Adding or Changing Buy@Duke Access

Overview

As with other SAP security roles, roles in Buy@Duke are assigned to a user's position by Accounting Systems Administration. The Department SAP R/3 User Administrator in your unit can request position-based security additions and changes using the SAP R/3 User Admin website.

If Buy@Duke has been implemented in a business unit, new Buy@Duke users will automatically inherit personalizations set at the business unit level and business unit purchasing thresholds of the Buy@Duke security role assigned (Shopper/Submitter 1/Submitter 2).

Note: *If the individual that needs Buy@Duke access is in an overallocated position, applying a Buy@Duke security role to the position will give the same Buy@Duke access to all individuals in the position. If this is not the intent, a new position can be created to transfer the individual that requires the Buy@Duke security role.*

Creating a role request

1. Search for a previous R/3 Account Request for the employee. If one exists, use the edit feature to make the Buy@Duke access request.

Note: *If a Buy@Duke user did not have R/3 access requested through the SAP R/3 User Admin website prior to the Buy@Duke implementation, they will not have an existing R/3 Account Request. Please create a new request for these individuals. Buy@Duke security roles were not requested through the SAP R/3 User Admin website for original Buy@Duke implementation.*

2. Select the appropriate radio button under **This R/3 Account Request for:**

3. Complete the **User Information** section

4. Select the appropriate **Shopping Type under Buy@Duke Security**

5. Highlight **None** for **Purch Type** under **Ordering Security**. This section is for R/3 Electronic Purchase Requisitioning. It is not related to Buy@Duke roles. An entry in this section is required for R/3 Account request submission.

6. In the **Notes** section at the bottom, add any additional information that should be communicated to Accounting Systems Administration.

For information on how to add or change Buy@Duke access for non-employees, please see the Non-employee Buy@Duke users document.