Role	Role Description
eMarketPlace Shopper	Only able to create and assign a cart to a Buyer. **Training Required:** **Purchasing Tech**
eMarketPlace Buyer	Create and submit carts/orders. Carts can be assigned to a Buyer to purchase items. **Training Required:** **PCard Training** **Purchasing Tech**
Requisitioner	Has access to complete and submit request Forms, Requisitions, & Sole Source.
Approver	Ability to approve workflow approval steps where this user is added to the applicable step in the designated workflow. Approvers are typically the Agency Procurement Officers or designated agency procurement managers.
Sourcing Team	Access to view solicitation and vendor responses. -The Contract Officer must add the user to their event or contract.
APO Role - TCM Implemented	Assigned to the Agency Procurement Officer of an agency using the Total Contract Manager (TCM) module. -Allows access to solicitations, contracts, forms, vendor profiles, approval workflows, templates, and a Buyer role in shopping, **Training required:** **Purchasing Tech** **Foundations of Procurement** **PCard Training (if applicable)** **Contracts Officer Level 1 & 2 or Level 1 & Level 2 Learning Path**
APO Role – Not TCM Implemented	Assigned to the Agency Procurement Officer of an agency not using TCM. -Allows access to solicitations, request forms, vendor profiles, approval workflows, templates, and a Buyer role in shopping. **Training Required:** **Purchasing Tech** **Foundations of Procurement** **PCard Training (if applicable)** **Contracts Officer Level 1 or Level 1 Learning Path**
Agency Contract Officer – TCM Implemented	This role is only assigned to the Agency Contract Officer(s) of an agency using TCM. -Allows access to solicitations, contracts, request forms, vendor profiles, approval workflows, templates, and a Shopper Role in shopping. **Training required:** **Purchasing Tech** **Foundations of Procurement** **PCard Training (if applicable)** **Contracts Officer Level 1 & 2 or Level 1 & Level 2 Learning Path**
Agency Contract Officer – No TCM Implemented	Assigned to the Agency Contract Officer of an agency not using TCM. -Allows access to solicitations, request forms, vendor profiles, templates, and a Shopper Role in shopping. **Training required:** **Purchasing Tech** **Foundations of Procurement** **PCard Training (if applicable)** **Contracts Officer Level 1 or Level 1 Learning Path**

Agency Contract Manager – TCM Implemented	Assigned to the Agency Contract Manager(s) of an agency using TCM. -Allows access to contracts, request forms, and vendor profiles. **<u>Training required:</u>** **Purchasing Tech** **Foundations of Procurement** **PCard Training (if applicable)** **Contracts Officer Level 1 or Level 1 Learning Path**

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