



## SYSTEM USER CONFIGURATION FORM: LEDA

TYPE OF CONFIGURATION:  NEW  UPDATE  REMOVE

USER NAME:

FULL NAME:

TELEPHONE NUMBER:

CELLPHONE NUMBER:

FAX NUMBER:

EMAIL:

TICK THE ROLE FOR THE USER:

ROLE	Tick
REQUISITIONER (CREATES REQUISITIONS)	<input type="checkbox"/>
LINE MANAGER (RELEASES REQUISITIONS)	<input type="checkbox"/>
SOURCING SPECIALIST	<input type="checkbox"/>
VENDOR ADMINISTRATOR	<input type="checkbox"/>
DATABASE ADMINISTRATOR	<input type="checkbox"/>
MANAGEMENT	<input type="checkbox"/>
SYSTEM ADMINISTRATOR	<input type="checkbox"/>

### FUNCTIONAL ACCESS (FOR MANAGEMENT ONLY)

CATEGORY	FUNCTION	ROLE						CUSTOM (Only tick if access required is different to the function allocated to the role)		
		Requisitioner	Line Manager	Sourcing Specialist	Vendor Administrator	Database Administrator	Systems Administrator	Management	PROVIDE ACCESS	DON'T PROVIDE ACCESS
									<input type="checkbox"/>	<input type="checkbox"/>
APPLICATIONS	VENDOR DASHBOARD (Allowed to view the Vendor Dashboard)				✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	VENDOR ACCESS (Allowed to View Application Forms)			✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	APPLICATION REGISTER ADMINISTRATION (Allowed to Receive document from vendors and Send to ESCAPE)				✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	MANAGE LIST OF APPROVED PROVIDERS (Allowed to add/remove vendors from list)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	APPROVE LIST OF APPROVED PROVIDERS (Allowed to approve any additions/removals of vendors from list) (High ranking officials)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	RESET VENDOR INTEGRATION UPDATE TYPE (Allowed to reset the integration update type from C to A)								<input type="checkbox"/>	<input type="checkbox"/>
	SEND VENDOR COMMUNICATION (Allowed to send communications to vendors)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

**FUNCTIONAL ACCESS (FOR MANAGEMENT ONLY)**

CATEGORY	FUNCTION	ROLE						CUSTOM (Only tick if access required is different to the function allocated to the role)		
		Requisitioner	Line Manager	Sourcing Specialist	Vendor Administrator	Database Administrator	Systems Administrator	Management	PROVIDE ACCESS	DON'T PROVIDE ACCESS
									<input type="checkbox"/>	<input type="checkbox"/>
REQUISITIONS	APPROVE PO CANCELLATION (Allowed approve PO cancellations)		✓					✓	<input type="checkbox"/>	<input type="checkbox"/>
	CREATE REQUISITIONS (Allowed to Create Requisitions)	✓		✓			✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	RELEASE REQUISITIONS (Allowed to Release Requisitions)		✓	✓			✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	REQUEST/SUBMIT PO CANCELLATION (Allowed to request/submit PO cancelation)	✓		✓					<input type="checkbox"/>	<input type="checkbox"/>
	VIEW REQUISITIONS ACROSS DEPARTMENTS (Allow to view Requisitions across all departments)			✓		✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
ACQUISITIONS	ACQUISITION ACCESS (Allowed to View Acquisitions)	✓	✓	✓		✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	ACQUISITION ADJUDICATION (Allowed to Adjudicate Acquisitions)			✓		✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	ACQUISITION ADMINISTRATION AND EVALUATION (Allowed to Add and/or Edit Acquisitions and Evaluate)			✓		✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	ACQUISITION FINALIZATION (Allowed to Finalize Acquisitions)			✓			✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	CAPTURE PROCUREMENT OUTSIDE OF THE SYSTEM (Allowed to capture procurement outside the system)			✓		✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	CHANGE ACQUISITION ALLOCATED USERS (Allowed to change the allocated user to an acquisition)					✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	EVALUATION COMMITTEE (Allowed to capture functional scoring)								<input type="checkbox"/>	<input type="checkbox"/>
	CHANGE EVALUATION SHEET (Allowed to change an evaluation sheet after the recommendation is finalized)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	MATERIALS MASTER MAINTENANCE (Allowed to Add, Edit or Delete Items from Materials Master)					✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	PRE-SELECTED ACQUISITIONS (Allowed to procure from Pre-Selected Acquisitions)			✓		✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	PROCURE FROM LIST OF APPROVED PROVIDERS (Allowed to verify from List of Approved Providers)			✓		✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	REQUISITIONER ADMINISTRATION (Allowed to Add and/or Edit Requisitioners)					✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	UNACCEPTABLE RESPONSE(S), RESET RESPONSE(S) & VALIDATE TENDER RESPONSE(S) (Allowed to Mark Responses as Unacceptable)					✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	CONTRACT MANAGEMENT	ADD CONTRACTS (Allowed to register new contracts)			✓		✓	✓	✓	<input type="checkbox"/>
MANAGE CONTRACTS (Allowed to request VO's and procure from contract)				✓		✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
CANCEL CONTRACT ACQUISITIONS (Allowed to cancel acquisitions from within a contract)							✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
APPROVE CONTRACTS AND VO's (Allowed to approve contracts and Variation Orders)							✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATIVE	FIRM REMOVAL (Allowed to Remove a vendor for an indefinite time period)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	FIRM SUSPENSION (Allowed to Suspend a vendor for an definite time period)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	SYSTEM VARIABLES (Allowed to Modify System Variables)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	FIRM RE-ADMISSION						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

	(Allows for the re-admission of suspended vendors)									
REPORTING	LISTING REPORTS (Allowed to View Listing Reports)			✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	REQUISITION REPORTS (Allowed to View Requisition Reports)		✓				✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	ANALYSIS REPORTS (Allowed to View Analysis Reports)					✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	MANAGERIAL REPORTS (Allowed to View Managerial Reports)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
PHI SERIES	AUDIT TRAIL (Allowed to View all users actions)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	COMMUNICATION LOG (Allowed to View all communication from system)						✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
	WORKFLOW DASHBOARD (Allowed to View all workflow activities for all users)					✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

### DELEGATION (FOR MANAGEMENT ONLY)

The delegation level and value will determine the functions the user is able to perform on the system based on their delegation of authority. The following table explains the allocation of delegations:

Each user should be different and must have the relevant delegation value	RELEASE REQUISITIONS	ADJUDICATION	APPROVAL FOR DEVIATIONS ONLY
<b>DELEGATION LEVEL</b>	Must be higher than the user that created the requisition	Must be higher than the user that evaluated the acquisition	Must be at the maximum level for all users

DELEGATION LEVEL:  
(Must be a number)

DELEGATION VALUE (incl. VAT):

### LEDA SCM AUTHORISATION

Duly Authorised to sign on behalf of Limpopo Economic Development Agency:

SIGNATURE:

NAME:

CAPACITY:

DATE:

### LEDA IT AUTHORISATION

Duly Authorised to sign on behalf of Limpopo Economic Development Agency:

SIGNATURE:

NAME:

CAPACITY:

DATE:

**PLEASE NOTE, IF THE FORM IS INCOMPLETE OR FILLED OUT INCORRECTLY, THIS WILL NOT BE CAPTURED**

### FOR SupplyFlow USE ONLY

**APPROVED BY:**

SIGNATURE:

NAME:

CAPACITY:

DATE:

YYYY/MM/DD

**CAPTURED BY:**

SIGNATURE:

NAME:

CAPACITY:

DATE:

YYYY/MM/DD