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.