



## 24 An overview of buyer catalogue groups

There are three buyer catalogue groups that can be set-up on Budget Manager. These are:

### 1. Public buyer catalogue group

This buyer catalogue group is available to all organisations.

### 2. Local authority buyer catalogue group

This buyer catalogue group is automatically created when a local authority is set-up on Budget Manager. Each local authority will have their own buyer catalogue group; however some local authorities may have an agreement to share a specific local authority buyer catalogue group.

### 3. Private buyer catalogue group

This catalogue group is created by a system or local authority administrator and is tailor made to a specific individual's needs.

## How to create a buyer catalogue group

To create a buyer catalogue group, simply follow the instructions below:

1. Navigate to the Administration function.
2. Expand the Catalogue management folder.
3. Click on Buyer catalogue groups.
4. Click on the Add button.

**The Buyer Catalogue Group Wizard will open:**

### Step 1- Owner

You must select a buyer catalogue group owner from the drop down list of organisation individuals provided.

### Step 2 - Buyer Catalogue Group Details

To review or amend an organisation's type and details tick or deselect the organisations and type buttons.

When you have completed the relevant information click on the Finish button.

The organisation will now be listed in the Administration function/Catalogue management/Buyer catalogue groups folder. Suppliers and products can now be added to the buyer catalogue.