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 <u>procurement@duke.edu</u> 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

Forms Grants Management MyInfo Unive	rsal Worklist Accountin	ngSystems&Procedures	Accounts Payable	Candidate Selection	Finance	MyResearch	Security Admin
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This will bring you to the below screen where you will enter the users NetID and click ok.

Duke Net ID	Non-Employee Position User
Net ID Views 4	
User ID Search	
Net ID: LSB22	
SAP User: LSB22	
irst Name: Larry	
Go	
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	1
	V.
SAD Hear ID aviate fo	or an active holder of Neg Employee Position 50040974
SAP USER ID EXISTS TO	If an active holder of Non-Employee Position 50949874

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.

Forms       Grants Management       My/h to       Universal Worklint       AccountingSystems&Pracedures       Accounts Payable       Candidate Selection       Finance       MyResearch       Security Admin         Security Admin       Department Reports       Non-Employee         Home > Security Views > Navioation Niew       > Security Views       > Security Position Search       >          • Security Views       Security Position Search       >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >        >					
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Home > Security Views > Naviation View > Security Views       Detailed Navigation       • Security Views       • Security Views       • Security Request Help	Security Admin   Department Reports	Non-Employee			
Security Views: Security Position Search     Security Views: Security Position Search     Security Views: Security Position Search	Home > Security Views > Navigation Miew >	➤ Security Views			
Security Views Position:     SAP Security Request Help	Detailed Navigation	Security Views: Security Position Search	-		
Ge	Security Views     SAP Security Request Help	Position:			

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

No. of the local distance of the local dista							
Forms Grants Management MyInfo Unive	rsal Worklist Account	ingSystems&Procedures	Accounts Payable	Candidate Selection	Finance	MyResearch	Security Admin
Security Admin   Department Reports   N	on-Employee						
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Home > Security Views > Navigation N	liew						
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- Navigation Iview		R					
<ul> <li>Non-Employee</li> </ul>							
			`				

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.

User ID Search		
Net ID: SMG33		
SAP User: First Name:		
Last Name:		
Go		

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.

User ID Search		
Net ID:		
SAP User: First Name		
Last Name:		
Go		

Useriuc	reate 4
User ID C	reate
Net ID: First Name: ast Name: Submit	SMG33 STEVE GOODHEART

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.).

User V	iews #								
User S	earch								
User ID:	[	1							
	Go								
	Over Hark	Ore Abbreur	Ore Description	Position	Position Description	User ID	User Description	Validity From	Validity To

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usition: User ID: alid To:	00000000					
osiition: Iser ID: alid To:	Preview	Attach User				

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.

tach	User Teneconal	-								
ver ID: lid To	SMG33 12/31/9999	-								
	Preview	Attach User	Cancel							(margi
	Org Unit	Org Abbrev	Org Description	Position	Position Description	User ID	User Description	Validity From	Validity To	
	50003267	60	Duke Raleigh Hospital	50855984	Non Employee - Raleigh Ho	SMG33	STEVE GOODHEART	10/10/2014	12/31/9999	1

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.

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Forms Grants Management Myint	o Universal Worklist Aco	countingSystemsEProcedures	Accounts Payable	Candidate Selection	Finance	MyResearch)	Security Admin	
Security Admin   Department Rep	orts   Non-Employee			an y				
Home > Security Views > Navigation	View > Security Views							
Detailed Navigation     Security Views     SAP Security Request Help	Security Views: Sec Position:	curity Position Search						
							at.	

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.

Position	Views a								
Position	Search								
Position	00000000								
	Go								
	Org Unit	Org Abbrev	Org Description	Position	Position Name	User ID	User Description	Validity From	Validity To
	The to	able does not o	ontain any data	Free 254 544 544 544 544 544 544 544 544 544		#10001214040424			Indom Division

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

Duke	Net ID	Non-Emplo	yee Position	User					
Organiz	ation Searc	h] 4							
)rganiz	ation Sear	ch							
Org Unit:	00000000 Go								
	Org Unit	Org Abbrev	Org Description	Position	Position Name	User ID	User Description	Validity From	Validity To
	-								

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.

Organiz	ation Search								
Organiz	ation Searc	:h							
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.

Position	Vews .								
Position	n Search								1
Position:	00000000								
	Org Unit	Org Abbrev	Org Description	Position	Position Name	User D	User Description	Validity From	Validity To
	The ta	able does not o	contain any data	#10-3-0-5-000	And a construction of the second	ALLC: LOUGH D	PRODUCTION CONCERNMENT		

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.

Non Employee Positi	on Create	4			=
Non Employee Pos	ition Crea	ite			
Org Unit: Position Description:	0000000				
	Preview	Submit			
	Org Unit	Org Abbrev	Org Description	Position	Position Description

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

n Employee Po	osition Crea	te					
Org Uni lition Description	Example Por	sition Submit Can	sei ]				
	Org Unit	Org Abbrev	Org Description	Position	Position Description	a	
>	50003267	60	Duke Raleigh Hospital	00000000	Non-Employee -Example Pos	a	

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.

Org Unit:	50003267					
osition Description:	Preview	Submit				
	Org Unit	Org Abbrev	Org Description	Position	Position Description	
	50003267	60	Duke Raleigh Hospital	50967725	Non-Employee -Example Pos	Sec
	50003267	60	Duke Kaleigh Hospital	50967725	Non-Employee -Example Pos	

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

Forms Grants Management Myinfo	Universal Worklist Account	ingSystems5Procedures	Accounts Payable	Candidate Selection	Finance	MyResearch	Security Admin
Security Admin   Department Reports	s   Non-Employee						
Home > Security Views	K						
Detailed Navigation							
betalled havigation							
Security Views	``						
SAP Security Request Help							
Forms Grants Management M	yInfo Universal Worklist	AccountingSystems	SProce				
Security Admin   Department Re	ports   Non-Employee						
Home > Security Views > Naviga	ation iView						
[x[x]	4						
Detailed Navigation		Non Employees					
Navigation Wiew	Lands County	Non-Employee					
Non-Employee		~					
- Non-Employee							
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Next you will select the User tab and change the User Views to Change User Validity End Date.

User V	ews 4								
User Se	earch								
User ID:									
	Go								
	Ore linit	Ora Abbrev	Org Description	Position	Position Description	Liser ID	User Description	Validity From	Validity Tr

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.

Change	user Vali	idity End Date	2								
Position: User ID: Valid To:	0000000  Preview Change Validity Date Validity to										
	Org Unit	Org Abbrev	Org Description	Position	Position Description	User ID	User Description	Validity From	Validity To		

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

Forms       Grants Management       Myhrlo       Universal Worklist       AccountingSystems&Procedures       Accounts Payable       Candidate Selection       Finance       MyResearch       Security Admin         Security Admin       Department Reports       Non-Employee         Home > Security Views       Image: Security Views									_
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Home > Security Views         Detailed Navigation         • Security Views         • SAP Security Request Help         IForms       Grants Management         Myinto       Universal Worklist         AccountingSystems&Proce         Security Views         Security Views         Non-Employee         Home > Security Views         Non-Employee	Security Admin   Department Reports   No	in-Employee							
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Next you will select the User tab and change the User Views to Change User Validity End Date.

User V	iews 🖌							
User Se	earch							
User ID:	[							
	Go							
	an stranger	1424024312424245000	Burning	BOOM BOOM BOOM BOOM	110000	the set the second stars	A CONTRACT OF COMMENT	Marketter To

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.

Change	User Vali	dity End Date	,						
osition: Jser ID: /alid To:	Preview Validity	Change Valid	lity Date						
	Org Unit	Org Abbrev	Org Description	Position	Position Description	User ID	User Description	Validity From	Validity To

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

Duke@WORK										
Back	Forward									
Home	Finance	ECRT	Security Admin	Buy@Duke	MyInfo	SuccessFactors				
Security	Admin De	partment Re	ports Non-Employe	e						
Security Views     SAP Security Request Help			Security Views: Security Position Search							

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

Hide Edit									
Fi	nancials	Procurement	HR/Payroll	DADI	D				
Buy@Duke Pu									
	ROLE								
	Shopp		E						
	Submi	•	E						
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	SRM -	•							