

## About User Roles and Permissions in Vendor Portal

### USER ROLES and PERMISSIONS:

- Vendor Portal access operates and depends on certain “user roles and permissions”. A user role defines permissions for users to perform particular tasks. Permissions are defined as the authority granted to a user role to execute the Vendor Portal functionalities.
- Please use the definitions to assist you in determining who should have access to your company’s Vendor Portal account. The definitions should also help you complete page 4 of the onboarding registration worksheet. DeCA will create login accounts based on the information you provide on the registration worksheet. You are encouraged to limit access to your Vendor Portal account just as you would limit access to your banking and or bill paying accounts.

### DEFINITION OF USER ROLES:

- **1. Authorized Negotiator:** This role belongs to the person(s) in your company who has the authority to negotiate with DeCA and contractually bind your company to DeCA’s contracts and agreements. In Vendor Portal, the authorized negotiator is allowed to edit and view all functionalities such as data item adjustments; cost entry, existing promotions, electronic imports and reports, security parameters, security administration, and user item maintenance.
- **2. Vendor Account Management:** This role belongs to the person(s) in your company who is authorized to present promotional items (and new items in Phase II) to DeCA. In Vendor Portal, the Vendor Account Management role is allowed to edit and view item adjustments, cost entry, download and upload electronic files for the base costs and promotional adjustments, edit and view existing promotions, reports, and view and edit electronic imports.
- **3. Vendor Cost Management:** This role belongs to the person(s) in your company who, today, enters your pricing into Web Pricing or transmits your EDI transaction sets. In Vendor Portal, the Vendor Cost Management role is allowed to edit and view item adjustments; cost entry, download and upload electronic files for the base costs and promotional adjustments, view and edit existing promotions, reports, and view and edit electronic imports.
- **4. Vendor View:** This role belongs to the person(s) in your company who will need to only view, but not edit, items, costs and adjustments. In Vendor Portal, the Broker View role is allowed to view item adjustments, costs, existing promotions, reports, and electronic imports.