# Agency Admin - Organization Maintenance

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.

NIGP Code Browse | My Account | Customer Service | About	Current Organization: Arizona Department of Administration	August 3, 2009 9:29:32 AM CDT
Home |		Administrator System

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**.
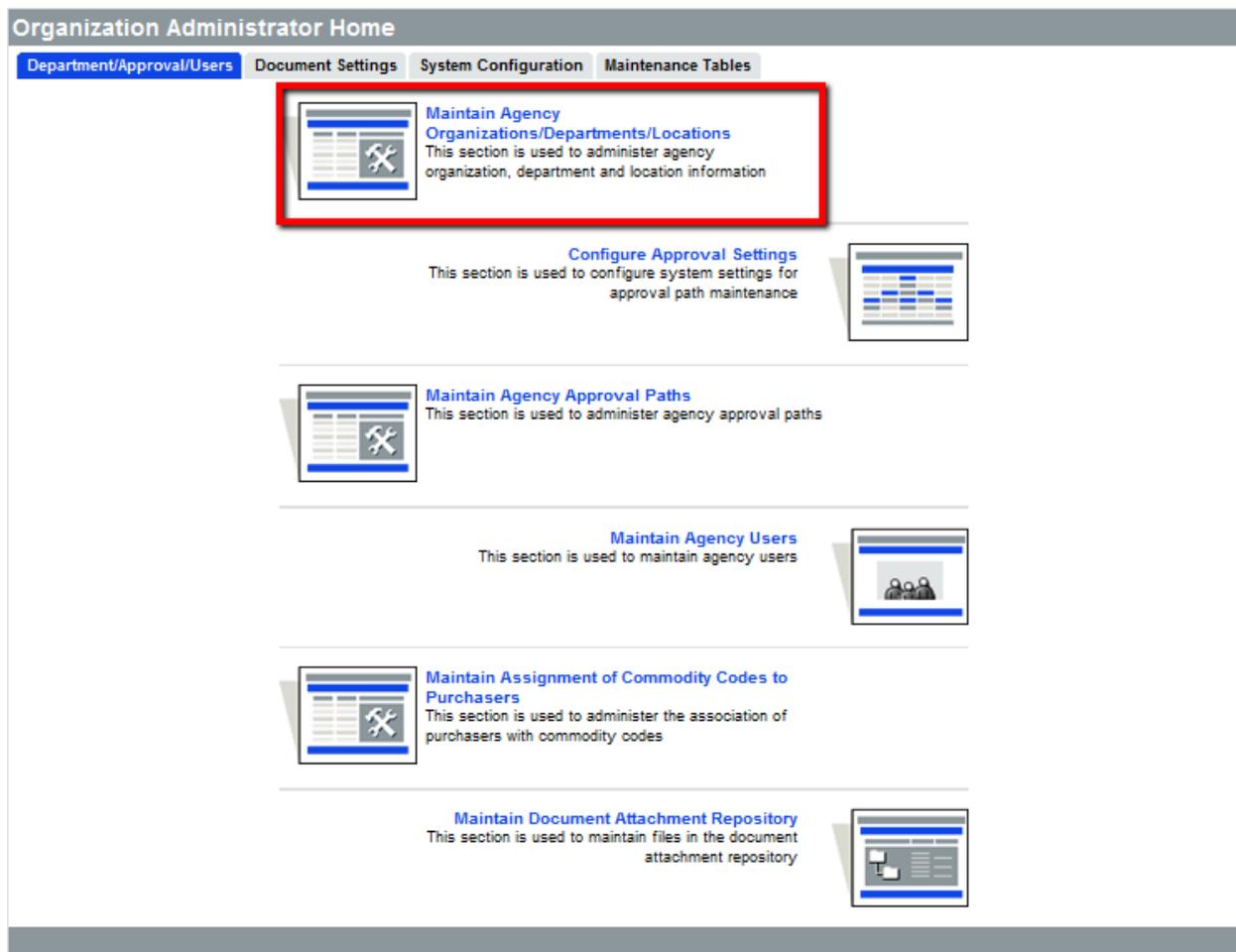
Maintain Organization

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

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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 you 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:

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Maintain Organization Information for: Arizona Department of Corrections

General

Organization ID:	ADOC
Organization Name*:	Arizona Department of Corrections
Organization Label*:	Default Type
Fiscal Year Start (MM/DD/YYYY)*:	07/01/2010
Fiscal Year End (MM/DD/YYYY)*:	06/30/2011
Fiscal Year Roll Days:	0
Alternate ID:	DCA
Print Logo	[Browse...]
Status:	Active
Address 1*:	1645 West Jefferson Street, Room 4401
Address 2:	
Address 3:	
Address 4:	
City*:	Phoenix State*: AZ Zip*: 85007
Agency Phone:	602 542 1172
Agency FAX:	
Agency URL:	http://www.azcorrections.gov

Agency URL Example: "http://www.buyspeed.com"

☑ Use parent organization configuration settings.

☐ Limit account access for Department Access users (if checked, Department Access users can only access accounts based on department/location privileges.)

☐ Limit document access for Department Access users (if checked, Department Access users can only access documents based on department/location privileges.)

☐ Restrict Department Access users from publishing Informal Bids to Web.

☐ Restrict Inventory users from publishing Informal Quotes to Web.

P-Card Bill-to Address [   ]

- **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

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- **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

Department Information			
Department ID*:		Organization *	AGENCY - Arizona Department of Administration
Department Name*		Status	Active
Allow Manual Override Encumbrance #	☐	Auto Encumbrance # Prefix	
Alternate ID			

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.

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Maintain Locations

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

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Maintain Location

Location ID*:	**145**

Department: CD - Community Development Division ▾

Location Name*: Community Dev.

Status: Active ▾

Location Type: Department Access ▾

Purchaser: ▾

Ship-to Department Address: CD - Community Development Division / 1   - Community Development D 🔲
John H Mulroy Civic Center 11th Floor
421 Montgomery Street
Syracuse, NY 13202
Phone: (315)435-3558
FAX: (315)435-3794

Bill-to Department Address: CD - Community Development Division / 1   - Community Development D 🔲
John H Mulroy Civic Center 11th Floor
421 Montgomery Street
Syracuse, NY 13202
Phone: (315)435-3558
FAX: (315)435-3794