

Bid Buy User Rights and Definitions

Inquiry Access

Inquiry allows user to look at basic purchasing but does not allow changes to be made.

Department Access

Department access gives user the ability to be a requisitioner (full DA rights and can generate all types of requisitions) or contract shopper (ability to create release requisitions only)

- Approver: Gives this user approval rights allowing them to be on approval paths as well as added manual as an approver.
- Create Bids: Allows the user to create a bid from scratch.
- Requisition Item Import: this DA user will have ability to import requisition items via Excel plug in or XML utility and create in progress requisition with multiple line items. BuySpeed runs this utility interactively and present import related errors for user. Additional training is needed to perform this function.
- Change Order Creation: Allows the user to create Open Market Change Orders.
- Department Buyer: Must be checked to allow user to be selected as a buyer for a requisition or purchase order type.
- Allow PO Receipts: Must be checked if user is to do Receiving.

Basic Purchasing

Basic purchasers can create all documents on the agency side such as requisitions, POs, Bids and their related documents such as amendments and revisions.

- Create Demand Requisitions: Each BP user will need to have this field checked if they are allowed to create and process Demand requisitions.
- Open Formal Bids: Each BP user will need to have this field checked if they are allowed to open bids over the threshold limit.
- Disallow Ad-Hoc reporting: If checked, this BP user will not have ability to create ad-hoc report. (i.e. Ad-hoc icon is not visible to BP user role on upper right corner)
- Requisition Item Import: This user will have ability to import requisition items via Excel plug in or XML utility and create in progress requisition with multiple line items. BuySpeed runs this utility interactively and present import related errors for user. Additional training is needed to perform this function.
- Purchase Order Item Upload: Allows a BP user the rights to import and export items in a Change Order on a Purchase Order.