Organization structures can be created and maintained in eMaryland Marketplace by users with the role of Organization Administrator. If you are an Organization Administrator for more than one Organization, you can select which Organization to maintain by clicking the eyeglass lookup at the top of the screen.

Accessing Organization Maintenance

Upon logging into eMaryland Marketplace with your unique Login ID and Password, you can add or maintain organizational data by clicking on the Maintain Agency Organizations/Departments/Locations link from your Organization Administrator Homepage.

Maintain Organization

The Organization is the highest organizational level in eMaryland Marketplace. For most state agencies, the Organization will be set to your agency name (example: Arizona Department of Transportation). For political
subdivisions, the organization will be your jurisdiction name (example: City of Tempe). The information about your Organization was completed when your Organization registered. To edit the information for your Organization, select the **Maintain Agency Organizations** link, and then select the link in the **Organization ID** column on the **Maintain Organization** screen.

The following fields appear on the **Maintain Organization Information for: (Your Organization Name)** screen:
- **Organization ID** – This field was completed when your Organization first registered and cannot be changed.
- **Organization Name** – Name of the Organization.
- **Organization Label** – Labels that the Arizona Department of Administration can create to categorize Organizations.
- **Fiscal Year Start and End** – The dates for the Fiscal Year which will affect documents and accounting.
- **Fiscal Year Roll Days** – This determines when users may start to build documents for the next fiscal year and the amount of time after Fiscal Year roll to complete the previous year.
- **Address Fields** – Address of the Organization.
- **Use Parent Organization Configuration Settings** – If checked, your Organization automatically adopts many of the configuration settings of Arizona Department of Administration. To un-check, you must contact the State Procurement Office’s support team.
- **Limit Account Access for Department Access (DA) Users** – N/A.
- **Limit Document Access for DA Users** – If checked, DA users can only see documents for their Department.
Restrict DA Users from publishing Informal Bids to Web – If checked, DA users cannot utilize eMaryland Marketplace’s Informal Quote feature to solicit and document price quotes electronically through eMaryland Marketplace

Restrict Inventory users from publishing Informal Quotes to Web – N/A

P-Card Bill-to Address – If your Organization has a single p-card bill-to address, you can select it here from amongst the address that have already been created for you Organization.

Once your edits are completed, select Save & Exit.

Maintain Departments

Within each Organization, you can maintain a number of Departments, which are the second tier of the Organization structure in eMaryland Marketplace. Departments are used to restrict how users can access certain information, including:

- What bill-to/ship-to addresses they can use
- What documents they can see (if you restrict document access as described above)

Departments can also be used to route documents to specific approvers and for reporting purposes. To add or edit a department, click Maintain Organization Departments after selecting Maintain Agency Organizations/Departments/Locations from your Homepage. Select the Add Department button at the bottom of the list, or click on the Department you want to edit. The following fields are available:

- Department ID – Up to 25 character abbreviation. This cannot be changed once saved.
- Department Name – Official name for the department

 Maintain Addresses

Within each Department, you can maintain multiple Addresses, which can be selected by users for both billing and shipping. These addresses can be selected by users when building Requisitions, Bids, POs, etc. Click an existing address to edit it, or select the Add Department Address button to create a new address.

You can type address information, or copy a previously created address by clicking on the lookup (eyeglass) button. Enter all valid information for that address, and save as appropriate.
Within a Department, you can establish as many Locations as are necessary. Locations are the lowest level of the Organization structure in eMaryland Marketplace, and are usually specific branches or offices within a Department that conduct procurement activity. Locations are typically used for managing approval paths, default shipping and billing addresses, and Purchaser assignment to Requisitions.

Click on a Location to edit it, or select Add Location to create a new Location. The only fields that you should edit on the Maintain Location screen are listed below:

- **Location ID** – Abbreviation for the Location. This cannot be changed once saved.
- **Location Name** – Label that displays for the Location
- **Location Type** – Select Department Access (defaults to this value)
- **Purchaser** – The Basic Purchasing user that Requisitions from this Location will automatically be routed to
- **Ship-To Department Address** – The ship-to address that will initially display on all Requisitions from this Location
- **Bill-To Department Address** – The bill-to address that will initially display on all Requisitions from this Location
<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location ID</td>
<td>145</td>
</tr>
<tr>
<td>Location Name</td>
<td>Community Dev.</td>
</tr>
<tr>
<td>Location Type</td>
<td>Department Access</td>
</tr>
<tr>
<td>Ship-to Department Address</td>
<td>John H. Miyuki Civic Center 1st Floor 421 Montgomery Street Syracuse, NY 13202 Phone: (315)435-3555 FAX: (315)435-3794</td>
</tr>
<tr>
<td>Bill-to Department Address</td>
<td>John H. Miyuki Civic Center 1st Floor 421 Montgomery Street Syracuse, NY 13202 Phone: (315)435-3555 FAX: (315)435-3794</td>
</tr>
</tbody>
</table>