

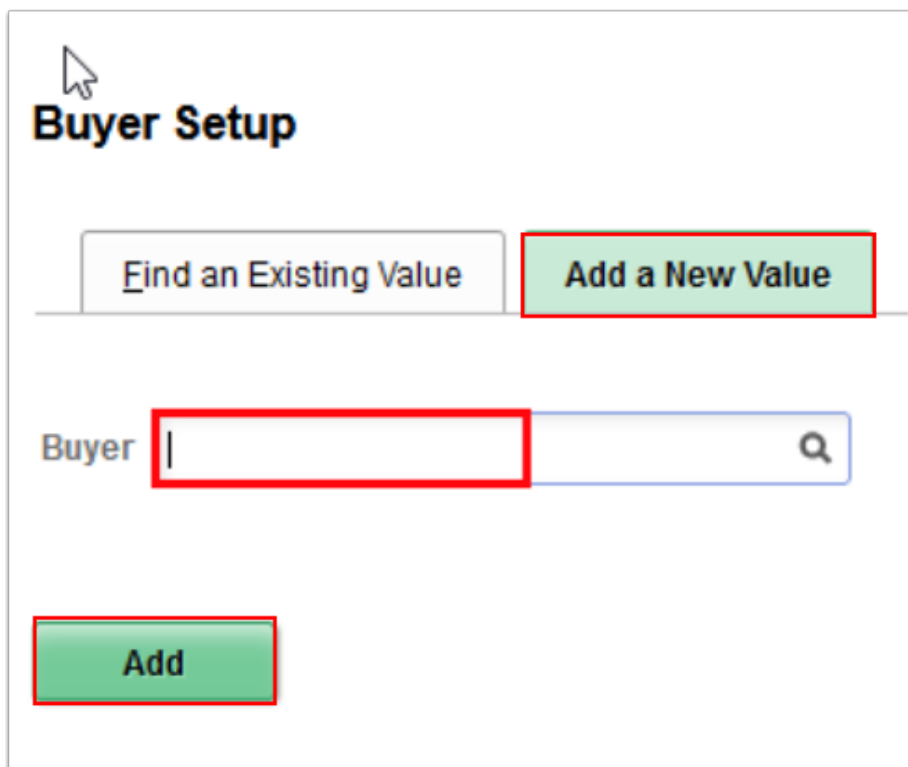
# FSCM Procurement - Buyer and Requester Setup

💡 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 and the title 'Buyer Setup'. Below the title, 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, there is a text input field labeled 'Buyer' with a red border. To the right of the input field is a search icon. Below the input field, there is a green button labeled 'Add' 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 dropdown menus. The 'Buyer' field is set to '10100'. The 'Department SetID' is 'WA000' with a search icon. The 'Department' field is empty with a search icon. The 'ShipTo SetID' is 'WA000' with a search icon. The 'Ship To' field is 'PO00000001' with a search icon. The 'Location Set ID' is 'WA000' with a search icon. The 'Location' field is 'PO00000001' with a search icon. The 'PO Origin SetID' is 'WACTC' with a search icon. The 'Origin' field is 'ONL' with a search icon. There are empty fields for 'Phone' and 'Fax'. The 'PO Dispatch Signature Location' field is empty. On the right, there is a '\*Status' dropdown menu set to 'Active'. Below the main fields, there is a 'Default PO Status' section with two radio buttons: 'Open' (selected) and 'Pending Approval/Approved'. At the bottom of the form, there are several buttons: 'Save' (highlighted with a red box), '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**

Find an Existing Value    Add a New Value

Requester |  🔍

Add

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 v

**Requisition Defaults**

ShipTo SetID WA140 Q

\*Location SetID WA140 Q

PO Origin SetID WACTC Q

Currency USD Q Dollar

Phone

Fax

Ship To PO00000001 Q

\*Location PO00000001 Q

Origin ONL Q

☐ Override Auto Item Substitute

☐ Use Only Assigned Catalogs

☐ Consolidate with other Reqs

**Requisition Status**

☒ Open

☐ Pending Approval

☒ Price Can Be Changed on Order

☐ Defaults Inventory BU

**ChartFields**

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**Chartfields** |>

GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project	Activity	Source Type
<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>

**Catalog Information**

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Default	*SetID	*Catalog ID	Description		
<input type="checkbox"/>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>	<span style="border: 1px solid #000; padding: 0 20px;"></span> <span style="border: 1px solid #000; padding: 0 5px;">Q</span>		+	-

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

7. Process complete.