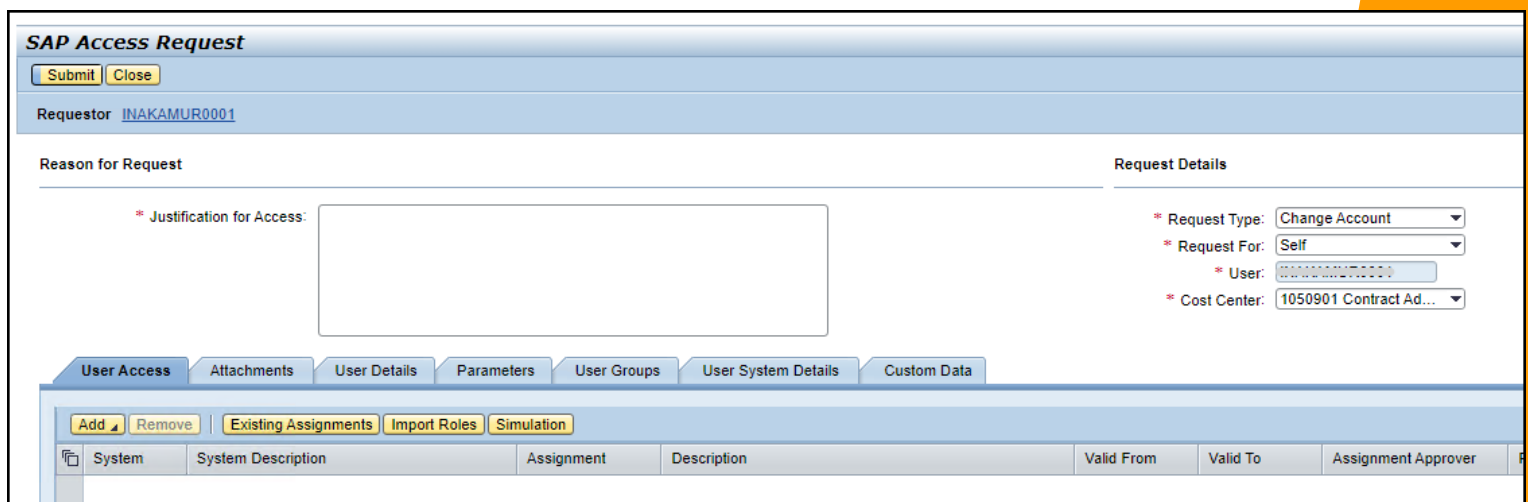
Click “Access Request Form”.



The screenshot shows the SAP Access Request Form navigation menu. The 'Access Request' tab is highlighted with a red box. Below it, the 'Access Request Form' link is also highlighted with a red box. The 'Detailed Navigation' section lists several options: Overview, Access Request Form, Access Request Status, Copy Access Request, and My Security Profile. The 'Portal Favorites' section is also visible.

5

Blank access request form will display.



The screenshot shows the SAP Access Request form. The 'Requestor' field is populated with 'INAKAMUR0001'. The 'Reason for Request' section contains a text area for 'Justification for Access:'. The 'Request Details' section includes dropdown menus for 'Request Type' (Change Account), 'Request For' (Self), 'User' (INAKAMUR0001), and 'Cost Center' (1050901 Contract Ad...). The 'User Access' tab is selected, showing a table with columns: System, System Description, Assignment, Description, Valid From, Valid To, and Assignment Approver. The table is currently empty.

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Complete the 'Justification for Access' field, please note this will be visible to the approver for your role request.

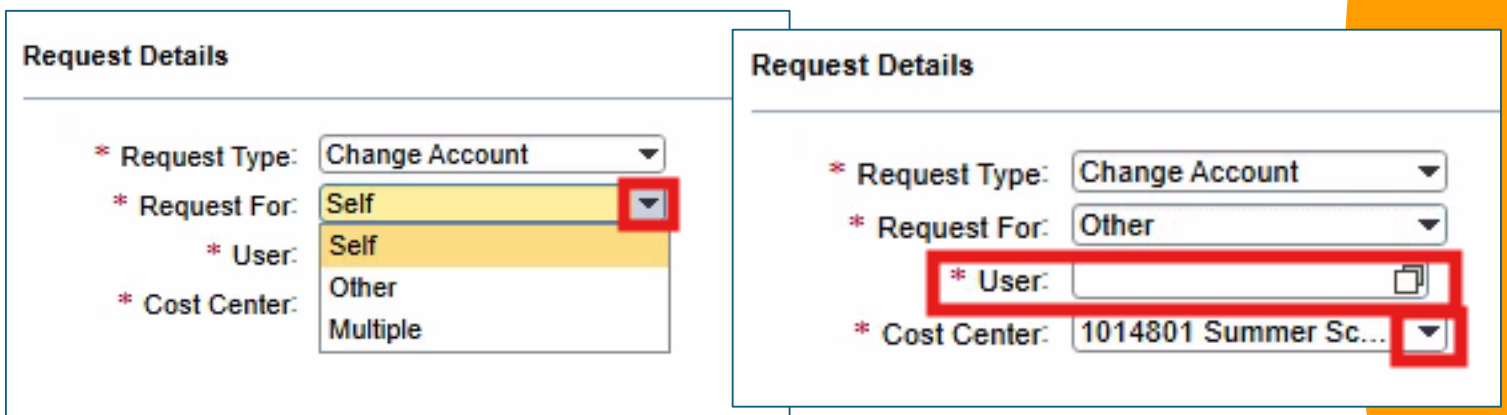


A screenshot of a form section titled '* Justification for Access:'. To the right of the text is a large, empty rectangular text box with a red border, intended for the user to provide justification.

7

In the 'Request Details' section, you can indicate if the request is for yourself, or you can update the fields to submit the request for another user, or multiple users.

If you are requesting the access for someone else, make sure to update the 'User' and 'Cost Center' fields accordingly.



Two side-by-side screenshots of the 'Request Details' form section. The left screenshot shows the 'Request For' dropdown set to 'Self', with the 'User' and 'Cost Center' fields also set to 'Self'. The right screenshot shows the 'Request For' dropdown set to 'Other', with the 'User' field highlighted by a red box and the 'Cost Center' field set to '1014801 Summer Sc...'. Both screenshots have red boxes highlighting the 'Request For' dropdown and the 'User' field.

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To enter a request for Multiple Users, select '**Multiple**' in the 'Request For' field, and update the Cost Center accordingly.

Request Details

* Request Type: Change Account

* Request For: Multiple

* Cost Center: 1014801 Summer Sc...

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In the user field which populates below, click '**Add**'

Users User Access Attachments User Details

Users

Add Remove Import Download Template

User ID	User Name	Personnel Number	Email

10

Search for users with the available filters and click '**Add User(s)**' to add them to the list on the right.

Select User

Available

Find: John in: First Name Go

U...	First ...	Last N...	Email	User ...
<input type="checkbox"/>	BJ...	John		
<input type="checkbox"/>	HL...	John		
<input type="checkbox"/>	JA...	John		
<input type="checkbox"/>	JA...	JOHN		
<input type="checkbox"/>	JA...	JOHN		
<input type="checkbox"/>	JA...	JOHN		
<input type="checkbox"/>	JA...	JOHN		
<input type="checkbox"/>	JA...	JOHN		
<input type="checkbox"/>	JA...	JOHN		

▶ Add User(s)

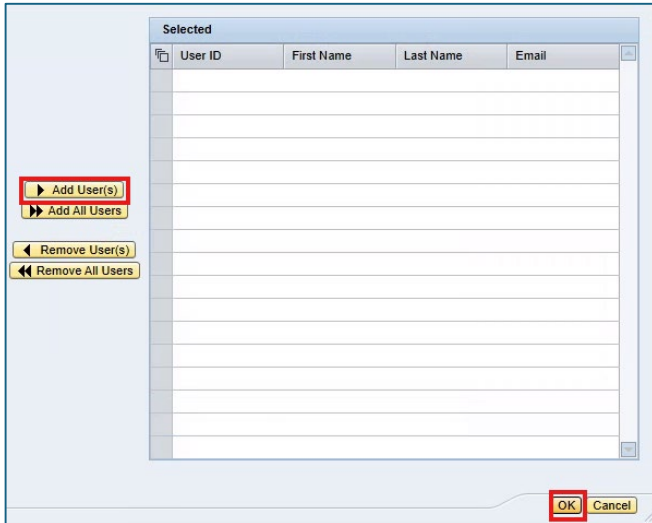
▶▶ Add All Users

◀ Remove User(s)

◀◀ Remove All Users

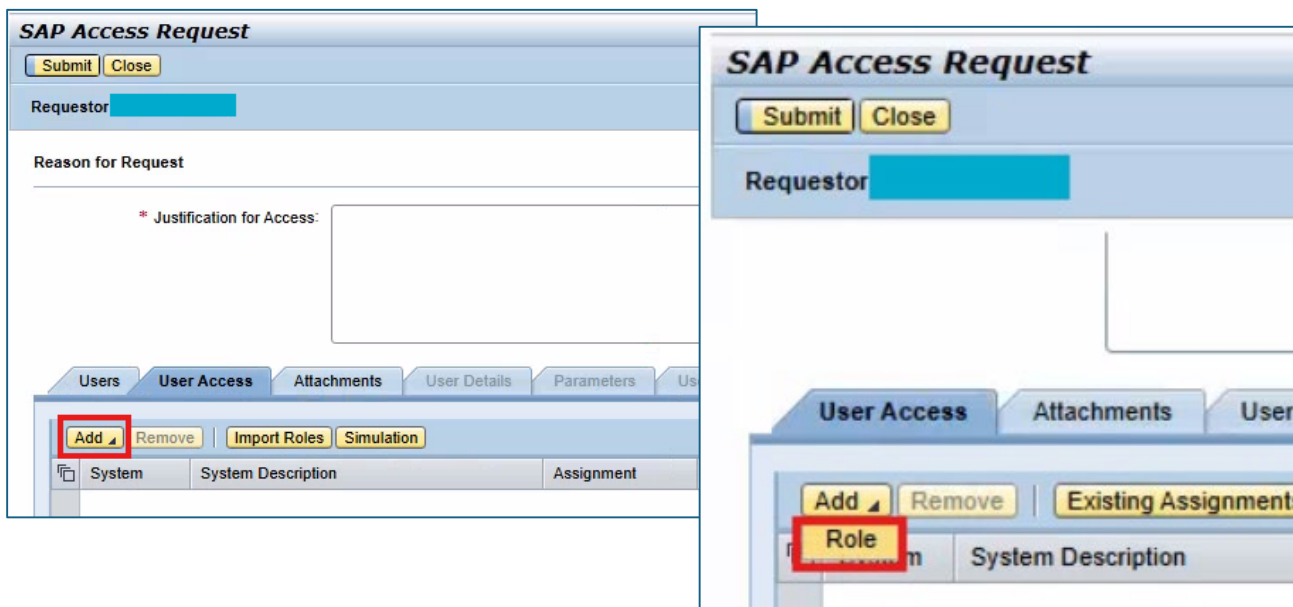
11

When all users have been added, click '**OK**'.
User names have been omitted in this example.



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When all Request Details have been completed, click the '**User Access**' tab, then click '**Add**' and then click '**Role**'



A new box will open.

The screenshot shows a 'Select Roles' dialog box with a search criteria section and two list sections: 'Available' and 'Selected'.

Select Roles

Search Criteria

Maximum number of result rows:

Cost Center is

Company is

Business Process is

Subprocess is

Cost Center / Role Name is

Role Description is

Available

View:

<input type="checkbox"/>	Role Name	System	Description	System Description	Role Type	Default Roles
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Selected

View:

<input type="checkbox"/>	Role Name	System	Description	System Description	Role Type
--------------------------	-----------	--------	-------------	--------------------	-----------

Enter Cost Center/Role Name “**is**”
“**SC100_0000**” for Shopping Cart
Requestor,
“**SC200_0000**” for Shopping Cart Approver.

SC100_0000 role is for individuals who will be entering orders in Ariba. **SC100_0000 will automatically be added for users if they request the Time Reporter role.**

SC200_0000 is for Shopping Cart/P-Card/Travel **Approvers** as well as their delegates. Similar to the Shopping Cart Requestor role, users requesting **Time Approver roles** will automatically receive the SC200_0000 role.

Subprocess	is	
Cost Center / Role Name	is	SC100_0000
Role Description	is	

Search Clear

SC100_0000	Requestor Role
SC200_0000	Approver Role

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Click **"Search"**.

Search Criteria

Maximum number of result rows:

Cost Center	is	1050901
Company	is	Los Angeles Unified School District
Business Process	is	
Subprocess	is	
Cost Center / Role Name	is	SC100_0000
Role Description	is	

Search **Clear**

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Select the first line, then click **"Add Roles"**.

Available

View: [Standard View]

	Role Name	System	Description	System Description	Role Type	Default Roles
<input checked="" type="checkbox"/>	SC100_0000	PR1910	Shopping Cart Request Creation	PR1 - Production - ERP - Central Component (ECC)	Composite Role	Exists (1)
<input type="checkbox"/>	SC100_0000	PS1910	Shopping Cart Request Creation	PS1 - Production - Supplier Relationship Management (SRM)	Composite Role	Exists (1)

▼ **Add Role(s)**

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The role will transfer over to the **Selected** section.

Available

View: [Standard View]

Role Name	System	Description	System Description	Role Type	Default Roles
SC100_0000	PS1910	Shopping Cart Request Creation	PS1 - Production - Supplier Relationship Management (SRM)	Composite Role	Exists (1)

Add Role(s) Add All Roles Remove Role(s) Remove All Roles

Selected

View: [Standard View]

Role Name	System	Description	System Description	Role Type
SC100_0000	PR1910	Shopping Cart Request Creation	PR1 - Production - ERP - Central Component (ECC)	Composite Role

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Repeat the step so both roles are transferred to the Selected section.

Available

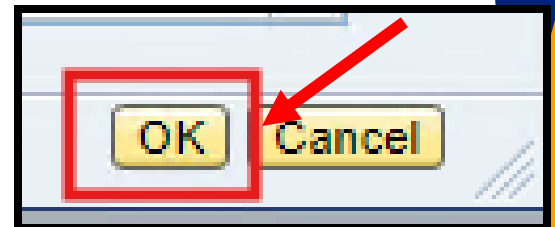
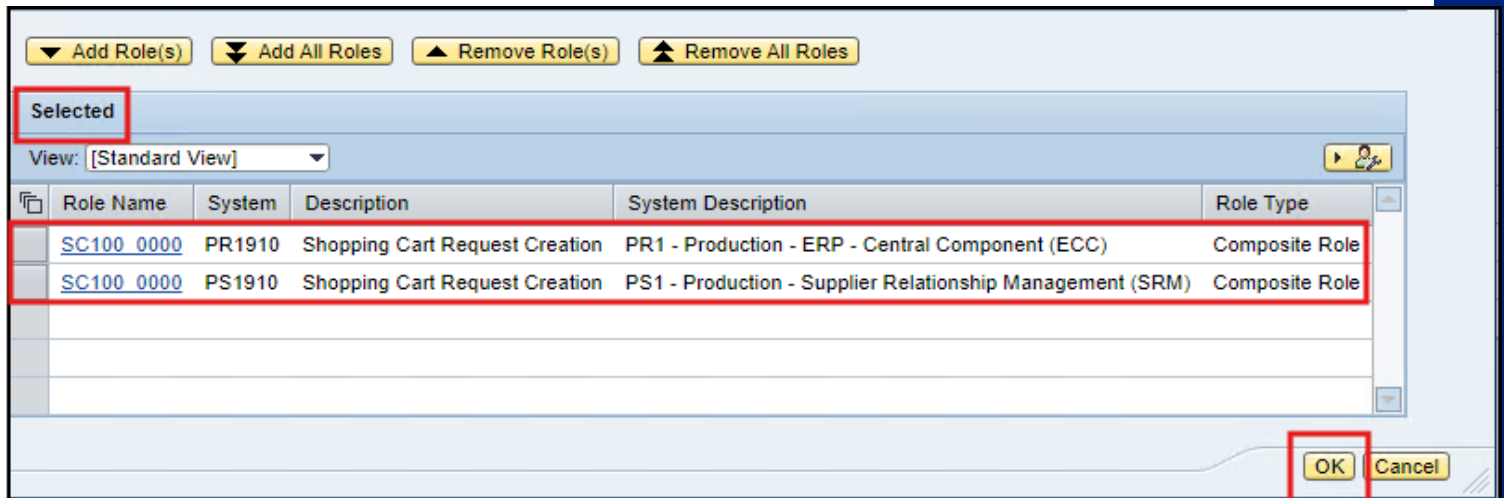
View: [Standard View]

Role Name	System	Description	System Description	Role Type	Default Roles
SC100_0000	PS1910	Shopping Cart Request Creation	PS1 - Production - Supplier Relationship Management (SRM)	Composite Role	Exists (1)

Add Role(s) Add All Roles Remove Role(s) Remove All Roles

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Once both roles are in the **Selected** section, click **“OK”**.



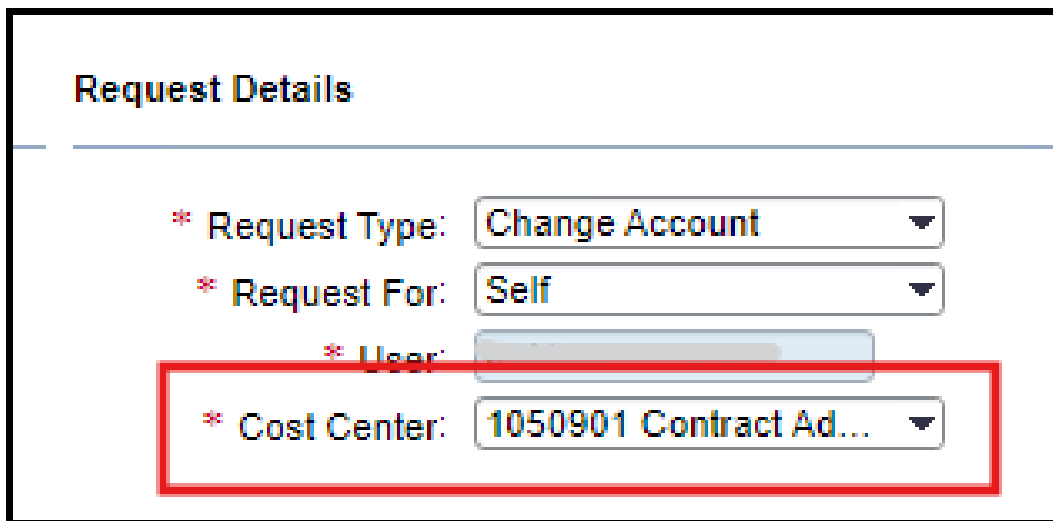
20

You are going to see a long list of roles.

User Access					Attachments	User Details	Parameters	User Groups	User System Details	Custom Data
Add Remove Existing Assignments Import Roles Simulation										
System	System Description	Assignment	Description							
PR1910	PR1 - Production - ERP - Central Compone...	SC100_0000	Shopping Cart Request Creation							
RFC_PO...	PP1 - Production - Enterprise Portal (EP)	RA109	Site Asset Master Maintainer							
RFC_PO...	PP1 - Production - Enterprise Portal (EP)	RA110	FA Site ECC Reporter							
RFC_PO...	PP1 - Production - Enterprise Portal (EP)	RP205	Purchase Order ECC General Display							
RFC_PO...	PP1 - Production - Enterprise Portal (EP)	RP207	Shopping Cart Receiver							
RFC_PO...	PP1 - Production - Enterprise Portal (EP)	RP208	Restricted Vendor Master Display							
PS1910	PS1 - Production - Supplier Relationship M...	SC100_0000	Shopping Cart Request Creation							
PB1910	PB1 - Production - Business Warehouse (BW)	BP002_0000	BW - Shopping Cart Reporter							

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In the Request Details, ensure that your **Cost Center** is correct. You can click on the drop-down arrow to update the Cost Center if needed.



Request Details

* Request Type: Change Account ▼

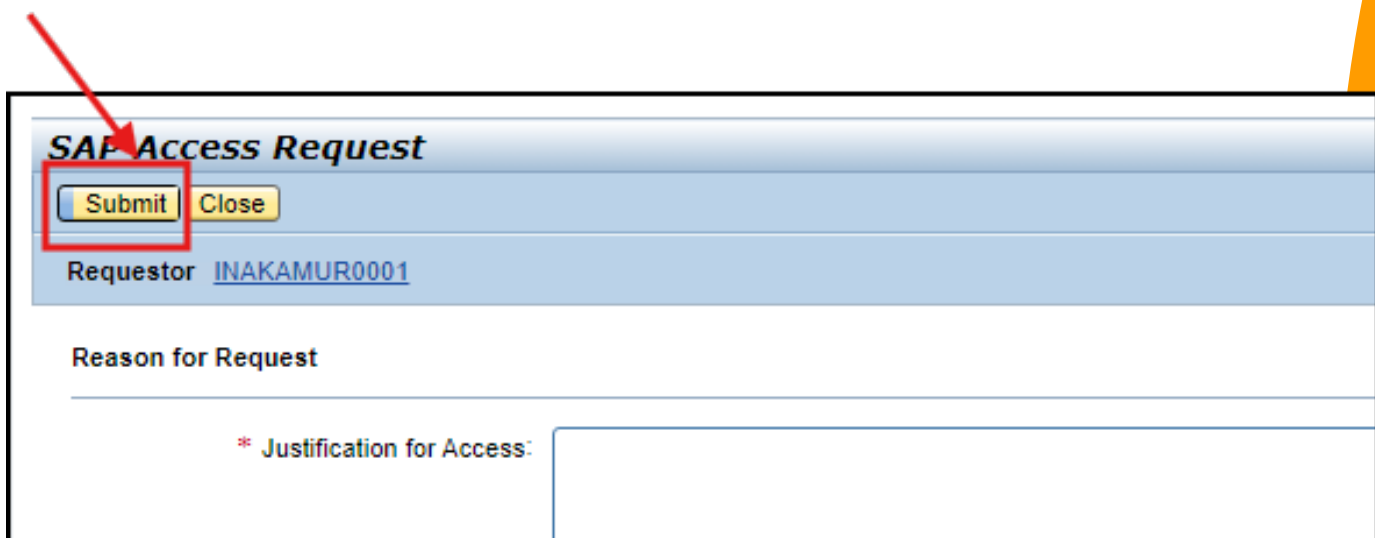
* Request For: Self ▼

* User: [Redacted]

* Cost Center: 1050901 Contract Ad... ▼

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Click "**Submit**".



SAP Access Request

Submit Close

Requestor INAKAMUR0001

Reason for Request

* Justification for Access: [Text Area]

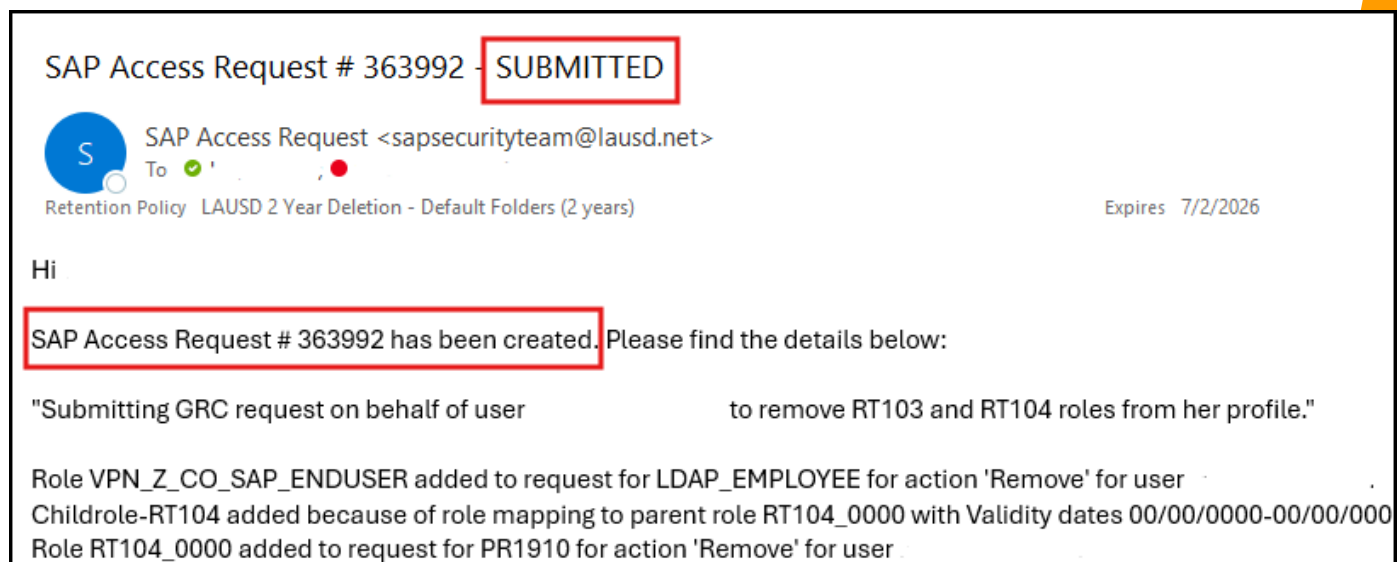
23

You will see a message to notify you that your request was submitted successfully.



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You will also receive an automated email with the request number and the list of roles requested. The first email is to notify you that the request was submitted.



Once the request is approved by the appropriate administrator, you will receive an email notification that your request was approved.

SAP Access Request # 363859 - APPROVED



SAP Access Request <sapsecurityteam@lausd.net>

To ●

Retention Policy LAUSD 2 Year Deletion - Default Folders (2 years)

Dear

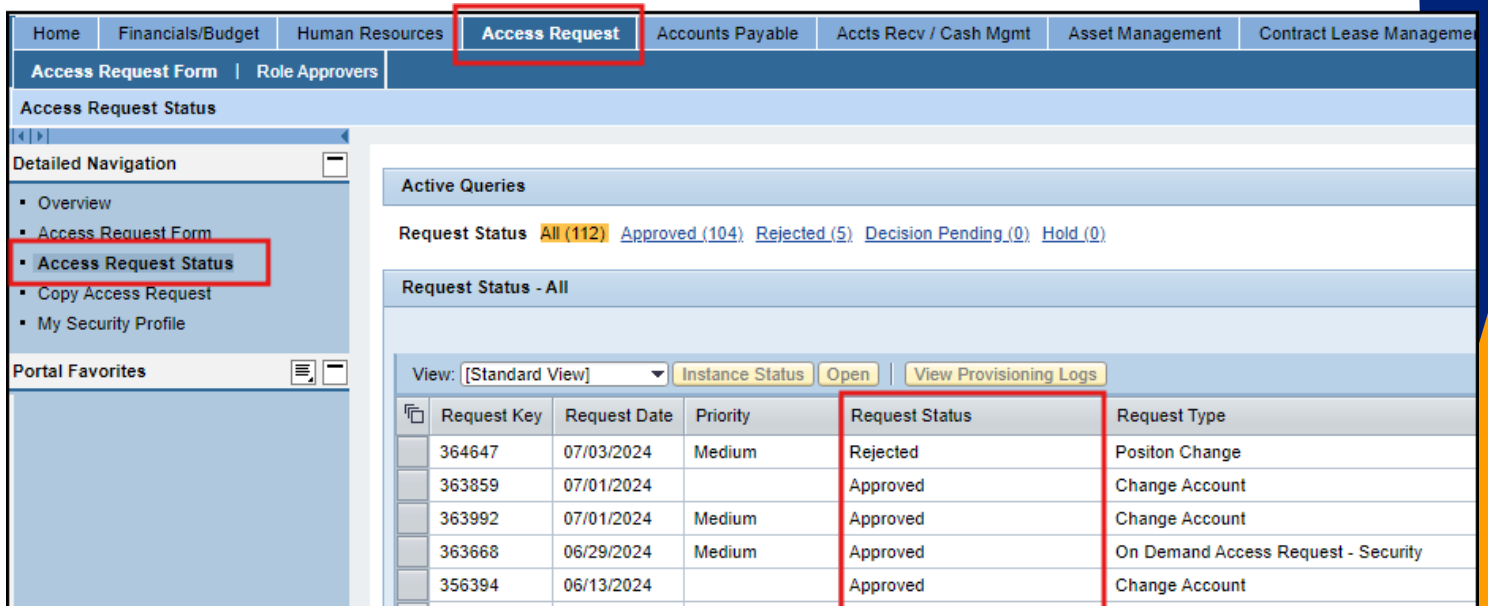
Your SAP Access Request # 363859 has been approved by:

" "

Thank you for using SAP GRC CUP for your SAP Access Request needs.

[Please click here to view your Access Request Status. You will find SAP Access Request](#)

You can also check the status of you request by going to the “**Access Request**” → “**Access Request Status**” in SAP.



Access Request Status

Active Queries

Request Status [All \(112\)](#) [Approved \(104\)](#) [Rejected \(5\)](#) [Decision Pending \(0\)](#) [Hold \(0\)](#)

Request Status - All

View: [Standard View] [Instance Status](#) [Open](#) [View Provisioning Logs](#)

Request Key	Request Date	Priority	Request Status	Request Type
364647	07/03/2024	Medium	Rejected	Position Change
363859	07/01/2024		Approved	Change Account
363992	07/01/2024	Medium	Approved	Change Account
363668	06/29/2024	Medium	Approved	On Demand Access Request - Security
356394	06/13/2024		Approved	Change Account

Substitute SAA and other POOL users, please continue to the next page for steps to update your Ariba profile after receiving access.

For Substitute/Temporary SAAs and others maintained under the Pool Unit, after receiving access to the Ariba system it's advised to make updates to your supervisor on your user profile in Ariba.

- Ariba will add your current site's Admin/Principal as an approver for your purchase requests when you use their cost center and funding information. However, there are some circumstances where your approver will be added to the approval flow.
- Since you are maintained under the Pool Unit, they are currently your default approver. Please see the following steps to update your approver to your current site's Admin/Principal.

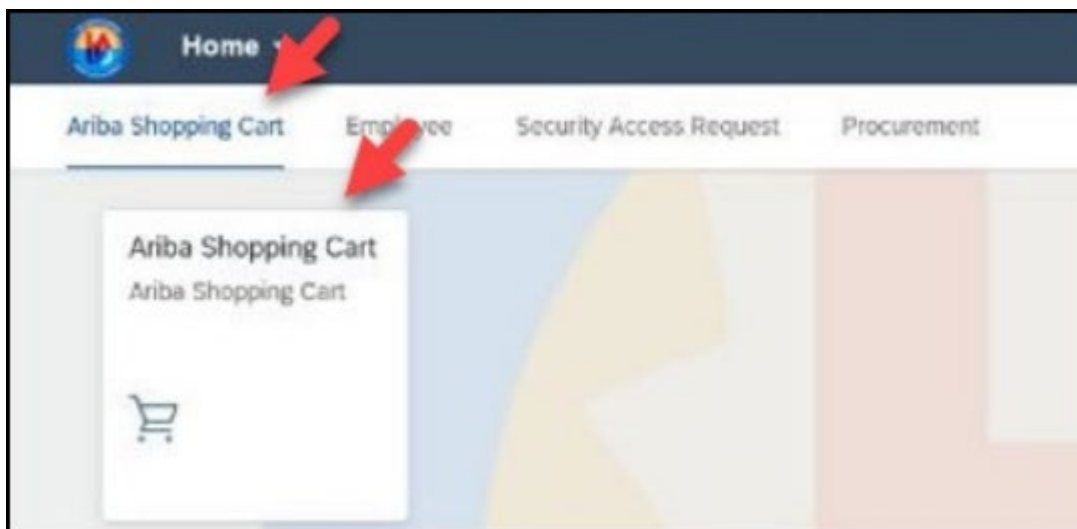
28

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



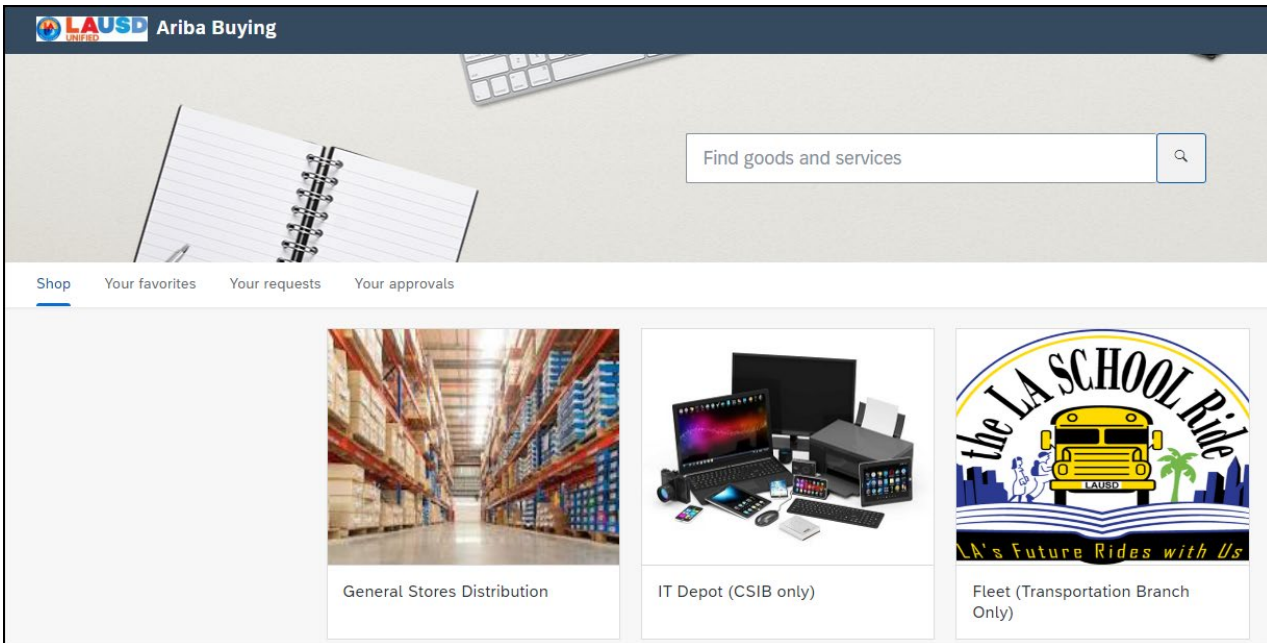
29

Click on the "Ariba Shopping Cart" tile.



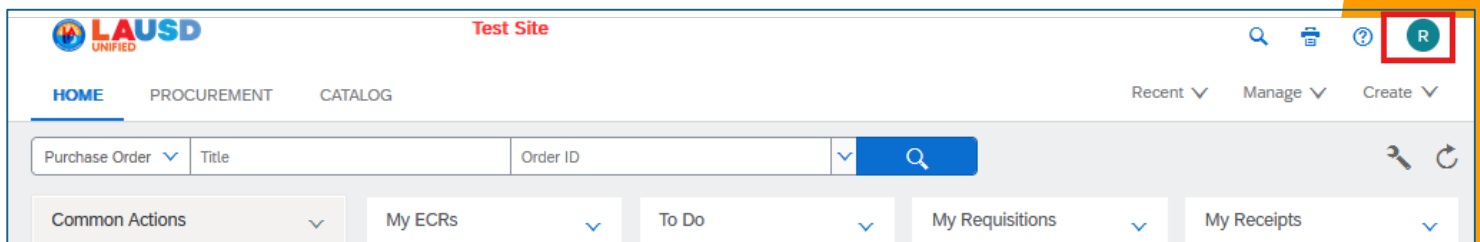
30

You will be directed to the Ariba Guided Buying home page.



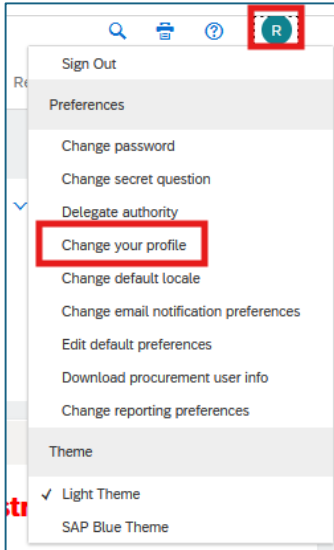
31

Click on your initials in the top right.



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In the menu that opens, click '**Change your profile**'.



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The first Screen shows your current information. In the Personal Info section, it will display your currently assigned supervisor. This is the person who will need to approve the change once you submit it (the head of your Pool Cost Center).

Personal Profile UP296: REQUESTOR24 Next Exit

Groups determine the tasks you perform and the data you work with. The other information is used as default values in many processes.

Personal Profile Information - User Profile

1 Personal Info

2 Account/Ship

3 Justify Changes

4 Approval Flow

5 Review Changes

Name: * REQUESTOR24

Business Email Address: *

Supervisor: * MANAGER14

Groups: Close Order, Spot Buy User, No Ad-hoc Item, Contract Release User, Purchasing Agent, Purchasing User [select]

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Statement. [Privacy Disclosure for Ariba Cloud Service](#)

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Click on the downward arrow next to Supervisor, and then select 'Search More' from the dropdown

Groups determine the tasks you perform and the data you work with. The other information is used as def

Personal Profile Information - User Profile

Name: * REQUESTOR24

Business Email Address: *

Supervisor: MANAGER14

Groups: DIRECTOR02

MANAGER14

Search more

ng User [select]

35

Search for your current site's Principal or Administrator by typing their name in the search field, and then click '**Search**'.

Choose Value for Supervisor

Name

Director

Search

Name ↑ PasswordAdapter

(no value)

Select

36

When you have located their name, click '**Select**' next to it. If there are multiple results for the same name, you can click the name in blue to review the profile and confirm via their email address. Click 'Done' from the details screen to return and make your selection.

Choose Value for Supervisor

Name: Director Search

Name ↑	PasswordAdapter	
(no value)		Select
DIRECTOR02	Enterprise User	Select
DIRECTOR02	Enterprise User	Select
DIRECTOR03	Enterprise User	Select
DIRECTOR03	Enterprise User	Select
Non-Stock Director	Enterprise User	Select
Stock Director	Enterprise User	Select

Done

Review Details for Selected Field: Name

These are the details for the field you selected.

Name: DIRECTOR02

Email Address: @lausd.net

Default Ship To: CONTRACT ADMIN AND PROCUREMENT SERVICES

Supervisor:

TimeZone ID: America/Los_Angeles

Done

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After making your selection, click '**Done**'.

Choose Value for Supervisor

Name: Director Search

Name ↑	PasswordAdapter	
(no value)		Select
DIRECTOR02	Enterprise User	Select
DIRECTOR02	Enterprise User	Select
DIRECTOR03	Enterprise User	Select
DIRECTOR03	Enterprise User	Select
Non-Stock Director	Enterprise User	Select
Stock Director	Enterprise User	Select

Done

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Confirm you see your current Principal or Administrator's name in the 'Supervisor' field, and then click on 5-Review Changes.

Personal Profile UP296: REQUESTOR24

Groups determine the tasks you perform and the data you work with. The other information is used as [More](#)

Personal Profile Information - User Profile

1 Personal Info

2 Account/Ship

3 Justify Changes

4 Approval Flow

5 Review Changes

Name: * REQUESTOR24

Business Email Address: * i@lausd.net

Supervisor: DIRECTOR02

Groups: Close Order, Spot Buy User, No Ad-hoc Item, Contract Release User, Purchasing Agent, Purchasing User [select]

(*) indicates a required field

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Next Exit

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Review and confirm the changes and then click 'Submit'

Personal Profile UP296: REQUESTOR24

Prev Submit Exit

Review your request and then submit it for approval.

Change	From	To
Supervisor	MANAGER14	DIRECTOR02

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Statement. [Privacy Disclosure for Ariba Cloud Service](#)

1 Personal Info

2 Account/Ship

3 Justify Changes

4 Approval Flow

5 Review Changes

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A confirmation page will be displayed with a link to view your request.

HOME PROCUREMENT CATALOG Recent Manage Create

Profile Submitted

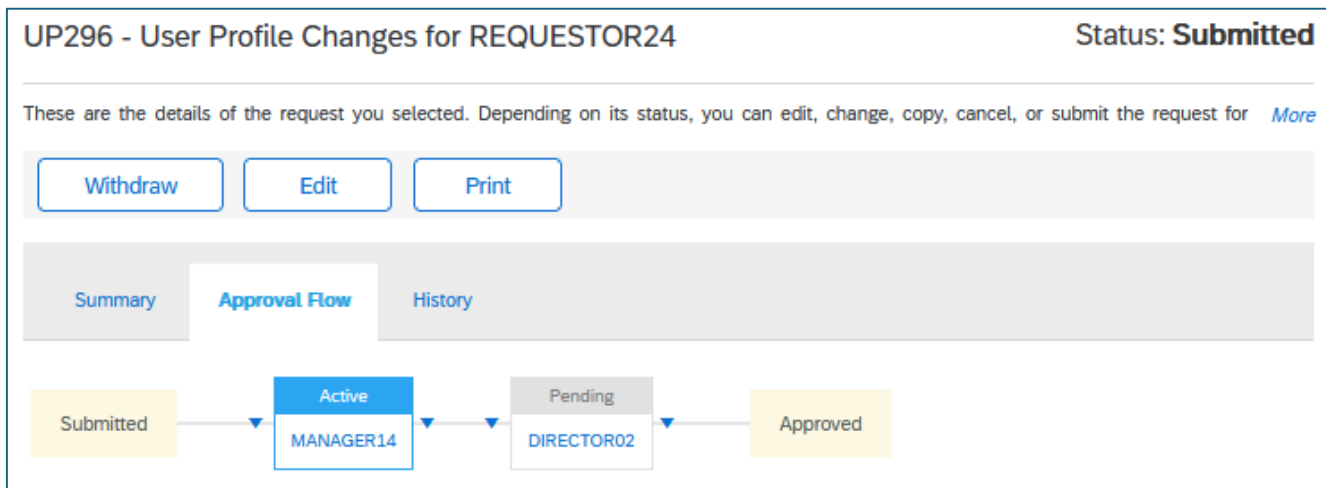
Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request's progress through the [More](#)

UP296 - User Profile Changes for REQUESTOR24 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](#)

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The request will first need to be approved first by the head of your Pool Unit, and then by your current Principal / Administrator. After both approve, your current Principal / Administrator will be updated to your supervisor in Ariba.



Please note that if you change roles or assignments your roles and access to Ariba will be removed.

You will need to submit a new SAP User Role Request when you are assigned to a new site, and repeat the steps to update your profile to your newly assigned site's Principal / Administrator.