

USER SETUP / CHANGE

*Indicates a required field / +Indicates it will print on ProcureAZ forms

*Requestor's Name:		Date:
*User's Name:	*User's EIN:	
*User's Email: <small>(User's e-mail is set as Login ID)</small>	*+User's Phone:	
*User's Job Title:	*Agency Name:	
User's Default Department & Location:		

*Indicate requested action:	Add New	Edit	Inactivate	Delete
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<u>ROLE</u>	<u>EXPLANATION</u>
Basic Navigation training is a prerequisite to obtaining a login ID and password for ProcureAZ.	Each role has specific rights and abilities within the system. A user may have multiple roles assigned to them.

Place an "X" below to assign a role to this user. You must select at least one role.

	SELECT ALL	All roles will be selected.
	Inquiry (A view-only role.)	Inquiry Users can view all the documents in the system created by their Organization (ex. Auditors). If Basic Purchasing is selected, this role is redundant.
	<u>DEPARTMENT ACCESS:</u>	
	Department Superuser	User is able to take control of any document in their department. (Cannot combine with Location Superuser.)
	Location Superuser	User is able to take control of any document in their location. (Cannot combine with Department Superuser.)
	Contract Shopper	Contract Shoppers are authorized to only make on-contract requisitions and can create bid lists. (Cannot combine with Requisitioner.)
	Department Buyer	
	Requisitioner	Like Contract Shopper but allows for off contract requisitions.
	Approver Role	User is eligible to be on approval paths to approve/disapprove documents.
	Receipts	User is able to create receipts as orders/services are received.
	Change Orders	User is able to create change orders.
	<u>BASIC PURCHASING:</u>	
	Basic Purchasing (BP)	User has all the privileges of a contract shopper and receiver , may also be an approver and has the ability to create and manage solicitations/bids .
	BP Supervisor	User can view/edit documents of selected BP users.
	<u>Organization Administrator:</u>	User can create/edit departments, locations and users for their agency.

NOTES:

AGENCY SIGNATURE AUTHORIZATION SECTION	
Authorized Approver's Name:	
Authorized Approver's Title:	
Authorized Approver's Phone:	
Authorized Approver's Email:	
Authorized Approver's Signature:	Date: