

Roles

Role	Role Description
Level Two System Administrator	Full System access including workflow, hierarchy, configurations, and system maintenance.
Level One End User Support	Limited system access, including adding users, addresses, vendors, and assigning roles. System maintenance of users and minor corrections.
eMarketPlace Buyer	Shop from eMarketPlace with the ability to submit orders using a PCard.
eMarketPlace Shopper	Shop from eMarketPlace but only allowed to create a shopping cart that must be assigned to a buyer to complete the purchase.
Requisitioner	Access to complete and submit Requisition and Sole Source forms.
Approvers	Ability to approve workflow approval steps (Sourcing and Request Forms) where this user is added to the applicable step in the designated workflow.
Sourcing Team	Gives users access to view solicitation responses. The Contract Officer needs to add the user to their event.
Auditors Role	Assigned to an auditor for temporary view access to sourcing events and contracts. User needs to be added to the applicable work group
State Accounting Vendor Approver	Only assigned to State Accounting staff to maintain the vendor registrations/approvals for eMACS.
APO - TCM Implemented	Assigned to the Agency Procurement Officer of agency and allows access to solicitations, contracts , forms, vendor profiles, approval workflows, templates, and a buyer role in shopping.
APO – No TCM Implemented	Assigned to the Agency Procurement Officer of agency and Allows access to solicitations, forms, vendor profiles, approval workflows, templates, and a buyer role in shopping. Can only search for contracts.
Agency Contract Officer – TCM Implemented	Assigned to the Agency Contract Officer of agency and allows access to solicitations, contracts , forms, vendor profiles, approval workflows, templates, and a buyer or shopper role in shopping.
Agency Contract Officer – No TCM Implemented	Assigned to the Agency Contract Officer of agency and allows access to solicitations, forms, vendor profiles, approval workflows, templates, and a buyer or shopper role in shopping. Can only search contracts
Agency Contract Manager – TCM Implemented	Assigned to the Agency Contract Manager of agency and allows access to contracts , forms, and vendor profiles.
SPB Contracts Officer	Assigned to an SPB Contract Officer and provides access to solicitations, all contracts, forms, vendor profiles, approval workflows, templates, and a shopper role in shopping.
SPB Manager	Assigned to an SPB Manager and provides access to solicitations, all contracts, forms, vendor profiles, approval workflows, templates, and a shopper role in shopping.