



GDP – Role Guides

Umoja Team
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ROLE	RD.01: RD Inbound Coordinator
	<p>This role is responsible for ensuring that the best available latest information on inbound shipment/deliveries of procured goods are updated in a timely manner on the Inbound Document to support receiving and other activities.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Update expected delivery quantity, dates and shipment documents within Inbound Delivery for all vendor deliveries ▪ Confirm vendor delivery dates and quantities received and providing delivery confirmation documents to enable virtual receipt for Incoterms where goods are first delivered to UN ownership before physical arrival at destination (i.e., EXW, FCA/FOB and DAT) • Provide information on onward freight shipments (including the freight PO number) to the mission area and on planned arrival dates to final destinations
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Inbound Deliveries	<p>Coordinates with vendors for the receipt of necessary documentations for Proof of Delivery, as applicable and expected delivery dates [offline]</p> <p>Liaises with Freight Forwarders on shipment [offline] and updating the Inbound Document with those information and attaching the related documents</p> <p>Reviews vendor delivery document to confirm goods delivered as expected based on information on Purchase Order</p> <p>Updates inbound deliveries with expected delivery information</p> <p>Updates inbound deliveries to confirm goods delivery, including quantity received and receipt dates to enable virtual receiving</p> <p>Updates inbound deliveries with onward shipment information (including the freight PO number)</p>
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions overseeing port deliveries/activities, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Procurement staff responsible for liaising with the Vendor/Freight Forwarder for information on the delivery of goods e.g., the 'actual goods receipt date' for deliveries in locations out of UN control (ex FCA, EXW deliveries); ▪ Staff in Logistics/Transportation/Movement Control responsible for overseeing goods delivery in order to update the 'actual goods receipt date' (i.e., physically at the UN facility) in instances where vendors deliver at a Port of Entry.

	<p>ii. The centralization of system based Inventory and Logistics transactions is possible in Umoja. In which case, the RD Inbound Coordinator (RD.01) may perform this role in a centralized manner for more than one receiving destination/entity/plant where he/she has authorization rights.</p> <p>iii. Each office will be responsible for issuing the necessary guidance to ensure there is proper communication between the receiving destination/entity/plant and the RD Inbound Coordinator (RD.01) for the timely execution of system transactions. An RD Inbound Coordinator (RD.01) serving more than one receiving destination/entity/plant will need to be mapped to each one of them.</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ It is advisable to map this role to Procurement Officers (with SA.03 - SA Buyer role) responsible for the procurement of goods and/or freight and transportation services. ▪ It is advisable to map this role to staff in Logistics/Transportation/Movement Control with the RD Logistics User (RD.06) role. <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ None. <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	RD.02: RD Property Control User
	<p>Generally part of existing Property Control/Management unit, this role is responsible for overseeing and overall setting of proper Inventory Management Controls.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Approve/post inventory levels resulting from Inventory counts, and confirming adjustments to the inventory which may result in financial impact within Umoja.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Inventory Management Controls	<p>Reviews inventory counts and approves differences detected during the count</p> <p>Reviews discrepancy results with the RD Inventory Senior User (RD.05) for appropriate follow on actions for management of discrepancies prior to confirming the decision in the system</p> <p>Coordinates with the RD Inventory Senior User (RD.05), RD Warehouse User (RD.10) and RD Warehouse Senior User (RD.11) to confirm any adjustments to the inventory counts in the system, once the appropriate offline management process for managing the discrepancies is concluded.</p>
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles) <p>This role is restricted to entities/plants that maintain operational inventory and therefore use the Umoja Inventory Management Module.</p>
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Property Management/Control Officer ▪ Assets Management Officer / Assets Accountant <p>ii. Users mapped to this role must have authorization rights to effect the system posting of discrepancies in inventory count on behalf of the entity/Plant, in conjunction with any offline management process, Delegation of Authority for Property Management and prevailing property management policies.</p> <p>iii. The centralization of system based Inventory and Logistics transactions is possible in Umoja. In which case, the RD Property Control User (RD.02) may perform this role in a centralized manner for more than one entity/plant where he/she has authorization rights.</p> <p>iv. Each office will be responsible for issuing the necessary guidance to ensure there is proper communication between local offices and the RD Property Control User (RD.02) for the timely execution of system transactions. An RD Property Control User (RD.02)</p>

	<p>serving more than one entity/Plant will need to be mapped to each one of them.</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ This role is applicable only for users at entities/Plants that maintain operational inventory and therefore use the Inventory Management Module in Umoja. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None. <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ RD.05 RD Inventory Senior User ▪ RD.11 RD Warehouse Senior User <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	RD.04: RD Inventory User
	<p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Create reservations on other unit/section's stocks referencing the respective Storage Locations as a back measure and based on internal office guidance; ▪ Create reservations in the system based on external requirements communicated to user's unit which are then approved by the RD Inventory Senior User (RD.05). ▪ Performing Goods Issue, Transfers and moving between Stock Type as approved by the RD Inventory Senior User (RD.05). ▪ Conducting Physical Inventory counts including re-counting and other actions to reconcile the inventory levels as directed by the RD Inventory Senior User (RD.05).
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Recording of Physical Inventory Counts	<p>Creates reservation Creates notification (for initiating action on specific Equipment in Inventory) Handles Goods Issue Posts Inventory Transfers Prints count sheet, perform inventory count [offline] and enters information into the system during Inventory count as instructed by the RD Inventory Senior User (RD.05) [NB. For inventory managed at the Warehouse level, count activities will be initiated under the Warehouse Management function/roles in Umoja and Inventory Management Roles will be responsible only for follow on activities. For all other inventories, the responsibilities for count initiation and execution will sit within the Inventory Management roles.] Works closely with the RD Inventory Senior User (RD.05) to ensure that Inventory Transfers and Issues as well as follow on activities from Inventory counts are executed in a timely manner [offline] Under direction from RD Inventory Senior User Manager (RD.05), follows up with offices requesting Inventory to ensure all relevant information is provided to enable the prioritization and approval of reservations and Stock Transport Orders [offline]</p>
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ Authorization will be granted at the Plant Level. <p>[NB. System development to enable authorization to be controlled at Storage Location range level is currently under review].</p>
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles) <p>This role is restricted to entities/Plants that maintain operational inventory and therefore use the Umoja Inventory Management Module.</p>
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Operational staff responsible for managing inventory on behalf of a Storage Location, irrespective of whether inventory in that Storage Location is managed using the Warehouse Management module.

	<p>ii. The role of RD Inventory User (RD.04) works in conjunction with the RD Inventory Senior User (RD.05) who has authority for managing the inventory for that Storage Location; hence, any Storage Location holding operational inventory should have both roles mapped.</p> <p>iii. The centralization of system based Inventory and Logistics transactions is possible in Umoja. In which case, RD Inventory User (RD.04) may perform this role in a centralized manner for more than one entity/plant where he/she has authorization rights.</p> <p>iv. Each office will be responsible for issuing the necessary guidance to ensure there is proper communication between local offices and the RD Inventory User (RD.04) for the timely execution of system transactions. The RD Inventory User (RD.04) serving more than one office will need to be mapped to each one of them.</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ This role is applicable only to users at entities/Plants that maintain operational inventory and therefore use the Inventory Management Module in Umoja. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None. <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ There is no segregation at the role level between RD Inventory User (RD.04) and RD Inventory Senior User (RD.05). However, there should be segregation at the document level, i.e., the user should not be exercising both roles in respect of the same transaction or document. <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	RD.05: RD Inventory Senior User
	<p>This role is responsible for:</p> <ul style="list-style-type: none"> • Control and oversight of inventory; • Stock levels management through monitoring demand and expected deliveries; • Overseeing physical count activities and approving shipments of stock to other locations. <p>This role will have expanded responsibilities in future Umoja extension of Supply Chain Material Planning functionalities.</p> <p>[NB. For inventory managed at the Warehouse level, count activities will be initiated under the Warehouse Management roles in Umoja and follow on activities will be handled by Inventory Management roles. For all other inventories, the responsibilities for count initiation and execution will sit within the Inventory Management roles.]</p>
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Control and Oversight of Inventory and Stock Levels Management	<p>Approves Reservations Approves Stock Transport Orders Reviews Commodity Availability Reports to plan replenishment Initiates Physical Inventory Counts for Inventories that are not warehouse managed Freezes Inventory for counting Reviews Count Discrepancy Reports from Inventory and Warehouse counts Creates/reviews notification (for initiating action on specific Equipment in Inventory) Sets the necessary Inventory planning levels for safety stock and replenishment points which will be managed through system based automation in the future [offline] Decides on Replenishment Plan for Inventories [offline] Coordinates with Requisitioners on initiation of procurement as needed for Inventory Replenishment [offline] Reviews Incoming Reservations and Stock Transport Orders, prioritizing and approving demands and the requirement dates [offline] With the support of RD Inventory User (RD.04), manages the necessary follow up and communication with the requesting office regarding the plan for satisfying its inventory request [offline] Coordinates with the RD Warehouse Senior User (RD.11) for inventories that are warehouse managed to plan and follow up on count requirements [offline] Reviews Inventory Count results and takes the necessary actions to address count discrepancies (initiating investigations, write off procedures, etc.) in coordination with RD Property Control Users (RD.02) [offline] Once count results are finalized, coordinates with the RD Property Control User (RD.02) responsible for accepting and posting the count discrepancies [offline] Carries out all other mandated activities relating to the management of Inventories as required by internal office guidance / SOPs [offline] [NB. The above may be guided by an entity-wide stocking policy/strategy that the staff members performing this role will be responsible for developing and monitoring on behalf of management.]</p>

MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ Authorization will be granted at the Plant and Storage Location range level (under review)
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Director/Chief of Administration ▪ Director/Chief of Mission Support (DMS/CMS) ▪ Local Functional Approver (for RD roles) <p>This role is restricted to entities/Plants that maintain operational inventory and therefore use the Umoja Inventory Management Module.</p>
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to the successful completion of training</u> in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Chiefs of Unit/Section responsible for Inventory or material management ▪ Operations managers overseeing inventory ▪ This role is generally mapped to managers whose decisions will impact budget requirements as they are the commodity managers in their departments or units. <p>ii. The centralization of system based Inventory and Logistics transactions is possible in Umoja. In which case, the RD Inventory Senior User (RD.05) may perform this role in a centralized manner for more than one plant where he/she has authorization rights.</p> <p>iii. Each office will be responsible for issuing the necessary guidance to ensure there is proper communication between local offices and the RD Inventory Senior User (RD.05) for the timely execution of system transactions. An RD Inventory Senior User (RD.05) serving more than one office will need to be mapped to each one of them.</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ This role is applicable only to users at entities/Plants that maintain operational inventory and therefore use the Inventory Management Module in Umoja. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ It is advisable, but not mandatory, that users mapped to this role have delegation of certifying authority and/or mapped to SA.07 role - SA Approver (Shopping Carts - IC/Consultants Contracts, LVA, & all others) ▪ The role of RD Inventory User (RD.04) works in conjunction with the RD Inventory Senior User (RD.05) who has authority for managing the inventory for that Storage Location; hence, any Storage Location holding operational inventory should have both roles mapped. <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ RD.02 RD Property Control User ▪ There is no segregation at the role level between RD Inventory Senior User (RD.05) and RD Inventory User (RD.04). However, there should be segregation at the

	<p>document level, i.e., the user should not be exercising both roles in respect of the same transaction or document.</p> <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none">▪ None <p>D. Role composition.</p> <ul style="list-style-type: none">▪ None <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	RD.06: RD Logistics User
	<p>This role is responsible for managing the outbound movements of goods based on approved inventory shipments including identifying/confirming issuing locations to satisfy shipment requirements and updating expected pick up dates based on information provided by freight providers responsible for transportation of the goods.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Optimal management of all related shipping and transportation activities within the Umoja full scope transportation management solution.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Outbound Movement of Goods	<ul style="list-style-type: none"> ▪ Creates Outbound Delivery against Stock Transport and Sales Orders ▪ Updates Outbound Delivery (picking of locations, quantities, dates and performing goods issue upon issuance of the goods from inventory for transportation) ▪ Packs in Outbound Delivery ▪ Creates Shipments and Related Analysis ▪ Plans and executes port activities (e.g., customs), freight contract requirements, transportation arrangements, etc. [offline]
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles) <p>This role is restricted to entities/Plants that maintain operational inventory and therefore use the Umoja Inventory Management Module.</p>
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to the</u> successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Staff in Operations / Logistics / Transportation with responsibility for managing the inbound and outbound goods movement when shipping between different entities/Plants. <p>ii. The centralization of system based Inventory and Logistics transactions is possible in Umoja. In which case, the RD Logistics User (RD.06) may perform this role in a centralized manner for more than one plant where he/she has authorization rights.</p> <p>iii. Each office will be responsible for issuing the necessary guidance to ensure there is proper communication between local offices and the RD Logistics User (RD.06) for the timely execution of system transactions. An RD Logistics User (RD.06) serving more than one office will need to be mapped to each one of them.</p> <p>B. Role assignment restriction/limitation.</p>

	<ul style="list-style-type: none">▪ This role is applicable only to users at entities/Plants that maintain operational inventory and therefore use the Inventory Management Module in Umoja. <p>C. Combination of roles.</p> <ul style="list-style-type: none">i. Relevant or prerequisite roles that should be assigned to users mapped to this role:<ul style="list-style-type: none">▪ None.ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):<ul style="list-style-type: none">▪ Noneiii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:<ul style="list-style-type: none">▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none">▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	RD.07: RD Receiving User
	<p>This role is responsible for:</p> <ul style="list-style-type: none"> ▪ Performing the receipt and visual inspection of materials against Commercial Procurement or inter-Plant (office/country) transfers or (in cases of virtual receipt) stock transfers from Incoterm location; ▪ Performing goods receipt in the system indicating UN acceptance of goods ownership for physical receipts upon arrival of goods at office receiving location; ▪ Printing and barcoding received equipment and when applicable, noting vendor provided barcodes into the equipment records; ▪ In cases when goods are received centrally into inventory, performing the reissuance or transfer of inventory to the final receiving storage location/destination.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Receipt and Visual Inspection of Materials	<p>Conduct Goods Receipts into stock after visual inspection of received goods Manages the receipt of items to blocked stock for damaged goods Issues Goods Receipt slip Prints labels and attaches them to goods, as necessary Updates externally provided bar code labels into equipment records Processes Vendor Returns Performs primary visual inspection of goods [offline] Ensures that serialized materials are properly bar coded [offline] Reports receipt discrepancies (e.g., damaged goods) to Procurement and Requisitioners to ensure vendor returns are processed in a timely manner [offline] Coordinates with Requisitioners on the redelivery of goods, if required [offline] For goods requiring system inspection, alerts RD Inspection User (RD.09) [offline] to update inspection results into the system</p>
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject</u> to the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Receipt and Inspection (R&I) staff ▪ For smaller offices or locations without dedicated Receipt and Inspection (R&I) unit, any staff member designated to receive goods delivered by vendor <p>ii. The RD Receiving User (RD.07) is intended for receiving goods against a regular Purchase Order raised by SA Buyer (SA.03). Goods procured under a low value Purchase Order raised by SA Low Value Acquisitioner (SA.08), should be received using the RD Virtual Direct Receiving User (RD.08). An office/entity that only receives against low value acquisition would generally have no requirement for RD Receiving User (RD.07).</p>

iii. The centralization of system based Inventory and Logistics transactions is possible in Umoja. In which case, the RD Receiving User (RD.07) may perform this role in a centralized manner for more than one plant where he/she has authorization rights.

iv. Each office will be responsible for issuing the necessary guidance to ensure there is proper communication between local offices and the RD Receiving User (RD.07) for the timely execution of system transactions. The RD Receiving User (RD.07) will need to be mapped to each of those offices.

B. Role assignment restriction/limitation.

- None

C. Combination of roles.

i. Relevant or prerequisite roles that should be assigned to users mapped to this role:

- None.

ii. Roles that should not be assigned to users mapped to this role to ensure segregation of duty (SOD):

- SA.01 SA Requisitioner (Shopping Carts – goods/services, excluding HR)
- SA.02 SA Requisitioner Direct Procurement
- SA.03 SA Buyer
- SA.05 SA Buyer LOA
- SA.06 SA Buyer Supervisor
- SA.07 SA Approver (Shopping Carts - IC/Consultants Contracts, LVA & all others)
- SA.16 SA Approver Procurement
- SA.17 SA Approver LOA
- RD.09 RD Inspection User

[NB. At smaller offices/entities/locations with limited staff resources, where it is not feasible to segregate the assignment of any of the above roles from an RD.07 user at the role level, administrative safeguards should be established and enforced to ensure segregation at the document level i.e., the user should not be exercising multiple roles in the same transaction or document.]

iii. Roles that should not be assigned to users mapped to this role because their functionalities are already embedded in the role:

- None.

D. Role composition.

- None.

E. Mandatory training courses.

Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.

ROLE	RD.08: RD Virtual Direct Receiving User
	This role is responsible for receiving materials against Commercial Procurement for items for which the UN takes ownership prior to arrival at the final UN location as dictated by Incoterms (i.e., FCA/EXW/DAT) indicating UN acceptance of goods ownership and generation of necessary financial postings.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Receiving Materials Prior to Arrival at Final Location	<ul style="list-style-type: none"> ▪ Performs Virtual Receipt of goods against Inbound Delivery document for applicable Incoterms only ▪ Performs Goods Receipt in the system for items directly delivered by vendors or received directly from the Vendor and not through central receiving as per guidelines issued by the Property Management and Inventory Control Unit in each office ▪ Monitors updates made by the RD Inbound Coordinator (RD.01) of Inbound deliveries indicating transfer of ownership ▪ Executes transfers of inventory after carrying out virtual receipts to indicate transfer/transit of goods to delivery location where they will be physically received. ▪ Reviews Vendor delivery documentation provided on the Inbound Delivery to reconfirm goods are delivered as expected based on information in Purchase Order [offline]
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to the successful completion of training in the relevant Umoja processes</u>:</p> <ul style="list-style-type: none"> ▪ Staff in the Receipt and Inspection (R&I) unit, who in addition to the RD Receiving User (RD.07) role would generally also be provisioned with RD Virtual Direct Receiving User (RD.08) so they would be able to receive against every Incoterm. ▪ Staff in any entity/office/plant [other than from a dedicated Receipt and Inspection (R&I) function] authorized to perform virtual goods receipt. ▪ Staff in any entity/office/plant authorized to receive goods procured under a low value Purchase Order raised by a Low Value Acquisitioner (SA.08). <p>ii. The centralization of system based Inventory and Logistics transactions is possible in Umoja. In which case, the RD Virtual Direct Receiving User (RD.08) may perform this role in a centralized manner for more than one plant where he/she has authorization rights.</p> <p>iii. Each office will be responsible for issuing the necessary guidance to ensure there is proper communication between the local offices and Virtual Direct Receiving User</p>

(RD.08) for the timely execution of system transactions. The Virtual Direct Receiving User (RD.08) serving more than one office will need to be mapped to each one of them.

B. Role assignment restriction/limitation.

- None

C. Combination of roles.

i. Relevant or prerequisite roles that should be assigned to users mapped to this role:

- None

ii. Roles that should not be assigned to users mapped to this role to ensure segregation of duty (SOD):

- SA.01 SA Requisitioner (Shopping Carts – goods/services, excluding HR)
- SA.02 SA Requisitioner Direct Procurement
- SA.03 SA Buyer
- SA.05 SA Buyer LOA
- SA.06 SA Buyer Supervisor
- SA.07 SA Approver (Shopping Carts - IC/Consultants Contracts, LVA & all others)
- SA.08 SA Low Value Acquisitioner
- SA.16 SA Approver Procurement
- SA.17 SA Approver LOA
- RD.09 RD Inspection User

[NB. In smaller offices/entities/locations with limited staff resources, where it is not feasible to segregate the assignment of any of the above roles from a RD.08 user at the role level, administrative safeguards should be established and enforced to ensure segregation at the document level, i.e., the user should not be exercising multiple roles in the same transaction or document.]

iii. Roles that should not be assigned to users mapped to this role because their functionalities are already embedded in the role:

- None

D. Role composition.

- None

E. Mandatory training courses.

Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.

ROLE	RD.09: RD Inspection User
	<p>This role is responsible for performing technical quality inspection of materials to ensure that all technical specifications are as per contractual requirements and that goods are in good working condition.</p> <p>Material Records set as requiring technical inspection in SAP will result in the creation of inspection lots after receipt which needs to be updated with inspection results.</p>
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Technical Quality Inspection of Materials	<p>Updates Inspection Lot status in SAP defining quantity of goods accepted and quantity rejected in which case a vendor return is automatically posted in the system</p> <p>Conducts technical inspection based on inspection criteria [offline]</p> <p>Prepares Quality Management reports [offline]</p> <p>Coordinates with Procurement for vendor returns [offline]</p> <p>Coordinates with CEHS validator for inspection [offline]</p>
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to the successful completion of training in the relevant Umoja processes</u>:</p> <ul style="list-style-type: none"> ▪ Requisitioners ▪ Asset Managers <p>ii. The centralization of system based Inventory and Logistics transactions is possible in Umoja. In which case, the RD Inspection User (RD.09) may perform this role in a centralized manner for more than one plant where he/she has authorization rights.</p> <p>iii. Each office will be responsible for issuing the necessary guidance to ensure there is proper communication between the local offices and RD Inspection User (RD.09) for timely execution of system transactions. The RD Inspection User (RD.09) serving more than one office will need to be mapped to each one of them.</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None.

	<p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none">▪ RD.07 RD Receiving User▪ RD.08 RD Virtual Direct Receiving User <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none">▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none">▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	RD.10: RD Warehouse User
	<p>This role is responsible for ensuring that warehouse related activities are properly tracked and executed in the system to ensure alignment of warehouse system information with physical state of materials in the warehouse.</p> <p>[NB. For inventory managed at the Warehouse level, count activities will be initiated under the Warehouse Management function/roles in Umoja and Inventory Management Roles will be responsible only for follow on activities. For all other inventories, the responsibilities for count initiation and execution will sit within the Inventory Management roles.]</p>
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
<p>Alignment of Warehouse System Information and Physical State of Materials</p>	<p>Monitors Transfer Orders being generated for the movement of goods in the warehouse on a daily basis</p> <p>Executes and confirms the put-away transfer orders for the placement of goods into the warehouse after receipt</p> <p>Executes and confirms the picking transfer order for goods to be issued/transferred out of the warehouse from their respective bins</p> <p>Executes and confirms all other internal warehouse movements</p> <p>Enters warehouse count results based on count documents issued by the RD Warehouse Senior User (RD. 11)</p> <p>Prepares goods for shipping, ensuring goods are in the correct area in the warehouse ready to be picked up for delivery to the final requestor [offline]</p> <p>Monitors all items received into the warehouse and follows up with the RD Warehouse Senior User (RD. 11) to ensure the proper put away of goods within the warehouse structure [offline]</p> <p>Informs the RD Warehouse Senior User (RD. 11) when bins become completely full, as needed [offline]</p> <p>Informs RD Warehouse Senior User (RD. 11) after count results are in the system to start the count discrepancy management [offline]</p>
MAPPING INSTRUCTIONS	
<p>Required Delegation of Authority</p>	<ul style="list-style-type: none"> ▪ None
<p>Mapping Entity Restriction</p>	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles) <p>This role is restricted to locations that deploy Umoja Warehouse Management functionalities – see item B of Mapping Guidelines for more details.</p>
<p>Mapping Guidelines</p>	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Warehouse operators and similar personnel <p>ii. Users mapped to this role generally work closely with the RD Warehouse Senior User (RD.11).</p>

B. Role assignment restriction/limitation.

- This role is applicable only for users at locations that deploy Umoja Warehouse Management functionalities. This entails that the entities/Plants have operational inventory and deploy Umoja's Inventory Management module in addition to Warehouse Management (which may be deployed to some or all locations for that entity/Plant).

C. Combination of roles.

i. Relevant or prerequisite roles that should be assigned to users mapped to this role:

- None.

ii. Roles that should not be assigned to users mapped to this role to ensure segregation of duty (SOD):

- There is no segregation at the role level between RD Warehouse User (RD.10) and RD Warehouse Senior User (RD.11). However, there should be segregation at the document level, i.e., the user should not be exercising both roles in respect of the same transaction or document.
- There is no segregation between RD Warehouse User (RD.10) and RD Inventory Senior User (RD.05) and/or RD Inventory User (RD.04). There could be a scenario where the same user may be responsible for both the physical location of the goods in the warehouse as well for the inventory level/operations without exposing the organization to major lack of controls.

iii. Roles that should not be assigned to users mapped to this role because their functionalities are already embedded in the role:

- None.

D. Role composition.

- None

E. Mandatory training courses.

Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.

ROLE	RD.11: RD Warehouse Senior User
	<p>This role is responsible for planning the allocation of stock within the warehouse structure, initiating the movement of stock internally, as well as initiating the physical inventory count in the warehouse and monitoring warehouse operations.</p> <p>[NB. For inventory managed at the Warehouse level, count activities will be initiated under the Warehouse Management function/roles in Umoja and Inventory Management Roles will be responsible only for follow on activities. For all other inventories, the responsibilities for count initiation and execution will sit within the Inventory Management roles.]</p>
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Management of Warehouse Operations	<p>Creates Bins Blocks Bins for Movement Creates Transfer orders for picking and putting away stocks Creates Transfer orders for movement of stock within the warehouse (e.g. to disposal areas, returns etc.) Initiates Warehouse Counts for warehouse managed inventories Reviews Discrepancy Reports Monitors Warehouse operations</p> <ul style="list-style-type: none"> ▪ Coordinates with the Inventory Management team to ensure timely fulfillment of requirements for movement of goods generated by the Inventory Management Team through executed Goods Issue, Transfer and Deliveries for Stock Transport Orders [offline] <p>Coordinates and prepares the physical count activities for Warehouse Managed Inventories with the RD Inventory Senior User (RD.05) [offline] Coordinates with the RD Inventory Senior User (RD.05) in cases when discrepancies are found during warehouse counts to initiate the proper follow on actions (investigations, disposals etc.) [offline] Inspects regularly the warehouse premises in order to secure goods in the required conditions and to ensure proper security level [offline] Monitors the space availability to allow for an optimal allocation of the goods Ensures safety and security standards are always met [offline] Plans and allocates space in light of expected deliveries and dispatches [offline]</p>
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for RD roles) <p>This role is restricted to locations that deploy Umoja Warehouse Management functionalities – see item B of Mapping Guidelines for more details.</p>

<p>Mapping Guidelines</p>	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Warehouse Manager and staff responsible for oversight of centralized warehousing functions for their office or on behalf of multiple entities. ▪ Warehouse Manager for any location that uses Umoja Warehouse Management functionalities. <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ This role is applicable only for users at locations that deploy Umoja Warehouse Management functionalities. This entails that the entities/Plants have operational inventory and deploy Umoja Inventory Management Module in addition to Warehouse Management (which may be deployed to some or all locations for that entity/Plant). <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ RD.02 RD Property Control User ▪ There is no segregation at the role level between RD Warehouse Senior User (RD.11) and RD Warehouse User (RD.10). However, there should be segregation at the document level, i.e., the user should not be exercising both roles in respect of the same transaction or document. ▪ There is no segregation between RD Warehouse Senior User (RD.11) and RD Inventory Senior User (RD.05) and/or RD Inventory User (RD.04). There could be a scenario where the same user may be responsible for both the physical location of the goods in the warehouse as well for the inventory level/operations without exposing the organization to major lack of controls. <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	RD.14: RD_Local Supply Chain Coordinator (LSSC)
	<p>This role is intended for Peacekeeping missions and Special Political Missions only.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Create and change Stock Transport Requisitions (STRs) for inter-mission and Strategic Deployment Stocks (SDS) in the given entity (mission); ▪ Create Stock Transport Orders (STOs) for intra-mission transfers within the mission; ▪ As LSSC in the requesting mission, liaise with relevant Budget Owners/Certifying Officers and Finance section to ensure that STRs are appropriately supported by Financial Commitments and such FCs are kept updated with pricing and freight information received from the Global Supply Chain Coordinator (GSSC) and other parties; ▪ Liaise with the GSCC and the LSCC in the counterpart mission (i.e., the supplying or requesting mission) to ensure that all shipping and other freight information are maintained and updated on the STO/Outbound/Inbound documents; ▪ Release STOs for inter-mission and SDS indicating that its ready for review by GSCC; ▪ Liaise with GR, the technical section and Fixed Asset Accountants to ensure that all equipment records are enriched/updated, and FA transfer is performed ▪ Liaise with Finance to ensure that any unutilized funds in the FCs are liquidated
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Stock Transport Requisition / Stock Transport Order	<ul style="list-style-type: none"> ▪ Liaises with GSSC for requesting SDS goods [offline] ▪ Liaises with GSSC for other goods and surplus goods requests [offline] ▪ Manages intra-mission transfers between geographical locations that require tracking ▪ Liaises with other sections within the missions to identify requirements and coordinate with Commodity Managers in UNGSC [offline]
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ UNHQ Functional Approver (for RD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to the successful completion of training</u> in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Officers, who have delegated authority to create Requisitions for inter-mission transfers and to create orders for intra-mission related transactions <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None.

C. Combination of roles.

i. Relevant or prerequisite roles that should be assigned to users mapped to this role:

- None.

ii. Roles that should not be assigned to users mapped to this role to ensure segregation of duty:

- RD.12 RD SDS Chief
- RD.13 RD Global Supply Chain Coordinator

iii. Roles that should not be assigned to users mapped to this role because their functionalities are already embedded in the role:

- None.

D. Role composition.

- None.

E. Mandatory training courses.

Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to 'Need a role?' in the Umoja page on iSeek for a list of the Umoja training courses required for each role.

ROLE	SA.02: SA Requisitioner Direct Procurement
	Users mapped to this role will be able to perform the following transactions in Umoja: <ul style="list-style-type: none"> ▪ Create “shopping carts” for inventory items (only) NB: Not available for users at PKs and SPMs until Galileo is decommissioned.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Creation of shopping carts for inventory items (only)	<ul style="list-style-type: none"> ▪ Creates purchase requisition ▪ Changes purchase requisition ▪ Cancels purchase requisition ▪ Creates funds pre-commitment ▪ Creates Reservations for Inventory Items ▪ Checks Inventory Availability Reports ▪ Researches product information [offline] ▪ Obtains pre-approval for purchase of goods / services ▪ Checks availability of goods in inventory prior to requisitioning to decide whether goods are to be requested through reservations or requisitions ▪ Identifies which items require to be bought as Inventory versus direct consumables based on organizational needs to ensure inventory creation is enabled through the requisitioning process for related items ▪ Ensures that materials are classified properly as fixed assets during the requisitioning process through following IPSAS related guidelines.
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None
Mapping Entity Restriction	Access for this role must be approved / endorsed by: <ul style="list-style-type: none"> ▪ Director/Chief of Administration ▪ Director/Chief of Mission Support (DMS/CMS) ▪ Local Functional Approver (for SA roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Administrative staff whose tasks include creation of requisitions for inventory only <p>ii. Users mapped to this role require access to Cost Centre(s).</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ RD.04 RD Inventory User <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of</p>

	<p>duty (SOD):</p> <ul style="list-style-type: none">▪ SA.03 SA Buyer▪ SA.07 SA Approver (Shopping Carts – IC/Consultants Contracts, LVA & all others)▪ RD.07 RD Receiving User <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none">▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none">▪ None. <p>E. Mandatory training courses.</p> <p>All Umoja transaction users are required to complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	SD.01: SD Notification User
	<p>This role can create and modify Umoja notifications for equipment/property assignment and write-offs, and initiate service requests.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Create and modify Umoja Notifications for: <ul style="list-style-type: none"> ○ equipment/property assignment; ○ verification; ○ write-offs. <p>And if the entities do not use iNeed,</p> <ul style="list-style-type: none"> ▪ Create and modify Umoja Notifications (i.e., Service Requests) within the authorized Plant for: <ul style="list-style-type: none"> ○ general services to be provided by the UN and/or UN contracted vendors; ○ reporting plant maintenance related issues such as malfunctions and corrective maintenance needs.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Creation and modification of Umoja Notifications	<ul style="list-style-type: none"> ▪ Creates new Notifications ▪ Modifies, tracks, updates status and cancels the Notifications within the authorized Plant ▪ Gathers needs and information relating to services, equipment/property and materials to be requested [offline] ▪ Routes or submits the Notifications for approval/release by Services Delivery Notification Approver (SD.02) ▪ Identifies and/or follows up on changes that may be required for the Notifications [offline] ▪ Answers any question related to the Notifications [offline] ▪ Monitors and reports on the status and detail of the Notifications.
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for SD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Administrative staff of offices that require: <ul style="list-style-type: none"> ○ General services to be provided by the UN and/or UN contracted vendors; ○ Reporting plant maintenance related issues such as malfunctions and corrective maintenance needs; ○ Equipment/property assignment, verification and write-offs.

	<p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None. <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ SD.02 Services Delivery Notification Approver ▪ SD.07 Services Delivery Master Data Maintainer <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to Annex 7 of Add/Modify/Delete User on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	SD.02: SD Notification Approver
	<p>This role can modify and approve Umoja Notifications for equipment/property assignment and write-offs, and initiate service requests.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Review and approve the Umoja Notifications for: <ul style="list-style-type: none"> ○ equipment/property assignment; ○ write-offs; <p>And <u>if the entities do not use iNeed</u>,</p> <ul style="list-style-type: none"> ▪ Review and approve the Umoja Notifications (i.e., Service Requests) within the authorized Plant for: <ul style="list-style-type: none"> ○ general services to be provided by the UN and/or UN contracted vendors; ○ reporting plant maintenance related issues such as malfunctions and corrective maintenance needs.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Review and approval of Umoja Notifications	<ul style="list-style-type: none"> ▪ Reviews and ensures that the Notifications have been filled out correctly, ▪ Approves and/or rejects Notifications ▪ Directly updates and/or cancels Notifications if not performed by SD Notification User (SD.01) ▪ Verifies requests relating to services, equipment/property and materials that have been submitted for approval ▪ For Notification in relation to disposal and write off, reviews and accepts/approves the recommendations from the Property Survey Board (PSB)
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ No delegation of authority required, except for approving Notifications related to write off and disposal of equipment and properties.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ Local Functional Approver (for SD roles)
Mapping Guidelines	<p>A. Role assignment. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Generally mapped to Chiefs of Unit/Section with responsibility for modifying and approving Umoja Notifications for equipment/property assignment and write-offs, and initiating service requests. <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None.

ii. Roles that should not be assigned to users mapped to this role to ensure segregation of duty (SOD):

- SD.01 SD Notification User
- SD.03 SD Planner
- SD.07 SD Master Data Maintainer
- SD.09 SD Disposal Planner
- SD.16 SD Preventative Maintenance Planner

iii. Roles that should not be assigned to users mapped to this role because their functionalities are already embedded in the role:

- None.

D. Role composition.

- None.

E. Mandatory training courses.

Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to 'Need a role?' on the Umoja page on iSeek for a list of the Umoja training courses required for each role.

ROLE	SD.03: SD Planner
	<p>This role can create, modify and confirm Umoja Service Orders for requested services.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Review service requests (e.g., Umoja Notifications); ▪ Create, modify, confirm and complete the Umoja Service Orders with activities and materials for both cost recovery and statistical purposes.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
<p>Review of service requests and creation, modification and completion of Umoja Service/Work Orders</p>	<ul style="list-style-type: none"> ▪ Reviews the Notifications and generates Service Orders from those Notifications ▪ Creates, plans cost, confirms and completes Service Orders [NB. SD Planner (SD.03) cannot create, update and complete the ZM02 type of the Service Order.] ▪ Submits Service Orders for approval to the FM Earmarked Funds Document Certifiers (FM.07), if required ▪ Performs other Umoja transactions such as creation of Reservations, issues equipment or inventory; creates and/or reviews Purchase Requisitions generated against the Service Orders ▪ Closes Umoja Notifications upon completion of service provision ▪ Monitors and reports on the status and detail of the Umoja Notifications and Service Orders ▪ Clarifies requests and determines the work items and responsible offices or people to perform them [offline] ▪ Submits estimates and obtains confirmation of the work items, deadlines and funding sources from the requestors [offline] ▪ Distributes activities/tasks involved, and liaises with other offices to ensure completion of the Service Orders [offline] ▪ Creates and accepts quotations for Sales Orders
MAPPING INSTRUCTIONS	
<p>Required Delegation of Authority</p>	<ul style="list-style-type: none"> ▪ None.
<p>Mapping Entity Restriction</p>	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ UNHQ Functional Approver (for SD roles)
<p>Mapping Guidelines</p>	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Operational staff and/or administrative staff with knowledge and experience of the services to be performed and/or tasks to be carried out. <p>ii. Users mapped to this role require access to Planner Group(s). The SLO UAP tool does not allow a request for mapping of user to SD.03 to proceed if a Planner Group is not selected from a drop-down list.</p>

B. Role assignment restriction/limitation.

- None.

C. Combination of roles.

i. Relevant or prerequisite roles that should be assigned to users mapped to this role:

- None.

ii. Roles that should not be assigned to users mapped to this role to ensure segregation of duty (SOD):

- SD.02 SD Notification Approver
- SD.04 SD Order Releaser
- SD.07 SD Master Data Maintainer
- FM.07 FM Earmarked Funds Document Certifier

iii. Roles that should not be assigned to users mapped to this role because their functionalities are already embedded in the role:

- SD.01 SD Notification User

D. Role composition.

- SD.15 SD Planner Group*

* This role used to be added separately to any user mapped to SD.03. However, with the introduction of the UAP Application tool, it is no longer necessary to add SD.15. The UAP tool requires a Planner Group to be selected from a drop-down list to enable a request for mapping to SD.03 to proceed.

E. Mandatory training courses.

Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to 'Need a role?' on the Umoja page on iSeek for a list of the Umoja training courses required for each role.

ROLE	SD.04: SD Order Releaser
	<p>This role can review, modify and release Service Orders.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Review and release Service Orders within the authorized Plant and Planner Group, for: <ul style="list-style-type: none"> ○ general services to be provided by the UN and/or UN contracted vendors; ○ plant maintenance related services such as preventative and corrective maintenance. ▪ Review and approve the maintenance plans for equipment and property under their portfolio.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Review and release of Service/Work Orders	<ul style="list-style-type: none"> ▪ Reviews and ensures that the Service Orders are created correctly with appropriate activities and rates, funding sources and in accordance with the service agreements ▪ Approves Service Orders that do not require funding (i.e., internal cost recovery) from the Service Requestors, for the purpose of entering a statistical record ▪ Releases Service Orders that have been approved ▪ Modifies, updates and/or cancels Service Orders ▪ Updates the Service Orders and thereby may modify the material reservation, if affected ▪ Investigates the needs and feasibilities of the activities planned for the Service Orders [offline]
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ UNHQ Functional Approver (for SD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Generally mapped to Chiefs of Unit/Section with responsibility for reviewing and approving the works, equipment, materials and costs associated with the Service Orders that have been issued against the service requests. <p>ii. Users mapped to this role require access to Planner Group(s). The SLO UAP tool does not allow a request for mapping of user to SD.04 to proceed if a Planner Group is not selected from a drop-down list.</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None.

	<p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None. <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ SD.03 SD Planner ▪ SD.07 SD Master Data Maintainer ▪ SD.16 SD Preventative Maintenance Planner <p>[N.B. Exception may be granted to small offices with limited staff resources.]</p> <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ SD.15 SD Planner Group* <hr style="width: 10%; margin-left: 0;"/> <p>* This role used to be added separately to any user mapped to SD.04. However, with the introduction of the SLO UAP tool, it is no longer necessary to add SD.15. The UAP tool requires a Planner Group to be selected from a drop-down list to enable a request for mapping to SD.04 to proceed.</p> <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to ‘Need a role?’ on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	SD.05: SD User
	<p>This role is for personnel in services providing offices who need to perform cost recovery transactions in both SAP Sales and Distribution, as well as Controlling modules (Cost Allocation). It enables those offices to enter details of the goods and services provided, directly into the Umoja system.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Create and modify billing requests, advance payment requests and credit/debit memo requests for issuance to parties external to Umoja; ▪ Create and modify sales quotations, sales contracts, sales orders, and return orders for all types of sales including donation/free of charge, consignment and third party procurement; ▪ Submit quotations, contracts and orders, including credit/debit memo requests, for approval by the Services Delivery Approver; ▪ Upload Statistical Key Figures quantities on a periodic basis to charge internal clients using Cost Allocation Cycles; ▪ Execute Cost Allocation Cycles in test mode to review the simulated postings based on the Statistical Key Figures previously uploaded; ▪ Change or cancel contracts, quotations and orders before subsequent document, such as invoices, financial documents, etc., are issued.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
<p>Creation, modification & cancellation of requests, quotations, contracts & orders for external clients</p>	<ul style="list-style-type: none"> ▪ Receives, reviews and confirms requirements for goods and services or billing requests [offline] ▪ Answers questions and clarifies needs/requests [offline] <p>Through SAP Sales and Distribution module:</p> <ul style="list-style-type: none"> ▪ Creates, modifies and cancels quotations, contracts and orders, including credit/debit memo requests, issued to clients external to Umoja
<p>Charging internal clients</p>	<p>Through SAP Controlling module:</p> <ul style="list-style-type: none"> ▪ Enters planned and/or actual usage quantities/charges (i.e. Statistical Key Figures) for period end execution of cost allocation cycle to clients internal to Umoja ▪ Prepares Statistical Key Figures quantities, uploads files based on data coming from Umoja or legacy systems that are used to track service consumption by client and service provided ▪ Enters manually or uploads Statistical Key Figure file into Umoja and corrects any issues with the data being uploaded ▪ Executes Cost Allocation Cycle in test mode to review the simulated postings to charge the clients based on the Statistical Key Figures loaded ▪ Modifies the Statistical Key Figures loaded based on the results of the Cost Allocation Cycle execution in test mode.
MAPPING INSTRUCTIONS	

Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ UNHQ Functional Approver (for SD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to the successful completion of training in the relevant Umoja processes:</u></p> <ul style="list-style-type: none"> ▪ Administrative Assistants/Officers in services providing offices or Self Accounting Units (SAUs) such as Facility, Travel, Transportation, Mail Operation, Security & Safety, Conference Services, IT, Language & Training, Medical, Public Information, etc.; ▪ Sales and Marketing Assistants/Officers in commercial and revenue producing operations such as UN Postal Administration, UN Bookshops, Garage Operations, etc.; ▪ Authorized staff in Property Management Unit/Section (PMU); and, ▪ Procurement Assistants/Officers in procurement offices that provide services to external customers (i.e., non-UN Secretariat and commercial entities) <p>ii. This role may also be assigned to Finance/Account staff responsible for entering and executing transactions related to cost recovery, billing and account receivables.</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None. <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ SD.06 SD Approver ▪ SD.07 SD Master Data Maintainer <p>[N.B. Exception may be granted to small offices with limited staff resources.]</p> <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to ‘Need a role?’ on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>

ROLE	SD.06: SD Approver
	<p>This role is intended for Unit or Section Chief who needs to review and approve requests for goods and services. Delegation of certifying authority is not required for users to receive this role.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Review and approve or reject: <ul style="list-style-type: none"> ○ Billing requests and credit/debit memo requests to parties external to Umoja; ○ Sales quotations, sales contracts, sales orders and return orders related to all sales, including donation/free of charge, consignment and third party procurement; ▪ Create, modify and/or cancel contracts, quotations and orders, including credit/debit memo requests, before subsequent documents such as invoices, financial documents, etc., are issued; or return the documents to SD User (SD.05) to perform such transactions.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Review and approval / rejection of requests, contracts, quotation and orders	<ul style="list-style-type: none"> ▪ Reviews and approves or rejects contracts, quotations and orders, including credit/debit memo requests ▪ Modifies and/or cancels contracts, quotations and orders, including credit/debit memo requests; or returns the documents to SD User (SD.05) to perform such transactions ▪ Ensures that contracts, quotations and orders, including credit/debit memo requests, are created in accordance with agreements with the customers and with the established procedures and policies [offline] ▪ Contacts SD User (SD.05) with any questions [offline]
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None. This role does <u>not</u> require delegation of certifying authority.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ UNHQ Functional Approver (for SD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Chiefs of Unit/Section and Certifying Officers, who usually have delegated authority (not mandatory) to review, approve or reject billing requests, sales contracts, quotations, contracts, and orders. ▪ Senior Finance/Account Officers responsible for reviewing and approving requests for billing and cost recovery. <p>ii. Users mapped to this role require access to Cost Centre(s).</p>

	<p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role:</p> <ul style="list-style-type: none"> ▪ None. <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty:</p> <ul style="list-style-type: none"> ▪ SD.05 SD User ▪ SD.07 SD Master Data Maintainer <p>[N.B. Exception may be granted to small offices with limited staff resources.]</p> <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to ‘Need a role?’ on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	SD.08: SD Equipment Verification Planner
	Users mapped to this role will be responsible for: <ul style="list-style-type: none"> ▪ Creation and maintenance of Equipment Verification Plan for the physical equipment verification process; and, ▪ Review and upload of physical verification results.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Maintenance of Equipment Data Records	Uses Umoja transaction to: <ul style="list-style-type: none"> ▪ Create and maintain Equipment Verification Plan for the Physical Verification process [offline] ▪ Extract and print the required data to conduct physical verification ▪ Perform inspection and record findings [offline] ▪ Validate and upload the verification results ▪ Coordinate with offices/departments with respect to discrepancies and subsequent processes (Master Data update, Write-Off) [offline] ▪ Ensure that subsequent processes (e.g. Write-Off) are started, where appropriate.
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	Access for this role must be approved / endorsed by: <ul style="list-style-type: none"> ▪ Chief of Unit/Section responsible for Property Management ▪ Local Functional Approver (for SD roles) ▪ Process Owner Functional Approver (for super users at the UNHQ level)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, subject to the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ This role is generally mapped to staff of Property Control and Material Inspection Unit (PCIMU) or Property Control & Inspection Unit (PCIU). <p>Note: This role is assigned at the Plant level. However, there is a Global component of this role that can be assigned to a super user at UNHQ level.</p> <p>ii. This role requires access to Planner Group(s). The SLO UAP tool requires a Planner Group to be selected from a drop-down list to enable a request for mapping of user to SD.08 to proceed.</p> <p>B. Role assignment restriction/limitation.</p> <p>This role shall <u>only</u> be provisioned to Property Control and Inventory Inspection Unit (PCIMU) or Property Control & Inspection Unit (PCIU) personnel.</p> <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to SD.08:</p> <ul style="list-style-type: none"> ▪ None

	<p>ii. Roles that should not be assigned to users mapped to SD.08 to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ SD.07 SD Master Data Maintainer ▪ SD.09 SD Disposal Planner ▪ SD.10 SD Equipment Master Data Maintainer Global ▪ SD.11 SD Equipment Master Data Maintainer Local ▪ SD.17 SD PADP Approver <p>iii. Roles that should not be assigned to users mapped to SD.08 because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to 'Need a role?' on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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v.2016 07 05

ROLE	SD.09: SD Disposal Planner
	<p>This role can manage write-off/ disposal notifications within the Property Management area.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja: Responsible within the Write-off and Disposal process for</p> <ul style="list-style-type: none"> • Reviewing, processing and updating the status of the write-off/disposal notification; • Uploading the write-off/disposal supporting documentation.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Write-off / Disposal	<ul style="list-style-type: none"> ▪ Collects the Write-off/Disposal request documentation [offline] ▪ Reviews the Write-off documentation and Write-off request justification; ▪ Researches and analyzes the disposal method [offline] ▪ Updates the Notification with the Write-off/ Disposal documentation ▪ Prepares documentation for the Property Survey Board and Approver [offline] ▪ Collaborates with Asset Accountant (FA.15) and coordinate activities relating to disposal process [offline] ▪ Liaises with the Equipment Administrator, Asset Accountant, Write-off Approver and Property Survey Board [offline] ▪ Prepares and conducts the auction in case disposal method is a sale [offline]
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/ Section who is responsible for the management of the property ▪ UNHQ Functional Approver (for SD roles)
Mapping Guidelines	<p>A. Role assignment. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ Warehouse Manager ▪ Asset Manager ▪ Property Record Custodian (for Headquarters) <p>B. Role assignment restriction/limitation. This role shall only be assigned to units/ offices that are mandated to manage (procure, store, issue, maintain and write-off) property/ specific commodity of the Organization.</p> <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to this role.</p> <ul style="list-style-type: none"> ▪ SD.01 SD Notification User <p>ii. Roles that should <u>not</u> be assigned to users mapped to this role to ensure segregation of duty (SOD):</p>

	<ul style="list-style-type: none"> ▪ SD.02 SD Notification Approver ▪ SD.07 SD Master Data Maintainer ▪ SD.08 SD Equipment Verification Planner ▪ FA.15 FA Asset Accounting User <p>iii. Roles that should <u>not</u> be assigned to users mapped to this role because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none"> ▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none"> ▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to ‘Need a role?’ on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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ROLE	SD.10: SD Equipment Master Data Maintainer
	<p>This role can create, maintain and modify equipment data record.</p> <p>Users mapped to this role will be able to perform the following transactions in Umoja:</p> <ul style="list-style-type: none"> ▪ Create, maintain and modify equipment data record; ▪ Receive and review requests for creation of new records (notifications and supporting documents).
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Creation, maintenance and modification of equipment data records	<ul style="list-style-type: none"> ▪ Gathers information and equipment details to create equipment records [offline] ▪ Creates, changes and updates the equipment data record ▪ Performs other Umoja transactions including creation of reservations ▪ Assesses and resolves Physical Verification discrepancies [offline] ▪ Liaises with Equipment Administrator for creation of records [offline]
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	<p>Access for this role must be approved / endorsed by:</p> <ul style="list-style-type: none"> ▪ Chief of Unit/Section responsible for Property Management ▪ Local Functional Approver (for SD roles)
Mapping Guidelines	<p>A. Role assignment. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ This role is generally mapped to users with supervising responsibilities within the equipment management field. ▪ Users also have authorization to update the status of the Notification. <p>B. Role assignment restriction/limitation. This role shall only be provisioned to Property Management personnel.</p> <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to SD.10:</p> <ul style="list-style-type: none"> ▪ SD.01 SD Notification User ▪ SD.11 SD Equipment Master Data Maintainer_Local <p>ii. Roles that should <u>not</u> be assigned to users mapped to SD.10 to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ SD.07 SD Master Data Maintainer ▪ SD.08 SD Equipment Verification Planner ▪ SD.17 SD PADP Approver ▪ FA.16 FA Asset Accounting Senior User

	<p>iii. Roles that should <u>not</u> be assigned to users mapped to SD.10 because their functionalities are already embedded in the role:</p> <ul style="list-style-type: none">▪ None. <p>D. Role composition.</p> <ul style="list-style-type: none">▪ None. <p>E. Mandatory training courses.</p> <p>Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to 'Need a role?' on the Umoja page on iSeek for a list of the Umoja training courses required for each role.</p>
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v.2017 09 05

ROLE	SD.11: SD Equipment Master Data Maintainer Local
	Users mapped to this role will be able to perform the following transactions in Umoja: <ul style="list-style-type: none"> ▪ Maintain and modify the equipment record for a specific authorization group.
PROCESS	ACTIONS PERFORMED BY THIS ROLE IN THE PROCESS (System and non-System)
Maintenance & modification of equipment records	Uses SAP tcodes to: <ul style="list-style-type: none"> ▪ Update the equipment record within the authorization group ▪ Perform other Umoja functions such as creation of reservations ▪ Liaise with the equipment requestor to update the Master Data Maintainer [offline] ▪ Participate in the reconciliation of equipment within the physical verification process [offline]
MAPPING INSTRUCTIONS	
Required Delegation of Authority	<ul style="list-style-type: none"> ▪ None.
Mapping Entity Restriction	Access for this role must be approved / endorsed by: <ul style="list-style-type: none"> ▪ Chief of Unit/Section ▪ UNHQ Functional Approver (for SD roles)
Mapping Guidelines	<p>A. Role assignment.</p> <p>i. This role may be assigned to the following positions/functions, <u>subject to</u> the successful completion of training in the relevant Umoja processes:</p> <ul style="list-style-type: none"> ▪ personnel involved in the operation process, but without responsibility for the creation of equipment record <p>ii. Users mapped to this role require access to Authorization Group(s). The SLO UAP tool does not allow a request for mapping of user to SD.11 to proceed if an Authorization Group is not selected from a drop-down list.</p> <p>B. Role assignment restriction/limitation.</p> <ul style="list-style-type: none"> ▪ None. <p>C. Combination of roles.</p> <p>i. Relevant or prerequisite roles that should be assigned to users mapped to SD.11:</p> <ul style="list-style-type: none"> ▪ SD.01 SD Notification User <p>ii. Roles that should <u>not</u> be assigned to users mapped to SD.11 to ensure segregation of duty (SOD):</p> <ul style="list-style-type: none"> ▪ SD.07 SD Master Data Maintainer ▪ SD.08 SD Equipment Verification Planner ▪ SD.17 SD PADP Approver ▪ FA.16 FA Asset Accounting Senior User <p>iii. Roles that should <u>not</u> be assigned to users mapped to SD.11 because their functionalities are already embedded in the role:</p>

- None.

D. Role composition.

- SD.14 SD Authorization Group *

* This role used to be added separately to any user mapped to SD.11. However, with the deployment of the SLO UAP tool, it is no longer necessary to add SD.14. The UAP tool requires an Authorization Group to be selected from a drop-down list to enable a request for mapping to SD.11 to proceed.

E. Mandatory training courses.

Where relevant, transaction users must complete role-specific training courses before requesting and receiving access for an Enterprise role. Please refer to 'Need a role?' on the Umoja page on iSeek for a list of the Umoja training courses required for each role.