

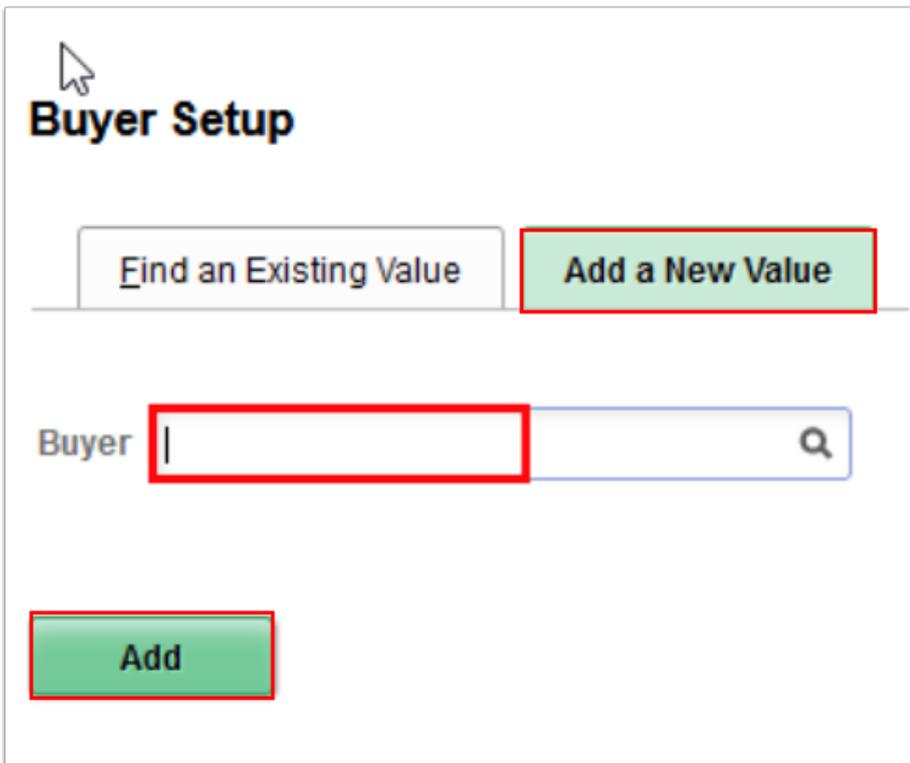
# FSCM Procurement - Buyer and Requester Setup

💡 See the QRG [Purchasing Overview Guide](#) for additional setup information for both Buyers and Requesters.

## Buyer Setup

Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Buyer Setup

1. Select the **Add a New Value** tab.
2. Enter the **Buyer's EMPL ID** number.
3. Select **Add**.



The screenshot shows the 'Buyer Setup' page. At the top left, there is a mouse cursor icon. Below it, the title 'Buyer Setup' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red border. Below the tabs is a search field labeled 'Buyer' with a magnifying glass icon on the right. The search field is highlighted with a red border. Below the search field is an 'Add' button, also highlighted with a red border.

4. The **Buyer Setup** page displays.
5. Use template to configure a user's **Buyer Setup**.
6. Select **Save**.

**i** Note: If the user has been assigned a Procurement Card, the Override with Procurement Card section will display. A default card number and the option to use a procurement card as their default payment method on Purchase Orders can be configured. However, if the P-Card should not be the default payment method for newly created PO's, then in the Card Number field, click on the drop down arrow then select the very top blank option. This will clear the card number in that field and deselect the P-Card payment default checkbox. Select **Save**.

The screenshot shows the 'Buyer Setup' form. At the top, there are tabs for 'Buyer Setup' and 'Dashboard'. The form contains several input fields and a dropdown menu. The 'Buyer' field is set to '10100'. The 'Department SetID' is 'WA000'. The 'ShipTo SetID' is 'WA000'. The 'Location Set ID' is 'WA000'. The 'PO Origin SetID' is 'WACTC'. The 'Department' field is empty. The 'Ship To' field is 'PO00000001'. The 'Location' field is 'PO00000001'. The 'Origin' field is 'ONL'. The 'Phone' and 'Fax' fields are empty. The 'Key' field is empty. The '\*Status' dropdown menu is set to 'Active'. There is a section for 'Default PO Status' with two radio buttons: 'Open' (selected) and 'Pending Approval/Approved'. Below this is a field for 'PO Dispatch Signature Location' which is empty. At the bottom of the form, there are several buttons: 'Save' (highlighted with a red border), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

## Requester Setup

**Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup**

1. Select the **Add a New Value** tab.
2. Enter the **Requester's EMPL ID** number.
3. Select **Add**.

## Requester Setup

Requester

4. The **Requester Setup** page displays.
5. Use Template user to configure a user's **Requester Setup**.
6. Select **Save**.

**i** Note: If the user has been assigned a Procurement Card, the Override with Procurement Card section will display. A default card number and the option to use a procurement card as their default payment method on Purchase Orders can be configured. However, if the P-Card should not be the default payment method for newly created PO's, then in the Card Number field, click on the drop down arrow then select the very top blank option. This will clear the card number in that field and deselect the P-Card payment default checkbox. Select **Save**.

**Requester Setup**

Requester 1010      De      \*Status Active

**Requisition Defaults**

ShipTo SetID WA140      Ship To PO00000001

\*Location SetID WA140      \*Location PO00000001

PO Origin SetID WACTC      Origin ONL

Currency USD      Dollar

Phone     

Fax     

**Requisition Status**

Open  
 Pending Approval

Override Auto Item Substitute  
 Use Only Assigned Catalogs  
 Consolidate with other Reqs

Price Can Be Changed on Order  
 Defaults Inventory BU

**ChartFields**

Chartfields

GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project	Activity	Source Type
<input type="text"/>											

**Catalog Information**

Default	*SetID	*Catalog ID	Description
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	

**Save**    Return to Search    Previous in List    Next in List    Notify      Add    Update/Display

7. Process complete.