ARBuy User Role Authorization

☐ **ADD NEW USER** – Complete lines 1-10 below.

☐ **CHANGES FOR A CURRENT USER** – Complete lines 1-10 below, entering _new_ information.

☐ **DELETE (INACTIVATE) A USER** – Complete lines 1, 4, 5, and 10 below.

1. User First Name: _____ Last Name: _____

2. Phone: _____ Email: _____

3. Job Title: _____

4. AASIS User ID: _____ This will also be the User's ARBuy log in ID.

To complete items 5-7 below, use the _Org-Dept-Location Tool_ on TSS OSP's ARBuy Forms web page.

5. Organization #: _____ Org. Name: _____

6. Department #: _____ Dept. Name: _____

7. Location #: _____ Loc. Name: _____

8. Default Bill-To Address: _____

9. Default Ship-To Address: _____

10. ARBuy User Role: _____

(See page 2.)

Submitting this Form & Next Steps:

- The Organization's Security Liaison must confirm all AASIS adjustments have been completed prior to submitting this form.
- The Liaison must submit this form to ARBuySupport@Arkansas.gov.
- The liaison will be notified when the request is complete, and (if applicable) the user will receive an email with a temporary password.
- The user should log in (if applicable), confirm the profile is accurate, and reset the password.

Inquiry Only
- Can only search and view documents.
- Cannot create, edit, or approve documents.

Approver Only
- Can only Approve documents and/or be added to approval paths.
- Cannot create or edit documents.

Contract (MBPO) Shopper
- Can create Release Requisitions ONLY for existing Statewide or Department Specific Master Blankets, including in Marketplace.

Requisitioner Shopper
- Can create Open Market Requisitions to initiate a solicitation to be issued either by their Department or by OSP for their Department.
- Can create Release Requisitions on existing Statewide or Department Specific Master Blankets, including those in Marketplace.
- Can work on other user's Requisitions that are created in their Department(s).
- Can enter a change to a PO (Change Order) but can't apply it.

Basic Purchaser
- A buyer or procurement specialist who can create Solicitations, MBPOs (OAs), Purchase Orders, and all types of Requisitions for their Organization.
- Can also be Approvers. (Approval path must be established and activated for a Basic Purchaser to approve a document.)
- Can *apply* a change to a PO that was entered by a Requisitioner.

Questions about this form or the ARBuy User Roles?
Contact an ARBuy Support at ARBuySupport@Arkansas.gov.

05092022