EP.010.040 – CREATING BUYERS

Purpose	To create Buyers.
Description	This topic demonstrates how to create buyers in the system. "Buyer" is a role established to allow certain users to create purchasing documents in the system. When the buyer is created, specific attributes are associated to that buyer, such as the business unit and department.
Security Role	**BOR_PO_SETUP_CONFIG**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create Buyers.

Step	Action
1.	Click the **NavBar icon.**
2.	Click the **Menu** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Select the **Product Related** link.
5.	Select the **Procurement Options** link.
6.	Select the **Purchasing** link.
7.	Select the **Buyer Setup** link.
8.	Enter the User ID in the **Buyer** field.
9.	Select the **Search** button.
10.	Select the **Add a New Value** link.
11.	Select the **Add** button.
12.	Verify the Buyer status to **Active** the first time the user is established as a Buyer. ***Note****: If at a later date a Buyer should be Inactivated, follow the same navigation but using the drop-down arrow, select Inactive and Save the page.*
13.	Enter the Department SetID in the **Department** field.
14.	Select an entry in the **Description** column.
15.	Enter the ShipTo SetID in the **ShipTo SetID** field.
16.	Select an entry in the **Ship To Location** column.
17.	Enter the Location Set ID in the **Location Set ID** field.
18.	Enter the Location Code in the **Location** field.
19.	Enter the Origin in the **PO Origin SetID** field. ***Note****: The PO Origin SetID for all USG institutions will be SHARE.*
20.	Enter the Origin in the **Origin** field.
21.	Update the Default PO Status from "Open" to "Pending Approval/Approved".
22.	Select the **Save** button.