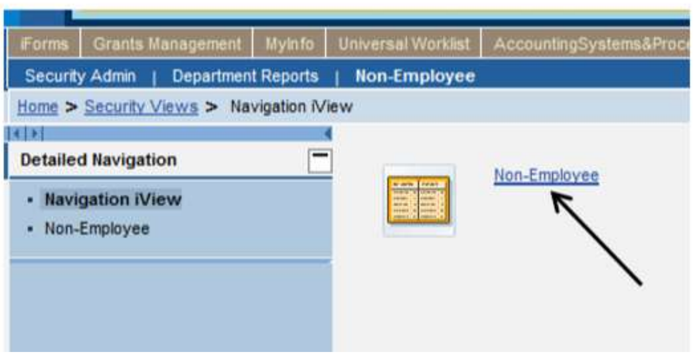
For non-employees approved to use Buy@Duke the instructions below can be used to create a non-employee Buy@Duke role (shopper/submitter). Once the Buy@Duke role has been approved through the security tool contact procurement@duke.edu to have the new user assigned to the correct department (ORG Unit).

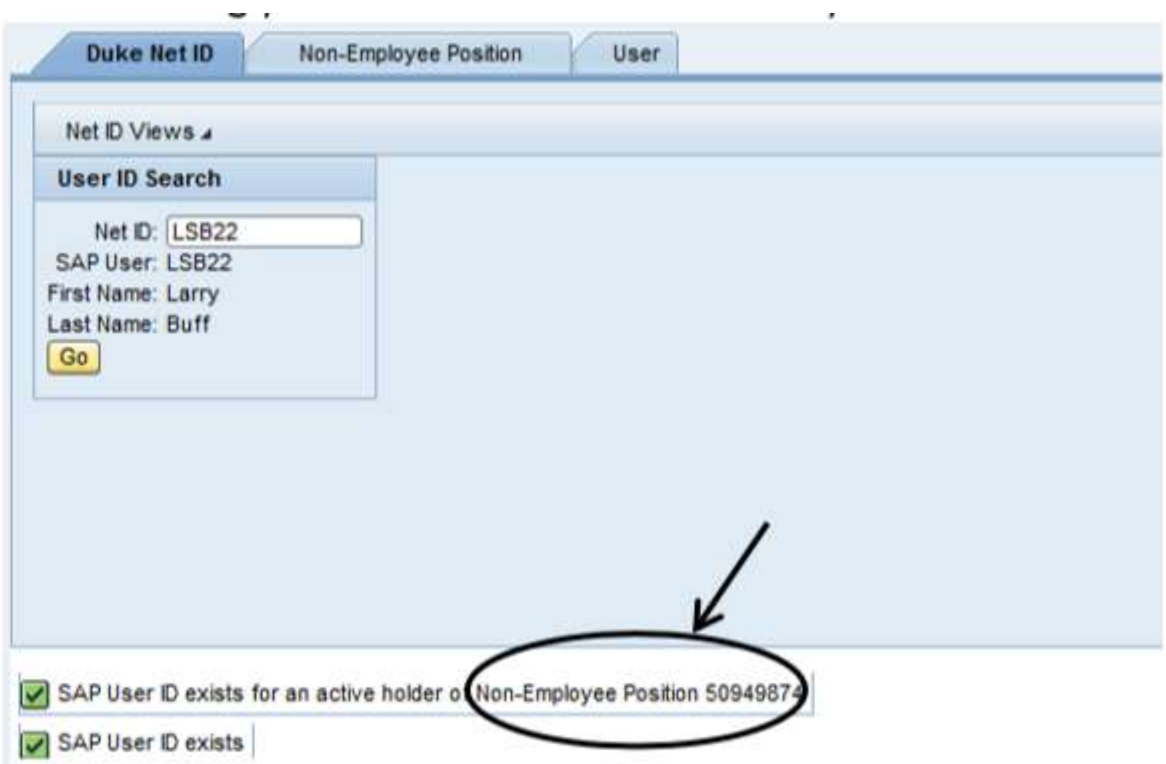
NON-EMPLOYEE Position Searches, Adds, and Delimiting or Extending

1. Searching for a Non-Employee position # so that roles can be added to the user.

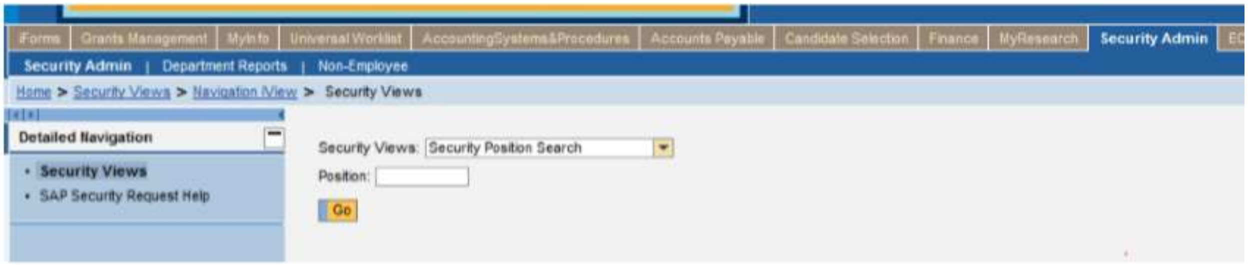
From the Security Admin tab click on the Non-Employee Tab and then click on Non-Employee



This will bring you to the below screen where you will enter the users NetID and click ok.

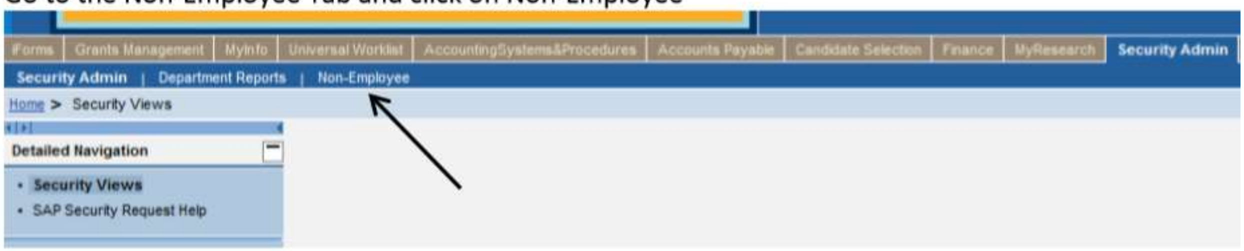


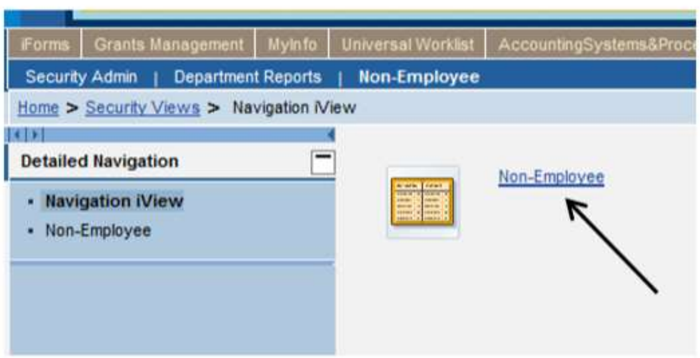
You will be given the Non-Employee Position # at the bottom of the screen. At this point close this screen and go to the Security Admin tab, choose Security Position Search view and enter the position number you attached the user to and add any security roles to the user.



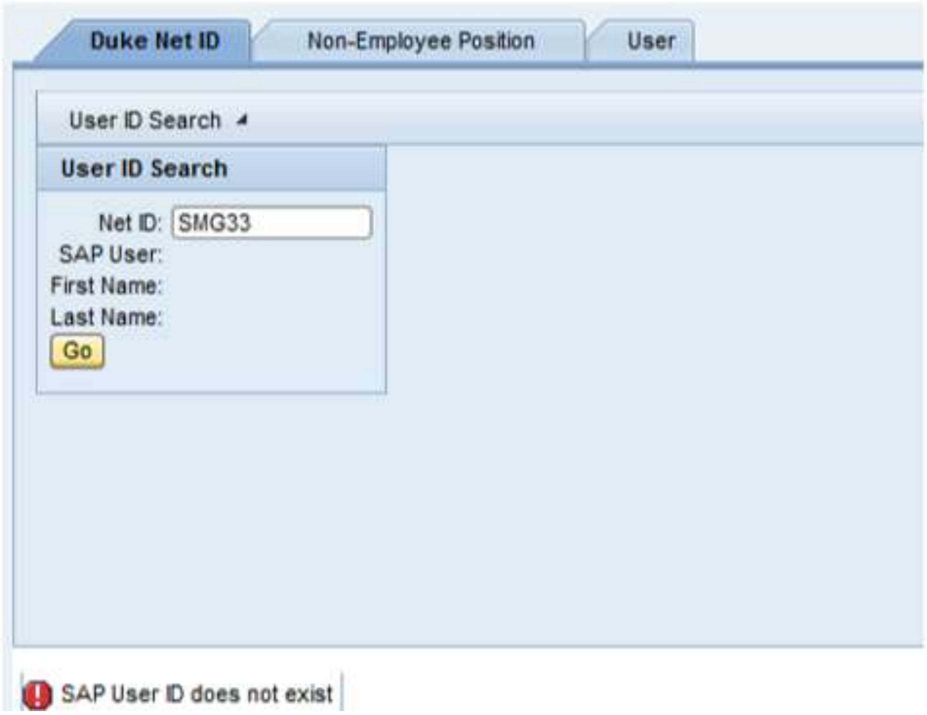
2. Adding a Non-Employee user and attaching them to a Non-Employee Position.

Go to the Non-Employee Tab and click on Non-Employee



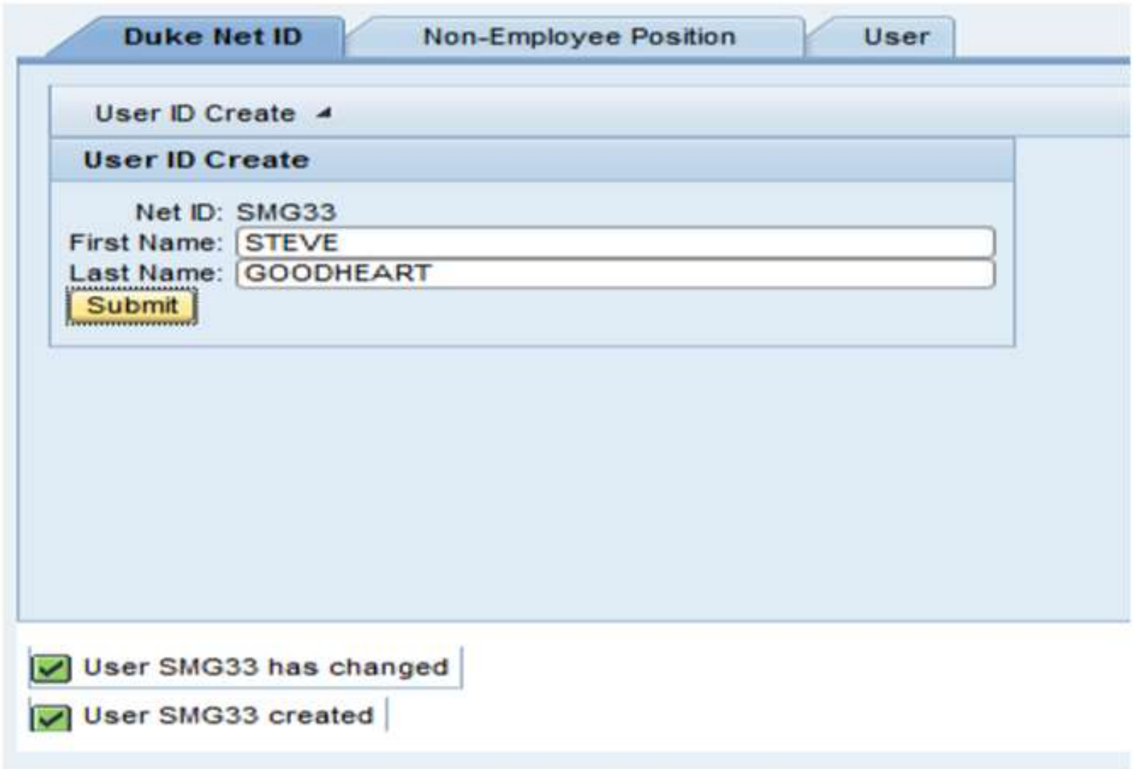


This will bring you to the below screen where you will enter the users NetID and click ok. If the user exists skip to 2b. When you get the message below that the SAP User ID does not exist you will need to go to step 2a and add the user.



2a. Adding the user.

Click on the Net ID Views and select User ID Create. Then you will enter the users First Name and Last Name in the fields provided and click Submit.



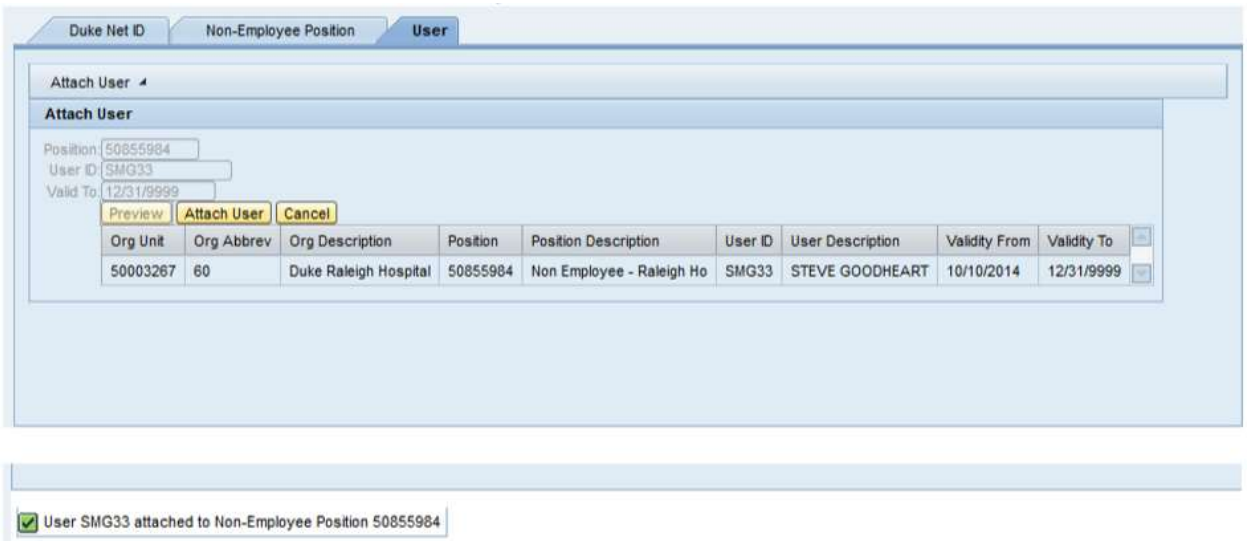
2b. Next you will need to attach the user to a Non-Employee Position.

If you do not know the position number skip to Step 2c. If you know the Non-Employee Position number that you are going to use click on the User tab and click the User Views(I.) drop down and change it to Attach User(II.).

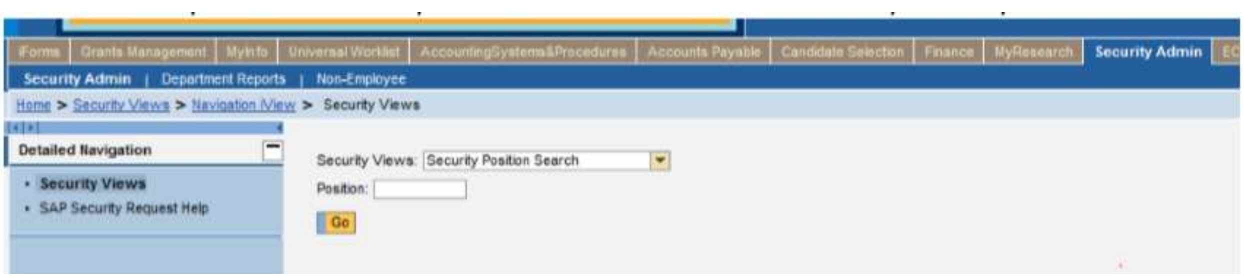
I.

II.

You will then fill in the position number, the User ID, and the Valid to date. Click the Preview button and make sure that all the fields fill in correctly and then click the Attach User button.



At this point you can close this screen and go to the Security Admin tab, choose Security Position Search view and enter the position number you attached the user to and add any security roles to the user.



2c. Searching for a Non-Employee position number to attach a user.

After you have created the user or know the user exists go to the Non-Employee Position tab. You will need to click on the Position Views drop down and change it Organization Search.

Enter the top Org ID of the department the user will be in and click go.

This will show you all of the Non-Employee positions that live in that Org and its children(if there are no Non Employee positions listed change the Organization Search to Non Employee Position Create and skip to step 2d). Choose the position number that you would like to add the user to and then follow the above steps in 2b to attach the user to the position.


Duke Net ID | Non-Employee Position | User

Organization Search

Organization Search

Org Unit: 50003267

Go

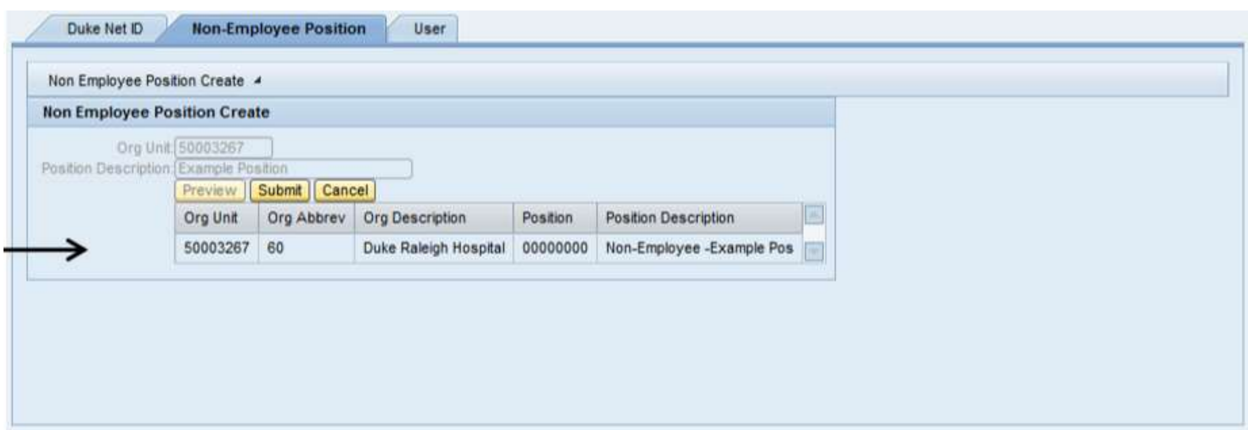
Org Unit	Org Abbrev	Org Description	Position	Position Name	User ID	User Description	Validity From	Validity To
50003267	60	Duke Raleigh Hospital	50962363	Non Employee - DRaH Manag	BTR10	Bruce Reincke	07/23/2014	12/31/9999
50003267	60	Duke Raleigh Hospital	50855984	Non Employee - Raleigh Ho	TWP4	Theresa Parker	06/25/2012	12/31/9999
50003267	60	Duke Raleigh Hospital	50802576	Non Employee - DHRH Manag	RC71	Robin Craddock	06/25/2012	12/31/9999
50003297	602010001	DIETARY - CONTRACT	50926915	Non Employee - Dietary -	HLS13	Heather Gillikin	11/25/2013	12/31/9999
50003328	603040011	PUBLIC SAFETY	50949874	Non Employee - 50003328	LSB22	Larry Buff	03/10/2014	12/31/9999

2d. Creating a new Non-Employee position.

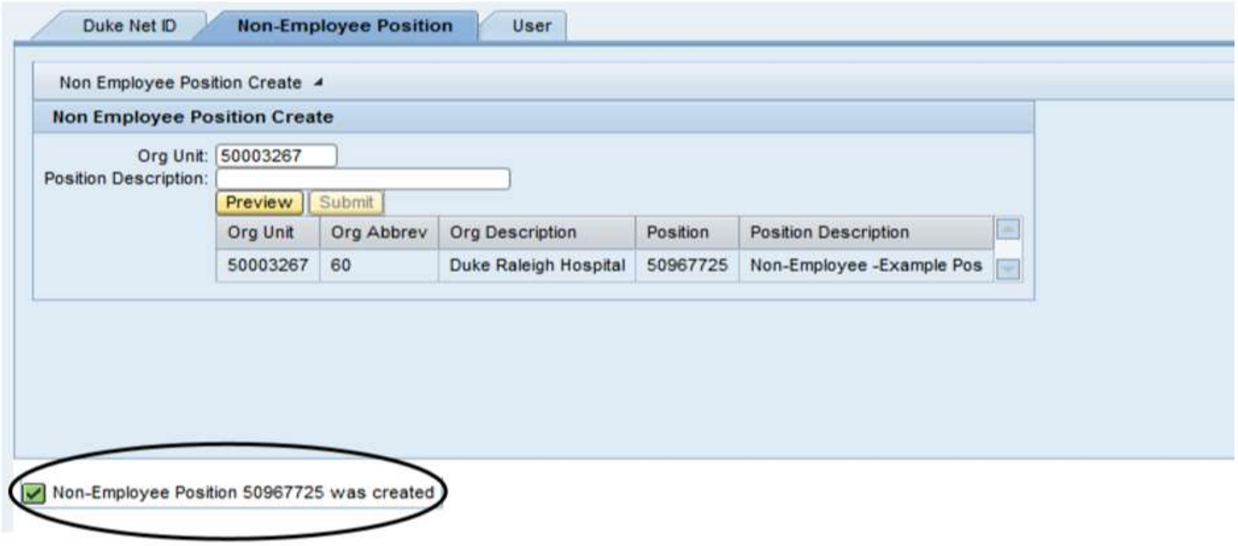
To add a Non-Employee position you will need to Click on the Non-Employee Position tab and click the position views and select Non Employee Position Create.

Next you will enter the Org Unit that this position needs to hang from and name the position in the description field and click the preview button.

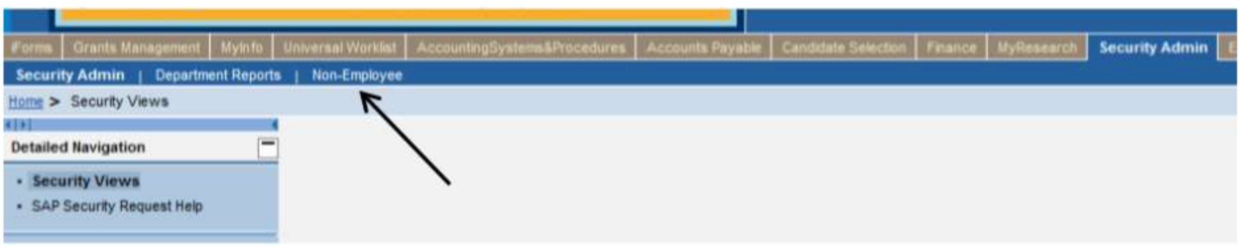
You will see the position in the table below, check to make sure everything is correct and click Submit.

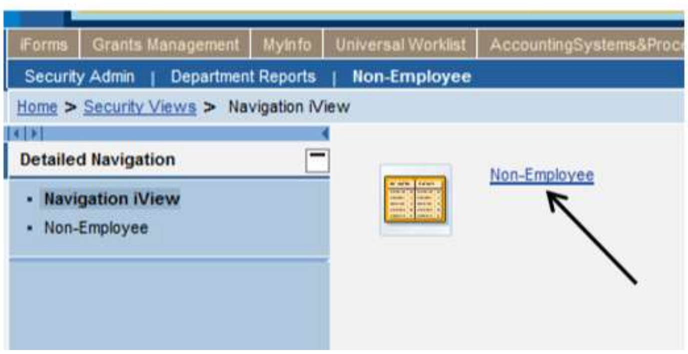


This will create the position and at the bottom it will give you the new position number. Copy this position number and go back to step 2b and follow the instructions for attaching a user to a position.



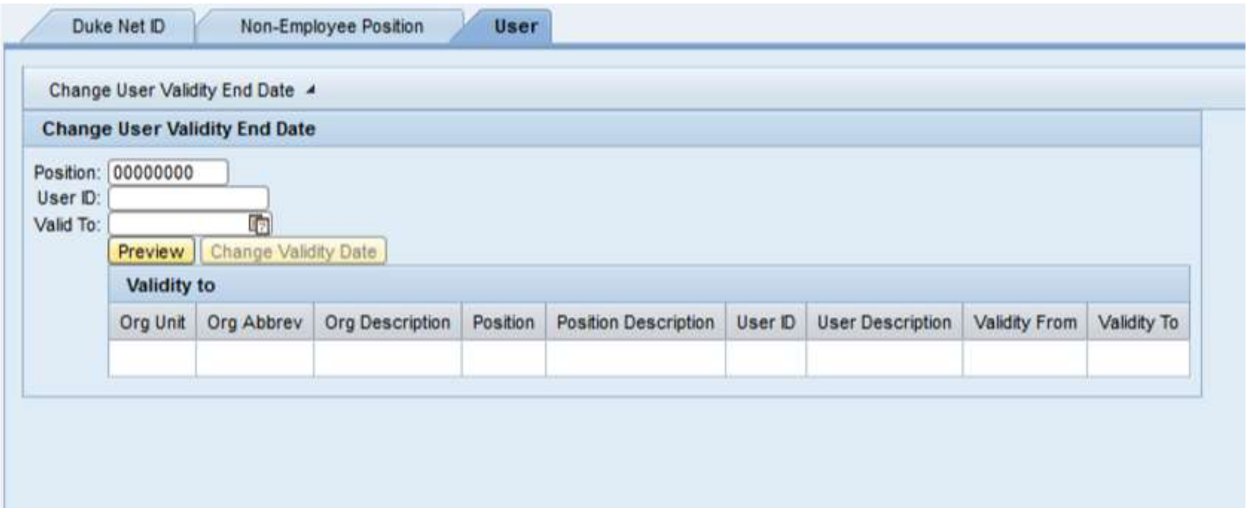
3. Delimiting or extending a users connections to a Non Employee Position. To delimit or remove a user from a Non Employee position, from the Security Admin tab click on the Non Employee Tab and then click on Non-Employee



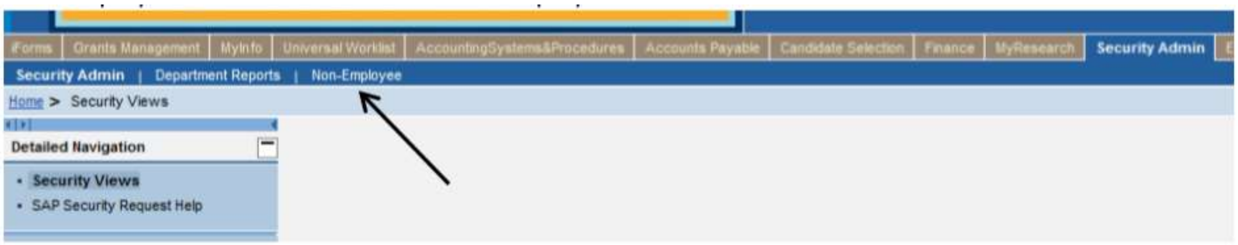


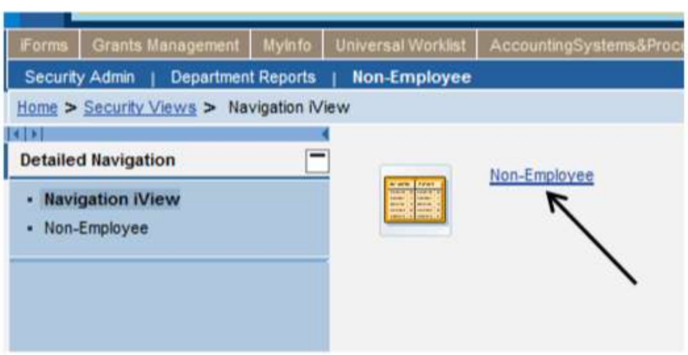
Next you will select the User tab and change the User Views to Change User Validity End Date.

Here you will enter the Position #, User ID, and in the Valid To field enter the date you would like for the User to be removed from the position. You will then click the Preview button and make sure all the information is correct and then you can click the Change Validity Date button.



To extended the date a user is attached to a Non Employee position, from the Security Admin tab click on the Non-Employee Tab and then click on Non-Employee





Next you will select the User tab and change the User Views to Change User Validity End Date.

Here you will enter the Position #, User ID, and in the Valid To field enter the date you would like to extend the Users connection to the position. You will then click the Preview button and make sure all the information is correct and then you can click the Change Validity Date button.

Next enter the Position Number linked to the user in the Security Tool and click GO.

Select the user by clicking on the NetID and then the Buy@Duke role can be requested.