

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>
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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.

	<u>DEPARTMENT ACCESS:</u>	
		Select one (1) of the following:
	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.)
		Select one (1) of the following:
	Contract Shopper	Contract Shoppers are authorized to only make on-contract requisitions and can create bid lists. (Cannot combine with Requisitioner.)
	Requisitioner	Like Contract Shopper but allows for off contract requisitions. (Cannot combine with Contract Shopper.)
		Select all that apply:
	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.
	Department Buyer	Can issue POs directly to Vendor for off-contract goods/services within your agency's delegated procurement authority.
	Allow Two Way Match	User is able to create a PO and may generate an invoice for payment without the need of a receipt to indicate items were received.
	<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 Signature:	Date:	
Authorized Approver's Printed Name:		