

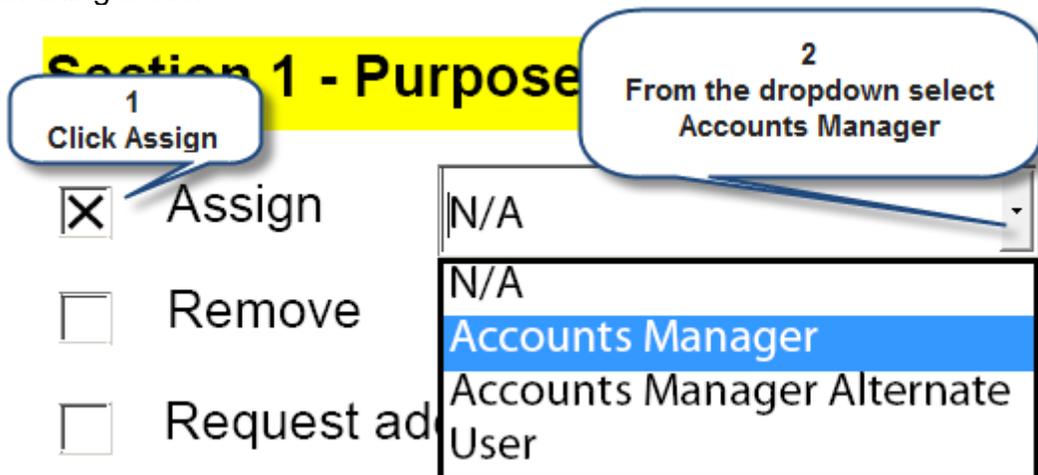
State Procurement Office
Posting Delegation Authority: Procurement Awards, Notices and Solicitations
Instructions

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Delegating an Accounts Manager or Accounts Manager Alternate

- Section 1 - Purpose.** Check *Assign*. From the dropdown menu, select *Accounts Manager* or *Accounts Manager Alternate*, as appropriate. Do not enter information in the remaining fields.



- Section 2 - Account Information.** Enter the last name, first name, position, department, division and email of the accounts manager/alternate being assigned.
 - Signature: Signature and date of the Accounts Manager/Alternate.
 - Approver Signature: Signature and date of the head of the purchasing agency or CPO jurisdiction
- Section 3 - Reason for New Account.** Do not enter information.
- Scan** the signed form and email to state.procurement.office@hawaii.gov. Do not send the original to SPO.

Deleting an Accounts Manager or Accounts Manager Alternate

When an Accounts Manager or Accounts Manager Alternate leaves, they shall be removed.

1. **Section 1 - Purpose.** Check *Remove*. From the dropdown menu, select *Accounts Manager* or *Accounts Manager Alternate*, as appropriate. Do not enter information in the remaining fields.
2. **Section 2 - Account Information.** Enter the last name, first name, position, department, division and email of the accounts manager/alternate being removed.
 - a. Signature : the accounts manger/alternate being removed signature is not required.
 - b. Approver Signature: Signature and date of the head of the purchasing agency or CPO jurisdiction.
3. **Section 3 - Reason for New Account.** Do not enter information.
4. **Scan** in the signed form and email to state.procurement.office@hawaii.gov. Do not send the original to SPO.

Delegating a User

1. **Section 1- Purpose.** Check *Assign*. From the dropdown menu, select *User*.
 - a. In the User Assigned Login ID box, the Accounts Manager shall enter the assigned user ID. Do not enter information in the remaining fields of Section 1.
2. **Section 2 - Account Information.** Enter the last name, first name, position, department, division and email of the user being assigned.
 - a. Signature : Signature and date of the User.
 - b. Approver Signature: Signature and date of the Accounts Manager.
3. **Section 3 - Reason for New Account.** Do not enter information.
4. **Scan** the signed form and email to state.procurement.office@hawaii.gov. Do not send the original to SPO.

Deleting a User

When a user leaves/is no longer assigned, the user shall be removed.

1. **Section 1 - Purpose.** Check *Remove*. From the dropdown menu, select *User*.
 - a. In the User Assigned Login ID box, the Accounts Manager shall enter the user ID.
2. **Section 2 - Account Information.** Enter the last name, first name, position, department, division and email of the accounts manager/alternate being removed.
 - a. Signature: Signature and date of the User
 - b. Approver Signature: Signature and date of the Accounts Manager.
3. **Section 3 - Reason for New Account.** Do not enter information.
4. **Scan** the signed form and email to state.procurement.office@hawaii.gov . Do not send the original to SPO.

Request for an Additional Account

Additional accounts for existing Departments or CPO Jurisdictions.

1. **Section 1 – Purpose.** Check *Request an Additional Account*. From the dropdown menu, select *User*.
2. **Section 2 - Account Information.** Enter the last name, first name, position, department, division and email of the user who will be assigned.
 - a. Signature: Signature (and date) of the user.
 - b. Approver Signature: Signature (and date) of the Accounts Manager
3. **Section 3 - Reason for New Account.** Check *Division/Attached Agency*. From the dropdown menu, select *Does not have an account* or *Needs an additional account*, as appropriate.
 - a. **Needs an additional Account:** enter the reason an additional account is needed in the text box. Complete the *Approximate number of postings per FY* and the *total number of existing accounts for the Department or Jurisdiction*.
 - b. **Does not have an account:** do not enter information in the remaining fields of Section 3.
4. **Scan** the signed form and email to state.procurement.office@hawaii.gov . Do not send the original to SPO.

New Participating CPO Jurisdiction

CPO Jurisdictions that have not participated before and wishes to participate.

1. **Section 1 - Purpose.** Check *Assign*. From the dropdown menu, select *Accounts Manager*. Check *Request Jurisdiction Access*. Do not enter information in the remaining fields of Section 1.
2. **Section 2 - Account Information.** Enter the last name, first name, position, department, division and email of the accounts manager who will be assigned
 - a. Signature: Signature and date of the Accounts Manager.
 - b. Approver Signature: Signature and date of the head of the CPO jurisdiction.
3. **Section 3 - Reason for New Account.** Check *New participating CPO jurisdiction*.
4. **Scan** in the signed form and email to state.procurement.office@hawaii.gov . Do not send the original to SPO.