Overview

Non-compensatory and non-employee staff members (henceforth referred to as non-employees) can have access to Buy@Duke, but additional setup is required compared to the process for employees. Whereas employees have formal relationships in SAP to an organization (hired into a position) and automatically obtain an SAP account ID, organizational relationships and SAP account IDs must be explicitly established for non-employees. This document describes the process for non-employee access to Buy@Duke.

Non-employees (non-comps, affiliates, contractors)

Requirements

Non-employee access to Buy@Duke requires:

1. A valid SAP user account
2. Assignment of a Buy@Duke security role to their SAP user account
3. A pre-established Buy@Duke position(s) in the business unit (described in detail below)

Check for a valid SAP account

The business unit SAP/R3 User Administrator can determine if a non-employee has an SAP account by performing the following:

1. Execute the transaction ZTCD in SAP
2. Enter the non-employee’s NetID and click the green check mark

If results are returned, the individual has an SAP account. If you receive the message below, the individual does not have an SAP account.

Display Profiles, Authorizations and Transaction Codes for User

User does not exist
Requesting an SAP account/Buy@Duke shopping role

A request for an SAP account and the authorization for a Buy@Duke security role can be created by the business unit SAP/R3 User Administrator using the SAP R/3 User Admin website.

Select Duke Temp Services/Non Duke Employee, enter the user information and select Shopping Type under Buy@Duke Security. This routine serves as a request for both an SAP account and the association of a Buy@Duke security role with the non-employee’s NetID.

Highlight None for Purch Type under Ordering Security. This section is for R/3 Electronic Purchase Requisitioning. It is not related to Buy@Duke security roles. An entry in this section is required for R/3 Account request submission.

The setup of a non-employee requires coordination of Accounting Systems and Administration (ASA) and Accounting Systems Management (ASM). In the notes section at the bottom, be sure to indicate that the request is for the creation of an SAP account and the addition of the Buy@Duke security role in the Notes section of the form. To ensure that ASA notifies ASM when the SAP account creation and role assignment processes are complete, insert “Non-employee Buy@Duke user”.

Business unit specific non-employee Buy@Duke position(s) are required in order to have roles to associate with their non-employees. New non-employee Buy@Duke position(s) can be requested from ASM by emailing Dan Clement (dan.clement@duke.edu).

After the change request clears

After the non-employee has an SAP account and a Buy@Duke security role assigned, ASM must be notified via email (dan.clement@duke.edu) on how the business unit would like to assign the non-employee users to the newly created Buy@Duke positions. Please note that more than one non-employee can be assigned to a single non-employee Buy@Duke position. All individuals assigned to that position must have the same Buy@Duke security role (Shopper or s\Submitter). Individuals in that position will have unique Buy@Duke personalization settings. Examples for configuring non-employee roles within labs are listed below:
**Example 1:** A unit has four labs with non-employees that will be using Buy@Duke as shoppers. Since each lab group will require unique cart approval processes (procurement substitutes or submitters), request four non-employee positions, one for each lab. If more than one shopper is assigned to a position, they will each have unique personalization.

**Example 2:** A unit has four labs with three non-employees in each lab that will be using Buy@Duke. In each lab, there is one non-employee that will be a submitter and two will be shoppers. In this situation, request eight non-employee Buy@Duke positions, one shopper position and one submitter position for each lab. In this scenario, the submitters are singularly assigned. The two non-employee shoppers share a position and will each have unique personalization.

**Example 3:** A unit has one lab with two non-employees that will be using Buy@Duke. There is one non-employee that will be a submitter and one will be a shopper. In this situation, request two non-employee Buy@Duke positions, one shopper position and one submitter position. In this scenario, both the submitter and the shopper are singularly assigned.

Dan will confirm completion of process. Since the role is added to the NetID, there is not a report available to verify the Buy@Duke security role.

**Maintenance of non-employee Buy@Duke access**

The business unit maintains a list of non-employee Buy@Duke positions. As non-employees are added or leave a lab, the SAP R/3 administrator requests the creation of accounts or the removal of the Buy@Duke security role from the user id. If a non-employee leaves Duke, the SAP R/3 administrator requests the cancellation of SAP account.

As new non-employees are added, the business unit determines if the individual can be assigned to one of the existing Buy@Duke non-employee positions or if a new Buy@Duke non-employee position is required.

Email Dan Clement with changes to individuals assigned to Buy@Duke non-employee positions.