

Procurement Security - FN

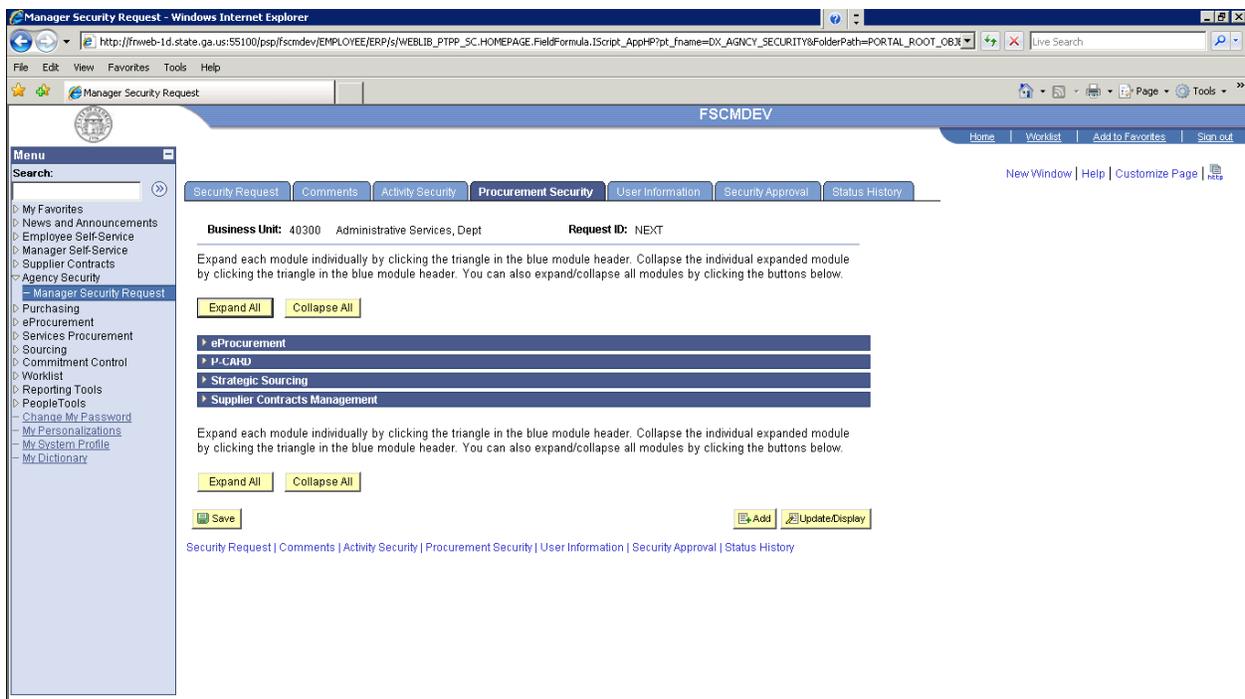
The Procurement Security Tab contains four modules where managers and agency security officers can select the Team Georgia Market Place (TGMP) procurement access needed for their employees and/or contractors in their Business Unit or Company.

You can expand all the modules by clicking the Expand All button and you can collapse all modules by clicking the Collapse All button. We will review each module. The Remove box is checked by default.

To add activities to an employee or contractor check the Add button within each module.

To remove activities from an employee or contractor, write Remove – Activity Name on the Comments Tab.

This is only temporary and it will be modified for managers and agency security officers to select the Remove button to remove activities within each module.



The screenshot shows a web browser window titled "Manager Security Request - Windows Internet Explorer". The address bar shows a URL from the state of Georgia. The page header includes the "FSCMDEV" logo and navigation links for Home, Worklist, Add to Favorites, and Sign out. A search bar is present in the top right corner.

The main content area features a horizontal menu with tabs: Security Request, Comments, Activity Security, **Procurement Security** (selected), User Information, Security Approval, and Status History. Below the menu, the page displays the following information:

- Business Unit:** 40300 Administrative Services, Dept
- Request ID:** NEXT

Instructions for expanding and collapsing modules are provided. Below these instructions are two sets of buttons: "Expand All" and "Collapse All".

The main content area contains four expandable modules, each with a blue header and a right-pointing triangle:

- eProcurement
- PCARD
- Strategic Sourcing
- Supplier Contracts Management

Below the modules, there are two more "Expand All" and "Collapse All" buttons, followed by a "Save" button and "Add" and "Update/Display" buttons.

At the bottom of the page, there is a breadcrumb trail: Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History.

The example below shows the eProcurement module expanded.

We will add the Adhoc Approver activity by clicking the Add button. There are no more pages associated with this activity.

The screenshot shows a web browser window titled "Manager Security Request - Windows Internet Explorer". The address bar contains a URL starting with "http://fweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.Iscript_AppHP?pt_fname=DX_AGENCY_SECURITY&FolderPath=PORTAL_ROOT_OBJ...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the "FSCMDEV" logo and navigation links for Home, Worklist, Add to Favorites, and Sign out.

On the left side, there is a "Menu" section with a search box and a list of navigation items, including "Agency Security Request" which is currently expanded to show "eProcurement".

The main content area displays two tables of activities:

- eProcurement Activities:**

Activities	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adhoc Approver
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)
- P-CARD Activities:**

Activities	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this person a Pcard user? (Reconciler, Approver, Reviewer, Requester, or Buyer)
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pcard AP User (Verifies all monthly pcard charges and creates pcard voucher) Requires TGM Approval
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pcard Agency Administrator - (Setup and maintain cardholder information) Requires TGM Approval

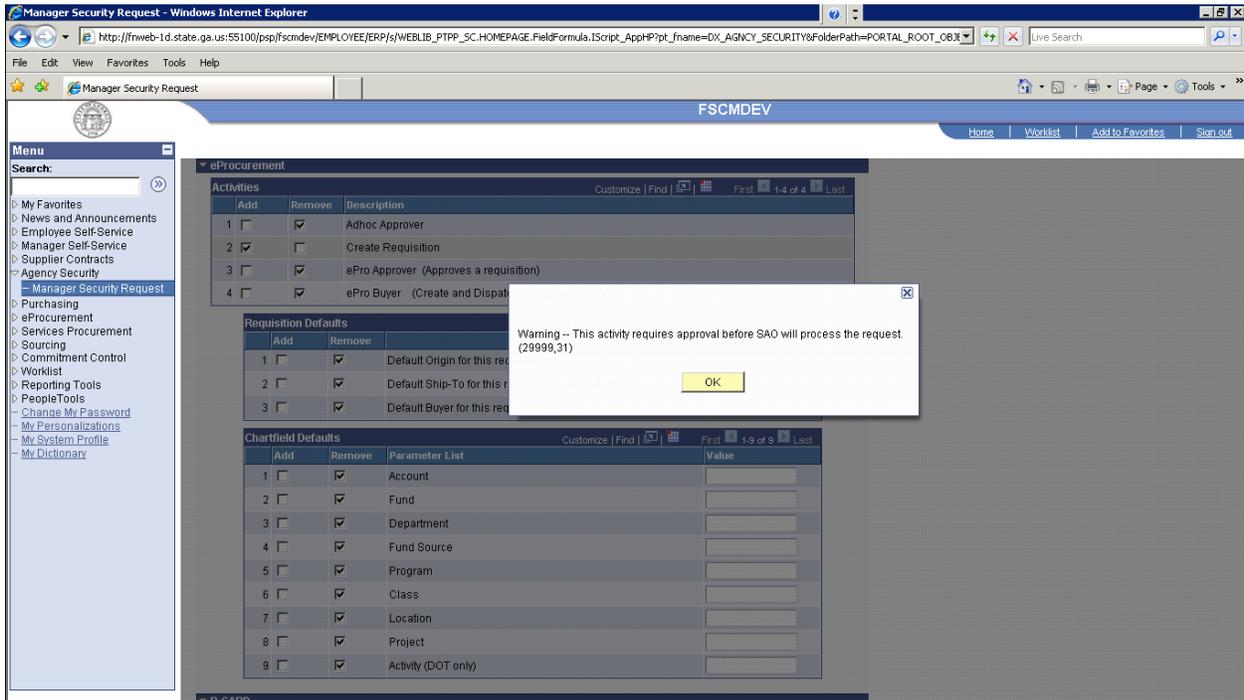
Below the tables, there is a note: "In accordance with State P-Card Policy, Cardholders are automatically added to the workflow to approve purchases applied to their accounts. Purchases that are not approved do not proceed in the workflow." This is followed by sections for "Strategic Sourcing" and "Supplier Contracts Management".

At the bottom of the main content area, there are buttons for "Expand All", "Collapse All", "Save", "Add", and "Update/Display".

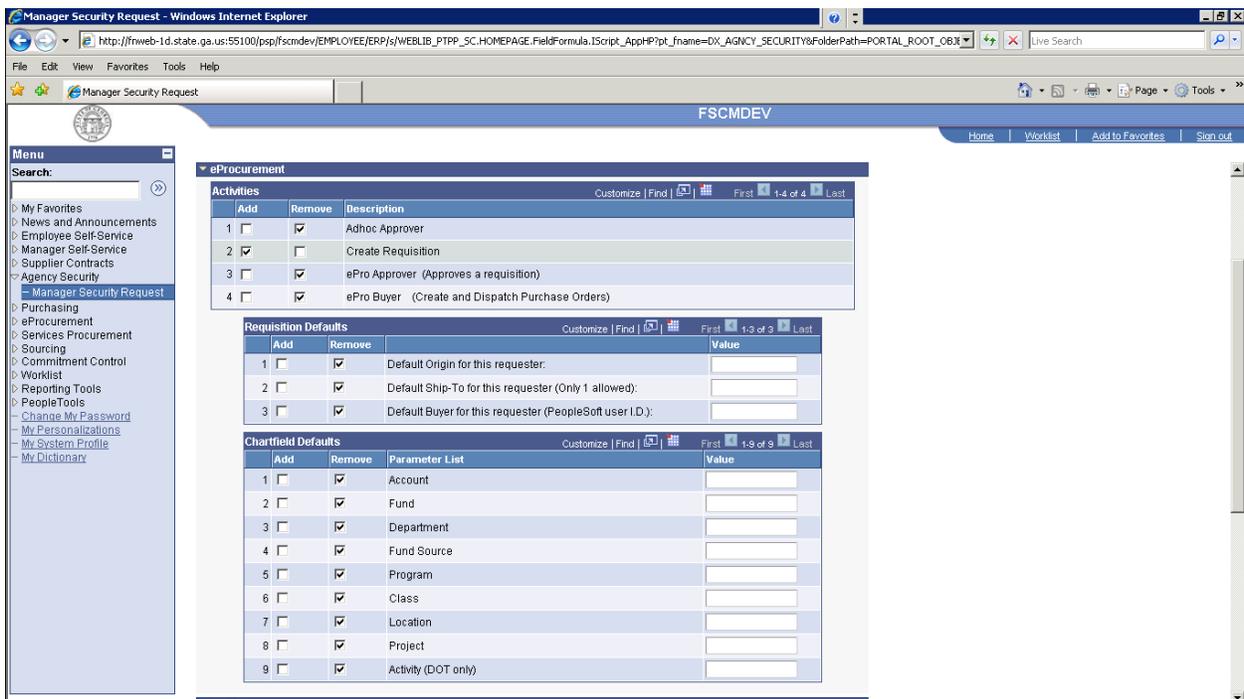
The footer of the page contains a breadcrumb trail: "Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History".

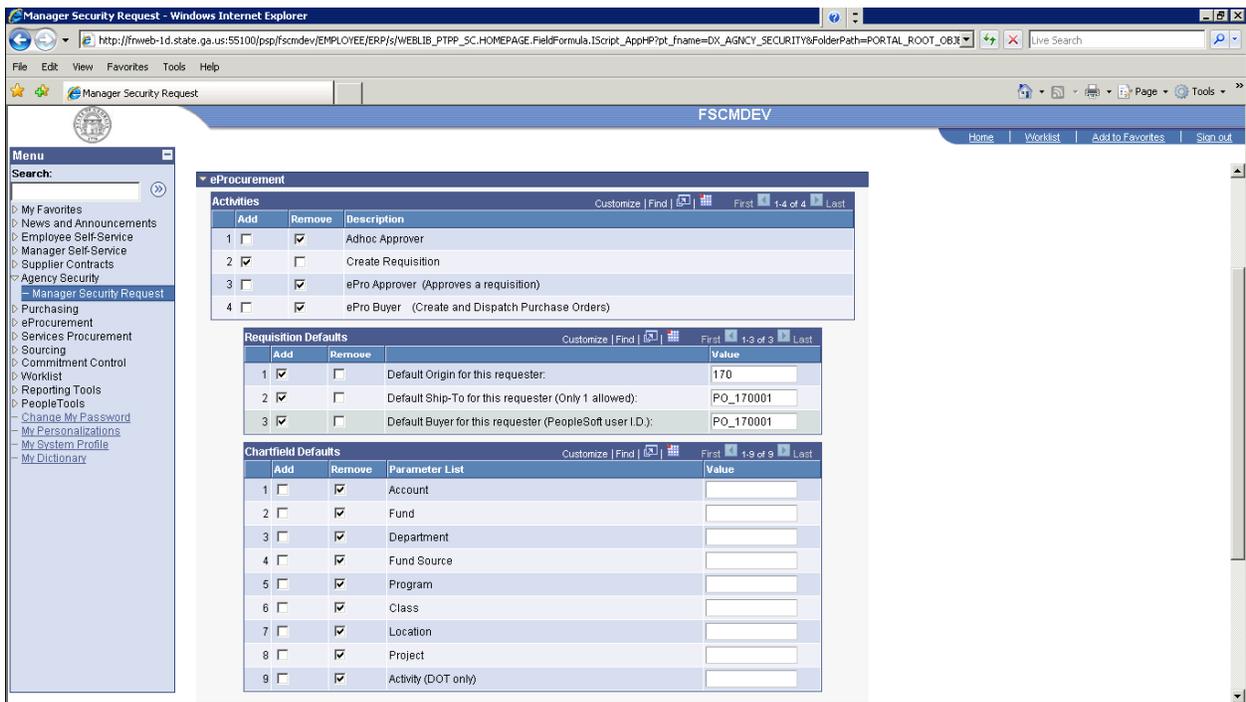
In this next example, on the following page we will add the Create Requisition activity.

Click on the Add button. As shown below a warning message will appear informing you that this is an activity requiring approval. You should also notice that there are associate pages with this activity. Click on 'OK'.

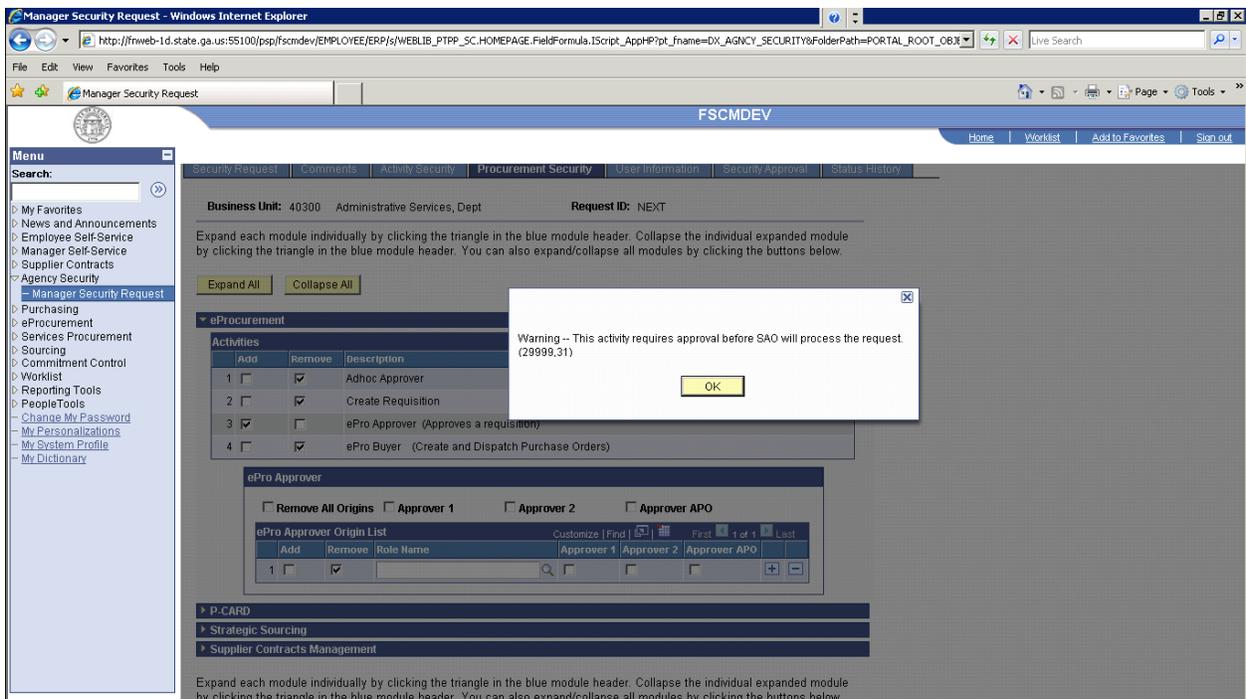


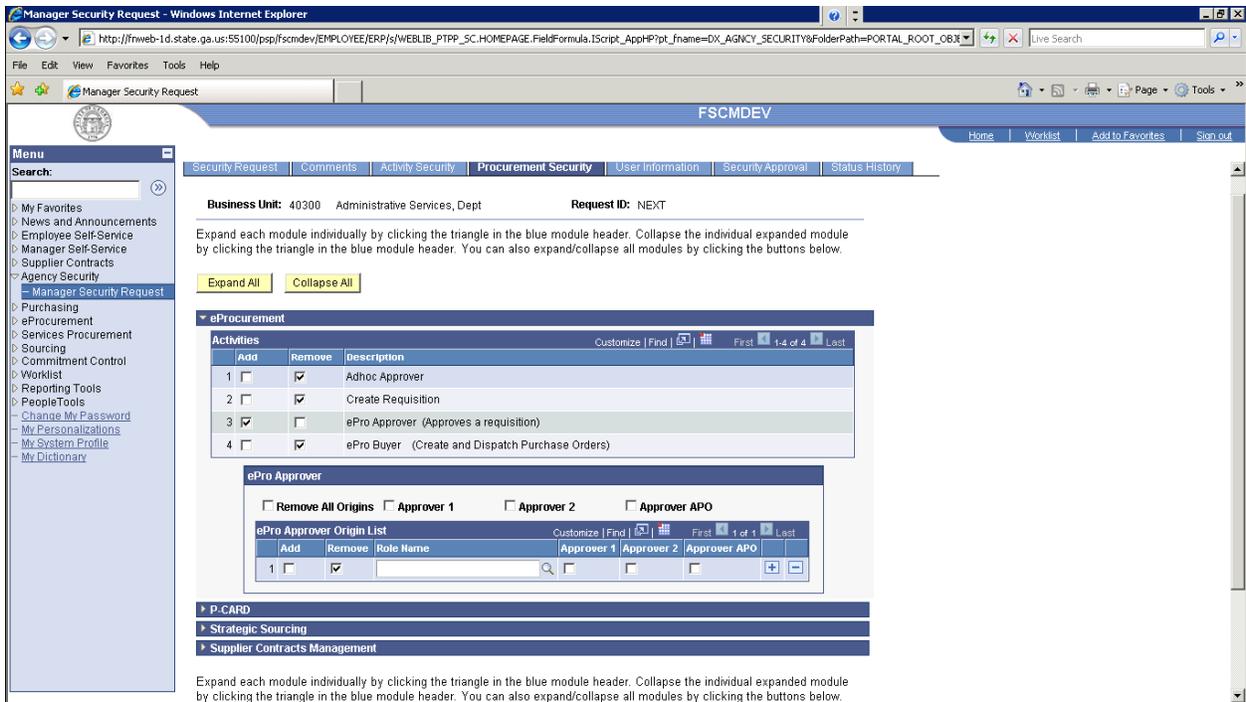
As you can see, there is more information needed that is associated with this activity. The Requisition Defaults are required fields. Here you will click the Add button and fill in the value for each. The Chartfield Defaults are not mandatory but may be used to eliminate manual entry of these values when creating a requisition. Please view the next two screens.





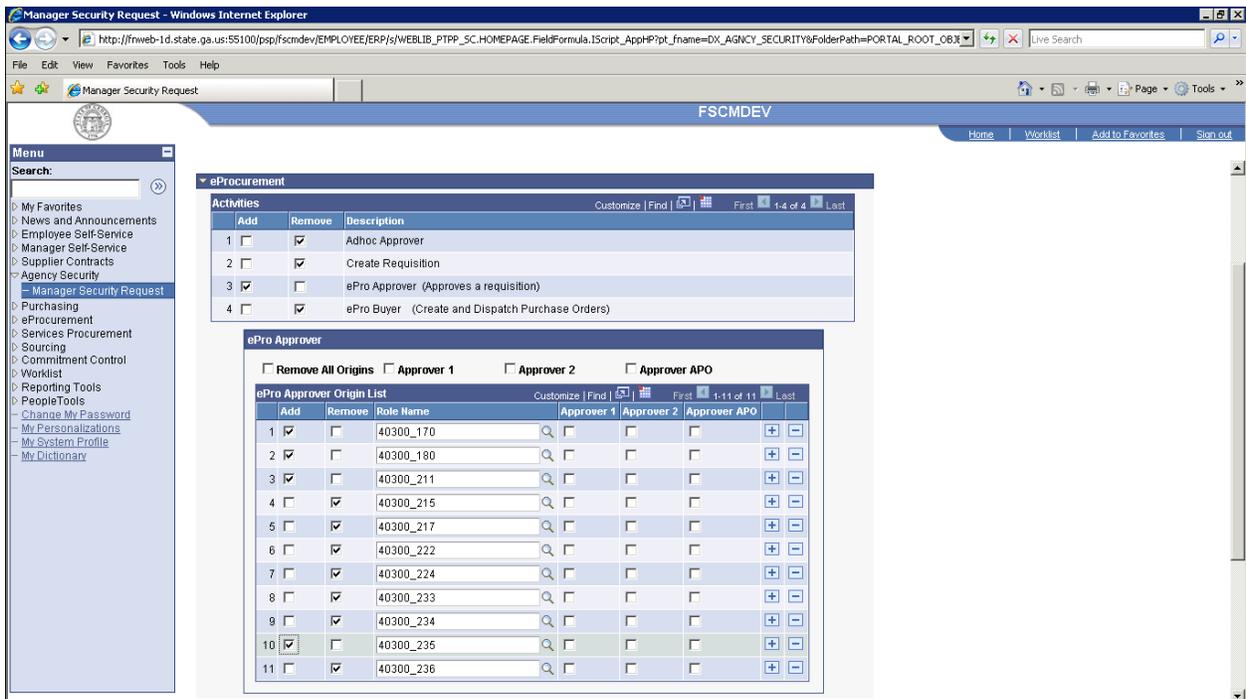
Next is the ePro Approver activity. Click on the add button and again you will see that this is another activity that requires approval and more information. Click on 'OK'.





With the ePro Approver activity you must provide the workflow roles which describes the origin code and level of approval for that origin code.

You can click the Approver 1 box and get a list of all first level approval roles for your business unit. Then click the Add box for the appropriate origin role. The same can be done with Approver 2 and Approver APO.



Or you can click on the plus (+) button and add them individually as shown below.

The screenshot shows the 'Manager Security Request' interface in Internet Explorer. The main content area displays the 'eProcurement' module with a list of activities. Activity 4, 'ePro Buyer (Create and Dispatch Purchase Orders)', is selected. Below it, the 'ePro Approver' section is expanded, showing a table of approvers:

ePro Approver		Remove All Origins			Approver 1	Approver 2	Approver APO
Add	Remove	Role Name	Approver 1	Approver 2	Approver APO		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40300_170	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40300_180B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The ePro Buyer activity also requires approval and additional information (origin, Ship to location and PO location).

The screenshot shows the 'Manager Security Request' interface with the 'Business Unit' set to '40300 Administrative Services, Dept' and 'Request ID: NEXT'. The 'eProcurement' module is expanded, showing the same list of activities as in the previous screenshot. The 'ePro Buyer' activity is selected. The interface includes navigation tabs at the top: Security Request, Comments, Activity Security, Procurement Security, User Information, Security Approval, and Status History.

Let's expand the P-CARD, Strategic Sourcing and Supplier Contract Management modules and click Add on the Event Buyer activity. This is the only activity under these three modules that requires additional information. The Event Buyer must be put in the buy's table and this requires the origin, ship-to code and PO location.

The screenshot shows the FSCMDEV web application interface. On the left is a navigation menu with 'Manager Security Request' selected. The main content area displays three modules: P-CARD, Strategic Sourcing, and Supplier Contracts Management. Each module contains a table of activities with 'Add' and 'Remove' checkboxes. In this view, all 'Add' checkboxes are unchecked.

P-CARD		
Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this person a Pcard user? (Reconciler, Approver, Reviewer, Requester, or Buyer)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pcard AP User (Verifies all monthly pcard charges and creates pcard voucher) Requires TGM Approval
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pcard Agency Administrator - (Setup and maintain cardholder information.) Requires TGM Approval

Strategic Sourcing		
Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Event Buyer (Provides the ability to create and monitor sourcing events and award sourcing events)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Event Planner (Provides the ability to set up plans, assign tasks and monitor plan progress)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Event Reviewer

Supplier Contracts Management		
Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	APO Contract Approval (Approves all agency contracts amendments)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contract Administrator (Enters contracts and creates contract documents)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Document Author (Allows creation and uploading of forms, all Requesters should have this)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Document Librarian (Updates contract verbiage) Requires SPD Approval
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Legal Contract Approval (Approves all agency contract amendments)

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module

Click Add on all or any other activities under these three modules and even though most of them require approval they do not need additional information.

This screenshot shows the same FSCMDEV interface as the previous one, but with all 'Add' checkboxes in the activity tables now checked, indicating that all activities have been selected.

P-CARD		
Add	Remove	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this person a Pcard user? (Reconciler, Approver, Reviewer, Requester, or Buyer)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pcard AP User (Verifies all monthly pcard charges and creates pcard voucher) Requires TGM Approval
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pcard Agency Administrator - (Setup and maintain cardholder information.) Requires TGM Approval

Strategic Sourcing		
Add	Remove	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Buyer (Provides the ability to create and monitor sourcing events and award sourcing events)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Planner (Provides the ability to set up plans, assign tasks and monitor plan progress)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Reviewer

Supplier Contracts Management		
Add	Remove	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	APO Contract Approval (Approves all agency contracts amendments)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract Administrator (Enters contracts and creates contract documents)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document Author (Allows creation and uploading of forms, all Requesters should have this)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document Librarian (Updates contract verbiage) Requires SPD Approval
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal Contract Approval (Approves all agency contract amendments)

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module

When all the activities have been selected, we can now click the Save button.

Manager Security Request - Windows Internet Explorer

http://fweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=DX_AGENCY_SECURITY&FolderPath=PORTAL_ROOT_OBJ

File Edit View Favorites Tools Help

Manager Security Request

FSCMDEV

Home Worklist Add to Favorites Sign out

Menu

Search:

- My Favorites
- News and Announcements
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Agency Security
 - Manager Security Request
- Purchasing
- eProcurement
- Services Procurement
- Sourcing
- Commitment Control
- Worklist
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

2 Pcard AP User (Verifies all monthly pcard charges and creates pcard voucher) Requires TOM Approval

3 Pcard Agency Administrator - (Setup and maintain cardholder information.) Requires TOM Approval

In accordance with State P-Card Policy, Cardholders are automatically added to the workflow to approve purchases applied to their accounts. Purchases that are not approved do not proceed in the workflow.

Strategic Sourcing

Activities	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Buyer (Provides the ability to create and monitor sourcing events and award sourcing events)
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Planner (Provides the ability to set up plans, assign tasks and monitor plan progress)
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Event Reviewer

Supplier Contracts Management

Activities	Add	Remove	Description
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APO Contract Approval (Approves all agency contracts amendments)
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract Administrator (Enters contracts and creates contract documents)
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document Author (Allows creation and uploading of forms, all Requesters should have this)
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document Librarian (Updates contract verbiage) Requires SPD Approval
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal Contract Approval (Approves all agency contract amendments)

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save Add Update/Display

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History