The information specified on the Matrix is needed before your department can be activated in Buy A&M. Please return one or more completed Matrix, signed by the appropriate Dean, Director, or Department Head (or their designee) to accesshelp@tamu.edu at your earliest convenience. If you need any assistance, please contact us at buyhelp@tamu.edu or 979.845.2325. Thank you!

1. **Employee Name** – first and last names
2. **UIN** – self explanatory
3. **Default Account** – the primary account a requisitioner uses to create a requisition. A default account will prevent the requisitioner from searching and selecting each time.
4. **Department Codes**
   a. Primary / Default – the employee’s “Ordering Department”
   b. Sub-Department – any sub-department for which an employee needs access rights
   c. Other department’s/sub-department’s – designate one or more of these if the employee needs access rights for the purpose of creating requisitions or receipts, or accessing “Ship-To” addresses from another Department or sub-Department. **NOTE:** Enter all Department and/or sub-Department Codes as desired – expand cell as needed.
5. **TAMUS Member Access** – the two-digit numerical value of any TAMUS Member for which the employee needs access rights for the purpose of creating requisitions or receipts or accessing “Ship-To” addresses. Enter all Members as desired - expand the cell as needed. **NOTE:** Employees will not need access rights to another TAMUS Member in order to designate the other Member’s account on a requisition as long as least one TAMU (02) account is also designated on the requisition.
6. **BAM Role**
   a. **Department Access** – this is the standard role that most users will be assigned in BAM, so it is defaulted on the Matrix.
   b. **Inquiry Only** – select this role for any employee that needs only the ability to search for and view documents within BAM. For these employees, “un-check” the Department Access role and check the Inquiry Only role.
7. **Department Access Permissions**
   a. **Requisitioner** – this is the standard permission defaulted to all Department Access users, which allows the user to create all types of requisitions.
   b. **Catalog and Contract Only** – user can create requisitions only from Blankets/Contracts or catalogs. For these employees, “un-check” the Requisitioner permission and check the Catalog and Contract Only permission.
   c. **Super User** – has rights to the entire Department or Location, and is able to take access and edit any requisition created by any user within the Department or Location. **NOTES:** Employees may be designated a Super User for the entire Department and/or just a sub-Department. Super Users must be designated a Requisitioner but cannot be designated an Approver.
   d. **PO Receipts** – user can create receipts against Purchase Orders created on behalf of the accessible Departments/sub-Departments. This permission is defaulted to all Department Access users. **NOTE:** To designate an employee to handle receiving and nothing else, “un-check” all other permissions.
   e. **Approver** – user can approve requisitions and is allowed on approval paths. **NOTES:** Employees granted the Approver permission cannot also be granted the Requisitioner permission. For these employees, “un-check” the Requisitioner and Department Buyer permissions and check the Approver permission.
8. **Alternate Approvers** – this field is applicable only to employees with the “Approver” permission. Enter the name and UIN of each Alternate Approver, and enter the names of all Alternate Approvers desired - expand the cell as needed.. **NOTE:** One or more Alternate Approver is required for each Approver.