

# Requesting Financial Roles for Supplier Users (External)



There are 4 Financials roles in Core-CT that can be requested and assigned to Suppliers that utilize the Supplier Portal:

**CT\_F\_SUPPLIER\_SCMT\_COLLAB**

**CT\_F\_SUPPLIER\_BW\_BUDGET\_USER**

**CT\_F\_SUPPLIER\_PYMNT\_REQUESTOR (DAS only – schools/superintendents)**

**CT\_F\_SUPPLIER\_EVENT (DAS only – schools/superintendents)**

Descriptions for these roles can be found in the Fin Role Handbook using the following link:

[http://www.core-ct.state.ct.us/security/pdf/financials\\_role\\_handbook.pdf](http://www.core-ct.state.ct.us/security/pdf/financials_role_handbook.pdf)

The Supplier will add the User ID for the persons in their organization before requesting the above roles be added. Once the Supplier has added the User ID, then the request for these roles can be made by the agency. The Supplier will need to give the User ID (only the User ID, not the password) that requires the access to the agency they are requesting access. The agency's Security Liaison will then create a CO-1092 Security Request to have the roles added to the Supplier's User ID.

Users can also refer to the diagram on the Core website:

[http://www.core-ct.state.ct.us/financials/vendor/pdf/Provider\\_Supplier\\_Security\\_Provisioning.pdf](http://www.core-ct.state.ct.us/financials/vendor/pdf/Provider_Supplier_Security_Provisioning.pdf)

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Steps for requesting roles for Suppliers using the CO-1092 process:


Navigation: Core-CT Financials > PeopleTools > Security > CO-1092 Security > CO-1092 Security Request

Click on the Add a New Value tab and the Security Liaison will enter their own User ID in the User ID field. Click Add.

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## CO-1092 Security Request

[Find an Existing Value](#) [Add a New Value](#)

Transaction Number   
Transaction Date   
User ID  

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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Enter the agency's approving Manager in the Manager User ID field. Leave the Security Roles (Add/Delete) section at the bottom of the page blank. Click on the Comments tab.

CO-1092 Security Request | Comments

Transaction No.	Transaction Date	04/03/2018	Workflow Status
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**Request Details**

*User ID	188141	*Manager User ID	MYABROSKY
Empl ID	188141	Manager ID	378971
Name	Goodin, Melanie R	*Manager Name	Yabrosky, Mary K.
Email ID	doit.core.emailtest@ct.gov	Manager E-mail	doit.core.emailtest@ct.gov
Telephone	860/713-5508	Primary Permission	<input type="text"/>
DEPTID	DAS23000	<a href="#">Edit Business Units</a>	

[View Existing Roles](#)

**Security Roles (Add/Delete)** Personalize | Find | View All |  First 1 of 1 Last

*Role Name▲	*Role Actions	Description		
1 <input type="text"/>	Add ▼	This is a Valid Role.	<input type="button" value="+"/>	<input type="button" value="-"/>

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In the Comments/Business Justification section, the Supplier User ID and the role(s) being requested are required and must be listed. Additional information such as the Supplier Name or Supplier ID (ex. 10007) can also be noted.

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CO-1092 Security Request | Comments

Transaction Number	Transaction Date	04/03/2018	User ID	188141
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**Scroll Area** Find | View All First 1 of 1 Last + -

<b>Effective Date</b>	04/03/2018
<b>Comments/ Business Justification</b>	<div>Request to add Financial roles for an existing Supplier. Supplier User ID - SUBURBAN12345 Roles - CT_F_SUPPLIER_SCMT_COLLAB and CT_F_SUPPLIER_BW_BUDGET_USER</div>
<b>Attached File</b>	<input type="button" value="Add"/>

[CO-1092 Security Request | Comments](#)

Once the CO-1092 request is saved it will go through the normal approval process. Once approved the requested roles will be added to the Supplier's User ID. The agency can then notify the Supplier that the request has been completed.