

Delegate Authority and User Settings

Updated March 16, 2026

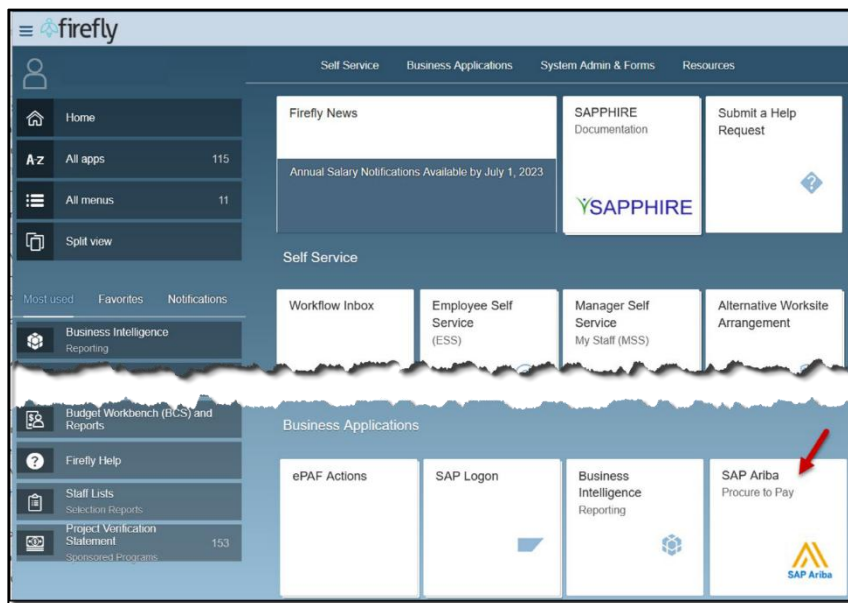
Purpose

This document shows the steps needed to change user settings: establishing default cost objects and G/L accounts, delegating user authority, and changing email notification preferences in SAP Ariba.

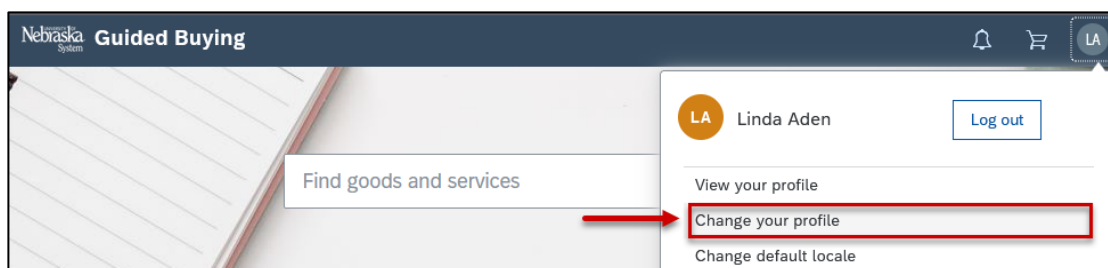
Note: You can only delegate to a user that is at the same level or higher in the organization.

Procedure

Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.



From the Guided Buying homepage, click the Profile icon and select “Change your profile” from the drop-down menu.



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The **Personal Profile** screen will open showing your personal info (e.g., name, email, supervisor). Click “Next”.

In the **Account/Ship** section, default values for G/L, cost center, ship to, and unloading point can be changed. Click the dropdown in a field to search for/select a value. Enter a value in the *Search* field (e.g., G/L account #, cost center #, etc.). Click “Search”; the value should appear. Click “Select”. Click “Done”. For the “Unloading point” field, simply enter text directly in the field.

Click “Next” to continue.

The screenshot shows the 'Personal Profile' screen for 'UP175: User Profile Changes for Linda Aden'. The 'Accounting/Shipping - User Profile' section is active. It contains three main sections: 1. Change your organization information (Company Code, Purch Org, Purch Group), 2. Change your accounting information (GL Account, Cost Center), and 3. Change your shipping and delivery information (ShipTo, Unloading point). A search table for 'Choose Value for GL Account' is shown with columns for 'General Ledger' and 'Description'. The table lists '0000521210' for 'Networking/Data Services'. A 'Done' button is highlighted with a red box and letter D. A red arrow points to the GL Account dropdown menu. Red boxes and letters A, B, C, and D mark specific fields and buttons: A is the 'General Ledger' dropdown, B is the 'Search' button, C is the 'Select' button, and D is the 'Done' button. The 'Unloading point' field contains 'Room 516' and is highlighted with a red box and the text 'Enter text in the field'. The 'Next' button at the bottom is also highlighted with a red box.

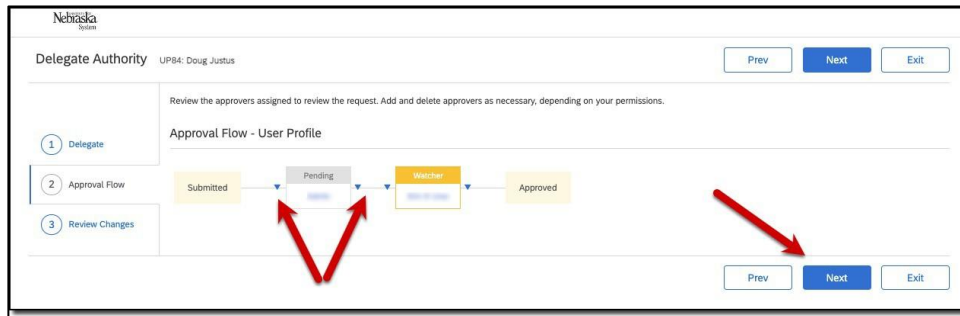
- A. Enter a value
- B. Click “Search”
- C. Click “Select”
- D. Click “Done”

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(Optional) In the **Justify Changes** section, enter an explanation for the changes to the user profile. Click “Next” to continue.

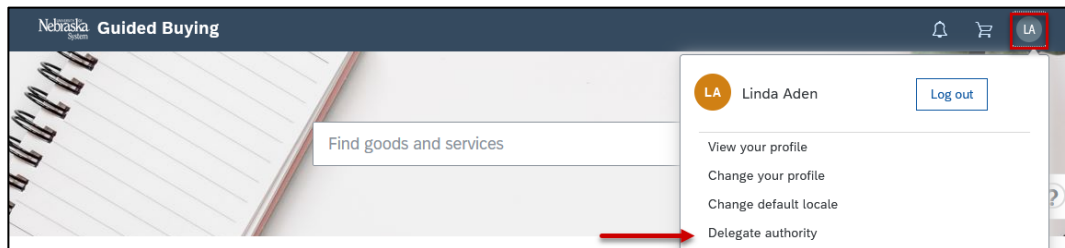
Review the approval workflow. (optional) Click the drop-downs to either side of an Approver or Watcher to add an Approver/Watcher for your delegation of authority. Click “Next” to continue.



Review changes and click “Submit.”

Delegate Approval

From the Guided Buying homepage, click the Profile icon and select “Delegate authority” from the drop-down menu.



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The “Delegation Wizard” screen displays. Complete each screen as noted. Click “Next” to proceed after completing each step of the Wizard.

Nebraska System
Delegate Authority UPB4: [redacted]

1 Delegate
2 Approval Flow
3 Review Changes

A Delegatee: *

B Delegation Start Date: *

Delegation End Date: *

C Delegation Reason:

D Notification: Continue to notify me by email of approval requests

Next Exit

- A. Search for and select the University employee who will serve as your delegatee.
- B. Set the "Start" and "End" dates for the delegation.
- C. (optional) Enter a message to the delegatee.
- D. Choose if you want to continue receiving email notifications.

Review the changes and click “Submit”.

Nebraska System
Delegate Authority UPB4: [redacted]

Review your request and then submit it for approval.

Change	From	To
Delegatee	(no value)	[redacted]
Delegation Start Date		8/21/2023
Delegation End Date		8/25/2023
Delegation Reason		[redacted]

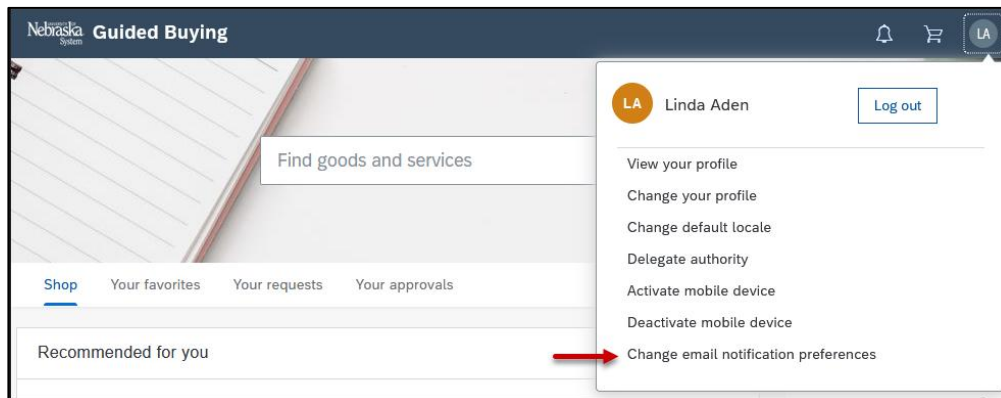
Prev Submit Exit

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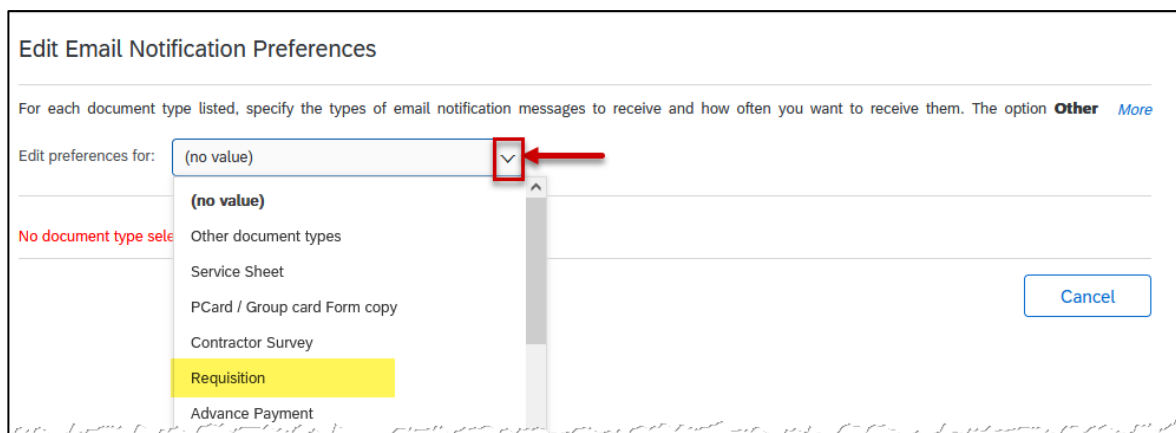
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Change Email Notification Preferences

From the Guided Buying homepage, click the Profile icon and select “Change email notification preferences” from the drop-down menu.



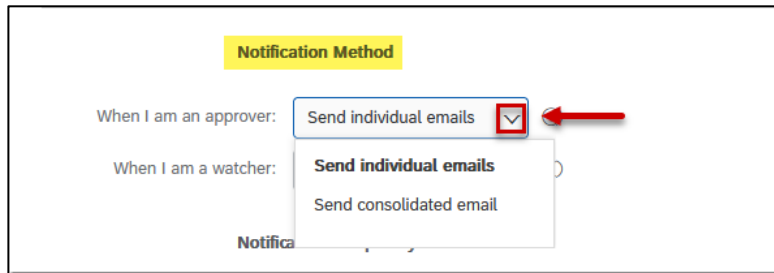
From the **Edit Email Notification Preferences** screen, click the “Edit preferences for” dropdown and select the document type to edit. (Note: Most options won’t generate notifications at all. The **requisition** notification is what most people will want to edit and will be the example shown.)



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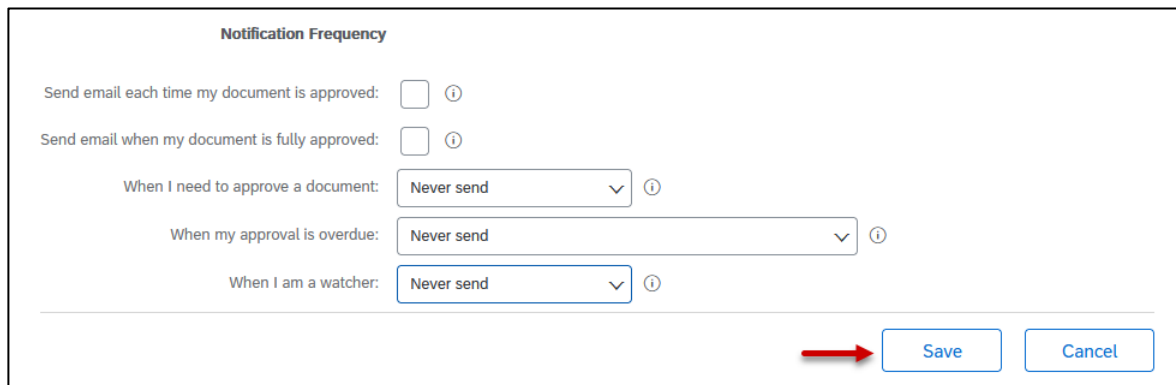
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The **Notification Method** options allow approvers and watchers to select whether they wish to receive individual notifications as they get generated (default) or whether they want to receive one, daily email that consolidates all emails.



The screenshot shows a form titled "Notification Method". It has two rows of settings. The first row is "When I am an approver:" with a dropdown menu set to "Send individual emails" and a checked checkbox. A red arrow points to the checkbox. The second row is "When I am a watcher:" with a dropdown menu set to "Send individual emails".

The **Notification Frequency** section allows users, watchers, and approvers to control the frequency of email notifications or discontinue receiving notifications entirely. To discontinue all notifications for a particular document type (e.g., requisitions) for all roles, uncheck both checkboxes and select "Never send" in all dropdowns. Click "Save".



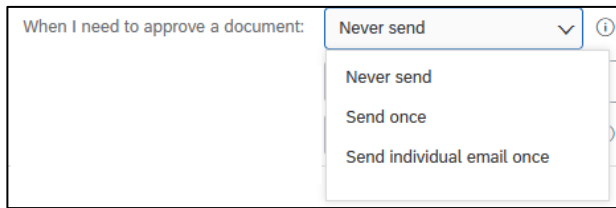
The screenshot shows a form titled "Notification Frequency". It has five rows of settings. The first two rows are "Send email each time my document is approved:" and "Send email when my document is fully approved:", both with unchecked checkboxes and information icons. The next three rows are "When I need to approve a document:", "When my approval is overdue:", and "When I am a watcher:", all with dropdown menus set to "Never send" and information icons. At the bottom right, there are "Save" and "Cancel" buttons, with a red arrow pointing to the "Save" button.

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To continue to receive emails but change the frequency, select the desired option from the dropdown (depending on your role) . Click “Save” when done. Keep in mind that these settings are applicable only to the doc type you selected. If you receive notifications for other types of documents (e.g., receipt, contract request, invoice reconciliation, etc.), the same process will need to be repeated for each document type.

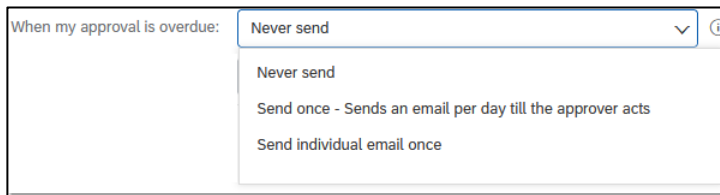
Approvers



When I need to approve a document: Never send [v] ⓘ

- Never send
- Send once
- Send individual email once

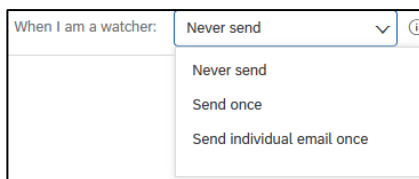
Requesters



When my approval is overdue: Never send [v] ⓘ

- Never send
- Send once - Sends an email per day till the approver acts
- Send individual email once

Watchers



When I am a watcher: Never send [v] ⓘ

- Never send
- Send once
- Send individual email once