



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.
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