

State of Delaware eMarketplace

Definitions of User Roles

Following are the definitions of the user roles available in the SOD eMarketplace. Roles consist of a set of permissions which allow users to do (or not do) specific things in the eMarketplace. Note that a user could be assigned multiple roles*.

Default Pending Profile:

- Users with this role can log into the SOD eMarketplace and can search contracts.
- Users with this role cannot view enabled vendor stickers nor items available under the vendor stickers.

Shopper:

- Users with this role can search, filter and compare products as well as create carts.
- Users with this role cannot submit carts; instead they have to assign their carts to a Requester.

Requester:

- Users with this role can search filter, compare products and create carts, similar to Shopper. Requester can submit carts to the vendor(s).
- Users with this role can submit carts that were assigned to them by a Shopper.
- Users with this role cannot also have a Shopper role assigned to them. The system will default to the lower access level, meaning the user will not be able to submit the cart.

Approver:

- This role is only required if a Division level workflow rule is established, requiring additional approval levels.
- Approvers are managed within the Transaction workflow rules, so that when a cart is submitted (becoming a Transaction) the workflow knows which approver(s) to send the Transaction to.

Division Administrator:

- Users with this role were identified by their Agency as the administrator of one or more Divisions for the eMarketplace system.
- Users with this role can assign roles to users within their Division(s) fence.
- Division Administrators manage users, Division-specific workflow, run reports, and view draft carts within their fence.

Central Administrator:

- Users with this role manage the eMarketplace at a high level. Examples would be assigning Division Administrators, managing some ad-hoc role requests, managing non-Division-specific workflow, managing Bill and Ship To addresses, updating the homepage and message area and setting up Divisions.
- Users with this role can assign roles to users Statewide.

Law Enforcement*:

- An add-on permission which gives users access to order law enforcement products such as ammunition.
- Can be assigned at Division and/or Central Administrator level.

MMCAP*:

- An add-on permission which gives users access to order pharmaceutical and other medical products.
- Does require additional permissions. Contact a Central Administrator for additional information.
- Can be assigned at Central Administrator level.

All Bill To Addresses*:

- Available for Facilities Management, allowing for Statewide Billing Access.
- An add-on permission which gives users access to use any Bill To address in the system. Without this permission users are limited to using addresses authorized for their Division only.
- Can be assigned at Central Administrator level.

All Ship To Addresses*:

- Available for Facilities Management, allowing for Statewide Shipping Access.
- An add-on permission which gives users access to use any Ship To address in the system. Without this permission users are limited to using addresses authorized for their Division only.
- Can be assigned at Central Administrator level.

Auditor:

- View-only role for auditing purposes.