**Bull Marketplace Roles**

The information below is provided to clear up confusion regarding how Roles are assigned in the Bull Marketplace, which are based on Roles and workflow in FAST.

<table>
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<th>ROLE</th>
<th>WHY DO I HAVE THIS ROLE?</th>
<th>WHAT CAN I DO WITH THIS ROLE?</th>
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</table>
| APPROVER | Assigned to you if you had any requisition workflow approval in FAST as a Req_Manager/Req_Approver. (These two workflow roles are being transitioned to the Approver.) | • The Approver Role provides the permission to approve requisitions and payment request forms for assigned chartfields in Bull Marketplace.  
• Note, the Bull Marketplace has robust controls for separation of duties. Approvers can submit requisitions, but they CANNOT approve their own requisitions. Also, Approvers WILL NOT have the Receiver Role.  
• *If you had old and/or obsolete FAST workflow, you were still given the Approver Role in Bull Marketplace for those chartfields. Departments and staff are required to keep their roles and workflow current.* |
| REQUESTOR| Assigned if you had the FAST Req Initiator Role (USF_PO_REQINIT) and did not have the Approver Role in Bull Marketplace. | • Requestors can receive and do not need the Receiver Role.  
• Requestors CANNOT approve and cannot have the Approver Role. |
| RECEIVER | Assigned if you had the FAST Receiver Role (USF_PO_RECVRTV) and did not have the Requestor or Approver role in Bull Marketplace. | • Requestor can receive so adding the Receiver role is not necessary.  
• Approvers may not receive due to separation of duties requirements. |

**HOW DO I REVIEW MY CURRENT ROLES?**

- Workflow: in FAST, use one of the first two menu items on the left of the General Information Tile: Search Sig Auth By Chartfield or Search Sig Auth By User.

**HOW DO I UPDATE MY CURRENT ROLES?**

- Roles: use the FAST Security Access Request (Requestor or Receiver) on the Controller’s website. (Note: Workflow assigns the Approver role.)  
- Workflow: use FAST Purchasing Workflow Request on the Controller’s website. Workflow is setup at the individual Project ID, Initiative, Fund or OU/Department.