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INFORMS Users,  
Please see the latest status update.

- Resolved
  - Purchase Orders or Requests are now routing to the Project or Grant Managers.
- Pending
  - Certain department requisition user profiles are incomplete due to missing supervisors. The INFORMS Team will reach out to the Departments to collect the needed information.
  - Certain approvers are receiving transactions from other Departments. The INFORMS Team is working on this issue.
  - The incorrect URL in the Approver email notification is known issue. The INFORMS Team is working on this issue.
- Reminder for all INFORMS Security Requests
  - For Buyer or Requestor roles always provide the Supervisor's eKey\Employee #, Ship To Location Id (i.e. D5A2210001) and Department Id (i.e. FN01000000)
  - Use the 'Ship To ID' column from the attached [Locations Spreadsheet](#) to complete the 'Employee Ship To ID' field on the security request form
  - Central Roles are only applicable for Central Department Users in Finance, Procurement, Office of Management & Budget
  - The Department Director and \ or Designee must authorize the [security request form](#) by providing their signature on the form.
  - For all Approver roles review the form with Department Director to ensure their concurrence with all levels of approvals being requested. Only request Approval Authority up to the levels designated the requested position.

Thank you,  
INFORMS Team

*For the fastest response to any issues, questions or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: <http://myit.miamidade.gov>*