

How to set up delegation in Ariba

In order to set up delegation in Ariba:

- 1. Click on the login icon in the top right corner of the Ariba main page
- 2. Choose “Delegate authority” option



- 3. Populate Delegate and delegation dates in “Delegate” tab

Delegate Authority UP33685: Justyna Krzyminska Next Exit

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

- 4. Go to “Review changes” tab and click “Submit”

Delegate Authority UP33685: Justyna Krzyminska Prev Submit Exit

1 Delegate

2 Approval Flow

3 Review Changes

Review your request and then submit it for approval.

Change	From	To
Delegatee	(no value)	Bartosz Cinka
Delegation Start Date		2/1/2025
Delegation End Date		2/28/2025

Prev Submit Exit

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