**Buyer Access Approval Form**

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| **Name** |  |
| **Oracle User Number** |  |
| **Directorate** |  |
| **Department** |  |

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| **Reason for Buyer access (read only access): (**The buyer access in Oracle allows users who have an EA iProcurement or EA PO Inquiry responsibility the ability to **view** all requisitions, orders, approvals, receipts, invoices and payment details processed for all EA Locations. In addition, they can view the audit trail associated with each of these elements (i.e. processed by who, date and time). Buyer access (read only) is only required for certain roles within EA and is not needed for requisitioning duties alone.   |
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| **Please note: Information accessed on the Oracle system should only be shared with the relevant parties and all documentation should be managed with care and confidentiality.** |
| **Signature of requestor** |  |
| **Date** |  |

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| **Line manager comments:** |
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| **Signature of line manager** |  |
| **Date** |  |

**Points to note – for line manager and / or requestor:**

**Please ensure that you inform both Procurement & EA One if the staff member terminates their employment / moves departments / no longer requires access. Buyer access will be subject to review by Procurement & EA One.**

**Please ensure that you are aware of the risks in terms of Auditing & Governance in having staff members set up with Buyer access. Details can be obtained from Procurement or IFS. Please submit completed forms to** **Zara.Murray@eani.org.uk** **&** EAOneHelpdesk@eani.org.uk