

**State of Nevada – Individual Confidentiality Agreement for access to the Department of Administration**  
***NevadaEPro***

NEW     UPDATE     INACTIVATE

<b>SECTION 1 – USER INFORMATION</b>		
<b>Employee First &amp; Last Name:</b>	<b>Employee ID #:</b>	<b>Phone Number &amp; Extension:</b>
<b>Email:</b>	<b>Job Title:</b>	
<b>SECTION 2 – USER DEFAULTS</b>		
<b>Organization:</b>		
<b>Department (Division):</b>	<b>Location (Budget Code):</b>	
<b>Default Ship-to Address:</b>		
<b>Default Bill-to Address:</b>		
<b>Default Account Code:</b>	<b>Default Purchaser:</b>	<b>Direct Open Market Limit:</b>
<b>SECTION 3 – ROLES</b>		
<input type="checkbox"/> <b>Basic Purchasing (BP)</b> <input type="checkbox"/> Can Create Demand Requisition <input type="checkbox"/> BP Supervisor <input type="checkbox"/> Allow Requisition Item Import <input type="checkbox"/> Enable PO Item Upload	<input type="checkbox"/> <b>Department Access (DA)</b> Role Privilege Type: _____ <input type="checkbox"/> User is an Approver <input type="checkbox"/> Allow PO Receipts for DA Role <input type="checkbox"/> Enable Change Order Creation <input type="checkbox"/> Department Buyer Enabled	<input type="checkbox"/> <b>Accounts Payable (AP)</b>
If BP Supervisor for Who (Enter Names):	Location Privileges (Enter Budget Codes):	AP Location Privileges (Enter Budget Codes):
<b>SECTION 4 – AGREEMENT BETWEEN I EMPLOYEE AND APPOINTING AUTHORITY</b>		
By signing this agreement, the employee agrees to the following: 1. I will not share access with any individuals not authorized by the Department of Administration, Purchasing Division. 2. This agreement applies to the person named above only while occupying the position listed above. 3. Violations of this agreement will result in the immediate termination of this agreement and may also result in disciplinary action. 4. I promise to preserve the secrecy of my password and the security of NevadaEPro. I will never allow any person to use my sign-on and password to access NevadaEPro.		
<b>Employee Signature:</b>		<b>Date:</b>
<b>Appointing Authority Signature:</b>	<b>Appointing Authority (Print Name):</b>	<b>Date:</b>

**EMAIL THE COMPLETED FORM TO THE PURCHASING DIVISION AT [purchasinghelpdesk@admin.nv.gov](mailto:purchasinghelpdesk@admin.nv.gov)**

## Instructions

### Type of Form

1. **NEW** – This is for a new user being setup for the first time with the agency. Complete all appropriate fields.
2. **UPDATE** – To update an existing user’s profile. Complete only those fields that need to be changed.
3. **INACTIVATE** – To inactivate a user’s profile due to them leaving the agency or State service.

### Section 1 – User Information

1. **Employee First & Last Name** – Include the name that the user uses for payroll.
2. **Employee ID #** - If a temporary user or contractor enter Contractor.
3. **Phone Number & Extension** – Enter the phone number and extension (if applicable) for the user, not a general agency number.
4. **Email** – User’s email address. The portion before the @ symbol will be used as the user’s Login ID.
5. **Job Title** – Use the user’s official title as it is listed with personnel.

### Section 2 – User Defaults

1. **Organization** – Choose the Department or Commission from the dropdown list.
2. **Department (Division)** – Enter the three-digit division number that the user is assigned to.
3. **Location (Budget Code)** – Enter the four-digit budget code the user is assigned to.
4. **Default Ship-to Address** – This is the address that the user will have products or services delivered to. If the user orders for multiple locations this can be left blank and the user will have the ability to select the appropriate address from those that they have access to.
5. **Default Bill-to Address** – This is the address that the user will have invoices sent to. If the agency has multiple AP locations this can be left blank and the user will have the ability to select the appropriate address from those that they have access to.
6. **Default Account Code** – The account coding can be set for the user, even partial account code lines.
7. **Default Purchaser** – If there is a specific Basic Purchasing User to create purchase orders they can be entered here.
8. **Direct Open Market Limit** – Pick the appropriate amount from the dropdown. \$5,000 is the standard amount. \$15,000 is only for those that will be entering requisitions for heavy equipment repair.

### Section 3 – Roles

1. **Basic Purchasing (BP)** – This role is for those that will be entering contracts and converting open market requisitions to purchase orders, generally they have taken the Certified Contract Manager’s course and enter contracts into CETS.
  - a. **Can Create Demand Requisition** – This role is only for those users that will be creating purchase orders for large quantities for different areas of the organization.
  - b. **BP Supervisor** – This allows the user to access in progress bids and purchase orders and take them over from other BP users that are named in the “If BP Supervisor for Who” field.
  - c. **Allow Requisition Item Import** – This allows a user to import a spreadsheet of items into a requisition.
  - d. **Enable PO Item Upload** – This allows a user to import a spreadsheet of items into a purchase order.
2. **Department Access (DA)** – This role is for users that will be creating requisitions or approving documents in the system. If the user will be creating requisitions for more than their assigned location, enter the additional location codes in the “Location Privileges” field.
  - a. **Role Privilege Type** – Select from the dropdown or leave blank if appropriate. **Department Superusers** can edit any requisition designated for a department for which they have privileges. **Location Superusers** can edit any requisition designated for a location for which they have privileges.
  - b. **User is an Approver** – Selecting this option will allow the user to be added to an approval path or added as an approver on an ad-hoc basis.
  - c. **Allow PO Receipts for DA Role** – This gives the user the ability to enter receipts on purchase orders.

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- d. **Enable Change Order Creation** – This gives the user the ability to create change orders on purchase orders. The change order will require a BP user to apply the change order after approval.
  - e. **Department Buyer Enabled** – This allows the user to be selected as a buyer for a requisition or purchase order.
3. **Accounts Payable (AP)** – This role is for users that will be entering invoices into the system. If their function is only as an approver of invoices, they should be a DA user. If the user will be entering invoices for more than their assigned location, enter the additional location codes in the “AP Location Privileges” field.

### Section 4 – Agreement

1. Employee Signature and date signed.
2. Appointing Authority’s signature, printed name and date signed.