



## University of Massachusetts Amherst PeopleSoft 8.9 Amherst Marketplace - Access Request Form

A shortened version of the eProcurement training class has been developed for users that only require access to the Amherst Marketplace. This class is designed to meet the needs of departments with large populations of faculty, staff, and/or Graduate Research Assistant (RAs) with Marketplace purchasing needs but do not require full access to the PeopleSoft financial purchasing system.

The shortened purchasing training model allows users access to place orders using the Amherst Marketplace only. These orders are then reviewed by an authorized department staff person (a Business Manager or Bookkeeper, for example) through the automated workflow process before the order is released to the Marketplace vendor.

This shortened 2-hour Marketplace training class is offered on a department by department special request basis only. The department must agree to special processing requirements to use this purchasing model. Please contact Santo Tomasine in Procurement at [stomasine@admin.umass.edu](mailto:stomasine@admin.umass.edu) or 545-1090 prior to submitting the Marketplace Access Request Form to the Campus Security Administrator.

Note that completing this shortened 2-hour Marketplace training class does not qualify users for access to other areas of the PeopleSoft finance system. Users must take the full eProcurement training class for full access.



## University of Massachusetts Amherst PeopleSoft 8.9 Amherst Marketplace - Access Request Form

|   |                       |                              |
|---|-----------------------|------------------------------|
| <b>Name</b>   |                       | <b>Employee ID</b>           |
| <b>Dept Name</b>  | <b>Campus Address</b> |                              |
| <b>Email Address</b>  |                       | <b>Dept Phone</b>            |
| UMass Employee ____   | Student Employee ____ | Consultant or Temporary ____ |
| If Access should be temporary, please note start and end dates: _____ Start Date _____ End Date |                       |                              |

**Access Requested**

Do you have or have you had an operator id to the Financials or HR system? If yes, please specify \_\_\_\_\_

I understand and will abide by the University's Computing Awareness and Data Security Compliance Guidelines (Doc. T97-010; Doc. T99-061). If the File Custodian has additional policies for usage of the data, I will abide by those policies. I also understand that any logon id/passwords I use to access University data is confidential and should not be shared, and that I am responsible for creating secure passwords.

Requestor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

| Job Function/Role      | Requirements       | Add | Delete | Date of Training |
|------------------------|--------------------|-----|--------|------------------|
| MARKET PLACE           | Training Mandatory |     |        |                  |
| PO INQUIRY & REPORTING |                    |     |        |                  |
| AP INQUIRY & REPORTING |                    |     |        |                  |
|                        |                    |     |        |                  |
|                        |                    |     |        |                  |

| Default Deptid | Location<br>Bldg, Floor, Room # | Gatekeeper<br>(Receives Worklist) |
|----------------|---------------------------------|-----------------------------------|
|                |                                 |                                   |

Department Approval: \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name: \_\_\_\_\_

**Completed Requests should be sent to Security Administrator, A&F Systems, 150 Whitmore for approval.**

Security Administrator Approval: \_\_\_\_\_ Date \_\_\_\_\_ Entered: \_\_\_\_

\_\_\_\_ LDAP \_\_\_\_ REQ \_\_\_\_ BY \_\_\_\_ OP \_\_\_\_ SEC \_\_\_\_ WF \_\_\_\_ LIA \_\_\_\_ TRAIN