

## **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 <u>SAP R/3 User Admin website</u>.

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.

| R/3 Account Request   |                   |
|---|-------------------|
| This R/3 Account Request for:<br>© Change in duties for current position holder<br>© Hire into an existing position<br>© Transfer into a new position<br>© Transfer into a new position<br>© Transfer into a new position<br>© Duke Temp Services/Non Duke Employee |                   |
| Enter user information:   |                   |
| L = = 4 Marca =   | User Information  |
| Last name   |                   |
| First Name  |                   |
| Middle Name   |                   |
| Duke Unique ID  |                   |
| Net ID  |                   |
| Email Address   |                   |
| Clear Security Selections Select the appropriate security profile(s) for this user:   |                   |
|   | Duv@Duke Security |
| Chapping Turo   | Buy@Duke security |
| Shopping Type   |                   |
| Please Select   |                   |
| None<br>Sharess (Shar Only)   |                   |
| Submitter 1 (Shon & Submit)   |                   |
| Submitter 2 (Shop & Submit)   |                   |
| 1   |                   |
|   | Ordering Security |
| Purch Type  |                   |
| Please Select<br>Non-stock only<br>Stock only<br>Stock only   |                   |

- **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.