# HOW TO GUIDE:
## REVIEW REQUESTERS AND BUYERS SETUP
Last Updated May 17, 2019

Financial Security Liaisons can verify a user's purchasing information by reviewing their Requester/Buyer setup. This is the information that defaults in when creating a requisition or purchase order.

**Requesters:**

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

➢ Enter the User ID in the **Requester** field or enter search criteria to look up a user

➢ Click **Search**

➢ The Requester Setup page displays the requester defaults: Ship To, Origin and Department.  The user's phone number is also displayed as well as any ChartField information that may have been defaulted.

**Requester Setup**

| Requester | CTREQUESTER | CT REQUESTER | Status | Active |

**Requisition Defaults**

| | | | |
|---|---|---|---|
| ShipTo SetID | STATE | Ship To | 0640000558 |
| Location SetID | STATE | Location | ACORE |
| PO Origin SetID | STATE | Origin | 001 |
| Currency | USD   Dollar | | |
| Phone | 860/867-5309 | | |
| 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**          Personalize | Find | View All | 🔲 | 🔣

**Chartfields**

| GL Unit | Fund | Dept | SID | Program | Account | Bud Ref | ChartField 1 | ChartField 2 | PC Bus Unit | Project | Activit |
|---|---|---|---|---|---|---|---|---|---|---|---|
| STATE | | DAS23551 | | | | | | | | | |

**Catalog Information**          Personalize | Find | View All | 🔲 | 🔣     First ◀ 1 of 1 ▶ Last

| Default | SetID | Catalog ID | Description |
|---|---|---|---|
| ☑ | STATE | CT_ALL_ITEMS | |

🖫 Save     ⟲ Return to Search     ✉ Notify

Core-CT

**Buyers:**

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

➢ Enter the User ID in the **Buyer** field or enter search criteria to look up a user
➢ Click **Search**

➢ The Buyer Setup page displays the purchasing defaults: Department, Ship To and Origin.  This is the information that is defaulted when creating a Purchase Order.  The user's phone number is also displayed.

**Buyer Setup**

**Buyer Setup**

| | | |
|---|---|---|
| Buyer | CTGENBUYER | CT GENERAL BUYER    Status Active |
| Department SetID | STATE | Department DAS23110 |
| ShipTo SetID | STATE | Ship To 0930000003 |
| Location Set ID | STATE | Location ACORE |
| PO Origin SetID | STATE | Origin 099 |
| Phone | 860/867-5309 | |
| Fax | | |

**Default PO Status**
- ⦿ Open
- ○ Pending Approval/Approved

PO Dispatch Signature Location:

Save   Return to Search   Notify