MarketPlace Access Procedures
3/5/09

A. MarketPlace Reviewer role (NCF CAMPUS ePro Reviewer)
   1. All employees will automatically be given this role in the Financial System.
   2. This role will only allow the employee to review MarketPlace items.
   3. This role will not be on the Web Security Report and will not appear as a selection in SAR.

B. MarketPlace Shopper role (NCF CAMPUS ePro User)
   1. This role allows the user to add, update, and manage MarketPlace orders.
      Note: This role and MarketPlace WindowShopper are mutually exclusive.
   2. The requestor must enter a “Route to Approver Group” to route MarketPlace orders (Vouchers, Requisitions, Journals, and MarketPlace share the same Workflow Approver Group).
      Note: SAR requires the “route to approval group”.
   3. The requestor must enter AP Organizational Security, and one or more OUCs when requesting this role.
      Note: SAR requires Organizational Security.
      The user will have MarketPlace access for all OUCs that they have with AP or ALL Applications access.
   4. This role will appear on the Web Security Report and will also appear as a selection in SAR.

C. MarketPlace Scientific Shopper (NCF CAMPUS ePro Scientific) – this role is no longer in use. Merged with MarketPlace Shopper Effective 12/2/08.

D. Market Place WindowShopper (NCF CAMPUS ePro Window Shopper)
   1. This role is given to users who will be shopping but not placing MarketPlace Orders.
      Note: This role and MarketPlace Shopper are mutually exclusive.
   2. This role will appear on the Web Security Report and will also appear as a selection in SAR.

E. Approver MarketPlace Orders role (NCF CAMPUS ePro Approver)
   1. This role gives users the ability to update and approve MarketPlace orders at the college level.
   2. The requestor must select a Financial Approver Group that matches the “route to Approver Group” of a person for which MarketPlace Orders will be approved.
      Note: SAR requires the “Financial Approver Group”.
   3. This role will appear on the Web Security report and will also appear as a selection in SAR.