

## Procurement (PT)

October 28, 2013

Code	Name	Business Process Description
08	DHHS Central Warehouse	Inventory Stock Request. Procurement order type ZH ( Warehouse order from inventory) Purchase Order
09	Dept of Corrections Central Warehouse	Order from Inventory  Stock Orders
10	Inquiry Only	Purchase Inquiry Orders Vendor Data Report Printing <b>Note:</b> Transactions are within User's Range of Financial Business Units
20	Purchase Initiator	Includes Code 10 User Defined Codes - Inquiry Address Book Use for Requisitions Requisition Creation Receive Orders Order Approval (if applicable) <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Transactions are within User's Range of Financial Business Units To Create Receipt Batches, User must also be set up in Batch Mgt as Preparer. Related Approver / Poster must also have GL20 or 30 access
25	Dept of Corrections Staff & Management	Purchasing Entry - Staff/Mgt A/C/D  Receiving - Inquiry Only  Approve Purchase Orders Revise Purchase Documents Can Not Print Purchase Orders Run Reports. All Order Inquiry Approval Route may be needed <i>BPO - State Purchasing Bureau</i>

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26	Dept of Corrections Position IDs ONLY, Needs Statewide Access	Includes Code 25  Print Purchase Orders OH Functions BPO - State Purchasing Bureau Approval Route may be needed <b>Note:</b> Assign BU0006 to Position ID
30	Buyer Level - Agency	Includes Code 20 Purchase Order Generation Release Orders from Contract Generate Contracts <i>BPO - State Purchasing Bureau</i> Procurement Training Required. Approval Route may be needed <b>Note:</b> Transactions are within User's Range of Financial Business Units To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL20 or 30 access
31	Buyer Level - Agency Approval Routing	Includes Code 30 Approval Level Revisions and Route Codes Search <b>Note:</b> Transactions are within User's Range of Financial Business Units <i>BPO - State Purchasing Bureau</i> To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL20 or 30 access
40	Dept of Corrections- Buyer - level	Includes Code 30 Only for DCS buyers buying for CSI or the DCS Central Warehouse Purchase Order Generation Release Orders from Contract, Generate Contracts Access menu : Dist and Mfg- CSI ,inventory,mfg,purchase,sales order price management and CSI Dist Accounting <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Transactions are within User's Range of Financial Business Units
41	Dept of Corrections- Buyer level Approval Routing	Includes Code 31 Only for DCS buyers buying for CSI or the DCS Central Warehouse Approval Level Revisions and Route Codes Search Access menu: Dist and Mfg- CSI ,inventory,mfg,purchase,sales order price management and CSI Dist Accounting <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Transactions are within User's Range of Financial Business Units

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50	<b>Support Level - State Purchasing Only</b>	Purchase Inquiry User Defined Codes - Inquiry Address Book Use of Requisitions Requisition Creation Purchase Order Generation Release Orders from Contract Generate Contracts Order Approval (if applicable) Report Printing Receive Orders Advanced and Periodic Functions All Purchasing Setup Can see all reports ran by all Users in Submitted Jobs. <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Use BU Role N000BU0006 or N000BU0016. User Must Have AB12
51	<b>Manager Level - State Purchasing Only</b>	Purchase Inquiry User Defined Codes - Inquiry Address Book Use of Requisitions Requisition Creation Purchase Order Generation Release Orders from Contract, Generate Contracts Order Approval (if applicable) Report Printing Receive Orders <i>BPO - State Purchasing Bureau</i> Approval Route may be needed <b>Note:</b> Use BU Role N000BU0006 To Create Receipt Batches, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL20 or 30 access
52	<b>Statewide Inquiry</b>	<b>State Auditor, State Budget Office, Legislative Fiscal Office, State Accounting</b> <i>BPO - State Purchasing Bureau</i> <b>Note:</b> Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access
62	<b>AS OCIO-Comm.</b>	<b>Position ID's</b> - for Office of OCIO with tasks related to the Purchasing AS-OCIO Comm menus <i>BPO - State Purchasing Bureau</i>
63	<b>AS OCIO - IT</b>	<b>Position ID's</b> - Buyer for Office of OCIO with tasks related to the Purchasing AS- OCIO IT menus <i>BPO - State Purchasing Bureau</i>
64	<b>DAS TSB</b>	Position ID's - Buyer for AS-Material-TSB with tasks related to the Purchasing TSB Menus <i>BPO - State Purchasing Bureau</i>