

# 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.