******State of Kansas**

**Defualt Buyer ID BYRDFLT**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 11/05/2015 |
| **Version:** | 2.0 |
| **Last Updated Date:** | 11/4/2020 |
| **Why is the Buyer ID on my PO showing as BYRDFLT?** | The Buyer ID is a required field so that SMART can source a requisition to a Purchase Order. If the Requestor does not have a defined Buyer or the Buyer ID is left blank on the requisition SMART populates **BYRDFLT** as the Default Buyer ID. |
| **If the BYRDFLT Buyer ID Appears on a PO** | |
| * If an agency discovers that a PO has been sourced from a requisition using the **BYRDFLT** Buyer ID, the agency can submit a **ManageEngine Service Request** specifying the correct **Buyer ID** to be used. | |
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| **To Prevent the Default Buyer ID from Appearing on Future POs** | |
| Submit a [SMART Security Access Form](https://www.smartweb.ks.gov/docs/default-source/security-access-forms/smart-security-access-form.xlsx?sfvrsn=c604253b_6) for an **Agency Requisitioner** and be sure to include the **Default Buyer’s Name** and their **User ID**.  This will ensure that the **Buyer ID** is populated when the Agency Requisitioner submits the requisition. | C:\Users\sharvey\AppData\Local\Temp\SNAGHTMLb500365.PNG |