

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.

ROLE	WHY DO I HAVE THIS ROLE?	WHAT CAN I DO WITH THIS ROLE?
APPROVER	Assigned to you if you had <u>any</u> requisition workflow approval in FAST as a Req_Manager/Req_Approver. (These two workflow roles are being transitioned to the Approver.)	<ul style="list-style-type: none"> • 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. • <i>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.</i>
REQUESTOR	Assigned if you had the FAST Req Initiator Role (USF_PO_REQINIT) and did not have the Approver Role in Bull Marketplace.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Requestor can receive so adding the Receiver role is not necessary. • Approvers may not receive due to separation of duties requirements.
<p>HOW DO I REVIEW MY CURRENT ROLES?</p> <ul style="list-style-type: none"> • Roles: go to Bull Marketplace, View My Profile → User Roles and Access → Assigned 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. 		
<p>HOW DO I UPDATE MY CURRENT ROLES?</p> <ul style="list-style-type: none"> • 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. 		