

Role	Role Description	Training Requirement			
		Purchasing Tech	Foundations of Procurement	Level 1 - Contract Manager	Level 2 - Warrant Officer
Agency Contract Manager – TCM Implemented	Assigned to the Agency Contract Manager of agency and allows access to contracts, forms, and vendor profiles.	X	X	X	
Agency Contract Officer – Not 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.	X	X	X	
Agency Contract Officer – TCM Implemented	Assigned to the Agency Contract Officer of agency and allows access to solicitations, <b>contracts</b> , forms, vendor profiles, approval workflows, templates, and a buyer or shopper role in shopping.	X	X	X	X
APO – Not 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.	X	X	X	
APO – TCM Implemented	Assigned to the Agency Procurement Officer of agency and allows access to solicitations, <b>contracts</b> , forms, vendor profiles, approval workflows, templates, and a buyer role in shopping.	X	X	X	X
Stakeholder (Contracts)	Provides ability to view and download contract documents	X	X	X	
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.	X	X	X	
eMarketPlace Buyer	Shop from eMarketPlace with the ability to submit orders using a PCard. This role is required in eMACS before an Amazon Business account can be assigned.	X			
eMarketPlace Shopper	Shop from eMarketPlace but only allowed to create a shopping cart that must be assigned to a buyer to complete the purchase.	X			
Approvers	Ability to approve workflow approval steps (Sourcing and Request Forms) where this user is added to the applicable step in the designated workflow.				
State Accounting Vendor Approver	Only assigned to State Accounting staff to maintain the vendor registrations/approvals for eMACS.				
Requisitioner	Access to complete and submit Requisition and Sole Source forms.				
Sourcing Team (Events)	Gives users access to view solicitation responses after the Contract Officer adds the user to their event.				